

Benefits and support services for clubs



UNIVERSITY CLUBS SUPPORT

WHAT DO YOU NEED HELP WITH? FIND MORE INFO HERE:

Advice and Support

Clubs Support Team & VUWSA Clubs & Activities Officer can provide general guidance, support and direction.

Clubs Support Team

 Peter McDonald, Clubs Administrator

 Peter.mcdonald@vuw.ac.nz

 04 563 6711 | 022 563 6711

 Conor O'Fee, Sports and Clubs Manager

 Conor.ofee@vuw.ac.nz

VUWSA

 Suzy Kilmister, Clubs & Activities Officer

 Activities@vuwsa.org.nz

 04 463 6716

Advocacy and Support

Student Advocacy services for dealing with any issues (conflict resolution, club disciplinary issues, academic or personal issues)

Student interest and conflict resolution

 studentinterest@vuw.ac.nz

VUWSA

 Student-hardship@vuw.ac.nz

 [VUWSA Advocacy](#)

BBQ Hire

3 x Weber BBQ's are available for clubs & groups.

VUWSA

 [BBQs](#)

Blues Awards

The Blues Awards recognises students who are excelling in their sports through performance, coaching and administration, academically and athletically.

URW Sports Team

 athletesupport@vuw.ac.nz

 [Club Awards](#)

Booking Spaces

Registered clubs receive 3 hours per week of free bookings on any of the 3 campuses. Take a look at all the bookable spaces on all 3 campuses and make a booking using the booking form .

Clubs Support

 [Book facilities and hire venues](#)

 [Booking form](#)

For more guidance and advice go to the
CLUBS HANDBOOK

UNIVERSITY CLUBS SUPPORT

Clubs Council

VUWSA Clubs & Activities officer manages the club council, along with support from the club support team.

VUWSA & Clubs Support

✉ Activities@vuwsa.org.nz

✉ University-clubs@vuw.ac.nz

☎ 04 463 7406

Clubs Expo

All registered and start-up clubs are invited to participate in clubs expo's run in the first week of Trimester 1 & 2.

Clubs Support

✉ University-clubs@vuw.ac.nz

🌐 [Clubs Expo](#)

Gold & Supreme Club Awards

The Gold Awards recognises outstanding contributions across cultural activities & clubs. Information and application forms on Awards can be found online.

VUWSA

🌐 [Club Awards](#)

Health, Safety & Risk Management

Need assistance on processes relating to offsite trip planning, event management, fraud, student code of conduct & club/ member behavior.

Clubs Support

✉ University-clubs@vuw.ac.nz

🌐 [Club Resources](#)

Insurance cover

Registered clubs are covered by the University's General and Public Liability insurance.

Clubs Support

✉ University-clubs@vuw.ac.nz

Leadership development

Club Executives are encouraged to join the leadership development programmes offered by the University, Wellington Plus and/or Wellington International Leadership.

Wellington International Leadership & Wellington Plus programmes

✉ University-clubs@vuw.ac.nz

🌐 [Wellington Plus programme](#)

Mail Service

General mail service and boxes at VUWSA.

VUWSA

✉ kelburn@vuwsa.org.nz

For more guidance and advice go to the
CLUBS HANDBOOK

UNIVERSITY CLUBS SUPPORT

Noticeboards & newsletters

Clubs noticeboards opposite The Lab and Louis' Cafe are updated often. Clubs can drop off a generic poster at the Clubs House (SU401). Triangular Noticeboards around campus can be used for more specific advertising.

Clubs Support

 University-clubs@vuw.ac.nz

Online Clubs Directory & Club Webpage

Each registered club has their own webpage created containing information about their club and contact information. Clubs can contact the Club Directory Update form to update their directory page.

Clubs Support

 University-clubs@vuw.ac.nz

 [Clubs Directory](#)

 [Directory Update Form](#)

Online Cloud storage

Each registered club is provided with their own online cloud storage with unlimited space to safely store all their documentation and important files.

Clubs Support

 University-clubs@vuw.ac.nz

Registration of your Club

All Clubs must re-register every year to retain the benefits and services provided by the University and the Clubs Support team.

To be registered, the following supporting documents are required:

- AGM Minutes
- Membership list (use template provided)
- Constitution

Clubs Support

 [Register a Club](#)

Social Media

The Clubs Support Team work along side the University Recreation team to provide clubs a platform for instagram takeovers and promoting club events on facebook and Instagram.

University Recreation Wellington

 University-clubs@vuw.ac.nz

 [UniRec Wellington Facebook page](#)

 [UniRec Wellington Instagram page](#)

**For more guidance and advice go to the
CLUBS HANDBOOK**

UNIVERSITY CLUBS SUPPORT

Sponsorship

Clubs and individuals can access sponsorship provided by the Student Service Levy.

Contact us for assistance with the application process. Rep Groups can also receive additional funding from VUWSA.

Contact the VUWSA Equity Officer for more info.

Clubs Support



Studentsponsorship@vuw.ac.nz



[Sponsorship & Funding](#)



[Sponsorship Guidelines](#)



Rep Group Funding: Equity@vuwsa.org.nz

Storage for Clubs

There are several spaces in the Student Union building provided for Club storage. Speak with the Clubs Support Team about your clubs storage requirements.

Clubs Support



University-clubs@vuw.ac.nz

Training & Development

The Clubs Support Team host executive training and development sessions. They also promote other workshops on campus available to students to support Executives in their leadership and development.

Clubs Support



University-clubs@vuw.ac.nz



[Club Resources](#)

University Resources and support

The Clubs Support team are the conduit to the rest of the University's support services and resources. Contact Clubs Support to liaise with other University services, or to arrange the use of University resources such as extra tables, chairs and AV equipment

Clubs Support



University-clubs@vuw.ac.nz

University Recreation Wellington

University Recreation Wellington provides clubs, sports, recreation, wellbeing and fitness services for the student community. Located opposite cotton building, our front reception is on level 5.

Exercise & Recreation

Sports

Clubs Support



university-recreation@vuw.ac.nz



Sports@vuw.ac.nz



University-clubs@vuw.ac.nz

For more guidance and advice go to the
CLUBS HANDBOOK

UNIVERSITY CLUBS SUPPORT

Use of the University's Name & Crest

Each registered club is permitted to use the University's name or its acronym and the University's crest (logo) when creating their club's name and logo

Clubs Support



University-clubs@vuw.ac.nz

Van Hire

Van hire is available from VUWSA

VUWSA



[Van Hire](#)

Zoom Premium access

Registered clubs can utilise the Premium Zoom accounts we have purchased for clubs

Clubs Support



University-clubs@vuw.ac.nz



Clubs House

SU401, Student Union
Kelburn Campus



Recreation Centre

Waiteata Road (opposite Cotton buildings)
Kelburn Campus

For more guidance and advice go to the
CLUBS HANDBOOK