



CHRISTOPHER NEWPORT
UNIVERSITY

Office of Recreational Services



Sport Club

Club Application Packet

Christopher Newport University
Office of Recreational Services
Sport Clubs
-Check-List for Starting a New Sport Club-

- _____ Review the CNU Student Handbook, Section IV-Part 1
- _____ Review the Sport Club Handbook
- _____ Obtain proof that your sport has a Regional, National or National Governing body. (You do not have to be a member of this organization at the time you submit this application).
- _____ Establish your initial list of interested members with student ID numbers (at least 10 are required)
- _____ Create your constitution
- _____ Elect officers and identify them on the **Officer Information Form**
- _____ Enlist a faculty or staff member to serve as advisor and complete the **Advisor Contract**
- _____ Fill out the **Club Application Form**
- _____ Turn in your complete application packet* to the Office of Recreational Services (include following forms)
 - Constitution and Bylaws (bylaws are optional)
 - National constitution and bylaws if applicable
 - Proof of National Sport Governing Body
 - Team Roster Form
 - Waiver and Emergency Contact form for each member on the roster
 - Request for Recognition form
 - Advisor Contract form
 - Officers Information Form
 - Competition Schedule
- _____ Team Officers must schedule a meeting with Director of Recreational Services to review status.

General Criteria

The following criteria must be met by all teams at all levels. There are no exceptions.

- Membership: Each team must prove student interest by having 10 registered members. A registered member will have completed the registration packet and pay team dues.
- Sport Club Council: A team representative must attend all sport club council meetings. This representative should be the same person all year long and make sure all information is passed onto his/her team members.
- CNU Events: Team members must attend the Sport Club Fall Meeting/Training Session and the Club Fair which both will be held on Sunday, August 24, 2008. There may be other events designated by the Director of Recreational Services.
- Budget Proposal: 2 team officers must present a budget request in the spring to the club council. The request should follow budget guidelines (see budget section in handbook).
- Team Binder: Each team should create/maintain 2 team binders. One will be held in the Sport Club Office and the other to be kept with the team. The binder should contain information about competitions, directions, officers, rosters, contact info for leagues, officials, financial info... The purpose of this binder is to help the team continue when leadership changes.
- Forms: There is a lot of necessary paperwork that needs to be completed in a required time frame. Travel, Purchasing, Requesting facilities, all these things have their own procedure which must be followed to the letter.
- Policies/Procedures: You are representing CNU wherever you go and you will be held accountable for your actions. Your team and its members must be compliant with University and Sport Club policies.
- Faculty Advisor: Each team is required to have a Faculty Advisor. It is important to build this relationship.
- Sport Club Handbook: Please familiarize yourself with the Handbook that contains more detailed information and necessary forms.

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Section 1: Philosophy of the Sport Club Program

Sport clubs are registered student organizations designed to bring together students with similar sporting, recreation interests. The sport club program can offer a wide variety of sporting activities, including team sports and individual sports. Previous experience is not a prerequisite for membership. Sport clubs are competitive in nature. Sport clubs can be open to all skill levels. The Office of Recreational Services does not charge a fee for students to play on a sport club. However, individual clubs charge dues for their members.

Unlike collegiate athletic teams (i.e. NCAA), sport clubs are run for students by students, but should use the assistance of coaches and faculty advisors. Clubs must not discriminate from allowing members on their team. In certain clubs there may be limitations on how many team members can attend an event or tournament. To allow for maximum participation, many clubs offer different levels of competition, such as an "A Team" and a "B Team".

1.1) Principles of the Sport Club Program

Sport clubs operate out of the following principles:

1. They must be student initiated.
2. They must be student operated and managed.
3. They must be student maintained for the future.
4. They must actively work to provide funding for their activities.

1.2) Classification as a Sport Club

Sport clubs at Christopher Newport University must meet the following criteria for representation within the Office of Recreational Services.

