



2017
Sport Clubs
Handbook
Version 1.2017

2017 Club Management Handbook subject to review at any time as deemed necessary by RMIT Link.

CONTENTS:

1. INTRODUCTION	4
2. FUNCTION OF RMIT LINK	4
i. Link Consultative Committee	4
ii. Sport Council	5
iii. Staff	5
3. SPORT STAFF CONTACTS	5
4. CLUB OBLIGATIONS AND CODE OF CONDUCT 2017	5
i. Club Obligations	5
ii. RMIT Code of Conduct	5
iii. RMIT Sexual Harassment Policy	6
iv. RMIT Club Commitment Statement	6
v. RMIT Sport Compulsory Events	6
5. CLUB MANAGEMENT	6
i. Club Executive	6
ii. Executive Committee Meetings	8
iii. Annual General Meetings	8
iv. Special General Meetings	9
v. Club Forum	9
vi. Club Development Program	9
vii. Inspiring Leadership Program	10
viii. Australian University Sport (AUS) South Clubs Conference 2017	10
ix. Orientation Events	10
6. CLUB AFFILIATION	10
i. Club Affiliation Process	10
ii. Responsibilities of Affiliation	10
iii. Disaffiliating a Club	11
7. CLUB MEMBERSHIP	11
i. Membership Requirements	11
ii. Membership Fees	12
iii. Membership Expiry Dates	12
iv. Refunds	12
v. Membership Conditions	12
vi. RMIT Sport Social Club Membership	12
vii. Collection & Storage of Personal Information	13
8. CLUB ACTIVITIES	13
i. Coaching	13
ii. Competitions	13
iii. Training	13
iv. Event and Trip Planning	13
v. Alcohol	14
vi. Food Handling	14
vii. Inclusiveness	14
9. FORMING A NEW CLUB	14
10. FINANCE	15
i. Club Budget Submissions	15
ii. Club Budgets	15
iii. Club Grants	15
iv. Grant Applications	15
v. Accessing a Grant	15
vi. Financial Management	16
vii. Income	16
viii. Expenditure	16
ix. Reporting and Record Keeping	16
x. Club Bank Accounts	17

xi.	Signatories	17
xii.	RMIT Corporate Credit Card	17
xiii.	Club Prepaid Debit Card	17
xiv.	RMIT Sport Staff Club Netbank Access	17
11.	REPORTING	17
i.	Club Calender	17
ii.	Business Plans	17
iii.	Mid Year Review	18
12.	COMMUNICATION	18
i.	RMIT Sport Contacts	18
ii.	Club Contacts	18
iii.	Mail / Addresses	19
iv.	Email Accounts	19
v.	RMIT Hosted Web Pages	19
vi.	Responding to Member Feedback	19
13.	PUBLICITY, PROMOTION AND PUBLICATIONS	20
i.	RMIT Link Brand Guidelines	20
ii.	Apparel Orders	20
iii.	Website	20
iv.	Posters	21
v.	Swanston Academic Building	21
vi.	Social Media	21
vii.	Sponsorship	21
14.	RISK MANAGEMENT AND INSURANCE	21
i.	Risk Management	21
ii.	Accident / Injury / Incident Procedures	21
iii.	Insurance covers held by the University	21
a.	Member Accident Insurance	21
b.	Property Insurance	22
c.	Public and Products Liability	22
d.	Professional Indemnity	22
e.	Marine Hull	22
f.	General Insurance & Claim Information	22
15.	VEHICLES AND OTHER ASSETS	22
i.	RMIT University Assets	22
16.	FACILITIES AT RMIT UNIVERSITY	23
i.	Sporting	23
ii.	Meeting/Formal	23
iii.	Social	22
17.	OTHER GRANTS	23
i.	Coaching	23
ii.	Elite	23
18.	AWARDS	23
i.	RMIT Sport Awards	23
ii.	Vice Chancellor's Club of the Year	24

1. INTRODUCTION

RMIT is a global university of technology, design and enterprise and is Australia's largest tertiary institution. The University enjoys an international reputation for excellence in practical education and outcome-oriented research.

RMIT exists to create transformative experiences for our students, getting them ready for life and work, and to help shape the work with research, innovation, teaching and engagement. RMIT embraces the task of extending the benefits of a fast-innovating, high-skill knowledge economy to our whole community and our world. We are dedicated to helping shape a new urban and industrial renaissance in the global economy. We are driven by impact and focused on the challenges and opportunities emerging around us.

RMIT University values and encourages diversity, its programs are open to people from all walks of life and social backgrounds. RMIT Sport clubs must be accepting and welcoming to RMIT students, staff, alumni and the general public.

RMIT Sport offers a range of programs that encourage an active social life on campus. Participation in Sport activities, not only provides opportunities to make new friends and socialise, it offers valuable organisational and promotional experience from running a club to improving the social, and personal development of other members.

The objective of a club is:

- To promote the culture of Sport at RMIT University;
- To encourage the enjoyment and participation of all club members in social, competitive and recreational activities;
- To support and encourage the personal development of club members; and
- To further the aims and objectives of RMIT Sport, Sport Council and the Dean of Students.

The club has the responsibility to control their own business and affairs subject to this Club Management Handbook and its policies and procedures, and any other RMIT Sport policies, procedures or guidelines.

There are currently 25 RMIT Sport clubs and five (5) external clubs that offer membership to students and staff through a Memorandum of Understanding with RMIT University.

While all RMIT club members are governed by RMIT's policies, procedures and insurance cover, this Club Management Handbook specifically outlines the policies and procedures of RMIT's clubs. The handbook is designed as a guide for clubs on how to effectively manage their operations and fulfil all RMIT Sport requirements.

2. FUNCTION OF RMIT LINK

RMIT Link is responsible for provision of services and programs in sport, trips, arts & culture along with the City Fitness gym and a range of retail outlets. Programs are offered on the University's City, Brunswick and Bundoora campuses, and through partnerships and venue hire arrangements at a range of sites in Melbourne.

In providing these services, RMIT Link aims to contribute to the RMIT Student Experience and build community, provide learning and skill development opportunities for students. RMIT Link operates through a core of professional staff employed by the University as well as creating opportunities for student involvement in the development and delivery of RMIT Link programs.

RMIT Link operates as a division within the Education Portfolio, under the Dean of Students.

The objectives of RMIT Link are;

- To sponsor and promote social, cultural, educational, sporting and recreational programs and activities among the RMIT Community.
- To foster student growth and development through its range of events, programs and activities.
- To provide facilities and services to all Victorian campuses of the University as may be considered necessary to further these objectives.

i) Link Consultative Committee

This committee concentrates on the issues and concerns of students, focuses on student experience and makes recommendations aimed at improving participation. The committee reports to the Dean of Students through to the Vice Chancellor, thereby ensuring that significant issues are elevated to the highest levels of the university.

Three (3) representatives from the Sport Council sit on the Link Consultative Committee, unless determined otherwise by RMIT.

ii) Sport Council

Sport Council is a sub-committee of the RMIT Link Consultative Committee comprising representatives of the Sport programs of RMIT Link. Membership includes one student representative from each club and program area.

iii) Staff

The RMIT Link staff facilitates the activities of RMIT Link to fulfil the objectives of both RMIT University and RMIT Link. The Sport Officer (Clubs & Community Sport) is a dedicated role to assist the clubs in their operations, provide guidance and support.

3. SPORT STAFF CONTACTS

NAME	POSITION	EMAIL	PHONE
Jack Arnold	Sport Officer (Clubs & Community Sport)	jack.arnold@rmit.edu.au	9925 9757
Sally Tanner	Senior Coordinator Sport	sally.tanner@rmit.edu.au	9925 2468
Nicole Lane	Sport Officer (Recreation)	nicole.lane@rmit.edu.au	9925 3751
Eliza Goulding	Sport Officer (University Games)	eliza.goulding@rmit.edu.au	9925 2471
Teagan Nugent	Sport Officer (Social Sport)	teagan.nugent@rmit.edu.au	9925 2446

4. CLUB OBLIGATIONS AND CODE OF CONDUCT

RMIT Clubs are unincorporated entities and as such, are not permitted to employ staff or enter into any service / sponsorship agreements. Should a club need the services of a coach or trainer they are required to contact the Sport Officer (Clubs & Community Sport) to make these arrangements.

