



Information Pack



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1. Introduction

Sporting Clubs at Curtin University provide opportunities for students, staff and the local community to be active and social. The value of sport clubs go beyond the obvious benefits of participating in sport, it extends to the contributions they make to the community. Curtin University values the positive impact these Clubs have on the Curtin community, and work to support these Clubs to be sustainable and successful.

The number of Sporting Clubs connected to Curtin Sport and Recreation at Curtin University has grown over the last number of years and at the end of 2019 sat at 21, with 17 being “Affiliated” and 4 being “Associated”.

There is a diversity of club operations and management amongst the 21 sporting clubs connected to Curtin University. This diversity requires differing levels of support and administration from Curtin Stadium management.

In order that resources can be appropriately managed, affiliation to Curtin Sport and Recreation in 2020 is split into 4 levels, based on set criteria:

- A. Tier 1
- B. Primary
- C. Development
- D. Associate

Aside from Club Affiliation, we are also engaged in strategic partnerships with elite level clubs (Fremantle Football Club and Curtin Hamersley Comets Netball Club) and State Sporting Organisations, such as Golf WA and Rowing WA, which provide other benefits to our clubs.

2. Support to Affiliated Clubs

Curtin University affiliated sporting clubs receive significant support and value by being associated with Curtin University, outlined in the table below.

Table 1: Support provided by Curtin Sport and Recreation

Support provided by Curtin Sport and Recreation	A	B	C	D
Corporate integrity by being associated with a well-respected public institution	✓	✓	✓	✓
Ability to brand align with a stable and respected institution	✓	✓	✓	✓
Access to a captive, dynamic and active target market of students and alumni	✓	✓	✓	✓
Access to resources to develop facilities	✓	✓	✓	✗

Financial subsidy for the use of facilities. The dollar value ranges from over \$40,000 annually to larger clubs to \$4,000 for the smallest of clubs	✓	✓	✓	✗
Support and professional partners for the development of alternative or come and try programs	✓	✓	✓	✓
A range of administrative benefits and promotional opportunities	✓	✓	✓	✓
Free promotional stall on Orientation Day and other event days throughout the year	✓	✓	✓	✓
Authorisation to place notices on clubs notice board at stadium	✓	✓	✓	✓
Promotion of the Club on Social Media portals including Facebook, Instagram and Twitter	✓	✓	✓	✓
4 complimentary tickets to annual Sports Awards Event	✓	✓	✓	✓
Representative Sports Coordinator assistance with administration and club development	✓	✓	✓	✗
Opportunities to purchase discounted gym memberships and fitness programs for Club Members	✓	✓	✓	✓

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

3. Club Administration Requirements

In order to receive this support and become part of the Curtin University community, Sporting Clubs are required to fulfil certain requirements outlined in this document and on the Application Form.

These requirements are to support the growth and development of our sporting clubs and ensure their longevity in the Curtin University community.

Specific requirements for 2020:

- The application for registration must be completed and delivered to the Representative Sport Coordinator at Curtin Sport and Recreation for review by the 24th April 2020
- Clubs will be advised of the status of their application no later than the 8th 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 must adhere to appropriate communication processes with Curtin Sport & Recreation and the University as outlined by Curtin Sport and Recreation management
- 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

4. Required Documentation

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

Table 2: Required Documentation for Curtin Sport and Recreation

Document	A	B	C	D
2020-21 Application Form	✓	✓	✓	✓
Membership List (in Excel Template provided)	✓	✓	✓	x
Club Logo and recent Photos for website	✓	✓	✓	✓
Yearly Financial Plan	✓	✓	✓	x
Strategic Plan	✓	✓	x	x
Constitution	✓	✓	✓	✓
Minutes of most recent AGM	✓	✓	✓	✓
Incorporation Documents	✓	✓	✓	✓
Club Code of Conduct (of respective Club)	✓	✓	✓	✓
Position Descriptions and Duties for Committees	✓	✓	✓	x
Insurance Documentation	✓	✓	✓	x

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

5. Affiliation Levels

In accordance with Curtin Sport and Recreation's policies, sport clubs must be affiliated with Curtin Sport and Recreation to be eligible to receive any rights or privileges granted to the club.