1. New sport clubs may not duplicate existing sport clubs.
2. Sport clubs must be competitive activities that are athletic or recreational in nature.
3. Sport clubs should administer a student lead "in-club" training program for future club officers.
4. Sport clubs that have a national governing body must be a member and be able to provide proof of that membership.
5. Sport clubs must schedule intercollegiate competition
6. Clubs must demonstrate consistency and progression by maintaining a Tier 2 status after their first year of existence.
7. Clubs must maintain at least 10 active members.
8. Clubs will be organized into one of three tiers, based on their competitiveness, strength of leadership, and reputation as seen by the Sport Club Office and the Sport Club Council.

Section 2: Objective of the Sport Club Program Handbook

As a new club it is imperative that you familiarize yourself with the Sport Club Handbook. The Sport Club Handbook is intended to assist and guide sport club officers, sport club participants and the sport club council. All documents and forms relating to the sport club program are available on-line at the Office of Recreational Services website: recreation.cnu.edu, click on Sport Clubs.

In addition to this manual, the *CNU Student Handbook and the Student Organization Handbook* act as comprehensive guides to the rights afforded to student organizations. Clubs should be aware that there are several University policies that their club must abide by that are either mentioned in the Student Handbook, Section IV or are available from the individual offices that the club may work with such as the Office of Student Activities, the David Student Union, the Scheduling Office, Parking and Transportation Services and IT Services.

Clubs are expected to become knowledgeable of all University policies that affect them, not just those mandated by the Office of Recreational Services. Reading through the Student Handbook, policies relating to the David Student Union, The Freeman Center, IT Services, the Scheduling Office, Parking and Transportation Services, Dining and Catering Services will also help prevent the club from erroneous behavior.

Section 3: Starting a New Sport Club

When reviewing applications for membership in the sport club program, there are certain criteria that the sport club council will take into consideration including how well the applicant resembles the principles and classification criteria outlined in section 1 of this manual.

Process for Becoming a Sport Club:

1. A club must have at least 10 potential members interested before they initiate this process.
2. Any student organization wishing to become a sport club must fill out the **Club Application Packet**.
3. The interested group of students must fill out all the appropriate forms included in this packet. No applications are accepted during the summer. However, the application is good for one year from the day it is submitted and may be kept on file for future consideration. Applications needed to be submitted by: Sept. 19, 2008

4. The officers of the potential club will need to schedule a presentation date with the Director of Recreational Services to present their application to the sport club council.
5. The potential club will present to the sport club council.
6. After the presentation is completed, the sport club council will deliberate and either approve/disapprove the club.

Various factors may contribute to the non-approval of the requested group of students including: budget constraints, similarity with existing clubs, student involvement, poor presentation or communication with the Office of Recreational Services, etc.

If approved, the club will be activated and the officers notified by phone and/or email. The new **club will also start as a Tier 3 club**. They will also receive a letter regarding the outcome of their application.

Tier 3 – Conditional

This level is designed for clubs in their infancy as a Sport Club. They will have a maximum of one year to demonstrate club consistency. After the one year, the club will be able to move onto the next level if all expectations are met.

- There will be no financial assistance, yet teams are able to apply for \$200 grants on a per event basis. These will be approved by the sport club council.
- A team representative must attend all sport club council meetings, but will not be allowed to vote.

General Criteria:

- Provide evidence of stable club leadership that will continue past one year
- Ability to operate as a completely self-supporting organization
- Potential for growth of club for membership and competition
- Prove financial commitment from membership and fundraising activities
- Team Binder: Each team should create/maintain 2 team binders. One will be held in the Sport Club Office and the other to be kept with the team. The binder should contain information about competitions, directions, officers, rosters, contact info for leagues, officials, financial info

At the discretion of the Director of Recreational Services, any failure to abide by any sport club or CNU policy during the provisional period will be grounds for immediate removal from the sports club program.

4) Funding for New Clubs:

As a new sport club, the club will not receive a budget for its first year. However, they may apply for special request funds during this time frame using the **Special Funds Request Form**. They can receive up to \$200 from special funding for events. Annually, clubs will be expected to submit budget proposal packets even if they will not be receiving funds. This educates the club in the budget allocation process. Clubs will be allowed to charge membership dues and are expected to fundraise during this provisional period.

