

New Club Sport Check List

To complete this check list, use the [New Club Request Form](#) as a guide!

- You must receive pre-approval to become a student organization from the Committee of Student Organizations (COSO).
- Have a minimum of three officers: President, Vice President, and Treasurer.
- Have a minimum of 10 active members.
- Establish whether your club will be Recreational or Competitive.
- Develop and put down in writing a plan of action for your club – What do you plan to do as a club? Where/how often will you practice? Will you be part of a league? Who will you compete against? What equipment/apparel do you need? Does your club need a coach? Who is willing to coach your team? Be prepared to answer questions like this.
- Create a proposed budget for your first year of operations.
- Schedule a time to meet with the Assistant Director, Recreational Sports to review material.
- Upon approval from the AD, Recreational Sports, schedule a time to meet with the Federation of Club Sports Council (FCSC) at clubsports@miami.edu to present your interest form, constitution, action plan, and budget. The FCSC meets once per semester to hear proposals. The FCSC will hear your proposal, ask questions, make recommendations, and will then decide whether to approve or reject your application to become a Club Sport.

If your club is approved by the FCSC

Create an email account specifically for your club. Gmail is a good option. Ensure that your club's officers have access to the email account. Inform the Club Sports office (clubsports@miami.edu) of your club email address.

You are now a Club Sport! Congratulations!

Now, refer to the regular [Club Sports Annual Checklist](#) to complete all other tasks.