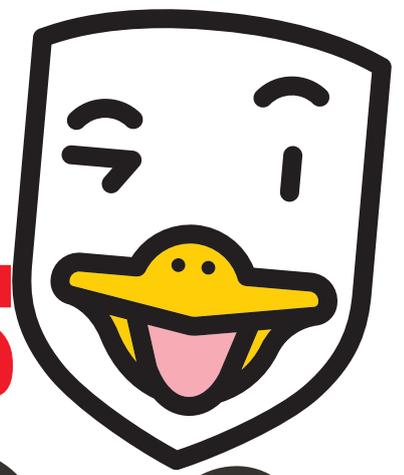

2023 UNICLUBS HANDBOOK

**YOUR CLUB.
YOUR EXPERIENCE.**

PULSE

SSAF
Funded by Student
Services & Amenities Fee

SEMESTER 1 UNICLUBS EVENTS



| SESSION BREAK - WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 |
|--|---|--|---|
| <ul style="list-style-type: none"> Executive Training – February 7, 8, 13, 16 (R) O-Week Briefing - February 16 (R) Clubs Day Registrations close 27 February | <ul style="list-style-type: none"> Facebook Competition Clubs Day - Wednesday (R) | <ul style="list-style-type: none"> Clubs Cup Registration Opens Start planning for the semester if you haven't already | <ul style="list-style-type: none"> Facebook Competition Drop In Session - Friday |
| WEEK 5 | WEEK 6 | RECESS | WEEK 7 |
| <ul style="list-style-type: none"> Executive Get Together - Thursday 4PM (R) Have you got your team together for Clubs Cup? | <ul style="list-style-type: none"> Facebook Competition | <ul style="list-style-type: none"> Drop In Session - Tuesday Clubs Cup Registration Closes 10 April | <ul style="list-style-type: none"> Clubs Cup (R) |
| WEEK 8 | WEEK 10 | WEEK 11 | WEEK 12 |
| <ul style="list-style-type: none"> Facebook Competition | <ul style="list-style-type: none"> Facebook Competition | <ul style="list-style-type: none"> IDAHOBIT (R) | <ul style="list-style-type: none"> Facebook Competition Executive Get Together - Thursday 4PM (R) Stress Less Week (R) |
| WEEK 13 | NOTES | NOTES | NOTES |
| <ul style="list-style-type: none"> Australia's Biggest Morning Tea Tuesday (R) | <hr/> <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> <hr/> |

More information and registration links can be found in the UniClubs Handbook and under 'My Account' on the UniClubs website.

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UNICLUBS CHARTER

UOW Pulse believes in student run clubs and has 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 or doesn't follow requirements requested by UniClubs in this handbook. The Clubs & Societies program evolves with student requirements and will always look for opportunities to improve campus life at UOW.

KEY INFORMATION TO KNOW

- Failure to follow the UniClubs Handbook and relevant policies will result in reduced funding for your club or society.
- To receive funding in 2023, your club/society **MUST** attend O-Week and/or Clubs Day.
- To be eligible for UOWx, you must attend executive training. You only need to attend one. Please refer to page 40 for more information.
- **ALL** promotional material must include the SSAF and UniClubs logo. Please refer to pages 20 and 38 for more information.
- Join the UniClubs Executive page for updates and competitions - <https://www.facebook.com/groups/uowuniclubs>
- An FAQ page for the UniClubs website is available under '[Resources](#)' on the UniClubs website.

If you have further questions, please don't hesitate to contact UniClubs at pulse-uniclubs@uow.edu.au.

HOW TO BE A MARVELLOUS PRESIDENT

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 executives 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 executives by yourself but be there to support the executive members without doing their jobs for them. As well as to not be a directive leader, but as a coach, shaping your executive team.

PRESIDENT RESPONSIBILITY

Each club is unique, therefore the responsibilities of the President will differ between clubs. The key responsibilities the President should follow are:

- 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 each Executive knows their role and what is expected of them.
- Ensure that each Executive has completed their End of Year Report and submitted it by the due date.
- Pass on their knowledge and resources to the next president.

It should be known that no one expects the President to solely run a club, hence why there is an executive team to help you where you need it. Delegate roles where you can or create a new executive role if necessary. However, working as a team is effective. Ensure your team have open discussions with each other and all are on the same page regarding the club.

HOW TO BE AN OUTSTANDING VICE PRESIDENT

VICE PRESIDENT GUIDELINES

The role of a Vice President is to provide support to the other executives. Vice Presidents often have their own tasks to complete and help wherever is needed to run the club smoothly.

VICE PRESIDENT RESPONSIBILITY

Each club is unique, therefore the responsibilities of the Vice President will differ between clubs. The key responsibilities the Vice President should follow are:

- Contact UniClubs regarding change to club or executives.
- Assist president in running and organising club activities.
- Ensure any motions made at any meeting are in line with UniClubs and reflective of the constitution.
- Report on activities/events held by the club throughout the year (including attendance).
- Report on key service providers used.

It should be known that to be an outstanding Vice President needs to be available and easily accessible therefore, communication and support are important parts of the Vice President role.

HOW TO BE AN AWESOME SECRETARY

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.

SECRETARY'S RESPONSIBILITY

Each club is unique, therefore the responsibilities of the Secretary will differ between clubs. The key responsibilities the Secretary should follow are:

- 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. A meeting minute template can be found under '[Resources](#)' on the UniClubs website.
- Arrange correspondence in order and summarise the long items to save time during the meeting.
- Responsible for replying to correspondence for the club.
- 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.
- Gather new member's names, student numbers and email addresses and submit that through the 'My Account' section of your clubs website page so they are official members.
- 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.

It should be known that to be an outstanding secretary, having effective time management and organisational skills is crucial. The secretary needs to make sure that everything is up to date, from member list, meeting agendas and meeting minutes are typed up swiftly after the meeting.

HOW TO BE AN EXCELLENT TREASURER

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. There is a treasurer's template under ['Resource'](#) on the UniClubs website that will aid in recording all incoming and outgoing expenses for the club. This excel sheet will come in handy at the end of the year when writing your End of Year Reports.

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.