There are a few ways in which new clubs can finance their activities:

4.1) Applying for Special Request Funding:

1. Complete a **Special Funds Request Form**.
2. Attach any flyers or documents that will support your request.
3. Submit the request to the Director of Recreational Services.
4. The Director of Recreational Services will overlook the request and determine an outcome.

4.3) Fundraising: Clubs must work to fund their own activities. If your club generates revenue through fundraisers or by charging dues, this money **MUST** be deposited into their sport club account. This money WILL roll-over from year to year.

Note that when fundraised money is deposited into the sport club account it becomes state property and is subject to state restrictions regarding purchasing and spending.

- o Financial information will only be released to officers listed on the **Officer Signature Form**.

4.4) Sponsorships: Clubs are allowed to gain sponsorships and donations from local, regional or even national companies. However, this must be done with the utmost caution as targeting some companies may negatively affect the University. Clubs should never fundraise or solicit sponsorships without the approval of the Director of Recreational Services.

To ensure a quality fundraising event/sponsorship solicitation, please follow these steps:

1. Complete the **Sponsorship Approval Form** and submit it to the Director of Recreational Services.
2. The Director of Recreational Services will notify the club when the approval/disapproval of the fundraising event or sponsorship is completed.

Christopher Newport University
Office of Recreational Services
Sport Club
-Application Form-

Official Name of the Organization: _____
(Please specify whether this is a men's women's or coed team. This should be determined by the gender of the competition you expect to play.)

Is there any other name or way your organization will be identified (i.e.: an abbreviation), if so please list: _____

Organization web page: _____ Organization contact email: _____

Organization Contact Persons:

Name: _____ Phone _____ Email: _____

Name: _____ Phone _____ Email: _____

Name: _____ Phone _____ Email: _____

Name of National Governing Body(website): _____

Regional League (website) _____

	Time	Location
Practice _____		
First Competition _____		

Are Dues Charged?: _____ If so, how much:\$ _____

We certify that the above information is accurate and acknowledge our responsibility to keep this record current by informing the Office of Recreational Services of any changes. We understand that requesting recognition with the Office of Recreational Services, we must abide by the Responsibilities of all Clubs and Organizations according to the Sport Club Manual and the Student Handbook of Christopher Newport University

Sport Club President Signature: _____

Sport Club Vice President Signature: _____

Sport Club Treasurer Signature: _____

For Office of Recreational Services use only	
Date Received:	
Date Reviewed	
Recognition Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

Christopher Newport University
Office of Recreational Services
Sport Club
-Sample Constitution-

Article I - Name

The name of this organization shall be the _____ at Christopher Newport University.

Article II - Purpose

The purpose of the club shall be (a) to foster a wide student interest and participation in activities by providing leadership, programs, and service and (b) to assist students in developing skills and leadership.

Article III - Membership

Section 1. Any student regularly enrolled in Christopher Newport University may become a member of the _____ with voting and office-holding privileges. The standards for qualification and the amount of dues to be paid shall be determined by the club.

Section 2. Dues, having been decided on by the organization as \$____ per semester, shall be paid by members only.

Section 3. [Name of organization] shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of [organization] are free to leave or dissociate without fear of retribution or harassment. [Organization name] shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

Article IV - Executive Officers

The executive officers of the _____ shall be as follows: Chairman, Vice-Chairman, Secretary, and Treasurer. The aforementioned officers shall constitute the Executive Committee.

Article V - Duties of the Executive Officers

Section 1. The Chairman is to preside at Executive Committee membership meetings; appoint special committees with the approval of the Executive Committee.

Section 2. The Vice Chairman is to preside in the Chairman's absence and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee. Plan and organize publicity for activities and special events.

Section 3. The Secretary is to attend all general correspondence of the organization and to keep minutes of all Executive Committee and membership meetings and to preserve the records of the organization. He/ She will also perform other such duties as may be required of the Executive Committee.

