

## How to Start a New Club Starting a Sport Club

If you have a special interest and cannot find an existing Sport Clubs that meets that interest, you may apply to start your own Recognized Student Organization (RSO)/Sport Clubs. To create a new Sport Club:

1. Contact Rhonda Laylo at [rlaylo2@uic.edu](mailto:rlaylo2@uic.edu) to determine if your club is unique.
  - a. Is there an organization on campus already providing the same or similar activity?
  - b. Does an organization exist that might be receptive to your ideas, talents, interests, and enthusiasm?
  - c. If you answered yes to either of these questions, please speak with the existing organization to learn how you might become involved. Applications for duplicative clubs will not be accepted.
2. Consider the following questions before you submit an application to become a new RSO/Sport Club:
  - a. How will you define your organization?
  - b. What will be your goals and how will you accomplish these goals?
  - c. Do you have support from fellow students in this area of interest?
  - d. Do you believe these students would be interested in joining the newly formed organization?
  - e. What is unique about the organization?
  - f. What benefits will this group offer to its members?
  - g. What type of commitment are members required to make?
  - h. What will be the typical activities of the organization?
3. Complete and submit the RSO registration process at:  
<http://www.uic.edu/depts/campusprograms/neworg.shtml>
4. Items you will need: (\*Note: Templates are available to assist with these items)
  - a. Club Constitution
  - b. Roster and Contact List
  - c. Proposed Budget
  - d. Practice and Game Schedule
5. Set up a meeting with the Sport Club office to go over documentation
6. Once all registration materials, including supporting documentation, have been received by the Sport Club office there will be a registration review process OF AT LEAST FOUR WEEKS. After the registration review process is over, the designated student will receive a confirmation/decline notification. No funding or facility space will be allocated to the club until the registration review process is complete and the club has officially been approved for Sport Clubs status.
7. Any club that has been inactive for more than 12 months must go through the entire process of registering as a new RSO/Sport Club.

## How to Maintain a Sport Club Maintaining a Sport Club

1. Keep on file in the Sport Club Office and updated in IM Leagues:
  - a. Constitution (updated every other year)
  - b. Roster (updated as new members added).
  - c. Liability/Waiver forms for each member on the roster
  - d. Practice/Game Schedule
  - e. Officer Contact List At a minimum, clubs must have a President, Vice President/Risk Management Officer and Treasurer.
  - f. Semester and Annual Reports including a report of the expenses and revenues for each semester.
  - g. Inventory Sheet of all University purchased items
  - h. Budget Proposal & Report (submitted annually and revised each semester).
2. Have officer present at all Sport Club meetings
3. Attend yearly one-on-one meetings with the Sport Club Office.
4. Submit facility reservation requests by the designated date/time.
5. Contact the Sport Clubs Office by the end of the spring semester identifying who the following year's president will be. If the club is transitioning to a new President, the incoming President will assume the role at the beginning of Fall Semester.
6. Re-register with Campus Programs at : <http://www.uic.edu/depts/campusprograms/sor.shtml>.