Affiliation is open to existing sport clubs within the Curtin University framework, newly created clubs and to external clubs who offer a benefit to the Curtin University Community (Students/Staff/Alumni) in a sport that is not currently represented on the affiliated list.

Club allocation to the four levels will be at Curtin Sport and Recreation's discretion, managed by the Representative Sport Coordinator and overseen by the Sport and Recreation Manager.

Each club will be required to comply with a set of pre-determined conditions in order to apply for affiliation to the Curtin University club status and consequently be categorised into one of the four levels.

Clubs will have the opportunity to work towards another level but will also be dropped down a level(s) should they fail to meet the set requirements.

6. Criteria for Assessing Club Levels

The following is a list of criteria used for assessing club levels:

- Size, number and mix of club membership
- Capacity to represent Curtin University in local, national and international competition
- Capacity to form partnerships and engage the local and international community
- Capacity to support junior development programs
- Capacity to provide pathways for participation to elite level representation
- Capacity to provide access to the sport to minority or disadvantaged groups
- Appeal of the sport to the student fraternity
- Ability of the club to contribute to sporting facility development on campus
- Financial sustainability
- Strategic, Communication and Promotional plans developed by clubs (recruitment etc.)
- Historical and traditional elements of University sport and support for club development

7. Affiliated Clubs Four Tier System

7.1 Association

To attain Association status, clubs must typically comply with the following tasks:

- Club is required to offer a benefit/discount to Curtin University Community Members (Students/Staff/Alumni)
- Club is encouraged to provide teams/individuals for UniSport events in their sport

7.2 Development

Whilst achieving the tasks outlined in 7.1, to attain Development status, clubs must typically comply with the following additional tasks:

- All Sporting Club Requirements in the Application Form must be met
- Club must provide evidence of financial sustainability via a yearly financial plan
- Club must have mixed gender opportunities for members

7.3 Primary

Whilst achieving the tasks outlined in 7.2, to attain Primary status, clubs must typically comply with the following additional tasks:

- Club must support junior development programs
- Club must demonstrate succession planning by submission of a strategic plan

7.4 Tier 1

Whilst achieving the tasks outlined in 7.3, to attain Tier 1 status, clubs must typically comply with the following additional tasks:

- Club must have teams/athletes competing in the highest state amateur level

8. Sporting Club Requirements

The Application Form outlines a number of Sporting Club Requirements that must be followed by Clubs in the Tier 1, Primary and Development Levels, as outlined in the below table.

Table 3: Sporting Club Requirements

Requirement	A	B	C	D
A minimum of 35 club members (excluding social and non-playing)	✓	✓	✓	x
A minimum of 35% current Curtin University student members	✓	✓	✓	x
A minimum of 15% Curtin Staff/Alumni or alternatively over 80% student members	✓	✓	✓	x
Must have mixed gender opportunities for members	✓	✓	✓	x
Must have a junior development program	✓	✓	x	x
Must be an incorporated not for profit club entity	✓	✓	✓	✓
Must be a fully affiliated member of the appropriate State Sport Association	✓	✓	✓	✓
Must trade as Curtin University xxxx Club Eg. Curtin University Handball Club	✓	✓	✓	x
Must use approved and consistent Curtin Sport and Recreation branding on all uniforms and apparel	✓	✓	✓	x
Must compete in Curtin Sport and Recreation approved colour combinations of Orange and a combination of one or more of White, Black or Yellow	✓	✓	✓	x

Must have a fully functioning, up to date and well maintained web presence	✓	✓	✓	✓
Must comply with administrative tasks as outlined in the Curtin Sport and Recreation clubs handbook	✓	✓	✓	✓
Must have a least 2 student members on the club executive committee	✓	✓	✓	x
Must have a presence and promotional stall at Curtin University O Day in Semester 1	✓	✓	✓	x
Must submit a minimum of 3 award nominations for different awards at the Curtin University Sports Awards	✓	✓	✓	x
A minimum of 4 club members are required to attend 2019 Curtin University Sports Awards Ceremony	✓	✓	✓	x
Not permitted to run any social sports programs on campus unless approved by Curtin Sport and Recreation	✓	✓	✓	✓
Comply with Club Code of Conduct	✓	✓	✓	✓

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

9. Current Club Breakdown

The following table outlines the current categorisation of Curtin Sport Clubs based on 2019 data and performance.

