



# 2020 – 2021 Application Form



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Club specific requirements:

- The application for registration must be completed and delivered to the Representative Sport Coordinator at Curtin Sport and Recreation for review by the 24<sup>th</sup> April 2020
- Clubs will be advised of the status of their application no later than the 8<sup>th</sup> May 2020
- 2020-2021 registrations will be valid until 30th April 2021 unless otherwise stipulated or if a Club is disaffiliated prior to this date
- Curtin Sport and Recreation reserves the right to reject any application for registration and offer no guarantee of approval of registration to Clubs who have been approved in previous years. Probation periods for new clubs may apply
- Sporting Clubs that do not satisfy the requirements found in this Registration document or are found to be in breach of the Club Code of Conduct will be issued a letter for breach of policy Clubs will be given a warning but if the requirements are not met within reasonable time they will risk disaffiliation to Curtin University
- Incomplete applications will not be accepted

To lodge an application for affiliation, clubs are required to provide documentation to Curtin Sport and Recreation as outlined in the below table.

Document	Who	Attached
2020-21 Application Form	ALL	<input type="checkbox"/>
Membership List (in Excel Template provided)	A, B and C	<input type="checkbox"/>
Club Logo and recent Photos for website	ALL	<input type="checkbox"/>
Yearly Financial Plan	A, B and C	<input type="checkbox"/>
Strategic Plan	A and B	<input type="checkbox"/>
Constitution	ALL	<input type="checkbox"/>
Minutes of most recent AGM	ALL	<input type="checkbox"/>
Incorporation Documents	ALL	<input type="checkbox"/>
Club Code of Conduct (of respective Club)	ALL	<input type="checkbox"/>
Position Descriptions and Duties for Committees	A, B and C	<input type="checkbox"/>
Insurance Documentation	A, B and C	<input type="checkbox"/>

A = Tier 1, B = Primary, C = Development and D = Associate

Completed applications are to be sent through to the Representative Sport Coordinator:

**Representative Sport Coordinator**

Liam Conneally

[Liam.conneally@curtin.edu.au](mailto:Liam.conneally@curtin.edu.au)

08 9266 5108 & 0488 579 598

**Sport and Recreation Manager**

Dan Israel

[Dan.israel@curtin.edu.au](mailto:Dan.israel@curtin.edu.au)

08 9266 4150 & 0434 797 036

This form must be completed by any Club desiring to apply for or renew its Affiliation with Curtin University through Curtin Sport and Recreation.

Club Details			
Legal Name:		ABN:	
Address:			
State Association that you are affiliated with:			
National Association that you are affiliated with:			
Primary Club Contact			
Name:		Club Position:	
Email:		Mobile:	
Club Website:		Club Facebook:	
Club Email:		Club Instagram:	
Club Info			
Description of Club			
Training times/locations			
Season Dates	Pre-Season:	Season:	Finals:
How does someone new get involved			
Membership Fees (Playing Members)			
Category	Price (\$)	Includes (Uniform, Ref Fees, Association Fees etc.)	
Student			
Staff/Alumni			
Community			
Membership Fees (Social and Non-Playing Members)			
Category	Price (\$)	Includes (Club Polo, Social Event Tickets etc.)	
Student			
Staff/Alumni			
Community			

## Office Bearers

Clubs must appoint office bearers for ALL of the positions below to be eligible for registration. It is REQUIRED that at least two committee members are current Curtin students, with one holding the University Liaison title.

‘In applying for these positions we agree to act in accordance with the Curtin Sport and Recreation Sport Club Code of Conduct, Curtin University policies and Curtin Sport and Recreation rules and regulations. Furthermore, we agree to act in the best interests of the club and its members when carrying out our duties.’

Should Office Bearers change throughout the year (e.g. after an AGM or for any other reason where a position may be filled as a casual vacancy) please notify Curtin Sport and Recreation within 14 days of the change of Office Bearer.

**Note: Only the President and one (1) of the student committee members are required to sign this form.**

President	Name:	Email:
	Phone:	Student Number (N/A if not student):
	Signed:	
Vice President	Name:	Email:
	Phone:	Student Number (N/A if not student):
	Signed:	
Secretary	Name:	Email:
	Phone:	Student Number (N/A if not student):
	Signed:	
Treasurer	Name:	Email:
	Phone:	Student Number (N/A if not student):
	Signed:	
University Liaison	Name:	Email:
	Phone:	Student Number (N/A if not student):
	Signed:	
Student Committee Member (A, B and C only)	Name:	Email:
	Phone:	Student Number (N/A if not student):
	Signed:	

<b>Sporting Club Requirements – (Not applicable for Associated Clubs)</b>	<b>Currently Complying</b>
<b>A minimum of 35 club members (Does not include social or non-playing members)</b> Current Membership Form to be lodged with Application	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>A minimum of 35% current Curtin University student members</b> Every student number must be on the Club Membership Form to confirm their student status	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>A minimum of 15% Curtin Staff/ Alumni or alternatively over 80% student members</b> Every staff and alumni member must have their current staff ID or past student number on the Club Membership Form to confirm their status	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must have mixed gender opportunities for members</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must have a junior development program</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must be an incorporated not for profit club entity</b> A copy of this certificate must be provided at time of registration	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must be a fully affiliated member of the appropriate State Sport Association</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must trade as Curtin University xxxx Club Eg. Curtin University Handball Club</b> Clubs will be given a letter of consent (required when registering a club name with Curtin University in the title) from Curtin Sport and Recreation to incorporate Curtin University into their club name.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must use approved and consistent Curtin Sport and Recreation branding on all uniforms and apparel</b> Branding must be consistent with our branding guidelines, which will be provided on request. Apparel branding must be approved by the Curtin Stadium Marketing department before production.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must compete in Curtin Sport and Recreation approved colour combinations of Orange and a combination of one or more of White, Black or Yellow</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must have a fully functioning, up to date and well maintained web presence</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must comply with administrative tasks as outlined in the Curtin Sport and Recreation clubs handbook</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must have a least 2 student members on the club executive committee</b> These student details must be provided in this form	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must have a presence and promotional stall at Curtin University O Day in Semester 1</b> Can also request a stall for Curtin University Open Dan and O Day in Semester 2	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Must submit a minimum of 3 award nominations for different awards at 2020 Curtin University Sports Awards</b> (This can include Club award or individual award nominations)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>A minimum of 4 club members are required to attend 2019 Curtin University Sports Awards Ceremony</b> (Each club will receive an allocation of 4 tickets to this event, in addition to any tickets for award nominees)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Not permitted to run any social sports programs on campus unless approved by Curtin Sport and Recreation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Club Projects</b>
This section is to provide information to Curtin Sport and Recreation about any club projects you may require assistance with in 2019/20. Examples of areas in which we can provide assistance can include volunteer management, marketing, fundraising or applying for sponsorship.
<b>Club Events</b>
This section is to provide information to Curtin Sport and Recreation about any major events you have coming up in 2020/21. Examples of events are Club Milestones, Fundraising Campaigns, Inter-state/National Tours etc.
<b>Club Funding – (Not applicable for Associate Clubs)</b>
This section is to provide information to Curtin Sport and Recreation about any funding requirements that you may have in 2020/21. Examples may include uniform/equipment purchases, team tours, coaching fees, facility hire, maintenance etc.

<b>Applicant Information</b>	
Lodged By:	Signed:
Date:	Phone:
Email:	
<b>OFFICE USE ONLY</b>	
Received By:	Signed:
Date received:	Date of affiliation approval: