

Idaho State University Campus Recreation
SPORT CLUBS PROGRAM

So You Want to Start a Sport Club?

The information here will be helpful in starting up either a *new* Sport Club or continuing an *existing* Sport Club at Idaho State University.

All Sport Clubs must register with the Department of Campus Recreation at the start of the school year. Here is a checklist of items that must be taken care of before your Sport Club will be considered fully active.

- _____ Draft a club constitution (refer to <http://www.isu.edu/stdorg/lead/manual/const.html> for a guide on what should be included)
- _____ Elect club officers based on constitutional guidelines (must include a President, Vice President, Secretary, Treasurer, and Sport Clubs Council Representative)
- _____ Select 2 club members to be your club's safety officers (safety officers must be certified in CPR, AED, and first aid)
- _____ Ask a full time ISU faculty/staff to be your club's advisor (refer to the Policies and Procedures for the Sport Clubs Program on the responsibilities of an advisor)
- _____ Complete and submit a Sport Clubs Recognition form (A) along with a copy of the constitution
- _____ Once approved, the following documents must be turned in within 2 weeks of the approval:
 - _____ Club Member Release of Claims and Assumption of Risk form (Ba) for all club members
 - _____ Acknowledgment of Risk and Assumption of Responsibility forms for your advisor (Bc), coach-if applicable (Bd), and safety officers (Be)
 - _____ Membership Form and Consent to Treat and Release Medical Information form (C) for all club members
 - _____ Coaching Application if your club is going to have a coach
 - _____ Associate Member Applications for all club members who are ***not*** full-fee paying ISU Students, ISU faculty/staff, nor ISU alumni
 - _____ If your club is planning to travel, it might be prudent to collect copies of drivers' licenses, auto registration, and insurance from all potential drivers and submit with all other paperwork

Shelby Williams is the director for Sport Clubs and is available to answer all your questions regarding the registration process or any other issues regarding the Sport Clubs Program. Her office extension is x3516 and email address is munnschel@isu.edu

Good luck! Please let us know if we can be of any more assistance.