

Ravens Competitive Clubs Meeting 2022-2023





Agenda

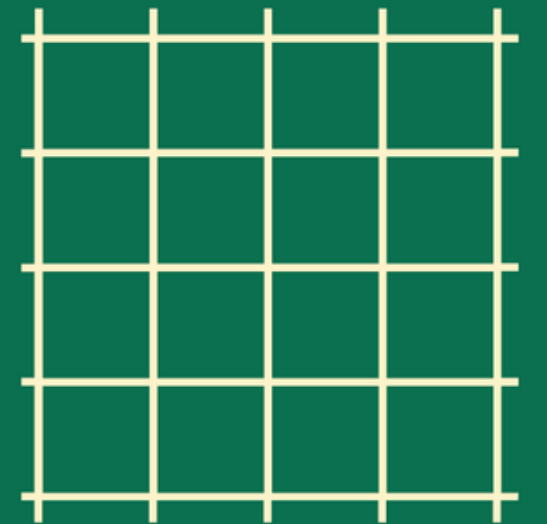
- **Introductions**
- **CUSA Services**
- **Ravens Brand, Sports Information & Birdgang**
- **Club Finances & Accounts**
- **Club Administration**
- **Risk Management & Athletic Therapy**
- **Checklist & What's Next**
- **Questions**





Introductions

- Representative Name(s)
- Competitive Club Sport
- How many years you've been at the club
- Your role at the club



Athletics Competitive Clubs
2022

○ Table of Contents

- Introductions
- CUSA Club Benefits
- What's New with CUSA Clubs?





Davin Caratao

- CUSA Vice President Internal
- Member of Clubs Oversight Commission
- vpi@cusaonline.ca
- Advocacy, Policy, Procedures for Clubs





Hannah Whale

- Student Groups Administrator
- Chair of Clubs Oversight Commission
- @cusaclubs; 513 UC;
clubs@cusaonline.ca
- Full-time staff; administrative focus





Benefits of being a CUSA Club



Funds

- Banking
- Funding
- Insurance Coverage

Space & Places

- Booking Space on Campus
- Storage Options

Promotion

- Posters & Promotion
- Co-Curricular Recognition
- Website
- Social Media Promotion
- Button-maker



What's New with CUSA Clubs?



- Full-time staff member
- Clubs Oversight Commission - replaces other Clubs Committees
- Working on new website
- Working on new agreement with Athletics regarding Competitive Clubs
- Certification/Recertification Applications every year
- Revamping our social media presence
- Creating new processes



Thank you



Thank you!





Ravens Brand

Jeremy Whalen, Assistant Manager,
Communications & Digital Marketing

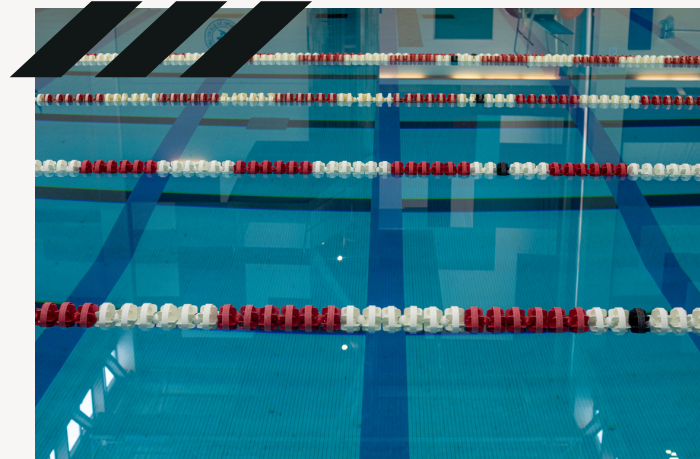
- **Club branding guidelines**
- **Birdgang**
- **Rodney's House**
- **Social media**
- **Go Ravens**
- **Sponsorship & Donations**



