**BECOMING A SPORT CLUB**

**Request for Recognition**
In order to become part of the Sport Club Program, the following information must be submitted to the Assistant Director-Sport Clubs:

- Confirmation from the OCP that the club is a registered student organization for the current academic year.
- Confirmation from the SGA that the club is recognized and eligible for funding (as necessary).
- Completed CRS Recognition Request Form.
- Completed CRS Club Membership Roster Form (at least 15 current members).
- A letter detailing reasons why the club wishes to be admitted to the Sport Club Program and indicating a willingness to abide by Sport Club Program regulations, if accepted. This letter must be accompanied by details of club activities during the past year (if applicable).
- Copies of two current members’ American Red Cross Community First Aid and Safety certification cards.
- A copy of the club's proposed operating budget for the year.
- A copy of the club's current constitution and bylaws, which should include detailed information on the club's governing body (if appropriate) and other rules, regulations and requirements that may apply to the club.
- A complete listing of all equipment owned by the club or by individuals and used by the club.
- Safety equipment and specialized training that would be required for the organization’s activities.
- Information on time and duration of season, practices and or meeting/practice space required for the operation of the club.
- Information on national and local governing bodies related to the activities of the organization, including a web address.

This information will be submitted via the Request for Recognition paperwork packet, available upon request from the Assistant Director of Sport Clubs. The paperwork should be completed as thoroughly as possible.

**Criteria for Consideration**
Prior to applying for acceptance into the CRS Sport Club program, a club must become recognized as a “student organization” by the OCP. CRS will make a decision to recognize a club or not after considering the following factors:

- Evidence that there is sufficient student interest in participating in the activity.
- Evidence of responsible student leadership (ability to meet deadlines, strong communication skills, etc.)
- Length of time the organization has been active on campus and the degree of student participation.
- Availability of appropriate facilities (on or near campus) for practices and, if applicable, competitions. If off-campus or non-CRS facilities are to be used, cost will also be a consideration.
- The potential impact (e.g. facility use, equipment, personnel, etc.) of the club on CRS programs and facilities.
- The ability of the club to financially support its activities (e.g. availability of adequate revenue sources).
- For competitive clubs, the availability of adequate competition within the Mid-Atlantic region (within 300 mile radius of the UMD).
- Where deemed appropriate by CRS, the existence of a recognized governing body for the sport that
sets and publishes widely accepted and used sport rules (i.e., everyone knows the rules and the same rules are used in all competitions) designed, in part, to minimize risk to participants.

- Where deemed appropriate by CRS, the availability of qualified (including, where applicable, certified/licensed) coaches or instructors.
- The degree of potential risk associated with club activities and the ability of club members to manage that risk in an acceptable manner.
- The degree to which the CRS staff/office can adequately oversee the needs of the club.
- The degree to which the club’s activities reflect the mission and goals of CRS and the University of Maryland.

The above criteria provide a general guide for decision making regarding the recognition of new sport clubs. However, the list is not exhaustive, and CRS reserves the right both to consider other relevant factors and to deny recognition to any club if, in the judgment of CRS, the club’s activities present an unacceptable risk to students, or recognition is not otherwise in the best interest of CRS and/or the University.

Sport Club applications may be submitted to the Assistant Director-Sport Clubs throughout the year and will be reviewed on a rolling basis. New Sport Clubs will only be admitted to the program once a year, generally at the start of each academic year, however there may be exceptions to this under certain circumstances. Evaluating interest, organization, and the club’s sustainability within the CRS program is an extensive 3 step process.

Step 1: Each summer, all applications collected through the year are reviewed. If the prospective club does not meet CRS criteria for recognition, the Assistant Director will deny the club’s request for acceptance into the Sport Club Program. If the evaluation of a new club aligns with Sport Club standards, the Club officers will be contacted to set up an Interest Assessment Meeting.

Step 2: The Interest Assessment Meeting must be attended by all members listed on the application’s membership roster, all club officers, the Assistant Director-Sport Clubs and the Coordinator-Sport Clubs. The Interest Assessment Meeting is an opportunity for the CRS Sport Club staff to gauge the level of interest in the new club and relay Sport Club policies, procedures, and requirements to the potential club officers and members to ensure that all members understand CRS’ expectations.

Step 3: Following the Interest Assessment Meeting, the Assistant Director-Sport Clubs will make a recommendation for the club to the Director of Campus Recreation. The club officers will be contacted within 3 business days of the Interest Assessment Meeting regarding the final decision.

The final decision regarding recognition of new sport clubs rests with the Director of Campus Recreation Services. If an organization is accepted into the Sport Club Program, it will be granted provisional status and notified in writing. Provisional clubs may enjoy benefits of the Sport Club Program, but must wait one year to be eligible for full status and funding. After one year of successful provisional status, the club will be granted full status and may then request funding.