TREASURER'S RESPONSIBILITY

Each club is unique, therefore the responsibilities of the Treasurer will differ between clubs. The key responsibilities the Treasurer should follow:

- To be a signatory on the club bank account (not compulsory but strongly advised).
- Keep the excel spreadsheet up to date, this includes all bank transfers and petty cash. This can be found under ['Resources'](#) on the UniClubs website.
- Under no circumstances can club money be spent on personal items. Club money MUST only be spent on club activities.
- Ensure the clubs funds are being used in an appropriate way.
- Do not incur a debt on the club that cannot be repaid. Always try to match costs and income as closely as possible so big debts are not run up.
- Not to carry over \$300 of cash in hand of the club funds.
- Bank all received club payments immediately.
- Provide a detailed breakdown of how costs will be spent in the funding application.

- After being approved for funding, submit relevant receipts in 'Upload Receipt' section of 'My Account' on the UniClubs website (the receipts should clearly show what was bought, the total amount and be the original receipt/invoice).
- Keep the executives informed of the clubs financial position.
- Hold on to relevant digital receipts for up to 12 months.
- Ensure that, under any circumstance, all expenses must have documentation.

It should be known that the most important thing for the treasurer is to ensure all records are kept up to date and all invoices are paid on time. It is important to allocate a time every week to updating the treasurers excel sheet to reduce poor financial records. It is advisable the treasurer assist with coming up with event breakdown costs to help with budgeting and finances.

HOW TO ADD MEMBERS/EXECUTIVES TO THE UNICLUBS WEBSITE

Overall, the process is the same for uploading both members and executives to the UniClubs website; simply go to My Account → Members Area → Add More Members to Your Club (under 'Executive Area') and follow the instructions. After the form and relevant documentation has been submitted UniClubs will either approve or deny the template. You will be notified via email regarding the outcome.

Specific information regarding member and executive uploads can be found below.

MEMBERS

Club members must be added to the UniClubs website after any event, or period of time where members have signed up to your club not through the UniClubs website (e.g. O-Week, Clubs Day). This way they will be able to easily see all your upcoming events, and be a member of the club, enabling them to vote at meetings.

UniClubs recommends that you use the member import template at larger events such as O-Week and Clubs Day to streamline the import process for your executive team. Please note that currently the website supports a limited number of members within each excel. During busier periods such as O-Week, we ask that upload one excel per day rather than combining each day into one, big excel.

EXECUTIVES

For incoming executives to have executive access to the UniClubs Website, a current executive will need to upload the executive list to the website.

HOW TO CHECK IF YOU HAVE EXECUTIVE ACCESS

If you can see 'Executive Area' then you have executive access to the website. If you are an executive of multiple clubs, then simply pretend to complete a task (e.g. Create Event) and check the drop down menu under 'Club'. This will show all the clubs you currently have executive access for.

Check with your current executives that they have completed the process. Click on 'Forgot your password?' to open your new account. Make sure you are using the same email the executives had when uploading the executive template to the website. If all these steps have been taken and you still don't have access, email pulse-uniclubs@uow.edu.au for help.

CONNECTING YOUR EXECUTIVE EXPERIENCE TO YOUR EMPLOYABILITY

Employers of university graduates highly value club and society executive role experience. Your university degree is of course important to them, however so are the other experiences you have while you're a student that also develop your knowledge, skills and experience, otherwise known as your employability. This can include internships, casual jobs, co-curricular activities, volunteering in the community, sports, hobbies and interests.

Reflecting on the skills developed as a club executive is important so that you can articulate these skills to prospective employers in job applications and interviews. How do you know what skills you're developing? Review this handbook for a summary of each executive position and the activities required in running a club for ideas. Ensure you take some notes whilst in your executive role, including examples, so that you can easily refer to them when needed. E.g. As the secretary you will likely develop strong organisation and time management skills through managing the administrative aspects of the club. As the president you will develop strong leadership and coaching skills through overseeing the running of the club and leading the executive team. Also consider the skills developed when contributing to club

meetings, developing funding applications, organising events, liaising with members, community and industry, developing end of year reports etc. Whether you're in an academic or a special interest club or society, this experience is highly transferrable to an employment context and can set you apart in the recruitment process.

UOW offers a wide range of resources and services to assist you to leverage your experience and become career ready. Below are some links to explore and connect with the Careers Central team:

Careers Central website- <https://www.uow.edu.au/student/careers/>

CareerHub online careers platform- <https://careerhub.uow.edu.au/students>

Register for Workshops & Events- <https://www.uow.edu.au/student/careers/careers-events/>

Book a Career Chat- <https://www.uow.edu.au/student/careers/want-to-meet-with-us/>

EVENTS

Events are a great way to grow and celebrate your club or society as well as learn new skills. Every event your Club or Society hosts, attends, or partakes in must be approved by UniClubs. This is done by creating an event on the UniClubs website. Creating events doesn't only show that your club is active and documents your club's 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 Public Liability Insurance. Events must be created on the website a **minimum of 7 business days** prior to the event. This enables us time to review the event and contact the club if there are any issues. When creating the event, ensure all details are filled out correctly, including a detailed description with the correct time and date. If the event is lacking detail, it will be denied, and the club will need to submit the event again. **Every event that is published on social media must have a calendar event on the Clubs Website.**

The following section 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 a club event 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.

