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UBC Thunderbirds Sport Clubs Application Package

This Application document has been developed for use by Clubs that are applying for “UBC Thunderbirds Sport Clubs” (TSC) status within the UBC Athletics & Recreation Department. Please be as thorough as possible in your application. Successful candidates after review of the written application will be invited to a panel interview with the Selections Committee.

Application is due **April 30th 2019 at 11:59 pm** via email to sport.clubs@ubc.ca.
Late submissions will not be accepted.

REQUIREMENTS FOR CLUBS APPLYING TO BE UBC TSC:

CLUB REQUIREMENTS

Please check all those that apply.

- Sport must be clearly defined as athletic and physically active in nature, while meeting the Competitive Clubs Definition: *A Competitive Club represents the university as a UBC COMPETITIVE SPORT CLUB team in external competition, which is not affiliated with UBC’s current NAIA or USports offerings. The “Competitive Club” team will be either gender-specific or co-ed, depending on the nature of the sport and the rules of competition in which it is engaged.*
- Function on a regular competitive basis competing in a recognized and structured inter-collegiate league or competitive league with a national, provincial or local sport governing body that facilitates competitions. The club/team’s competitive schedule must include a minimum of 2 official or sanctioned competitions throughout the season.
- Open & available to the entire UBC student community via try-outs or practice schedules.
- Have maintained one of the following: AMS Club status for a minimum of 3+ years in good standing, former Varsity team status, or an equivalent independent club history.
- The sport has a proven sustained student interest and consistent competitive membership numbers for a minimum of 5 years.
- Governed by a developed club constitution (club purpose, objectives, and competitive commitments) and elect student administration roles.



CLUB REQUIREMENTS (CONT'D.)

Please check all those that apply.

- History of financial stability and sufficient revenue collected to cover costs of training and competition for 3+ years. Funds can be collected from membership, sponsorship, partnerships, donations, fundraising, grants, or other viable sources.
- Maintain a roster of the normal competitive team size for each specific sport plus minimum of 25% of the competing roster to accommodate injury and attrition.
- Ability to maintain minimum four elected club executives, officers or other designated leadership roles for 3+ years as an official club or team. Ex. President (General Administration), Finance, Travel & Safety, Marketing & Communications
- The Club's logistics and operations are consistently run by active student members of the club, as opposed to team managers, coaches and/or alumni.
- Confirmed & committed certified coach or proven active search thereof.

ELIGIBILITY RESTRICTIONS

Please check all those that apply.

- The club cannot replicate an existing Varsity sport which competes in sanctioned NAIA or USports-level competitions
- Applying clubs cannot duplicate an existing sport offered within the current UBC TSC stream; unless a gender-specific team in the sport does not exist in UBC TSC.
- Gender-specific teams from the same sport must apply for "Competitive Sport Club" status separately.
- If a Club has both competitive and a recreational elements, only the competitive component will be assessed in the application.



STUDENT ATHLETE REQUIREMENTS IN UBC TSC

Please check all those that apply.

- Current UBC full time student registered in a minimum 9 credits in each of the fall and winter semesters.
- Must maintain a cumulative and sessional average of 60% or maintain passing standards as outlined by the student's respective faculty for school.
- Non-UBC Students are not permitted to participate in Thunderbirds Sport Clubs as executives or student athletes.
- Must meet the eligibility criteria and standards of the particular inter-collegiate governing body in which the specific competitive club competes within
- Proof of personal medical insurance if AMS insurance is not utilized

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SPORT CLUB APPLICATION

GENERAL CLUB APPLICANT INFORMATION

CURRENT CLUB NAME: _____

Current Club Affiliation (Choose one):

Alma Mater Society Independent Club Other: _____

Current Club President Name: _____

Primary Email of Club President: _____

Primary Phone Number of Club President: _____

If primary applicant is not the current club president:

Primary Applicant's Full Name (must be current executive of Club):

Position within the Club: _____

Contact Email(s): _____

Contact Day Phone(s): _____

Secondary Applicant's Full Name (must be current member or executive of Club):

Position with Club as seconder: _____

Contact Email(s): _____

Contact Day Phone(s): _____



1. Sport Club Scope: Only Check One

- The applicant Sport Club has ONLY a competitive team element
- The applicant Sport Club has both a competitive team and recreational participants. We understand that ONLY the competitive team element is applying for designation as a "Competitive Club".

