Date: August 25, 2014
To: Club Leaders, Athletics staff and CUSA staff.
From: Yaman Marwah. Clubs Commissioner | Department of Recreation and Athletics
Re: Recap for the Clubs Meeting 2014/2015 season

Meeting Date: Monday August 18, 2014            Start Time: 18:00           End Time: 19:30
Location: Athletics Board Room (Complex third floor)
Purpose: Competitive Sports clubs workshop

1. Clubs Constitution (pg. 15)
   - Every club can use the template found on page 15 of the clubs manual (or available online in word format) to write their own constitution. Constitution should be approved by Department of Recreation and Athletics.
   - If a club has not submitted a constitution, the constitution on page 15 will be used for the club.
   - **“Memberships” on page 15 as well.
     - Any undergraduate or graduate registered student at Carleton University, full time or part time can be a member of a Competitive Sport Club.
     - The Competitive Sport Club Program shall not discriminate against anyone on the basis of race, religion, sexual orientation, women, Aboriginal peoples; persons with disabilities, and members of visible minorities.

   - **“Conduct” on page 17 of the clubs manual, in addition to the student-athlete and coach code of conduct signed by each member individually as part of the registration process.
     - Uphold and promote the goodwill of the Competitive sport club;
     - The health and safety
     - Members shall at all times adhere to all the rules and regulations
     - Full suspensions of an individual or team.
     - All members shall report any safety infractions, rule violations, suspicions and irregularities to the executive committee
     - To act honestly, in good faith, and doing nothing to violate the trust of other members

2. Bank Accounts (link to memo online)
   - 2 signing authorities: Yolana and Club’s Coach/President
   - Go to the bank with 2 IDS: Paterson Hall at Carleton University
   - No appointment needed
   - Grant Cheques: Every club will receive two cheques to deposit into their bank account.
     - The first cheque is from Department of Athletics and includes Carry forward balance (if any) + 50% of the grant. If you haven’t picked it up already, contact me to asap.
     - The other cheques (the second 50%) can be received from Sofia Dala at Carleton University Students’ Association, CUSA. You can pass by her office anytime between 9-5pm in the university centre building or email her at vpi@cusaonline.ca if you wish to meet her at another time.
Empty Cheques: when the club coach/president visits the bank to open the account, they will provide you with 10 empty cheques. CUSA is ordering 100 more cheques for every club from a third party organization at the cost of $40. If you wish to opt out, please email me before Thursday the 28th of August.

3. Logo Request (pg. 19)
   - New logo – submit form online
   - Only recognized clubs get to use the logo
   - We require that the clubs run any print materials or products (eg. Uniforms, posters, flyers etc) by us for approval of proper logo usage BEFORE it is produced.
   - If you are using the old logo, that’s fine as well.
   - Logo guidelines attached.

4. One Time facility request (pg. 19)
   - This is not the seasonal facility.
   - This is to be used for one time booking only, usually for meeting rooms (free of charge)
   - Facility rentals for events or camps ($60/hr).

5. Medical form (pg 20 + 21)
   - Must be submitted asap to either me or Nadine Smith, Athletic Therapist located on the first floor of Alumni Hall – at the entrance way to P5 – “Therapy Room”.
   - The hard copy forms must be submitted by hand to Nadine or Yaman and they will be returned to the Coach for safe keeping and in the event of an emergency.
   - Nadine will review it with full confidentiality
   - NOTE: these are confidential files

6. Try Out waiver form (pg. 24)
   - To be filled out at tryouts, these are to be maintained by the coaches/team leader.

7. Roster and formstack
   - After tryouts is over and team is approved to be part of the team, they have to fill the formstack link.
   - Link for formstack will be sent by Thursday August 28th. If you require it before, please email me as soon as possible.
   - Formstack will be sent to registrars’ office to ensure that all athletes are enrolled at Carleton University.
   - Roster will then be created, signed and sent to club coaches and leaders.

8. Commitment Verification Form (pg22)
   - Class conflict with a trip or a game
   - midterm conflict
   - Athlete should fill out the form found on page 22 and online, get it signed by the coach then by either myself or Jennifer Brenning.
9. Travel Management (pg. 23)
   - No more paperwork
   - 4 online forms – very short and clear.
   - game/tryouts?, fill out Appendix A – Activity registration.
   - Game outside Ottawa? Fill out Appendix B – Trip Plan.
   - After the event is done, fill out Appendix C – Concluding Activity Report.
   - For those who asked about Leduc contact, they can be reached at savage@leducbus.com.

10. End of Year Evaluation
    - Criteria for evaluation pg 5
      o Clubs Membership – number of students participating
      o Leadership
      o The club program should provide a series of experiences that meets the needs and interests of members in the club.
      o number of meetings and participation attendance of students.
      o The club’s ability to host competition, fundraisers and activities to support the group.
      o Financial Stability
      o Adherence to the Code of Conduct and Policies and Procedures

    - Evaluation form (pg. 8)
      o Should be filled before March 31st, 2015.

All memos and forms can be found online @ www.goravens.ca/clubs/register-club. If you have any more questions or concerns, feel free to contact me at anytime.

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