MANUAL HANDLING

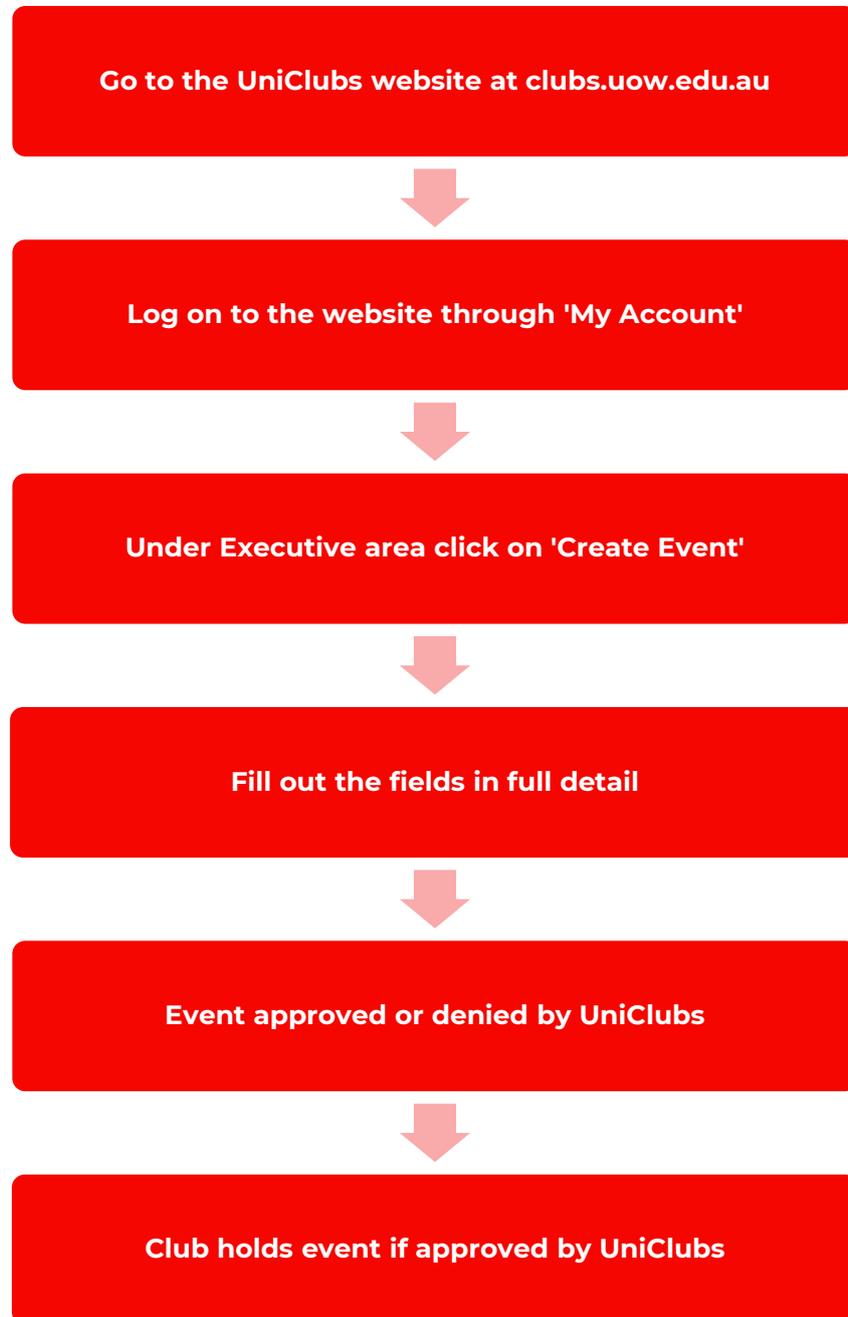
Many club events involve packing and unpacking equipment such as tables, BBQs, boxes of brochures, etc. Please be aware of safe manual handling when taking part in these activities so that you do not injure yourself. Please make sure you lift things safely and ask for help lifting things if you need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

WHAT IS THE PROCESS TO HOLDING AN EVENT?



HOW DO YOU CREATE AN EVENT?



EVENTS ON CAMPUS

UOW ROOM BOOKINGS

By creating an event on the website, you are requesting a room booking. Not all rooms are available for use and will depend on availability. No food or beverages are to be consumed inside any University rooms. **Room booking requests will NOT be processed unless an event has been submitted and approved on the UniClubs Website.**

SPACE USE ON CAMPUS

UOW 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 must adhere, these are:

Duck Pond Lawn

- No pegs/tent pegging in ground because of risk of damage to in-ground service.
- Set-up restricted to temporary table set-ups.
- Signs & banners are to be kept within immediate vicinity of set up.
- Electrical cords not to be laid across lawns, pathways, and pedestrian access.
- Only authorised outdoor power points to be used and cord laying kept to within safe distance from power point.
- No large stage or tent structures to be hired or erected. Use constructed stage on northern side of lawn.
- Activity not to impede pedestrian thoroughfares or access points.
- Noise to be limited to within range of activity set up. No noise will be permitted during normal lecture periods. Any music or other activity should be within the recognised lunch period.
- Rubbish to be disposed of correctly within normal bins. If an activity may generate additional waste, contact should be made with UniClubs to arrange additional bins prior to activity.
- No food or beverages are to be consumed inside any University rooms.
- Nothing to be taped or attached to walls or polls.

No spaces will be booked unless an event has been submitted and approved on the UniClubs Website.

All on campus events held at any outlet (e.g. Aspire, UniBar, cafes) must be booked with them prior to your event request being submitted.

UNIVERSITY LAWNS AND ALONGSIDE THE LIBRARY

By creating an event on the website, you are requesting booking of an outdoor space. 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/planned.
- You will also need to let UniClubs know if you need anything extra for example lights to be kept on at the Duck Pond Lawn, extra tables, chairs and bins.
- Include a risk assessment, COVID risk register or event management plan if necessary.

BBQ – GAS AND ELECTRIC

Clubs and societies have access to multiple BBQs in which you can book through UniClubs at least 7 business days prior to the event. Please make a note in your event request if you wish to use a BBQ. When using a BBQ, a student card must be left at Pulse Student Engagement Reception until the BBQ or keys are returned.

Gas BBQs

When using the UOW Pulse gas BBQ, 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
- MUGA

These are free to use and the keys can be picked up from the Student Engagement office 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.

FIELDS AND 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.

POPULAR ON CAMPUS EVENT LOCATIONS

- UniBar
 - book through the [UniBar website](#) or email uni-bar@uow.edu.au.
- UniActive
 - book by emailing Uniactive-bookings@uow.edu.au.
- Student Engagement rooms (book the following by creating an event through the UniClubs website).
 - Duck Pond Lawn.
 - McKinnon Lawn.
 - Jugglers Lawn.
 - Student Lounge.
 - Clubs Room.
 - Alongside the library.
- Aspire ([view Aspire's venues here](#) book by emailing aspire-events@uow.edu.au).
 - University Hall.
 - University Hall foyer.
 - Thought Bubble.
 - Event Centre (Located at Innovation Campus).
 - Ocean Room (Located at Innovation Campus).
 - City Room (Located at Innovation Campus).

EVENTS OFF CAMPUS

CHOOSING A VENUE

When looking for a venue off campus there are a few things the club should be looking out for:

- Accessibility for those with mobility needs.
- Research has been conducted to find the best quote possible.
- Is it in a location easily accessible for all members?
- Visiting the venue to ensure it is suitable for your event.
- Club has checked that there is no suitable venue on campus for your event.

You should also consider what safe transport options there are for students leaving the venue, such as availability of public transport or taxis. 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.

All bookings for locations off campus must be booked directly through those venues prior to your event request being submitted.

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 which can be found on page 19 and relevant policies.

ALCOHOL RELATED ACTIVITIES

Please refer to pages 18-19.

