

WHAT IS A CLUB SPORT?

A Club Sport is a student organization designed to serve student interests in different sports at the Non-NCAA level. These sports can be competitive or recreational. Clubs compete with other clubs, organizations, colleges, and universities. Financial commitments are met primarily through student sponsored fund-raising events. Each club is student initiated and administered. Sport clubs operate within the Office of Student Activities and Organizations, and report directly to the Assistant Director of Facility Operations and Club Sports at the WRAC.

HOW TO JOIN A CLUB

- All current enrolled NSU students paying University Club Sports fees are eligible to participate.
- Contact the Club Sports Office (357-5331) for Club Representative Phone numbers.
- Complete required participation paperwork at the beginning of the Semester.
- Attend Club meeting's and practices.

HOW TO START A NEW CLUB

- Student interest in a sport not currently offered as part of the Club Sports Program must be generated.
- Interested group shall petition and gain approval for RSO and Club Sports Status.
- Identify and secure a faculty representative for this team
- Contact Ms. Sarah Prudhomme, Assistant Director of Club Sports at the NSU Wellness, Recreation, Activity Center(WRAC Room 215)
Email: prudhommesa@nsula.edu
- Approval for new clubs will be based upon the philosophy of the program, facilities required, student interest, cost of equipment, and safety considerations.
- The Club Sports Assistant Director will guide you through the necessary steps:
 1. The safety of the sport will be considered through risk management
 2. An appropriate facility for the sport to occur will need to be identified and available.
 3. The club must be able to gather the minimum number of students to start a sport. (The minimum number of students will differ from sport to sport. In general, it will be the amount of students it takes to field a team)
 4. Set up a budget
 5. Must gain approval from the Club Sports Committee and SGA Senate.
- The Club Sport Assistant Director will assist you in holding an informational meeting.
- Coordinate practice times and schedule for your new club.

CLUB SPORTS COMMITTEE

The Club Sports Committee (CSC) is made up of _____. The CSC advises the Club Sports Coordinator in administering the Club Sports program. The Committee serves as an advisory committee representing all club sports. This committee exists to provide a medium for exchange of information regarding club activities, policies, financing, discipline, and procedures.

CLUB SPORTS AFFILIATION POLICY

The Club Sports Committee reserves the right to refuse recognition to any club requiring extensive funding, facilities, or resources involving high liability or risk factors which does not properly represent the NSU student body.

ANNUAL CLUB SPORTS MINIMUM EXPECTATIONS

Once a club has been granted and maintains membership with the Club Sports Committee, the club must annually renew that status by meeting the following minimal requirements each academic semester:

- Members must remain in good standing with the club sports program.
- Must register as a Recognized Student Organization (RSO) through the Office of Student Activities and Organizations and remain in good standing as an RSO.
- Club must submit all needed forms by the required deadline.
- Mandatory individual membership fees must be paid for by all members.
- Must adhere to all Club Sports Program, Registered Student Organization, and Northwestern State University policies and procedures governing club-related activities.

CLUB SPORTS DISCIPLINE PROCESS

Violation of, or non-compliance with the University, Club Sport, or RSO policies, standards of conduct or the NSU Code of Conduct may result in immediate suspension of that club or individuals by the University. A discipline process involving hearings by the Club Sports Committee exists so that decision-making concerning policy violation involves student input. However, the Department of Wellness, Recreation, Activity Center (WRAC) reserve the right to take immediate disciplinary action against any club, club members, or volunteer coach. If the violation involves the Student Code of Conduct, the case will be referred to the Office of Student Life.

CLUB LEADERSHIP

Clubs are managed and administered by student leaders. The organization of each club is the responsibility of the club officers. Each club should identify specific responsibilities for its officers relevant to their individual club. While each club should elect three or four officers, it is mandatory that each club elect at least two. Each club must have a full-time NSU faculty or staff member to be the club advisor.

CLUB SPORTS FINANCIAL AND FUND-RAISING POLICIES

Club sports in good standing are eligible for financial support through the University. **All Clubs** are expected to do some type of fund-raising if they desire additional funding. The University Club Sports budget shall match a club dollar for dollar in their fund-raising up to the maximum amount in the tier in which they belong. The tier to which a club team belongs is based on the criteria provided. Sponsorships, donations, and club member dues are considered fund-raising. All financial activities shall be approved through the Club Sports Office.

Clubs often need to do additional fundraisers in order to acquire the necessary equipment for safe competition, travel, or to accomplish other club goals. There are several fund-raising options available to club sports, but not limited to: hosting tournaments, athletic concessions, athletic parking, magazine/candy sales, raffles, etc. Under no circumstances may alcohol be used as a means of raising club funds.

Each club shall maintain a current checking account with a bank in Natchitoches. This account shall require two signatures to utilize funds, but with three people on the account. Each club shall be accountable for all transactions, including showing how much fund-raising money they have earned and how they have earned it in order to receive matching funds.

CLUB SPORTS REQUEST FOR FUNDS

All requests for funds shall go through the Club Sports Committee and the administrative assistant in room 210 at the NSU WRAC. All requests for travel must be turned in at least two weeks in advance. All receipts and travel information for reimbursement must be turned in within one week of finishing the trip.