

CLUB GOVERNANCE & MANAGEMENT POLICY

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1 Purpose of Policy

1.1 This policy exists to define the rules and requirements associated with the day-to-day operation and governance of an SSAA Club.

2 Definitions

Word/Term	Definition
Associate Member	A Club Member who is not a currently enrolled Swinburne Student. Clubs may opt, by Resolution, to offer Associate Memberships, following the rules laid out in SSAA Club Membership 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. SSAA Club Registration Policy for more information. 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.) Please note that PAVE Groups and Leadership Groups are not eligible for Base Funding. For more information, see the respective handbooks for PAVE Groups and Leadership Groups.
Club	A Club is a group of like-minded individuals, the majority of whom are currently enrolled Swinburne Students, who gather to hold Events and engage in activities for the mutual benefit of Club Members. SSAA can provide support to Clubs in accordance with SSAA Clubs Policy.
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 not permitted to operate their own independent mechanisms for funds storage, such as a bank account or online payment account.
Club Asset	Any item, which is usable more than once, purchased with funds from the Club Account. Food and drinks are not counted as Club Assets.
Club Committee	A group of Club Members who are collectively responsible for the administration, good governance, management, finances 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. The Club Committee must handle its responsibilities collectively, ensuring that, where practical to do so, the workload is spread as evenly as possible among Committee Members. Committee Members should feel free to delegate where appropriate, either to Committee Members or Club Members.

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"> • Clothing • Drink bottles • Stationary • Equipment or supplies related to the Club's activities
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 but do not override it. All Club Policies must be passed by Resolution at a General Meeting prior to their adoption. Club Policies must be available on the Clubs & Sport software.
Club Portal	An area of the Clubs & Sport Software for a specific Club, which Club Committee Members can administer; creating content pages, membership groups and events.
Club Shop	An online store, managed through the Clubs & Sport Software, that allows Club Committees to sell items such as tickets or merchandise to Club Members.
Clubs & Sport Software	Software resources used to manage the majority of communication between SSAA, Clubs and Club Members. As of the time of implementation of this policy, the current Clubs & Sport Software is the "UniOne" package.
Committee Meeting	An official meeting of a Club Committee where Committee Votes can take place 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 Club Committee Position in an Election.
Committee Position	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. 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.
Committee Vote	A Simple Majority vote in which each Club Committee member is entitled to a single vote. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact SSAA if this occurs or is expected to occur.
Dissolved	A Club which has been subject to Dissolution as per Section 6 of 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.
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. A General Meeting Minutes Form must be filled out at each General Meeting and uploaded to the Club’s Files area on the Clubs & Sport Software.
Grant	A standalone injection of funds into the Club Account for a specific purpose laid out in a Grant Application.
Member Vote	A Simple Majority vote held at a General Meeting where each 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 the casting vote in the event of a tie, except where a conflict of interest arises. Contact SSAA if this occurs or is expected to occur.
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 has the casting vote in the event of a tie in a Member Vote, except where a conflict of interest arises. Contact SSAA if this occurs or is expected to occur.
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.
Returning Officer	An individual directly responsible for counting votes and recording the results of Member Votes during a General Meeting.
Resolution	A decision subject to a Vote during a General Meeting. Usually in the form of a “yes/no”. For example: <ul style="list-style-type: none"> • Does the Club adopt a proposed change to the Club Constitution? • Will a proposed Club Policy take effect?

	<ul style="list-style-type: none"> Does the Club offer Associate Memberships?
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. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact SSAA if this occurs or is expected to occur.
SSAA	Swinburne Student Amenities Association
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.</p> <p>For example:</p> <ul style="list-style-type: none"> A screwdriver that cost \$10 is not a Tracked Asset. 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. 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.
Treasurer	The Club Treasurer is responsible for ensuring that all the Club's financial affairs are in order and are compliant with SSAA Policy. SSAA is audited regularly by the Victorian Auditor-General's Office. Club Treasurers are responsible for responding to requests from SSAA for paperwork or other information, as needed, to assist with this audit process. The Club 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.

3 Application & Scope - Exclusions or Special Conditions

- 3.1 This Policy applies to all current and future SSAA Clubs. This Policy will guide SSAA Staff when making decisions regarding the registration and operation of Clubs and the provision of Club Funding & Grants, in consultation with the Team Leader, Clubs & Sport.
- 3.2 This Policy does not apply to PAVE Groups or Leadership Groups. See the relevant handbooks for more information on these groups.
- 3.3 SSAA Staff have the authority to clarify, interpret or propose amendments to this Policy as necessary.

