



# 2026



# HANDBOOK

**SSAF**

Funded by Student  
Services & Amenities Fee

**PULSE**

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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

- To be eligible for UOWx, you must attend executive training. You only need to attend one. Please refer to page 40 for more information.
- To receive funding in 2026, your club/society **MUST** attend O-Week and/or Clubs Day.
- **ALL** promotional material must include the SSAF and UniClubs logo.
- If you are planning an event that involves more than 75 participants, please have a meeting beforehand with the UniClubs team. Please also ensure that the event request is submitted 2 months beforehand.
- You can book time slots to have meeting with the UniClubs team using these links:
  - [Book a meeting with Demelza Jones.](#)
  - [Book a meeting with Abdul Aziz Mohammed.](#)
  - Book a meeting with Lara Blair
- Clubs who have joined us after July 1<sup>st</sup> do not need to reaffiliate. However, these clubs must still submit an [End of Year report](#).
- All document templates can be found in the [resources page](#).
- Failure to follow the UniClubs Handbook and relevant policies will result in reduced funding for your club or society.
- Join the UniClubs Executive page for updates and competitions - <https://www.facebook.com/groups/uowuniclubs>

If you have further questions, please don't hesitate to contact UniClubs at [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au).

# CONDUCT AND DISCIPLINARY ACTIONS

## MAINTAINING INTEGRITY

All clubs must conduct themselves professionally to uphold the reputation of UOW, UOW Pulse, and associated entities. Ethical behaviour is expected before, during, and after events.

## DISCIPLINARY PROCESS

Failure to comply with the [UOW Pulse – Student Programs Code of Conduct](#) may result in the following steps:

- **First Warning** - A formal written notice outlining the issue and required corrective action.
- **Second Warning** - Another official notice requiring a meeting with UniClubs representatives to assess the breach's severity and discuss further actions.
- **Final Warning & Disciplinary Action** - If the issue persists, a final warning will be issued. Serious breaches may be escalated immediately to UOW Pulse Senior Management.

## POSSIBLE DISCIPLINARY ACTIONS

- Termination of the Club's affiliation with Pulse UniClubs.
- Loss or repayment of funding
- Closure or seizure of the club's IMB account
- Cancellation of events, room bookings or other requests
- Deregistration of individual club members.

## APPEALS

The purpose of this appeals process is to ensure that clubs or individuals have a fair and transparent way to request a review of disciplinary decision when they believe an error has occurred. All appeals are handled confidentially.

Appeals may be submitted on the following grounds:

- A procedural error in the assessment process,
- Incorrect or incomplete information used by assessors,
- Evidence of bias or conflict of interest,
- New and significant information not available at the time of submission.

To submit an appeal, clubs or individuals must:

1. Submit the Appeal in writing within **14 days** of receiving the application outcome, to the Student Engagement Manager – Demelza Jones ([demelzaj@uow.edu.au](mailto:demelzaj@uow.edu.au)). Appeals submitted after the specified deadline will not be accepted.
2. Clearly state the grounds for appeal.
3. Provide any documentation that supports the appeal.

Applicants will be notified of the outcome within 20 business days. All appeal outcomes are final. The outcome of an appeal may be one of the following:

- The original decision is upheld.
- The decision is over-turned and the application is reassessed.

# HOW TO START A CLUB

## GATHER YOUR PEOPLE

Firstly, you would need a minimum of 10 members to form a club or society, with 4 of them being office bearers (President, Vice President, Treasurer, and Secretary).

Once you've assembled your crew, you would then hold an Inaugural General Meeting (IGM). This is a meeting where you discuss the following topics:

- a. The club's name and logo.
- b. The club's aims and objectives.
- c. Elections of executive positions.
- d. Nominating bank account signatories.
- e. Reviewing the club's constitution.

It's very important that meeting minutes are taken to record this information. You can find the meeting minutes template by visiting our Resources page.

Once you get your necessary documentation ready, you are ready to register your club with us on our website!

## SUBMITTING YOUR APPLICATION ON RUBRIC

Head over to [this link](#) to register your club's account. It's better if you create a general email ID for your club to get this done, as this will make it easier when you hand the club over to future executives.

Once this is done, click on the Forms tab on the top left. In this page, under "Affiliation Forms" you will find the "Stage 1 – New Club Request" form.

Please fill this form out with your club's details, aims, and objectives. Once this is submitted, your application will then be sent to the UniClubs team for review. The expected time-line for the Stage 1 – Start a Club form to be processed is within 10 days of submission.

Once Stage 1 is approved, you will receive an email. This approval message will prompt you to fill out a “Stage 2 – Start Your Club” form. You can find the documents to complete your application on the [UniClubs website under the ‘Resources’ page](#). The expected timeline for the Stage 2 – Start a Club form to be processed is within 1 month of submission.

Once this approved, you are then fully established with UniClubs as a club/society for the year!

## EXECUTIVE ROLES

There are four main executive roles – or Office Bearers – that every club must have.

### **PRESIDENT**

The club’s chairman & must always be the final decider on all club happenings and govern meetings.

### **VICE PRESIDENT**

Assistant to the President, the Vice President provides a second pair of eyes on all operations and provide support.