All RMIT Sport clubs are required to meet certain obligations and all club personnel must abide by the Code of Conduct as set out below.

i) Club Obligations

As a RMIT Sport club there are obligations that need to be met throughout the year. They are as follows:

- Provide RMIT Sport with a copy of club meeting minutes via email not more than ten (10) days after the meeting to the Sport Officer (Clubs & Community Sport).
- Ensure RMIT Sport has up to date contact details, to be advised at the beginning of each semester.
- Send representatives to Orientation Days, Club Development Sessions, Club Forums, Sport Council meetings and other relevant meetings as communicated to clubs.
- Clubs are encouraged to promote themselves via social media, newsletters and flyers. RMIT Sport can promote clubs and their activities via official RMIT Sport social media channels.
- Ensure all new prospective members are contacted within three (3) days of initial contact.
- Display the current RMIT logo on all uniforms when representing the University at sanctioned competitions and events. The use of the logo must be approved first.
- Display the correct RMIT logo as a sponsor on any websites or promotional material. The appropriate logo must be approved by RMIT Sport.
- Ensure executive committee members are available for Mid Year Reviews and other meetings as requested by the Sport Officer (Clubs & Community Sport)
- Supply RMIT Sport with a completed Trip and Activity Intention Form and Passenger List PRIOR to any trip or excursion. Clubs MAY NOT embark on any trip or excursion without the written consent of RMIT Sport.
- Communicate to RMIT Sport any concerns or queries as soon as they arise.
- Contact RMIT Sport for any further training or direction required.
- Comply with any further requests for documentation from RMIT Sport or RMIT University. This includes an audit undertaken by RMIT staff external to RMIT Sport.

RMIT Sport will keep a record of all necessary submissions for further review and reporting if required.

ii) Code of Conduct

RMIT has a strong code of conduct, which governs the behaviour of all RMIT students, staff and affiliated groups including Sport Clubs. It is the responsibility of club members to make themselves aware of RMIT's code of conduct especially the section relating to disciplinary action.

Refer to appendix 1 for the RMIT Sport Club Code of Conduct.

Club committees and club members are to behave in an appropriate manner at all times. Those members bringing RMIT University or RMIT Link into disrepute will be disciplined in line with section 6(iii) of this document (Disaffiliating a Club).

Each club's executive committee has the responsibility for operating according to the requirements outlined in the 2017 Club Management Handbook and its related RMIT Sport policies and guidelines, as well as general RMIT Link procedures and guidelines. In short, achieving what they have been created to do.

General principles of appropriate behaviour for all club executive members and ordinary club members:

- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background, religion or sexuality.
- Participate for your own enjoyment and benefit.
- Co-operate with your club executive, your coach/instructor, your class/team mates and opponents; without them there would be no competition/instruction.
- Co-operate with RMIT Sport, RMIT Link and RMIT University staff; without them there would be no base for your club.
- Treat all participants in the club as you like to be treated; do not bully or take unfair advantage of another participant.
- Play by the rules and follow expected conduct; never argue with officials and control your temper.

iii) RMIT Sexual Harassment Policy

To provide an environment at RMIT that is free from sexual harassment. To ensure that all staff and students are educated in the prevention of sexual harassment and to recognise the behaviours that may constitute sexual harassment.

Refer to appendix 2 for details of the RMIT Sexual Harassment policy.

iv) RMIT Club Commitment Statement

As a member of a club, society or collective at RMIT, I acknowledge that all members of our community have the right to feel safe and I commit to;

- behave in an ethical, respectful and inclusive way
- voice concerns about unacceptable behaviour
- never bully, sexually assault or harass, victimise or discriminate against another person
- act with integrity as a member of the university community and representative of RMIT University
- respect RMIT property and the property of others

v) RMIT Sport Compulsory Events

There are a number of compulsory events on the RMIT Sport, which are compulsory for affiliated sport clubs to attend. Financial penalties apply for non-attendance. The events are listed below and will also appear in the 2017 Clubs Calendar.

1. Club Forum (February & July)
2. Orientation Events – Bundoora and City Campus (February & March)
3. Club Development Sessions (March, April & May)
4. AUS South Clubs Conference (April TBC)
5. RMIT Sport Awards (November)

5. CLUB MANAGEMENT

i) Club Executive

Each club has an executive committee who reports directly to RMIT Sport. The club must nominate an executive committee consisting of the following as a minimum;

- President
- Vice President
- Secretary
- Treasurer

Other roles in portfolios such as Media, Social, Marketing & Public Relations, Club Captain, Fundraising and Assistant Secretary and Assistant Treasurer can be created given the need.

Only financial members of the club are eligible to nominate for election to club executive committee positions. Elections take place annually at the clubs Annual General Meeting.

The club committee must consist of a minimum of the four (4) executive committee positions; **a minimum of two (2) executive committee positions must be occupied by current RMIT students**. It is encouraged that the club executive consists of both male and female members.

Members may carry or share responsibility for more than one portfolio, with the exception of President. It is recommended that the club committee produce a list of duties for all specified portfolio positions.

Committees that work as a team and perform well are likely to include members who:

- Demonstrate an active and willing involvement in the committee and club.
- Attend a significant majority of committee meetings.
- Are drawn from diverse cultural & vocational backgrounds.
- Have a specific area of responsibility.
- Work towards a common purpose.
- Ask questions and seek answers.
- Willingly accept responsibility.
- Demonstrate tact, judgment, discretion and listening skills.

The portfolios for the compulsory positions are listed below;

President's duties

- Attend and chair club meetings.
- Ensure required number of club meetings are held and formally conducted.
- Liaise with RMIT Sport on a regular basis.
- Ensure the club asset register is current.
- Ensure all RMIT Sport and club policies and procedures are adhered to.
- Ensure all club requirements are fulfilled.
- Convene a special meeting to discuss specific issues as required.
- Authorise postal voting to occur if resolution of an urgent matter is required.
- Act as one of the cheque signatories for the club bank account.
- Ensure club attendance at events nominated by RMIT Sport – including Club Forum's & Orientation Events.

Vice-President's duties

- Chair club meetings in the absence of the president.
- Ensure all club procedures and documents are in order.
- Ensure all club requirements are fulfilled in the absence of the president.
- Ensure reports are prepared for each meeting by the portfolio holders.
- Ensure action items and resolutions are implemented or carried out.
- Duties as delegated by the president.
- Maintain the club asset register.
- Act as one of the check signatories for the club bank account.

Secretary's duties

- Handle inward and outward correspondence.
- Arrange meetings and prepare the agenda.
- Distribute the agenda to members one (1) week prior to each meeting.
- Prepare minutes and distribute to members within a week of a meeting.
- Maintain official minute's book.
- Issue notices and other circulars.
- Act as one of the check signatories for the club bank account.

Treasurer's duties

- Act as one of the cheque signatories for the club bank account.
- Ensure prudent financial management.
- Prepare submissions for funding, financial reports, ensure budget requirements and procedures are followed as per budget guidelines.

ii) Executive Committee Meetings

Executive committee meetings enhance communication amongst club committee members; ensure progress on actions and a level of accountability. A **minimum of five (5)** executive committee meetings are to be held during the year, the first of which shall be held within the first three (3) weeks of semester one. Clubs are to send a meeting schedule to the Sport Officer (Clubs & Community Sport) by week two of semester 1. Anyone may attend an executive committee meeting as an observer. Observers may only address the meeting if invited to do so by the chairperson.

It is recommended that the business of the first meeting include a presentation from the club president detailing the club activities for the upcoming year.

The club secretary should put a call (usually electronically) to the club executive committee members for general business items prior to the agenda being sent out. The secretary must provide all committee and club members with a notice (Agenda) of each meeting at least one (1) week prior to the meeting.

The order of business at a general committee meeting is to;

- Confirm the minutes of the previous meeting.
- Receive portfolio reports from each committee member.
- Receive a report on the status of the club accounts.
- Discuss special business items of which due notice have been given.

There are several compulsory agenda items that need to be in place for every meeting;

- Current financial membership numbers
- Financial report from treasurer
- Summary of events since the last meeting

Clubs are required to submit meeting minutes via email not more than ten (10) days after the meeting to the Sport Officer (Clubs & Community Sport).

An executive committee member may allow an ordinary club member to act as their proxy at a meeting, by notifying the club secretary prior to the meeting commencing. In the case of the secretary nominating a proxy they must notify the club president.

Quorum for an executive committee meeting is over 50% of the total number of committee members, excluding proxies. Only members of the club committee or their proxy may vote at the committee meeting.

Proposals put forward to executive committee meetings (motions) must be moved, seconded and passed by a majority of committee members present. The chairperson has the right, within their discretion, to request removal of any person whose behaviour is found to be objectionable.

