This Application for Registration must be forwarded to the Sports Coordinator at Curtin Stadium for review. Please note that membership details must be accurate and any change of details should be highlighted immediately to the Sports Coordinator. Incomplete applications will not be accepted.

Date of registration application: ____/____/____ Date of registration approval (office use): ____/____/____

Checklist

Please ensure the following is attached to your application. Incomplete applications WILL NOT be accepted.

Application for registration form completed ☐ constitutional attached ☐
Photocopy of certificate of incorporation ☐
Membership list (in MS Excel template provided, all fields completed) ☐
Minutes of most recent general meeting or annual general meeting ☐
Risk Management assessment ☐

1. Name of Curtin Sports Club

________________________________________________________________________

2. Office Bearers

Clubs must appoint office bearers for ALL of the positions below to be eligible for registration. It is STRONGLY RECOMMENDED that at least two office bearers are current Curtin students.

‘In applying for these positions we agree to act in accordance with the Curtin Stadium Sport Club Code of Conduct, Curtin University policies and Curtin Stadium rules and regulations. Furthermore, we agree to act in the best interests of the club and its members when carrying out our duties.’

PRESIDENT
Name: __________________ Status: _______________ Signed: __________________

VICE PRESIDENT
Name: __________________ Status: _______________ Signed: __________________

SECRETARY
Name: __________________ Status: _______________ Signed: __________________

TREASURER
Name: __________________ Status: _______________ Signed: __________________

3. Contact details

PRIMARY CONTACT (CURTIN LIAISON)
Name: ___________________ Student/Staff #: __________
Phone #: ___________________ (H) ___________________ (M)
Email: ___________________
SECONDARY CONTACT
Name: __________________________________________________________ Student/Staff #: ____________
Phone #: ____________________________________ (H) _______________________________________ (M)
Email: ___________________________________________________________________________________

It is STRONGLY RECOMMENDED that clubs set up a generic hotmail or like email account in the name of the club. Please indicate email below to be used on all promotional materials as the contact for the club.
Email: ___________________________________________________________________________________

4. Breakdown of club members

Clubs must attach to this application the full membership list in the template provided. A minimum of 10 student members (excluding social) is required to successfully register the club.

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
<th>Cost to join</th>
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</thead>
<tbody>
<tr>
<td>Curtin students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Alumni</td>
<td></td>
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<td></td>
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<tr>
<td>Community</td>
<td></td>
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<td></td>
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<tr>
<td>Social (Non-playing member)</td>
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<td></td>
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<tr>
<td>TOTAL members in the club</td>
<td></td>
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</table>

5. About the Club

This biography will be added to the Club’s webpage on unisport.com.au/curtinstadium
Please include history, significant achievements and awards and why people should join your club.
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
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_________________________________________________________________________________________

7. Club information
This information will be added to the Club’s webpage on unisport.com.au/curtinstadium

<table>
<thead>
<tr>
<th>Training days and times</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Training venue</td>
<td></td>
</tr>
<tr>
<td>Club competition days and times</td>
<td></td>
</tr>
<tr>
<td><strong>Club affiliations</strong> (for example state association or body)</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Club website and/or online presence</strong> (for example facebook)</td>
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<tr>
<td><strong>Pre–Season Dates</strong></td>
<td></td>
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<tr>
<td><strong>Season Dates</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Key Dates (Finals, National Competitions etc)</strong></td>
<td></td>
</tr>
</tbody>
</table>
10. Registration entitlements and conditions

Registered sports clubs will receive the following

2) Listing on annual Curtin Stadium promotional booklet ‘Curtin Stadium Facilities Guide’
3) Free editorial space in ‘Curtin Sports Talk’ Online Newsletter
4) Free promotional stall on Orientation Day and other event days throughout the year.
5) Authorisation to place notices on clubs notice board at stadium.
6) Promotion of the Club on Social Media portals including Facebook, Instagram and Twitter.
7) Invitation to Sports Awards Ceremony and Dinner
8) Access to discounted court, ground, facility hire and fitness classes.
9) Hire of University facility authorisation from Curtin Stadium
10) Access to hire BBQ, PA, marquee, esky and other available equipment.
11) Access to funding as per the club funding guidelines.
12) Sports Coordinator assistance with administration and club development.

