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# *2017 Clubs Handbook*

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## 2017 Club Updates

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- UniOne is live! This will be the platform used for managing all things clubs!
- Committee must consist of current Swinburne students only.
- Club must consist of a minimum of 10 current Swinburne students in order to be registered.
- Non-Swinburne students can join the club as “Associate Members.”
- Club membership numbers will be based on current Swinburne students only.



## Swinburne Values & Behaviors

### **Communicate**

Say it – have the conversation, respect each other’s differences, give meaningful feedback and share honestly and openly.

### **Listen and learn**

Hear it, learn from it – learn from one another, actively listen to each other, resolve conflict and be innovative.

### **Collaborate**

Share it – work constructively together with a common purpose to achieve the university’s goals.

### **Trust**

Trust it – be open to and with others, act with fairness and respect, inspire positive expectations and communicate honestly.

### **Act**

Do it – have a strong sense of immediacy, take practical action and see it through.

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## Welcome!

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Welcome to SSAA Clubs! This handbook is your guide to starting and running a successful club at Swinburne. Your Clubs & Sport Officers are also here to help you, so please don't hesitate to reach out to them with any questions.

### **SSAA Contacts**

**Email:** [clubs@swin.edu.au](mailto:clubs@swin.edu.au)

#### **Hawthorn:**

Contact number: +61 3 9214 5445

Physical Address: The George Building, Ground Floor, 34 Wakefield St, Hawthorn 3122

Mailing Address: PO Box 218, Hawthorn VIC 3122. (Internal Mail H76)

#### **Wantirna:**

Contact Number: +61 3 9210 1172

Physical Address: WB Building, 369 Stud Road, Wantirna VIC 3152. (Internal mail W76)

#### **Croydon:**

Contact number: +61 3 9726 1703

Physical Address: CF Building, 12-50 Norton Road, Croydon 3136. (Internal mail: C76)

### **Please Note:**

The Clubs & Sport Software, to be used by all Clubs as of January 2017, is UniOne.

**Internet Explorer does not support the UniOne software.** UniOne training videos are available at:

[http://unione.swin.edu.au/student\\_training](http://unione.swin.edu.au/student_training)

[http://unione.swin.edu.au/membership\\_group](http://unione.swin.edu.au/membership_group)

[http://unione.swin.edu.au/membership\\_fee](http://unione.swin.edu.au/membership_fee)

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## Index of Terms

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Word/Term	Definition
Associate Member	A Club Member who is not a currently enrolled Swinburne Student. Clubs may, by Resolution, opt to offer Associate Memberships following the rules laid out in this Policy.
Base Funding	A monetary amount issued annually to each SSAA Club, with the exception of Political Clubs, on the completion of the club registration/re-registration process. The amount of Base Funding received is dependent on each Club's Size, determined by the number of current Club Members (not including Associate Members.)
Benefit/Return	<p>A Benefit is any goods, services, or other support provided to a Club by a Sponsor as part of a Sponsorship. A Return is any goods, services, or other support provided to a Sponsor by a Club as part of a Sponsorship. For example:</p> <ul style="list-style-type: none"> <li>• A company attends a Club event, providing catering and entertainment services (Benefit) in exchange for promoting its products and services to event attendees (Return).</li> <li>• An organisation provides money to a Club (Benefit) in exchange for promotional services, such as adding the organisation's branding to Club uniform or posters (Return).</li> <li>• A company provides discounts on products or services for Club Members (Benefit). As a result, Club Members are more likely to make a purchase from the company (Return).</li> <li>• A promotional speaker attends a Club event, discounting or waiving regular appearance fees (Benefit) in exchange for promoting products or services to event attendees (Return).</li> </ul>
Breach Notice	<p>A formal letter notifying the Club Committee that a Policy Breach has occurred. In some cases, no further action will be required. In other cases, Remedies may be required in order to resolve a Policy Breach.</p> <p>In the case of serious and/or repeat Policy Breaches, or noncompliance with a previous Breach Notice, Sanctions may be levied on the Club as disciplinary action to deter further Policy Breaches.</p>
Club Account	A mechanism for storing and tracking a Club's funds separately from the funds of other Clubs. Set up and maintained by SSAA. Clubs are prohibited from operating their own independent mechanisms for funds storage.

Club Asset	Any item purchased with funds from the Club Account which is usable more than once. Food and drinks are not considered Club Assets.
Club Committee	A group of Club Members who are collectively responsible for the administration, good governance, management and day-to-day operation of a Club, as well as handling most communication between the Club and SSAA. Club Committee Members are chosen in an Election. For more information, see SSAA Club Governance + Management Policy.
Club Contractor	Any person, organisation or other entity providing services for the Club for which some form of compensation would normally be expected in return. For example, sports coaches, DJs and caterers.
Club Description	A clear, concise explanation of the reason(s) for a Club's existence.
Club Form	An online form used by Club Committees to provide information to or make requests of SSAA.
Club Founder	A currently enrolled Swinburne Student who will handle all Club-related correspondence with SSAA until the Club's first Club Committee can be elected at the Club's Inaugural General Meeting. From this point on, the Club Founder holds no special status or entitlement.
Club Member	A currently enrolled Swinburne Student who has registered to be a Member of a Club. May also include Associate Members, where this is specifically referred to.
Club Merchandise	Any item which members are purchasing indirectly through the Club. May or may not be Club-branded. For example: <ul style="list-style-type: none"> <li>• Clothing</li> <li>• Drink bottles</li> <li>• Stationary</li> <li>• Equipment or supplies related to the Club's activities</li> </ul>
Club Policy	A formal, written policy, developed by a Club, which adds regulations and requirements specific to that Club, which supplement official SSAA Clubs Policy.  All Club Policies must be passed by Resolution at a General Meeting prior to their adoption. Club Policies must be available on UniOne.
Club Registration Meeting	A compulsory face-to-face information session with SSAA where Club Committee Members can learn and ask questions about what is involved in operating a Club, such as running a General Meeting, holding Club Events and managing Club finances.
Club Shop	An online store, managed through UniOne, which allows Club Committees to sell items such as tickets or merchandise to Club Members or the general public.
Committee Meeting	An official meeting of a Club Committee where Committee Votes can take and issues affecting the day-to-day operation of the Club can be discussed.

Committee Member	A Club Member who has been voted into a Committee Position.
Committee Position	<p>A role on the Club Committee which must be filled exclusively by a single person. All Clubs must have the Club President, Club Treasurer and Club Secretary Committee Positions.</p> <p>Clubs may choose, by Resolution, to create more Committee Positions to share the workload or focus on specific areas of responsibility. For example, a common Committee Position which Clubs create is that of “Events Manager”, who is responsible for ensuring Club Events are well organised and run.</p>
Committee Vote	A Simple Majority vote in which each Club Committee member is entitled to a single vote. The Club President has a casting vote in the event of a tie.
Dissolved	A club which has been subject to Dissolution as per SSAA Club Discipline & Dispute Resolution Policy.
Election	A Member Vote, which occurs at every General Meeting, where Club Members, excluding Associate Members, cast their vote for candidates seeking appointment to each Club Committee Position. The winners are determined by Simple Majority.
Event	Any organised gathering of Club Members.
Event Space	A location on a Swinburne campus in which Events may be held. Each Event Space may have its own booking and usage requirements. Club Committees must ensure that the appropriate permissions have been sought prior to holding an Event in an Event Space.
Final Approval	Approval for a new Club to formally begin operation. When Final Approval is received from SSAA, the Club will be given a Club Account and Base Funding will be provided.
General Meeting	An official Club Meeting where Resolutions may be passed and Elections held, provided a Quorum is present. All Clubs must hold one General Meeting each year, known as the Annual General Meeting. In exceptional circumstances, Special General Meetings can be held, however SSAA must be notified in advance. All General Meetings must be minuted and minutes provided to SSAA.
Grant	A standalone injection of funds into the Club Account for a specific purpose laid out in a Grant Application.
Grant Assessment Panel	A committee, made up of SSAA representatives that meet regularly to assess club grant applications. Governed by the SSAA Club Grants Committee Terms of Reference.
Member Vote	A Simple Majority vote held at a General Meeting where each registered Club Member (excluding Associate Members) present is entitled to a single vote. Clubs are free to adopt their own method for collecting votes which best suits their needs. The Club President has a casting vote in the event of a tie.

