

## **Application Checklist Racquetball Canada Verified Club Program**

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**The following are the documents that you will need to download from the Verified Club Program Intake website.**

- Verified Club Application Form
- Emergency Action Plan Template

**The following is information that you will need to have handy when filling in the Application Form**

- Organization contact
- Ambassador information
- Volunteer list, including training information
- Coach & Volunteer list, including training and background screening information (needed for volunteers who have contact with participants only)
- Board and Committee list (for those applying as a 5 star club)
- Links to the Racquetball Canada registration site for programs, tournaments, etc.

**The following are the documents that you will need to upload to the Verified Club Program Intake website to complete the application process.**

- Verified Club Application Form – completed and signed
- Photo of Bulletin Board
- Copy of completed Emergency Action Plan
- Membership information
- Letter of endorsement from Provincial Association