An executive committee member may be given an official written warning if they are absent without apology at two consecutive meetings. The executive committee can in writing request the resignation or expel a member if they are absent without apology to three consecutive meetings, these actions must be ratified by RMIT Sport.

Minutes of every club meeting shall be kept by the club secretary and prepared and distributed to all club members within ten (10) days of the meeting being held. Meeting minutes can only be passed at the following meeting if they are accepted as a true and accurate record of proceedings.

iii) Annual General Meetings

During the month of September, all RMIT Sport clubs must hold an Annual General Meeting (AGM). The purpose of the AGM is to review the clubs operations for the past year, conduct executive committee elections for the following year and to declare results. The AGM is held in addition to all other meetings and events held during the year.

Written notification of the AGM must be given to ALL club executive, members and the Sport Officer (Clubs & Community Sport) not less than ten (10) days prior to the scheduled meeting date. This includes the agenda which must be circulated prior, no other business other than that detailed on the agenda shall be discussed at the AGM.

A quorum of 50% of total financial members or a minimum of twenty (20) financial members (whichever is less) is required. If this number is not reached by the nominated start time, the meeting can be postponed by 30 minutes to allow for a quorum to be reached. If after an additional 30 minutes no quorum is reached then the meeting must be postponed and rescheduled for another date.

All candidates must nominate in writing for election to the current executive at least 24 hours prior to the AGM. For a nomination to be accepted, a second must also be submitted in writing at least 24 hours prior to the AGM. All voting should take place via secret ballot to a nominated person who is not on the current executive nor is nominated for a position in the new executive. Proxy votes are not to be accepted.

Any complaint must be lodged within 72 hours of the declaration of results to the Sport Officer (Clubs & Community Sport).

The running of the AGM must include the following as a minimum;

1. Presentation of the agenda
2. Attendance and apologies
3. Acceptance of previous years AGM minutes
4. Taking of minutes for the current AGM
5. Presentation of written reports from Chairperson, Treasurer and any other relevant person, for example, Secretary or Social Coordinator
6. Presentation and adoption of a full and complete financial report from last AGM to current AGM
7. Election of four (4) club executive positions - at least two (2) must be current RMIT students
8. Move and second motions which may be discussed and voted upon. The result of the vote needs to be included in the minutes

All RMIT Sport clubs are required to submit the following information to the Sport Officer (Clubs & Community Sport) not later than ten (10) academic days after the AGM.

1. Agenda for the AGM
2. Minutes of the AGM
3. Club attendance list
4. Copies of all reports presented
5. Financial statements presented

iv) Special General Meetings

The Secretary shall call a Special General Meeting (SGM) of the club when:

- Requested on petition of not less than 10% of total club membership, the petition must outline the business to be dealt with in writing.
- Requested by the executive.
- Requested by RMIT Sport, the request must outline the business to be dealt with and be in writing.

Members shall be given at least ten (10) days notice of a SGM. Quorum for a SGM shall be 50% or twenty (20) of the total financial members. If within 15 minutes of the appointed start time a quorum is not present the meeting shall lapse. The meeting may be reconvened at the discretion of those present either within the next hour or at a more convenient time.

v) Club Forum

Club Forums are conducted by RMIT Sport to provide information and as a way of receiving feedback and updates from clubs. These meetings provide a great opportunity for discussing RMIT Sport procedures, networking, providing feedback on RMIT Sport programs and spreading the word about upcoming events. Clubs can also be invited to present on a variety of topics.

Two (2) forums are scheduled throughout the year, one (1) per semester, and dates are indicated on the Clubs Calendar. It is compulsory that each club sends a minimum of two (2) club members (ideally executive members) to attend each Club Forum. These forums run in conjunction with the Club Development Program.

vi) Club Development Program

The Club Development Program (CDP) conducted by RMIT Sport provides training opportunities to club executive committee members in club management and development. The program is being revamped in 2017 to feature guest speakers who are experts in their chosen field. The exact timetable of sessions will be communicated to clubs in early 2017 but will include at least four (4) compulsory sessions where guest speakers will present to clubs based on a variety of topics. Club Development Sessions are conducted during semester one and two generally on a Wednesday night - and will be promoted to clubs via the Clubs Calendar and through the Sport Officer (Clubs & Community Sport).

RMIT Sport will nominate compulsory sessions for clubs to attend. It is important to note that non attendance will incur financial penalties. There will also be non compulsory sessions run during the year which all clubs are invited to attend.

Club executive committee members will be eligible to receive an RMIT LEAD certificate if they attend five (5) hours of training which is made up by the Club Forums and Club Development Sessions. In addition, they must complete 15 hours of 'on the job' training which comes from being an active member of a club executive committee.

RMIT LEAD runs workshops each semester exclusively for LEAD students. In 2017 workshops will run in late April/early May and late September/early October. Topics include how volunteering links to your future career, team work and other professional skills. To book in, search for LEAD Workshop in RMIT CareerHub events, you will also receive an email when the workshop details are confirmed closer to the dates.

Future Edge is a University wide employability program which gives you recognition for on and off campus extra curricular activities and helps you build key employability skills. Completion of an RMIT LEAD certificate through RMIT Sport can be counted towards the Future

Edge Program. Please visit the Future Edge website (<http://www1.rmit.edu.au/careers/future-edge>) to find out more about how to get involved.

vii) Inspiring Leadership Program

The Inspiring Leadership Program offers students the opportunity to participate in a free ten hour intensive leadership development program. The program includes team building and confidence building, leadership attributes and key skills, common traps for developing and new leaders, emotional intelligence, relationships and conversations and personal brand.

For further information and to apply visit: <http://www1.rmit.edu.au/students/leadership>

viii) Australian University Sport (AUS) South Clubs Conference 2017

RMIT is proud to be hosting the second annual AUS South Clubs Conference in 2017. The conference brings together staff and club personnel from Universities in Victoria, Tasmania and South Australia. The purpose is to share knowledge, make contacts and learn from guest speakers around the many and varied topics faced by University clubs. As RMIT is hosting there needs to be a large representation from RMIT Sport clubs and as such this will be a compulsory event to attend in 2017.

ix) Orientation Events

Semester 1 Orientation events are compulsory for all clubs to attend. They are a great way for your club to attract new members and to promote the clubs services to the wider University population. Mid year Orientation events are not compulsory to attend but are again, a great way to attract new members and promote your club.

The Sport Officer (Clubs & Community Sport) will communicate the dates, times and locations in the lead up to each event.

6. CLUB AFFILIATION

i) Clubs Affiliation Process

Clubs need to complete a new business plan, succession plan and executive contacts form for each calendar year to retain their status as a RMIT Sport club. These documents are to be submitted by a date to be advised by the Sport Officer (Clubs & Community Sport).

Refer to Appendix 3 - Business Plan Template, Appendix 4 – Succession Planning Template, Appendix 5 – Executive Committee Contacts Template

ii) Responsibilities of Affiliation

RMIT Sport has numerous clubs affiliated with RMIT Link. RMIT Sport are accountable to RMIT Link for the funds and other resources (i.e. staff) used to support its services. It is therefore the responsibility of the club executive committee to ensure the clubs requirements of affiliation with RMIT Sport are adhered to, as documented in the Club Management Handbook and Fines and Disaffiliation Procedure.

The objective of an affiliated club is:

- To promote the culture of Sport at RMIT university, within the RMIT Community.
- To encourage the enjoyment and participation of all club members in social, competitive and recreational activities.
- To support and encourage the personal development of club members.
- To further the aims and objectives of RMIT Sport and the Dean of Students.

Any specific secondary objectives must appear in the clubs Business Plan.

Clubs are expected to provide assistance with other RMIT Sport programs, for example University Games and Social Sport on Campus, where applicable.

- The club must ensure that members are treated with appropriate levels of customer service and respect.
- Teams must compete under the RMIT club name in regular community based competition.
- The club should, where applicable be involved in assisting in the recruitment and/or selection of competitors for Southern University Games / Australian University Games / Australian University Championship events.

From the perspective of RMIT Sport, the basic areas that clubs need to be performing/achieving in, and how to remain affiliated with RMIT Sport, are stipulated within this document, namely:

- Club achievements
- Club document requirements
- Club promotion & attendance
- Executive committee numbers & make up
- Membership numbers & make up (increase RMIT student members across all campuses & at least 50% student members)

- Budget expenditure
- Executive committee performance/behaviour

Refer to Affiliation Requirements for a list of requirements the club must meet; also refer to the Clubs Calendar for a list of deadlines for the requirements.

iii) Disaffiliating a club

The disaffiliation of a club will only be made when a club does not meet the membership requirements or in the case of a serious breach of RMIT Sport policies or procedures.

Whether or not a club is meeting the requirements of RMIT Sport can be determined by the Mid Year Review, Annual Report or by observation of RMIT Sport staff. These reviews measure the extent to which clubs are operating according to the requirements outlined in the Club Management Handbook and the Fines and Disaffiliation Procedure, as well as general RMIT Link procedures and guidelines; in short, achieving what they have been created to do. If found to be unsatisfactory, a review with the club executive committee will determine what actions need to be taken.

Actions that may lead to disaffiliation include:

- Non attendance at a Clubs Forum without prior apology.
- Non attendance at compulsory Orientation days.
- Failure to submit yearly Business Plans or attend Mid year review meetings.
- Failure to provide a Sports Council Representative.
- "3 strikes policy" for new members to get in contact with club to join.
- Non compliance with the Club Management Handbook and Fines and Disaffiliation Procedure, as well as general RMIT Link procedures and guidelines.
- Failure to pay club accounts.
- Abuse of facilities or equipment.
- Fraudulent or illegal activities.
- Unable to meet club member or committee member minimum amounts.

Club disaffiliation is not a step taken lightly by RMIT Sport but is sometimes a necessary step resulting of actions from a club, club executive and/or club members. The disaffiliation process is outlined below;

1. Inappropriate actions from club, club executive, club members
2. Sport Officer (Clubs & Community Sport) writes to club to seek a please explain and provide a warning
3. Sport Officer (Club and Community Sport) meets with club, works through events/issue and allows club a reasonable amount of time to rectify the situation. The Sport Officer (Clubs & Community Sport) can assist to provide a suitable resolution.
4. If the same event/issue occurs again, the Sport Officer (Clubs & Community Sport) takes a recommendation to Sports Council for a vote by members.
5. Sports Council votes to disaffiliate the club or retain club status.
6. Disaffiliated clubs have the right to appeal if they can provide evidence of further training, change, new personnel to ensure the reasons for their disaffiliation do not occur again. There is a three (3) month cooling off period between disaffiliation and the ability to appeal the decision.

If clubs are found to have undertaken inappropriate actions which does not result in disaffiliation they may still face disciplinary action from RMIT Sport which may lead to the following;

- Withholding of club support and future grants, or suspension of the club budget allocation.
- Other actions deemed appropriate by RMIT Sport.

7. CLUB MEMBERSHIP

i) Membership Requirements

Membership of a club is gained by registering with the club on <https://rmitlink.rmit.edu.au/Clubs/Search> (log in required) and paying the required membership fee which is set by the club.

RMIT clubs must have a minimum annual financial membership of fifteen (15), of which ten (10) must be RMIT students. If membership size grows to more than fifteen (15) members, clubs must maintain a minimum of 50% current RMIT student members. The club must keep an accurate record of membership, including personal details, contact information, emergency contact details, membership status/expiry date, amount paid and membership number.

Club membership is based on a calendar year and is renewed annually. Registration and payment can be made online through <https://rmitlink.rmit.edu.au/Clubs/Search>. For reporting and financial management, clubs are to submit all tax invoices for club grants and funding to the Sport Officer (Clubs & Community Sport) by **Friday November 10 2017**.

ii) Membership Fees

RMIT Sport provides opportunities for students, staff, alumni and the general public to participate in sport opportunities. There must be a focus on engaging with current RMIT students, so;

For all clubs, there will be two (2) membership categories;

- Current RMIT Students
- Non Students

Clubs are able to nominate people as honorary members. These people will need to register themselves on the UniOne system but will not be required to make payment. Clubs are to advise the Sport Officer (Clubs & Community Sport) of the names by week 3 of each semester. Clubs are able to sell social memberships via the UniOne online store but it must be made clear to all new social members they are not able to train, play or compete for the club. The club needs to ensure there are adequate benefits provided for purchasing this type of membership.

Clubs set their own memberships fees but need to take several considerations into account when doing this.

- Overhead and operational costs (ie. Make sure you have enough money to cover these costs).
- RMIT student membership fees must be at least \$20
- RMIT staff, alumni and general public fees must be at **least** 50% higher than those of students

Eg. A club that charges RMIT students \$20, must charge RMIT staff, alumni and general public \$30 or more.

There is no guarantee of the amount of funding that RMIT Sport will be able to provide clubs in coming years so clubs need to ensure that they can be self sufficient if required.

iii) Membership Expiry Dates

RMIT requirements dictate that all full year club memberships expire at the end of each calendar year. Semester memberships either expire on June 30 or December 31. Clubs are not able to sell memberships that cover two (2) separate calendar years.

iv) Refunds

Refunds can be given for fees paid as per the Refund Policy. There is a \$10 administration fee which can be retained by the club for each refund processed. Completed refund forms are to be returned to the Sport Officer (Clubs & Community Sport) for approval. Refund applications will be processed within seven (7) days.

Refer to appendix 6 – Refund Policy and Application Form

v) Membership Conditions

Clubs must inform members of their membership entitlements upon joining the club; this includes the conditions of membership, insurance, cancellation and refund policies. It is recommended clubs do this via an information sheet or email given to members when they join their club.

All external potential members are to be advised that RMIT insurance will cover them for accident insurance for injuries sustained whilst engaged in club organised activities; **as long as they are officially documented as RMIT Sport club members.**

Therefore, Personal Accident Insurance will be provided to everyone, provided:

- Registered on <https://rmitlink.rmit.edu.au/Clubs/Search>
- Paid the required membership fee to the Club,
- The club activity has been approved with RMIT Sport as an official club activity
- Through submission of "Training Details Form" provided to RMIT Sport, &/or submission (and approval by RMIT Sport) of "Club Trip and Activity Intention Plans"

The minimum age for members to join a club is 16. For members under the age of 18, clubs must abide by the relevant working with children legislation. More information on working with children can be found here: <http://www.workingwithchildren.vic.gov.au/>. Clubs must report any and all new members who are under the age of 18 to the Sport Officer (Clubs & Community Sport).

vi) RMIT Sport Social Club Membership

RMIT Sport Social Club Memberships allow RMIT students who sign up the opportunity for discounted and priority access to a number of different events and programs during the year. This will include free trials at selected clubs, discounted entry to RMIT's Southern University Games team, priority access to popular trips & tours and access to member's only events during the year. Membership is only \$5 and can be purchased from the RMIT Link online store (<https://rmitlink.rmit.edu.au/Products>) and has a value of over \$50.

vii) Collection and Storage of Personal Information

Clubs must only collect necessary information in order to fulfil their functions and activities in a safe and secure manner. The information will only be used for the intended purpose for which it was collected and it will be disclosed only as required by law.

Clubs must take appropriate measures to ensure the security of all information relating to members personal, medical and financial information. The UniOne system is password protected, clubs should work with the Sport Officer (Clubs & Community Sport) to ensure only approved people have access to club members personal information.

8. CLUB ACTIVITIES

Information relating to club activities needs to be communicated to RMIT Sport to assist with insurance issues, as it ensures all club training sessions are approved as official club activities. Clubs are advised to use the appropriate forms which will be circulated at the beginning of the year. Forms are to be returned to the Sport Officer (Clubs & Community Sport) as soon as all details are confirmed.

i) Coaching

Ensuring your club has sound coaching practices and ethics will help create an environment that is both safe and supportive. Your club's coaches should all consider undertaking some training. The National Coaching Accreditation Scheme (NCAS) provides training for coaches at all levels in a range of sports.

Clubs are not incorporated organisations so are not able to employ a person or pay a coach / instructor without opening both RMIT and the club up to the potential for legal action. Clubs can choose to retain the services of a coach / instructor but that person(s) must be added as an RMIT contractor meaning they are covered via RMIT public liability and personal accident insurance cover. RMIT will pay the coach / instructor with funds provided by the club. All coaches who are retained as contractors will be required to complete relevant paperwork and provide RMIT with a quote for their services for the period of their coaching at the club.

Coaches / instructors who are completing their duties on a voluntary basis will have insurance cover. Their names and contact details will be recorded on a register by RMIT Sport.

Please contact the Sport Officer (Clubs & Community Sport) to facilitate this process for both paid and voluntary coaches / instructors.

Further coach education information can be gained by visiting <http://www.ausport.gov.au/participating/officials/education>

ii) Competitions

Not all RMIT Sport clubs will participate in regular, organised competition due to the nature of their sport but those that do are required to advise RMIT Sport of the current season fixture and other relevant details as soon as they are confirmed.

iii) Training

All clubs who participate in some type of training or practical exercises and are required to advise RMIT Sport of training times and venues as soon as they have been confirmed.

iv) Event and Trip Planning

Many clubs run trips throughout the year, or hold one-off activities that are not everyday training sessions or competitions (end of season trips, social events, tournaments). These activities are often held at locations outside of RMIT and in environments which may involve a higher level of risk.

For all trips and special events, clubs must complete a **Trip and Activity Intention Plan including an RMIT Safe Work Method Statement, provide a map from activity site to nearest hospital or medical centre AND Passenger/Participant List** with emergency contact details. These trips and special events need to be approved by the Sport Officer (Clubs & Community Sport) at least two (2) working days before the activity takes place. Club activities that go ahead without submission and approval of this Club Trip/Activity Intention Plan to RMIT Sport at least two (2) days before departure will be deemed non-sanctioned activities and participants, club members, volunteers and leaders will not be covered by RMIT University Insurance. Approval for the trip is via return email.

Refer to appendix 7 – Trip/Activity Intention Plan & appendix 8 – RMIT Safe Work Method Statement

RMIT Sport also requires that the Trip and Activity Intention plans nominate a designated driver who will stay under the legal driving limit (.00 for probationary drivers, .05 for fully licenced drivers) so they are able to drive in the event of an emergency.

A club trip/activity is defined as any function, event or trip being run by a club, **not previously recorded** with the Sport Officer (Clubs & Community Sport) through submission of the Club Training Details Form (as official club training sessions, competitions or meetings should be).

Refer to appendix 9 – Club Training Form

Please note, **clubs should attempt to obtain their own medical information for trip/activity participants, as relevant to each trip/activity**. Medical information can be collected via the UniOne system but if clubs require more detailed information then a hard copy form should be sought. It is important to note that no one is obliged to divulge medical information and any information collected must be kept securely and in a confidential manner at all times. It is also important for trip leaders/convenors to have relevant medical information (if known) whilst on trip and at events.

It is essential that each club acknowledges responsibility for collecting medical information from its club members where this information is relevant. It is recommended that clubs create a Medical Form with all the medical information required of its members for the particular activity/trip being undertaken. Given some of the trips and events are run in a remote location, it is important (at a minimum) the club be aware of a participating members' possession of conditions such as asthma, epilepsy, major allergies, low blood pressure etc; understanding that medical information may change throughout the course of the year.

Refer to appendix 10 – Club Medical Form

v) Alcohol

Clubs must ensure they have the appropriate understanding of RMIT University Alcohol Policy requirements, as well as Victorian liquor licensing laws and requirements if alcohol is being served or consumed at a club event.

For more information refer to:

RMIT Alcohol Policy - <http://www1.rmit.edu.au/browse;ID=1pbptt9ij37f> or search www.rmit.edu.au for Alcohol Policy.

From RMIT's Alcohol and Other Drugs Policy there are several points which need to be re enforced;

- Ensure that alcohol is not advertised.
- Ensure that excessive alcohol consumption is not promoted.
- Under no circumstances will the use of illicit drugs on the university campus or university endorsed events be accepted.
- Ensure work performance is not adversely affected by the use of alcohol or other drugs.
- If under the influence of alcohol, ensure they do not operate machinery or vehicles or undertake hazardous activities including handling chemicals, using private transport such as driving a car or riding a bike etc

RMIT Sport also requires that the Trip and Activity Intention plans nominate a designated driver who will stay under the legal driving limit (.00 for probationary drivers, .05 for fully licenced drivers) so they are able to drive in the event of an emergency.

Refer to appendix 11 for a copy of RMIT's Alcohol and Other Drugs Policy.

vi) Food Handling

Australia's Food Safety Standards regulate the way 'food businesses' store, transport, handle and display food. Your club may be classified as a 'food business' even if food is being sold as part of a fundraising drive such as a BBQ or bake sale. The organisation that develops Australia's food safety standards, Food Standards Australia New Zealand, has put together fact sheets for charities and community organisations to help them meet their legal obligations under the new standards.

Clubs must ensure they meet these standards. This can be achieved by delegating responsibility for food handling at club events to a club member who has completed a Food Handling and Safety Course.

For more information refer to: <http://www.foodstandards.gov.au/Pages/default.aspx>

If the event is to be held on an RMIT campus clubs are required to abide by RMIT's event planning guidelines which can be located by contacting the Sport Officer (Clubs & Community Sport).

vii) Inclusiveness

Clubs need to be inclusive of ALL members when offering an event or activity. Please contact the Sport Officer (Clubs & Community Sport) if you have any concerns regarding this.

9. FORMING A NEW CLUB

Interested parties wishing to start a new Sport club within RMIT Link are advised to consult the Sport Officer (Clubs & Community Sport) for assistance and further information.

10. FINANCE

Clubs are to run on the basis that the financial year is from January 1 until December 31. RMIT Sport requires all club grants and funding to be finalised by **Friday November 10 2017**

i) Club Budget Submissions

Late applications will NOT be accepted. The funding process is as follows;

- Complete a Club Grant Application form and submit by **12:00pm, Friday January 20 2017**.
- Arrange a meeting with the Sport Officer (Clubs & Community Sport) before the application due date to discuss your application who will then provide feedback on the types of items requested in the clubs grant.
- The budget for the year will be set by the Senior Coordinator, RMIT Sport, who in consultation with the Sport Officer (Clubs & Community Sport) will review completed grant submissions and allocate funding accordingly. Please note, RMIT Sport reserves the right to fully or partially fund certain requests or direct where RMIT Sport grant funding is to be spent.

ii) Clubs Budget

Clubs are required to operate according to a RMIT Sport approved budget. The budget forms part of the clubs Business Plan, detailing the activities and programs to be undertaken by the club in the following calendar year, including new initiatives aimed at further developing the club.

iii) Club Grants

A grant is an allocation of funds that clubs may apply for to assist in the provision of services to their members. Clubs are encouraged to apply for the following grants as part of their budget submission:

- Operational Grant (Eg. Training facility hire, new equipment and competition entry fees)
- Capital Expenditure Grant (Eg. Purchasing a new trailer to transporting equipment)
- Committee Training Grant (Eg. First Aid Courses)
- Club Development Grant (Eg. Executive members to attend a course, topic to assist in running the club successfully)

iv) Grant Applications

To apply for a grant the club must be affiliated with RMIT Sport. The club must submit an application form expressing reasons why there is a need for the grant. If more than one grant is being applied for a separate application must be made and clearly identified. Grant applications must be approved prior to the club committing any monies towards the program/activity/item. Applications are due with the budget submission, and will be considered with assessment criteria. Late applications will only be considered if club plans have changed markedly since submitting the Club Business Plan for that year, or as the result of new initiatives requiring extra support from RMIT Sport. All grant applications are to be submitted to the Sport Officer (Clubs & Community Sport) by not later than **12:00pm Friday January 20 2017**.

Refer to appendix 12 - Grant Application Form

v) Accessing a grant

Accessing funds from a grant can only be done so on items approved by RMIT Sport. Once a grant has been approved it is the responsibility of the club to ensure the budget is adhered to. If a club deems that changes are required to their grant, they must notify RMIT Sport in writing before any action can be taken.

In regard to using the money from the club grant;

If the club incurs an expense and requires reimbursement, one of two items must be produced.

1. A receipt
2. A copy of invoice showing the total amount of the invoice while showing the total amount owing as \$0

If the club requires RMIT to pay an invoice direct to a supplier, the following item must be produced

1. A proper invoice or tax invoice if supplier is registered for GST

Please remember, RMIT Finance has 30 day terms for payment. All invoices can either be emailed or mailed to the following address;

Jack Arnold
RMIT Sport
GPO Box 2476
Melbourne.
Victoria. 3000
E. jack.arnold@rmit.edu.au

Clubs can also receive reimbursement of items previously paid for only by approval of the Sport Officer (Clubs & Community Sport). If clubs are not sure of whether or not they will be reimbursed they are encouraged to seek counsel from the Sport Officer (Clubs & Community Sport) on the suitability of the item.

All expenses over \$100 are to be paid using a club cheque and must have the official approval of the club committee. This approval should be shown in the minutes of committee meetings. If club executive members are authorised to personally incur expenses then they should use a 'Club Reimbursement Form' to be reimbursed. This form should be returned to the club treasurer with the original receipt for reimbursement.

Refer to appendix 13 – Club Reimbursement Form.

After RMIT Sport has determined the maximum amount of funding each club can receive during the year, clubs will have the opportunity to earn their funding by attending pre determined events and tasks as nominated below. Attendance and completion are weighted to reflect the nature of the task and the emphasis that should be placed on it by both RMIT Sport and the individual club.

Clubs to receive 25% of their funding at the beginning of the year (February) to help get them started for the year's activities and pay any invoices that need to be paid. Clubs are invited to contact the Sport Officer (Clubs & Community Sport) if there is an urgent need to have access to their club grant outside of this timeframe.

#	Item	When	Weighting	Cumulative
1	Produce professional, quality business plan	January	15%	40%
2	Attend Club Forum 1	February	15%	55%
3	Attend University Orientation Events	February	20%	75%
4	Attend compulsory club development events	March / April	15%	90%
5	Mid Year Review	July / August	10%	100%

vi) Financial Management

Clubs are required to finalise books and payments for the year by **Friday November 10 2017**. No outstanding payments or allocation of funds for the calendar year will be made after this date.

vii) Income

All money received by the club must be deposited into the club bank account within seven (7) days. A clearly legible receipt from a carbon duplicate book must be issued for all monies received by the club, including name/business name, date, purpose of payment and signature. All income must be recorded on your clubs income and expenditure journal spreadsheet including the number of the receipt issued. Due to the nature of RMIT Sport affiliated clubs, no GST can be charged or collected for the provision of any goods or services.

No cash is to be taken for memberships, trip/events, apparel or equipment purchases. All payments are to be made via the UniOne online store. All monies will then be transferred to the club bank account by RMIT.

The only times cash is to be taken is for training fees and only in small amounts. For example, \$5 a week for training fees. A proper receipt should be given for all cash payments and such amounts should be added to the monthly income section of the clubs monthly financial reconciliation.

viii) Expenditure

All payments for club expenditure must be made by club cheque. The only time when the use of cash is acceptable is when money is required as petty cash. All expenditure must be recorded on the clubs income/expenditure journal spreadsheet. Receipts should be kept.

ix) Reporting & Record Keeping

Clubs are required to submit a monthly financial reconciliation report using the template provided or approved by the Sport Officer (Clubs & Community Sport) within ten (10) days of the end of the month. Clubs should keep a copy of all receipt and invoices to aid in reconciling monthly finances.

Clubs who are more than one (1) month behind in submitting financial reconciliations will have access to their club grant revoked until such time as the relevant monthly financial reconciliations are submitted and approval given by the Sport Officer (Clubs & Community Sport).

Clubs are required to report on the progress of their budget at the end of each Semester – in the Mid Year Review, and in the Annual Report. As part of the reporting process clubs should submit a copy of their income/ expenditure journal and all receipts (income and expenditure) at the 1st of every month. Clubs are also required to submit the budget summary sheet as supplied with their approved budget.

Refer to appendix 14 - Financial Reconciliation Worksheets

x) Club Bank Accounts

RMIT Sport clubs must have their RMIT club account with the Commonwealth Bank branch at RMIT's Swanston St campus. New accounts can only be set up with approval of the Sport Officer (Clubs & Community Sport). A Commonwealth Bank 'Authority for Business Accounts' form is to be used for this purpose.

- Under no circumstances are overdraft or credit facilities allowed.
- All bank statements are sent directly to RMIT Sport on a regular basis, which are then forwarded to clubs via email to club email address. Electronic statements can also be provided, please contact the Sport Officer (Clubs & Community Sport) to arrange this.
- Under no circumstances is bank account information to be sent to individual members addresses.
- Any and all changes to the accounts must be made at the Commonwealth Bank branch at RMIT's Swanston St campus.
- Under no circumstances can clubs have full access to online banking.

xi) Signatories

All accounts require two signatories on each cheque to enable the authorisation of club cheques. Each club should attempt to have at least four signatories (executive committee members) to allow for payments to be made when signatories are unavailable. This form must be re-submitted each time there is a change in club executive.

Clubs must submit the Commonwealth Bank 'Authority for Business Accounts' form and minutes of a club meeting detailing the change to the Commonwealth Bank in order to set up the account and/or change account signatories.

The authorisation of these signatories is required by the Account Chairperson; the Account Chairperson is the Sport Officer (Clubs & Community Sport) only. The Account Chairperson will have access to each account and its details, and must authorise any changes made to such accounts. The bank has been sanctioned to refuse any changes made by clubs without prior authorisation from RMIT Sport.

xii) RMIT Corporate Credit Card

The Sport Officer (Clubs & Community Sport) has the use of an RMIT corporate credit card to assist clubs with making larger purchases. Due to RMIT financial guidelines this card can only be used for payments using a club grant. The credit limit is reset at the start of each calendar month. All expenses are required to be included on club monthly reconciliation's.

xiii) Club Prepaid Debit Card

Clubs will be issued with an Australia Post Load&Go Reloadable Visa Prepaid Card to assist with managing club finances. Cards can be used like a normal debit card, within normal rules and regulations. Clubs will be required to submit a request in writing for funds to be added to their cards. RMIT Sport staff will do this on club's behalf. The cards have a maximum value of \$999 at any one time and a maximum of \$5000 over a 30 day period. Clubs will have an online portal to check transactions and balances but not to transact. All transactions completed using the card are required to be included on club monthly reconciliation's.

See appendix 15 – Club Payment Form

xiv) RMIT Sport Staff Club Netbank Access

The Sport Officer (Clubs & Community Sport) and Senior Coordinator, RMIT Sport have transactional access on club bank accounts via the Netbank. This access will only be used for larger expenses (over \$1000) and to top up club prepaid debit cards. Payments will be made twice weekly, on a Tuesday and Friday. All expenses are required to be included on club monthly reconciliation's.

11. REPORTING

i) Clubs Calendar

A Clubs Calendar is released at the start of each year containing a list of club requirements due for submission and dates when these are due. Each club will have a copy of the Clubs Calendar sent to them at the start of the year and also presented at Club Forum 1 & 2. Clubs failing to submit a requirement on time may face disciplinary action.

The calendar dates have been carefully planned such that academic calendars and assessment periods are taken into account, as well as the financial calendar - none of which are negotiable. If your club is not going to be able to meet the given deadlines for submission, please contact RMIT Sport before the due date and explain your reasoning and an expected date of completion.

Refer to Appendix 16 – 2017 Clubs Calendar (Important Dates)

ii) Business Plans

The Business Plan is prepared to inform club committee members, RMIT Sport, club members and other potential stakeholders (e.g. sponsors) of the proposed activity for the next twelve months. Committee members and RMIT Sport must both contribute to the planning process and endorse the action to be taken.

The Business Plan comprises along with other items,

- **Strategic Plan**
 - Aims & Objectives
 - Strategic Review & Vision

- **Operations Plan**
 - Goals & Targets
 - Budget Submission
 - Promotional Plan

The Business Plan **must** be presented using the templates provided, and be approved by RMIT Sport before being adopted. The Sport Officer (Clubs & Community Sport) will conduct training sessions covering aspects of the Business Plan and will also provide assistance in completing the Business Plan.

Completed Business plans are due for submission to the Sport Officer (Clubs & Community Sport) by **12:00 pm, Friday January 20 2017**. If you require assistance completing the plan, please do not hesitate to contact Jack Arnold (jack.arnold@rmit.edu.au).

iii) Mid Year Review

A club review will be performed in a face to face meeting with club executives and the Sport Officer (Clubs & Community Sport) in July & August of each year. Mid Year Review's measure the clubs performance according to the requirements outlined in the Club Business Plan, Clubs Calender, the Club Management Handbook and its procedures and guidelines. Clubs will be required to submit a full financial report including a profit and loss statement at this meeting.

Refer to appendix 17 - Mid Year Review Template

12. COMMUNICATION

It is important that affiliated clubs and RMIT Sport take a proactive approach to communication.

i) RMIT Sport Contacts

The first point of contact for RMIT Sport affiliated clubs is the Sport Officer (Clubs & Community Sport). Any member of a club executive can communicate with the Sport Officer (Clubs & Community Sport) at any time within work hours, by phone, email, or by making an appointment.

SPORT OFFICER (CLUBS AND COMMUNITY SPORT)

Jack Arnold

P. 03 9925 9757

E. jack.arnold@rmit.edu.au

RMIT Security can be contacted at any time 24 hours a day, seven days a week for out of hours emergencies on one of the following phone numbers

- 03 9925 2051
- 03 9925 3895
- 03 9925 3333

ii) Club Contacts

The Club Executive and Contacts Update Form are used for updating contact information of office bearers and other club contacts - their addresses, telephone numbers and email addresses. It is an excel spreadsheet that must be submitted electronically whenever any changes are made to executive positions or individual contact details.

