

New Clubs & Organizations

If you are interested in starting a new club on campus, please contact the [Office of Student Engagement](#) for more information.

Becoming a Club Sport

All Club Sports teams at Montana State University must be approved by the Club Sports Executive Board and the Senior Coordinator of Competitive Sports. Groups requesting Club Sports status will be asked to present their requests before these individuals with the following requirements:

1. The team must be an Active Registered Student Organization with the Office of Student Engagement for at least 1 academic year and must be a sport not already offered by the Club Sports Program.
2. Demonstrate how they can add value to the Club Sports Program and the MSU community and the opportunities for competition and/or participation in the sport within this region.
3. All teams must belong to a competitive league or association and should be aware of the rules and regulations of their governing body, as well as their individual leagues.
 - a. As all teams are members of associations, the Campus Recreation Department at Montana State University is a proud member of NIRSA, Leaders in Collegiate Recreation.
4. Draft and submit a team constitution including the following information:
 - a. The constitution should consist of the team's name, purpose, membership requirements (including specifics of roster sizes, travelling players, etc.), coach selection, officer election procedures, code of conduct, financial arrangements, officer's duties, and frequency of meetings.
5. Submit a planned budget for operations for the first year of existence. This budget should document planned expenses, planned income, and all projects/events planned for the year. The team should also provide a plan for fundraising sufficient funds to support them as per the requirements of all Club Sports.

Benefits of Being a Club Sport

The following benefits are offered to Club Sport teams if they fulfill the requirements outlined by Campus Recreation:

1. Priority in scheduling Campus Recreation Facilities for practices, competitions, and events

2. Free on-campus storage at Campus Recreation Facilities (when available)
3. Administrative support through the Campus Recreation Department
4. Limited funding, credit card usage, mail services, fax service, copy machine access.
5. Access to University contract of Enterprise Rental Vehicles and Lucid Travel
6. Usage of approved University logos for printing and social media with prior approval

Officer Descriptions and Responsibilities

The Club Sports Program requires the following officer positions to be held with each individual's contact information to be on file at all times. Each position must be held by a different member of the club to expand leadership opportunities. Clubs may elect to have additional officer positions as deemed necessary by the club. Officers are required to be students attending Montana State University – Bozeman. A student placed on academic probation is not eligible to hold the President or Treasurer position for their club.

Officer Expectations:

Club Sports Officers must assume the highest level of expectations to ensure the success of their Club Sport and the Program. All Officers must adhere to the following expectations:

1. Communication – as a student organization, communication is vital to the success between the Club Sports Officers, members, and Professional Staff. This communication includes quarterly reports, trainings, meetings, and turning in required documentation.
2. Read and understand the contents of the Club Sports Handbook; Communicate club members of policies, procedures, expectations, emergency procedures, etc.
3. Attend all Club Sport trainings and meetings
4. Submit required forms and documents completely and on time:
 - a. Acknowledgement of Risk completed by all participating members
 - b. Practice, Game, and Event Requests (Including Schedules)
 - c. Travel Forms (Including Trip Itinerary)
 - d. Purchase Requests
 - e. Annual Club Registration
 - f. Budget Planning and Tracking
 - g. Annual Club Reports
5. Ensuring all club members act in proper conduct and professionalism while representing MSU, Campus Recreation, and the Club.
6. Ensuring the Club is compliant with all local, regional, and/or national governing associations
7. Meeting obligations for club financial accounts and budgets
8. Arranging facility reservations with the Senior Coordinator and inspecting facilities prior to practices, games, or activities for safety and maintenance needs

9. At least one Officer and one Certified Member must be present for any practice, game, or event for the duration of the activity
10. During all Club travel, Officers must adhere to the following guidelines:
 - a. Obey and follow all vehicle and traffic laws
 - b. All passengers must have seatbelts on at all times
 - c. All passengers must be approved on the Travel Roster
 - d. Cargo must be safely stored and/or secured

President:

Responsible for the general oversight and management of the club and its officers

1. Serve as the liaison between the club and the Club Sports Program while operating in compliance with the club Constitution, Officer Handbook, and University Regulations
2. Set and make progress towards annual/seasonal club goals
3. Ensure that all club documentation is submitted complete and on time
 - a. This includes facility request forms for practices/games/events, quarterly roster submissions, quarterly and annual Club Reports, annual budget packets, annual club registration, etc.
4. Ensure that fellow club officers carry out their individual responsibilities
5. Other duties as assigned by the club's Primary Contact

Vice President:

Responsible for reporting to the President and taking over responsibilities in the absence of the club President

1. Assumes all duties of the President in their absence
2. Attend meetings in place of other Officers if they are not able to
3. Aid the President in informing all club members of policies and procedures laid out in the Club Sports Handbook
4. Assist Officers in making deadlines and updating online forms
5. Other duties as assigned by the club President or Primary Contact

Treasurer:

Responsible for the financial obligations of the club and seeking out additional funding opportunities for the club outside of fundraising

1. Submit necessary documentation for payments, reimbursements, and sponsorships, including assisting the club President with the annual budget packet
2. Create and maintain a club budget and account records
3. Keep the club in compliance with Business Office policies and procedures
4. Seek out sponsorship opportunities to provide additional funding for the club
5. Other duties as assigned by the club President or Primary Contact

Travel/Safety:

Responsible for the safety of the club during competition, practices, travel, and team events

1. Ensure all club members have the necessary paperwork on file for participation eligibility
2. Maintain full inventory of the club First Aid Kit and monitor facility conditions during practices and events
3. Ensure that a CPR/AED, First Aid, and BBP certified individual is present at all club events
4. Appointing Trip Coordinators for all travel and completing all necessary training and documentation for members
 - a. This includes submitting any injury/incident reports during and after events and travel
5. Other duties as assigned by the club President and Primary Contact

Community Service/Fundraising:

Responsible for planning and conducting community service and fundraising events for the club and coordinating member involvement.

