University Clubs Handbook

Your guide to best practice for clubs at Te Herenga Waka - Victoria University of Wellington.

wgtn.ac.nz/clubs
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Section One: Key contacts

Club support team

Clubs Manager

04 463 5538 | 022 563 5538 | university-clubs@vuw.ac.nz

Lara Andrews is here to support all student clubs to be sustainable, and to offer opportunities for training and development. The Clubs Manager is the first point of contact for all enquiries regarding clubs whether it is starting one or looking for advice and support. Lara runs the clubs training and development programmes and works with various clubs and groups to ensure a student club experience.

Clubs Administrator

04 463 6711 | 022 563 6711 | university-clubs@vuw.ac.nz

Peter McDonald is the club administrator. He supports clubs with access to all our student spaces on campus. He manages all facilities with group bookings and events. He is the first point of call if you want to run an event, have a BBQ in the courtyard, or make a booking using the Recreation Centre, Boyd-Wilson, Student Union and other campus spaces. Peter will advise you on what is available for clubs and how he can support your group.

VUWSA Clubs and Activities Officer

Clubs and Activities Officer | 021 201 1120 | activities@vuwsa.org.nz

The Victoria University of Wellington Student Association (VUWSA) Clubs and Activities Officer is Tara O’Connor is a member of the VUWSA executive. She is based at their office at Level 4, Student Union Building. Her job is to provide a link between the Executive and clubs. The role includes chairing the VUWSA Clubs Council and working closely with the University Clubs Manager and University Recreation to ensure that clubs on campus are well supported and have access to facilities and resources that help develop and provide vibrant campus. This role also organises and supports club events and activities. Tara works 10 hours a week.

Clubs Support – Casuals

Our club casuals help clubs with their club bookings, room checks, manage the club noticeboards and any other club queries. They are based at the Club House SU401 from 10am to 2pm (during the term time only). If you have any club issues call 04 463 8050 for support.

Club Support Office Location – Student Union Building, Level 4 (SU401)

Please pop in a see us for all your club inquiries and bookings or make an appointment with us on university-clubs@vuw.ac.nz

Other key contacts:

Security | 04 463 8366 | Email: security@vuw.ac.nz
Emergencies | +8888 (internal) or 463 9999 / 0800 VIC 8888
Health and safety | 04 463 6722 | Email: safety@vuw.ac.nz
Section Two: Club Registration

Club registration and re-registration each year
There are many benefits for a club when they register with Victoria University of Wellington. Most importantly, registering allows you to connect with the dedicated support available for clubs.

The clubs support team are skilled, knowledgeable and they are fully committed to enhancing the clubs experience for all students.

What types of groups and clubs can register?
Clubs come in all shapes and sizes, regular or casual, be they social, cultural or recreational in nature. However, to register and see if your club fits our criteria you need to think about the following:

1. The core purpose and membership is student oriented and student led; or
2. Public benefit group with currently enrolled students actively involved in leadership and decision making.
3. A committee of no less than four elected officers manages the club on behalf of its broader membership.
4. The group includes a minimum of 15 currently enrolled student members.
5. The majority of members (>50%) are currently enrolled students of Victoria.
6. Membership is inclusive and promoted to the general Victoria student body.
7. The group operates to an adopted constitution or set of rules.
8. The activities of the group are lawful, and consistent with the group’s own rules.
9. The activities of the group contribute positively to the student experience.
10. The group is not-for-profit, and does not gain financial benefit to its members.
11. The group is offering a new service that does not duplicate the function of an already registered club.

Constitutional reference to Registration
The VUWSA Clubs Council predecessors determined in 2012, that clubs must have an adopted set of rules or a constitution, in order to be eligible for registration. Most clubs have these in place. Any student club that is constituted may make reference to a requirement to ‘register’ with Victoria University of Wellington should they wish to do so.

Clubs should always operate under, and in line with, their existing club constitution. A template is available online Club Constitution. In addition, clubs should also know the policies, statutes and guidelines that affect their day-today club activities.

Registration – How our approval process works
The registration process is managed by the Clubs support team. You must make an appointment with the Clubs Manager or Administrator before proceeding with an application to register a new club or group on campus.

It’s important to make sure you complete the online registration form correctly and include all the information needed so that we can process your application efficiently.

You are unable to register until your group has the sufficient number of members required for a club/group on campus. We offer all new clubs a “start-up” period to see if there is any interest for your group.
We recommend you register early (usually around October), and don’t let your annual registration lapse, if you’re not registered, you are unable to apply for funding, book rooms or use the Victoria University of Wellington name.

**Club Re-registration**

Clubs must re-register each year and provide up-to-date information of contacts and student membership. We are happy for clubs to put their registrations in following their Annual General Meetings (AGM), if your AGM is later in the year please let us know the date. Complete the [online re-registration form](#) to re-register your club for 2020.

**Expectations of a registered club**

When registering, clubs must know that there are specific expectations that the University community has of its’ clubs. All clubs must be operating in a respectful and inclusive way, providing safe and welcoming opportunities for its membership. Club activities must always uphold the reputation of the club itself, the student body and the University of Wellington.

Upon registering, the university expects all clubs to read, understand and implement the content and rules contained in the Clubs Handbook. Clubs must adhere to the advice and guidance provided to ensure club officials and members have an enjoyable clubs experience.

Any University clubs that breaches the conditions or expectations of the club’s handbook or operates in ways that are against the values of the University will have their club’s registration revoked immediately.

**Registering a new club**

If you have an idea for a new club, speak with the Clubs Manager first. An appointment with the manager will provide you with information you require such as ensuring there is no duplicate service on campus, if the club will attract interest, if the club will be sustainable. There must be at least 15 members who attend the University to be registered as a student club each year.

There are many regional or national organisations operating in the community and look to students to operate a student chapter of their organisations. Please speak with club support if this is what you wish to do.

All new clubs must be registered to be [start-up club](#) prior to operating on campus – please see the club support team.

**Section Three: Running your club**

**Establish a committee or operate as a Collective**

A [committee](#) manages the club on behalf of its members. Members of the committee are elected at the Annual General Meeting (AGM).

- The advantage of a committee is (a) small groups can be more efficient, and (b) other members are freed from administration duties.
- The disadvantage is (a) decisions are made by few members and (b) other club members may feel they cannot participate in decisions.
All members can operate as a collective and be involved in club decisions.

- All members can be aware of how the club is run.
- The disadvantage is (a) this can be unwieldy with little being achieved and (b) meetings can be bogged down in administration rather than activities.

**Develop a constitution**

A constitution is a basic set of rules for running your club or group. It includes your members, the name, objectives, methods of management and other conditions under which your club or group operates and generally the reasons for its existence. It also clarifies the relationship between members by setting out the basis for working with other members of the club.

Constitutions do the following:

- Explain to members and non-members what your group is about
- Provide guidelines for the daily running of your group
- Help to sort out internal problems
- They are a legal necessity if your group wishes to be incorporated

A constitution can be simple, containing only the basic outline to explain who you are, what your set up for and important management matters. The extent to which you add detail in the rules depends on the needs or formality at the time of setting up the group, and on your group’s thoughts about the projected needs of the group as it grows. Many details relating to minor management matters are best kept within your club’s policies and discussed at club meetings thus keeping your constitution flexible and easy to operate within.

**Hold an Annual General Meeting (AGM)**

It is mandatory that an Annual General Meeting be held. The Executive Committee is elected at the Annual General Meeting (AGM) of the club. Club AGMs normally happen towards the end of the calendar year, so that the club can start the next year with a clear direction and established leadership.

Formal meetings such as an Annual General Meeting (AGM) are usually a reporting meeting for the club. This means your clubs aims, activities and finances are reported on at the meeting. They are usually held annually, and they are open to anyone directly involved with the club and also when key roles like the chairperson are decided upon.

The following things must take place in the AGM:

- Election of the next year’s Executive committee (including President, Secretary, Treasurer and Council Representative).
- Presentation of the financial report (by the Treasurer).
- A general report by the President.

*Note:* Copies of these reports must be uploaded to your club folder on SharePoint after the meeting for the clubs’ support team to reference.
Your club President or Chairperson will run the AGM and make sure the agenda is followed.