2. Gender Information for Application: Check One Only (gender-specific applications must be made separately).

- The application is for a Women's Competitive Club
- The application is for a Men's Competitive Club
- The application is for a Co-ed Competitive Club (both men & women compete on mixed team or at simultaneous events)

SPORT CLUB REFERENCES:

Please provide the following information for references that can speak to your club operations, culture and sustainability within the last 3-5 years. Please ensure your references are aware they will be contacted regarding your application.

1. COACH FULL NAME (If applicable): _____

Primary Email Contact: _____

Primary Phone Contact: _____

2. PRACTICE OR COMPETITION FACILITY CONTACT FULL NAME (If applicable):

Name of Facility or Venue: _____

Primary Email Contact: _____

Primary Phone Contact: _____

3. GOVERNING BODY CONTACT (if applicable)

Full Name and Position within Governing Body (If applicable):

Primary Email Contact: _____

Primary Phone Contact: _____



4. REFERENCE OF CHOICE CONTACT (optional)

Full Name and Affiliation with Club (If applicable):

Primary Email Contact: _____

Primary Phone Contact: _____

Intent of Application

1. Why are you interested in gaining status in UBC Thunderbirds Sport Clubs? (limit 400 words)



1. CLUB OPERATIONS

1.1 CLUB OPERATIONS: current and historical club operational information

1.1.1 there is a recorded history and current information of club membership participant numbers, financials, partnerships and governing body associations

1. Club Overview and History: Please provide a brief synopsis or history of your club.

2. Club Membership: For each year, provide the number of athletes and participants as requested:

	Competitive Team			Recreational Participants <i>*If your club has a recreational component</i>		
	UBC Students - female	UBC students - male	Non-UBC students or Non-Students	UBC Students - female	UBC students - male	Non-UBC students or Non-Students
2015-2016						
2016-2017						
2017-2018						
2018-2019						
2019-2020 (projected)						



2. Is there a maximum number of participants for your sport/Club in regards to the competitive roster? (Ex. Maximum 24 athlete roster, or governing body only allows 15 per team, or no limit to roster number)

3. Club Financial Information:

STEP 1: Please complete the excel spreadsheet labelled “UBC TSC Application 2019 Season_Club Budget Template”. **There are two (2) tabs on the bottom left.** Please complete both to the best of your ability.

- A completed copy of the Excel Spreadsheet is attached.

STEP 2: Please attach a PDF or excel spreadsheet of your Club’s budget information for the years 2016-17, 2017-18, and 2018-19 (to date); *if applicable*.

- We have attached our Club’s financial information in the format asked.

Please complete the following questions for this recent fiscal year (2018-19):

- a) How much revenue was received this year from **All Membership** fees/dues: _____
- b) How much revenue was received only from **Competitive Member’s** fees/dues: _____
- c) How are a **Competitive Member’s** Fees/Dues spent in a season? Please be as specific as possible.



d) If your Club receives Sponsorship Revenue, please provide detailed information on sponsors/grants in regards to: names, dollar amounts, lengths of agreements, general overview of the terms of the agreement, type of fundraising initiatives etc.

3. Club Financial and Operational Dependency Partnerships: What might be the impacts on your Club if you receive Sport Clubs status, particularly on your finances or operations? How will you and the future Executive handle these changes? (eg: Loss of AMS Grants, excluded UBC Athletic or Independent logo usage, loss of competitive membership, movement of future executive from AMS to UBC TSC)?

4. Club Associations: Indicate if your club participants are required to be members of an applicable PSO and/or NSO and/or Local Leagues as part of their Club membership.

Indicate which type of fees apply?