Clubs will be requested to provide club contact information at the commencement of each year:

1) Full contact details for all club executive members (name, email address, contact phone numbers, and student numbers if relevant). It is important that all clubs ensure promotion of multiple communication methods with their club (i.e. provide club email address, web page, mobile phone contact, and training locations/times) to ensure all potential new members can enquire about the club with ease.

iii) Mail / Addresses

All RMIT clubs should ensure that all written correspondence is being sent to RMIT, not to an individuals home/work address – this will avoid any potential communication breakdowns that can occur with the changeover of club executives, individuals moving house, going on holiday, etc.

Club correspondence should be sent to;
Jack Arnold
RMIT Sport
GPO Box 2476
Melbourne.
Victoria. 3000

iv) Email Accounts

The majority of correspondence sent to clubs is electronic, which will be sent to the RMIT hosted club email account only. This service allows you to compose, read and send email from anywhere in the world with the exception of China, via www.gmail.com.

It is important for clubs to understand that this email account is the default account for all RMIT Sport correspondence to clubs. **All RMIT Sport initiated communication will be sent to this account.** In responding to emails initiated by a club the reply will be sent to the account from which the original email was sent, this may be a personal or business account depending on who sent the correspondence.

Clubs must check this account daily for correspondence from RMIT Sport, and club members.

Clubs are encouraged to advertise the RMIT hosted account to members (current and potential) as it allows for consistency amongst successive club committees, and means contact details do not need to be updated as regularly. The club will be issued a login name and password. Keep these secure and do not change either without notifying RMIT Sport. RMIT Sport will keep a master copy of login names and passwords. If you experience problems with your account please inform RMIT Sport.

v) RMIT Hosted Web Page

Clubs will have an RMIT hosted website to promote their services, activities and membership.

1. Clubs will also have individual pages on the RMIT Sport club administration site <https://rmitlink.rmit.edu.au/Clubs/Search>. This section is primarily aimed at existing members and clubs will have the ability to create their own material, events and be able to communicate to members. On this page, members will physically be able to log in and purchase memberships, trips and other associated items. For any assistance in the operation of this section, please contact the Sport Officer (Clubs & Community Sport).

vi) Responding To Member Feedback

A good executive committee is open to feedback and sometimes this feedback will be negative. It is important to be able to recognise different types of criticism and to respond appropriately. Many of your members may be reluctant to give feedback of any kind, but it is important to encourage them as they can provide you with a wealth of information about your club's operations, effective or otherwise.

This requires you to think about whether you encourage members to comment on your club's operations, and how the club reacts to any advice or criticism that may be offered. As a committee, it is important to be willing to receive advice or criticism and respond to it positively.

Whatever methods you adopt to encourage feedback, your members will be pleased to have been asked their opinions but will quickly become disenchanted if they don't receive a response or see their suggestions put into action.

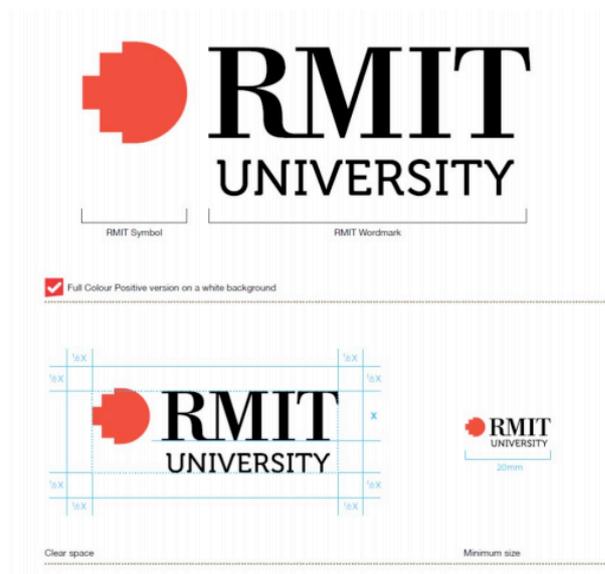
From time to time you may find there is conflict in your club. In clubs where conflict is openly confronted and resolved, rather than being ignored, people are more likely to be committed to the club and turnover rates tend to be lower.

You might think about appointing a membership officer who the members feel comfortable about approaching on club-related issues. There is value in having this person as a member's advocate on your committee.

13. PUBLICITY, PROMOTION & PUBLICATIONS

i) RMIT Link brand guidelines – overview

These brand identity rules apply to the Link sub-brand. Please refer contact the Sport Officer (Clubs & Community Sport) for a copy of the full RMIT policy.



General

- The RMIT pixel cannot be used without the RMIT word mark.
- The pixel cannot be visually distorted or used as a design feature on its own
- The full colour positive version on a white background is the preferred version and should be used wherever possible

Clear space and minimum size

- The RMIT brand mark needs to be surrounded by an area of uninterrupted clear space to allow it to remain prominent
- No other graphic elements (such as photography or typography) should appear within this zone
- The brand mark must never be produced at a size less than 20mm

Placement

- The RMIT brand mark should always be positioned in the top right hand corner or bottom right hand corner of communications

Incorrect use

- The brand mark may not be redrawn or altered in any way under any circumstances. Eg. Do not distort, rotate, change colours, apply drop shadow or any other design changes.

ii) Apparel Orders

Clubs are encouraged to make use of club specific apparel as this can help with team spirit, identity, fund raising, rewards for committee and/or members. RMIT Sport has a large number of designs currently being used by University Games teams. Clubs are encouraged to use these designs. The Sport Officer (Clubs & Community Sport) must be provided with a proof of all designs before production begins, approval will be given. Failure to do so will result in penalties ranging from fines to not being able to use purchased apparel.

iii) Website

All clubs will be expected to keep relevant and up to date information on the RMIT Sport club administration site <https://rmitlink.rmit.edu.au/Clubs/Search> and ensure RMIT Sport are notified of any changes to ensure information hosted on the RMIT University site is current.

Clubs may also have an external club website providing that the material contained on them is appropriate and does not contravene any of RMIT University's media policies. RMIT Link can place a link to any external sites on the internal web pages but will remove links if the external site contains any inappropriate material.

iv) Posters

All clubs are strongly encouraged to produce posters to advertise their club and its activities. Such posters can be displayed on various boards around campus. All posters should display the RMIT Student Initiative logo. RMIT Link has an approved template, which can be used. Please contact the Sport Officer (Clubs & Community Sport) to arrange production of these posters.

v) Swanston Academic Building (SAB)

All clubs have the opportunity to promote one activity or event per semester on the electronic screens in the Swanston Academic Building located on Swanston St. Please contact the Sport Officer (Clubs & Community Sport) for the procedure for accessing these electronic screens. Please note, at least two weeks notice is required to have items published and then it is at the discretion of RMIT Communications.

vi) Social Media

Social media sites are great ways to communicate within clubs and to potential members, however clubs need to be aware of privacy issues, be respectful and professional and ensure they do not discriminate against any person or organisation.

vii) Sponsorship

Clubs are encouraged to seek sponsorship but should remember RMIT Sport is their major sponsor and source of funding. Remember, sponsorship is not always financial but can be in kind too. This can include free room hire, donated prizes, discounts and food/beverage. Sponsorship agreements should not be in any way prejudicial to RMIT University or RMIT Link's name, reputation or standing in the community. Please consult the Sport Officer (Clubs & Community Sport) before entering into any and all sponsorship agreements.

14. RISK MANAGEMENT AND INSURANCE

i) Risk Management

a) Event and Trip Planning

Many clubs run trips throughout the year which are often held at locations outside of RMIT and in environments which may involve a higher level of risk.

For all trips and special events, clubs must complete a **Trip and Activity Intention Plan including an RMIT Safe Work Method Statement, provide a map from activity site to nearest hospital or medical centre AND Passenger/Participant List** with emergency contact details. These trips and special events need to be approved by the Sport Officer (Clubs & Community Sport) at least two (2) working days before the activity takes place. Club activities that go ahead without submission and approval of this Club Trip/Activity Intention Plan to RMIT Sport at least two (2) days before departure will be deemed non-sanctioned activities and participants, club members, volunteers and leaders will not be covered by RMIT University Insurance. Approval for the trip is via return email.