ALCOHOL RELATED ACTIVITIES

You should always work towards creating a positive club culture that looks after its club members and makes sure everyone feels safe and secure. Where there are people looking out for each other, and where no one is taking advantage of someone's impaired judgement due to alcohol. Clubs and societies should read the [Alcohol and Drug Policy](#) on the UniClubs website.

Key information to note:

- 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 off time of alcohol, which must be clearly published before the event.

SOBER OFFICERS

Sober officers have the important responsibility of providing a safe social environment for their club members at events where alcohol is available. By ensuring that all members are being safe to themselves and safe to other members present at the event.

Expectations and Responsibilities of Sober Officers:

- To not consume any alcohol for a reasonable amount of time prior the event and have a blood alcohol concentration (BAC) of zero during the event.
- At least one sober officer per 50 guests, additional sober officers may be requested by UniClubs.
- Officers should be prepared to notify hired security of unsafe situations.
- All club executives present at the event must know who the sober officers are and how to identify them to members.

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.

SELLING TICKETS ON THE UNICLUBS WEBSITE

All club events that are SSAF funded must sell tickets for the event through the **UniClubs website**. To do this, create an event through the UniClubs website. It will ask how many people are attending and what cost are the tickets. Once the event has been submitted, UniClubs will create the ticket to be put with the event on the UniClubs website.

CHECKING TICKET SALES

Under 'Executive Area', click on 'Event Registration and Ticket Sales'. Ticket sales will be reimbursed into the club account in the middle of next month unless discussed otherwise.

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 must include the **UniClubs Logo** incorporated into the design and should only be hung in public notice areas, this doesn't include the bus bay on campus. If your club has been approved for funding, you must also include the **SSAF logo**. These logos can be found under 'Resources' on the UniClubs website.

When using the UniClubs and/or SSAF logos, please ensure you familiarise yourself with the [UniClubs Logo Policy](#). For more information on branding please go to page 38 for a detailed explanation. All promotional material including flyers, business cards and club clothing must be sent to UniClubs for approval. The club is unable to use any item that has purchased without the correct logo, or without approval.

Club executives should also 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. A list of promotional tools can be found on the following page.

| Promotional Tool | Contact | Deadline | Why use this tool? |
|---|---|---------------------------------|--|
| DSN (Digital Signage Network) Screens. Format: jpg, mp4 (H.264) COLOUR: RGB RESOLUTION: 72 dpi MAX. SIZE: 5MB. 1280px wide x 720px high | Submit a MOV file to pulse-uniclubs@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. |
| Event on UniClubs Website | Create event through the UniClubs website by logging into 'My Account'. | At least 7 business days before event begins | Compulsory for all events. 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 | Download member list from 'My Account' on UniClubs website. | Your club members are your most supportive audience |
| Stalls | pulse-uniclubs@uow.edu.au | Book in a stall at least one week before the event | Opportunity to speak to students face-to-face |

RISK, INSURANCE AND PUBLIC LIABILITY

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 AND ACCIDENT

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 create an event through the UniClubs website under 'My Account'. It will be reviewed by UniClubs and an outcome (the event approved or denied) will be emailed to the club. This includes ongoing events that will have over 30 people. Your club will need to submit a risk assessment to UniClubs at the beginning of each semester. Doing this ensures you are covered by UniClubs' insurance policy. Depending on the event, the Club or Society might be brought in for a meeting to discuss the event.

If your club activities are high risk, we advise your club to create a waiver to protect your club and ensure your members are aware of the risk of the activity. If there is an accident at your on-campus event, UniClubs needs to be notified with a detailed explanation of the event, day and incident that happened. Depending on the event, UniClubs may request a risk assessment.

RISK ASSESSMENTS

If your club is hosting a large event (30+ people), 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 within the event submission phase, **at least 7 business days prior to the event.**

The risk assessment template can be found on the UniClubs website under 'Resources'. UniClubs 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 75 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 under '[Resources](#)' on the UniClubs website. Depending on the event, the Clubs and Societies Program Coordinator might request an event management plan.

All Event Management plans must be completed and submitted to UniClubs within the event submission phase **at a minimum of 4 weeks prior to the event.** UniClubs will advise of any amendments and approve the Event Management Plan.

FOOD

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.

ASPIRE

UniClubs has an onsite catering service, [Aspire](#), available to all clubs on campus. Aspire have a range of packages available for all styles of events and to suit UniClubs' funding requirements. If you have something in mind that isn't on their website, give them a call on 4221 8011 or they can be directly emailed via aspire-events@uow.edu.au. Aspire will take the hassle out of planning the food for your next event.

SERVING FOOD

If your club plans to serve food at events or meetings, at least one present member of your executive team must hold a valid Food Safe Handling Certificate, click here for the training - [Introduction to Food Handling - MGA Online Training](#). You can submit an application to utilise your Training and Development funding to undertake the relevant course. All clubs are required to wear gloves, provide hand sanitise, and the option to wear masks.

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

COLD STORAGE

- Food must be 5°C or colder.
- 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.
- Have hand sanitiser available.

UOW SECURITY & ON-CAMPUS EMERGENCIES

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 or dial #1 at any Security telephone.
- If the matter is not considered high risk security can be contacted on 4221 4555 or dial #3 from any Security telephone

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

MAKING A PHONE CALL TO SECURITY

When making an emergency phone call to security, follow the following script. Be calm when making calls or be clear with your communication.

Who?

Who is hurt/injured or the incident in regards to? Include their name if know, age, gender, staff or student, domestic or international (if international, nationality).

When?

When did the injury or incident occur?

Where?

Where is the incident? Be precise with your location I.E. On the Jugglers Lawn next to the shipping container.

What?

What has happened? Briefly describe the injury or incident.

What do you need?

What do you need from security? Dispatch an officer, bring a first aid kit, call an ambulance.

SUPPORT SERVICES

UOW students have access to a wide range of support services. This also includes academic help, in addition to counselling, legal and financial assistance, IT services and much more. You can access information about UOW's support services [here](#).

As a club executive, it is useful to have an understanding of the range and types of support available to students. UniClubs recommends all club executives to complete the Responsible Referrals module on Moodle.

WHAT IS RESPONSIBLE REFERRALS?

- Using active listening & effective questioning techniques, such as open ended questions
- Being empathetic
- Understanding the support services available to UOW students

PEER LEADER RESPONSIBLE REFERRAL TRAINING

There are 4 different modules, exploring the skills and boundaries associated with making referrals, and the support services available through UOW.

At the end of each section, there is a summary quiz that covers the main content from the module that you need to complete. You can review your answers and attempt each quiz 3 times to ensure you attain a 'passing grade' of 80% or higher.

After successfully passing all the quizzes (5 in total), a certificate will be generated to show as proof of completion.

You can self-enrol in the Moodle site by following these steps:

1. Log into Moodle in Google Chrome or Mozilla Firefox to ensure pages display correctly.
2. Up the top of the 'Dashboard' screen is an option to search sites. Search "PROJ091_18" in this bar.
3. Click on the result, which should be titled "Peer Leader Responsible Referral Training".
4. Enter the password 'peerleader'.

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](#).

24 HOUR STUDENT SUPPORT LINE

The **UOW [24 hour student support line](#)** is available to any onshore UOW student. You can either text (0488 884 164) or call (1300 036 149) to have a confidential conversation, and it is also available on public holidays.

SAFE AND RESPECTFUL COMMUNITIES

The Safe and Respectful Communities team is responsible for leading the University's work to prevent sexual assault and harassment from occurring on our campuses and for providing coordinated response and support if it does happen.

You can contact SARC on 4221 3344 or uow-sarc@uow.edu.au. You can also phone UOW's Sexual Assault & Sexual Harassment Support Service on 1300 303 455.

1800 RESPECT

1800 RESPECT (1800 737 732), is the 24/7 National Counselling Helpline for people who have experienced sexual assault and domestic violence. Ask for an interpreter or translator if required or call TIS on 131 450 and ask them to contact the service on your behalf.

UNICLUBS BANKING

All club bank accounts are free of charge and are required if you wish to obtain funding from UniClubs. All bank appointments for both opening a bank account and changing a signatory need to be booked through the NAB branch in Wollongong Central.

All clubs' principal address is

**PO Box U100, UniClubs
University of Wollongong, Northfields Ave
Wollongong NSW 2522**

Club mail and club bank cards can be collected from the Pulse Student Engagement Office a week after the bank appointment with NAB.

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

Please note that while clubs have a principal address for NAB mail, large parcels can not be mailed and stored with UniClubs as we do not have adequate storage.

BENEFICIAL OWNER

The beneficial owner is who will receive the bank card. The card and details are not to be given out to anyone else.

CHANGE OF CLUB SIGNATORIES

If your club has changed executives, you will need to email the following documents to UniClubs to organise a change of signatories;

- 'Change of Bank Signatories' document, ensuring all details are filled out exactly how they appear on your official documents.
- The clubs most recent AGM or EGM minutes that elects who will be the signatory for the year (template can be found under 'Resources' on the UniClubs website).

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 in the email. You need to have one beneficial owner and at least one signatory on the clubs bank account.

Once all documents are received and they are completed correctly, they will be sent off to NAB and the club will need to book an appointment with NAB. **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.

OPENING A NEW BANK ACCOUNT

To open a new bank account your club will need to email through the following items to UniClubs:

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

These items can be found under 'Resources' on the UniClubs website. Once all documents are received and they are completed correctly, they will be sent off to NAB and the club will need to book an appointment with NAB.

After the bank appointment is successful, the club will need to fill out a 'New Supplier Form' that will be sent back to UniClubs. This form can be requested by emailing UniClubs.

WITHDRAWING MONEY FROM A CLUB BANK ACCOUNT

The sole card holder amongst the executives can withdraw funds from an ATM and this **MUST** be recorded in the club's Profit & Loss spreadsheet (a template can be found under 'Resources' on the UniClubs website). 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 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 through the executive area on the UniClubs website 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

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 logo and SSAF logo is represented correctly in all promotional materials, events, and activities.

APPLYING FOR FUNDING

Only executives will be able to apply for funding in the executive area of the UniClubs website. You will be required to link an event if you are applying for the below categories:

- Social
- Training and development
- Collaboration, or
- Special 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.

FUNDING APPLICATIONS UNDER \$300

Club executives will need to apply through the executive area on the UniClubs website under 'Apply for funding'. UniClubs will review the application and respond with an outcome. These funding requests must be submitted a **minimum of 7 business days** prior to the event/date of purchase.

FUNDING APPLICATIONS OVER \$300

Club executives will need to fill out a 'Over \$300 Funding Proposal Template', which can be found within the funding application form and under 'Resources' on the UniClubs website. Funding applications are to be submitted via the UniClubs Website under the executive area on the UniClubs website under 'Apply for funding'. The application will be reviewed by UniClubs, where the club may be invited to a meeting to discuss the application. These funding requests must be submitted a **minimum of 4 weeks** prior to the event. If the funding application is submitted within four weeks of the event, it will be denied.

FUNDING APPLICATIONS OVER \$1,000

For funding applications over \$1,000 the club or society will be contacted via email, phone call, or meeting to discuss the funding application.

FUNDING APPLICATION PROCESS

No expenses should occur before the funding application has been approved by UniClubs. If expenses have occurred before funding approval, UniClubs will not reimburse the club for the purchase. An event must be created, approved and published before applying for funding. Ensure the event is created well before the event to allow time for the funding application to be reviewed.

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. If approved, you must ensure you collect all tax receipts related to the approved application and submit them through the executive

area of the UniClubs website through 'Upload Receipts'. Clubs will be reimbursed after receipts have been received and reviewed. No late receipts will be accepted.

Strictly no hardcopies of receipts will be accepted.

FUNDING CATEGORIES

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. The UniClubs Logo, SSAF Logo and your own club logo must be used on all event promotion. The event will not be approved until the correct logos are used.

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, SSAF Logo and your own club logo must be used on all promotional material. 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 \$300 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.).

FUNDING ROUNDS

Funding Round 1: Friday 10th – Tuesday 28th February

Funding Round 2: Wednesday 1st – Friday 31st March

Funding Round 3: Saturday 1st – Sunday 30th April

Funding Round 4: Monday 1st – Wednesday 31st May

Funding Round 5: Thursday 1st – Friday 30th June

Funding Round 6: Saturday 1st – Monday 31st July

Funding Round 7: Tuesday 1st – Thursday 31st August

Funding Round 8: Friday 1st – Saturday 30th September

Funding Round 9: Sunday 1st – Tuesday 31st October

Funding Round 10: Wednesday 1st – Thursday 30th November

Funding Round 11: Friday 1st – Wednesday 30th November

Final Day to Submit Receipts: Monday 3rd December

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

All receipts must be submitted in the approval year. Failure to submit receipts before the 3rd of December 2023 will result in no reimbursement. Strictly no exceptions will be made.

