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# **RECREATION SPORT CLUBS PROGRAM**

## **New Club Application** (For 2026-2027 ratification)

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**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](mailto: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](mailto:sportclubs@uwo.ca) or review the **Recreational Sport Clubs Manual 2023-2024** (*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 2023-2024**.

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 2023-2024** 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/BEEN 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:**

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### 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)