

**University of Maine at Farmington**

**Procedures for Adding a New Varsity Sport**

The approval process requires the following sequential steps:

1. Persons responsible for the proposal should go to [www.umf.maine.edu/~athletic](http://www.umf.maine.edu/~athletic) and download the Application to Add Varsity Sport form.
2. Each section of this application should be completed. Questions regarding the form should be directed to the Athletics Advisory Committee.
3. The completed application should be submitted to the Chair of the Athletics Advisory Committee *no later than October 15*.
4. Once the application has been reviewed by the Athletics Advisory Committee, the person(s) responsible for the proposal will be asked to meet with the Athletics Advisory Committee.
5. The Committee's review will be completed *no later than December 1*, and an assessment and recommendation will be forwarded to President's Council.
6. The Director of Athletics will forward the proposal to the Presidents Council, with comment and recommendation.
7. The President's Council will review all forwarded material and render a decision by February 1<sup>st</sup>. President's Council will determine funding availability.