

**UNIVERSITY OF ALBERTA \_\_\_\_\_ CLUB**  
**FORMAL PROPOSAL**

A. Governing Association

In this section of the proposal, list any organizations that the club would be associated with, either provincially (Provincial Sport Organization; PSO) or nationally (National Sport Organization; NSO).

B. Description of Competition and/or Scope of Activity Details

This section will include anticipated opposing team names and locations of anticipated games/competitions. Should your club not wish to compete, this section will outline why your club is an activity club by providing details on the structure of play during allocated facility time.

C. Goals and Objectives

What does your club hope to achieve both in the short-term and the long-term? Why do you want this club to exist? What objectives will your club strive to meet?

D. Terms of Reference/Constitution

This section outlines the club's proposed scope and limitations, as well as how the club will be run on a day-to-day basis. Please see APPENDIX B for a Template.

E. Facility Requirements

In this section, please state required facility type (i.e. outdoor field, indoor studio, large gymnasium), length of sessions (i.e. 5 hours per week; 2 x 3-hour sessions, 1 hour biweekly) and any other information regarding what the facility needs in order to make your proposed club successful (i.e. pool lane separators, three 6' tables).

F. Funding Model

How will your club be fiscally responsible? What revenues will your club generate? Are you aware of any sponsorships, grants or donations that may be available for your club?

G. Financial Report on Equipment and Tournament Costs

What equipment – and how much/many – will your proposed club need to purchase? Are there any costs associated with proposed games, tournaments, trips that the club anticipates participating in?

H. NSO and PSO Insurance Coverage

If your club is associated with an NSO or a PSO, are there any insurance costs associated with becoming a member? Are these fees per team/group, or individual? Will any of these fees be included in the membership dues?

I. Proposed Coach/Instructor

Is your club planning on having a coach or instructor? Will this coach/instructor be paid or volunteer? If paid, how much will the coach/instructor cost? Does the coach/instruction have any credentials (i.e. what is required in order to be a coach/instructor for your club?).

J. Team Selection Procedures

What are the required criteria for members to meet prior to registering for your club? How are you going to evaluate the members of your club? What is the timeline for registration for your club? How many members will you accept? Will people be 'cut' from the club if they do not meet certain criteria?

K. List of Interested Students

Please include a list of interested student members, including their signatures indicating they would like to be a member of this club, as well as their OneCard numbers.

*L. Proposed Executive/Management Model*

This section will include the executive positions your club will have and the tasks that are included within each executive position. Examples of different executive positions include: president, vice president, treasurer, social media coordinator, social events coordinator.

*M. Risk Management Plan*

Please list any potential emergencies your club may encounter and include an action plan on what your club will do should any of these emergencies occur.

*N. Eligibility to a Recognized Student Group with the Students' Union*

All Club Sports, once approved by the Faculty of Physical Education and Campus and Community Recreation, are eligible to become Student Groups with the Student's Union.