Off-Campus Event	A Club Event which does not occur in an Event Space on a Swinburne campus.
On-Campus Event	A Club Event which occurs in an Event Space on a Swinburne Campus.
President	The Club President is responsible for ensuring that the Club as a whole operates in accordance with SSAA Policy and for the benefit of Club Members. The Club President also has a casting vote in the event of a tie in any Member Vote or Committee Vote.
Provisional Approval	Approval provided to a Club Founder to begin formally recruiting prospective Club Members and, once 10 current Swinburne Students have joined, hold an Inaugural General Meeting. Clubs with Provisional Approval will have access to a Club Portal, a section for the Club on UniOne. Clubs are not permitted to begin normal operation until Final Approval has been received.
Policy Breach/Breach	A Club's action/inaction that is in violation of SSAA Club Policy.
Prohibited Person	A student who is forbidden from acting as a Club Founder, Club Contractor or Club Committee Member.
Quorum	The minimum number of Members required to be present at a General Meeting in order for Resolutions to be passed. A Quorum is present whenever the lesser of 50% of the Club's total membership or 30 Club Members is present at a General Meeting. Associate Members do not count towards the number of Club Members present nor the Club's total Membership.
Resolution	A decision subject to a Member Vote during a General Meeting. Usually in the form of a "yes/no" question. For example: <ul style="list-style-type: none"> <li>• Does the Club adopt a proposed change to the Club Constitution?</li> <li>• Will a proposed Club Policy take effect?</li> <li>• Does the Club offer Associate Memberships?</li> </ul>
Returning Officer	An individual directly responsible for counting votes and recording the results of Member Votes during a General Meeting.
Risk	The likelihood that an undesirable situation may occur prior to, during or after an Event, which would likely have not occurred had the Event not taken place. For example, an Event may involve a level of Risk where: <ul style="list-style-type: none"> <li>• Injury may occur to one or more persons;</li> <li>• Property may be lost, stolen or damaged;</li> <li>• Penalties may be imposed due to misconduct.</li> </ul>
Secretary	The Club Secretary is responsible for ensuring clear lines of communication between Club Members, the Club Committee and SSAA. Club Secretaries are also responsible for the accuracy of any information submitted as part of a Club Form.
Simple Majority	A voting system where the position, option or candidate with the greatest number of votes becomes the adopted position/elected candidate. In the event of a tie, the Club President has a casting vote.



Sponsor/ Sponsorship	A Sponsor is an external organisation, person or entity in an arrangement with a Club whereby goods, services, discounts or other support is provided and/or exchanged for the mutual benefit of both the Sponsor and the Club. Such arrangements are referred to as Sponsorships.
Sponsored On-Campus Event	Any On-Campus Club Event where representatives from a Sponsor will be present.
SSAA	Swinburne Student Amenities Association
SUT	Swinburne University of Technology
Tracked Asset	<p>Any Club Asset with a purchase price of equal to or greater than \$30, or which forms part of a set with a combined cost of equal to or greater than \$30. For example:</p> <ul style="list-style-type: none"> <li>• A screwdriver that cost \$10 is not a Tracked Asset.</li> <li>• Three screwdrivers, purchased together or separately, which each cost \$10 would be considered a set, and count as a Tracked Asset as the total cost is \$30.</li> <li>• A screwdriver, a hammer and a spanner, each costing \$10, would be considered a set, and count as a Tracked Asset as the total cost is \$30.</li> <li>• A DVD of Season 1 of a TV show which cost \$5 is not a Tracked Asset.</li> <li>• 6 DVDs of 6 Seasons of the same TV show, each costing \$5, would be considered a set, and count as a Tracked Asset as the total cost is \$30.</li> <li>• 6 DVDs of 6 different TV shows, each costing \$5, would be considered a set (the Club's "DVD Collection"), and count as a Tracked Asset as the total cost is \$30.</li> </ul>
Treasurer	The Club Treasurer is responsible for ensuring that all the Club's financial affairs are in order and are compliant with SSAA Policy. The Treasurer is also responsible for the accuracy of any financial information required as part of a Club Form or any other communication between the Club and SSAA. In addition, the Treasurer is responsible for managing and keeping track of Club Assets.
UniOne	The Clubs & Sport Software resource used to manage the majority of communication between SSAA, Clubs, Club Members and the Swinburne Student Body.

## Types of Clubs

SSAA clubs must register under one of these categories. See the table below for definitions, examples, and special conditions that apply to each category.

	<b>Academic</b>	<b>Cultural</b>	<b>Spiritual</b>	<b>Social</b>	<b>Leadership Service/ Social Justice</b>	<b>Political</b>	<b>Sports</b>	<b>PAVE GROUPS</b>
Must meet <b>one</b> of the following criteria	Group associated with a particular faculty/department	Group that promotes awareness of cultures and heritage	Groups that promote the awareness of religion and religious beliefs	Group sharing a common social interest or hobby	Group that promotes the awareness of world issues and social injustices	Group that promotes the interest and/or beliefs of a political party or agenda	Group registered for competition with a registered sporting association and/or federation, competition and/or league  Must be defined as a sport under Australian University Sport, Victorian Institute of Sport, Australian Institute of Sport, Australian Sports Commission, Australian Sports Foundation guidelines  Be eligible to compete at Australian University Games.	Groups must have a minimum of 10 students who are currently enrolled Swinburne students.  Only currently enrolled Swinburne students, enrolled in a PAVE course, can be members of a PAVE Group  Only 1 PAVE Group per Class Code is permitted.
Example	Swinburne University Psychology Association	Swinburne University Greek Association	Christian Union, Swinburne Islamic Society	Film Club Book Club Anime Club Hiking Club	AIESEC Swinburne Amnesty International Swinburne	Swinburne Labour Club Swinburne Greens Club	Swinburne Basketball Club Swinburne Waterski and Wakeboard Club Swinburne Soccer Club	CSWE 3A CSWL 1Y
Special Conditions	Must have a staff member from the faculty identified as an advisor.				Grant funding for charitable events may be available from SLVP.	Governance and Management Policy.		See Pave Groups Handbook for more information.

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# Registration

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## **Starting a Club - Minimum Requirements (Eligibility)**

- Clubs must have a minimum of 10 registered members, who are currently enrolled Swinburne students, in order to Register a new Club.
- Only currently enrolled Swinburne students can be founding members of an SSAA club or society.
- Only current Swinburne students who have joined the club online through UniOne website will be considered club members.
- Membership of clubs must be open to all currently enrolled Swinburne students. Should a Club Committee, by Resolution, decide to allow associate memberships, non-Swinburne individuals may be allowed to join. Please see page 13 & 14 on Associate membership rules and responsibilities.
- SSAA clubs must be democratic, not-for-profit student groups, run by Swinburne students and for the benefit of Swinburne students.
- Clubs must have a unique name and a clearly defined mission which must be substantially different from existing clubs and societies. Things to consider when determining “substantial difference:”
  - Types of events the club will hold.
  - The club’s prospective membership base.
  - The primary focus of the club’s aims.
  - Similar clubs registered with SSAA and how the club distinguishes itself from similar clubs.
  - The name and description of any SSAA affiliated club must reflect Swinburne values and not express hatred toward another group of peoples, or be perceived to be racist, sexist, homophobic, harassing, or exclusionary of any individual or group based on personal attributes.
- Clubs must consist at least 51% of current Swinburne Students at all times. Existing Sports Clubs, re-registering for 2017, will be exempt from this requirement until 30<sup>th</sup> June, 2017.
- SSAA clubs and their members must abide by all Swinburne and SSAA policy, as well as the Swinburne Behaviours and Values.

