



# Creating a new Sport Club

## Getting Started

### Registration

- Complete the [New Club Request Form](#) to inform the Competitive Sports office there is interest in a new club.
  - The Competitive Sports office will check to see if this club already exists
- Register six (6) students that are interested in creating the new sport club
  - The Competitive Sports Office will create a new club on the [weber.edu/sportclubs/clubs.html](http://weber.edu/sportclubs/clubs.html) page that will allow for students to register for you club using their eWeber credentials.
    - Note: Student must have a Wildcard in order to be able to register.
  - As these students register, a roster will be created as members are approved.
- Submit the Leadership
  - When members sign up, ensure they select their leadership title if it applies.

### Constitution

- Create a club constitution explaining how the new club will function, the responsibilities of the leaders and all other aspects of the club.
  - Check out the [Constitution Guidelines](#) found at [weber.edu/sportclubs/resources.html](http://weber.edu/sportclubs/resources.html)
  - Submit the completed Constitution to the Competitive Sports office for feedback and complete necessary revisions.

## Preparation for New Club Hearing

### Presentation

- Once the above steps are completed, the club leader(s) will sit before the Sport Club Council (SCC) and explain their justification on why the new club should be admitted.
- Think of this presentation as a business proposal. Explain to the council why the club should be created, how the club plans to govern themselves, and the overall mission of the club.
- Topics to include:
  - What is the club? Assume the members of the council have no knowledge of the sport.
  - Will the club be recreation or competition based?
  - Where will the club practice/meet?
  - What funding sources will the club use?
  - Is the club requesting any start-up funds?<sup>1</sup>
  - What additional information is necessary for the council to approve the club?

## After the New Club Hearing

- Once the SCC has discussed the hearing, the club leaders will be notified via email whether or not the club will be recognized. Should the club be admitted to the Competitive Sports Program, the next steps to take will be presented at that time.

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<sup>1</sup> New Clubs may request up to \$1,000 in startup funds. Stipulations on the amount, repayment, etc. will be determined by the Sport Club Council.