4 Policy Principles

- 4.1 Club Committees must be democratically elected and must make a good faith effort to run their Club to the best of their ability.
- 4.2 Clubs must be run for the benefit of Club Members, and to the objectives laid out in the Club Description.

- 4.3 Clubs must maintain tight control of their finances and other administration duties, including submitting Club Forms on time and providing any required supporting information.
- 4.4 Receipt of funding from SSAA is not guaranteed and is dependent on application approval and available budget.
- 4.5 Breaches of this Policy by Clubs, Club Committees or Club Members (including Associate Members) may result in action as per SSAA Club Discipline & Dispute Resolution Policy.

5 Club Committee

- 5.1 Every Swinburne Club must have a Club Committee, made up of Club Members, who want to take on additional responsibilities around the day-to-day operation, governance and financial management of their Club.
- 5.2 Club Committee Members are voted to their Committee Positions via an Election at a General Meeting.
- 5.3 Only currently enrolled Swinburne Students are eligible to serve on a Club Committee.
- 5.4 The Club Committee as a whole should view and agree upon the contents of all Club Forms prior to their submission to SSAA.
- 5.5 The Club Committee must have a Club President, Club Treasurer and Club Secretary. Other Club Committee roles can be created as needed, by Resolution at a General Meeting.
- 5.6 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:
 - 5.6.1 All Club Committee Members must be given at least one week's notice prior to a Committee Meeting taking place.
 - 5.6.2 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.
 - 5.6.3 All Club Committee Members must be given an opportunity to submit a vote on each issue presented at a Committee Meeting.
 - 5.6.4 All Committee Meetings must be minuted, describing what happened during the meeting, any decisions made, any voting methods used and the results of any Committee Votes. Minutes must be uploaded to the Clubs & Sport Software.
 - 5.6.5 The Club Committee is responsible for keeping Club Members engaged with the Club, including ensuring that the Club has at least 10 Club Members, not including Associate Members, at all times. Failure to meet this requirement may result in the Club being Dissolved, as per SSAA Club Discipline & Dispute Resolution Policy.
 - 5.6.6 The Club Committee is responsible for ensuring that their Club engages in at least two Club Events each semester. Failure to meet this requirement may result in the Club being Dissolved as per the SSAA Club Discipline & Dispute Resolution Policy
 - 5.6.7 All Club Committee Members must have a valid Volunteer Working with Children Check. A copy of each Committee Member's Check must be provided to SSAA, using the Clubs & Sport Software, when submitting a New Club Registration Form or Club Re-Registration Form.
 - 5.6.7.1 In the event that one or more Club Committee Members have been elected at a Special General Meeting, a copy of the newly elected Committee Members' Checks must be provided to SSAA.

6 Club Account

- 6.1 Each Club has its own Club Account from which it may request funding. This account is maintained by SSAA.
- 6.2 Clubs are not permitted to maintain any independent bank account or any other monetary storage facility.
- 6.3 Clubs must only receive money from Club Members through the Clubs & Sport Software.
- 6.4 All money obtained by the Club must be deposited in to the Club Account.
 - 6.4.1 Deposits can be made via EFTPOS or credit/debit card payment at SSAA Reception or over the phone.
 - 6.4.2 Deposits can be made via cheque. Talk to SSAA for instructions and transfer details.
 - 6.4.3 SSAA does not accept cash.
- 6.5 An exemption to 6.3 and 6.4.3 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 fundraiser event.
- 6.6 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:
 - 6.6.1 Gift cards (Prepaid or reloadable)
 - 6.6.2 Store credit
 - 6.6.3 PayPal® or similar
 - 6.6.4 Digital currencies or currency analogues, including cryptocurrencies such as Bitcoin
- 6.7 Any sources of Club Funding outside SSAA must be immediately reported to SSAA and the funds deposited in to the Club Account. Club Sponsorships are covered by SSAA Club Sponsorships Policy.

7 General Meetings

- 7.1 All new Clubs must hold an Inaugural General Meeting, as part of the Club registration process.
- 7.2 All re-registering Clubs must hold an Annual General Meeting, as part of the Club re-registration process.
- 7.3 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.
 - 7.3.1 Once SSAA has received notice, SSAA may contact current Club Committee Members to obtain more information on why the SGM is being held.
- 7.4 SSAA may call on a Club to hold a Special General Meeting, and require certain Resolutions to be subject to a Member Vote.
- 7.5 SSAA may choose to send a representative to any General Meeting, who may choose to act as the Returning Officer.
- 7.6 The date and time of a General Meeting must be communicated to Club Members, as far in advance of the General Meeting as is practical.
- 7.7 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 needs.
- 7.8 All existing Club Committee Members remain in office until the conclusion of the General Meeting.
- 7.9 At each General Meeting, all Club Committee Positions must be put up for Election, with the elected Club Members taking office at the conclusion of the General Meeting.