1. Seek out community service and fundraising opportunities for the club
2. Initiation, planning, and registering of community service and fundraising events
3. Completing necessary documentation for all fundraising and community service events
4. Other duties as assigned by the club President and Primary Contact

Coaches

Each team has the option to secure the services of one or more coaches. If a team chooses to have a coach it is the responsibility of the team to find and secure a qualified coach. Campus Recreation does not have the expertise to determine the technical skills of a coach/instructor and, therefore, rely on the judgment of the student organization to evaluate those qualities and skills. The person who serves in this role will not be considered an employee of MSU or Campus Recreation.

Requirements for Coaches:

1. Each club that uses Campus Recreation Facilities may be given one pass per year for one coach.
2. Background Check on file (one-time)
3. Coaches Agreement Form on file (annual)
4. University mandated Clery and Title IX Training (bi-annual)
5. Concussion Education and Awareness Training (bi-annual)
6. Attending Coaches/Faculty Advisors Meeting (annual)

Coaches may be responsible for:

1. Signing the Coach Agreement and become familiar with the Club Sports Handbook
2. Assist with recruiting, developing, and improving the skills of players
 - a. This includes allowing all interested and eligible MSU students to participate and/or tryout for that sport.

3. Help enforce all Risk Management policies and develop/employ safety procedures
4. Enforce rules and regulations, conduct standards, and good sportsmanship both on and off the field
5. Coordinate practices and games with Campus Recreation staff and national governing body
6. Attending all games and practices as their schedule permits
7. Assist club officers in coordination and supervision of team activities

Club Sports Executive Board

The Club Sports Executive Board is made up of a maximum of six student members from recognized Club Sports and one ASMSU senator. No more than one student member per club may serve on the Executive Board. To serve, current club officers may be nominated by fellow club members of their own or other clubs until the given deadline. Following nominations, all clubs will vote on members to be elected onto the Executive Board to represent them. Elections will occur in the Fall Semester each academic year and student members will serve for the entirety of the year or until they graduate, resign, or are no longer a member of their Club Sport. In the event of a seat being vacated during the academic year, a secondary election may be held to fill the seat.

Responsibilities

Excellence and Development Funding:

Funding is allocated annually from Campus Recreation through the Club Sports budget. Funds are intended to offset costs for clubs that experience unforeseen expenses, unanticipated hardships, or are competing in high level events. The Executive Board will be responsible for collecting one-time funding request proposals and scheduling meeting times for clubs to present to the Board. The Board will be given the opportunity to vote on accepting or rejecting funding proposals. Clubs may submit proposals to the Senior Coordinator of Competitive Sports under the following process:

1. Requesting clubs must be in good standing and considered Active; Clubs on probation, suspension, and/or considered Inactive or In Review are not eligible
2. Clubs may submit one funding request per academic year, with exceptions considered for post-season travel
3. All requests for funding must be complete and submitted before the announced deadline
 - a. Clubs with tentative events or projects should still submit requests before the deadline
 - b. Changes to funding requests after the application deadline will be considered on a case-by-case basis
4. Emergency requests can be submitted after the deadline and will be considered based on available funds.

5. Decisions on approval or rejection for funding requests will be communicated by the Senior Coordinator of Competitive Sports.

Applications to Become a Recognized Club Sport:

The Executive Board and the Senior Coordinator of Competitive Sports will serve as a committee to consider applications of student organizations who want to become recognized Club Sports. Following the application deadline, the Senior Coordinator of Competitive Sports will schedule meeting times with all prospective new clubs to present for the committee. Once presentations have concluded, all Board members will submit their final thoughts to the Senior Coordinator to be reviewed. All communication regarding applicants, presentation scheduling, and final decisions will come from the Senior Coordinator.

Disciplinary Action:

When Club Sports teams commit infractions against the Club Sports policies and procedures, they will undergo a sanctions review. The Executive Board, along with the Senior Coordinator of Competitive Sports, the Office of the Dean of Students, and the Office of Student Engagement, will be responsible for reviewing their case and deciding on consequences for the offending team.

End of Year Club Awards:

At the end of the academic year, the clubs will be able to nominate other Club Sport teams for various Club Sport Awards. Each award will come with additional allocation funds for the next academic year. Once the deadline for nominations has closed, the Executive Board and the Senior Coordinator will vote on nominees to receive awards in each category. These awards will be announced at the End of Year Campus Recreation Banquet for student staff and club officers.