## Steps to Registration

- New clubs may register from the period 1 Jan through the end of Higher Ed Term 1 and during the period between 1 July and the end of Higher Ed Term 3.
- Founding a Club requires a currently enrolled Swinburne Student to act as the Club Founder.
- The Club Founder needs to consider the nature of the proposed Club, and choose the most relevant Club Type. See Page 9 regarding classification of Club Types. The Club Founder should discuss with SSAA if unsure.
- The Club Founder must submit a New Club Expression of Interest Form (<https://unione.swin.edu.au/clubsadmin/clublist/create>) using the Clubs & Sport Software, *which is UniOne as of January 2017*. The Expression of Interest will be considered by SSAA and, if successful, the Club Founder will be notified in writing that their Club has received Provisional Approval. Clubs with Provisional Approval will receive access to a Club Portal on UniOne, where other currently enrolled Swinburne Students (or associate members, where applicable) can register to join the Club.
- The Club Founder can administer the Club Portal by going to <https://unione.swin.edu.au/clubs/search> , finding their club, clicking View Details -> Administration -> Settings.
- The Club Founder will need to create a Membership Group, and then recruit a minimum of Club 10 members to join online, via UniOne. Associate members are not counted in this initial 10-member-minimum requirement.

### Membership Group Process:

Please click here for training video link- [Create a Membership Group](#)

1. On UniOne, create a membership group for the current year.
2. Ensure the group is a 'fixed' type.
3. Ensure the membership expires on 31 December of the current year.
4. Ensure Membership Code of Conduct is set as a required form.
5. If a membership fee applies to this group, ensure that the membership product has been created (see page 12 on how to do this) and set as a required purchase under 'restrictions.'
6. Ensure that, under 'Restrictions', 'Periodically re-verify purchase requirements' is checked.

- When a minimum of 10 Club members have joined your club through UniOne, hold an Inaugural General Meeting (IGM). At least 50% of the registered Club members or a minimum of thirty (30) registered Club members (whichever is less) must attend. Make sure someone takes minutes; a fillable PDF can be found on UniOne entitled 'General Meeting Minutes' (part of the New Club Registration requirements).
- Committee Members then need to submit the New Club Registration Form on UniOne.
- The President, Secretary and Treasurer must attend a Registration Meeting with a Clubs & Sport Officer. The Club Committee will be contacted via phone / email to set this up.
- Your registration will be finalized shortly after and base funding is transferred to your new SSAA Club account. If a Membership Fee was agreed to during the IGM, all Club Members must pay this fee via UniOne.

### The purpose of the IGM is to:

- Formally adopt the club's name
- Formally adopt the club's description
- Elect the Club Committee (minimum of three to fill the roles of President, Secretary, and Treasurer). The Club Committee must decide, by Resolution, if there are to be any additional Club Committee Positions. For each such Resolution that passes, an Election must also be held for that position, at the IGM.
- Annual Membership Fee proposed. Talk to a Clubs & Sport Officer for advice on what might be an appropriate Membership Fee.
- Consider whether the Club will offer Associate Memberships.
- Complete the New Club Registration Paperwork.
- Ensure or organise Working With Children Checks for all Committee Members.
- A voluntary WWCC is available at:  
<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>

### Membership Fee Process:

Please click here for training video link - [Create a Membership Fee Product](#)

1. Create a membership fee product in the UniOne Store.
2. Enter your desired price in both the 'Price' field and the 'RRP' field.
3. Ensure that 'Tax' is set to 'Goods & Services Tax'.
4. Click 'Advanced settings'.
5. Ensure the product is a 'membership' type and set to 'fixed.'
6. Ensure the membership expires on 31 December of the relevant year.
7. Ensure 'Hidden to Public?' box is checked.
8. Ensure 'Unlisted' box is checked.
9. Under 'restrictions' ensure that only the following user types are checked:
  - 9.1 Current student Hawthorn
  - 9.2 Current student online
  - 9.3 Current student Wantirna
  - 9.4 Current student Croydon

### Existing Club Re-Registration

- Clubs must re-register each year if they wish to continue operating. In order to be eligible, a Club must have maintained a minimum of 10 current Swinburne students as Club Members, which excludes any Associate Members, over the last calendar year. In addition, the club must have held a minimum of two Club Events per academic semester and not under investigation for disciplinary issues.
- Each Club must re-register each year between the start of Higher-Ed Term 4 and 31 December, in order to continue operation into the next year. See the SSAA Clubs Calendar for specific dates.
- Clubs that do not complete their annual Re-Registration by the deadline, will be dissolved as per the Club Discipline & Dispute Resolution Policy.

## Club Re-Registration Process

- To reregister, clubs will first have to follow the New Club Registration Process to create a Club Portal and, once approval has been received, create a Membership Group. Please note that clubs which have submitted their reregistration paperwork for 2017 prior to 13<sup>th</sup> Feb 2017 do not need to do this.
- In order to reregister, a Club is required to hold an Annual General Meeting (AGM). At least 50% of the currently registered club members or a minimum of thirty (30) registered club members (whichever is less) must attend.
- A written record of the minutes of the meeting are part of the New Club Registration requirements. The General Meeting Minutes form is a fillable PDF found on UniOne.

### The purpose of the AGM is to:

- Elect the Club Committee Members for the following year (minimum of three to fill the roles of President, Secretary, and Treasurer) including any additional roles passed by Resolution.
  - Only current Swinburne students can be Committee Members.
  - Complete the Club Re-Registration via UniOne.
  - Pass any additional Resolutions proposed.
  - Confirm the following year's membership fee.
- Quick link: [General Meeting Minutes Form](#)
  - Submit the Club Re-Registration Form via UniOne.
  - Ensure that a minimum of 10 Swinburne students have registered online as Club members by the end of the calendar year (December 31<sup>st</sup> for 2018 registration).
  - Quick link for Asset Register Form: [Asset Register Update Form](#)
  - Quick link for Club Treasury Records Form: [Club Treasury Records Form](#)

### **2017 registration deadline is 7 April.**

- The President, Secretary and Treasurer must attend a (Re-) Registration Meeting with a Clubs & Sport Officer; they will be contacted via email or phone. Other Committee Members are welcome to join, but it is not a requirement.
- Your Registration will be finalized shortly after and base funding transferred to your existing SSAA Club account. The Club may now hold Club Events, request funding from the Club Account and apply for Grants.

Your Club is now up and running! Go forth and celebrate.  
Make sure to keep in touch with your Clubs & Sport Officer to take advantage of opportunities to recruit new members, promote your events and secure additional funds.

## Associate Members

- Clubs may, by Resolution, opt to offer Associate Memberships to non-Swinburne students. Conditions apply to Associate Members and to Clubs offering Associate Memberships. It is a Club's responsibility to ensure that prospective Associate Members are informed of these conditions before registering for Associate Membership.
- If a Club normally charges a Membership Fee, Associate Members are instead required to pay an Associate Membership Fee equal to whichever is the greater of \$10 AUD, 1.5x the Membership Fee or an amount determined by Resolution at a General Meeting.

### **Example:**

When a Club chooses to have an Associate Member, the associate membership fee must be 1.5 times more than the standard membership, or \$10, whichever is the greater option.