- 7.10 For any Resolutions to be considered or Elections to be held, a Quorum must be present at the General Meeting.
- 7.11 At a General Meeting, Resolutions and Elections are held by holding Club Member Votes.
 - 7.11.1 Club Member Votes must be counted using a Simple Majority system.
 - 7.11.2 Every Club Member in attendance is entitled to a single vote in each Resolution & Election.
 - 7.11.3 Every Club Member in attendance must be provided with the opportunity to vote.
 - 7.11.4 Every Club Member's vote must be treated equally to all others.
 - 7.11.5 The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact SSAA if this occurs or is expected to occur.
 - 7.11.6 Votes must be held in a fair and open manner.
- 7.12 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 SSAA Club Membership Policy, for more information.
- 7.13 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 the Clubs & Sport Software, with permission from SSAA. The Club Committee should talk to SSAA about setting up this facility.
- 7.14 A General Meeting Minutes Form must be completed at each General Meeting. A copy must be uploaded to the Club's Files area on the Clubs & Sport Software.
- 7.15 Concerns about proceedings at, or results of, a General Meeting can be brought to SSAA attention and dealt with as per SSAA Club Discipline & Dispute Resolution Policy.

8 Purchases

- 8.1 All Club expenditure must be pre-approved by SSAA. To obtain pre-approval, the Club Committee must submit a Funds Request Form.
- 8.2 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.
- 8.3 Certain goods/services must be procured from Swinburne preferred suppliers. See section 14 – Preferred Suppliers for more information.
- 8.4 All expenditure requires the submission of a tax invoice. Tax invoices must include:
 - 8.4.1 The title "Tax Invoice".
 - 8.4.2 Supplier name.
 - 8.4.3 Supplier ABN.
 - 8.4.4 Supplier business address.
 - 8.4.5 Supplier contact phone number.
 - 8.4.6 Supplier email address.
 - 8.4.7 Invoice date.
 - 8.4.8 An appropriate name/description for each line item.
 - 8.4.9 Unit price of each line item.
 - 8.4.10 Total price + GST.
- 8.5 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:
 - 8.5.1 **Tax Invoice & Purchase Order**
 - 8.5.1.1 Payment terms are 30 days from the end of the month in which the invoice is dated.
 - 8.5.2 **Pre-Paid Gift Card**

- 8.5.2.1 The Club Committee must provide a detailed quote of items to be purchased, individual costs, and a total amount required on each gift card.
- 8.5.2.2 The 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 frozen until the receipt is returned.
- 8.6 In certain limited circumstances, SSAA may authorise payment of a Club expense by one of the following methods:
 - 8.6.1 **Immediate Payment in Advance**
 - 8.6.1.1 A tax invoice must be supplied to SSAA before payment will be made.
 - 8.6.2 **Sundry Refund**
 - 8.6.2.1 Club Members may be pre-approved to pay upfront with personal funds and submit a tax invoice to be refunded.
 - 8.6.2.2 Refunds will not be processed for any amount that exceeds the amount approved on the Funds Request Form.
 - 8.6.2.3 An original tax invoice is required to process sundry refunds and must be supplied to SSAA within 5 business days of purchase. Failure to provide this will result in non-payment of the refund.
 - 8.6.2.4 Sundry refunds are not available for purchases made from entities residing outside Australia.
- 8.7 SSAA will not issue cash under any circumstances.
- 8.8 It is the responsibility of the Club Committee to submit all invoices, quotes and receipts on time.

9 Funding & Grants

- 9.1 SSAA offers Base Funding to all Clubs, as well as a number of Grants that Clubs can apply for.
- 9.2 Base Funding & Grants are paid directly in to the Club Account.
- 9.3 Base Funding varies according to Club Size and whether the Club is a Sports Club. See *Table 1 – Club Size* and *Table 2 - Base Funding* under Section 18 - Notes.
 - 9.3.1 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.
- 9.4 Grants must be applied for, by submitting a Grant Application Form, via the Clubs & Sport Software.
- 9.5 Different Grants are available for different purposes. See *Table 3 – Grant Types* in Section 18 – Notes for more information on the types of Grants available.
- 9.6 Grant funding must only be spent for the purpose(s) laid out in the grant application.
- 9.7 Grant funding may not be used for:
 - 9.7.1 Events that do not comply with the Activity Approval Criteria (see SSAA Clubs Events & Activities Policy).
 - 9.7.2 Expenses at Club Events that are used to promote candidate/s for any office or appointment.
 - 9.7.3 Personal or individual transport costs.
 - 9.7.4 Cash prizes.
 - 9.7.5 Off-Campus Event Grant Funds cannot be used to purchase food or drink.
- 9.8 Clubs may not receive more than \$3500 in Grant Funding per calendar year. Incentive and Capital Equipment Grants do not count towards this limit.

