



## Starting a new club sport team

- Step 1 Create a club constitution. A constitution is simply a set of rules and guidelines for your sport. Your constitution can be as lengthy or as brief as you would like. Some constitutions are one page and some are 4-5 pages. There is no minimum or maximum page requirement. Create a budget. The budget should be a projection of costs needed to get your club sport started. Think of what you need in order to function as a club sport.
- Step 2 Set up a meeting with the Assistant Director of Club Sports, Darnell Pierce or his designee. [pierce@hws.edu](mailto:pierce@hws.edu) Email your budget and constitution to Darnell.
- Step 3 After those items are reviewed, you will be notified of a time to present your club idea to the Club Sport Advisory Council (CSAC). After approval from the CSAC, you will be able to host an interest meeting for your club. The AD of Club Sports will reserve a room for you to host your interest meeting.
- Step 4 Email the Hobart Student Government ([hsg@hws.edu](mailto:hsg@hws.edu)) and/or the William Smith Congress ([wsc@hws.edu](mailto:wsc@hws.edu)) so that you can get approval for club sport status. If your club is just for Hobart students, you only need to meet with HSG and so forth. At this meeting, you need to bring your constitution, budget and list of interested students with you and be prepared to give a brief (5-10) presentation about your new club sport.
- Step 5 After approval from the respective governments, you will meet with the AD of Club Sports to finalize your status as a club. Tier 1 teams are required to secure a coach. Tier 2 and 3 teams are recommended but not required to secure a coach. The coach does not have to be an HWS employee but cannot be a student. He/she must complete and sign the coach/advisor agreement.

Step 7 If all paperwork is complete and correct, your club sport is now officially registered and you can begin practice.

Step 8 To reserve field space contact Brian Miller ([bmiller@hws.edu](mailto:bmiller@hws.edu)). To reserve space in the field house, contact Russ Hess ([hess@hws.edu](mailto:hess@hws.edu)).

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**Please note:** new club sports, depending on when they are established, will have limited funding resources, but are eligible to receive funding from the Budget Allocations Committee (BAC) and/or the Club Sports Advisory Council (CSAC) during the current and following semesters. Many club sports charge club dues for its members. Club dues typically range from \$20.00-\$75.00 per person depending on the sport.

Last Updated 7/21/2014