### **TREASURER**

The Treasurer manages all incoming and outgoing funds. It is their job to ensure that the club’s money is appropriately handled, and a report is kept on all transactions to submit to UniClubs at the end of the year.

### **SECRETARY**

The Secretary is responsible for all administrative procedures. They ensure that all forms are submitted to UniClubs on time, oversee the compilation of all reaffiliation resources, and serve as the club’s liaison.

Clubs and societies usually appoint other roles if required, some examples are:

- Social Media Officer
- Events Coordinator
- Club Advisor (For any faculty representatives)

All executives are voted upon in meetings, recorded in meeting minutes documents, and must be sent over to UniClubs either via the reaffiliation form or by simply emailing to [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au).

**Please keep in mind that a club is only allowed a total of 14 executives.**

## **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 for clubs to bring their members together for networking & career opportunities, cultural celebrations or to just hang out, have fun and make friends.

They also give club executives the opportunity to learn and develop skills that come with hosting an event, including budgets, marketing & promotion and facilitating activities.

Executives are required to submit Event Requests for approval via Rubric **Approval is necessary for events to go ahead, receive funding and be covered under UniClubs insurance.**

## TIMEFRAMES

<u>Green Light Events</u>	<u>Orange Light Events</u>	<u>Red Light Events</u>
Must be submitted <b>min 10 business days</b> prior to the event date.	Must be submitted <b>min 1 month prior</b> to the event date.	Must be submitted <b>min 2 months prior</b> to the event date.
Examples of these events includes on-campus BBQs, movie nights or meetings.	Examples of these events includes bowling, beach visits, hikes.	Examples of these events includes cruises, camps, End of Year balls and interstate/overseas travel.

<ul style="list-style-type: none"> <li>• Under 30 attendees</li> <li>• On-campus</li> <li>• No risk assessment</li> <li>• Funding under \$300</li> <li>• Requires approx. 1 week of promotion</li> </ul>	<ul style="list-style-type: none"> <li>• 30-75 attendees</li> <li>• On-campus or off-campus</li> <li>• Risk Assessment</li> <li>• Funding over \$300, under \$1000</li> <li>• Requires approx. 2 weeks of promotion</li> </ul>	<ul style="list-style-type: none"> <li>• 75+ attendees</li> <li>• Generally off-campus</li> <li>• Risk Assessment AND Event Management Plan (EMP)</li> <li>• Funding over \$1000</li> <li>• Requires approx. 1 month of promotion</li> </ul>
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Please note that these are the minimum time requirements. If you need more time for approval due to ticket sales, supplier invoicing, etc. please submit as early as possible.

For any issues, please contact the UniClubs Coordinator and we will accommodate your needs to the best of our ability – we have requests from over 100 clubs to get through! Thank you for your patience 😊

The following section contains all the information you need to know about running fun, successful, and safe events on or off campus.

## WEEKLY SPORTING EVENTS

Although these events may be on-campus and under 30 attendees, ALL sporting events require a risk assessment, due to their high-risk nature. Please submit the first event **1 month prior to the date** and **book a meeting with the UniClubs Coordinator** to discuss the logistics.

Once approved, the following weekly events can reuse the same risk assessment and be submitted as a green light event if there is no change and submitted as an orange light event with a new risk assessment if there is a change (e.g. changing location from on-campus to off-campus).

## APPROVAL REQUIREMENTS

All event requests require the following details:

- Name, date, time, location

- Promotional image including the UniClubs logo (and SSAF logo for event funded by UniClubs)
- Room & Equipment Requirements (if applicable)

For orange and red-light events, you will also be prompted to provide:

- Risk Assessment
- Event Management Plan (EMP)

## **Working with Children**

For events that include **working with persons under the age of 18**, you will be required to submit a Working with Children's Check (WWCC) for each of the attending club executives. The WWCC for volunteers is free and can be applied for online through [Service NSW](#).

## **Food Safety**

For events where the club is **preparing/cooking food**, you will be required to submit at least one Safe Food Handling certificate of an attending club executive. [Food Handler Basics training](#) is a free online resource, available through the NSW Government Food Authority. See 'Catering & Food Safety' for more info.

## **INCLUSIVITY**

Clubs & Societies should always be inclusive, and everyone should feel comfortable and safe at club occasions, regardless of gender, sexual orientation, religion, cultural background, age, or any other factor. Make sure your club considers inclusivity when planning and advertising events.

The best way to be prepared for your event is to receive registrations. In Rubric, you can add additional questions to your event tickets/registrations, including dietary requirements, accessibility needs, pronouns, etc., to know how to choose the best appropriate venue and activities, and if you need to outsource.

## **Sexuality and Gender Diversity (LGBTQIA+)**

Clubs should aim to respect, celebrate and support their members who are part of the LGBTQIA+ community, and encourage gender diversity within events, discussions and activities.

Visit UOW's page on [Sexuality and Gender Diversity](#) for information and training opportunities, and become more knowledgeable about the members of your community.

## **Accessibility & Neurodiversity**

Not all spaces and ways of communication work for everyone, so clubs should aim to accommodate to everyone's needs. When organising an event, consider the following:

**Venue & Transport:** does your venue and transport have accessibility features, including wheelchair access/seating and a hearing loop?

