



RECREATION SPORT CLUBS PROGRAM

New Club Application

Campus Recreation, WSRC

Western University

Date of Submission:

Applicant's Name:

Applicant's UWO email address:

APPLICATION OVERVIEW

This is an official application for a new club to be considered for integration and ratification in the Recreation Clubs Program within Campus Recreation at the Western Student Recreation Centre (WSRC).

Please *proofread and review* your application before submitting. Once completed, you can email a copy of your application to sportclubs@uwo.ca.

Please fill out the following sections to the best of your ability. Only serious and complete requests will be considered. **Submission of this application does not guarantee approval.** Your application will be reviewed by a Campus Recreation Ratification Committee.

If you have any questions while filling out this application, you can contact the Recreation Clubs Coordinator at sportclubs@uwo.ca or review the **Recreational Sport Clubs Manual** (*a copy can be found on the New Club Applications page*).

The following documents should be attached to your email submission:

Proposed Club Constitution (refer to A.3)

Proposed Club Activities Plan (refer to B.2)

Club's Projected Budget (refer to C.1)

SECTION A – CLUB ACTIVITY/SPORT

A.1 WHAT IS THE TYPE OF ACTIVITY OR SPORT YOUR CLUB WILL FOCUS ON?

A.2 IN 750 WORDS OR LESS, PLEASE DESCRIBE THE FOLLOWING INFORMATION:

- a) What is the purpose of your club?
- b) How is the club unique from other already ratified [Recreational Sport Clubs](#) or [USC Clubs](#)?
- c) How will the club benefit the University Community?

A.3 COMPLETE A PROPOSED CLUB CONSTITUTION (ATTACHMENT)

In your Constitution, **you must include the name, UWO email address and Executive Position** for those who will be taking on the following Executive roles in September if your club is ratified (including but not limited to):

- **President** (required for all)
- **Vice President** (required for all)
- **Financial Executive** (required for all)

For other possible Executive Roles, you can review the **Recreational Sport Clubs Manual**.

All must be current Western students at the time of submission and at the start of the following academic year.

YOU MUST ATTACH YOUR PROPOSED CLUB CONSTITUTION TO YOUR EMAIL SUBMISSION.

A.4 DISCUSS YOUR ACTION PLAN FOR RECRUITING MEMBERS IN SEPTEMBER (IF RATIFIED)

e.g., Promotional material, social media exposure, word of mouth, etc.

SECTION B – CLUB ACTIVITIES

B.1 CONSIDER YOUR PRACTICE SPACE NEEDS FOR CLUB SESSIONS

Provide information regarding proposed session times and locations for your club starting in September of the upcoming academic year (*e.g., preferred location, space/equipment needs*).

Consider the following before finalizing your request:

- Requests will be considered but may be overruled to accommodate other programs
- This is a recreational program. Therefore, there is a maximum limit of three sessions per week and no more than 6 hours total, regardless of space and availability

B.2 WHAT IS YOUR CLUB'S PLAN FOR PRACTICE/TRAINING/CLUB SESSIONS DURING THE YEAR? (ATTACHMENT)

Consider the following:

- The Sport Clubs Season runs from September to April
- Progression of learned skills (if applicable)
- Club events during the Sport Clubs Season (*e.g., social events, internal tournaments, races, etc.*)
- Detailed description of two different examples for what a club session would consist of

YOU MUST ATTACH YOUR PROPOSED CLUB ACTIVITIES PLAN TO YOUR EMAIL SUBMISSION.

B.3 CONSIDER THE FOLLOWING QUESTIONS REGARDING CLUB EQUIPMENT:

What type of equipment is needed/required to perform your club's activities?	
Will you be providing any equipment to your members, or will each have to purchase/bring their own equipment?	
Where will you store your equipment (if applicable)?	