RECEIPT SUBMISSION

Receipts must be submitted via the UniClubs website by the end of each funding round to receive your reimbursement on time. All receipts must be submitted in the same funding approval year. Failure to submit receipts before the 3rd of December 2023 will result in no reimbursement. Strictly no exceptions will be made.

There are some strict requirements for receipts to be approved. You must submit an official tax invoice or receipt.

Below are some examples of what will not be accepted as a receipt:

- Order confirmation
- Bank transaction
- PayPal transaction
- EFTPOS receipts
- Receipts or tax invoices which do not show the following:
 - ABN and name of the organisation
 - Clear, itemised breakdown with corresponding prices
 - GST, if any.

UNICLUBS AND SSAF FUNDING FAQ

WHAT IS THE STUDENT SERVICES AND AMENITIES FEE?

It is a fee that higher education providers can charge their students for student services and amenities of a non-academic nature, such as sporting and recreational activities, employment and career advice, child care, financial advice and food services.

SPENDING REVENUE FROM THE FEE

Can fee revenue be used to support a political party?

No. Providers must not allow fee revenue to be used to support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body.

What can providers spend fee revenue on?

A provider that charges a student services and amenities fee will only be able to spend the fee on the provision of the following services:

- Providing food or drink to students on a campus of the higher education provider;
- Supporting a sporting or other recreational activity by students;
- Supporting the administration of a club most of whose members are students;
- Caring for children of students;
- Providing legal services to students;
- Promoting the health or welfare of students;
- Helping students secure accommodation;
- Helping students obtain employment or advice on careers;
- Helping students with their financial affairs;
- Helping students obtain insurance against personal accidents;
- Supporting debating by students;
- Providing libraries and reading rooms (other than those provided for academic purposes) for students;
- Supporting an artistic activity by students;
- Supporting the production and dissemination to students of media whose content is provided by students;
- Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
- Advising on matters arising under the higher education provider's rules (however described);
- Advocating students' interests in matters arising under the higher education provider's rules (however described);
- Giving students information to help them in their orientation; and
- Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.
- Providers can choose to deliver the services and amenities themselves or contract a third party to deliver the services and amenities on the providers' behalf.

WHAT IS NOT COVERED BY SSAF?

Funding is not given for the following:

- Alcohol;
- Prizes that involve cash;
- Events/projects not in one of the funding categories;
- Event expenses not in the budget or with prior approval;
- Expenses higher than budgeted amount (amount approved);
- Incomplete funding applications & event plans;
- Overdue submissions—not sent at the required deadlines;
- Late or inadequate receipts/ invoices;
- Promotional material that doesn't include SSAF (where SSAF funding is given) logo or UniClubs logo;
- Events that have not been approved by UniClubs;
- When an online funding application is not completed at least one week prior to an event.

CAN WE USE SSAF FUNDING FOR GIFT CARDS AND PRIZES?

The procedure for Gift Cards and Prizes funded by SSAF is:

- It is encouraged to source vouchers from on-campus services where appropriate.
- Cash prizes are not allowed to be funded.
- Gift cards/vouchers which are redeemable for alcohol are not permitted to be funded e.g. Coles Myer.
- Gift cards and prizes are allowed to be funded up to the value of \$100 each.
- Gift cards and prizes are permissible when in conjunction with an event and/or competition only.

DO STUDENTS HAVE A SAY IN HOW FEE REVENUE IS SPENT?

Yes. Under the Student Services, Amenities, Representation and Advocacy Guidelines (Representation Guidelines), universities are required to have a formal process of consultation with democratically elected student representatives and representatives from major student organisations at the university regarding the specific uses of proceeds from any compulsory student services and amenities fee.

These consultations must include:

- Publishing identified priorities for proposed fee expenditure and allowing opportunities to comment on those priorities by students and student associations and organisations; and
- Meeting with democratically elected student representatives and representatives from major student organisations at the university to consider the priorities for use of fee revenue.

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. If the event or promotional material is funded, it must include the SSAF logo and UniClubs logo. Both the UniClubs and SSAF logo can be found under [‘Resources’](#) on the UniClubs website.

HOW DO YOU 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 and has clear examples of what is not acceptable.

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.

HOW DO YOU USE THE SSAF LOGO

The SSAF logo must be used whenever a club or society has been approved for funding. If it does not include the SSAF logo, the club will be asked to edit the material to include the logo. If the material still does not include the logo after the event or material has been purchased, the club will NOT be reimbursed the funding.

SSAF

**Funded by Student
Services & Amenities Fee**

The SSAF 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 SSAF 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 Pulse Marketing prior to being produced. Please allow a minimum of 7 business days for approval.

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

UOWX RECOGNITION

As a Club Executive you are eligible for UOWx recognition if you meet certain requirements:

- You **must** attend an Executive Training session which are held at the beginning of each semester.
- An "engaged" student will need to complete 20 hours in a calendar year (per club executive role)
- A 'highly engaged' student will need to complete 50 hours in a calendar year (per club executive role)
- Once you have attended the Executive Training, you will be emailed with instructions on how to lodge your UOWx hours.

Moodle Workshops are available to club executives that attend the Executive Training. There are ten Moodle Workshops each worth 1 hour that can go towards your 20 hour requirement.

WHAT DOES UOWX RECOGNITION MEAN?

If you meet the above requirements, your particular Club Executive role will be added to your UOWx Record on your behalf. The [UOWx Record](#) will be issued to you upon graduation through My eEquals alongside your formal graduation documents. It is a formal university document that you can showcase to employers as evidence of you getting involved outside the classroom and developing the key skills today's employers are looking for.

UNICLUBS EXECUTIVE TRAINING

Executive Training covers everything you will need to know in order to effectively carry out your role as a club executive. At least **one** executive from each club or society is required to attend training. It is beneficial for all executives to attend, and compulsory for one executive from each club to attend so that everyone knows and understands UniClub requirements and processes. This comes in handy when you're helping each other out with tasks in the case someone is unwell, busy with uni etc. Additionally, after re-affiliations and End of Year reports when your club has voted in new executives you can successfully hand over to the incoming executives and teach them the basics before they attend the executive training themselves.

This training complements the UniClubs Handbook, and will cover:

- Expectations as an executive member
- How to organise an event, no matter how big or small
- Risk Assessments and Event Management Plans
- Food Handling requirements
- Funding
- Branding requirements
- Meeting processes
- End of Year reports and re-affiliation processes
- UOWx Recognition
- Policies and Procedures

By attending the executive training, you will be eligible to receive UOWx and have access to Moodle Workshops.

