

## **STARTING A NEW SPORT CLUB**

### Basic University Requirements for Starting a Club

- You must have at least 10 members to start a club at FSU.
- All of your club members must be FSU students, faculty or staff only.
- You must secure an advisor from the full-time faculty/staff of FSU in order to be recognized as a club.
- You must develop a club constitution and bylaws. See example on the sport club website: ***fsu.campusrec.com/sportclubs***

### How to Start a Sport Club

1. Contact the Assistant Director of Sport Clubs in the Sport Club Office (136 Tully Gym, PH: 850-644-7902) to discuss your plans for establishing a sport club.

NOTE - The club must be a sport activity that is instructional, recreational, competitive, or any combination thereof. Campus Recreation reserves the right to refuse registration to any club that requires extensive funding and/or resources, as well as those involving high liability or risk factors.

2. Submit a written proposal to the Assistant Director requesting the formation of a sport club that includes the following.
  - a. Goals and Objectives of the Club
3. Schedule an informational meeting to assess interest in the club. Assistant Director can assist you in finding space and advertising for the meeting.
  - a. Obtain list of interested students including names, FSU card #'s, emails and phone numbers
4. Find a full-time faculty or staff member of FSU to agree to be the club's advisor.
5. Develop a constitution and bylaws (see example) for the club and submit it to the Assistant Director of Sport Clubs
6. Elect club officers. Must have at least three officers.

7. Get approval from Assistant Director to become a club on “conditional” status.

NOTE – “Conditional” status means a club is eligible to be active within the Sport Club Council for the course of one year. The club is allowed to vote and participate in Sport Club Council proceedings, but is not eligible for funding until they have been accepted into “Active” status. The club must follow policies and procedures and attend SCC meetings while in “conditional” status. Upon completion of the “conditional” year, a club can be moved to “active” status in year two.

8. Complete the Student Activity Center online recognition process for becoming a Recognized Student Organization (RSO) at FSU.

For questions, contact:

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