Branding Guidelines

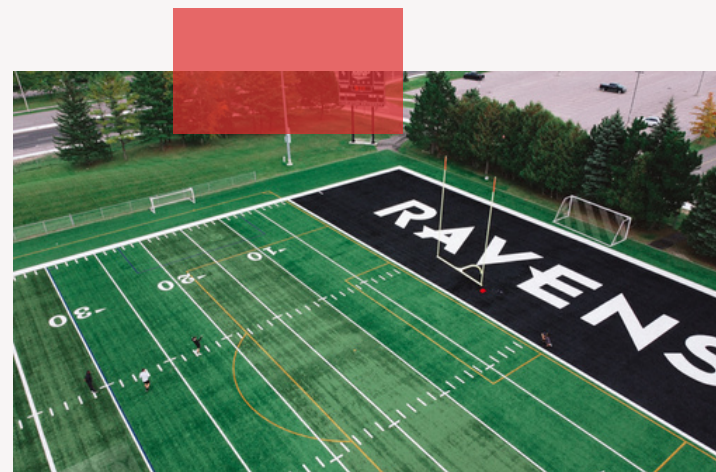


All use of the logo must be submitted for approval



All club gear must be purchased through Gadar Sportswear (tom@gadar.ca)

In rare circumstances, we may approve another supplier



Only recognized competitive clubs get to use the Ravens brand



Bird Gang

Student Spirit Club
@CUBirdgang

Join our social community!

**All Ravens athletes are
automatically Bird Gang
members**

Make sure you complete your formstack ASAP to
take advantage of the Bird Gang perks





Sports Information & Social Media



- Review the social media policy
- Send any content to jeremy.whalen@carleton.ca
- Do NOT create any new social media pages



Sponsorship & Donation

- All sponsorship must be approved by Clubs Coordinator/ Sheryl Hunt
- Future Funder
 - All donations must benefit the entire team
 - Charitable tax receipt
 - Giving Tuesday: November 29, 2022





Club Finances & Account Management


Rebeca Baraquiso-Mercade, Financial Administraor

- **Review of policies regarding club finances and accounts**
- **Review of financial procedures**






Bank Accounts/ Finances

- No bank account outside of the on-campus Scotiabank are permitted
 - The club deficit or surplus is carried forward to the following year in each bank account
 - Expenses will not be processed if there is a deficit in the account, and/ or until fundraising is deposited
 - Fundraising revenue can be deposited at any Scotiabank branch
 - Any expenses are to be paid in the form of cheques and MUST be signed by Carleton signing authorities (Rebeca or Dalton Myers, plus one club member) with the appropriate documentation (receipts, invoices, etc.)
 - In the case where an expense needs to be reimbursed to an individual, all of the appropriate receipts need to be submitted (invoice and proof of payment)
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Bank Accounts/ Finances Cont.