YES	NO	Team Fee	Individual Fee
<input type="checkbox"/>	<input type="checkbox"/> Provincial Sport Organization (PSO)	\$ _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/> National Sport Organization (NSO)	\$ _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/> Local League Organization	\$ _____	\$ _____



2. COMPETITIVE EXPERIENCE AND COMPETITION PROGRESSION

2.1 COMPETITION STRUCTURE: expectations for Competitive Clubs

2.1.1 outside of USports, there is inter-university and college club competition in BC with organized competition between institutions, culminating in a league winner or multiple event championships;

and/or

2.1.2 outside of the NAIA, there are regular opportunities to compete in club-level inter-collegiate meets, tournaments or races across Canada or in the north-west USA;

and/or

2.1.3 there is a Lower Mainland or BC-wide community sport league or regularly scheduled events (meets, tournaments, races) that offer high level competition and opportunities to advance into provincial and national level competition organized by the applicable Provincial or National Sport Organization.

MEASURES:

1. Provide a general timeline for the following aspects of your competition season.

	Date(s)	Notes
Tryouts or Open Practices (if applicable)	<i>Ex. 3rd week September</i>	<i>Ex. This year open tryouts were September 21st, and we made minimal cuts for the 2nd closed tryout on September 28th</i>
Roster Confirmation	<i>Ex. 4th week September</i>	
Practices	<i>Ex. Start October, Term 1 ends December, Restart January, End 2nd week April</i>	
Competitions – Regular	<i>Ex. Start 2nd week October, ends May</i>	
Competitions - Regional/Nationals	<i>Ex. Typically Regionals in 1st week May Nationals in last week of May</i>	



2. Provide information about the competition in which the club engaged in 2016-17, 2017-18 and in 2018-19 to date.

Year	Name of League or Conference	Describe the Level of Competition (eg: inter-collegiate, Senior Division and Tier or level, ad hoc competition)	Number of Games / Competitions / Tournaments	Name Other Universities or Clubs you competed against	Was there a Provincial/Regionals/National Competition? If so, please list.
Example	USports	Intercollegiate league with conferences split by region: Western Conference, Central Conference, and Eastern Conference. There are 15 schools in total, but only 5 in the West.	In this season, the team attended a total of 3 competitions from January to March, which were 2-day obligations on average. However, there were 8 available competition weekends to choose from that our teammates could compete in.	In the Western Conference we compete against the following: Simon Fraser University, University of Calgary, University of Alberta, University of Victoria, and UBC-Okanagan. Aside from our league, we also organize ad-hoc competitions from September to December with schools from Western Washington, Oregon State, and Langara College.	Conference Championships are held every February in a different location. In the 2013-2014 season, Conference Championships were hosted in Calgary. Our team unfortunately did not win the Conference Champs, and did not qualify for Nationals. However, University of Alberta did win, and went to Toronto to compete against UofT in the National Championships.
2016-2017					
2017-2018					
2018-2019					



4. If applicable, provide the League or Conference Website URL you compete in:

4. If applicable, explain the process of qualification for the Club to advance to provincial and/or regional and/or national championships.

5. Competitive Season Information:

STEP 1: Please complete the full season template labelled "UBC TSC Application 2019 Season_Season Outline". Please complete each month to the best of your ability as well as add any additional notes about what that particular month looks like for your club.

- We have attached a completed copy of the Excel Spreadsheet.



2.2 COMPETITIVE PROGRESSION: expectations for Competitive Clubs

- 2.2.1. there is a history of competitive growth at the sport club level or higher;
- 2.2.2 if applicable, athletes have opportunities to try-out for or qualify for provincial and national level competition through their respective PSOs and NSOs; are their identified training levels of physical activity and skill level associated with the club and sport;
- 2.2.3 there are identified recruiting methods open to UBC students

MEASURES:

1. Provide information on the competitive results for the Club in the past three years

Year	League or Conference	Competitive Placements for Individuals in your Club or as a Team (Rankings, Placements, Titles, Awards) <i>Ex. S. Anderson: 1st place at Nationals 2016 Provincial Champions, March 2014</i>	Describe pathways, if any, from the Club to professional competition	Ranking (if applicable) or Further Information of provincial or national athletes in the Club
Ex.	<p><i>Did not participate in a league in 2013.</i></p> <p><i>Joined the USA-CAN Sport Conference in 2014</i></p>	<p><i>No official placements due to not participating in league</i></p> <p><i>Team placed 4th overall out of 7 teams in the Regional Championships. Due to Open Nationals, team competed against 57 other schools across North America and placed 41st.</i></p> <p><i>No individual placements</i></p>		
2016-2017				
2017-2018				
2018-2019				