**Presentations & Speakers:** can you include closed captions in your presentation? Has an attendee requested an interpreter?

**Content:** consider neurodiversity – does your event have somewhere, like a Quiet Space, for attendees to take breaks? Do you need to include more active, hands-on experiences in your content?

**Activities:** include different levels and options in your activities, such as low/mid/high intensity options for physical activities.

For more info on how to host an accessible event, please contact Safe and Respectful Communities (SARC).

**Ph:** 4221 3344

**E:** [uow-sarc@uow.edu.au](mailto:uow-sarc@uow.edu.au)

## **Religion & Culture**

Consider the date of your event and whether it falls near religious/cultural events, which could restrict someone from participating. Ensure you are catering to different dietary requirements and if you host a cultural event, try to find authentic suppliers.

At UOW Wollongong Campus, we recognise and appreciate that we teach and learn on Dharawal Country. Prior to your event, please educate yourself on the land and community of which your event takes place and pay your respects with an *Acknowledgement to Country* and/or outsource a member of the community to conduct a *Welcome to Country*. To learn more, please contact the [Woolyungah Indigenous Centre](#).

**Ph:** [\(02\) 4221 3776](tel:(02)42213776)

**E:** [wic-ss@uow.edu.au](mailto:wic-ss@uow.edu.au)

## MANUAL HANDLING

Events can be very hands-on, so please ensure you are following safe manual handling guidelines to avoid injury. A hazardous manual task is any activity involving:

- lifting,
- lowering,
- carrying,
- pushing,
- pulling,
- holding, or
- restraining.

Students can enrol in the Hazardous Manual Task Awareness Training on Moodle, as well as access the guidelines and other resources on the [UOW Website](#). These resources will also assist in adding and mitigating manual handling risks in your event Risk Assessments.

# BUDGETS

## EVENT FUNDING

In addition to the Start-up, Training & Development and Promotional funding categories, clubs can receive Event Funding for contributions towards their events. These are reviewed and approved on a Case-by-Case basis per club and all promo for these events **must** include the [UniClubs AND SSAF logos](#) to be approved.

Examples of what to apply for includes:

- Catering & food costs (excluding alcohol)
- Equipment
- Hiring entertainment & suppliers
- Decorations/décor (excluding balloons)
- Venue hire
- Security
- Ticket/registration subsidising

SSAF funding does not cover:

- Alcohol
- Cash prizes
- Balloons
- Gifts for suppliers/guest speakers
- Direct payments for non-students eg. tickets, meals
- Gift cards that are – over \$100, redeemable for alcohol (eg. Coles Myer), not associated with the event/competition
- Support to political parties

## **APPROVAL PROCESS**

### **1. Submit Event request**

Unlike other funding categories, Funding Requests can only be applied for once an Event Request has been submitted, and it will not be reviewed until the Event Request has been approved.

### **2. Submit Funding request**

In your Funding Request form, you are required to submit a Budget Breakdown or an Event Management Plan (for funding over \$1000). This must include all expenses, income (including request to UniClubs and ticket sales) and expected profit/loss. Receipts/invoices will not be accepted as a budget breakdown. [Download and fill out the Funding Breakdown template here.](#)

Expenses must not occur before the Funding Request has been approved by UniClubs. If purchases have occurred before approval, UniClubs will not reimburse the club for the purchase. If you require additional time, we recommend submitting your Event and Funding requests well in advance.

 **TIP:** collaborating with other clubs on an event will allow you to split costs and receive a higher amount of funding.

### **3. Make purchases and sell tickets**

Once approved, buy your approved items. If you are unable to cover large invoices for approved items, email UniClubs at [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au) with supplier details for invoice payment.

Tickets may be sold without funding approval; however, we advise you know your approved funding amount first, in case you need to adjust ticket prices to compensate costs not covered by UniClubs.

#### 4. Submit receipts

Don't forget to submit your receipts to receive reimbursements. Reimbursements are only for payments made by the club, and anything paid by UniClubs (eg. invoices, Pulse outlets/services) does not get reimbursed.

### TIMEFRAMES

<u>Green Light Funding</u>	<u>Orange Light Funding</u>	<u>Red Light Funding</u>
Funding under \$300 must be submitted <b>min. 10 business days</b> prior to the event date.	Funding over \$300, but under \$1000, must be submitted <b>min. 1 month prior</b> to the event date.	Funding over \$1000 must be submitted <b>min. 2 months prior</b> to the event date.
This funding requires a <b>Budget Breakdown.</b>	This funding requires a <b>Budget Breakdown.</b>	This funding requires an <b>Event Management Plan</b> and a <b>meeting</b> to be booked with the UniClubs Coordinator. It then goes through an additional approval through UniClubs management.

 **TIP:** for ticketed events, we recommend that your events **breakeven** *before* UniClubs funding is added, so you can gain revenue for your next events. Selling merch and receiving sponsorships is highly encouraged! Being not-for-profit doesn't mean *no* profit, it means the profit is generated back into the club to benefit your members.

### BE ENVIRONMENTALLY CONSCIOUS

UOW Pulse is committed to our environmental and community responsibilities, and we deeply encourage clubs to do the same. [See more on UOW Pulse's sustainability commitments](#) for inspiration.