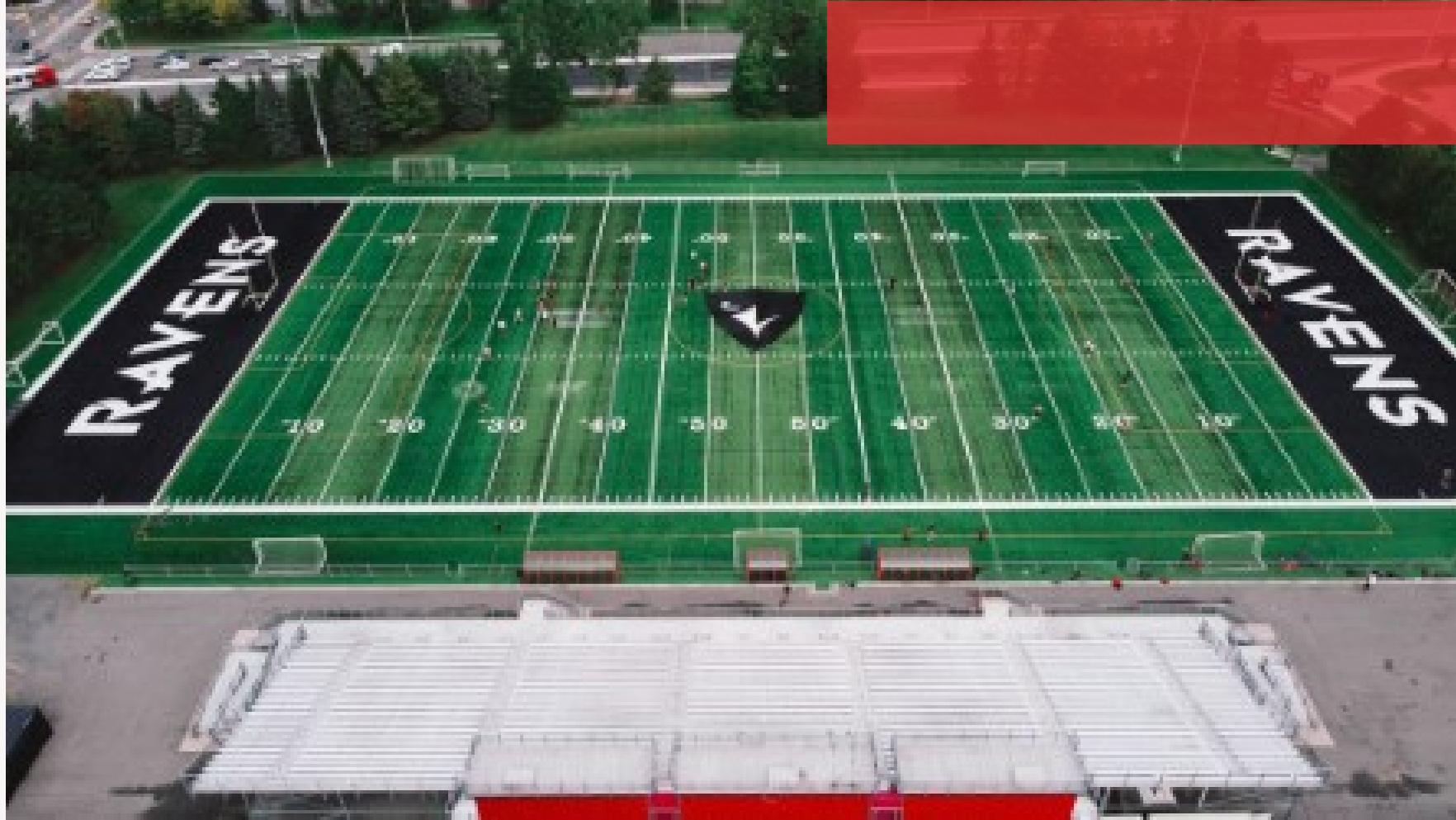
- Any expense over \$5,000 requires two quotes (mainly for equipment)
 - Annual financial statements need to be submitted in the end of year documentation
 - You will receive funding from Athletics & CUSA
 - The university grant cannot be used for parties, gifts, personal expenses
 - If you lose a receipt, you need to fill out a statement of claim, this can happen only twice a season
 - You can request e-transfers to deposit payments, not withdraw
 - Cheques to be signed need to be left in an envelope at the Welcome Centre with a note saying "TO: Competitive Clubs Coordinator CC: Finance and Return to: Name of Club." You will be notified when your cheque is ready to be picked up
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Club Administration

Johanna Bernardi- Sport Coordinator

- Student-Athlete Eligibility
- Facility Requests
- Academic Conflicts
- Campus supports
- What's New
- Checklists






Student-Athlete Eligibility

- Must be a current Carleton student registered in the given semester
- Every player on the final roster **MUST** complete Formstack **BEFORE** any practice, event, or competition. No form, no play.
- All student-athletes eligibility will be confirmed with the registrar's office
- Roster must be approved prior to any events
- If your league has extra eligibility rules, please tell the CC ASAP



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- Any and all facility requests are to be emailed to Ravensclubs@cunet.carleton.ca. Pool requests can be sent directly to Steve Baird
 - Please avoid/limit new field/gym/pool requests and changes to the schedule during the season
 - Cancellation Policy: 30 day for field house, 60 days for outdoor turf
 - Facility booking during non-peak hours will be provided if available (usually limited to 4 hours/ week), with some exceptions
 - Peak hour facility requests will be charged the student rate where applicable



