

A Guide to Starting a New Club Sport

Starting a new club sport is a lot of work and will take several months to become a full member organization. The MTSU Competitive Sports staff are available for questions and advice every step of the way.

There are several things that should be considered to determine if the new club will fit into the MTSU Sports Club model. Because our clubs operate independently and do not have direct day-to-day supervision by trained professionals, there are activities that are prohibited from becoming sports clubs on campus. This includes clubs where the risk of serious injury or death are a regular risk inherent in the activity (even when operated properly) or where the resource demands for support and/or medical care are outside the ability of the university's model to provide. A risk management review is part of any new sport club request process and would be conducted prior to any sport being started even on a trial basis. The following are steps that should be taken in order to begin a new Sports Club. Steps in each tier should be completed before moving on to the next one.

For more information about Sport Clubs, check out our website, <https://www.mtsu.edu/camprec/clubs/>

Tier 1 (Proving there is enough student interest to start a club)

- Recruit members and officers
 - Each club needs a minimum of 5 active members and 4 officers
 - Find at least 2 people that are dedicated to completing all the steps and doing all the work to form the club. The more dedicated people you have, the less will be on each of their plates
- Submit names and contact info of all officers to Competitive Sports
- Find a faculty/staff advisor
 - Must be a full-time faculty or staff member at MTSU
 - It cannot be the Competitive Sports Coordinator

Tier 2 (Officially registering as a club)

- Write a constitution for the club
 - The constitution should have everything about the club, including how it will operate
 - We have a template you can use if needed → <https://www.mtsu.edu/sos/docs/constitution-guide.pdf>
- Complete a risk statement for the club
 - Should detail risk associated with the activity, how participants could be injured, and how would the student participants (officers) take measures to minimize injury.
 - Should include facility needs to be successful and detail the possible risks associated with facility usage
 - Should include what equipment is needed and any standards of equipment
- Completely register your organization (club) in [MyMT](#)
 - Should be done during the first semester the club is meeting
 - Will need all of the above info to complete

Meet with Competitive Sports staff once all of the Tier 1 and Tier 2 steps are completed.

Tier 3 (Completing the requirements to operate the club)

- Have officers (other than Safety Officers) attend training
- Have 2 people attend Safety Officer training and become CPR certified
 - CPR certifications must come from a certifying entity listed on the follow website → <https://www.tn.gov/didd/divisions/training/cpr---first-aid.html>
 - Send copy of certifications to mt.sportclubs@gmail.com
- Add people to official roster on RecPortal and have them complete their waiver
- Schedule practice times (if meeting/practicing on campus)

Tier 4 (These items will be done during the first “pending” semester of the club)

- Submit projected budget
 - Budget should include all expected and desired purchases as well as expenses (equipment, rental space, fees, etc.)
 - Budget templates can be found on the MTSU Sport Club website → <https://www.mtsu.edu/camprec/clubs/>
- Set-up an EIN through the IRS
 - <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Set-up a bank account. (Most of our clubs use Ascend Federal Credit Union because they are familiar with student org bank accounts)
- Complete direct-deposit information with the university

Each new club will operate as a “pending club” for 1 full semester prior to becoming a full club sport. During the pending period, clubs will need to complete all of the necessary requirements of being a club sport but will not be allocated any money from the university and will not be allowed to travel. After the probationary semester, the Club Sports staff will decide whether or not to accept the club as a full member organization.