

## **Student Organization to Club Sports Recognition Process**

New forming Student Organizations that are looking to become a club sport, within their 1-year student org probationary period needed to meet additional requirements agreed upon by the Campus Recreation-Club Sports Dept. & CSIL-Student Orgs & Entertainment Office

### **Student Orgs & Entertainment Office (Tentative 1 year period)**

- Must maintain a 10 or more-member requirement
- Fulfilled UW Student Orgs Officer Requirements:
  - Primary Officer (often President)
  - Secondary Officer (often Vice President)
  - Financial Manager (often Treasurer)
    - Officer of Risk/Safety (For Orgs looking to become Club Sports)
- Required to set up a UW Foundation Account for funding purposes
- Refund policy in regard to charged dues (to be added to the constitution)
- Membership Disciplinary Process (To be added to your constitution)
- Have a National or Regional governing body affiliation
- Check-in meetings with Student Orgs Coordinator & or Club Sports Coordinator(s)
- Good Standing with Student Orgs & Entertainment Office
  - Compliance with annual Student Orgs re-registration process
- Follows all Student Org Event Submission Processes & ASUW Funding Request policies
- Active Status of one (1) full calendar year

### **Club Sports Office (Following 1 year period)**

- Risk Management Assessment of the organization
- Facilities Capacity Assessment for the organization
- Have a minimum of 10 or active members per semester
- Workable Budget & Signature fundraising options
- Approval by Club Sports Council
  - Cover Letter of Interest
  - Workable Budget
  - Tier request

Final approval provided by Student Orgs Coordinator in alignment with Rec Sports Coordinator(s), Club Sports Council, and Assistant Director of Programs.

### **Important Contacts:**

Student Organizations Coordinator- [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)

Rec Sports Coordinator- [clubsports@uwyo.edu](mailto:clubsports@uwyo.edu)

**Club Sport to Student Org Status Process:**

A club sport is moved back to Student Org Status (level 1 organization) when a club sport has been **unable to meet the 3 or more of the following requirements.**

- Maintain 10 or more members per semester of activeness
- Risk of sport has increased significantly since the initial assessment by UW Risk Management
- Unable to Fulfill UW Officer Requirements for more than an academic year
- Failed to create/maintain UW Foundation Account
- Out of compliance for re-registration process for either Club Sports Office or Student Orgs & Entertainment Office (more than two (2) weeks after the annual deadline)
- Out of compliance with National or Regional Governing Body
- Untimely Workable Budget submission upon request of the Club Sports Office
- Events/Competition minimum unmet



Student Organizations  
and Entertainment