- 9.9 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.
- 9.10 Due to legislative requirements, Grant Funding & Base Funding cannot be used to fund the purchase of alcohol.
- 9.11 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.
- 9.12 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.
- 9.13 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.
 - 9.13.1 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. Approval from Swinburne Finance will be required.
- 9.14 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.

10 Assets & Asset Management

- 10.1 Items usable more than once, which are not food or drink, and which are purchased with funds from the Club Account, are Club Assets.
- 10.2 Club Assets must be treated with due care and not exposed to unnecessary risk of loss or damage.
- 10.3 Club Assets that meet certain conditions, primarily based on purchase price, are Tracked Assets.
- 10.4 All electronic Assets must be tested and tagged in accordance with AS/NZS 3760:2010.
- 10.5 All Tracked Assets must be recorded in the Club's Asset Register.
- 10.6 Where a Tracked Asset is a set, the number of components of the set must be recorded in the Club's Asset Register.
- 10.7 The Club Assets Register must be kept up to date.
- 10.8 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.
- 10.9 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.
- 10.10 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.

11 Club Contractors

- 11.1 Club Contractors who are receiving compensation must receive said compensation only in the form of Australian Dollars, and not by any other means (such as in-kind arrangements.)
 - 11.1.1 An exception applies to 11.1 in cases where Club Contractor services are received as a Benefit as part of a Sponsorship. See SSAA Club Sponsorship Policy for more information.

- 11.2 Club Committee Members are not permitted to be Club Contractors. See SSAA Club Membership Policy for more information.
- 11.3 Club Contractors must address invoices for services directly to the Club.
- 11.4 All payment to Club Contractors must be made from the Club Account. Payment cannot come directly from Club Members.
- 11.5 Club Contractors must negotiate contract terms with the Club Committee.
- 11.6 Club Contractors must be appropriately qualified to provide services.
- 11.7 If a Club Contractor is to be present at an On-Campus Event, they will need to complete a Contractor Induction. Instructions are available online at <http://www.swinburne.edu.au/about/campuses-facilities/safety-security/ohs/contractor-induction/>.
- 11.8 If a Club Contractor is being paid for services, they must hold an appropriate level of cover under relevant insurance policies, such as public liability and professional indemnity.
- 11.9 If a Club Contractor is being paid for services, and the possibility exists that the Contractor may have direct, unsupervised contact with a child (under 18 years of age), the Contractor must possess a valid Working with Children Check. A copy of the Contractor's Check must be provided to SSAA prior to the Contractor providing any services to the Club.
 - 11.9.1 If a Club Contractor is being paid for coaching services, the Contractor must possess a valid Working with Children Check. A copy of the Contractor's Check must be provided to SSAA prior to the Contractor providing any services to the Club.
- 11.10 If a Club Contractor is providing services free of charge, and the possibility exists that the Contractor may have direct, unsupervised contact with a child (under 18 years of age), the Contractor must possess a valid Volunteer Working with Children Check. A copy of the Contractor's Check must be provided to SSAA prior to the Contractor providing any services to the Club.
 - 11.10.1 If a Club Contractor is providing coaching services free of charge, the Contractor must possess a valid Volunteer Working with Children Check. A copy of the Contractor's Check must be provided to SSAA prior to the Contractor providing any services to the Club.
- 11.11 All Club Contractors working at an on-campus event must complete a contractor induction and obtain a contractor's pass from Swinburne Facilities & Services. This will involve supplying a valid Working with Children Check.

12 Locker Hire

- 12.1 SSAA has a limited amount of locker storage space available for Clubs to use.
- 12.2 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 Clubs Calendar for more information.
- 12.3 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.
- 12.4 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.
- 12.5 Clubs are not permitted to store the following in SSAA Lockers:

- 12.5.1 Any food, drink, or any other perishable items.
- 12.5.2 Banknotes and coins.
- 12.5.3 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.
- 12.5.4 Combustible or explosive materials, liquids, or devices, including gas bottles and aerosol cans.
- 12.5.5 Firearms, knives or any other dangerous or controlled weapon, as defined under the Victorian Control of Weapons Act 1990, or the Firearms Act 1996.
- 12.5.6 Any other item or substance, which would be illegal for an average member of the public to possess under Victorian or Australian law.
- 12.5.7 Personal items belonging to a Club Member, not for use by the Club.
- 12.6 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.
- 12.7 Club Committee Members will be provided with the appropriate keys/combinations to access their Club's hired SSAA locker(s).
- 12.8 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.
- 12.9 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.
- 12.10 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.
- 12.11 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.
- 12.12 The cost of repairing any damage caused to lockers, outside normal wear-and-tear, may be deducted from the Club Account.