Registered sports clubs shall only receive entitlements on condition of the following:

1) Curtin Stadium is recognised through a reasonably sized logo on any promotional material produced by the sporting club. Refer to branding guidelines which can be provided by the Sports Coordinator.
2) The sport club is actively involved in sourcing and providing participants to represent Curtin in their respective sport for the TSWA Championships, Australian University Games, Australian University Championship events and other University Sporting Competitions and assisting at tryouts.
3) It is a requirement for clubs to attend monthly sports club administration meetings represented by at least one member or the nominated Curtin liaison
4) Fulfill funding obligations, if the club applies for and receives funding.
5) The club agrees to and consistently abides by the Curtin Stadium Clubs Code of Conduct.
6) Registration expires 1 March each year. Clubs must re-apply for registration BEFORE this date.
7) Regularly advise Sports Coordinator of any changes to constitution, membership list and club structure.
8) Submit information for Annual Report, as per template and deadlines.
9) Complete and submit an annual budget as per template and deadlines.
10) Submit membership lists at the start, middle and end of the year.
CLUB CODE OF CONDUCT

This Code is intended to act as a guideline for appropriate behaviour for clubs affiliated or registered with Curtin Stadium. This Code outlines the types of unacceptable behaviour that will not be tolerated and the consequences for club members displaying such behaviour. This Code has been established to ensure that the highest standard of behaviour is demonstrated by all representatives of Curtin sports clubs at any competitive and social event. The code does not constitute a code of conduct for the club and clubs are advised to have their own.

The code supports Curtin Stadium’s desire to encourage sports participation and promote appropriate standards of behaviour and fair play on and off the field. All club members are representatives of Curtin University, Curtin Stadium and their club when competing and engaging in other club activities. It is the responsibility of each club to uphold acceptable standards of behaviour of its members during all club related activities.

Any club who does, or is involved in any of the following types of behaviour shall be in breach of the Code:
1) Consuming alcohol, unless in an approved area, in line with relevant liquor licensing regulations.
3) Harrassing any other person.
4) Acting in an unlawful manner.
5) Acting in any other manner which brings Curtin University and/or Curtin Stadium into disrepute.
6) Failing to comply with a reasonable direction of an event official or Curtin University staff member.
7) Causing unlawful damage to property or equipment
8) Misuse of Curtin University property and/or grounds
9) Fraudulent behaviour

If Curtin Stadium receives information which is considered to be a breach of the Code, they have the right to investigate the breach and if satisfied that a breach has occurred, refer the matter to a hearing that will be conducted by Curtin Stadium Disciplinary Committee. This committee exists to enable any complaint, incident or matter relating to the conduct of Curtin sports clubs to be resolved swiftly and fairly.

If the Disciplinary Committee is satisfied the club is in breach of the Code, it may impose any one or more of the following penalties:
1) De-register the club.
2) Withdraw any awards, placings or records obtained by the club.
3) Refer the incident to Curtin University for further consideration and possible disciplinary action.
4) Refer the incident to the police
5) Remove any funding, facility discounts, future facility hire or pavilion leases.
6) Ask that the club suspends a team/player from any future games or events.
7) Pay for any damages occurred.
8) Write a formal apology to the University.

The club and person(s) involved in the dispute have the right to appear before the committee to state their case.

The decision of the committee will be by a majority vote. The committee shall give its decision as soon as possible after the completion of the hearing. It is not required to give reasons or record its decision in writing.
Club Structure
Please tick the following requirements that your club has fulfilled and/or submitted to the Sports Coordinator with your application for Registration

<table>
<thead>
<tr>
<th>Bronze</th>
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<tbody>
<tr>
<td>Constitution</td>
</tr>
<tr>
<td>Minutes of most Recent AGM</td>
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<tr>
<td>Incorporation</td>
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<tr>
<td>Budget</td>
</tr>
<tr>
<td>Membership List</td>
</tr>
<tr>
<td>Risk Management Plan</td>
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<tr>
<td>Regular Attendance at Club Meetings</td>
</tr>
<tr>
<td>Club Facebook/Twitter page</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Silver</th>
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</thead>
<tbody>
<tr>
<td>Club Code of Conduct</td>
</tr>
<tr>
<td>Club Website</td>
</tr>
<tr>
<td>Position Description and Duties for Committees</td>
</tr>
<tr>
<td>Assistance with Tertiary Sports WA and State Events including Trials and Training session (if applicable)</td>
</tr>
<tr>
<td>Club Representation at Orientation Day</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gold</th>
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<tbody>
<tr>
<td>Strategic Plan</td>
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<tr>
<td>Insurance</td>
</tr>
<tr>
<td>SSO Affiliation</td>
</tr>
<tr>
<td>Club Involvment in Future Facility Plans</td>
</tr>
<tr>
<td>Assistance with Australian University Games and National Events including Trials and Training session (if applicable)</td>
</tr>
</tbody>
</table>

At the time of registration we are a ___________________________ level club but at the end of the year we wish to be ___________________________

Our club would like help with the following areas.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________