2. Provide comments and context on your team's success in other types of competitions that are not included above.

3. What are the measured levels of physical activity & skill level to compete in the clubs identified competitive league?

a. How many hours per week do the athletes train (1.) as a team, and (2.) on their own?

b. List mandatory training techniques or workouts (eg: muscular training, response training, physical endurance training)

c. i) On a scale of 1-10 (*1 representing low physical involvement, and 10 representing full physical exertion*) rate the level of physical movement and exertion required by an athlete during training and competition to successfully compete (explain your rating):

ii) Explain your rating from the question above:



- d. i) On a scale of 1-10 (*1 representing low health levels, and 10 representing extreme health levels*) rate the level of required personal health and wellbeing during training and competition to successfully compete:

- ii) Explain your rating from the question above:

4. How does your club promote itself and recruit athletes?



2.3 COACHING: expectations for Competitive Clubs

2.3.1 current involvement and/or identified expectations of a club coach

2.3.2 the level of skill, certification, degree of success in past coaching experience;

2.3.3 there are opportunities for student-athletes to get involved with coaching.

MEASURES:

1. Does you club currently have a coach(es)?

Yes No

Are they planning on returning next season? Yes No Maybe

1.1 What are the club's expectations of the coach in terms of coach / athlete contact time, practicing planning, attendance at competitions, and the coach's contribution to skill development or strategy?

1.2 Detail what is the current involvement level of the club coach with club operational functions.

2. Provide information about the type of coach or coaches who will be involved with the club.

a. How many coaches does your club have:

Full time: _____ Casual/Occasional: _____

Part time: _____



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a. What NCCP level or other or qualification are your Coaches expected to have:

b. What are the number of hours per week of coach-to-athlete contact: _____

c. Will the coach or coaches attend all competitions with the team? Yes No

i. If NO, why not?

3. If a wage is currently paid to the coach or coaches for working with the competitive club athletes / team, provide that information:

a. Coach #1: \$ _____ / year

b. Coach #2: \$ _____ / year

c. Coach #3: \$ _____ / year

d. Coach #4: \$ _____ / year

6. Describe the experience and past successes that the current club coach(es) have had.

7. For clubs with both competitive and recreational levels, describe opportunities that are available for competitive athletes to help coach the recreational part of the club.



8. Does your Club have Volunteers that assist with other roles who are not involved in a Coaching capacity? What is their role?



3. SUPPORTS FOR COMPETITIVE SUCCESS

3.1 FACILITIES AND EQUIPMENT: expectations for Competitive Clubs

3.1.1 sustainable access to suitable facilities on campus or through external partner facilities to support the level of training and competition expected at the Competitive Club level;

3.1.2 Club provision of equipment appropriate to the level of training and competition in which the Competitive Club is involved.

MEASURES:

1. Identify all UBC On-Campus facilities used by the club for training:

a. Name what on-campus facilities/space are used for training and competition?

b. Provide the current use and cost of UBC on-campus facilities (as listed above):

i. Number of hours per week and cost for training facility rentals _____ hours at \$_____ / hour (average)

ii. If the club does not currently book or pay for space on campus, explain why:



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2. Does the club have any agreements in place to use Off-Campus facilities for training, and if so, name the partner(s) and describe the agreement in general terms:

- NO off-campus use of facilities
- YES off-campus facilities (please continue below)

a. Name of Facility(ies):

b. Describe the agreement or type of agreement: (eg: renter only, facility partner, shared space, provide instruction in exchange for use, certificate of insurance required etc)

c. Days and number of hours used per week _____ / week (average)

d. Cost per hour \$_____ (average)



3. Provide a list of all current equipment that will be used by the Competitive Team for training and competition. (ex. training aids, practice and/or competition equipment, player equipment, safety equipment/first aid kits, music players, etc...)

Name of Item	Number of Units / Quantity	Value per Unit	Identify Ownership or TBA (to be acquired) (Clearly Identify who owns the equipment – ie. AMS, Individual, Coach, etc.)