IE. If the standard membership fee is \$5, 1.5 times more than that would be \$7.50, which is not greater than \$10. Therefore in this instance, the Associate Membership fee would be \$10.

- If a Club does not normally charge a Membership Fee, Associate Members are still subject to a \$10 AUD Associate Membership Fee. This money goes directly into the Club Account for Club use.
- Associate Membership Fees, like normal Club Membership fees, are payable only through UniOne.
- If a person, who is not a currently enrolled Swinburne Student, is found to have joined a Club and this person has avoided paying an Associate Membership fee when joining that Club, then that non-student will forfeit their Club Membership and any incorrect Club Membership Fees paid.
- Associate Members do not count as Club Members when determining Club Size and Base Funding.
- Associate Members do not count when determining event size for funding purposes. This may be waived in special circumstances at the discretion of SSAA.
- Associate Members are not eligible to hold positions on a Club Committee.
- Associate Members are not eligible to vote at General Meetings.
- Associate Members do not count towards whether or not a Quorum is present at General Meetings.
- Associate Members are not covered in any way under SSAA or Swinburne insurance policies. All Associate Members must sign a waiver indicating that they have been made aware of this as part of joining a Club. All clubs offering Associate Membership must hold their own adequate insurance policy. A copy of a valid and current policy must be provided to SSAA.



### Membership Fee Product Process:

1. Create an Associate membership fee product in the UniOne Store.
  - 1.1 Ensure the product is a 'membership' type and set to 'fixed.'
  - 1.2 Ensure the membership expires on 31 December of the relevant year.
  - 1.3 Under 'restrictions' ensure that only the following user types are checked:
    - 1.3.1 Swinburne Alumni
    - 1.3.2 Swinburne Staff
    - 1.3.3 Other
  - 1.4 Select 'Periodically re-verify purchase requirements.'
  - 1.5 Ensure 'Hidden to Public?' box is checked.
  - 1.6 Ensure 'Unlisted' box is checked.

Quick Link: [Create a Membership Fee Product](#)

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## *Club Committees*

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- All Club Committee members require a Working With Children Check. These are available, for free, online.

A voluntary WWCC is available online via:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>

- Each club must have a President, Secretary and Treasurer - collectively described as the Club Committee. Each position on the Club Committee may only be filled by one individual. An individual may only hold one position on the club committee.

**Example:** A Club Member that is voted into the position of Treasurer, may not also hold the position of President or Secretary at the same time, in the same calendar year.

- Further roles may be added to the committee, (e.g. Vice President, Social Secretary, etc.) if the role is clearly defined, passed in a Resolution at General Meeting, proven to be necessary and approved by an SSAA Clubs & Sport Officer.
- Only currently enrolled Swinburne Students are eligible to serve on a Club Committee.
- Club Committee members must be elected through a democratic process by order of a General Meeting (GM), which all Club members must be invited to attend and vote at.
- All Committee Meetings must be minuted using the General Meeting Minutes form found on UniOne. Quick link: [General Meeting Minutes Form](#)
- Minutes must be uploaded to UniOne and made accessible to all members.
- If Club Founders are not elected into a Club Committee position, the Founder needs to be removed as an organiser on UniOne.
- Only a member of the Club Committee may make equipment or room bookings.



## **Club Responsibilities and Obligations**

- The Club Committee is responsible for making decisions that affect the day-to-day operation of the Club. These decisions should be made at Committee Meetings. Club Committees are free to run Committee Meetings and make decisions using a process that best fits their needs, as long as the following requirements are met:
  - All Club Committee Members must be given at least one week's notice prior to a Committee Meeting taking place.
  - Decisions of a Club Committee must be made democratically through a Simple Majority voting process. Clubs are free to implement a vote collection method that best meets their needs.

**Example:** Voting collection methods can include: in person, UniOne, Facebook or via Email.

The Club Committee is responsible for keeping Club Members engaged with the Club, including ensuring that the Club has at least 10 registered Club Members, not including Associate Members, at all times. Failure to meet this requirement may result in the Club being Dissolved as per the SSAA Club Discipline & Dispute Resolution Policy.

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## *General Meetings*

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### **Quick Index**

#### A Quorum

The minimum number of Members required to be present at a General Meeting in order for Resolutions to be passed. A Quorum is present whenever 50% of the Club's total membership is present at a General Meeting. Associate Members do not count towards the number of Club Members present nor the Club's total Membership.

#### AGM - Annual General Meeting

A General Meeting held annually as part of the Club Re-Registration Process.

#### IGM - Inaugural General Meeting

The first General Meeting held by a new Club, as part of the New Club Registration Process.

#### SGM - Special General Meeting

An ad hoc General Meeting, held outside of the Club Registration/Re-Registration Process. Clubs must notify SSAA prior to holding a Special General Meeting.

- All new Clubs must hold an Inaugural General Meeting as part of the Club registration process.
- All re-registering Clubs must hold an Annual General Meeting as part of the Club re-registration process.

- Clubs may hold a Special General Meeting in addition to their Annual/Inaugural General Meeting. SSAA must be notified at last one week prior to any Special General Meeting taking place.
- Once SSAA has received notice, SSAA may contact current Club Committee Members to obtain more information on why the SGM is being held.
- SSAA may call on a Club to hold a Special General Meeting, and require certain Resolutions to be subject to a Member Vote.
- SSAA may choose to send a representative to any General Meeting, who may choose to act as the Returning Officer.
- The date and time of a General Meeting must be communicated to Club Members and SSAA as far in advance of the General Meeting as is practical.
- All Club Members must have a mechanism by which they can propose Resolutions to be considered at a General Meeting. Club Committees are encouraged to develop their own processes to enable this, to best fit their Clubs.
- All existing Club Committee Members remain in office until the conclusion of the General Meeting.
- At each General Meeting, all Club Committee Positions must be put up for Election, with the elected members taking office at the conclusion of the General Meeting.
- For any Resolutions to be considered or Elections to be held, a Quorum must be present at the General Meeting.
- At a General Meeting, Resolutions and Elections are held by obtaining Club Member Votes.
  - Club Member Votes must be counted using a Simple Majority system.
  - Every Club Member in attendance is entitled to a single vote in each Resolution & Election.
  - Every registered Club Member in attendance must be provided with the opportunity to vote.
  - Every Club Member's vote must be treated equally to all others.
  - The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact a Clubs & Sport Officer if this occurs.
  - Votes must be held in a fair and open manner.
- Associate Members are not permitted to vote at a General Meeting, do not count towards the number of attendees and do not count when determining whether a Quorum is present. See the section on Associate Members in the SSAA Club Membership Policy for more information.
- If a Club holds a General Meeting and a Quorum is not present, that Club can arrange to conduct that General Meeting's Member Votes online via UniOne, with permission from SSAA. The Club Committee should talk to SSAA about setting up this facility.
- General Meetings must be minuted using the General Meeting Minutes form, with a copy uploaded to the Club's Files area on UniOne and made accessible to all members.
- Concerns about proceedings at or results of a General Meeting can be brought to SSAA attention and dealt with as per the SSAA Club Discipline & Dispute Resolution Policy.

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## Events

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SSAA clubs are expected to hold a minimum of 2 meetings/events per semester. Clubs that do not meet this expectation will not be eligible for re-registration and will be dissolved.

- Club Events
  - The frequency of club events is up to the Committee of the Club, provided the club has a minimum of 2 events per semester. Examples of events include the following:
    - Annual General Meetings
    - Rehearsals
    - Performances
    - Competitions
    - Parties or other social gatherings
    - Fundraisers
    - BBQs
- All Events must comply with local, state and federal laws, as well as all Swinburne and SSAA Policy.
- Only Events submitted via UniOne will be eligible to be counted towards the SSAA Awards.