A funding request may be returned for editing if there are better options for the environment. Examples of these considerations can include:

- Plastic water bottles – does your venue have drinking taps? Encourage attendees to bring their refillable bottles or bring a water jug and paper cups.
- Waste Management – does your venue have general waste, recycling and food waste bins? If so, encourage your attendees to use them correctly or bring bins for post-event disposal.
- Overconsumption – consider your attendee numbers and how you can minimise ordering in excess.

## EVENT PROMOTION AND POLICY

Promotion includes all the ways to get attendees at your events, such as physical posters, social media posts and word of mouth.

Some ways to promote your event include:

- Sharing the official Rubric event page link (includes tickets/regos)
- Posts on your club's social media channels
- Physical posters on communal campus noticeboards, including the UniClubs Noticeboard (Building 11, Student Lounge)
- Stalls with flyers

Please ensure you are familiar with the [UniClubs Social Media Policy](#). If you would like your post on the official UniClubs Instagram page, please tag or collaborate with [@uowpulse uniclubs](#).

## REQUIREMENTS

### Design

When advertising an event, it is important that your event feels open and welcoming to all students. This means making sure your message is:

- Clearly displaying dates, times, locations
- Easy to read
- Inclusive and accessible (design and location of collateral)
- Clearly displaying prices and catering options

## **Logos**

The UniClubs logo is required to be placed on ALL club promotional material, regardless of whether the event or item is funded. This includes club uniforms, marketing material and/or merchandise. If the event or promotional material is funded, it must include both the UniClubs logo and the SSAF logo. These logos can be found under [‘Resources’](#) on the UniClubs website.

## **HOW DO YOU USE THE UNICLUBS LOGO?**

When using the UniClubs and SSAF logos, you must comply with the [UniClubs Logo Policy](#), which shows examples of what is and what is not acceptable.

## **CAN I USE THE UOW LOGO?**

The UOW logo can ONLY be used on event or club promotion if the University of Wollongong is a direct partner/sponsor of the event. Any other promotional material must not include the UOW logo.

## **Timing**

Events must not be promoted prior to event approval by UniClubs. Follow the Event Submission Timeframes and if you require additional time, submit your event request early. Working backwards from your event date can be helpful:

1. What is your event date? *Eg. 30<sup>th</sup> Nov*
2. How long before the event date will tickets/regos close? *Eg. 1 week - 23<sup>d</sup> Nov*
3. How much time before ticket/rego closure do you want to promote the event? *Eg. 2 weeks - 9<sup>th</sup> November*
4. When do you need to submit the Event Request to ensure it is approved by the promotional period? *Eg. 10 working days for approval, 26<sup>th</sup> Oct*

# HOW TO CREATE AN EVENT

Executives are required to submit Event Requests for approval via Rubric. **Approval is necessary for events to go ahead, receive funding and be covered under UniClubs insurance.**

## APPROVAL REQUIREMENTS

All event requests require the following details:

- Name, date, time, location
- Promotional image including the UniClubs logo (and SSAF logo for events funded by UniClubs)
- Room & Equipment Requirements (if applicable)
- Working with Children's Checks (if applicable)
- Safe Food Handling Certificate (if applicable)

For events with over 30 attendees, events off-campus and sporting events, you will also be prompted to provide:

- A Risk Assessment

And/or an Event Management Plan (EMP)

## SELLING TICKETS

When creating an event through Rubric, you will be prompted to create tickets. Whether this is free registration or paid tickets, you can set the limit of tickets being sold, timeframe of sales and additional questions such as dietary or accessibility requirements. Once an event has been submitted and approved, go to 'Manage Event' to view ticket purchases, refunds, and the waiting list.

Registration/tickets is important to have for *all* events, from meetings to gala nights, so you know how many attendees to expect, and you can be better prepared with logistics such as venue capacity and catering.

**You must input your club's IMB bank details in 'Settings',** to receive ticket payments (as well as membership and merchandise sales) directly to your club's bank account. 'Settings' is also where you choose the pay cycle you wish to receive payment for tickets, and you can track your income from the 'Settlements' section of your profile.

# RISK & INSURANCE

## RISKS

Running an event can come with an array of risks, and it is important to be prepared to mitigate and treat the risks, so organisers can take immediate action. Risk assessments are submitted in Rubric via the Event Request.

For quicker event approval, ensure you have a very thorough risk assessment, as the UniClubs coordinator may return it for edits. For red light events, the club must book a meeting with UniClubs.

## INSURANCE

Club events can be covered by UOW Pulse's insurance if they are:

1. Approved and UniClubs have knowledge of the activity.
2. Include a risk assessment (or are a green light event)

As insurance is dealt with on a case-by-case basis, there is no blanket rule to follow to ensure your events are covered by UOW Pulse's policy. The best thing to do is to create a very thorough risk assessment and control/remove the risks. Events may not be approved if the risks are too high and uncontrollable.

For approved off-campus events, UniClubs offers some insurance coverage for Public and Products liability, limited cover for personal accidents, for students only. There is no coverage for motor vehicles.

If your club activities are high risk (eg; rock climbing, motorsport, surfing) we advise your club to create a waiver, and ensure your members are aware of the risk of the activity.