MOODLE WORKSHOPS

The Moodle Workshops are available to all executives who have attended the executive training, and provides in-depth information to further complement the UniClubs Handbook with quizzes and reflection activities to further solidify your learning and understanding. There are 10 workshops in total, each worth one hour towards UOWx Recognition.

Workshop topics include:

- General Knowledge
- Important Processes
- Meetings
- Promotion & Social Media
- Management & Organisation
- Events
- Sponsorship & Partnership
- Planning
- Motivation
- Event Management Plan & Risk Assessment

These workshops will assist you in personal and professional development both as a club executive, and as a professional within your chosen industry. Each workshop is worth an hour that goes towards your UOWx hours.

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 club's collateral or inclusion of their equipment, merchandise or promotional items or a presence at the club's 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 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 notify UniClubs about any sponsorship agreements that your club enters.

Legalities to think about:

- Is there a sponsorship fee? How and when is it paid?
- What requirements does the sponsor need in terms of branding?
- Is it an ongoing agreement or one off for an event?
- How would you terminate the agreement?

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

ALUMNI ENGAGEMENT

Clubs and societies may wish to engage with UOW alumni, particularly to act as guest speakers or panel members for key events. Reach out to the Alumni Engagement team and they can help you get connected! Just email alumni@uow.edu.au

CLUB MEETINGS

ANNUAL GENERAL MEETING (AGM)

At the conclusion of the year each Club & Society are required to hold an Annual General Meeting prior to the affiliation date. AGM Meetings should be held between Thursday 1st September and Friday 30th September. At least 60% of executives must be UOW Students.

The ordinary business of the AGM is to;

- Confirm the minutes of the previous AGM and of any general meetings held since.
- Motion any changes made to the clubs constitution.
- Present the End of Year Report.
- Elect the new executives for the following year.

At this meeting, the secretary is required to take detailed minutes in the correct UniClubs template (a template can be found under 'Resources' on the UniClubs website).

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. Your club's quorum is listed in your clubs constitution. If quorum is not met, your AGM, and end of year report will not be approved.

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 (a template can be found under 'Resources' on the UniClubs website).

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. Your club's quorum is listed in your clubs constitution.

ORDINARY GENERAL MEETING

At least one ordinary general meeting is required to be held each session. This meeting can be used to discuss upcoming events and keep members up to date with the club.

At this meeting, the secretary is required to take detailed minutes in the correct UniClubs format (a template can be found under ['Resources'](#) on the UniClubs website).

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. Your club's quorum is listed in your clubs constitution.

END OF YEAR REPORTS

Each year Clubs & Societies are required to submit an End of Year Report to UniClubs. Prior to submission, the report should be presented at each Club & Societies AGM meeting. The 2023 End of Year report template can be found under 'Resources' on the UniClubs website. The 2023 End of Year report is to be submitted through the UniClubs website under 'Executive Area'.

The End of Year Report should include the following:

PRESIDENT'S REPORT

- Overview of the club's 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.

TREASURER'S 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, emailed to the club or you can check your mailbox at the Student Engagement office, building 11, level 1a).
- Confirmation of any outstanding unpaid invoices.

SECRETARY'S REPORT

- The current number of club members (this can be downloaded from 'my account' on the UniClubs website).
- The increase or decrease in membership over the last 12 months and suggestions as to why either of these has occurred.
- Recruitment techniques the club used and what did and didn't work.
- A copy of the AGM Minutes.
- The details for ALL the newly elected executives. Include executive role, email, first name, last name, phone number, student number, date of birth, and full address.

VICE PRESIDENTS REPORT (OPTIONAL)

- Details of the main events of the club in terms of attendance, the sustainability of the events next year, how the events could be improved.
- Details of communication the club has had with partnerships.

In 2023, End of Year Reports are due alongside re-affiliation, and will be submitted via the UniClubs website. If the report is not submitted, the club cannot move forward and re-affiliate for 2024 or be part of large events like O-Week, Clubs Day in 2024.

RE-AFFILIATION PROCESS

At the conclusion of the year every Club & Society are required to re-affiliate their club for the following year. Affiliation provides Clubs & Societies with insurance, club funding, access to club events and the use of on campus rooms. Re-affiliation documents are to be submitted through the UniClubs website via 'My Account'.

Re-affiliation for 2024 will open on Sunday 1st October 2023 and close on Thursday 30th November 2023.

STEPS TO RE-AFFILIATE

To re-affiliate a current executive must be logged into their account. Under 'Executive Area', click on 'Re-affiliate Your Club' which will prompt you to click on the club you are re-affiliating. The following details need to be filled out:

1. Club Details

- Include the club abbreviation, most recent club logo, club category and purpose of the club.
- Request to Affiliate (template can be found under 'Resources' on the UniClubs website).
- Calendar Plan, which must include at least 2 events per semester (template can be found under 'Resources' on the UniClubs website).
- Most recent AGM Minutes (template can be found under 'Resources' on the UniClubs website).
- End of Year Report (template can be found under 'Resources' on the UniClubs website).
- Club Constitution (template can be found under 'Resources' on the UniClubs website).

2. Executive List

- All executives MUST provide student ID, along with first and last name, student email and contact number.
- Vice president is not required, therefore if your club doesn't have a vice president it doesn't need to be filled in.
- If you have more than the four executives listed, you will need to upload an executive list to the website. This can be completed under the 'Executive Area' by clicking on 'Add more members to your club'.

3. Club Members

- Fill out all six club member details.
- Club member details include first and last name, email, and contact number.

- If you have more than the six club members, you will need to upload a member list to the website. This can be completed in the 'Executive Area' in 'My Account' under 'Upload more members to your club'.

CLUB EXECUTIVE TO DO LIST FOR 2023

Once your club has been re-affiliated for 2024, there are a few things you can do to prepare for the year ahead!

- Arrange change of signatory appointment by emailing pulse-uniclubs@uow.edu.au a copy of your most recent AGM and change of signatory document.
- Familiarise yourself with the [Clubs Website](#) and [handbook](#).
- Get to know your executive team and allocate roles for each position.
- Sit down with your club executives and organise club goals for 2023.
- Start organising events and funding deadlines.
- Organise any club clothing or promotional material.
- Start connecting with other clubs to collaborate on events
- Think of ideas for an O-Week stall and keep an eye out for stall applications.
- Plan a welcome event for the start of 2024. UniBar is a great spot!
- Get in contact with sponsors.
- Organise social media pages.
- Schedule and organise social media presence, using Facebook, Instagram, Twitter for example. Use our social media guides found in 'Resources' under the UniClubs handbook on the UniClubs website.
- Think about how you will promote your club next year (posters/flyers/stalls/events).
- Decide how often you will meet with your executive team.

