

Club Sports 101

Welcome to club sports! This document provides a brief overview of everything you need to know to help your club be a success. It covers: club responsibilities, advertising, funding, events (meetings/practices/games/tournaments), travel, and leadership development. If you have any questions, the Student Recreation Fitness & Wellness (SRFW) Graduate Assistants are happy to help!

Questions? Contact the SRFW Graduate Assistants with any questions, Maddy at mblotnik@lewisu.edu or Kaelen at kdundek@lewisu.edu

Club Responsibilities

Club leaders and all team members are responsible for adhering to the policies and procedures outlined in the Club Sports Operations Manual (under [Helpful Resources](#)). Club leaders will attend the Club Sports Leader training held at the beginning of the year and sign the Club Sport Leader Agreement. During this training, you will learn more about what is expected of a club sports leader and be able to ask any questions you have about running a club.

If you are looking to start a new club sport you will need to:

- Discuss with a Student Recreation Fitness & Wellness (SRFW) staff member your idea and share the New Club Interest form
 - SRFW staff will then review to see if the club is feasible based on space and cost of insurance coverage.

What is the Campus Recreation Advisory Council (CRAC)?

- CRAC is a cross section of faculty, staff, rec center staff, club sport leaders, and intramural participants. Members of the committee bring up concerns to be discussed during meetings.
- SRFW nominates club sport leaders to join CRAC.

Best practices

- We recommend hosting an event within the first three weeks of the start of the semester, it's the best time to grab new and returning students' attention before classes get too busy.
- Trying to get new members? Create flyers with your contact information so they can reach out and let you know they are interested!

- Don't get discouraged if you don't retain all your new members, it's very common for involvement to slow down as the semester progresses. The important thing is to keep consistent and advertise!

Advertise

For creating posters, make sure you have the following information: Club name, contact information (name and email), event name, date, time, and location. Canva is a great website to use (and free!!) to make posters for your events. Students will follow the process outlined by the Office for Student Engagement and Multicultural Student Enrichment (SEMSE) for posters.

To hang posters around campus, email your poster to studentengagement@lewisu.edu and ask for them to be stamped to hang around campus. SEMSE will digitally stamp your poster and email back the new version for you to print and hang around campus. If you would like your poster in the 12 kiosks around campus, you will need to bring copies of your stamped poster to their office for them to hang up. They are located at the Brother James Gaffney Student Center, in JG104.

To prompt events electronically, students [must complete this form](#) by 5 pm on Wednesday for it to be sent out the following week. It will be promoted on: "This Week at Lewis" email (sent to students every Monday), Digital signage (in high-traffic areas on campus), and Instagram stories (on Lewis' official Instagram page).

Best practices

- Make sure to keep track of your posters and update them as needed. Recruit members of your team to help distribute them around campus
- Don't use a lot of text – stick to the key points!!
- Have your club members check out the design BEFORE you print. Have them proofread and double check that it's easy to read – you don't want to print a poster only to find out it's hard to read or has a typo!

Funding

As a club sport, you will have some operating costs (equipment, travel expenses, uniforms, etc.). All club sports receive \$500 per year from the university. If groups need more than that amount, you will need to collect dues or fundraise.

Club sports should require that members pay a fee (dues) to participate. This helps incentivize students to participate and offset some of the costs of running the club. The amount collected for dues is at the discretion of the club sport leaders and needs SRFC staff approval. Leaders should collect dues at the beginning of the semester. Student leaders will collect dues, count the total amount for their records, and put them in a closed envelope for Jill Siegfried, the Director of Student Recreation, Fitness & Wellness. The envelope must have the club's name, student leader's name, and total amount written on the envelope.

Best Practices

- If a due is too high for a member, discuss alternatives for them. One option is to have them plan a fundraiser to “pay” for their dues. Another option if the cost is a barrier, the student can contact the SRFW staff to see if there are scholarships or sponsors available to cover the amount. Scholarships/sponsors are provided on a case-by-case basis and up to the sole discretion of the SRFW staff.
- Contact local restaurants to host fundraiser nights! It’s an easy way to earn money and encourage all your friends/family/classmates to support.

On-Campus Events

Club sports can host practices/club meetings /games twice a week in the following locations. Student leaders should request space on campus at least 5 days before the meeting. Groups can reserve space by emailing an SRFW Graduate Assistant with the requested location, date(s), and time. Students can view what space is [available here](#).

- Recreation Center Fieldhouse
 - September-December between 5 PM – 10 PM Monday-Friday
 - January-March between 8 PM – 10 PM Monday-Friday
- Stadium, Baseball Field, Turf, Practice Turf, Practice Fields, or Group Fitness Room

Tournaments on campus must be planned a few months in advance. Please contact Jill Siegfried, the Director of Student Recreation, Fitness & Wellness to discuss. Hosting a tournament at Lewis can be another great way to fundraise for your club!

Travel

Some clubs will travel to other schools for games/tournaments or have their events off-campus. To travel you must work with a SRFW staff member to complete the Travel Itinerary form prior to travelling. Students driving must complete the required training and

forms to become an Approved Driver. Contact a SRFW staff member at the beginning of the semester to start this process as processing paperwork takes a few weeks. Members are responsible for paying for their own meals.

Student Leadership

To be a successful student leader, you will want to complete the following things each academic year. Students can earn an experiential learning credit by completing this list, talk to a SRFW staff member to learn more!

Fall Semester

- All Members Completed Fall Paperwork in DSE
 - Assumption of Risk, Waiver, and Release from Liability
 - Medical Insurance Verification
 - Sport Club Member Code of Conduct
- Attend Club Sports Training in the Fall
 - Complete the Club Sports Leader Agreement
 - Send S.M.A.R.T Goal to Graduate Assistant
- Submit a budget to a graduate assistant
- Schedule your practices for the semester and any games/tournaments/events
 - Complete your travel itinerary on time when needed
- Schedule a 1:1 meeting with a graduate assistant
- Complete one fundraiser
- Complete 4 hours of community service as a team
- Remain in Good Standing

Spring Semester

- All Members Completed Paperwork in DSE
- Attend Club Sports Training in the Spring
- Submit a budget to the graduate assistants
- Schedule your practices for the semester and any games/tournaments/events
 - Complete your travel itinerary on time when needed
- Schedule a 1:1 meeting with a graduate assistant
- Complete one fundraiser
- Complete 4 hours of community service as a team
- Remain in Good Standing

- **FOR THOSE NOT RETURNING NEXT YEAR AS A LEADER:** Complete the transition document and submit to a graduate assistant