4. Is there any equipment (as listed above) in need of replacement or new equipment purchases required in the near future? If so, provide a comprehensive list of the equipment and how the club intends to finance repairs and/or purchases.



4. STUDENT LEADERSHIP

4.1 STUDENT LEADERSHIP: expectations for Competitive Clubs

4.1.1 Competitive Clubs are student-organized and student-led, providing opportunities for development of skills in a variety of areas.

4.1.2 Sustainable leadership planning is evident to build upon successful club operations and growth

MEASURES:

1. Describe what the club currently does in the following areas:

a. **Club Governance:** (eg: primary function of all executive roles, general expectations of executives, elections, meetings, accountability to members)

b. **Leadership Planning:** (eg: Executive training, club succession planning for leaders, professional development, course certifications)

c. **Involvement:** (eg: on average how much time does each club executive spend on club development and management outside of practice and competitions)



2. Describe ways in which outgoing leadership members pass along information to incoming leadership member to ensure continuity and communication:

3. Club Executive: List all current **UBC student** club executive members, titles, term of position and intentions of continued involvement next season.

FULL NAME	WHAT IS THEIR EXECUTIVE ROLE & WHAT DUTIES DO THEY FULFILL	DATE OF COMPLETION OF ROLE	CURRENT LENGTH OF CLUB INVOLVEMENT	2019-20 EXPECTED <u>COMPETITIVE CLUB EXECUTIVE PARTICIPATION</u> (YES/NO)



4. Sustainable Leadership Planning: List any current **UBC student** club members/athletes that have expressed intent or interest in participating in the **Competitive Club** leadership roles that are not currently on the executive. ***This section is mandatory*** For an overview of UBC TSC Executive duties, please refer to the Appendix.

(Please note that should your Club gain status, Competitive Sport Club Executives will operate independently from AMS executives)

FULL NAME	EXECUTIVE AREA OF INTEREST	CURRENT LENGTH OF CLUB INVOLVEMENT

5. Any additional details on duties of executive and leadership positions and their responsibilities to the team?

5.1 Should an executive officer vacate their position during the season, how would the club fill the position and duties for the remainder of the season?

STEP 3: Please attach the most recent copy of your AMS Club Constitution to this package in PDF format.

We have attached our Club's most current version of the Constitution.



5. COMMUNITY PARTNERSHIPS AND TRADITION

5.1 CAMPUS AND COMMUNITY PARTNERSHIPS AND/OR RELATIONSHIPS: expectations for Competitive Clubs

- 5.1.1 relationships with and or all of facilities, AMS, School of Kinesiology;
- 5.1.2 the Clubs have the ability to be self-sufficient in meeting their training, competition and promotional needs .
- 5.1.3 community facing opportunities that promote positive community interactions.

MEASURES:

1. Describe any current partnerships and relationships with other UBC Clubs, units, departments, programs and faculties. If applicable, what are the benefits to UBC and the team from these relationships and partnerships?

2. Describe any additional agreements or alternative partnerships outside of UBC. Provide detailed information on fundraisers or partnerships in regards to: names, lengths of agreements, type of fundraising initiatives etc.

3. Describe any community work in which the club participates (eg: charity works, volunteering, mentorship with youth teams, support of UBC related events or activities, organization or assistance with sport-related events in the community, etc.



5.3 TRADITION: expectations for Competitive Clubs

5.3.1 review the history of the sport at UBC

5.3.2 length of alumni connections and support

MEASURES:

1. How many years has the club been in continuous existence? _____

2. Describe any historical factors of significance with your sport and the university that demonstrate the tradition of the sport at UBC.

3. Describe how the club keeps in contact with Alumni members, both previously recreational Alumni and Competitive Alumni:

3.1 Describe any measures or programs the club has created to maintain Alumni interest and/or support:

3.2 If none of the above, are there any plans to create programs or means of contact information collection in the future, if yes please explain how:

3.3 Are there any notable alumni who have continued in your sport (local, national, or international level?)



6. FIT WITH UNIVERSITY MISSION* (see UBC Vision information below)

UBC Vision ([Inspiring people, ideas & actions for a better world.](#)) – As one of the world’s leading universities, the University of British Columbia is pursuing excellence in research, learning and engagement to foster global citizenship and advance a sustainable and just society across British Columbia, Canada and the World.