Sample agenda:

1. **Welcome by the Chairperson** – this starts the meeting off
2. **Apologies** – from people who cannot attend the meeting
3. **Confirmation of minutes of the previous AGM**
4. **Correspondence**
5. **Chairperson/Presidents Report** – overview of years activities and aims of the club
6. **Treasurers Report** – overview of the financial activities and the club’s current finances
7. **Elections of Office Holders** – Notice of any new committee members or elections
8. **Safety & Emergency** – overview of years activities and club responses
9. **General Business** – anything that has not been covered by the chair
10. **Guest Speaker** – this is optional but sometime a guest speaker can provide new ideas or inspiration for your club
11. **Close of meeting** – serve refreshments at this stage and say thank you for everyone for their hard work and keep the meeting fun

*Copy of the meeting minutes and copies of your reports must be uploaded to your Clubs folder on SharePoint after the meeting.*

Tips for club presidents

Here’s some advice for chairs or presidents running club meetings.

1. **Establish the purpose and desired outcomes of the meeting.**
2. **Check that everyone understands the topics to be discussed. Discuss or distribute the agenda prior to the meeting.**
3. **Ensure everyone listens to each other carefully.**
4. **One person speaks at a time.**
5. **Encourage everyone to be objective and keep discussion focused on the topic.**
6. **Examine each option individually and objectively, and reach a conclusion for that option.**

Inaugural General Meeting (IGM)

An Inaugural General Meeting (IGM) is held at the beginning of the year (or soon after the club starts up). For new clubs this is where you elect your committee and approve your constitution.

For existing clubs an IGM is an opportunity for new members to get onto the committee and have say about the year’s activities. Inaugural General Meetings’ are not compulsory, but they are a good idea, as first year students should always be given a chance to experience club management.

Special General Meeting (SGM)

A Special General Meeting (SGM) can be requested by members. It is called to make amendments to the club constitution, replace committee members, or to attend to business club as requested by club members. Any amendments made need to be updated in our club folder on SharePoint.
Key terms and processes

The agenda is simply a formal list of business to be conducted at the meeting. It is very useful to ensure that the meeting considers all the items that need to be addressed in a logical and structured manner. Agendas are a useful tool to advertise meetings.

Your club’s constitution will include a quorum for General Meetings (or any meetings). Quorum is the minimum number of members required to attend a General Meeting for the meeting to be legitimate.

A motion is a formal recommendation put to a meeting for debate and consideration. The motion then has to be supported by another member (seconded) before it is open for discussion.

The Chairperson asks the proposer to speak to the motion. Other members can also add to the discussion. Members then vote on whether they agree or disagree with the motion.

All motions carried or otherwise must be recorded as formal minute. If passed the motion becomes a resolution. It should be recorded as follows:

Moved: A Smith  
Seconded: B Jones  
Motion: Carried

There are different ways of voting at meetings.

(a) Show of hands

The Chairperson must say “will all those in favour of this motion raise their hands?” followed by “Will those who are not in favour raise their hands?” (Hands are counted)

(b) Verbal Vote

The chairperson must say “Will all those in favour say ‘Aye’” followed by “those against say ‘No’”.

(c) Ballot Vote

This is most often used when electing Officers. Two scrutineers are appointed. A slip of paper is given to each member with a list of candidates outlined. The Chairperson may ask that the members cross off the names of those they do not support. Slips are collected by scrutineers and a count is made outside of the meeting room. The members with the most votes are appointed as officers. The Chairperson then asks for a motion to destroy ballot papers. In the event of a tied vote, the Chairperson has the final or casting vote.

Resolving conflict

It’s important to us that our students study, live, and socialise in a supportive and respectful environment. To resolve conflict within a group the following should be considered.