Facility Usage Requests



Academic- Athletic Conflicts

- A template of the form is on goravens.ca: "Commitment Verification Form"
- Report any sort of academic conflict with a trip or game
- The coach or manager should complete and submit a copy of the form on behalf of the athlete to Ravensclubs@cunet.carleton.ca
- I will send a signed form back to you and the athlete can send it to the professor with Ravensclubs@cunet.carleton.ca CCed
- Please give at least 5 business days for a response- plan in advance




SUPPORT SERVICES ON CAMPUS



Paul Menton Centre
Health & Counselling
Centre for Student Academic Support
Mentorship Program
Career Services
Academic Advising Centre
International Student Services Office



Year-End Evaluations

- Completed at end of year by Club Executives/ Leaders
 - A year end evaluation of how you think you did as a club
 - Membership, leadership, participation, competitions, financial stability, code of conduct, risk and field space
 - Find it on goravens.ca website
 - Must be submitted before March 31st each year
 - We will review your evaluation, student-athlete survey as well as our own notes from the season and provide you a standing
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High Risk Sports

Medical Kit- \$75

Practice Coverage- \$30/ hour

Home Game-\$95 Rugby- \$125

Away Games- \$125 Added \$10/ hour of travel (up to 4 hours)

Tournament Coverage- \$400

Medium Risk Sports

Medical Kit- \$75

Practice Coverage- \$30/ hour

Home Game- \$95

Tournament Coverage- \$300

Low Risk Sports

Medical kit- \$75

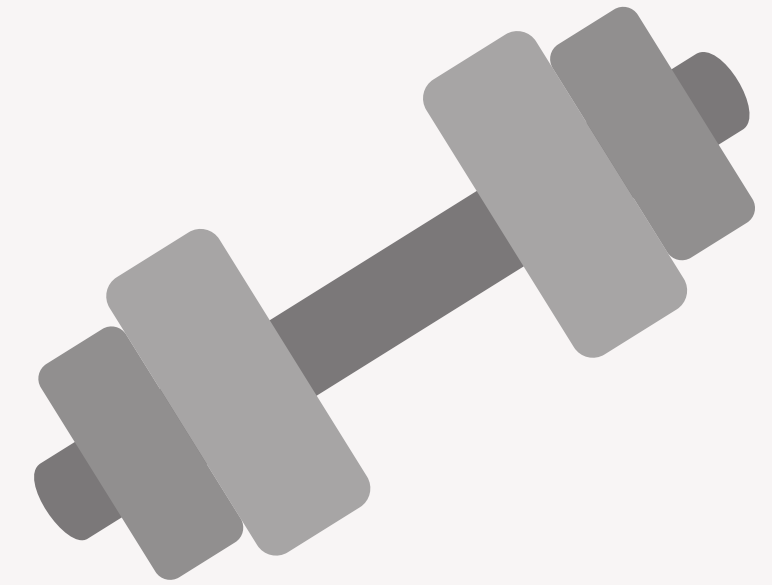
\$30 per rehab treatment session



Athletic Therapy

New Tier System





High Performance Centre

- HPC time MAY be available for competitive clubs
- Reach out to Nick Westcott for more information, and CC me
- There will be a cost associated with booking



Pre-Season Checklist

- Submit 2022/23 budget
- Submit Dates: Try-outs, practices & games
- Update contact information for CUSA & GoRavens website
- Coaches approved & vulnerable sector check done
- Book facilities
- Confirm club safety officer
- Register with CUSA- Should have been done in June





Post Try-out Checklist

- All athletes have completed formstack
- Medical forms reviewed by AT
- All athletes are on the eligibility certificate
- All travel documentation is completed
- Travel is approved
- Website is updated
- Bank signing authority updated





Deadlines

Scheduling Requests

ASAP for fall sports

Formstack

Must be completed
before first
competition

Schedule & Roster

ASAP for fall sports

End of Year Evaluation

March 31, 2023





QUESTIONS?

Any general club related questions? I can answer questions specific to teams one on one.

