Application Process

New Sport Clubs seeking approval for status within Athletics & Recreation must have the above information submitted to the Sport Club Coordinator by April 1st for the year in question. SFU Recreation will then review all new club applications in the month of April. All groups seeking approval of club status will be notified of their final status no later than the last business day of May. If status is granted, clubs can immediately start to organize themselves and begin participation during the upcoming semester.

New Sport Club Checklist

Listed below are the steps that one must complete in order to begin a new Sports Club. Once you have completed all of the items on the list, you are ready to meet with the Sports Club Coordinator to seek approval for your new Sports Club. Keep in mind that completing all of the following items does not guarantee Sport Club approval. Any group of students wanting to start a new club must meet all of the following requirements and submit the required documents by April 1st of each year.

- The new Sport Club must fill a current gap in programming within Athletics & Recreation at SFU (it is not currently offered).
- The club must be approved by SFU Athletics & Recreation.
- At least 15 members are interested and committed to the new Sport Club.
  - A list of these students with their student numbers must be submitted.
  - All members of the Sport Club must have a valid Athletics & Recreation membership
- In order for the club to be considered as a competitive level club, the activity must be governed by a British Columbia and/or Canadian sporting federation.
- Club members may include SFU students, staff, faculty, or alumni, with 75% of the members being current SFU students.
- At least one meeting has been set up with the Sport Club Coordinator before the application deadline to go over the club’s constitution, general questions,

Club Constitution

- We have written a draft of the club’s constitution and a meeting must be set up with the Sport Club Coordinator to provide and approve the constitution (see below for Constitution Content)
- The constitution has been approved by the Sport Club Coordinator

Executive List

- Submit an Executive List which includes 3-5 different members of the potential Club.
  - We have identified a Safety Officer with up-to-date CPR/Standard First Aid certification and included this person on the Executive List (see below for Executive List Form)

Budget

- A Tentative budget outline must be provided for the application year
Constitution Content

ARTICLE I - NAME
• State the official name of the Sport Club.

ARTICLE II - PURPOSE
• State the reasons for the formation of the Sport Club and its objective.

ARTICLE III - MEMBERSHIP/ ELIGIBILITY
• State which people qualify for membership.
• State what a member must do to be recognized as a full member.
• In the case of Competitive Clubs state the selection process for team members.
• State what rights and privileges a full member has.

ARTICLE IV - MEETINGS
• State how many meetings to be held during the school year and the location of the meeting.
• State the procedures for calling regular and/or special meetings.

ARTICLE V - EXECUTIVE BOARD
• Name officers to make up the Sport Club Executive List and describe their duties.
• State procedures for handling vacancies within the Executive Board of the Sport Club.

ARTICLE VI - ELECTIONS
• State which officials will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
• State the nominating procedures and when they will take place.
• State the procedures in case a runoff is necessary.

ARTICLE VII - FUNDS
• State the procedures for allocation of Sport Club funds.

ARTICLE VIII – AFFILIATIONS
• State any affiliations with state, provincial, regional, or national organizations.
• State adherence of any rules of a Sport Clubs’ governing body.

ARTICLE X - RATIFICATION OF CONSTITUTION
• State how the constitution will be approved by the membership.

ARTICLE XI - AMENDMENTS
• State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XII – Discipline
• What is the process that will be followed if members of the club are out of compliance.
## SIMON FRASER UNIVERSITY
### STUDENT SPORT CLUB PROGRAM

**Student Sport Club Executive List**

**Semester:** FALL / SPRING / SUMMER  20__

**Student Sport Club Name:** ________________________

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<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>ADDRESS</th>
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<tbody>
<tr>
<td>President</td>
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Please attach a copy of all relevant certifications.