- Allow enough time to deal with conflict
- Define the issue in terms that are clear, neutral, and acceptable to all parties in conflict
- Use reflective listening to explore issues; investigate reoccurring points
- Have parties in the conflict identify their point of view and what their ideal solution would be
- Contact the University Clubs Manager for further support and guidance on managing conflict
- For additional support services contact VUWSA Student Advocate or Student Interest & Conflict Resolution Team.
Recruiting club members
There are a number of ways that you can recruit members to join your club
- Asking friends or class mates
- Participating in the Clubs Expo’s during trimester one and two
- Holding an information stall in the Club House
- Put up posters around the university – we can put up posters for you on the clubs notice boards and in the Club House
- Host an event or activity
- Social media promotion on University Recreation Instagram and Facebook

Appropriate recruitment
- having permission to be on campus in a specific location. If you are unsure contact university-clubs@vuw.ac.nz
- acknowledging and respecting the activities of other people in the area
- clearly identifying who you are and who you represent
- respecting the rights of any person who refuses information or interaction
- respecting and tolerating other people’s views
- keeping to your allocated area with awareness of narrow or restricted areas as egress routes (e.g. walkways, bridges, entry ways) and personal spaces such as cafes, offices or study spaces.

Inappropriate recruitment
It is not appropriate to harass students on campus, be deceptive or manipulate them, or try in any way to forcefully get them to join your club.

The University will take it seriously if we are told that any clubs are making students feel uncomfortable or breaching the student conduct statute and this may lead to your club registration being revoked immediately.

Key roles and responsibilities
President or Chairperson
Provides leadership and oversees the workings of the club. They perform most of the management tasks, and act as the spokesperson for their club.

Duties include:
- Chair club meetings and set agenda of meeting with the secretary
- Keep the meeting moving
- Ensure planning and budgeting for future is carried out with wishes of club members
- Have working knowledge of the club constitution and duties of the other officers
- Set measurable, realistic goals and objectives for the club to achieve in a specified time frame
- Ensure that the club is progressing towards these goals and objectives
- Key public relations person leading club towards strategic direction
- Keep abreast of any changes which may affect the club in any way
- Upload AGM minutes and reports to your club folder on SharePoint for University records
- Be one of the signatories on the club accounts.
**Useful skills a Chairperson should have can include:** governance experience, impartiality, leading without controlling, enthusiasm, the ability to communicate and work with a range of people as members and including staff of VUW and VUWSA, inclusive of club members in decisions which affect them.

**Secretary**
The role of the secretary is mainly administrative.

Duties Include:
- Writing and taking minutes of the meeting
- Setting agenda & dates for meetings with chairperson
- Maintaining correspondence
- Clearing mailbox regularly
- Keeping up to date records of members, email list, contacts address and student IDs. (Regularly update club folder on SharePoint)
- Keep important correspondence on file
- Maintaining a register of club equipment, uniforms, gear etc.

**Useful skills a secretary should have is:** Good listening and written skills.

**Treasurer**
The Treasurer is responsible for the financial management of the club and must keep accurate records of all incomings and outgoings and must be able to provide regular information on the club’s financial situation and spending ability. Refer to [Club Resources](#) for templates to help with this role.

Duties include:
- Preparing a budget for the year on all estimated source of income and expenditure and present it to the first AGM of the year
- Provide a profit and loss statement as well as a written statement on the club’s financial position and present these at AGM and for the Victoria University records
- Maintain accurate record of income and expenditure throughout the year
- Prepare financial accounts for auditing and provide the auditor with information as required
- Issue receipts and invoices accordingly throughout the year
- Be a signatory on the club’s chequebook
- Prepare regular financial statements
- Keep a fixed asset register
- Help organise successful fundraising events
- Keep membership records up to date.

**Useful skills a treasurer should have are:** meticulous book keeping, financial skills, clear communication, being well organised
Support Services for clubs

Professional advice and support
The University's Clubs Manager is the first point of contact for all enquiries regarding clubs. They will support, mentor and guide you through the process of a club on campus.

2020 Clubs training
There will be a range of training and development sessions on during 2020, these are all advertised on Career Hub and on posters on the club noticeboards, or if you would like more information contact University Clubs or pop into our office for more information.