## INCIDENT REPORTING

All major risks, including injury, misconduct, and financial concerns, must be reported to UniClubs so we can support and guide you to the correct resources. If a student wishes to seek support after an incident, please refer them to Safe & Respectful Communities (SARC) or UOW counselling services.

## RISK ASSESSMENT AND EVENT PLANS

Orange and red-light events will require a risk assessment or EMP. You will be prompted to upload these via Rubric – templates are available in '[Resources](#)'.

### RISK ASSESSMENT

A risk assessment is a document in which you prepare responses and actions for event risks. They include the following:

1. Consider and indicate the risks involved in running the event.
2. Identify the level of risk *without* mitigation, referencing the matrix in the template.
  - LIKELIHOOD + SEVERITY = RISK PRIORITY
  - Eg. Unlikely + Major = Medium Priority
3. Include how you would mitigate the risk to ensure the risk does not occur or lessen the severity.
4. Identify the level of risk *with* changes.
5. Indicate how you will treat the risk, should it occur.
6. Identify which event organiser is responsible for acting per risk.

Eg. Tripping hazard is POSSIBLE + MINOR = LOW. To mitigate, you remove the tripping hazards. This changes to UNLIKELY + MINOR = LOW. If it occurs, you treat it by administering first aid and contacting security/emergency services if necessary. John Doe (First Aid Officer) is responsible to act.

### RISK PRIORITY MATRIX

RISK PRIORITY					
Likelihood	Severity				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
A - Rare	Minimum	Minimum	Low	Low	Medium
B - Unlikely	Minimum	Low	Low	Medium	High
C - Possible	Low	Low	Medium	High	High
D - Likely	Medium	Medium	Medium	High	Extreme
E - Almost Certain	Medium	Medium	High	Extreme	Extreme

LIKELIHOOD		
Level	Descriptor	Example detail description
A	Rare	May occur only in exceptional circumstances
B	Unlikely	Could occur at some time
C	Possible	Might occur at some time
D	Likely	Will probably occur in most circumstances
E	Almost certain	Is expected to occur in most circumstances
SEVERITY		
Level	Descriptor	Example detail description
A	Insignificant	No injuries; low financial loss
B	Minor	First aid treatment; on-site release immediately contained; medium financial loss
C	Moderate	Medical treatment required; on-site release contained with outside assistance; high financial loss
D	Major	Extensive injuries; loss of production capability; off-site release with no detrimental effects; major financial loss
E	Catastrophic	Death; toxic release off-site with detrimental effect; huge financial loss

## EMERGENCIES

### On-Campus Events

All first aid requirements and emergencies on campus (including campus accommodation and other campuses) must go through UOW Security. This includes when emergency services (Fire, Ambulance, and Police) need calling. UOW Security must be included in the ‘treatment’ section for risks in your Risk Assessment, and incidents must be reported to UniClubs.

#### Contact UOW Security:

**Call:** 4221 4900

**SafeZone App:** all club executives and event organisers must download the SafeZone app and encourage attendees to do the same. This gives 24/hr quick access to Security. [Download here.](#)

**More info:** [Security - University of Wollongong – UOW](#)

## OFF-CAMPUS EVENTS

For off-campus events, we recommend ensuring there is security, or equivalent (eg. lifeguards), at your chosen venue. They will be your first point of contact for immediate responses, however if there is no security, please call emergency services on 000.

## SUPPORT SERVICES

As a club executive, it is useful to understand the support services available to students.

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

## EVENT MANAGEMENT PLAN (EMP)

**All Event Management plans must be completed and submitted to UniClubs one month prior to the event.**

The EMP is designed to make it easier for Clubs & Societies to plan and deliver a successful club event. A template can be found under '[Resources](#)' on the UniClubs website.

The EMP template includes.

- an event overview,
- planning procedure & run sheet
- risk assessment
- quotes, budget & shopping list
- volunteer management
- promotional plan

# ROOM BOOKINGS

## APPLICATION STEPS

### 1. Prepare Event Details

- Date, time (including setup/pack-up).
- Number of attendees.
- Room and equipment need.
- Complete the [UOW PULSE - Equipment Booking Form](#).

### 2. Access Rubric Portal

- Log in with your club account.
- Navigate to Events → Create New Event.
- Complete the Event Creation Form, including room booking.

### **3. Complete Room Booking Form**

- Include event name, description, preferred/alternate rooms, and equipment needs.

### **4. Risk Assessment (RA) & Event Management Plan**

- 1-29 attendees: No RA required.
- 30-75 attendees: RA required.
- 75+ attendees: RA + Event Management Plan.
- Off-campus events: Special RA required.

### **5. Attach Documents**

- Promo image drafts with UniClubs and SSAF logos.
- Working with Children Check (if applicable).
- Safe Food Handling Certificate (if food is served).

### **6. Submit Request**

- Review details and submit at least 10 working days in advance.

### **7. Confirmation**

- Wait for room confirmation via email. Save all related documents.

### **8. Finalize Event**

- Share confirmed details with members.
- Verify AV and equipment needs.
- Update promotional materials with finalized event details.

## **IMPORTANT NOTES**

- Submit at least **10 working days** in advance to avoid delays.
- Provide alternative room options in case of unavailability.

Off-campus events must comply with UniClubs policies.