Core Values:

- Excellence - profound and aspirational value: the quality of striving to be, and being, outstanding.
- Integrity - moral value: the quality of being honest, ethical and truthful.
- Respect - an essential and learned value: regard felt or shown towards different people, ideas and actions
- Academic Freedom - a unique value of the academy: a scholar’s freedom to express ideas through respectful discourse and the pursuit of open discussion, without risk of censure.
- Accountability - personal and public value: being responsible for our conduct and actions and delivering upon our respective and reciprocal commitments.

6.1 STRATEGIC FIT: expectations for Competitive Clubs

6.1.1 What is the club aspiring to achieve

6.1.2 How does this club align with the strategic vision of UBC, VP Students and Athletics and Recreation?

6.1.3 Assessing risk management, inclusiveness and available resources, where does the club and its activities best align to successfully operate: the Department of Athletics and Recreation umbrella, independent club umbrella, or the AMS umbrella

MEASURES:

1. Provide information about your Club’s vision and plans for growth.

2. In the interest of Recreation at UBC, how does the club align with promoting physical activity and wellbeing?



3. Nature of Activity and Risk Management:

a. How does the club ensure a safe and inclusive environment for student participation?

b. List any major risks associated with your sport participation and operations (Ex. extensive travel, full contact sport, practice on roads – traffic risks, etc...).

4. If applicable, what remaining issues and/or benefits are there becoming a Competitive Club at UBC?



SIGNATURE / ACKNOWLEDGEMENT FROM THE CLUB LEADER

I have read the Competitive Club description and information that accompanies this Application and confirm to the best of my knowledge that the information presented in this Application is truthful and accurate.

Applicants Name: _____

Applicants Signature: _____

Club Application Seconder Name: _____

Club Application Seconder Signature: _____

Date of Submission: _____

APPENDIX A. UBC TSC EXECUTIVE ROLES

As seen in the UBC Thunderbirds Sport Clubs Manual 2018-19

Executive Roles, Functions, and Elections

A. Club Executives

8.1 Each Sport Club will elect and be governed by the following individuals:

- 8.1.1 Club Lead (required)
- 8.1.2 Finance Officer (required)
- 8.1.3 Travel & Safety Officer
- 8.1.4 Marketing & Communications Officer
- 8.1.5 Athlete Council & Fundraising Officer

8.2 The Sport Clubs Office will only officially recognize and liaise with the top five executive positions per Club, however, additional positions may be elected.

8.3 Executives in 8.1.1 to 8.1.5 are automatically considered on the Sport Club roster but must fulfill the following requirements:

- 8.3.1 Current students at the University of British Columbia who are registered in an Undergraduate or Graduate 9-credit course load per term in the current winter session, or fulfilling the requirements for a PhD/Masters, or Co-op Program
- 8.3.2 Attendance at all practices and team meetings during the season.
- 8.3.3 Complete the Thunderbirds Sport Clubs Athlete Membership process.

8.4 Non-student coaches and non-student team volunteers are not eligible to hold an executive position.

8.5 Executives may hold more than one position, however, the Club Lead and Finance Officer must be two separate elected individuals.

8.6 In the absence of a Travel & Safety Officer, and/or Marketing & Communications Officer, and/or Athlete Council & Fundraising Officer, the Club Lead and Finance Officer assume responsibility of their roles until another individual(s) is elected.

8.7 The Club Lead and Finance Officer will assume responsibility for payment in full of all debts accumulated by the organization not covered by team fees or team funding prior to the end of their elected term or the end of the fiscal year; whichever comes first.

8.8 Executives will hold office for a term of one (1) year, starting upon election and ending on the last day of exams in Semester 2 of the following academic year or until the end of the respective Sport Club competitive season; whichever comes later.

8.9 Executives will be required to meet on a minimum bi-monthly basis throughout the year.

8.10 All Club Executives must be declared to the Sport Clubs Coordinator no later than March 31st of each year. However, the Sport Clubs Coordinator reserves the right to request for new officer information prior to then.