Booking spaces on campus
The clubs support team can help clubs find an appropriate space on campus to undertake their important club activities. Clubs have access to;
- Meeting rooms and training spaces in the Student Union Building, Kirk Building, Recreation Centre, Boyd-Wilson Field and clubrooms and Salamanca Tennis Courts
- Registered Victoria clubs are entitled to up to 3 hours of bookings a week free of charge. Clubs are monitored weekly and will be charged should they go over this time.
- Club gear storage is available at Recreation for sports clubs. Clubs will be issued with a key for these storage spaces and bond will need to be paid in exchange for the key. These spaces must remain relatively tidy and locked at all times and are subject to availability.
- At the end of the academic year it is important that you clean up and throw away any rubbish before leaving for the Christmas break.
To book space (all bookings must be made 7 days in advance) or to discuss your group’s requirements at the Recreation Centre, Student Union or any other space around the campus, visit our website Facilities and Venue Hire or contact the Clubs Administrator 463 6711 or 022 563 6711 or email: university-clubs@wv.ac.nz

Web based resources for clubs
A wide range of club resources are available online to help club official with their planning and management of their club - https://www.wgtn.ac.nz/students/campus/clubs/resources

In addition, there are other useful sites which can provide direction, templates and support;

University of Wellington websites
Health and Safety                https://www.wgtn.ac.nz/healthandsafety

External Websites
Wellington City Council         www.wcc.govt.nz (venue hire etc.)
Sport Wellington               www.sportwellington.org.nz (events & club training)
Sport NZ                       www.sportnz.org.nz (club kits)
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<th>Type</th>
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<tr>
<td>Clubs newsletter</td>
<td>The Clubs Administrator produces a regular clubs newsletter with relevant timely tips and news items. Brief reminders are provided through email bulletins that help keep club executives current and informed.</td>
<td>Clubs Administrator – Contact: <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></td>
</tr>
<tr>
<td>Club Noticeboards and billboards</td>
<td>Dedicated club noticeboards are available on all campuses for clubs to put up notices and events that are coming up. Please drop us your poster to be put up.</td>
<td>Clubs Administrator – Contact: <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></td>
</tr>
<tr>
<td>Networking</td>
<td>The Clubs Manager arranges meet and greet style networking and training opportunities with the VUWSA Clubs Council and other members of the university community.</td>
<td>Clubs Manager – Contact: <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></td>
</tr>
<tr>
<td>Clubs directory</td>
<td>University Recreation can help promote your club to potential student members through the online Clubs Directory (<a href="https://www.wgtn.ac.nz/students/get-involved/clubs/directory">https://www.wgtn.ac.nz/students/get-involved/clubs/directory</a>).</td>
<td>Clubs Administrator – Contact: <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></td>
</tr>
<tr>
<td>Salient</td>
<td>An independent student magazine on campus and is located on the 3rd floor of the Student Union Building.</td>
<td>Salient editor Contact: <a href="mailto:editor@salient.org.nz">editor@salient.org.nz</a></td>
</tr>
<tr>
<td>VBC student radio station</td>
<td>Located opposite VUWSA on the ground floor of the Student Union Building. The station broadcasts on 88.3FM in central Wellington and streams worldwide on <a href="http://www.vbc.org.nz">www.vbc.org.nz</a>. This is a free service within the VBC where you can inform your listeners about upcoming meetings and events</td>
<td>Contact: <a href="mailto:news@vbc.org.nz">news@vbc.org.nz</a></td>
</tr>
<tr>
<td>Club House</td>
<td>Clubs Support Team new office will be an open space for students to come and speak with the support staff about any queries throughout the year.</td>
<td><a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a> 04 563 8050</td>
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**Clubs Expo (Trimester 1 & 2)**

The clubs support team delivers Clubs Expo in Trimester 1 and Re-orientation Clubs Expo in Trimester 2. You will receive an email link to register for a stall to participate in these events on campus. Information is sent out in early **February** and **June** for these events.

Clubs Expo is the best time to recruit new students and tell them about your group, what you do, how much fees/memberships are and what events your group will be holding during the year. How the club can help them, the executive team and what it means to be involved. Having hand-outs which provide information on your next meeting is helpful. It is a fun time to celebrate, promote and create the vibrancy of the club/group community!

Food is the best way to entice students to your event – baking, sweets and small give-aways are what current clubs find successful when recruiting.