**Some of the awards from previous years include:**

Best Club Initiative, Club of the Year With 50 or more members, Club of the Year With Under 50 Members.

- If any purchases made in relation to the Event, a Funds Request Form must be submitted, via UniOne, at least two weeks in advance of any expenditure related to the Event, except where Grant Funding has been pre-approved.
- Committee meetings (where no club funds are used to make purchases for the meeting) are the only events that do not require an Event to be created on UniOne, however Committee members may do so at their own discretion.
- Club Committees are responsible for submitting all required Club Forms and any other information on time.
- A Club's Events must be open to participation from all of its Members. Club Events should be created and organised to maximize participation from Club Members. *Please see the Clubs Events Policy for more information.*

SSAA reserves the right to deny approval for, or cancel without notice, any Club Event which breaches or may be expected to breach SSAA or Swinburne Policy and/or any applicable local, state or federal law.

- In order for a Club Event to be approved, the following needs to be considered:
  - All forms need to be completed according to the respective deadlines.
  - All supporting documentation must be included.
  - The Event needs to be approved by Security, Timetabling, Faculty or any other relevant entity.

- All questions from the Clubs & Sport Officer need to be addressed within a timely manner.
- The Event needs to be open to the entire membership of the club (See Club Events Policy for more information).
- The Event must comply with the SSAA Club Events Policy.
- An Event, where direct credit is received in academic course work, will not be approved.
- All Events need to comply with SSAA and Swinburne Policies. I.e. Code of Conduct, Alcohol Policy etc.
- Events that promote the use of drugs and alcohol, or may otherwise endanger the health and wellbeing of others or promote illegal behaviour, will not be approved.
- If the Event has a high or very high level of Risk, which cannot be reasonably mitigated, as assessed by a Risk Analysis, the Event will not be approved.
- The use of Club Funding, at the Event, must comply with SSAA and Swinburne Policy.
- The Event must not clash with another SSAA Event; exemptions to this may be granted in certain cases, at the discretion of the SSAA.

## **On-Campus Events**

(Excluding Sponsored Events - *A sponsored on-campus event is any event where a sponsor will be involved in organising, funding or running the event, or where a sponsor will influence the content of the event in any way.*)

- Club Committees need to fill in an On-Campus Event Form via UniOne, at least 2 weeks before the Event; *except if the Event involves a Film / TV Show screening, this needs to be done 1 month before the Event.* Committee meetings do not require an Event Form.

### **Event Notification Process:**

2. Book a Space via the Timetabling & Resource Unit.
3. Obtain quotes from external suppliers (if applicable).
4. Fill out Funds Request Form (if applicable).
5. Create Tickets via UniOne (if applicable).
6. Submit On-Campus Event Notification Form, Risk Assessment Form (and Funds Request Form if applicable) via UniOne.
7. Obtain approval from SSAA (this will appear on the dashboard).
8. Create an Event via UniOne.

- Club Committees wishing to plan an On-Campus Event need to be aware of the Swinburne Event Space Protocols and Event Space Usage Guidelines, published by the Swinburne Timetabling & Resource Unit.
- All On-Campus Events require an Event Space to be booked, but only Club Committee Members can book a Space.
- Most Event Spaces must be booked online through the Timetabling & Resource Unit, following their procedures and policy.

*It important that SSAA is aware of what Events are being held, the spending associated with the event, and assessment of the risk associated.  
Your registration is annually based on your adherence to this policy.*

### **On Campus Event Space Booking Link:**

<http://www.swinburne.edu.au/timetable/spacebooking.html>

- Each Event Space has its own requirements around capacity and conduct. These requirements can be obtained from the Timetabling & Resource Unit.
- If alcohol is to be served during the On-Campus Event, permission must be sought from the Timetabling & Resource Unit by completing their Serving of Alcohol Checklist. The Timetabling & Resource Unit will advise the Club Committee of any additional requirements and expenses that must be met in order for alcohol to be served. This may include obtaining a Temporary Liquor License and paying security fees.

**HOT TIP:** The process for obtaining a Temporary Liquor License may take 10+ weeks to complete.

- The Multipurpose Room (GS217) and the SR Dance studio are booked through SSAA. Contact SSAA at: [clubs@swin.edu.au](mailto:clubs@swin.edu.au) for booking information.
- Where a Club Sponsor will be present at an Event, Club Committees must ensure the appropriate section of the form is filled in at least two weeks in advance of the Event.
- Once an Event Space has been booked, the Club Committee must create an entry for the Event using UniOne.
- If a Club wishes to screen a film, television show or other copyrighted work at an On-Campus Event, the appropriate Public Performance License(s) must be obtained.
- For most films and TV shows, SSAA can facilitate obtaining a Public Performance License. SSAA must be notified of the following information at least one month in advance of the Event:
  - The film(s) and/or TV show(s) to be screened.
  - The expected number of attendees.
  - The booking confirmation for the Event Space to be used.
  - The approximate size of the screen that will be used.
  - Any flyers, posters or other advertising that will be used to promote the event.
  - Ticket costs, if any.
- Once SSAA has obtained a quote for the requested Public Performance License(s), the costs will be communicated to the Club Committee. Should the Club Committee decide to go ahead, these costs will be deducted from the Club Account.
- Clubs must only screen films and TV shows using genuine, legally obtained physical media, such as a DVD or Blu-Ray disk. Streamed or downloaded content, whether obtained legally or otherwise, may not be screened.
- Rights holders may deny a request for a Public Performance License for any reason.

## Off-Campus Events

- Off-Campus Club Events must not occur without approval from SSAA.
- Clubs are required to submit an Off-Campus Event Notification Form to get permission for any event creation.
  - Please note: Once permission to do so has been obtained from SSAA, the Club Committee is responsible for creating an entry for the Off-Campus Event via UniOne.
- Club Committee members must ensure that the Off-Campus Event and Risk Assessment Forms are filled out at least 2 weeks prior to the Event taking place, via UniOne. Clubs & Sport Officers reserve the right to request additional information regarding an Off-Campus Event.
- The Club Committee will be required to submit Risk Assessment Form for any type of events, here is the link to download this form - <https://unione.swin.edu.au/Forms/28>
- Recurring Off-Campus Events will be approved via the same process as non-recurring Off-Campus Events.
- If a Club wishes to screen a film, television show or other copyrighted work at an Off-Campus Event, the appropriate Public Performance License(s) must be obtained. The Club Committee is responsible for ensuring that the requirements of all applicable copyright law is adhered to, please see On-Campus Events section for more information.

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## *Merchandise Sales & Fundraising*

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- Clubs may offer merchandise for sale to Club Members. Club Merchandise must only be sold through UniOne.
- Where merchandise is to be purchased from a supplier, the following process must be followed:
  - The Club Committee must arrange for a supplier of specific merchandise and consult with SSAA to gain approval, providing a quote from the supplier with a unit price for each item of merchandise to be sold.
  - Once approval has been granted, the Club Committee must create the relevant items in the Club's Shop on UniOne, through which Club Members can order and pay.
  - All sales of merchandise must be available for purchase for a limited time, decided in advance, after which the items will be removed from the Club Shop.
  - If merchandise is to be sold at a loss, the sale must also be limited in quantity such that the cost of the sale can be covered by available funds in the Club Account.
- Once the sale has finished, SSAA will order the required amount of merchandise from the supplier. Where merchandise has been sold at a loss, required funds will be drawn from the Club Account.
- Once the merchandise has been ordered and paid for, the Club Committee must arrange for delivery. SSAA offices may be used for merchandise delivery.
- Once merchandise has been delivered, any profits from the sale will be placed in to the Club Account.