Refer to appendix 7 – Trip/Activity Intention Plan and appendix 8 – RMIT Safe Work Method Statement

ii) Accident, Injury and Incident Procedures

All clubs are encouraged to participate in activities and events which make their clubs more attractive to members and potential members. Should an incident happen to any club member involved in a club activity or event, appropriate accident / incident management procedures must be followed by the individual in charge of the activity (i.e. coach, instructor, or trip leader).

For all incidents occurring during the course of a club activity/training session/competition (even for minor injuries), an Accident / Injury / Incident Report Form must be completed and returned to the Sport Officer (Clubs & Community Sport) as soon after the incident as possible.

In the event of a serious incident, after calling Emergency Services and the situation is under control, clubs are advised to contact RMIT Security who will then evaluate the situation based on information provided and contact the appropriate members of RMIT Link staff.

RMIT Link staff personal mobile numbers are not published and clubs are advised to contact RMIT security to notify RMIT Link staff of incidents

Contacts:

RMIT Security

P. 9925 2051, 9925 3895 or 9925 3333.

These numbers are available at all times.

iii) Insurance covers held by the University

RMIT University have in place a number of insurance policies that cover RMIT and its registered clubs:

a) Member Accident Insurance

The University has arranged [personal accident insurance](#) coverage for RMIT students and other non RMIT students who are members of RMIT associations and clubs. Coverage under this policy is confined to accidents which are described as an unforeseen event resulting in injury. The policy provides no coverage for sickness or pre-existing injury. This coverage is for personal accidents/injuries sustained whilst

engaged in club organised activities, and **only available to financial members who are registered on the RMIT Sport Link website**. The circumstances of the accident will affect whether or not you are able to make a claim and the insurance policy does not apply where other compensation applies, e.g. Medicare, Private Health Insurance, transport accident compensation, workers' compensation etc.

It is therefore vital that all clubs are extremely diligent in ensuring **all** individuals participating in any of their club activities are officially registered club members and must be registered on the RMIT Link website (<http://rmitlink.rmit.edu.au/Clubs/Search>) and the required club membership fee is paid to the club.

Therefore accident insurance will be offered to everyone provided:

- 1) Registered on the Link website <https://rmitlink.rmit.edu.au/Clubs/Search>
- 2) The required fee has been paid to the club,
- 3) The club activity has been approved with RMIT Sport as an official club activity*

* Through submission of "Training Details Form" provided to RMIT Sport, &/or submission (and approval by RMIT Sport) of 'Club Trip and Activity Intention Plans'

This policy has been purchased from Accident and Health International Pty Ltd. Should you have any queries regarding the coverage provided, the completion of a claim form or an existing claim please contact insurance@rmit.edu.au

To make a claim a qualified medical practitioner must certify disablement or treatment claims. So you must see a doctor before you make a claim. Details of RMIT's [personal accident insurance](#) can be found by going to the www.rmit.edu.au website and then searching for "student accident insurance".

b) Property insurance

The University's insurance covers damage to and loss of all contents and buildings:

- which are owned, hired, leased, rented or loaned or used by the University; or
- for which the University has assumed responsibility to insure; or
- in which the University has an insurable interest; or
- for which the University has received instructions to insure.

c) Public and Products Liability

RMIT Link and its registered clubs are insured against their legal liability to pay damages or compensation in respect of injury to a third party person or damage to a third party's property, caused in connection with the University's business. Legal costs and other professional costs related to such a claim are also covered by the policy.

d) Professional Indemnity

This policy covers loss and damage arising from a breach of professional duty by RMIT Link and its registered clubs in the conduct of their business.

e) Marine Hull

The Marine Hull insurance provides material damage cover for the declared water craft and indemnifies RMIT Link and its registered clubs for liability claims arising from the authorised use of the water craft.

In circumstances where a third party requires certificates of currency which state higher limits of liability, or the waiving of rights, or the inclusion of a specific external party as a co-insured under a policy (usually under the "public liability" or "general and products legal liability" insurance policy), RMIT associations and clubs must contact RMIT Sport Contacts who will seek advice from RMIT's legal and insurance advisers.

f) General Insurance & Claim Information

Any event, which may give rise to a claim under any of RMIT's policies, must be reported as soon as possible. Ideally immediately after the emergency / medical matters are completed. Please contact the Sport Officer (Clubs & Community Sport).

Remember, attend to persons injured or unsafe, take all reasonable action to stop or reduce further injury or loss. Do not make any statements as to the cause of the injury or loss and do not admit liability or make any assertions about the payment of medical or other related expenses. Notify RMIT immediately.

15. VEHICLES AND OTHER ASSETS

i) RMIT University Assets

RMIT University shows support to RMIT University clubs by providing equipment and utilities as required. In the event of a club obtaining one of these assets (i.e. boat and/or trailer) it is to be noted that this asset is for **club use only**. Under no circumstances can it be leased, hired or lent to club members or the general public for hire or use. Only registered club members have the authority to operate University assets during approved club events and excursions. Under no circumstances can these assets be used for personal use. All drivers/operators must hold a full suitable licence which must be kept on file by RMIT Sport prior to usage of the vehicle (car, mini bus, trailer or watercraft).

16. FACILITIES AT RMIT UNIVERSITY

i) Sporting

All clubs have the opportunity to book facilities within the City campus and those at the Bundoora campus, such facilities are available to student clubs at minimal or no cost.

ii) Meeting/Formal

There are meeting rooms which can be booked by clubs, please contact the Sport Officer (Clubs & Community Sport) for more information and assistance booking rooms.

iii) Social

Clubs can book a variety of spaces around all campuses, for more information or assistance please contact the Sport Officer (Clubs & Community Sport).

17. OTHER GRANTS

i) Coaching

Each year RMIT Link offers all clubs the opportunity to apply for two (2) separate coaching grants which can be used to either pay for a coach or instructor for the year or offset some of the associated costs. For more information, please contact the Sport Officer (Clubs & Community Sport).

Coaches / instructors who are employed as part of the Club Coaching grant program are employed by RMIT University as an RMIT contractor.

The employment process will be facilitated by the Sport Officer (Clubs & Community Sport).

ii) Elite

RMIT is an Elite Athlete friendly university and can provide assistance for elite athlete to participate in national and international events. Clubs who have elite athletes can contact the Sport Officer (Clubs & Community Sport) for further information.

18. AWARDS

i) Sport Awards

RMIT Sport endeavours to acknowledge those students who have achieved outstanding results or who have contributed to the University through their sporting or recreational interests over a number of years. Awards are presented to recipients at the RMIT Sport Awards.

RMIT Sport Sports Awards aim to:

- Encourage students to strive for sporting excellence.
- Recognise those who are highly competent in a particular sport.
- Acknowledge the sacrifices students have made to reach that competency.
- Recognise members who have worked diligently in the administration and operation of clubs and RMIT Sport.
- Recognise members who have worked to encourage and motivate others to participate in sporting or recreational pursuits.

Participants may be acknowledged for their achievements in the following seven categories:

- Vice Chancellor's Club of the Year
- Most Improved Club of the Year
- Outstanding Club Leader
- Most Successful Club Team
- Outstanding Contribution to Sport
- Five Years Service to Sport
- Ambassador Award

A call for nominations with assessment criteria will be made prior to the awards ceremony; these nominations are considered by a Sport Awards Committee.

ii) Vice Chancellor's Club of the Year

This award acknowledges the club who has been outstanding in representing RMIT University and RMIT Sport both within the University and the community sporting or recreational environment.

It will be presented to the club who has been most involved in some or all of the following:

- Development and promotion of club services to all RMIT campuses.
- Active involvement in RMIT Sport events and activities e.g. Orientation and Club Forums.
- Displayed a high level of activity during the year e.g. entered teams into competitions, conducted successful trips or maintained high level of program attendance.
- Implementation of initiatives to enhance the club profile and increase membership.
- Hosting of University or non-University events.
- Constantly displayed the exemplary behaviour expected from ambassadors of RMIT University.

Appendix List

1. RMIT Code of Conduct
2. RMIT Sexual Harassment Policy
3. 2017 Business Plan Template
4. 2017 Succession Planning Template
5. 2017 Executive Committee Contacts Template
6. Refund Policy and Application Form
7. Trip/Activity Intention Plan
8. RMIT Safe Work Method Statement
9. 2017 Club Training Form
10. 2017 Club Medical Form
11. RMIT Alcohol and Other Drugs Policy
12. 2017 Grant Application Form
13. Club Reimbursement Form
14. Financial Reconciliation Worksheets
15. Club Payment Form
16. 2017 Clubs Calendar (Important Dates)
17. 2017 Mid Year Report Template

