



Application for Curtin University Sporting Club Registration 2016 – 2017

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.



Curtin University affiliated sporting clubs receive significant support and value by being associated with Curtin University.

- ◆ 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
- ◆ Access to sport dedicated professional staff to assist in club development
- ◆ Support and professional partners for the development 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.
- ◆ Invitation to Sports Awards Ceremony and Breakfast
- ◆ Access to discounted court, ground and facility hire.
- ◆ Sports Coordinator assistance with administration and club development.

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

- ◆ This Application for Registration must be completed and delivered to Philippa Baker at Curtin Stadium for review by the 31st March 2016.
- ◆ Clubs will be advised of the status of their application no later than the 30th April 2016.
- ◆ 2016-2017 registrations will be valid until 30th April 2017 unless otherwise stipulated or if a Club is disaffiliated prior to this date.
- ◆ Curtin Stadium 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 Stadium and the University as outlined by Curtin Stadium 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 Stadium 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.

All applications must be completed and submitted electronically.
No hard copies or scanned copies will be accepted
Please contact the Sports Coordinator if you have any issues with this form

A Three Tier Club System

There is a diversity of club operations and management amongst the 14 sporting clubs affiliated to Curtin University. This diversity requires differing levels of support and administration from Curtin Stadium management. In order that resources can be appropriately managed, a new three tier Curtin Sport Club structure is recommended whereby Curtin Stadium categorises clubs into the three tiers. Categorisation will be based on set criteria.

- ◆ Club allocation to the 3 levels will be at Curtin Stadium's discretion and managed by the Sports Coordinator and overseen by the Senior Manager.
- ◆ Clubs do not move between levels or work towards another level.
- ◆ The implementation of the new structure will be phased in over an acceptable period. Clubs will not be required to comply immediately or within unreasonable timelines. The changes will be completed prior to September 2016 unless otherwise discussed with Curtin Stadium
- ◆ 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 1 of the 3 tiers
 - ◆ Tier 1 Clubs
 - ◆ Primary Clubs
 - ◆ Development Clubs

Criteria for Assessing Club Levels

- ◆ Size, number and mix of club membership
- ◆ Capacity of the club to represent Curtin University in local, national and international competition
- ◆ Capacity of the club to form partnerships and engage the local and international community
- ◆ Capacity of the club to support junior development programs
- ◆ Capacity of the club to provide pathways for participation to elite level representation
- ◆ Capacity of the club 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
- ◆ Historical and traditional elements of University sport and support for club development

If you have any questions please contact

Philippa Baker
Sports Coordinator, Curtin Stadium
Email: Philippa.Baker@curtin.edu.au
Phone: (08) 9266 3362

Applicant Information	
Lodged By	Signed
Date	Phone
Email	
OFFICE USE ONLY	
Received By	Signed
Date received	<i>Date of registration approval</i>
Sporting Club Name	
Sporting Club Requirements	
<i>The following tables outline conditions required by clubs to affiliate to Curtin University</i>	
	Currently Complying
A minimum of 35 club members (Does not including social or non-playing members) Current membership list must be submitted at time of registration	
A minimum of 35% current Curtin University student members Every student must have their student number on the Club Membership list to confirm their student status	
A minimum of 15% Curtin Staff/ Alumni or alternatively over 80% student members Every staff and alumni member must have their current staff ID or past student number on the Club Membership list to confirm their status	
Must be an incorporated not for profit club entity A copy of this certificate must be provided at time of registration	
Must be a fully affiliated member of the appropriate State Sport Association	
Must trade as Curtin University xxxx Club Eg. Curtin University Futsal Club Individual Clubs will be given a letter of consent from Curtin Stadium to incorporate Curtin University into their Club name. This letter will be required when registering a Club name with Curtin University in the title.	

<p>Must use approved and consistent Curtin Stadium branding on all uniforms and apparel</p> <p>Any use of Curtin Stadium 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.</p>	
<p>Must compete in Curtin Stadium approved colour combinations of Orange and a combination of one or more of White, Black & Yellow</p>	
<p>Must have a fully functioning, up to date and well maintained web presence</p>	
<p>Must comply with administrative tasks as outlined in the Curtin Stadium clubs handbook</p>	
<p>Must have a least 2 student members on the club executive committee</p> <p>These student details must be provided in this form</p>	
<p>Must have a presence and promotional stall at Curtin University O Day/RecFest in Semester 1 and Guild Day in Semester 2 (unless otherwise stated by Curtin Stadium)</p>	
<p>The club must provide quarterly membership data</p> <p>Membership Lists must be up to date, presented in the template provided and submitted at the time of registration.</p> <p>Membership lists are due;</p> <p>30th April 2016 1st July 2016 1st October 2016 1st February 2016</p>	
<p>Not permitted to run any social sports programs on campus unless approved by Curtin Stadium management</p>	
<p>Must send a representative to regular Curtin University club meetings at Curtin Stadium</p>	
<p>All club members must be Curtin Stadium members *TBC</p>	

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 Stadium Sport Club Code of Conduct, Curtin University policies and Curtin Stadium rules and regulations. Furthermore, we agree to act in the best interests of the club and its members when carrying out our duties.'

President	Name:	Email:
	Phone:	Signed:
	Student Number (N/A if not student):	
Vice President	Name:	Email:
	Phone:	Signed:
	Student Number (N/A if not student):	
Secretary	Name:	Email:
	Phone:	Signed:
	Student Number (N/A if not student):	
Treasurer	Name:	Email:
	Phone:	Signed:
	Student Number (N/A if not student):	
University Liaison	Name:	Email:
	Phone:	Signed:
	Student Number:	
Student Committee Member 1	Name:	Email:
	Phone:	Signed:
	Student Number:	

Contact	
These contact details will be provided to prospective members and used on promotional material including the Curtin Stadium website	
Club Generic Email	
Club Website	
Description of club	
Training times/locations (include season dates)	
How can people get involved? *How does someone completely new get involved in the Club? Do they show up to training, contact coach, register online etc. This is important!	
Social Media *please include page links	
Facebook	
Twitter	
Instagram	
Other	

Membership Fees (Playing Members)		
Prices	\$	Includes (uniform, association fees etc.)
Student		
Staff/Alumni		
Community		
Membership Fees (Social or non-playing Members)		
PRICES	\$	Includes (club polo, season tickets etc.)
Student		
Staff/Alumni		
Community		

Club Code of Conduct

This Code is intended to act as a guideline for appropriate behaviour for clubs affiliated or registered with Curtin Stadium. 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 sports 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 Stadium'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 [Australian University Sport's Anti-Doping Policy](#)
- 3) Harrassing any other person.
- 4) Acting in an unlawful manner.
- 5) Acting in any other manner which brings Curtin University and/or Curtin Stadium 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 Stadium 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 a hearing that will be conducted by Curtin Stadium Disciplinary Committee. This committee exists to enable any complaint, incident or matter relating to the conduct of Curtin sports clubs to be resolved swiftly and fairly.

If the Disciplinary Committee is satisfied the club is in breach of the Code, it 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 have the right to appear before the committee to state their case.

The decision of the committee will be by a majority vote. The committee shall give its decision as soon as possible after the completion of the hearing. It is not required to give reasons or record its decision in writing.