8.11 In the event that a position from 8.1.1 to 8.1.5 is vacated during the term, a replacement must be found and declared to the Sport Clubs Coordinator as soon as possible.

8.12 All executives are required to attend all mandatory summer training sessions in addition to the mandatory executive training in August and/or September, and the winter training in January unless otherwise indicated.

B. Executive Functions

8.13 Club Lead

- 8.13.1 Act as liaison with the Sport Clubs Office, the Department of Athletics and Recreation, the AMS, Alumni, and External Parties.
- 8.13.2 Attend 100% of UBC Thunderbirds Sport Clubs Athlete Council Meetings on behalf of the Club; unless position is elected by the Club.
- 8.13.3 Ensure the Club operates within the policies and procedures outlined in the Sport Clubs Manual.
- 8.13.4 Complete and submit all administrative forms to the Sport Clubs Office by the specified deadlines, including but not limited to: waivers, conduct forms, registration forms, rosters, coach forms, and evaluations.
- 8.13.5 Communicate frequently with the Sport Clubs office and schedule monthly meetings with the Sport Clubs Coordinator.
- 8.13.6 Schedule a meeting at the end of the competitive season to evaluate the year and prepare for any executive turnover.
- 8.13.7 Ensure members and the Sport Clubs office are aware of all club operations including practice schedules, competition schedules, meetings, and events.
- 8.13.8 Report results of all competitions, advancements, disqualifications, and records to the Sport Clubs Office.
- 8.13.9 Monitor the Club's competitive progress and ensure an improvement in competitive standing within the league or conference.
- 8.13.10 Interview, hire, and evaluate volunteer coaches, or camp leaders (when applicable), with the assistance of the Sport Clubs Coordinator.
- 8.13.11 Register the Club in all competitive leagues/tournaments.
- 8.13.12 Manage the team of executives and call meetings at a minimum of a biweekly basis.
- 8.13.13 Call and lead a minimum of two general meetings for active members, once per term.
- 8.13.14 Responsible for assuming or delegating the responsibility of meeting minutes at executive and general meetings, which will be available for Club executives and active members.
- 8.13.15 Lead and organize fundraising and sponsorship opportunities for the Club.
- 8.13.16 Research and fulfill all facility bookings for practices, competitions, and events.
- 8.13.17 Primarily responsible for the generic Club email and responding to inquiries related to team operations.

8.14 Finance Officer

- 8.14.1 Manage all financial operations and reconcile the budget on a regular basis.
- 8.14.2 Coordinate, approve, and submit all club expenses for payment.
- 8.14.3 Collect and submit all receipts for reimbursement.
- 8.14.4 Maintain clear and organized records of club revenues and expenses.
- 8.14.5 Provide a finalized budget to the Sport Clubs Coordinator before the beginning of the academic year.



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- 8.14.6 Complete and submit all funding applications to the Sport Clubs Coordinator prior to the specified deadlines (Coaching Honorariums, National Championship Travel Grant, Competitive Enhancement Fund)
- 8.14.7 Ensure all Coach Honorariums are distributed to the appropriate individual(s).
- 8.14.8 Process and complete all league, tournament, and registration fees.
- 8.14.9 Budget and communicate required team fees to the Sport Clubs Coordinator, executives, and active members.
- 8.14.10 Ensure all active members pay their team fees by the specified deadlines.
- 8.14.11 Communicate detailed financial reports to the Club Lead and executive.
- 8.14.12 Responsible for organizing team fee refunds at the end of the competitive season, if applicable.
- 8.14.13 Assist newly elected Finance Officers in creating a budget for the next fiscal year at the end of the season.