## PULSE VENUES

UOW Pulse is not just UniClubs and Events, we have an array of services and venues to enhance the student experience.

### UNIBAR

The UniBar on the UOW Wollongong campus is located at Building 12, near the P8 carpark. You can book tables, larger sections (eg. the stage or outdoor area), or the full bar. Larger bookings or bookings during unstaffed hour (weekends) may incur a fee.

Contact UOW UniBar for quotes and bookings:

**Ph:** (02) 4221 8084

### UNIACTIVE

UniActive has gyms on UOW Wollongong campus and Innovation Campus. You can hire out one-off spaces, as well as weekly bookings. Spaces include:

- Sports Hub
- Courts and fields
- Pool

Contact [UniActive](#) for quotes and bookings:

**Ph:** (02) 4221 4700

**E:** [uniactive@uow.edu.au](mailto:uniactive@uow.edu.au)

### Aspire

Aspire is our event venue and catering company, who handle the following spaces:

- University Hall and foyer
- Multiple Event Centres at Innovation Campus
- The Thought Bubble (Building 11, Level 1)

Contact [Aspire](#) for quotes and bookings:

**Ph:** (02) 4221 8011

## **STUDENT ENGAGEMENT**

You can book the following spaces through UniClubs. Simply put the location in your event request or contact UniClubs directly.

### **Building 11**

- Student Lounge
- Clubs Room
- Exhibition Space

### **Outdoor**

- Duck Pond Lawn
- McKinnon Lawn
- Jugglers Lawn
- Alongside the library and outside Building 20

### **BBQs**

- Built-in BBQs
- Portable BBQs

If you have approved funding to pay for the above spaces, UniClubs can pay the invoices directly between departments, rather than reimbursing to the club account. Please include this in your Budget Breakdown or let UniClubs know.

# BOOKING EQUIPMENT AND BBQ

Equipment and BBQ booking requests are included in event requests. While submitting a request doesn't guarantee availability, the team will confirm once the requested items are available.

## STEPS TO BOOK EQUIPMENT & BBQ

### 1. **Submit an Event Request**

Indicate any equipment or BBQs required when submitting your event request.

### 2. **Complete the Equipment Booking Form**

After submitting the event request, complete the *Equipment Booking Form* found in the shared drive. Ensure the form is fully filled out.

### 3. **Collect Equipment**

Approved equipment can be collected from Building 11. The exact location will be provided upon confirmation.

### 4. **Handle Damaged or Lost Equipment**

Clubs are responsible for costs related to damaged or lost equipment. Handle all items with care to avoid charges.

### 5. **BBQ Use Responsibilities**

- **Cleaning:** Clubs must clean BBQs before and after use.
- **Built-in BBQs:** Collect the required key from Pulse Reception before accessing the BBQ area.

## IMPORTANT NOTES

Equipment and BBQ availability is not guaranteed; the team will confirm or suggest alternatives.

Return equipment on time to avoid penalties or loss of future booking privileges.

# CATERING AND FOOD SAFETY

## FOOD SAFETY GUIDELINES FOR CLUBS

When organizing catering, clubs must consider cultural and dietary requirements. Provide options for Halal, Kosher, vegetarian, vegan, and gluten-free diets.

## FOOD & CATERING OPTIONS ON CAMPUS

Refer to the [Eat & Shop](#) page for a list of food outlets available on campus.

## SERVING FOOD

*At least one club member must complete food safety training* when preparing or serving food. This is mandatory for events. You can access free food safety training here: [Food Safety Training - MGA Online](#).

Key points:

- Wear gloves, provide hand sanitiser, and offer face masks.
- Food safety is essential to avoid penalties from random council inspections.

## FOOD SAFETY TIPS

- **Cold Storage:** Keep food at 5°C or colder; thaw in the fridge.
- **Cooking:** Use a thermometer; cook meat to at least 75°C; keep hot food at 60°C or above.
- **Cross-contamination:** Separate raw and cooked food; use different utensils for each.
- **Cooling:** Chill food from 60°C to 21°C within 2 hours, then to 5°C within 4 hours.

## BBQ Cleaning Guide

- Clean and sanitise all equipment after use.
- Clubs must leave BBQs in a hygienic state.

## Serving Guidelines

- Wash hands and wear gloves.
- Use separate tongs for raw and cooked foods.
- Keep hand sanitiser available.

# ALCOHOL AND SOBER OFFICERS

## PROMOTING SAFE AND RESPONSIBLE EVENTS

UniClubs is dedicated to fostering a safe, inclusive, and enjoyable environment for all members and participants. Our Alcohol and Drug Policy ensures compliance with legal and ethical standards while minimizing risks and safeguarding the reputation of UniClubs and UOW.

## KEY GUIDELINES

- **Alcohol Management:**  
Alcohol must be served only at licensed venues or by approved caterers. Non-alcoholic drinks and water must be available, and food must be provided when alcohol is served. Intoxicated attendees will not be served further alcohol.
- **Prohibited Drugs:**  
The possession, use, distribution, or sale of prohibited substances is strictly forbidden at UniClubs events.
- **One Sober Officer to Every 50 Attendees:**  
Alcohol consumption is prohibited for individuals under 18. No participant should feel pressured to drink. A sober officer must be designated for every 50 attendees to ensure safety.
- **Legal Compliance:**  
All events must adhere to state and federal laws, as well as university and UOW Pulse policies.

