

WCU CLUB SPORTS

HOW TO START A CLUB SPORT

Club sports are a unique set of registered student organization that travel and compete against club sports from other universities at the state, regional, and national level.

Club Sports are operated out of Campus Recreation and Wellness by the Associate Director for Intramural and Club Sports.



Campus Recreation
and Wellness

BECOME A REGISTERED STUDENT ORGANIZATION

1. Register on engage.wcu.edu.
 - a. Sign in.
 - b. Click the "Organizations" tab.
 - c. Click "Register an Organization".
 - d. Click "Register a New Organization".
2. Registering will require the names of the organization leaders, a valid constitution, and a faculty/staff advisor email address.
3. Wait for approval.

APPLY TO BE A CLUB SPORT

1. Locate the forms on reccenter.wcu.edu.
 - a. Click on "Club Sports".
 - b. Click on "About Club Sports".
 - c. Click on "New Club Forms".
2. Download and complete these forms.
 - a. New Club Sport Application
 - b. New Club Sport Petition
 - c. Projected Budget Sheet
 - d. Supplemental Questions
3. Submit the forms to Michael Birch or email them to mbirch@wcu.edu.

MEET WITH CRW

1. Set up a meeting with Michael Birch, Associate Director for Intramural and Club Sports, mbirch@wcu.edu, to discuss the how to move forward with the club once you're approved as a new club sport. This can happen even before the club is fully approved.



Club Sport: _____

Date Submitted: _____

Club Executive Board:

Table with 4 columns: Positions, Name, Phone #, WCU E-mail. Rows include *President, *Vice President, and *Treasurer.

*Required: Only the president, vice president and treasurer will go on the club sport contact list. Clubs may have other officer positions if they choose (ex: Secretary, Social Media Coordinator, Alumni Relations Coordinator, etc).

- DEADLINE for regular acceptance and renewals (to be active as of the first day of the Fall semester): Friday, April 9th
• *DEADLINE for late acceptance (to be active after the start of the Fall semester): Friday, September 3rd

*Note: Clubs receiving a late acceptance may not receive allocated funding for the 2021-22 academic year.

The following items must be submitted to the Associate Director for Intramural and Club Sports for review (Forms can be found on https://www.wcu.edu/experience/campus-recreation/club-sports.aspx):

1. New Club Sport Application
2. Club Constitution and Bylaws
3. New Club Sport Petition (minimum of 150% of a starting lineup, or 15 signatures for non-lineup specific sports)
4. Budget Preparation Sheet
5. Supplemental Questions
6. Register as a student organization on WCU Engage (https://wcu.campuslabs.com/engage/)

Upon acceptance into the Club Sports program, all clubs will be required to submit the following:

1. Coach Form (required only if you will have a coach)
2. Faculty/Staff Advisor Form
3. Copies of CPR/AED/First Aid Certification for safety officers (or the ability to obtain certifications in the Fall semester)

Campus Recreation and Wellness and the Associate Director for Intramural and Club Sports reserves the right to refuse acceptance into the club sports program if consensus is reached that the necessary resources (facilities, competitions, administrative, student support, and financial) are not available.



Club Sport: _____

Requirements:

A proposed club must prove that they have interest and support from the WCU student body. Obtain signatures from currently enrolled WCU students who have a legitimate interest in being a full-time member, if the club were approved by Campus Recreation and Wellness.

- For team sports, obtain at least 150% of a team's starting roster (ex: Baseball has a starting roster of 9. At least 14 signatures must be obtained.)
- For individual/doubles sports (ex: swimming, tennis, cross country, etc.), at least 15 signatures must be obtained.
- The more signatures obtained, the more the interest is validated. Signatures from students graduating that semester will not accepted.

Name:_____ WCU Email:_____ Yr:___ Signature:_____

Name:_____ WCU Email:_____ Yr:___ Signature:_____

Name:_____ WCU Email:_____ Yr:___ Signature:_____

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Name:_____ WCU Email:_____ Yr:___ Signature:_____

Name:_____ WCU Email:_____ Yr:___ Signature:_____

Name:_____ WCU Email:_____ Yr:___ Signature:_____



Club Sport: _____

A major aspect of operating a club sport is understanding how to manage a budget. This may include, but is not limited to, collecting member dues, hosting fundraisers, and receiving donations, as well as paying association due, competition registrations, and buying equipment, uniforms and apparel. Fill in the projected information below, to the best of your knowledge. (Type your answers in the spaces provided.)

Member Dues (\$): _____ X # of Members: _____ = Revenue 1 (\$): _____

\$ Raised per Fundraiser: _____ X # of Fundraisers: _____ = Revenue 2 (\$): _____

Total Donations (\$): _____ = Revenue 3 (\$): _____

Revenue 1 + Revenue 2 + Revenue 3 = Total Revenue (\$): _____

Total Uniform Cost (\$): _____

Total Equipment Cost (\$): _____

Total Competition Registration Cost (\$): _____ (A club typically attends 3-6 comps.)

Total Lodging Cost (\$): _____ (Clubs may not exceed hotel room or Air BnB capacities.)

Other Major Operating Costs (\$): _____ Explain: _____

Total Expenses from Above (\$): _____

(If total expenses exceed total revenue, the club is not financially operable.)



Club Sport: _____

(Type your answers in the spaces provided.)

- 1. Description of the sport.**

- 2. Provide a list of state/regional/national/collegiate leagues, meets or tournaments your organization is able to compete in. List other local/regional college or universities your club can compete against.**

- 3. Does your sport have a national governing body or association? If yes, what is it and what are the associated dues/fees to join?**

- 4. Describe the risk(s) involved with this activity/sport.**

- 5. What are the equipment and uniform needs? What are the associated costs?**

- 6. How will Western Carolina University, and the student body benefit from having your organization on campus?**

- 7. List and describe 2-3 goals of your organization.**

(After completing this packet, email to Michael Birch, mbirch@wcu.edu)

WRITING A CLUB CONSTITUTION

HINTS, TIPS AND SUGGESTIONS

1

WHAT IS A CONSTITUTION?

A Constitution is the document that states the purpose of the organization, as well as details the rules and processes for overall self governance.

2

DO'S AND DON'T'S

- **Do:** Keep it simple and to the point.
- **Don't:** Make it too long and confusing.
- **Do:** Include Officer responsibilities.
- **Don't:** Leave room for interpretation.
- **Do:** Add amendments at the end, and date.
- **Don't:** Delete amended items from the original Constitution.

3

ARTICLES TO INCLUDE

- Preamble, Name, Purpose
- Membership, Meetings, Officers
- Officer & Member Removal, Elections, Committees
- Amendments, Reviewed By _____

4

SET A GUIDE FOR MAKING DECISIONS

Members should be included in important club decisions. Set a ratio or % of members needed to propose and pass votes on elections, amendments, or other issues. The Executive Board (Officers) may have tie-breaking abilities, but shouldn't be too authoritarian.

5

REMEMBER THE BYLAWS

Bylaws are the a set of self-regulated rules and actions that members of the organization should follow to keep the organization focused, ethical, and responsible. A set of Bylaws can be added to the end of the Constitution.