8.15 Travel & Safety Officer

- 8.15.1 Ensure the safety of all executives and active members during travel, practices, and competition; includes checking for proper equipment, bringing first aid kits, signing out the travel cell phone(s), and ensuring each vehicle has appropriate safety material(s) like the documents within the Travel Binder.
- 8.15.2 Ensure the Club executives, active members, coaches, and volunteers operate within the safety and risk management procedures outlined in the Club Manual.
- 8.15.3 Ensure the Club's safety regulations are up to current standards outlined by the sport governing body.
- 8.15.4 Obtain the appropriate emergency first aid and CPR certification requirements.
- 8.15.5 Complete and submit all travel and safety forms by the specified deadlines.
- 8.15.6 Identify all drivers for the Club, including coaches, and ensure that the appropriate forms and documentation are submitted prior to the beginning of the competitive season.
- 8.15.7 Organize and complete all travel related administrative duties including but not limited to: accommodation, transportation, travel cell phones, and first aid kits; prior to departure.
- 8.15.8 Responsible for ensuring the First Aid Kit is properly stocked prior to departure, and upon return from competition.
- 8.15.9 Serve as the primary point of contact for the team while travelling.
 - 8.15.9.1 In the event that the Travel & Safety Officer does not attend 100% of all competitions and practices, an appropriate safety representative must be identified and communicated to the Sport Clubs Coordinator in advance.
- 8.15.10 Responsible for documenting and reporting all incidents or accidents affiliated with Club practices, training sessions, competitions, and events within a timely manner to the Sport Clubs Office.
- 8.15.11 Attend 100% of practices, unless another qualified safety personnel is present.
- 8.15.12 May be required to identify and/or train multiple members on the appropriate travel and safety policies and procedures in the event that they are not attending a competition with their team.
- 8.15.13 Responsible for appropriate facility or weather checks prior to practices and competitions.
- 8.15.14 Responsible for cancelling practices or competitions if conditions are not safe.
- 8.15.15 Have the authority to remove peers from practice or competition if appropriate safety precautions are not met.

8.16 Marketing & Communications Officer

- 8.16.1 Manage all communications on the Club website and social media accounts.



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- 8.16.2 Communicate all social media handles, usernames, and passwords to the Sport Clubs Coordinator.
 - 8.16.3 Organize resources, and ensure the appropriate staffing at promotional opportunities including but not limited to Imagine Day and AMS Clubs Days.
 - 8.16.4 Organize recruitment and information meetings prior to the beginning of the competitive season.
 - 8.16.5 Plan and execute all marketing plans, marketing initiatives, digital material, and print material including (but not limited to): recruitment, general promotions, team events or fundraisers, team competitions, results, philanthropic work, as well as athlete and coach profiles.
 - 8.16.6 Ensure the Club meets all guidelines including, but not limited to: brand usage, apparel, website management, and social media use when representing the University.
 - 8.16.7 Write and publish blog articles or press releases regarding but not limited to: results, athlete profiles, and other news regarding the Club.
 - 8.16.8 Liaise with the Sport Clubs Coordinator, the Ubyyssey, and external media.
 - 8.16.9 Responsible for taking and storing team headshots and team photos at practices and competitions.
 - 8.16.10 Responsible for preparing the website for season transitions and ensuring the new Marketing Officer is trained on their role
 - 8.16.11 Responsible for compiling media material such as photos and videos throughout the year.
 - 8.16.12 Responsible for creating and distributing newsletter content via appropriate platforms, such as MailChimp when applicable.
 - 8.16.13 Attend 100% of the Marketing and Communications Meetings throughout the year; or by proxy.
- 8.17 Athlete Council & Fundraising Officer
- 8.17.1 Responsible for attending all Athlete Council Meetings with the intent and ambition of representing the Club and building the UBC TSC Community.
 - 8.17.2 Ensure the Executives and Club Members are aware and participate in Athlete Council programming that includes (but is not limited to): Philanthropic work, Socials, Athlete Development Workshops, Leadership Workshops, Academic Workshops, and Professional Development Workshops.
 - 8.17.3 Liaise with the Finance Officer to determine the fundraising objectives for the Club.
 - 8.17.4 Liaise with the Finance Officer and Marketing & Communications Officer in the request for Competitive Enhancement Funding.
 - 8.17.5 Organize and executive fundraising initiatives for the Club.
 - 8.17.6 Attend 100% of Fundraising Meetings throughout the academic year; or by proxy
 - 8.17.6 Ensure that all Club fundraising events and initiatives reflect the core values and profile ambition of UBC Thunderbirds Sport Clubs.