## Consequences for the breaching of Contract

Breaching this policy may result in:

- Loss of funding or facilities.
- Club suspension or disaffiliation.
- Referral to UOW Complaints Management or mandatory counseling.

## Our Commitment to Safety

UniClubs strives to ensure that all events provide a welcoming and secure environment. Organizers are encouraged to Plan responsibly, ensuring safety measures are in place, offer support to attendees, including arranging safe transport

for those in need. For more details on this policy or for assistance in planning your next event, please refer to:

- The full policy document [here](#).

UOW guidelines on the use and management of alcohol.

## UNICLUBS BANKING

All clubs and societies affiliated with UniClubs are entitled to opening a bank account at the IMB branch on campus at UOW. IMB accounts are where UniClubs will be able to imburse clubs and societies with SSAF funding.

### NEW IMB ACCOUNT

To set up a new IMB account for your club/society, you will need the following documents:

- A meeting minutes document which shows the elected signatories and bank card holders.
- A Constitution with all the Office Bearers' (President, Vice President, Treasurer, Secretary) signatures in Part 8.

Clubs/societies must email these documents to [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au), stating that the club/society wishes to open a bank account with IMB. The UniClubs team will prepare the necessary documentation and email all information to IMB, cc'ing in the club's office bearers.

Upon receiving this email, the Office Bearers must then book an appointment to sign onto the bank account.

### SUPPLIER SETUP

Once the account has been made, a process must be done to set it up as a supplier in UOW Finance's system.

This is done by the UniClubs team nominating the club's Treasurer as the contact person. The Treasurer will be receiving a supplier setup form.

Here are some pointers to fill this form out:

- Anytime you are asked for a name, **please enter the club's name.**
- If asked for an ABN, **please click the option that says you will not be providing an ABN.**
- If asked for a phone number, **please provide your phone number.** You will receive a call from a company called Eftsure to confirm your account number and BSB number at some point.
- If asked for an email, **please provide your student email.**
- If asked for an address, **please provide UOW Pulse's address: University of Wollongong, Level 1A, Building 11/1 Northfields Ave, Keiraville NSW 2500**

As you will not be providing an ABN, you will be asked to fill a small form. In this form, please select the option that says: **"The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia"**.

Please note that this only must happen once for a club, this is not something that needs to happen annually. Once a club is set up with UOW Finances, they are set up for good.

## **CHANGING SIGNATORIES**

If the signatories graduate and exit the club, you must elect new signatories in any meeting form. You must record these elections in a meeting minutes document and send it over to [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au).

From there, the process is the same as starting a new bank account. This time around, only the new signatories must go in and sign onto the account.

## FUNDING

The UniClubs program is funded by SSAF – Student Services and Amenities Fee. This is paid by students each semester to be redistributed back to the students through services such as events, free food, club funding, and amenities such as venues, food spaces and cleaning.

As such, there are guidelines to abide by when utilizing SSAF money. The following cannot be covered with these funds:

- Alcohol
- Prizes involving cash.
- Events that haven't been approved via Rubric.
- Expenses higher than what was approved by the UniClubs team.
- Overdue submissions – not sent by the appointed deadlines.
- Inadequate receipts (you must submit legitimate receipts, not screenshots of purchase amount).
- Promo material that doesn't have the UniClubs and SSAF logos on them.

All Clubs and Societies are entitled to the following types of funding:

### START UP

#### *\$150 (once off payment)*

Within the first 12 months of a new club's conception, a club is entitled to receive \$150 to get them started. This is the only category that does *not* require a funding application – please contact the UniClubs Coordinator to receive a custom grant, which is paid directly to your club's bank account. This funding can only be received once the club's IMB account is fully functional, and the club has been set up with a supplier number.

### TRAINING & DEVELOPMENT

#### *\$250 per semester*

This money can go towards any form of training or certification to carry out club activities. Clubs usually put this towards processes such as **first aid trainings** or **Working With Children's Checks**. Clubs can also use this funding to run workshops or attend any training courses if it benefits the club's objectives.

## **PROMOTIONAL**

*\$100 for Club Banner / \$300 for Club Clothing / \$200 for Other Promo*

*per year*

*per year*

*per year*

This money goes towards all promotional material your club needs throughout the year. It is strongly recommended to have a club banner, as your club/society will have numerous chances to set up a stall at events such as O-Week or Clubs Day.

Please note that all promotional material must have the UniClubs and SSAF logos and be approved by UniClubs prior to purchasing. You can access the logos [here](#).

## **APPLICATION PROCESS**

Funding is applied for via Rubric, using the Funding Application form. Here, you specify the type of funding, how much you are asking for, and a breakdown of items with their individual prices totalling the funding.

Once this is done, you must then send through receipts/invoices using the Funding Receipt Application form. Once this is evaluated and approved, the UniClubs team will give UOW Finances the instruction to reimburse your club's IMB account.

Please keep in mind that UOW Finances' pay runs take place at the end of every month, and the money gets distributed at the beginning of the following month.

# 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](mailto: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 eQuals 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](mailto:pulse-marketing@uow.edu.au).