- Clubs are encouraged to raise funds from Club Members or the general public. Funds must be only obtained using UniOne.
  - An exemption applies in the event of small-scale fundraisers, such as gold coin donations at a Club-organised sausage sizzle. Contact SSAA to request approval at least two weeks prior to any such fundraising event.

If a Club wishes to hold any sort of game of chance as part of a fundraiser, such as a raffle or lucky dip, the Club Committee must be aware of the relevant regulations involved in conducting these activities in Victoria. For more information, see the website for the Victorian Commission for Gambling and Liquor Regulation.

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## *Tickets*

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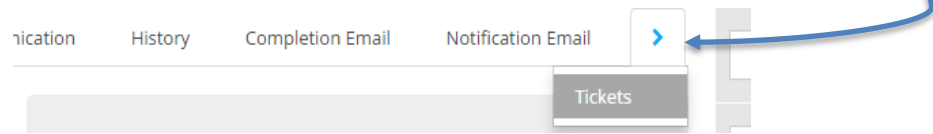
All ticket sales must occur through the Club Shop on UniOne. A Ticket Product must be created in the Club Shop before the relevant Forms are filled out and submitted. Tickets will be delivered to Club Members electronically.

### Ticket Creation Process:

1. In UniOne, click on the drop down menu on the top left titled 'Module.' Then select 'Store.' Select 'Product,' then 'New'.
2. Fill out all of the required information.
3. In Advanced settings:
  - 'Sell Until' needs to match the date of the Event.
  - The 'Max Order Quantity' refers to the number of tickets a single individual can purchase, i.e. if the requirements are one ticket per person, or if one person can buy multiple tickets for their friends. Keep in mind that Events run for Club Members only, should probably require one per person, to avoid outside individuals attending the Event.
  - Select 'Ticket' under product type.
4. In the Images tab:
  - You can add an image to your Event, but due to copyright law, the images must belong to the Club, or a member of the Club, or must have been purchased (with proof of purchase) from a stock-image website.
5. Under The Restrictions tab:
  - **User Types** refer to whether the ticket is available to outside members of the public. These need to be deselected for Club Member only Events.
  - **Purchase requirements** – you could add purchase requirements under this tab, for example in order to buy this product students would have to buy the required products.
  - **Club requirements** refer to Club Member specific events. Club organisers need to select the Club that the ticket is meant for.
6. Click 'Submit' for a Clubs & Sport Officer to approve the ticket, along with all other required documentation.
7. Please note: **The ticket is not linked to the Event that it will be used for**, a link needs to be added to the Event description.

## Using Tickets

- All tickets are allocated a number, which corresponds to the Clubs ticket sales for a specific product in the Club Store.
- These tickets can be printed out, or can be display on a mobile device. The barcode is currently not attached to a scanning facility.
- Click on the tickets tab (to the right of 'Notification Email,' click on the arrow to locate)



- Club Organisers should type the ticket number into the 'Scan a ticket' box and click the blue button. This way the same ticket cannot be used multiple times by different individuals and Clubs can track how many people purchased tickets vs. attended the Event.

Scan a ticket \*

Showing 1 of 1 results

Ticket ID	Purchaser	Email	Phone	Status	Scan Date / Time	Actions
6	Lauren			Scanned	2017-02-10 01:50 PM	Unscan

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## Contractors

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Club Contractors involved in Events are subject to the rules on Club Contractors laid out in the SSAA Club Governance & Management Policy and SSAA Club Membership Policy.

- All contractors require a Working With Children Check. This is available online and free for all volunteer contractors.

### **WWCC Link:**

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>

- Club Contractors, for example club coaches must receive compensation only in the form of Australian Dollars and not by any other means (such as in-kind arrangements.) here is the process clubs are required to follow –
  - Club contractors (Coach) would give invoice to club
  - Club would submit Funds request form - <https://unione.swin.edu.au/Forms/3>
  - SSAA would either approve it or reject it. Club would receive a notification email.
  - If Funds Request approved, SSAA would transfer money in Club contractor's (e.g. coach) bank account.



- An exception applied in the case where Club Contractor services are received as a Benefit as part of a Sponsorship. You are required to complete Sponsorship form - <https://unione.swin.edu.au/Forms/7>

**EXAMPLE:** A club member who is a DJ could sponsor his service.

- Club Committee Members are not permitted to be Club Contractors, unless volunteering their services.
- Club Contractors must address invoices for services directly to the Club.

**EXAMPLE:** A committee member may not coach club members in a sport.

- All payment to Club Contractors must be made from the Club Account. Payment cannot come directly from Club Members.
- Club Contractors must negotiate contract terms with the Club Committee.
- Club Contractors must be appropriately qualified to provide services.
- Club Contractors must hold appropriate Insurance.

**EXAMPLE:** In the case of a coach, the contractor would require proof of current coaching qualifications, adequate Insurance and a valid Working With Children Check.

Please watch: [unione.swin.edu.au/student\\_training](https://unione.swin.edu.au/student_training) for information on the process.

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## *Assets & Asset Management*

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- Items usable more than once, which are not food or drink, and which are purchased with funds from the Club Account, are Club Assets.
- Club Assets must be treated with due care and not exposed to unnecessary risk of loss or damage.
- Club Assets that meet certain conditions, primarily based on purchase price, are Tracked Assets.
- All Tracked Assets must be recorded in the Club's Asset Register.
- Where a Tracked Asset is a set, the number of components of the set must be recorded in the Club's Asset Register.
- The Club Assets Register must be kept up to date.
- All electronic assets must be tested and tagged in compliance with AS/NZS 3760:2010.

- From time to time, SSAA may request to be shown one or more Tracked Assets. If these cannot be shown to SSAA within a reasonable timeframe and without a reasonable explanation, action may be taken as per SSAA Club Discipline & Dispute Resolution Policy.
- Any Tracked Assets that are lost or stolen must have a police report filed and a copy provided to SSAA as soon as possible after the loss/theft occurs. Failure to do so may result in the cost of replacing the Tracked Asset being deducted from the Club Account.
- Assets remain the property of the Club until the Club is Dissolved. Regardless of whether the dissolution is amicable or due to misconduct, the process of dissolution is described in SSAA Club Discipline & Dispute Resolution Policy.

### **Tracked Asset**

**Definition:** Any Club Asset with a purchase price of equal to, or greater than \$30, or which forms part of a set with a combined cost of equal to, or greater than \$30.

**Examples:**

- A screwdriver that cost \$10 is not a Tracked Asset.
- Three screwdrivers, either purchased separately or together, which each cost \$10, would be considered a set and count as a Tracked Asset as the total cost is \$30.
- A screwdriver, a hammer and a spanner, each costing \$10, would be considered a set, and count as a tracked Asset, as the total cost is \$30.
- A DVD of Season 1 of a TV show, which cost \$5, is not a Tracked Asset.
- 6 DVDs of 6 Seasons of the same TV show, each costing \$5, would be considered a set, and count as a Tracked Asset as the total cost is \$30.
- 6 DVDs of 6 different TV shows, each costing \$5, would be considered a set (the Club's "DVD Collection"), and count as a Tracked Asset as the total cost is \$30.

