**FORM A NEW SPORT CLUB**

Interested in forming a new SPORT CLUB?  See the requirements and process below to learn how.

**Requirements**

**1. Registration with the** [**Carleton Student Association.**](http://soo.studentorg.wisc.edu/) This may be completed on-line at [https://apps.carleton.edu/orgs/csa/orgs/](http://soo.studentorg.wisc.edu/) and documentation must be provided. Clubs must have successfully completed a minimum of 2 years as a registered student organization before applying for Sport Club status.

**2. Demonstration of Interest** - Submit a list of names and signatures with Carleton ID numbers of at least ten (10) active members.   
**3. Demonstration of Organization** - A club must define their purpose, goals, and objectives; submit officers' names and their duties; have a continuity procedure consisting of established officer election dates and the procedure for election; and defined membership requirements. This information should be included in the club constitution.   
**4. Demonstration of Need** - An applying group needs to document that interest in their sport is not being adequately met by existing campus programs. Those sports currently recognized by the Division of Intercollegiate Athletics may not be duplicated. A sport or form of a sport currently a member of the Sport Clubs program may not be duplicated.   
**5. Demonstration of Safety** - An applying club needs to demonstrate that the welfare of its members is safeguarded. Evidence should be presented showing well-qualified instructors, the existence of safe equipment, the supervision of practice and competitive sessions, and the procedures to follow in case of accidental injury.   
**6. Satisfaction of a "True Sport" definition** - Demonstrate that the applying club is within the following guidelines:

* Be a sport with a national or international governing body (i.e. AAU, NCAA, USA Volleyball, or an independent governing body such as International Badminton Federation).
* Produce a set of rules published by the sport's governing body, if requested.
* Present evidence that there are established competitions, tournaments and clinics within a 8hr radius of Northfield, if applicable.
* Show that the learning and development of skills of the sport is the main objective.
* Must have membership with a National or International Governing Body and participate in a local or regional league (as available).

**7. Space Availability & Equipment** - Availability of Campus Rec facilities, storage and equipment for practice and competition is very limited due to use by Campus Rec programs, Athletics, Sport Clubs and informal recreation. Allocation of practice space and time will be limited to Campus Rec facilities that are not currently utilized. Club petitions that do not require additional and/or can be accommodated by existing Campus Rec facilities will be considered. The Sport Clubs Director in conjunction with the PE.A.R Administrative Council will make decisions regarding space availability.

**Petition Process**  
**1. Meet with the Sport Clubs Director** - In order to petition to become a Sport Club with the PE. A.R Department, the interested party must meet with the Sport Clubs Director (Room 105 Recreation Center) and present all the documents needed to meet the criteria to become a Sport Club as explained above.   
**2. Attend Sport Clubs Council Meeting** - If the Sport Clubs Director determines that all criteria have been met, the petition will be placed on the agenda at the next Sport Clubs Executive Council meeting. (typically meets bi-weekly during the academic term)   
**3. Acceptance by the Sport Clubs Executive Council** - The prospective club's chief officer will make a verbal request by means of a presentation to the Sport Clubs Council for membership to that body. A vote will take place at that time or it may be postponed to the next Sport Clubs Council meeting. A vote may be postponed to the next Sport Clubs Council meeting if additional information is required. Completion of the Sport Clubs registration does not constitute endorsement of an individual club. Acceptance by the Sport Clubs Council, the advisory group to the Sport Clubs Director, is granted by two-thirds (2/3) vote of the quorum.   
**4. Acceptance by the Sport Clubs Director** - Taking the vote of the Sport Clubs Council and all criteria into consideration, the Sport Clubs Director has final approval of a club's acceptance. The decision of the Sport Clubs Director may be appealed to the PEAR Athletic Director. Once accepted as an approved Sport Club, the club shall then be governed by policies established by the College, the PE.A.R Department and the Sport Clubs Council.   
**5. Probationary Period** - Upon acceptance into the Sport Clubs program, the new club will serve a one-year probationary period per the Sport Clubs Council By-Laws.