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@cusaoonline.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!
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
All Ravens athletes are automatically Bird Gang members

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

- 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)
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
Club Administration

Johanna Bernardi- Sport Coordinator

- Student-Athlete Eligibility
- Facility Requests
- Academic Conflicts
- Campus supports
- What's New
- Checklists
Every player on the final roster MUST complete Formstack BEFORE any practice, event, or competition. No form, no play.

Must be a current Carleton student registered in the given semester

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
• 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
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
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
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
Scheduling Requests
ASAP for fall sports

Formstack
Must be completed before first competition

Deadlines

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.