

**McMaster Athletics Recreation Club Sports**  
**New Club Application**  
**2024-2025 Season**



**Application Submission Process:**

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**Step One:** Review Club Manual and Resources found on our website- ensure that you understand the policies and procedures associated with being sanctioned by our department.

**Step Two:** Reach out to your peers to recruit members- please note that all clubs must have at least 12 members, or the minimum number required to participate in your activity (whichever is larger). You will need to provide a list of names and student numbers for those interested in joining your club next year as part of your application.

**Step Three:** Read over the application form- once you have collected all the necessary information, please complete the form, and return with required documents as one package.

**Step Four:** Wait patiently while the committee review applications and makes decisions around sanctioning for next academic year.

**Application Review Process:**

This process will be completed by a small committee of staff from the Department of Athletics & Recreation in partnership with the EOHSS office. Decisions will be based on:

1. Availability of facilities, equipment and resources and the impact on our current usage patterns of the latter in the Department.
2. The availability of club's financial resources and potential to generate revenue to adequately fund the proposed activity.
3. The degree of student participation, leadership, and interest in the proposed activity.
4. The availability of adequate competition (if applicable) within the surrounding region.

Due to constraints on resources, it may not be feasible for the Department to recognize a new club sport, even though the above procedures have been followed. If this is the case, the club's proposal could be held on file for the year, upon request. In addition, clubs involving high liability or high-risk factors may be denied sanctioning.

Recognition as a sanctioned Club Sport is for one operated year. Clubs must request sanctioning each year. The first year of a club's existence is a probationary year during which the club is not eligible for grant money from the Department.

Should your club be approved for sanctioning by the Department- the club will have one month to develop a club constitution (template will be provided) and bylaws. They are also required to provide the information for publication on the Department of Athletics & Recreation website.

**PLEASE NOTE**

Ratification of all A&R clubs (both new and returning) is not official until mandatory completion of the clubs training which takes place yearly in September. Each club must send two executives: a president and an additional executive. Clubs will be contacted over the summer with details on how to register for training. Failure to attend club training will result in loss of status.

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**General Members Roster:**

*(must have at least 12 members or minimum number required to participate in your activity. 10% of your membership can be non-students but all must hold an A&R membership)- add rows if needed.*

	<b>First Name</b>	<b>Last Name</b>	<b>Student Number</b>	<b>Email</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

**Club Executive/Officer List:** *(must have at least 3 executives; one president and two others, one should oversee finances- note: all executives must be McMaster students)-add rows if needed*

	<b>First Name</b>	<b>Last Name</b>	<b>Student Number</b>	<b>Email</b>
1				
2				
3				
4				
5				

**Coach List (if applicable)- add rows if needed**

	<b>Coach Name</b>	<b>Email</b>
1		
2		

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**New Club Application Form:**

**Club Name:** \_\_\_\_\_

**Club Social Media Handle (if applicable):** \_\_\_\_\_

**Classification of Club:** \_\_\_\_\_

Intramural Club

Extramural Club

If selected, please indicate which league you will compete in, or provide insight into how competitions will be set up and against whom:

**Facility Requirements:** \_\_\_\_\_

Please provide details around the facilities needed for club meetings and activities.

**Off Campus or non-A&R Facilities:**

Please list all off-campus facilities to be used:

Do you currently already use these facilities for activities?

Yes

No

**A&R Facilities**

Please indicate which on-campus facilities are being requested:

Outdoor Field

Indoor Field

Studio

Studio with Mats

Classroom

Gym

Pool

Squash Courts

Other: \_\_\_\_\_

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Please list your preferred practice days, times and locations. Day time hours are available and preferred as demand is high for facility use in the evenings. The department may propose alternatives if your times are not available.

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**Equipment:**

Please list all equipment required for your club. Does the club currently own or have access to this equipment?

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**Travel:**

- Our club expects to travel for competitions or training opportunities.
- Our club will only have activities at McMaster or in the Hamilton area.

If your club expects to travel- please provide details such as number of trips, proposed destinations, etc.

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**Events:**

Please list any events that the club expects to host beyond regular training/practice times- these can include, but are not limited to competitions, fundraisers, charity events, etc.