Section 4. The Treasurer is to supervise the financial administration of all revenue periodically to the Executive Committee and membership on the financial condition of the organization, and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee.

Article VI - Meetings

Section 1. The regular meetings of the _____ shall be determined by the Chairman and the officers.

Section 2. Special meetings may be called by the Chairman at his/ her discretion.

Section 3. ____ percent of the membership shall constitute a quorum.

Article VII - Elections

Section 1. Election of officers shall take place yearly during the fourth week of April.

Section 2. Any student is eligible for nomination as an officer of the Executive Committee who: (a) meets CNU's eligibility for student office holding which consists of a 2.0 grade point average and (b) fulfills the qualification as set up by the Executive Committee.

Section 3. A vacancy in any office, except the Presidency, shall be filled only by an election held among the members of the _____.

Article VIII - Recall of Officers

Officers of the organization may be dismissed for cause if due process is followed. Grounds for dismissal include dereliction of duties. A motion for a recall of an officer requires a 2/3 vote.

Article IX - Amendments

Amendments to this Constitution may be proposed to the voting membership by majority vote of the Executive Committee or by petition signed by 1/10 of the voting membership. Amendments shall be declared adopted which are presented at two general meetings and receive a majority favorable vote at both meetings by the voting members present.

Article X - By-laws

By-laws, not inconsistent with the constitution, may be adopted or amended by 2/3 vote of the regular or special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

Article XI- Role of the Advisor

The advisor of the organization shall provide support, counseling, and guidance in all situations. The advisor is expected to attend all meetings and offer advice.

Article XII – Responsibilities

[Name of organization] shall adhere to University policies and all city, state, and federal laws.

Article XI - Ratification

This constitution shall become effective upon ratification by a majority of the organization's membership and Office of Student Activities.

Sport Club President Signature: _____

Date: _____

Sport Club Vice President Signature: _____

Date: _____

Sport Club Treasurer Signature: _____

Date: _____

Sport Club Advisor Signature: _____

Date: _____

Christopher Newport University
Office of Recreational Services
Sport Club
-Advisor Contract -

To the potential faculty advisor:

Please read through the following important excerpts of the sport club manual and make sure that you have met with the students of the interested sport club to ensure you understand your role as their faculty advisor.

Each sport club must have a faculty advisor. That person should be a full time employee of the University and have an up to date understanding of club operations and governance. Graduate Assistants are NOT eligible to serve as advisors.

Competent advisors lend their experience and expertise to help each club mature and reach its full potential. The advisor should help the club's officers and members plan effectively and realistically. The advisor can insure that the club achieves its aspirations on and off the field. However, the advisor should offer guidance and support rather than interfere with the student decision-making process. The advisor should be consulted as one part of the decision-making process on a regular basis and should be aware of obvious concerns expressed by members in the club. They should be informed of all communication and regularly invited to practices, games, and business meetings. Advisors need not be full-time coaches or instructors to make a contribution to the club.

University Expectations

In requiring that recognized organizations have advisors, the university assumes that the advisors will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisors. In accepting the role of advisor, the individual accepts responsibility for working with organization on financial, legal and programmatic issues related to its operation.

Financial Responsibilities

The university's expectation is that the advisor will be aware of the financial status of the organization and not intentionally authorize expenditures that will result in a deficit for the account.

Legal Responsibilities

The advisor is expected to be knowledgeable about federal, state, local laws and university policies and to dissuade organizational officers from activities that seem hazardous or seem to violate university policies or laws. As employees of the university, advisors are encouraged to act within the scope of their duties to minimize the potential liability.

By signing this contract, I _____, agree that I have read and understood the responsibilities as stated above and agree to serve as the advisor to the _____ club until such time as I resign or am asked to step down.

Signature _____ **Date** _____

Advisor Contact Information

Name: _____

University Department: _____

Title: _____

Email: _____

Phone (Day): _____

Phone (Night): _____

Email: _____

Home Address:

