
UNICLUBS

HANDBOOK

CLUBS.UOW.EDU.AU

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UniClubs Charter

UOW Pulse has a proud history in supporting and developing the Clubs & Societies program at UOW through UniClubs. The program incorporates over 150 clubs from different aspects of student life and is a major part of non-academic practices on campus.

UOW Pulse believe in student run clubs and have established guidelines for acceptable, productive, inclusive and harmonious UOW campus and associated media.

The UniClubs program encourages:

- proactivity in providing events and experiences which enhance campus life
- building personal and professional networks
- the development of new skills for university students and beyond
- trying new experiences within a safe and respectable environment
- involvement with multiple aspects of being a student at UOW
- a unique identity for each club
- connecting with like-minded people
- a culture which is engaging, productive, educational, and informational
- respect to all members of the community

UniClubs does not condone:

- the promotion, support or endorsing of any links to illegal activity
- messages which marginalise, vilify or may cause distress to any member of the community
- bullying, sexual harassment or assault

It is at the discretion of UniClubs to refuse or cease affiliation with any group who is believed to display these behaviours. The Clubs & Societies program evolves with student requirements and will always look for opportunities to improve campus life at UOW.

UNICLUBS POLICIES

This code of conduct applies to all club executives, members and individuals who are representatives of UniClubs. Students should make themselves aware of the following policies and ensure they comply.

1. [UniLife Code of Conduct](#)
2. [UniClubs Sexual Harassment](#)
3. [UniClubs Bullying Prevention Policy](#)
4. [UniClubs Drug and Alcohol Policy](#)

CONTRAVENTION OF THE UNICLUBS CODE OF CONDUCT

Failure to comply with this Code of Conduct will result in the following disciplinary action;

1. An official written warning to the Club or Individual will be issued notifying that the Code of Conduct has been breach.
2. If Code of Conduct is breached for a second time, an official written warning will be issued to the club or individual notifying them of the breach, alongside all room bookings being revoked and not processed, funding stopped until the end of session and participation in UniClubs events will not be accepted. If the second official warning is issued in the last 3 weeks of session, the process will be enforced in the following session.
3. If the Code of Conduct is breached a third time by either the club or individual a meeting will be arranged with both the Clubs and Societies Coordinator and the Clubs & Volunteering Manager. This meeting at the discretion of the Clubs and Societies Coordinator and Clubs & Volunteering Manager will determine the expulsion of the individual and/or disaffiliation of the Club from the UniClubs program.

Appeal Process

The club or individual will have 14 days to appeal the decision made by the Clubs and Societies Coordinator and the Manager, Clubs & Volunteering.

To appeal an email will need to be sent to the UniClubs Program Coordinator eross@uow.edu.au, in which a meeting will be arranged with the Clubs and Societies Coordinator, Manager, Clubs & Volunteering, the respective Clubs President and UOW Pulse Head of Department to determine the outcome.

SUCCESSION PLANNING AND HANDOVER

Succession planning is important for the longevity of Clubs and Societies. Executives are encouraged to commence succession planning as soon as they are elected. This may involve doing the following:

- Encouraging new and existing members to attend meetings
- Making new members aware of executive roles, within the club and what is involved.
- Creating a manual throughout your term to provide an effective handover.

Handover occurs during the last 3-4 weeks of session in which the outgoing executive act as mentors guiding new executives through the process of re-affiliation, change of signatories, accessing the website and providing any tips and tricks for running the society.

All core executives must be a current UOW student and UniLife member.

Club Executives Roles

Clubs must hold elections to fill their Executive positions at least once a year at their Annual General Meeting (AGM). To affiliate with UniClubs, each club must have a President, Treasurer and Secretary and all must be current students. Other positions such as Vice President or positions such as Communications coordinator, marketing coordinator, IT coordinator etc. are optional but should be reflected in your Club's constitution.

PRESIDENT GUIDELINES

The President shall be responsible for the management and overall running of the club, including its financial well-being. One of the Presidents' most important roles is 'behind the scenes' organisation and co-ordination.

The President needs to work very closely with their Executives. It's up to the President to build a unified and efficient Executive team that has fun and undertakes their duties. It's a good idea to organise an induction session with your Executive when first elected, to keep up continual communication through the year, provide regular constructive feedback and make sure that you make your expectations clear from the beginning.

Don't forget that it's important to delegate and not take on all the responsibilities of the Executive by yourself but be there to support the Executive members without doing their jobs for them.

As a matter of due course, the Club President should:

- Oversee the activities and administration of your Club.
- Be the spokesperson for the club and represent the club to all external bodies.
- Ensure all necessary tasks for day to day running of the activities of the Club are carried out.
- Plan the year's activities.
- Preside over most meetings.
- Motivate the Executive and provide strong leadership.
- Possess a thorough knowledge of the Club's constitution.
- Ensure all Executives and club members are UniLife members.

TREASURER GUIDELINES

The Treasurer is responsible for keeping and maintaining all club financial records, holding cheque books, petty cash tins etc. The Treasurer keeps the club informed of its financial position and carries out financial transactions as directed by the club executive.

For any club to operate as effectively as possible, the Treasurer needs to keep their financial records up to date and maintained regularly through the year so that you and the Executive can plan future events, understand whether your event has been financially viable and to make sure that you can pay future invoices.

You should know exactly when the Funding Rounds occur during the year (monthly) and if you are not the Executive member that is submitting the funding applications for your club, you should at least be aware of what is being submitted and if the application has been approved or not.

Other guidelines for the Club Treasurer are:

- To be a signatory on the Club bank account (not compulsory but strongly advised).
- Keep the excel spreadsheet up to date (found on the Clubs website).
- Do not incur a debt on the Club that cannot be repaid and always try to match costs and income as closely as possible so big debts are not run up.
- Bank all received club payments immediately.
- After being approved for funding, send relevant receipts to pulse-uniclubs@uow.edu.au
- Make sure club funds are not misused.

VICE PRESIDENT GUIDELINES

The VP's primary responsibility is to replace the President on the event of his/her resignation and supporting the President in his/her role.

In reporting the VP should report:

- Activities/ Events held by the club throughout the year (inc attendance)
- Key service providers used

SECRETARY GUIDELINES

The role and responsibility of a Secretary are diverse. It concentrates on the administration of the club and aiding the President in running any meetings, including minute taking, and activities. The Secretary should work closely with the President and deal with all correspondence that the club receives. They should be the one to organise meetings (be the first to arrive and last to leave) and efficiently organise and maintain the club's documentation.

Club meetings that take place are a big part of the Secretary's role within the club. Their duties at the meetings include:

- Drawing up the Meeting Agenda with the President prior to it starting and sending out the Agenda to the relevant attendees and/or having it available for all attendees of the meeting.
- Check the minutes of the last meeting and note items for 'business arising'.
- Take the minutes of the meeting and make sure they are correct.
- Arrange correspondence in order and summarise the long items to save time during the meeting.
- Take an attendance list and apologies of those absent.
- Remind the Treasurer to prepare a financial report (if necessary).
- If a guest speaker is invited, gather relevant information for introduction by the President.
- Provide pencils and paper for ballots.
- Gather new member's names, student numbers and email addresses and submit that through the Administration section of your club's website page so they are official members.

Duties of a Secretary away from club meetings include:

- Writing up the minutes of all club meetings and send them out to the relevant parties as soon as possible.
- Keep the online membership list up to date.
- Inform the President of any correspondence requiring urgent attention.

General Event Information

Events are a great way to grow and celebrate your club or society as well as learn new skills. This guide contains all the information you need to know about running

fun, successful, and safe events on or off campus.

INCLUSIVITY

All events run by clubs and societies should be inclusive to all students. This means that every single person should feel comfortable attending no matter their gender, sexual orientation, religion, cultural background, or any other factor. Make sure you consider this when planning and advertising events. Consider days of religious observance, what food options you are providing, and how you are advertising an event.

CATERING FOR ALL

Your club should consider cultural and dietary requirements when making catering arrangements. Always provide options that everyone can eat, including Halal, Kosher, vegetarian, vegan and gluten free options.

UniClubs has an onsite catering service available to clubs who should be approached first. Aspire can be directly emailed via aspire-events@uow.edu.au. Some

Aspire event packages are available on the UniClubs website.

ALCOHOL RELATED ACTIVITIES

You should always work to create a positive club culture that looks after its members and makes sure everyone feels safe, where there are people looking out for each other, and where no one is taking advantage of someone's impaired judgement because of alcohol.

Alcohol Related Activities

- Alcohol cannot to be purchased with any funding from UniClubs or the Student Services and Amenities Fee (SSAF)
- Any event linked to a club or society in which alcohol is consumed must have designated individuals (*sober officers*) precluded from consuming alcohol (one person for every 50 attendees)
- Food and non-alcoholic beverages must be provided at an event when alcohol is being served.
- There must be a specific cut of time of alcohol, which must be clearly published before the event

Advertising an Event with Alcohol

Marketing, promotion or sponsorship of events, which involve alcohol, must only depict the responsible and moderate consumption of alcoholic beverages and;

- Must not encourage excessive consumption, misuse or abuse of alcohol or promote offensive behaviour;
- Must not encourage or suggest to allow under-age drinking
- Must not promote events that encourage rapid consumption of alcohol;
- Must not identify access to free or cheap alcohol;
- Must not depict the consumption or presence of alcohol as causing or positively contributing to personal, academic, business, social, sexual, sporting or other successes and activities;
- Must not suggest that the consumption of alcohol offers any therapeutic benefit or is a necessary aid to relaxation; and
- Must not suggest that the consumption or presence of alcohol may create or contribute to a beneficial change in mood or environment.

PROMOTING YOUR CLUB EVENT

When advertising an event, think about what implicit messages you are conveying, and make sure your event feels open and welcoming to all students. This means making sure your message is not discriminatory, that prices and catering options are clear, and that it is clear how students can get involved (contact details, time and date, clear instructions on location, etc.)

All promotional material needs to have the UniClubs Logo incorporated into the design and should only be hung in public notice areas. The UniClubs logo, which can be found under '[Resources](#)' on the UniClubs website, after logging in as an Executive. If your club is using a UniClubs Logo, please ensure you are aware of the [UniClubs Logo Policy](#).

Students should make themselves aware of the [UniClubs Social Media Policy](#) and ensure they comply with the policy.

Clubs can advertise events and generally promote their club through different communication channels at UOW and online.

Places to Promote your Event

Promotional Tool	Contact	Deadline	Why use this tool?
DSN Screens	Submit a MOV file to unilife@uow.edu.au to have your promotional advertisement uploaded on the digital screens around campus	7 working days before the event	Can be used to promote a club event or for recruitment purposes to gain more members
Facebook	See www.facebook.com and sign up for a page, group or event +		Great way to speak to your members directly or recruit new members. Make sure your club Facebook page is 'open' so potential new members can find out more about your club.
Events Calendar	See the events calendar form on the C & S website. Anything you add here, subject to approval, will be shown on the events calendar	At least one week before event begins	To advertise weekly meetings and other events
UOW Media	media@uow.edu.au	10 working days before the event	To get media coverage at major events
YouTube clip/ viral marketing	Make a clip that promotes your event and club. Upload it to www.youtube.com		Students can be very responsive to a clever clip, and it's easy to pass on to friends
Emailing or sending club newsletters through your club mailing list	Newsletter feature on Clubs and Societies website		Your club members are your most supportive audience
Stalls	unilife@uow.edu.au	Book in a stall at least one week before the event	Opportunity to speak to students face-to-face
Tertangala Student Magazine	WUSA— wusapresident@gmail.com		If you have a story to tell regarding your club that is relevant to UOW students, write an article and submit it to the team at the Tertangala
MyUOW App	Send details to advertise your event to the faculty clubs coordinator	At least one week before the event	Great way to promote your events to a range of students.

MANUAL HANDLING

Many club events involve packing and unpacking equipment such as tables, BBQs, boxes of brochures, etc. Please be aware of safe manual handling when taking part in these activities so that you do not injure yourself. Please make sure you lift things safely and ask for help lifting things if you need it.

- Make sure you keep your back straight and bend your knees when picking things up (rather than bending at the waist and hurting your back)
- Avoid twisting when you are carrying heavy items such as boxes of brochures etc.
- Where possible make more trips with a lighter load rather than overloading yourself with weight
- Use trolleys etc to help when transporting a heavy load
- Keep heavy loads close to your body when carrying (be particularly careful when leaning into somewhere like a car boot, it's easy to hurt your back in that position)

SPONSORSHIP

Sponsorship is when a business provides a club with funding, goods or services in return for some recognition of involvement with the club. For example, the inclusion of their logo on clubs collateral or inclusion of their equipment, merchandise or promotional items or a presence at the clubs event.

Clubs can seek out general sponsors or sponsors for a specific event. This sponsorship could be in the form of cash, goods or services. When approaching businesses make sure you are professional. Outline what you can offer the potential sponsor in terms of exposure, such as their logo on promotional materials or a presentation to attendees at your event.

Consider approaching businesses that are related to your club in some way. For example if you are an Academic club, you could approach companies that employ graduates of your degree or discipline.

Important points to remember:

- Before signing any agreements ensure you are clear of your rights and obligations outlined in the agreement.
- You cannot disclose your members' details to sponsors but you may distribute information to your members on behalf of your sponsor.
- Your club cannot enter an agreement on behalf of UOW Pulse (including UniLife and UniClubs), the University of Wollongong, or an agreement that requires action by UOW Pulse or UOW.
- You cannot offer advertising opportunities on campus for example distributing posters or flyers or having a stall activation, either at an event or on campus.
- Sponsors are not permitted to attend club events held on campus without approval by UniClubs and the UOW Pulse Marketing Team. In general, a club's

sponsor cannot set up a stall or attend events on campus however; a sponsor may have a small presence at the event or stall by way of displaying flyers or posters.

- Please notifying UniClubs about any sponsorship agreements that your club enters.

Should your sponsors request information about advertising opportunities at UOW please direct them to the UOW Pulse Marketing Team pulse-marketing@uow.edu.au

RISK, INSURANCE AND PUBLIC LIABILITY

It's not a bad idea to be aware of risk no matter what the size of your event, but as soon as you have an on campus event involving alcohol or more than 30 people, or any event off campus, you must let UniClubs know about your event and complete the Risk Management Form. Doing this means that you are as covered as possible by UniClubs insurance policy.

Insurance

Insurance (e.g. public liability) is dealt with on a case-by-case basis, so unfortunately we can't give you a blanket rule to follow in order to ensure your events are covered by UOW Pulse policy. The best we can do is say that you would **not** be covered if you were running an event that is outside of your club's stated goals, or if you had not taken reasonable precautions to keep your event safe and under control.

For off-campus events, UniClubs offers some insurance coverage for Public and Products liability, limited cover for student personal accidents, and no coverage for motor vehicles, but this insurance is only provided if the event is organised with the knowledge and consent of UniClubs.

RISK ASSESSMENTS

If your club is hosting a large event (approx. 30+), having it off campus or is serving alcohol or large amounts of food, then it is compulsory for a risk assessment to be completed. All risk assessments must be completed and submitted to UniClubs at least 7 days prior to the event. The [template](#) can be found on the UniClubs website.

All risk assessments must be provided to the Program Coordinator (pulse-uniclubs@uow.edu.au) a minimum of 7 days prior to the event. The Program Coordinator will advise of any amendments and approve the Risk Assessment.

EVENT MANAGEMENT PLAN

The Event Management Plan is designed to make it easier for Clubs & Societies to design, plan and deliver the perfect club event. An event management plan must be completed for all events with over 100 participants or when applying for special event or representation funding. The plan will include an event overview, planning procedure, run sheet, budget, risk assessment, quotes, shopping list, volunteer management and a promotional plan. A template can be found on the UniClubs website.

All Event Management plans must be provided to the Program Coordinator (pulse-uniclubs@uow.edu.au) at a minimum of 4 weeks prior to the event. The Program Coordinator will advise of any amendments and approve the Event Management Plan.

SERVING FOOD

If your club is serving food at least one present member of your executive team must hold a valid Food Safe Handling certificate. You can submit an application to utilise your Training and Development funding to undertake the [relevant course](#).

Food Safety is really important and affects the ability of your club to run future events. The local council may randomly visit your event, so make sure you do the following at all times:

Cold Storage

- Food must be 5°C or colder
- Frozen food must be frozen hard.
- Check temperatures of food storage areas regularly
- Thaw food in a fridge, away from and below cooked or ready to eat food

Cross Contamination

- Always use gloves when handling food
- Keep raw food separate from cooked or ready-to-eat food
- Use separate utensils and cutting boards when preparing raw and cooked or ready-to-eat food

Cooking Food

- Use a thermometer to ensure food is thoroughly cooked and middle temperature reaches 75°C
- Hot food must be kept at 60°C or hotter
- Check that only clear juices run from cooked minced meat, poultry or rolled roast

Cooling Food

- High-risk food must cool from 60°C to 21°C in the first hour, then to 5°C or lower in the next 4 hours.

- Once cooled it will need to be refrigerated or frozen
- Large items of food take longer to cool. Divide into smaller batches.

Cleaning

- Use clean, sanitised and dry cutting boards, equipment and utensils.
- Clean and rinse wiping cloths after each use, and change frequently.
- Wash hands thoroughly and regularly.
- Return/leave BBQ to a hygienic state.

Serving

- Ensure all servers have washed hands, wearing gloves and have their hair tied back before food handling commences.
- If you are cooking or handling hot food gloves are not to be worn and hands must be washed frequently.
- Do not share tongs: use one set for raw meat, cooked meat and vegetarian options.
- Cooked meats should be brought to a table and served using the correct tongs.
- No one should be reaching over hot surfaces

Event Creation and Reporting

Every event your Club or Society hosts, attends or partakes in must have a calendar event created through the UniClubs Website. Creating calendar events doesn't only show that your club is active and documents your clubs history but provides you with access to UOW Pulse insurance. If you do not create the calendar event you will not be covered by our Liability Insurance. Every event that is published on social media must have a calendar event on the Clubs Website.

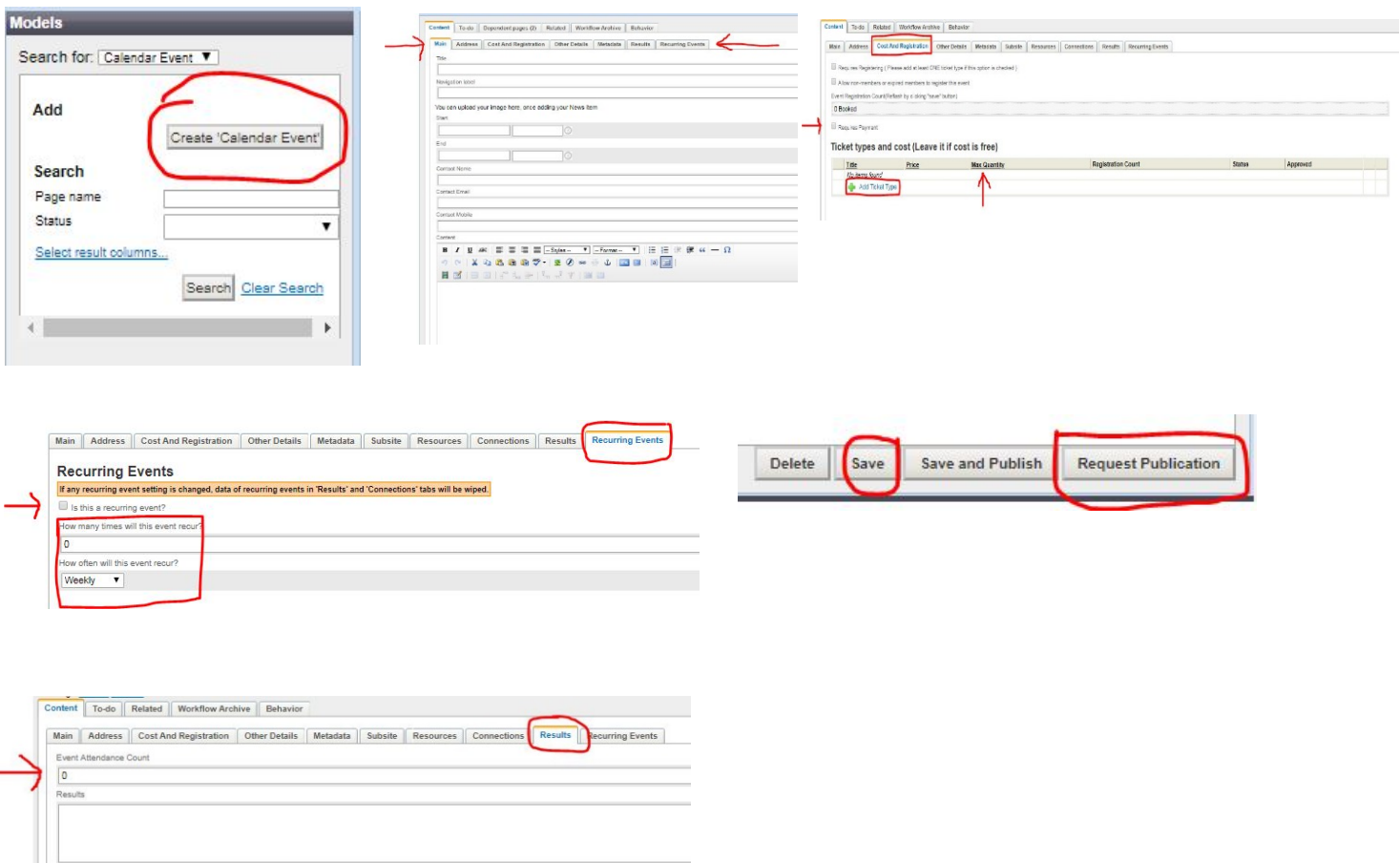
THE PROCESS TO HOLDING AN EVENT



CREATING A CALENDAR EVENT

1. When creating an event you need to click on the tab 'Events' then 'Create Calendar Event'. It will then take you to a form in which you move along the top and fill out as you go. You MUST include the event location (e.g. room location)
2. Once you have filled in 'Main' details, you will be able to create tickets to your event. Tickets can be used to cap events, sell tickets or get an idea of how many people will be attending. You can make the tickets free or add a price and at the end of each month, UniClubs will directly deposit ticket sales into your bank account.
3. If you run weekly, fortnightly or monthly events throughout the year you can create a 'Reoccurring Event'. Make sure you tick the box if it is recurring and follow the steps below!
4. Once you have finished entering the details into your event you must click 'Save' and 'Request Publication'. This will then come to UniClubs to approve. Once approved the event will appear the UniClubs website and you can apply for funding.
5. Once your event has occurred, it is the responsibility of the executive to update the attendance for each event. You can also make a comment on whether the event was successful or not. If attendance is not updated by the end of the funding round your application will be withdrawn and you will not receive reimbursement.

Below is step-by-step in picture form.



Events on Campus

SPACES AVAILABLE FOR USE ON CAMPUS

The campus has a variety of spaces available for clubs and societies to utilise. There are a few rules when running events on campus which everyone has to adhere to such as no pegs/tent pegging in the ground, promo banners or signs need to be kept within immediate vicinity of your allocated stall or BBQ and you cannot impede pedestrian thoroughfares or access points.

Room Bookings

No room booking requests will not be processed unless a Calendar Event has been created on the UniClubs Website.

If you are running an event on-campus, to request a room you will need to email pulse-unilife@uow.edu.au a minimum of 3 business days before the event. Not all rooms are available for use and it will depend on availability.

In the email, you must include the date, time, minimum number of attendees, preferred venue, back up room numbers, contact name and purpose of the event.

No food or beverages are to be consumed inside any University rooms.

University lawns and alongside the Library

No spaces will be booked unless a Calendar Event has been created on the UniClubs Website.

All events that are running outside will need to be booked via the UniLife Reception at unilife@uow.edu.au. If you have not made a booking, you will be asked to pack up.

When making a booking you will need to;

- Ensure you have a wet weather option booked.
- Include in the email your club name, club contact person and number, time, location, event purpose and equipment needed.
- You will also need to let reception know if you need anything extra for example lights to be kept on at the Duck Pond Lawn, extra tables and chairs.

UniBar

Clubs are more than welcome to utilise the UniBar. To make a booking you will need to contact the bar at uni-bar@uow.edu.au.

UOW campus has many spaces available for clubs to hold a range of events.

Fields & Sport Facilities

Sporting facilities are managed by UniActive and are available for hire including:

Indoor

- 2 multi-purpose sports halls catering for a wide range of sports and activities including basketball, netball, badminton, roller derby, futsal and volleyball.
- 3 function rooms including the Sports Lounge overlooking Oval 1 (main oval), the Rejuvenate Room and the Activities Room.
- 3 squash courts

Outdoor

- 6 ovals with lighting
- 1 oval without lighting
- Cricket nets
- All weather hockey surface
- 3 tennis courts
- 50m outdoor heated swimming pool

All sports club facility hire enquires and bookings are managed by UniActive and should be made via (02) 4221 4700 or uniactive-bookings@uow.edu.au.

BBQ – GAS AND ELECTRIC

Clubs and societies have access to multiple BBQs in which, you can book through reception at unilife@uow.edu.au at least 7 days prior to the event. When using a BBQ, a student card must be left with reception until the BBQ or keys are returned.

Gas BBQs

When using the UniLife gas BBQ a \$50 cash bond is required. All materials will need to be sourced by the club and should be environmentally friendly. When using the BBQ they need to be set up on gravel and have a drip tray underneath to catch the oil.

Electric BBQs

There are four electric BBQs available for clubs to use – McKinnon Lawn, Jugglers Lawn, UOW College and MUGA. These are free to use and the keys can be picked up from the UniLife reception before use. The same rules apply in which the clubs will need to provide all materials needed.

ELECTRICITY

You must supply your own power leads, which must be tagged and tested by an authorised electrician. All extension leads must be positioned to avoid foot traffic, and major walkways. If you require power, UniClubs should be notified first.

CAMPUS SECURITY

All emergencies are to go through UOW Security. This includes anytime an emergency service (Fire, Ambulance, and Police) needs to be called.

- If an emergency is happening security is to be notified on 4221 4900
- If the matter is not considered high risk security can be contacted on 4221 4555

Security should also be notified for any First Aid requirements on campus if there is no qualified individual available.

REPORTING INCIDENTS VIA SAFE COMMUNITIES

The safety and wellbeing of all club members is a priority for UniClubs. If you or a club member has been sexually assaulted or harassed support and processes are available via [UOW Safe and Respectful Communities](#).

Events off Campus

CHOOSING A VENUE

When looking for a venue off campus there is a few things the club should be looking out for.

- Accessibility for those with different mobility needs
- Research has been conducted to find the best quote possible
- That the club has checked that there is no suitable venue on campus for your event

ALCOHOL OFF CAMPUS

Despite the event occurring off-campus, for all on-campus and direct-to-student advertising (e.g. online through your club's social media sites), you must still abide by the marketing of alcohol policy as detailed previously. You should also consider what safe transport options there are for students leaving the venue, such as availability of public transport or taxis. AND you should always encourage a positive club culture that looks after its members and makes sure everyone has a night where they feel safe, people are looking out for each other, and where no one is taking advantage of someone's impaired judgement because of alcohol.

UniClubs Banking

All club bank accounts are free of charge and are required if you wish to obtain funding from UniClubs. All bank appointments both opening a bank account and changing a signatory need to be booked through pulse-unilife@uow.edu.au. Bank Appointments can only take place at the bank on Monday or Thursday mornings from 9.30am to 12pm or in the afternoon from 1.30pm until 3.30pm.

All necessary documents can be found under the '[Resource](#)' tab on the UniClubs website.

All clubs principal address is – PO Box U100, UniClubs, University of Wollongong, Northfields Ave, Wollongong NSW 2522.

If your club folds your bank account will be put into a trust for 12 months. After 12 months, if not re-started all funds will go back into the UniClubs Program.

BENEFICIAL OWNER

The beneficial owner will be given a bankcard and password at the bank appointment. The card and details are not to be given out to anyone else. If this occurs, the police will be called and the person in question can be charged on the grounds of fraud.

OPENING A NEW BANK ACCOUNT

To open a new bank account your club will need to send through the following items to pulse-unilife@uow.edu.au:

- The Club Inaugural General Meeting minutes
- Executive details table, fully completed including middle names
- Opening a Bank Account form

The club will also need to include in the email a time the elected signatories can attend the bank appointment. Once all documents are received and they are completed correctly, we will book a bank appointment with NAB on the clubs behalf.

Clubs can change online or at NAB the frequency of bank statements or even better change to online statements.

CHANGE OF CLUB SIGNATORIES

If your club has changed executives, you will need to email the following documents to pulse-unilife@uow.edu.au to organise a change of signatories;

- 'Change of Bank Signatories' document, making sure all details are filled out exactly how they appear on your official documents.
- The clubs most recent AGM or EGM minutes.
- Completed Executive Details Template

The club will also make it clear who is coming off the account, who will be the beneficial owner and who will be the signatory. You will also need to request a day and time to book your appointment as stated above.

All new signatories will need to visit the bank at the designated time to complete the change. All students will need to bring [100 points of ID](#) and their UOW Student ID Card.

WITHDRAWING MONEY FROM A CLUB BANK ACCOUNT

The sole card holder amongst the Executives can withdraw funds from an ATM- this MUST be recorded in the club's Profit & Loss spreadsheet. If you wish to withdraw cash from your club account you will need two authorised signatories to make the withdrawal.

If the cardholder is leaving the club, they (and only they) must return the card back to the NAB and advise them they will no longer be an Executive of the club.

UniClubs Funding

Club funding is available to support clubs and societies who endeavour to organise a diverse range of activities, events and opportunities to club members.

Funding is broken up by month. All funding rounds close on the last day of the month in which event attendance and receipts must be completed and submitted no later than midnight. There are no exceptions.

Any items bought with UniClubs funding is the property of UOW Pulse and will become UniClubs property in the case of a club defaulting to be redistributed into the program.

ELIGIBILITY FOR UNICLUBS FUNDING

In order to be eligible all clubs must adhere to the following:

- Have a club bank account with NAB (unless approved by UniClubs).
- UniClubs are informed of any executive changes.
- End of Year Reports and Re-affiliation documents are submitted by the due date.
- UniClubs is represented correctly in all promotional materials, events and activities

FUNDING APPLICATION PROCESS

All UniClubs funding must be applied for a minimum 7 days prior to the event. No expenses should occur before the 7 day cut off. A calendar event must be created, approved and published before applying for funding.

Applying for funding

Only executives will be able to apply for funding. You will be taken to a form in which you will need to follow the prompts. If you are applying for social, training and development, collaboration or special event funding you will need to link an event. If you apply for promotional, club banner or club clothing you will need to upload a design for approval prior to producing. When creating the funding application you **MUST** provide a detailed description of how the funding will be spent. If you do not provide this information your application will be denied.



Home	Club Resources
Club Notifications	Polls
Executive Resources	Archive
Apply for funding	Memberships
Administration	

Approval and Payment

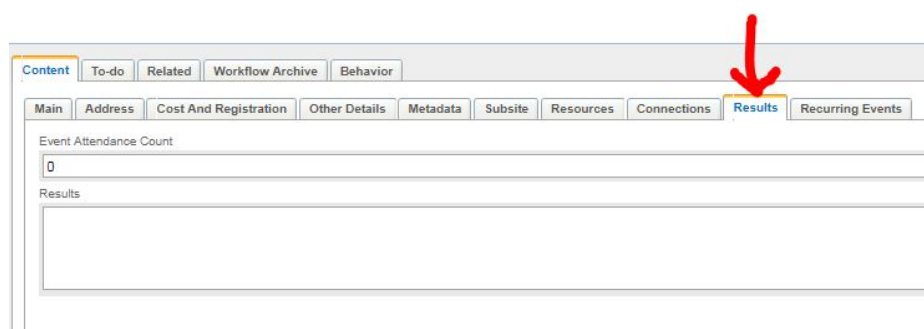
Clubs will receive an email on the outcome of the funding application. If it is denied, there will be a reason in the email description. If approved, you must ensure you collect all tax receipts related to the approved application and submit them either via email or in person by the end of the funding round (usually a Friday). No late receipts will be accepted.

When submitting hard copies of receipts you must have your club name, event and event date written on all receipts.

When submitting receipts via email you must include your club name, event and date in the email body.

Post Event Reporting

Before UniClubs can reimburse your club, you must update the event attendance and provide a few comments about the event. No event attendance, No reimbursement.



FUNDING CATEGORIES

UniClubs in 2020 will be offering 4 different funding categories in which clubs should be applying for throughout the year. Clubs should be keeping track of what they have been approved for throughout the year and the categories they have not used. When applying for funding clubs should add as much details as possible regarding the event, training or what the promotional material will be used for.

1. Start Up - \$150 (once off payment)

This is the only category clubs are not required to submit a funding application. Once a new club has correctly affiliated, opened their bank account with NAB and completed the New Supplier form, at the end of the closest funding round UniClubs will automatically transfer the funds.

2. Event Funding

This category is to be used when clubs are running, hosting or attending an event. When submitting a funding application in the events category it must be linked to calendar event on the Clubs Website. All applications that fall under the Event Funding Category must be submitted at minimum one week PRIOR to the event unless otherwise stated.

Below are the funding types that fall underneath Event Funding:

Social – Maximum \$250 per session

Social funding is used to help support clubs running events for their members. This can include but is not limited to the following aspects of events:

- Catering costs (excluding alcohol)
- Hiring entertainment
- Decorations/décor
- Venue hire
- Security

Special Event – Case by Case (MUST BE APPLIED FOR AT LEAST 4 WEEKS PRIOR)

This funding type is a case-by-case process and the total amount approved changes depending on the nature and costs of the event. All special event applications require a detailed event management plan which must include a risk assessment and budget.

Funding will be prioritised to events that are being environmentally conscious.

Special Event funding can be applied for but is not limited to the following types of events:

- When there is collaboration between different clubs and societies
- Large scale or a series of events on campus
- Cultural festivals held on campus

Representation – Case by Case (MUST BE APPLIED FOR AT LEAST 4 WEEKS PRIOR)

Similar to Special Event funding, Representation is a case-by-case process. This type of funding should be applied for when a club or team is representing UniClubs at unique events (Forums, conferences, debates etc) or if your team is representing UniClubs at intervarsity events and/or activities.

When applying for this funding type your club must complete a detailed event management plan including a risk assessment and budget.

3. Promotional Funding

This category should be used every session to help promote your club and events. All promotional material will need to be approved by UniClubs BEFORE going to print or being advertised online.

The [UniClubs Logo](#) and your own club logo are the only two logos that should be used on promotional material (unless SSAF Funding is being used in which the SSAF Logo must be included as well). All club executives should read the [UniClubs Logo Policy](#) prior to making any designs

When applying for any type of promotional funding a complete design file must be uploaded. Below are the different funding types that fall underneath promotional funding:

Club Banner - maximum \$100 per year

This funding is available to assist your club in obtaining a banner to promote your club, event series or large events.

Club Clothing – maximum \$400 per year

Club clothing funding is available to club to subsidise the cost of production for members. This could be anything from t-shirts, hoodies, hats, shorts etc.

Other promotional materials – maximum \$200 per session

This funding type is for any other types of promo material. Clubs should be maximising this category through social media advertisements, event promotions, branded tablecloths, business cards.

4. Training and Development Funding – maximum \$250 per session

This funding is available for clubs to organise events that develop the skills of its members by either attending a conference, attending training courses or running workshops in your field. This funding can be used but is not limited to the following types of training:

- Undertaking First Aid Training courses
- Undertaking food safety training courses
- Conferences in your field
- Event costs to running a workshop (catering, guest speakers etc.)

UniClubs Branding

The UniClubs logo is required to be placed on all club promotional material. Regardless as to whether the event or item is funded. This includes club uniforms, marketing material and/or merchandise, with the exception of alcohol focused related events or merchandise (e.g. Pub Crawl). Events with an alcohol focus need to be discussed with UniClubs and prior approval sought before incorporating the UniClubs logo in promotions.

HOW TO USE THE UNICLUBS LOGO

When using the UniClubs logo you must comply with the [UniClubs Logo Policy](#), which is available to access via the UniClubs website.

The UniClubs logo:



The UniClubs logo may be reduced no less than 10mm in height. The minimum clear space around the logo is no less than 50% of each logo's height and width. To ensure that the logo stand clear on the item of clothing and merchandise, no other graphic or typographic element should appear near this space. The UniClubs logo is not to be locked up with any other logo.

The logo can also be used as a reverse monotone (white) or in red. You must only use the [logo files](#) provided by UniClubs on the UniClubs website.

LOGO APPROVAL PROCESS

All material must be approved by the Program Coordinator prior to being produced. Please allow a minimum of 5 business days for approval.

To seek approval, email the design to pulse-uniclubs@uow.edu.au.

Club Meetings

ANNUAL GENERAL MEETING (AGM)

At the conclusion of the year each Club & Society is required to hold an Annual General Meeting prior to the affiliation date. AGM Meetings should be held between Tuesday 1st September and Wednesday 30th September.

The ordinary business of the AGM is to;

- Confirm the minutes of the previous AGM and of any general meetings held since
- Present the End of Year Report
- Elect the new executives for 2021

At this meeting, the secretary is required to take detailed minutes in the correct UniClubs template.

The Secretary is required to give at least 14 days' notice of the AGM to the Club & Societies members. In addition, the meeting must meet quorum and have a minimum of 10 current members present for the meeting to be held.

EXTRAORDINARY GENERAL MEETINGS (EGM)

Any General Meeting of the Club, other than an AGM, or Ordinary General Meeting is an Extraordinary General Meeting (EGM).

An Extraordinary General Meeting can be called by;

- Executive Committee member with approval/supported by at least 50% of the Exec Committee or,
- Written request signed by at least 25% of the Club Members or,
- UniClubs

At this meeting, the secretary is required to take detailed minutes in the correct UniClubs format.

The Secretary is required to give at least 14 days' notice of the EGM to the Club & Societies members. In addition, the meeting must meet quorum and have a minimum of 10 current members present for the meeting to be held.

ORDINARY GENERAL MEETING

At least one ordinary general meeting is required to be held each session.

At this meeting, the secretary is required to take detailed minutes in the correct UniClubs format.

The Secretary is required to give at least 14 days' notice of the meeting to the Club & Societies members. In addition, the meeting must meet quorum and have a minimum of 10 current members present for the meeting to be held.

End of Year Reports

Each year Clubs & Societies are required to submit an End of Year Report to UniClubs. Prior to being submitted, the report should be presented at each Club & Societies AGM meeting.

The End of Year Report should include the following:

- Presidents Report
 - Overview of the clubs performance over the past 12 months
 - An explanation highlighting the positive aspects (what worked well)
 - Individual or group achievements on behalf of the club
 - Areas where the club can improve (what didn't work)
 - Other overall matters that are relevant to the club
 - The direction you would like to see the club take over the next year
 - Advice for incoming executives
- Treasurers Report
 - Balance Sheet for the last 12 months with all incomings and outgoings
 - Confirmation of any profit or loss the club had over the last 12 months
 - The major purchases/sources of income the club had over the last 12 months
 - Copy of the latest bank statement (this can be collected from the bank or you can check your mailbox at the UniLife office)
- Secretary's Report
 - Current number of club members
 - The increase or decrease in membership over the last 12 months and suggestions as to why either of these have occurred
 - Recruitment techniques the club used and what did and didn't work
 - A copy of the AGM Minutes
 - The details for ALL of the newly elected executives
- Vice Presidents Report (optional)
 - Details of the main events of the club in terms of attendance, sustainability of the events next year, how the events could be improved.

In 2020, End of Year Reports are due by Thursday 1st October and will be submitted online via the UniClubs website. If the report is not submitted, the club cannot move forward and re-affiliate or be part of large events like O-Week, Clubs Day in 2021.

Re-Affiliation Process

At the conclusion of the year every Club & Society is required to re-affiliate for the following year. Affiliation provides Clubs & Societies with insurance, club funding and access to UniClubs events.

Re-affiliation for 2021 will open on Thursday 1st October and close on Monday 30th November 2020.

STEPS TO RE-AFFILIATE

The re-affiliation is a three step process that is completed via the UniClubs website on the [‘Re-Affiliate’ tab](#).

Step 1 – Basic Details

The first step involves completing the basic details for the applicant who is completing the re-affiliation on behalf of the club (full name, UOW email, phone). The clubs basic forms are then uploaded, which include:

- Request Letter
- Constitution
- AGM Minutes
- Calendar of Events for 2021
- Signed Copy of UniClubs Handbook

Step 2 – Club and member details

This step involves selecting the club from the drop down menu and uploading the club members and executive member files. It’s imperative that the member & executive upload files are csv files in the correct format, as shown below.

Member Import Template

A	B	C	D	E	F	G
Email	UniLife ID	FirstName	Surname	StudentNumber	DOB	

Executive Member Import Template

A	B	C	D	E	F	G	H	I	J	K
ExecutiveRole	Email	UniLife ID	FirstName	MiddleName	Surname	Phone	StudentNumber	DOB	FullAddress	
President										
Vice President										
Treasurer										
Secretary										
(*Remove this line before uploading*Please note any additional, optional roles below)										
Marketing										
Events										

Step 3 – Summary

During the final step you will be required to review your application details and submit your application.

Once submitted, the application will be reviewed and approved by UniClubs. Your incoming executives for 2021 will then be provided with access to SilverStripe.

UniClubs Key Dates

FUNDING ROUNDS

- Funding Round 1: Monday 13th – Friday 31st January
- Funding Round 2: Saturday 1st – Sunday 29th February
- Funding Round 3: Sunday 1st – Tuesday 31st March
- Funding Round 4: Wednesday 1st – Thursday 30th April
- Funding Round 5: Friday 1st – Sunday 31st May
- Funding Round 6: Monday 1st – Tuesday 30th June
- Funding Round 7: Wednesday 1st – Friday 31st July
- Funding Round 8: Sunday 1st – Monday 31st August
- Funding Round 9: Tuesday 1st – Wednesday 30th September
- Funding Round 10: Thursday 1st – Sunday 31st October
- Funding Round 11: Sunday 1st – Monday 30th November

All event attendances MUST be up to date by the end of each funding round.

UNICLUBS EVENTS

Session 1 (AUTUMN)

- COMPLUSORY 2020 O-Week Briefing – Monday 24th February
- O Week – Monday 25th February till Wednesday 27th February
- Executive Training Week – Monday 2nd March till Wednesday 4th March (Week 1)
- Campus Consultancy Training Day – Thursday 5th March (Week 1)
- UniClubs Day Autumn - Wednesday 11th March (Week 2)
- Networking Night – Thursday 26th March 5:30pm-7.30pm (Week 4)
- UniClubs Cup – Friday 8th May (Week 9)

Session 2 (SPRING)

- O Festival – Monday 20th July
- Non-Faculty Clubs Training Day – Tuesday 28th July (Week 1)
- Faculty Clubs Training Day – Wednesday 29th July (Week 1)
- UniClubs Day Spring – Wednesday 5th August (Week 2)
- Networking Night – Thursday 20th August 5.30pm-7.30pm (Week 4)
- UniClubs Amazing Race – Friday 18th September 5.30pm – 7.30pm (Week 8)

EXECUTIVE KEY DATES

- AGM Meetings Commence – Tuesday 1st September
- AGM Meetings Conclude – Wednesday 30th September
- End of Year Reports Due – Thursday 1st October
- 2021 Re-affiliation opens – Thursday 1st October
- 2021 Re-affiliation closes – Monday 30th November

Key Contacts

UOW SERVICES

- [UOW Support Services](#)

UNICLUBS

Program Coordinator

Ph: 4221 5487

Email: pulse-uniclubs@uow.edu.au

UniClubs/UniLife Reception

Ph: 4221 8179

Email: unilife@uow.edu.au

- Rooming Bookings
- Club Banking