13 Merchandise Sales & Fundraising

- 13.1 Clubs may offer merchandise for sale to Club Members. Club Merchandise must only be sold through the Clubs & Sport Software.
- 13.2 Where merchandise is to be purchased from a supplier, the following process must be followed:
 - 13.2.1 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.
 - 13.2.2 Once approval has been granted, the Club Committee must create the relevant items in the Club's Shop on the Clubs & Sport Software, through which Club Members can order and pay.
 - 13.2.3 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.
 - 13.2.3.1 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.
 - 13.2.4 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.
 - 13.2.5 Once the merchandise has been ordered and paid for, the Club Committee must arrange for delivery.
 - 13.2.6 Once merchandise has been delivered, any profits from the sale will be placed in to the Club Account.

- 13.3 Clubs are encouraged to raise funds from Club Members. Funds must be only obtained using the Clubs & Sport Software.
 - 13.3.1 An exemption to 13.3 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.
- 13.4 GST must be charged for all merchandise, this is handled through the Clubs & Sport Software.
- 13.5 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 and comply with 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.

14 Preferred Suppliers

- 14.1 The following is a list of goods/services which must only be obtained from a Swinburne preferred supplier. Contact SSAA for details on obtaining a quote from a preferred supplier.
 - 14.1.1 Stationary/Office supplies.
 - 14.1.2 Airline travel.
 - 14.1.3 Accommodation.
 - 14.1.4 Bottled water.
 - 14.1.5 Computer equipment.
 - 14.1.6 Software.

15 Promotional Materials

- 15.1 Club promotional materials such as uniforms, flyers, banners and brochures, must clearly identify the Club as being affiliated with SSAA. SSAA recommends doing this by incorporating the SSAA logo.
 - 15.1.1 The SSAA Logo should always sit over a plain, high-contrast background and have adequate spacing around it.
 - 15.1.2 The SSAA logo should not be altered in any way.
 - 15.1.3 A package containing the SSAA logo in vector graphic formats can be requested from SSAA.

16 Roles & Responsibilities

- 16.1 Club Founder – engage in the required activities for forming a Club in good faith and in accordance with SSAA Policy.
- 16.2 Club Committee Members – ensure that the Club is run for the primary benefit of Club Members, and in accordance with SSAA Policy.
- 16.3 SSAA Staff – help ensure that students are able to form Clubs, receive funding and engage in activities for the benefit of all Club Members.
- 16.4 Clubs & Sport Team – Exercise good management and oversight of Club Governance & Management.

17 Related Documents

- 17.1 SSAA Club Membership Policy
- 17.2 SSAA Club Sponsorship Policy
- 17.3 SSAA Club Events & Activities Policy
- 17.4 SSAA Club Discipline & Dispute Resolution Policy

- 17.5 SSAA Club Registration Policy
- 17.6 SSAA Club Dissolution Policy
- 17.7 SSAA Club Grants Committee Terms of Reference
- 17.8 SSAA Clubs Calendar
- 17.9 [Swinburne Contractor Induction](#)

18 Notes

18.1 Table 1 – Club Size

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

18.2 Table 2 – Base Funding

Club Size	Non-Sport Clubs	Sport Clubs
Small	\$400	\$1500
Medium	\$600	\$3000
Large	\$800	\$6000

18.3 Table 3 – Grant Types

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. This grant is not for promotional materials for one single event.	Up to \$750 per club per year
On Campus Event Grant	Small Event (50 or fewer attending) Large Event (over 50 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 (50 or fewer attending) Large Event (over 50 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	Varies

	will be informed when SSAA is releasing extra, once off, grants.	
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 SSAA.	

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First Approved by:		Rodney Thomson – Director, SSAA	
Custodian title & e-mail address:		Team Leader, Clubs & Sport – kpricop@swin.edu.au	
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19 Version Control and Amendments

Version Control	Date Effective	Approved By	Amendment
1	13/02/2017	Rodney Thomson – Director, SSAA	First version.
1.1	14/02/2017	Rodney Thomson – Director, SSAA	Clarified contractor insurance requirements.