

## New Club Sport Check List

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

- Check our list of current clubs to make sure the club you want to start does not currently exist. You can find the list here: [clubsports.gmu.edu](http://clubsports.gmu.edu)
- Find at least 10 other current Mason students who are interested in being a member of the club – we need you to prove there is interest!
- Develop a draft constitution for your club. An example of a constitution can be found [here](#).
- Will your club 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. A mock budget can be found on the website.
- Find a faculty advisor for your club.
- Schedule a time to meet with the Executive Council of Club Sports (email them at [gmueccs@gmail.com](mailto:gmueccs@gmail.com)) to present your interest form, constitution, action plan, and budget. The ECCS meets once per month to hear proposals. The ECCS 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 ECCS**

- 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 ([gmuclubsports@gmail.com](mailto:gmuclubsports@gmail.com)) 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.