Executive training sessions are held at the beginning of each semester and will help you with running your club or society. If you want to receive UOWx recognition, you **MUST** attend one executive training each year to be eligible for UOWX reward and unlock the 10 Moodle workshops regarding executive's task.

EXECUTIVE HANDOVER FOR NEXT YEAR

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.
- Creating a calendar with the year's event.

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.
- Providing any tips and tricks for running the society.
- Any paperwork or promotional material.

Each club is unique; therefore, the handover process will differ for each club and society. To aid with the handover for executives, there are handover checklists for presidents, secretaries and treasurers available under 'Resources' on the UniClubs website.

EXECUTIVE KEY DATES

Use the following as a checklist for the year to stay up to date with executive key dates. For the below meetings, reports and re-affiliation, templates can be found on the UniClubs website under 'Resources'. Submission of documents can be found under 'My Account' on the UniClubs website. Everything below needs to be completed by every club by the due date if they wish to continue as a club into 2023. This table is for your own records and doesn't need to be submitted.

UNICLUBS EVENTS

| EVENT | DETAILS | WEEK | DATE | HAS THIS TASK BEEN COMPLETED? |
|--|---|---|---|---|
| AGM Meeting & End of Year Reports | <p>At the conclusion of the year each Club & Society is required to hold an Annual General Meeting prior to the affiliation date. More information can be found in the Club Meeting Section.</p> <p>Your End of Year Report is required to be presented as part of the AGM.</p> | <p>Semester 2</p> <p>Week 6 – Mid-Session Recess</p> | <p>1st – 30th September</p> | <p style="text-align: center;"><input type="checkbox"/></p> |
| End of Year Reports | <p>A report relating to the executive role on the current year. More information can be found in the End of Year Report Section. Template under 'Resource' on the UniClubs website.</p> | <p>Semester 2</p> <p>Mid-Session Recess</p> | <p>Due as part of re-affiliation.</p> | <p style="text-align: center;"><input type="checkbox"/></p> |

| | | | | |
|-----------------------|---|-------------------------------------|---|--------------------------|
| Re-affiliation Opens | In order to be a club in 2024, your club must submit the appropriate documents to the re-affiliation link of the website. Re-affiliation cannot be approved until end of year reports have been submitted. More information can be found in the Re-affiliation section. | Semester 2 Mid-Session Recess | Opens 1 st October - Submit through the UniClubs Website | <input type="checkbox"/> |
| Re-affiliation Closes | | Summer Holidays | Closes 30 th November | <input type="checkbox"/> |

UNICLUBS KEY DATES

Use the following as a checklist for the year to stay up to date with which events your club will be attending and what events your club has registered for. All events below can be registered through the UniClubs website. Each club should be aiming at attending every event below in addition to their own club run events throughout the year. This table is for your own records and doesn't need to be submitted.

SESSION 1 AUTUMN

| EVENT | DETAILS | WEEK | DATE | REGISTRATION |
|-------------------------|--|------------|---------------------------|---|
| Executive Training | A presentation for all executives on how to be an executive, how to access resources, how to use the new website, key dates and discussion. You MUST attend if you want to gain UOWX. You only need to attend ONE training in 2022. One executive from each club MUST attend one executive training per year. | Pre O-Week | February 7, 8, 13, 16 | https://forms.gle/u1LdsaEnvM98HWzh6 |
| COMPULSORY O-Week Brief | Every club that is O-Week must attend the O-Week Briefing to prepare you for the week. | Pre O-Week | February 16 th | https://forms.gle/8MLssnRMwghMTskc8 |

| | | | | |
|---------------------------|---|-------------------|--|---|
| O-Week | A 4-day festival full of food and fun for new and returning students. It is a great way to promote your club and gain new members. | O-Week | February 20 th – 23 rd | https://forms.gle/ozA5Z3G141qaToaLA |
| Clubs Day Autumn | A day for all clubs to have a table and promote their club to students. It is a day full of music, games, activities, food and amazing clubs, you don't want to miss out! | Week 2 | March 8 | https://forms.gle/SbFuwW6XXFK3mev59 |
| Drop In Sessions | A chance to drop by for some snacks and ask any questions you have regarding clubs & societies | Week 4 Recess | March 24 April 11 | N/A |
| Exec Get Togethers | A relaxed night with free food and music. A chance for executives to meet each other, discuss events and collaboration opportunities. | Week 5 Week 12 | March 30 May 25 | https://forms.gle/ZbFQFbXXFJAfSXCu6 |
| UniClubs Cup | 24 clubs come together to partake in a day of sport for their chance to win the UniClub Cup trophy, prizes and funding money for the club. | Week 7 | April 21 | https://forms.gle/SHYPhhhTVCer6KpC9 |

CONTACT US

If you have any questions, issues, or ideas, please feel free to email, call, or give us a visit, we are more than happy to help.

Soutara Potter (Student Experience Coordinator – Clubs & Societies)

Ph: (02) 4221 5487

Email: pulse-uniclubs@uow.edu.au

Or

UOW Pulse Student Engagement Reception

Ph: (02) 4221 8179

WHERE IS THE UNICLUBS OFFICE?

Pulse Student Engagement Office

Building 11, Level 1a

At the top of the stairs located next to Piccolo Me.

Mail is stored at the Student Engagement office. Each club should come and pick up their mail up from the office at least four times a year.

VERSION CONTROL TABLE

| Version Control | Date Released | Approved By | Amendment |
|------------------------|----------------------|--|--|
| 1 | 17/12/2021 | Emma Ross Student Experience Coordinator – Clubs & Societies | 2022 version |
| 2 | 31/01/2022 | Emma Ross Student Experience Coordinator – Clubs & Societies | Included SARC trainings and alumni engagement |
| 3 | 11/02/2023 | Soutara Potter Student Experience Coordinator – Clubs & Societies | Removal of repetitive sections/discontinued services/offerings, inclusion of receipt submission details, updates for 2023 timelines, contact details, formatting |
| 4 | 21/03/2023 | Soutara Potter Student Experience Coordinator – Clubs & Societies | Addition of remaining Semester 1 Key Dates |