

Procedures for Organization and Recognition

1. To be recognized as a Club Sport, a club must:

a. Submit to the CSGB an Application for Club Sport Recognition including:

- i. A draft constitution delineating the mission and goals of the proposed club, establishing four officers for the club and defining their responsibilities, defining membership criteria and responsibilities, and explaining in detail the mechanisms the club proposes to use to operate and govern itself;
- ii. A statement explaining the positive contributions the proposed club will make to the recreational and leisure quality of life at Columbia University;
- iii. A Budget Proposal including: identifying projected expenses, detailing proposed income sources such as donations, sponsorships and club dues according to the scale outlined in the Club Sports by-laws;
- iv. A petition with the signatures of no less than twenty (20) undergraduate students who intend to participate as members in the proposed club.

b. Present their request for Club Sports Recognition at a CSGB Meeting and be prepared to answer questions pertaining to the proposed club's application.

c. Be approved for temporary status by a majority vote of the five officers of the CSGB.

d. Operate under Temporary Status as a Club Sport for a consecutive period no less than two (2) academic semesters.

2. Temporary Status

a. To be considered as a temporary-status Club Sport, the applicant club must be in good standing as defined by section 2 of Article II of the Club Sports Constitution.

b. Clubs may request up to \$500 funding for their initial year's activities. In all cases, clubs on temporary status are required to finance their initial year's program through dues collections, fundraising activities and sponsorships.

APPLICATION for CLUB SPORTS RECOGNITION

This form must be filled out and filed in the Club Sports Office, 331 Dodge Physical Fitness Center.

DATE: _____ ACADEMIC SEASON: 20 ____ - 20 ____

Name of Proposed Club Sport _____

Purpose and Plan of the Proposed Club Sport

Please include a copy of a draft constitution, budget proposal, petition and any other material supporting this application.

COLUMBIA UNIVERSITY CLUB SPORTS POLICIES AND PROCEDURES

1. To be eligible to serve as an officer of a recognized club sport, a person must be an undergraduate student of Columbia University.
2. It is expected that the constitution and statement of purpose for the proposed club be clear and specific, and that the actual program and activities of the organization conform to these documents as stated.
3. Only clubs which comply with Club Sports policies and procedures may be entitled to the privileges of (a) use of the University name and approved trademarks, (b) use of University facilities and equipment, and (c) use of University-owned vehicles.
4. Written requests for the use of University rooms or grounds for meetings, practices, competitions and other club activities should be submitted at least four (4) days, not including Saturdays, Sundays or University Holidays, in advance of the time at which the activity is to be held. Allocations of space in the Dodge Physical Fitness Center or Baker Field Athletic Complex will be based on availability and nature of use.
5. An application for recognition of a new club will normally be acted upon by the CSGB within three (3) weeks after it has been submitted. A minimum of 20 interested undergraduate students is necessary for an application to be considered.
6. Members of recognized Club Sports are mandated to conduct themselves and their organizations in a manner compatible with the University's philosophy and function as an educational institution, both on and off the field of play. Club officers must ensure that their recognized Club Sport abides by all University, Department of Intercollegiate and Physical

Education, and Club Sports policies and procedures. Club officers are accountable for the actions of the club as a whole and/or any individual member of the club.

7. A current list of members-in-good-standing of a recognized club must be on file with the Director of Intramural and Club Sports. All members must have signed a Columbia University Club Sports liability waiver prior to participation in any Club Sports activity. Waivers must be filed on a timely basis with the Club Sports office.

8. A recognized Club Sport which sells tickets, accepts guarantees, contracts for printing or rentals, etc. becomes subject to budgetary approval and is required to report each intention before making any financial commitment. Fees, dues, or any collection of money from members or any other persons or entities must be approved in advance by the Director of Intramural and Club Sports.

9. A condition of recognition is that all Club Sports function as an independent, student-run organizations identified exclusively with Columbia University. A club may not function as a subsidiary of a commercial concern not affiliated with Columbia University.

10. All transactions of value including but not limited to the collection and/or exchange of money (dues, gate receipts, fees, compensation, financial contributions, etc.), in-kind donations, and other charitable giving to any recognized Club Sport must be approved by the Director of Intramural and Club Sports and managed through the club's Columbia University Club Sports Account.

11. Activities sponsored by a recognized Club Sport must be approved by the Club Sports Office. The amount of fees, if charged, must be pre-approved by the Club Sports office, fee collections must be accounted for according to approved bookkeeping procedures and must be available for audit by the Club Sports office and the CSGB.

12. Recognized clubs paying for coaching and/or instruction from dues collected or other collection of funds must surrender all such funds to the Club Sports office to be deposited into the club's Columbia University Club Sports Account. Individuals or concerns receiving payment for coaching and/or instruction services must have a current Recreational Sports Consultant Letter of Agreement on file with the Club Sports office before fees will be released.

13. Participation in contests or exhibitions with other schools or organizations outside Columbia must be approved in advance and a record of such events and results must be filed with the Club Sports office.

14. Columbia University will not assume financial responsibility for any liability arising from a Club Sports activity. Clubs must purchase liability coverage and accident insurance as part of their annual operating expenses. It is strongly recommended that all participants in Club Sports activities receive medical clearance from a physician before they participate in the club's activities.

15. The use of alcohol and/or any controlled substance at any Club Sports activity is strictly forbidden.

16. Failure to comply with any of the above conditions will be grounds for initiating the disciplinary process and may result in dismissal from the program.

We, the officers of Columbia University _____ Club have read the above policies and procedures covering club sports organizations and we agree to direct the organization in a manner which complies with the stated regulations.

SIGNATURE OF EACH OFFICER:

President _____ DATE _____

Vice-Pres _____ DATE _____

Treasurer _____ DATE _____

Secretary _____ DATE _____

President _____ School _____ Year _____

School Address _____

City _____ State _____ Zip Code _____

Home Address _____

City _____ State / Country _____ Postal Code _____

Cell Phone # _____

E-Mail Address _____ University ID Card # _____

Vice-President _____ School _____ Year _____

School Address _____

City _____ State _____ Zip Code _____

Home Address _____

City _____ State / Country _____ Postal Code _____

Cell Phone # _____

E-Mail Address _____ University ID Card # _____

Treasurer _____ School _____ Year _____

School Address _____

City _____ State _____ Zip Code _____

Home Address _____

City _____ State / Country _____ Postal Code _____

Cell Phone # _____

E-Mail Address _____ University ID Card # _____

Secretary _____ School _____ Year _____

School Address _____

City _____ State _____ Zip Code _____

Home Address _____

City _____ State / Country _____ Postal Code _____

Cell Phone # _____

E-Mail Address _____ University ID Card # _____