



VARSITY CLUB SELECTION PROCESS STAGE 1 – PREQUALIFICATION QUESTIONNAIRE

TO BE SUBMITTED NO LATER THAN: **SEPTEMBER 18th, 2017**

TO: roger.archambault@uottawa.ca

In order to be considered for Varsity club status, Sport Clubs/Teams will be required to undergo a 2-stage process.

Stage 1 requires the completion of this questionnaire and the submission of certain key documents as a primary assessment of pre-qualification for a potential nomination as a Varsity Club. Only a select number of applications will be vetted for STAGE 2.

All clubs/teams who complete STAGE 1 will be advised of their assessment no later than September 28th, along with the conditions for completion of STAGE 2, if successfully retained. Furthermore, the completion of Stage 2 does not guarantee in any way a nomination as a Varsity Club.

No late submissions will be accepted.

1. IDENTIFICATION OF CLUB / TEAM / PROGRAM

Club /team / Program	
Name of person completing this questionnaire	
Role with club	
Contact information (email and phone)	

2. QUALIFYING CRITERIA AND EVIDENCES REQUIRED

Area	Qualification standard	Required evidence	Confirmed and evidence provided
Coaching	Club / Team / Program has one or more certified coach(es)working	Copy of NCCP coach certification transcript for each	



	weekly with club / team / program – List below: 1. 2. 3.	coach. If non Canadian certification provide a copy of the coaching certification diploma	
Governance	Club / Team / Program has a deployed leadership structure	Supporting documents such as constitution, position descriptions or other	
High Performance Training Standards	Club / Team / Program is provided the required daily training environment to meet high performance goals	Copy of training program, Yearly Training Program or other supporting documents	
High Performance Training Standards	Club / Team / Program has access to appropriate training venue in order to train for high performance sport	Copy of facility contracts or supporting documents	
High Performance Competitive Standards	Club / Team / Program has been a CSC program for the last 3 years or has competed in a structured league or competition circuit for the last 3 years	CSC Program competitive schedule for last 3 years or proof of league/circuit participation for the last 3 years	
Administration	Club is self sufficient in it's funding needs for a high performance program	2016-17 Budget (complete with revenues and expenses)	

3. ADDITIONAL INFORMATION

A. Complete the following chart

Year	Number of Full-Time Student-Athletes with Club / Team / Program	Roster Size (if applicable)	Number of Certified coaches (working weekly with Student-Athletes)	Number of competitive events that Student-athletes took part in as University of Ottawa Gee-Gees
2014-15				
2015-16				
2016-17				

B. In 2016-17, how many international students were part of the roster or Club / Team / Program: ____



University of Ottawa

- C. Provide an overview of any community service or outreach program your Club / Team / Program has taken part in

- D. In order to ensure the sustainability of the addition of multiple Club / Team / Program(s) to the Varsity Sport Model at the University of Ottawa, Varsity Clubs would be required to contribute a set amount of service hours to supporting other Sports Services events (Community outreach, residence move-in, student-services events etc.). These service hours would not interfere with the competitive program or the Club / Team / Program, however would be a requirement to be given Varsity Club status.

Is your Club / Team / Program prepared to adhere to this requirement: _____