## CLUB MEETINGS

There are three main types of meetings clubs and societies must know. These are:

- Inaugural General Meeting (IGM)
- Annual General Meeting (AGM)
- Extraordinary General Meeting (EGM)

Please keep in mind that all club general meetings must uphold the quorum mentioned in your constitutions, which is 10 members.

### INAUGURAL GENERAL MEETING (IGM)

To start a club, you must first hold an IGM. This is where you gather at least 10 people who would like to start the club/society, and discuss the following topics:

- The club's name and logo.
- The club's aims and objectives.
- Voting in the executive committee.
- Voting in the club's bank account signatories.

This type of meeting only takes place once when the club is being formed and is submitted via Rubric when clubs send in their “Stage 2 – Start Your Club” form. The expected time-line for the Start a Club forms to be processed are within 1 month of submission.

You can access the template for recording meeting minutes [here](#).

## **ANNUAL GENERAL MEETING (AGM)**

Clubs and Societies are required to have an AGM at the end of every year. This is where you gather 10 or more members and review the discussed topics in the IGM. If any changes to the club are made, they need to be spoken about and voted upon in this meeting. This includes changes to the following components:

- Club name and logo.
- Club’s aims and objectives.
- Club constitution.

This is also the meeting where the executive handover occurs. All executive positions must be put up for election and voted on.

Meeting minutes for the AGM are submitted at the end of the year when the club reaffiliates and is sent through via Rubric in the “Re-Affiliate your Club” form.

You can access the template for recording meeting minutes [here](#).

## **EXTRAORDINARY GENERAL MEETING (EGM)**

EGMs are held when there is a significant change a club needs to make, and it can’t wait till the end of the year for the AGM. This could be for a multitude of reasons, such as:

- If an executive position needs to change effective immediately.
- If an amendment needs to be made to the constitution.

As always, EGMs must uphold quorum of at least 10 members. EGM minutes can be sent through via email to [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au).

You can access the template for recording meeting minutes [here](#).

# 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 [2026 End of Year report template](#) can be found under 'Resources' on the UniClubs website. The 2024 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 2026, 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 2027 or be part of large events like O-Week, Clubs Day in 2027.

# 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 Rubric, under 'Forms'.

Re-affiliation for 2026 will open on October 1<sup>st</sup> 2026 and close on November 30<sup>th</sup> 2026.

## STEPS TO RE-AFFILIATE

To re-affiliate a current executive must be logged into their account on Rubric. Under 'Forms', click on 'Reaffiliating Your Club or Society'. The expected time-line for reaffiliation to be processed is within 1 month of submission.

The following details need to be filled out:

- Include the club abbreviation, most recent club logo, and club category.

- 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).

## CLUB EXECUTIVE TO DO LIST FOR 2027

Once your club has been re-affiliated for 2027, 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 [Rubric](#).
- Get to know your executive team and allocate roles for each position.
- Sit down with your club executives and organise club goals for 2026.
- 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 2027. 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 2024. 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?
<b>AGM Meeting &amp; End of Year Reports</b>	<p>At the conclusion of the year each Club &amp; 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><b>Semester 2</b></p> <p>Week 6 – Mid-Session Recess</p>	<p>1<sup>st</sup> – 30<sup>th</sup> September</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<b>End of Year Reports</b>	<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><b>Semester 2</b></p> <p>Mid-Session Recess</p>	<p>Due as part of re-affiliation.</p>	<p style="text-align: center;"><input type="checkbox"/></p>

<b>Re-affiliation Opens</b>	To be a club in 2027, 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.	<b>Semester 2</b> Mid-Session Recess	Opens 1 <sup>st</sup> October - Submit through the UniClubs Website	<input type="checkbox"/>
<b>Re-affiliation Closes</b>	(Continued from above)	Summer Holidays	Closes 30 <sup>th</sup> November	<input type="checkbox"/>

## **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.

**Demelza Jones (Student Engagement Manager)**

**Abdul Aziz Mohammed (Student Experience Coordinator – Clubs & Societies)**

**Lara Blair (Student Experience Coordinator – Clubs & Societies)**

Email: [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au)

Or

**UOW Pulse Student Engagement Reception**

Ph: (02) 4221 8000

### **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
5	14/07/2023	Abdul Aziz Mohammed Student Experience Assistant – Clubs & Societies	Addition of Semester 2 Key Dates
6	16/08/2023	Soutara Potter Student Experience Coordinator – Clubs & Societies	Adjustment to room booking section Addition of Executive Get Together Dates
7	22/08/2023	Soutara Potter Student Experience Coordinator – Clubs & Societies	Correction of Gala Night Award Nomination Due Date
8	12/01/2024	Abdul Aziz Mohammed Student Experience Coordinator – Clubs & Societies	Change of dates and events in Key Dates Change of contact details in Contact Us
9	5/05/2025	Abdul Aziz Mohammed Student Experience Coordinator – Clubs & Societies	Rewrite of all sections to reflect new processes on Rubric.  Addition of new sections more relevant to current UniClubs program.  Review and amendment of hyperlinks.  Removal of event dates.
10	16/02/2026	Demelza Jones Student Experience Manager	Changing dates for the new year Addition of Appeals Process section Updated reaffiliation timeline expectations and Start a Club stage 1 and 2