



Work Area:	Sport Development
Revision Number:	SPD-0063.A
Last Modified:	May 2016

Macquarie University receives a number of requests from students who are interested in creating a potential new sporting club. To ensure the long term success and aid sustainability, a number of criteria will be addressed and evidenced before any new sporting club is supported. The criteria will assess the potential sporting clubs “readiness”, whilst demonstrating its alignment to the university’s strategic plans and importantly evidencing a demand from students on campus. A detailed proposal must be submitted covering the following areas.

Proposals must be submitted online.

### **Criteria:**

#### **1. Alignment to University’s Strategic Plan**

The proposed club must demonstrate it meets Macquarie University’s strategic aims and objectives, and highlight how the club will impact on these aims and objectives. The proposed club must also display the same ethical values as Macquarie University. For further guidance on Macquarie university strategic aims and objectives head to <http://www.mq.edu.au/about/about-the-university/strategy-and-initiatives>

#### **2. Unique Identity**

The proposed club must not be currently in existence at Macquarie University, as no duplicate sport clubs will be supported. The club must also be distinct from any other competitive club in the local area to avoid market saturation and enable growth.

#### **3. Club Purpose**

It must be stated whether the proposed club is a competitive or a recreational club. A competitive club is defined as a club formed with the primary purpose to participate in a regular competition run by a community league or association. A recreational club is a club formed with the primary purpose to provide its members with recreational activities, but may also participate in competitions on occasions.

#### **4. Club Description**

The proposed club will provide information on the range and level of the competition(s) the club will compete in. Macquarie University encourages a fully inclusive approach to participation for both male and female club members. The proposed club will need to identify and list suitable coaches and assistant coaches, who are qualified and experienced in the respective fields.

For recreational clubs, information will be provided on any trips and activities planned including frequency and location. All proposed clubs will need to devise a suitable code of conduct and club safety documents whilst implementing insurance cover for all its new members. Club playing uniform and equipment will need to be listed and eventually purchased. Uniforms must meet University guidelines surrounding appropriate branding, logos and colours used; approval must be granted from the University before a uniform can be created.

#### **5. Facility Requirements**

The proposed club will detail their anticipated facility requirements for training and competition purposes, providing days, times and detailed facility usage. Macquarie University Sport and Aquatic Centre and the Sport Fields are extensively used by current sport clubs, key partners and external



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hirers so all clubs must be flexible in any allocation. All usage is subject to Macquarie University's Sporting Venues Terms and Conditions.

## 6. Student Demand and Membership Numbers

The proposed club must have researched and evidenced student demand and interest, providing details of student engagement and voice. An initial minimum number of 30 members are required to ensure a successful club environment and volunteer support, with a majority (75%) of membership being Macquarie University students. A list of names and students identification numbers will need to be captured. Student engagement and ongoing recruitment of new club members must be a priority, with full involvement and attendance at the university's key events throughout the year a requirement.

## 7. Financial Planning

The proposed club must submit an anticipated annual financial breakdown of all income and expenditure, detailing how the club will be self-sufficient including identifying any fundraising and/or sponsorship arrangements. A club membership fee structure will be detailed covering students, alumni and community members whilst taking into consideration market comparisons against other local sporting clubs.

If successful the club will need to open a NAB Bank account which will be used for all financial transactions.

## 8. Committee Structure

The proposed club must submit a list of its club committee members and structure. As a minimum Macquarie University recommend four individual committee members to be assigned roles in the club committee listing their experience and suitability for the following roles - President, Vice President, Treasurer and Secretary.

Macquarie University students must be involved on the committee and it is advisable to include a mix of both males and females.

## 9. Volunteer Structure

For any proposed sport club to be successful it will need a number of skilled volunteers to carry out a range of duties including coaching, administration and fundraising. In addition to the club committee it's advised the club continues to attract and recruit new volunteers to share ongoing and future club responsibilities. A successful club will integrate succession planning offering training and development opportunities for its volunteers including coach education, continuous professional development and workshops. The proposed club must identify other volunteer roles and identify any training needs.

### Next Steps:

Following a submission covering the highlighted criteria, a meeting will be arranged with the Sport Club & Alumni Coordinator and Manager – Sport Development to further discuss the proposal on a date agreeable with both parties within 21 working days. Further details may be requested after initial discussions, with deadlines set for completion of any outstanding actions.

Following a successful application, the club will be expected to work closely with Macquarie University to become an affiliated club and complete a more detailed business plan with the Sport Club Coordinator.



## **FORMING A NEW SPORTS CLUB**

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### **12 month probation period**

The club will undergo a 12 month probation period, at the end of this period a review meeting will be held and a decision will be made on whether the club will continue.

For any sport club proposals that are unsuccessful, appropriate feedback will be given against the criteria listed. There may be an opportunity to re-submit a proposal with more detailed information supplied against the necessary criteria.

Please submit all proposals to start a new sports club in the first instance to the Macquarie University Sport Club Coordinator through our online portal. If you would like more details on the process or to discuss an idea please call 9850 4198 or email [sportclubs@mq.edu.au](mailto:sportclubs@mq.edu.au).