Table 4: Current Club Breakdown

Tier 1	Primary	Development	Associate
Curtin University Wesley Football Club	Curtin University American Football Club	Curtin Cheerleading Club	Seibu no Dojo - Aikido
Curtin University Boat Club	Curtin University Dynamic Flames Badminton Club	Curtin Victoria Park Cricket Club	Perth Oilers Floorball Club
Curtin University Football Club	Curtin University Swordfish Fencing Club	Curtin Footballista Futsal Club	Victoria Park Swimming Club
Curtin University Hockey Club	Curtin University Karate Club	Curtin University Judo Club	Reds Volleyball Club
Curtin University Rugby Union Football Club	Curtin University Panthers Netball Club	Curtin University Kendo Club	
		Curtin University Shorinji Kempo Club	
		Curtin University Ultimate Club	

10. Curtin Sport and Recreation Contacts

The following are a list of contacts at Curtin Sport and Recreation who can provide further information/assist with club development:

Representative Sport Coordinator

Liam Conneally

Liam.conneally@curtin.edu.au

08 9266 5108 & 0488 579 598

Sport and Recreation Manager

Dan Israel

Dan.israel@curtin.edu.au

08 9266 4150 & 0434 797 036

Head of Sport and Recreation

David Russell

David.russell@curtin.edu.au

08 9266 3810 & 0417 176 624

Events and Communications Manager

Blanche Morris

Blanche.morris@curtin.edu.au

08 9266 5199 & 0448 252 624

11. Club Code of Conduct

This Code is intended to act as a guideline for appropriate behaviour for clubs affiliated with Curtin Sport and Recreation. This Code outlines the types of unacceptable behaviour that will not be tolerated and the consequences for club members displaying such behaviour. This Code has been established to ensure that the highest standard of behaviour is demonstrated by all representatives of Curtin sporting clubs at any competitive and social event. The Code does not constitute a code of conduct for the club and clubs are advised to have their own.

The Code supports Curtin Sport and Recreation's desire to encourage sports participation and promote appropriate standards of behaviour and fair play on and off the field. All club members are representatives of Curtin University, Curtin Stadium and their club when competing and engaging in other club activities. It is the responsibility of each club to uphold acceptable standards of behaviour of its members during all club related activities.

Any club who does, or is involved in any of the following types of behaviour shall be in breach of the Code:

- 1) Consuming alcohol, unless in an approved area, in line with relevant liquor licensing regulations
- 2) Breaching their State Sporting Organisations Anti-Doping Policy
- 3) Harassing any other person
- 4) Acting in an unlawful manner
- 5) Acting in any other manner which brings Curtin University and/or Curtin Sport and Recreation into disrepute
- 6) Failing to comply with a reasonable direction of an event official or Curtin University staff member
- 7) Causing unlawful damage to property or equipment
- 8) Misuse of Curtin University property and/or grounds
- 9) Fraudulent behaviour

If Curtin Sport and Recreation receives information which is considered to be a breach of the Code, they have the right to investigate the breach and if satisfied that a breach has occurred, refer the matter to the Curtin Sport and Recreation Disciplinary Committee or directly to the Head of Sport and Recreation. This committee and the Head of Sport and Recreation will ensure any complaint, incident or matter relating to the conduct of Curtin sports clubs is resolved swiftly and fairly.

If the Disciplinary Committee or Head of Sport and Recreation is satisfied the club is in breach of the Code, they may impose any one or more of the following penalties:

- 1) De-register the club
- 2) Withdraw any awards, placings or records obtained by the club
- 3) Refer the incident to Curtin University for further consideration and possible disciplinary action
- 4) Refer the incident to the police
- 5) Remove any funding, facility discounts, future facility hire or pavilion leases
- 6) Ask that the club suspends a team/player from any future games or events
- 7) Pay for any damages occurred
- 8) Write a formal apology to the University

The club and person(s) involved in the dispute may be required to appear before the committee. The decision of the committee or the Head of Sport and Recreation will be provided to the club as soon as possible after a decision has been reached.