

Perspective Sport Club Checklist

Pre-Meeting Checklist

Items to review:

- ✓ Sport Club Handbook
- ✓ Sport Club Compliance Program

Item(s) to Complete:

- ✓ Prospective Sport Club Application
- ✓ Budget Proposal Form

Introductory Meeting

Once the items have been reviewed and submitted, your leadership team may schedule a meeting with the Competitive Sports Office. Your leadership team should be prepared to discuss the following items *before* arriving for your initial meeting with the Competitive Sports Office.

- ✓ Club's Mission and Goals
- ✓ National Governing Body (NGB) Information
 - Sport clubs are strongly encouraged to become a member of an National Governing Body
 - A National Governing Body (NGB) is an organization that oversees your sport on a national level. The NGB typically breaks the country or region into geographical leagues or division. Teams usually pay a fee to be a member of a NGB and may receive various benefits. Some sport clubs (e.g. martial arts clubs) may be required to join a National Governing Body.
 - The primary contact person for the NGB
 - The benefits and costs (e.g. financial and otherwise) of joining of the NGB
 - Travel requirements (location of opponents, average travel time, etc.)
- ✓ SIU Student Interest in Club:
 - Is your club sustainable?
 - Will your club be able to recruit students to maintain a full roster?
 - Who are your officers?
 - Sport Clubs are required to have four officers (Presidents, Vice President, Treasurer, and Safety Officer)
 - What are the current interest levels for your club?
 - What are your projections for recruitment?
 - Example: 'By spring of 2018, we will retain 20 new members through tabling and social media efforts'.

- ✓ Anticipated Facility Use/Risk Management Considerations:
 - Where will your club practice and compete?
 - If your club has equipment, where will it be stored?
 - What are the safety concerns for your sport?

- ✓ Anticipated Budgetary Needs:
 - What is the annual cost of operating the club?
 - What would your membership dues structure look like?
 - If you anticipate traveling more than fifty (50) miles from campus, what will travel cost (entry fees, gas, hotel, etc.)?
 - How much are NGB annual fees and dues?

Formal Presentation

Once the above items have been discussed, and the Coordinator of Competitive Sports agrees that the RSO is prepared to move forward, the prospective club will present to the Coordinator and Sport Club Council during the Spring Semester for admission into the Sport Club Program. The club is allotted thirty minutes for a formal, professional presentation. **The PowerPoint presentation and Budget Proposal Form must be submitted via email (sportclubssiuc@gmail.com) at least 48 hours prior to the scheduled meeting time.**

The following information should be included in your presentation:

Why should your RSO be accepted into the Sport Club Program?	Typical or anticipated travel schedule
What is your RSO leadership structure?	Risk Management Plan
How is your club going to benefit the Sport Club community?	Plans for member recruitment and retention/
Fundraising plans	Club Goals (annual & long term)
Instructor/coaching plans	Facility space and equipment needs
Explanation of actual or potential national/regional affiliation (NGB)	Financial management plan (anticipated budget)

Decision

- Once the presentation has been completed, the Coordinator of Competitive Sports and Sport Club Council will discuss accepting the RSO’s application.
- The Sport Club Council will vote on accepting or rejecting the RSO’s application.
- The Coordinator of Competitive Sports will discuss the matter with the Associate Director of Programs.
- Once a decision has been finalized, the Coordinator of Competitive Sports will meet with your club’s leadership team to discuss the next steps.