

# A Guide to Starting a New Club Sport

This guide is to help you prioritize what someone needs to do in order to start 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 3 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://sos.mtsu.edu/wp-content/uploads/sites/7/2024/07/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/disability-and-aging/about-us/divisions/training/cpr-and-first-aid.html>
  - Send copy of certifications to [clubsports@mtsu.edu](mailto:clubsports@mtsu.edu)
- Add people to official roster on Fusion Play
- Schedule practice times (if meeting/practicing on campus)
- Once the first three tiers have been completed, the club will be considered active and “pending”

### **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
  - Use this link → <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> and click on the blue “Apply Online Now” button
  - Click “Begin Application”
  - Select the last option on the next page that says, “View Additional Types, Including Tax-Exempt...” and click “Continue”
  - On the next page, select the “Sports Teams (community)” option and click “Continue”
  - After that it’s pretty self-explanatory
- Set-up a bank account. (Most of our clubs use Ascend Federal Credit Union because they are familiar with student org bank accounts)
- Get an M# and complete direct-deposit information with the university
  - Faculty, staff, and students may access the “ACH Payment Enrollment Authorization” by clicking on the “Dynamic Form” next to the form name at the Office of Business and Finance Forms page: <https://www.mtsu.edu/booffice/forms.php>.
    1. When completing the form for a student organization, the faculty, staff, or student representative should select the “Student Organizations/Sports Clubs” radio button.
    2. The representative should select the “Direct Deposit (Initial Setup)” or “Direct Deposit Update” radio button.
    3. In the Payee/Company Information section, the representative should list the organization’s name, taxpayer identification number, e-mail address, and phone number in the applicable fields.
    4. In the Financial Institution Information section, the representative should also provide the responsible financial institution’s name, the routing number, account number, and type of account (Checking or Savings).
    5. In order to process the document, the filer must attach a voided check, deposit slip, or other information verifying bank account and routing number. This information can be a picture image or a .pdf document. Regardless of the attachment format, Dynamic Forms should convert the attachment to a .pdf document for review by the Business Office.
    6. If payments to the student organization (via ACH) are not being forwarded from a U.S. financial institution to a financial institution in another country, then the representative should select the “No” radio button when answering the IAT question. If the student organization must answer “Yes”, please contact Accounting Services for additional guidance.

7. After completing the information requested, the representative should check the certification box and electronically sign the form.
- Complete and submit a W-9 form to Tracey Howard at [tracey.howard@mtsu.edu](mailto:tracey.howard@mtsu.edu).
  - W-9 forms can be found here → <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - Use the club's EIN number.
  - Make sure to put the Rec Center's address:
    1. 1848 Blue Raider dr. Murfreesboro TN 37132

Each new club will operate as a "pending club" for at least 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 pending semester, the Club Sports staff will decide whether or not to accept the club as a full member organization.