

Approval Steps for New Club Sports Guide

Kenyon College

The following checklist contains the sequence of steps to become an officially recognized club sport at Kenyon College. Please note that this checklist contains only the steps for approval and links to supporting documents. Specific requirements for club sports including scheduling facilities for practice and competition, travel, purchasing, and safety can be found in the [Club Sports Policies and Procedures document](#).

PHASE: RESEARCH	
TASK	OWNER
1. Assess and confirm student interest in your potential club sport. This can be an allstu or student-info email, a poll on social media, or any other way you can document how many people are interested in participating.	Students
2. Review Kenyon College Student Organization documents: New Student Organization Requirements Rights and Privileges of Registered Student Organizations Registered (Existing) Student Organization Requirements Club Sports Requirements	Students
3. Decide if you should apply as a club sport or as a general student organization. If you decide to apply as a club sport, continue with the next phase.	Students
PHASE: APPLICATION, PART 1	
TASK	OWNER
4. Prepare the following information necessary to complete the New Club Sport Initial Approval Form . a. Club purpose and benefits to members b. Student interest in this club, with data c. Facility and equipment needs d. Estimated budget e. Details on any required league or sport association memberships f. Insurance risk category of your sport or activity	Students
5. Complete the New Club Sport Initial Approval Form .	Students
6. Review Approval Form submission. If approved, students should proceed to the planning phase.	Administration
PHASE: PLANNING	
TASK	OWNER

7. Meet with Club Sports administrators to discuss club needs and the next steps in the application process.	Students and administrators
8. Write a draft mission statement for your organization.	Students
9. Write a draft constitution for your organization.	Students
10. Recruit an advisor and confirm their willingness to serve in the role. This can be a faculty member or other College employee.	Students
11. Have a final meeting with the Director of Club Sports to discuss the proposal and supporting materials.	Students and administrators
12. Director of Club Sports will approve or deny the final proposal.	Administrators
PHASE: APPLICATION, PART 2 TASK	OWNER
13. If approved, students will complete and submit the application for new student organization approval to the Student Life Committee.	Students
14. Student Life Committee makes a recommendation to Student Council to approve or deny the application.	Student Life Committee
15. Upon approval, club leadership will schedule to meet with the Vice President for Student Life and the Office of Student Engagement staff within two weeks of approval by Student Council to develop organization goals and review the Student Organization Handbook.	Students & OSE