Sign-ups – collecting students’ information is a great way to get people involved in your group, their name, email, cell phone number and student ID is the information you need to get in touch. If you are able to have
a spare laptop at the event so students can type their information in, this saves you trying to work out their handwriting.

Posters, Flyers – if you have posters about your club, put them up in the designated spots around campus (noticeboards).

If you need further information about Clubs Expo, please contact the Clubs Administrator on university-clubs@vuw.ac.nz

Use of the Victoria University of Wellington name and logo
Registered clubs must apply to use the University brand and seek permission to use the Victoria University of Wellington name and logo. This is not an automatic entitlement, talk to the Clubs Manager for guidance on this.

Club Banking
Once you have registered and you require a letter to open a bank account for your club. Make an appointment with the bank. They will require two signatories and a list of your executive committee and designated roles. It is recommended that clubs have two or three signatories for your accounts especially with internet payments and manual cheque books.

The bank will explain the best club account for your group. (1) There are general club accounts, two signatories and manual cheque book and internet view are for groups who are new and starting up or those groups who do minor transactions

(2) For those groups who require more high level of service, there are several different accounts with, eftpos cards, internet banking, payments or eftpos machines and there may be fees incurred for this. Speak with the ANZ team about your group requirements and ensure you understand them and the club has put in place good mitigation processes.

Confirmation of registration status letter is required to set this up and signatories must be present with their student ID, contact the Victoria Clubs Administrator: university-clubs@vuw.ac.nz.

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<tr>
<th>Storage and equipment hire Type</th>
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<tr>
<td>BBQ</td>
<td>The club BBQ is available for hire for $15.00. This BBQ is only used on Kelburn campus and cannot be taken offsite. <strong>Speak with the clubs team</strong> to ensure you use the BBQ safely and clean the BBQ after use (cleaning products are supplied).</td>
<td>Contact: <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></td>
</tr>
<tr>
<td>Club Storage lockers</td>
<td>Provided through Victoria University Student Association (VUWSA) who are located at the top entrance of the Student Union Building. For sports clubs there is a limited amount of storage available at University Recreation but check with staff first.</td>
<td>Contact: VUWSA Telephone (04) 463 6716 Email: <a href="mailto:kelburn@vuwsa.org.nz">kelburn@vuwsa.org.nz</a> Website: <a href="http://www.vuwsa.org.nz">www.vuwsa.org.nz</a> <a href="mailto:University-Recreation@vuw.ac.nz">University-Recreation@vuw.ac.nz</a></td>
</tr>
<tr>
<td>Mail service</td>
<td>Provided through Victoria University Student Association (VUWSA) who are located at the top entrance of the Student Union Building. A mail box is $10 per annum and we encourage</td>
<td>Contact: VUWSA Telephone (04) 463 6716 Email: <a href="mailto:kelburn@vuwsa.org.nz">kelburn@vuwsa.org.nz</a> Website: <a href="http://www.vuwsa.org.nz">www.vuwsa.org.nz</a></td>
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groups/clubs to have one for mail than a flat or
apartment.

| Sports equipment | A variety of sports equipment can be hired from University Recreation. | Contact: University-Recreation@vuw.ac.nz |

Funding and Sponsorship

**University Clubs and Student Sponsorship**
A small part of the student services levy is reserved each year to support selected student initiatives, which help students to develop skills in leadership, communication, and critical and creative thinking. Registered student clubs, groups and individuals are eligible to make sponsorship and grant requests. Athletes who are heading away to compete may be eligible for sponsorship to help them on their way. Sponsorship forms for individuals can be found on the [clubs website](#).

Application criteria is explained in the application form, which is available from the [Clubs website](#).

A list of closing dates for applications is also posted in the [Clubs Sponsorship Guidelines](#).

Once the application is received after the closing dates, they are vetted by the two panels who sit in the same week (a) VUWSA Clubs & Activities adviser and Clubs Manager who make recommendations to (b) the University Sponsorship Panel who make the final decisions.

All applicants will receive a letter of response via email and post following consideration of their sponsorship request within two week of the panels sitting.

If you are successful, you will be sent a letter and will be required to (a) furnish receipts/reconciliation of your grant or (b) submit a short report or (c) submit a list of names & student ID’s attending and if applicable (d) provide specific evidence prior to departure and that meet requirements before a payment is made e.g., risk assessment prior to ski trip.