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## *Locker Hire*

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- SSAA has a limited amount of locker storage space available for Clubs to use.
- Each Semester, SSAA will open up applications for locker storage space. Once applications have closed, lockers will be issued on an as-needed basis, determined by SSAA. See the SSAA Clubs Calendar for more information.
- Clubs using an SSAA Locker will have an annual Locker Upkeep Fee deducted from their Club Account. The Locker Upkeep Fee will vary based on the size of the locker assigned to the Club. The Locker Upkeep Fee is charged pro-rata from the time the locker was assigned to the Club.
- Should a Club wish to discontinue use of an assigned locker, the Club Committee should contact SSAA once the locker has been emptied. A pro-rata refund of the Locker Upkeep Fee will be provided, paid to the Club Account, based on the number of days remaining in the calendar year. This refund is dependent on the condition of the locker when it is returned. Damage outside of normal wear-and-tear may have any associated repair costs deducted from any refund the Club may be eligible for. Excess repair costs may be deducted from the Club Account.
- Clubs are not permitted to store the following in SSAA Lockers:

- Any food, drink, or any other perishable items.
- Banknotes and coins.
- Lithium-ion batteries which are charged and/or not installed in a commercially-available device with which the batteries were obtained and/or with a capacity exceeding 99 Watt-hours.
- Combustible or explosive materials, liquids, or devices, including gas bottles and aerosol cans.
- Firearms, knives or any other dangerous or controlled weapon as defined under the Victorian Control of Weapons Act 1990 or the Firearms Act 1996.
- Any other item or substance which would be illegal for an average member of the public to possess under Victorian or Australian law.
- Personal items belonging to a Club Member, not for use by the Club.
- SSAA reserves the right to access lockers at any time and remove any items that violate the policies of SSAA or Swinburne. No compensation will be provided for items removed.
- Club Committee Members will be provided with the appropriate keys/combinations to access their Club's hired SSAA locker(s).
- Should a key to access a locker be lost, this must be reported to SSAA immediately. A lost key fee will be deducted from the Club Account.
- Club Committees may request that SSAA change the lock(s) on their Club's locker(s), with the cost of doing so being deducted from the Club Account.
- Clubs must not attach their own lock or any other security device to an SSAA locker. Any such devices will be removed without warning, with the cost of removal being deducted from the Club Account.
- Clubs are wholly responsible for the items stored in their assigned SSAA lockers. SSAA assumes no liability for loss or damage to any items stored in SSAA lockers.

The cost of repairing any damage caused to lockers, outside normal wear-and-tear, may be deducted from the Club Account.

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## Club Accounts

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Each Club has its own Club Account from which it may request funding. This account is maintained by SSAA.

- Clubs are not permitted to maintain any independent bank account or any other monetary storage facility.
- Clubs must only receive money from Club Members through UniOne.
- An exemption to the previous point applies in the event of small-scale fundraisers, such as gold coin donations at a Club-organized sausage sizzle. Contact SSAA to request approval at least two weeks prior to any such fundraiser event.
  - All money obtained by the Club must be deposited in to the Club Account.
- Deposits can be made via EFTPOS or credit/debit card payment at SSAA Reception or over the phone. They can also be made via cheque. Talk to SSAA for instructions and transfer details.
- **SSAA does not accept cash.**
- Clubs must not accept any form of monetary payment other than Australian Dollars in a form payable into the Club Account. Prohibited methods of accepting payment/funds/compensation include but are not limited to:
  - Gift cards (Prepaid or reloadable)
  - Store credit
  - PayPal® or similar
  - Digital currencies or currency analogues, including cryptocurrencies such as Bitcoin
- Any sources of Club Funding outside SSAA must be immediately reported to SSAA and the funds deposited into the Club Account.

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## GST

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- SSAA is subject to GST which in turn affects affiliated Clubs and their finances.
- When a Club generates income (e.g. memberships, member or sponsor payments), GST will be included in the total amount.

**Examples:** If a Club deposits \$110 into the SSAA club account, the club will show a gain of \$100. (\$100 will be shown in the Clubs account instead of \$110).  
The \$10 GST component goes into a separate Swinburne account which is specifically for GST.

On the other hand, if a Club presents an invoice totaling \$110 for payment from a GST registered source, after GST is removed, the Club balance will show an actual deficit of \$100. In other words, only \$100 will be deducted from the Club account, the additional \$10 will be taken out of the Swinburne GST account.

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## *Funding for Clubs / Club Expenditure*

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### **Funding & Grants**

- All funding approvals adhere to Higher Education Student Services and Amenities Fee legislation and policies of SSAA and Swinburne.
- SSAA offers Base Funding to all Clubs, except political clubs and leadership groups, as well as a number of Grants that Clubs can apply for. Please see disclaimer at the bottom of this section. Base Funding & Grants are paid directly into the Club Account.
- Base Funding varies according to Club Size and whether the Club is a Sports Club.

#### Club sizing:

<b>Club Size</b>	<b>Number of Club Members (Not including Associate Members)</b>
Small	10 – 30
Medium	31 – 60
Large	61+

#### Funding Allocation:

	<b>Non-Sport Clubs</b>	<b>Sport Clubs</b>
Small	\$400	\$1500
Medium	\$600	\$3000
Large	\$800	\$6000

SSAA will conduct an annual review where re-registering Clubs will be graded based on compliance with SSAA Policy over the preceding year. For Clubs, which demonstrate a consistently high level of compliance, a compliance incentive of up to 30% of the normal Base Funding may be provided for the following year.

- Grants must be applied for by submitting a Grant Application Form via UniOne
- Different Grants are available for different purposes. See the Grant Types table for more information.
- Grant funding must only be spent for the purpose(s) laid out in the grant application.
- Grant funding may not be used for:
  - Events that do not comply with the Activity Approval Criteria (see SSAA Clubs Events Policy).
  - Expenses at Club Events that are used to promote candidate/s for any office or appointment.
  - Personal or individual transport costs.
  - Cash prizes.
  - Off-Campus Event Grant Funds cannot be used to purchase food or drink.

- Clubs may not receive more than \$3500 in Grant Funding per calendar year. Incentive and Capital Equipment Grants do not count towards this limit.
- Clubs will only receive Grants for the exact amount of planned expenditure. If actual expenditure ends up being less than what was expected and approved, excess Grant Funds will not be transferred to the Club Account.
- Due to legislative requirements, Grant Funding & Base Funding cannot be used to fund the purchase of alcohol.
- Grant applications will be assessed at Club Grant Application Assessment Meetings. These meetings are held in accordance with the SSAA Club Grants Committee Terms of Reference.
- After a Grant Application has been approved, at a Grant Application Assessment Meeting, it may take an additional three weeks before the Grant Funds can be used for expenditure. Clubs must plan their spending accordingly.
- Swinburne payment terms are 30 days after the end of the month in which an invoice is processed. Club Committees are responsible for ensuring that suppliers are made aware of these terms.

*If a supplier cannot accept these payment terms, and an alternate supplier cannot reasonably be found, it may be possible to arrange for earlier payment in exceptional circumstances. Talk to SSAA for more information.*

## **Base Funding:**

- Base Funding is an annual payment based on the number of registered Club members. This grant covers the cost of a club's standard operational costs, administration and small activities.
- All clubs, except political clubs and leadership groups, are eligible for this grant – it is paid directly to the club account held with the SSAA upon finalization of club registration. Additional base funding can be applied for as membership grows. The last day to apply for additional base funding is the club registration cut-off date in semester 2.
- *Clubs who register after 1<sup>st</sup> July will receive 50% of annual base funding value according to membership.*

**Example:** If club is approved at the beginning of Semester 1, with a total of 10 Club Members, but grows in size by the beginning of Semester 2, to a total of 50 Club Members, the Club may request additional base funding before the cut-off date in semester 2. Associate members are not counted towards the size of a Club.

**Please note:** Due to requirements in the Higher Education Support Act 2003, SSAA cannot offer Base Funding or Grants to Political Clubs. Political Clubs are encouraged to raise their own funds through a Club Membership Fee and through fundraising at Club Events. Leadership groups are eligible to apply for funding through the Student Leadership and Volunteer Program (SLVP). Please see SLVP section for more information.

