

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.

- \_\_\_\_\_ All clubs must have a minimum of 12 students to be recognized as a club
- \_\_\_\_\_ All sport clubs are required to have a national governing body
- \_\_\_\_\_ Draft a club constitution (refer to the sport clubs website for a blank template and 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)
- \_\_\_\_\_ Clubs are required to have an advisor. Your advisor must be full-time faculty or staff. (Refer to the Policies and Procedures for the Sport Clubs Program on the responsibilities of an advisor)
- \_\_\_\_\_ Complete and submit a Sport Clubs Registration form along with a copy of the constitution
- \_\_\_\_\_ Club Membership Form for each club member
- \_\_\_\_\_ Acknowledgment of Risk and Assumption of Responsibility forms for your advisor, safety officers, and coach (if applicable)
- \_\_\_\_\_ Coaching Application (if applicable)
- \_\_\_\_\_ 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. His office phone is (208) 282-3516 and email address is [munshel@isu.edu](mailto:munshel@isu.edu)

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