B.4 DO YOU ANTICIPATE YOUR CLUB TO BE TRAVELLING OFF-CAMPUS DURING THE SPORT CLUBS SEASON (SEPTEMBER-APRIL)? (*not in first year of ratification*)

If so:

- Why/where/how often?
- Have you considered transportation?
- Have you considered costs?
 - Bus/car rentals, gas, accommodations
 - Administrative fees:
 - \$150 for 1 trip per Sport Clubs Season
 - \$250 for 2-4 trips per Sport Clubs Season
 - \$500 for 5+ trips per Sport Clubs Season

SECTION C – CLUB FINANCES

C.1 CONDUCT A FINANCIAL ANALYSIS OF YOUR CLUB AND CREATE A PROJECTED BUDGET (ATTACHMENT)

Consider the following information:

- Recreational Sport Clubs are entirely self-funded (no funding from the Program)
- The Recreational Sport Clubs Program charges a \$20 administrative fee for every full-year membership and \$10 for every term membership (**rates may change on a yearly basis**)
- Consider expenses such as rental fees, registration fees, equipment and supplies purchases, apparel purchases, lifeguard fees (if applicable), coach(es)/instructor(s) wages (if applicable), etc.
- If looking to travel, please review section **B.4** for administrative fees specific to travel

YOU MUST ATTACH YOUR PROJECTED BUDGET TO YOUR EMAIL SUBMISSION.

C.2 BRIEFLY DESCRIBE YOUR REVENUE OPPORTUNITIES (IF RATIFIED)

For example, starting fund for your first 1-3 years as a ratified club, internal tournaments, social events, membership fees (considering the administrative fees mentioned above).

C.3 CLUB INSTRUCTORS/COACHES (IF APPLICABLE)

Each club is responsible for recruiting their own instructors/coaches. Candidates will be interviewed by the Club's Executive Team and the Program Coordinator. Successful candidates will be asked to provide references and other requirements (please review our **Recreational Sport Clubs Manual** section on Instructors/Coaches). Once all information is confirmed and approved, Instructors/Coaches will be given an offer letter.

Instructor/Coach appointments are based on a part-time contract, with an option to renew every year (at the discretion of the Club Executives and the Program Coordinator).

If paid, wages will be paid through **club funds**, not the Recreational Sport Clubs Program.

Will you be looking to hire Instructor(s)/Coach(es) for September?	Yes	No
If yes, will they be:	Volunteer	Paid

SECTION D – SPECIAL CONSIDERATIONS

D.1 DO YOU HAVE ANY SPECIFIC REQUESTS FOR YOUR CLUB?

D.2 WHY SHOULD WE CONSIDER YOUR CLUB FOR RATIFICATION?

*i.e., How is this Club **unique** to other programming already being offered by Sports and Recreation, including drop-in, intramurals, varsity, etc.?*

D.3 DO YOU HAVE ANY OTHER COMMENTS FOR CONSIDERATION?

SECTION E – SUPPLEMENTARY INFORMATION

E.1 HAVE YOU PREVIOUSLY APPLIED/BEEEN A RATIFIED CLUB WITH USC CLUBS?

YES

NO

If yes, please explain why you are choosing to submit your application through our Recreation Clubs Program.

E.2 PROVIDE THE NAME AND UWO EMAIL ADDRESSES OF 10 CURRENT STUDENTS THAT WOULD BE INTERESTED IN REGISTERING FOR YOUR CLUB IN THE UPCOMING ACADEMIC YEAR

Note: *Students may be contacted during the decision-making process to verify interest.*

Student Name

UWO Email Address

AGREEMENT STATEMENT

I (the applicant) acknowledge that the information above has been carefully reviewed and is an accurate description of a student group wishing to apply for ratification with the Recreation Clubs Program within Campus Recreation at the Western Student Recreation Centre.

I (the applicant) understand that this application does not guarantee the club will be ratified, but that it is the first step to become part of the Recreation Clubs Program.

Name of Applicant:

Signature of Applicant:

REMINDER:

The following documents should be attached to your email submission:

Proposed Club Constitution (refer to A.3)

Proposed Club Activities Plan (refer to B.2)

Club's Forecasted Budget (refer to C.1)