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# Purchases

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## Processes

### Tax Invoice & Purchase Order

1. Request tax invoice from supplier with all required information included.
2. Fill in a Funds Request Form, via UniOne, 2 weeks prior to Event and include the tax invoice.
3. Clubs & Sport Officer processes funds request.
4. Purchase Order is sent to supplier and they are paid at the end of the following calendar month.

### Prepaid Gift Card

1. Fill in a Funds Request Form, via UniOne, 2 weeks prior to Event.
2. Attach screen shots of required purchases.
3. Clubs & Sport Officer purchase gift card/s from relevant stores.
4. A Committee Member fetches gift card/s from SSAA reception.
5. Receipt is returned to SSAA with Clubs name written on the top.

### Paid in advance over the phone by a Clubs & Sport Officer

1. Request tax invoice from supplier with all required information included.
2. Fill in a Funds Request Form, via UniOne, 2 weeks prior to Event and include tax invoice.
  - Ensure all contact details including phone number & contact person are included.
3. Clubs & Sport Officer pays over the phone.

### Sundry refund

1. Fill in a Funds Request Form, via UniOne, 2 weeks prior to Event.
2. Attach screen shots of required purchases.
3. Receive Email approval from Clubs & Sport Officer.
4. Purchase items with personal funds and retain receipt.
5. Forward receipt to [clubs@swin.edu.au](mailto:clubs@swin.edu.au)
6. Receive cheque in post, which will be sent out at the end of the following calendar month.

### **Tax Invoices much Include:**

- 1.1. The title "Tax Invoice".
- 1.2. Supplier name.
- 1.3. Supplier ABN.
- 1.4. Supplier business address.
- 1.5. Supplier contact phone number.
- 1.6. Supplier email address.
- 1.7. Invoice date.
- 1.8. An appropriate name/description for each line item.
- 1.9. The total amount.
- 1.10. Whether or GST has been added.

- All Club expenditure must be pre-approved by SSAA. To obtain pre-approval, the Club Committee must submit a Funds Request Form.
- Prior to submission of a Funds Request Form, Clubs must ensure that there are sufficient funds in the Club Account to cover the proposed expenditure.
- Minutes from the meeting where expenditure was approved by the Club or Club Committee must be attached to the Funds Request Form
- Certain goods/services must be procured from Swinburne preferred suppliers. Refer to the front of this handbook for preferred suppliers.
- All expenditure requires the submission of a tax invoice.
- **SSAA will not issue cash.**
- There are a number of payment methods available. SSAA can advise on the best method to request in an individual situation. The primary payment methods are as follows:
  - **Tax Invoice & Purchase Order (preferred)**
    - Payment terms are 30 days from the end of the month in which the invoice is dated.

**Example:** If an invoice is dated for 1 March, the end of the month in which this invoice is dated, would be 31 March. This means that the payment will only be made at the end of April.

- **Pre-paid Gift Card (preferred)**
  - Club Committee Member must provide a detailed quote of items to be purchased, individual costs, and a total amount required on each gift card.
  - Club Committee Member that collects gift card/s from SSAA must return a tax invoice for the purchase to SSAA reception no more than 5 business days following the associated activity. The club account will be suspended until the receipt is returned or a statutory declaration is submitted.
- In certain, limited circumstances, SSAA may authorize payment of a Club expense by one of the following methods *as per item 8.6 in the Club Governance & Management Policy*:
  - **Immediate Payment in Advance**
    - A tax invoice must be supplied to SSAA before payment will be made.
  - **Sundry Refund**
    - Club members may be pre-approved to pay upfront with personal funds and submit a tax invoice to be reimbursed.

**WARNING:** No refunds will be issued for purchases made with personal funds, which have not been pre-approved, under any circumstances.

- Reimbursements will not be processed for any amount that exceeds the amount approved on the Funds Request Form.
- An original tax invoice is required to process sundry refunds and must be supplied to an SSAA Clubs Officer within 5 business days of purchase. The Club Account will be suspended until the receipt is returned.



- Sundry refunds are not available for purchases made from entities residing outside Australia.
- Purchases cannot be processed unless there are sufficient funds in the Club's account. If payment from members is required, this must be collected before an SSAA Clubs & Sport Officer will make a payment to a vendor on a club's behalf.
- Service providers to the club (especially Sports Coaches) must be able to provide proof of a valid Working with Children check and adequate Insurance that SSAA will keep on file, prior to engagement.
  - It is the responsibility of the Club Committee to submit all invoices, quotes and receipts on time, as per document specification.

**Example:** A funds request form takes 2 weeks to be approved, whereas invoices can take up to 8 weeks to be paid.

- Clubs that purchase relevant equipment using club/SSAA funds must maintain an asset register.
- Assets remain property of the club until the club is dissolved, at which time the assets become the property of SSAA.
- Club expenditures must meet applicable SSAA activity approval criteria.
- All club expenditure must be requested through a Funds Request Form and approved by a SSAA Clubs & Sport Officer prior to any purchases. The SSAA Clubs & Sport Officer can then advise on the best method of organizing payment. It is the responsibility of the Club Committee Members to follow up on payment deadlines.
  - The above rule does not apply when funds are from a grant.

## Grants

Grant	What	Amount
Equipment and Resources Grant	For the purchase or hire of equipment or resources for the ongoing activities of <i>non-sporting</i> clubs. Example: Locker hire, costumes, games or activity kits- not for individual hire of equipment to be used at a single event	Up to \$750 per club per year.
Promotion and Marketing Grant	For the purchase of materials or gear for the ongoing promotion of the club. Example: Banners, apparel, fliers, etc.- not for promotional materials for one single event	Up to \$750 per club per year
On Campus Event Grant	Small Event (under 150 attending) Large Event (150 and over attending)	Small Event- up to \$750 per club per year  Large Event- up to \$2000 per club per year
Off Campus Event Grant	Small Event (under 150 attending) Large Event (150 and over attending)	Small Event- up to \$500 per club per year  Large Event- up to \$1000 per club per year
Incentive Grants	Sometimes SSAA will offer additional funds to reward clubs for participating in SSAA events. Clubs will be informed when SSAA is releasing extra once off grants.	Varies
Capital Equipment Grant	Grant available once per year for sports clubs to purchase capital equipment. Requires application through proposal addressing set criteria. For more information, please contact your Clubs & Sport Officer.	Varies

- Clubs may not receive more than \$3500 in grant funding per year (excluding base funding, incentive grants and capital equipment grants)
- Grant funding may not be used for the following:
  - Events that do not comply with the Activity approval criteria (see Clubs Responsibilities and Obligations)
  - Expenses at club events that used to promote candidate/s for any office or appointment
  - Personal or individual transport costs
  - Cash prizes
  - Off-Campus Event Grant funds cannot be used to purchase food or drink
- Incomplete grant applications will not be assessed.

## **2017 Grant deadlines:**

12 March 2017

16 April 2017

11 June 2017

8 July 2017

6 August 2017

17 September 2017

22 October 2017

- The activity or purchase for which funds are being requested must occur at least two weeks after the grant application deadline unless otherwise approved by the SSAA Clubs & Sport Officer.
- Grants will be assessed by SSAA Grant Assessment Panel in consideration with the SSAA annual club budget.
- With the exception of Base Funding and Incentive Grants, grant funding can only be used for the purpose specified in grant application and will not be transferred to the club account. The SSAA will pay for all purchases on behalf of the Club.

**Example:** If a club has a grant of \$1500 approved for an Event / Activity, but only \$1200 was used for the Event / Activity, the remaining \$300 is not credited to the Club Account balance.

## **Disclaimer**

To the extent permitted by law, SSAA accepts no responsibility whatsoever for any injury or damage caused to, or by, members or visitors whilst attending any club event. The safety of Members and visitors is the responsibility of the individuals concerned and no liability is accepted by SSAA, the club or any individual member of the club.