For all inquiries regarding the grant funding process, first contact should be made with the University Clubs Manager to discuss your application. Please ring 463 5538 or email: studentsponsorship@vuw.ac.nz for an appointment.

**Other Sponsorship**

Sponsorship is a link between a club and a sponsor where this relationship is mutually beneficial for the marketing needs of both parties. Sponsorship is when a business provides funds, resources or services to a club, in return for some form of rights and/or associations with the club that may be used to help the business commercially. This could be in the form of a logo on a website, signs at an event or free advertising in the newsletter.

- **Marketing sponsorship** is sponsorship that will have a direct and positive effect on the sponsor bottom line. Primarily, this type of sponsorship promotes products and services to very specific target markets, or niche markets.
• **Corporate sponsorship** is the provision of cash or ‘contra’ by a company for an independent activity not directly related to the company’s normal business. Often companies sponsor in this manner to reinforce a positive public perception, to communicate to a defined target market or to build to maintain a desired image.

• **Philanthropic sponsorship** is a donation or a gift with the sponsor wanting little or no return.

**Who to approach?**

• *Members, family and friends.* Like all forms of fundraising, it is easier to start locally with your members, friends and relatives. If people know your club and understand what you do, then they more likely to listen and give the support required.

• There may even be *someone within the club* who has a small business and is willing to sponsor the club.

• *Local businesses and suppliers.* Check with your suppliers of clothing, food and equipment. Research local businesses and target those who could benefit from a partnership with your club.

• *Larger organisations.* Consider approaching larger organisations. They may have more resources but keep in mind they may not have the interest or commitment that you want. Your club may be too small to attract enough value in their sponsorship dollar. Unless you have a contact, it may be more difficult to get to speak to them as they are generally inundated with requests for sponsorship.

**Blues Awards**

University Recreation in partnership with VUWSA put together the annual Blues Awards that recognises all our high performing students in sport. Along with clubs and groups students are nominated by their various disciplines for a Blues Award.

For those students who are coaching, administrating or officiating it is also a prime opportunity to recognise their contribution in their discipline. If your club/group has well deserving and high performing athletes and team management, please nominate them for a Blue award. The nomination forms are out in July of every year and the event is held in September.

**Section Four: Event Management**

**The planning process**

Clubs are involved in event management at all levels, whether it’s a sausage sizzle to raise funds or organising a competition – events are a fantastic way to get your clubs out into your community. They are a great opportunity for getting people involved and having a lot of fun at the same time. Whether it’s a big event or a small event, good organisation will ensure that your event runs smoothly.

Just like any other event, if everyone has a role and you’ve got a checklist to work through then you’ll be able to achieve your goal and have a good time doing it.

**When planning an event there are several key considerations you must make:**

<table>
<thead>
<tr>
<th>Action</th>
<th>Key considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Know the <strong>purpose</strong> of the event</td>
<td>Is it to raise money, increase your membership or reward your volunteers etc.</td>
</tr>
<tr>
<td><strong>Prepare a timeline</strong></td>
<td>What needs to happen before the event, during the event and after the event</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Identify resources</strong></td>
<td>What you will need? People, Equipment, Facilities</td>
</tr>
<tr>
<td><strong>Work out the costs</strong></td>
<td>Do your budget for your event. Do you need to raise funds for this event?</td>
</tr>
<tr>
<td><strong>How will you measure your success?</strong></td>
<td>What is to be achieved? Who is it for? Who can help? What is it called? How much will it cost?</td>
</tr>
<tr>
<td><strong>Write and work to an event run sheet</strong></td>
<td>When will you set up? Who will be helping you? Don’t forget to put contact phone numbers for people on the day.</td>
</tr>
<tr>
<td><strong>Design a promotional plan</strong></td>
<td>How will you let people know your event is taking place? Will you use Facebook? Posters?</td>
</tr>
<tr>
<td><strong>Identify and manage event risks</strong></td>
<td>Will participants/staff/equipment be safe at your event? Are there any risks to them? How will you manage them? Complete a risk assessment form on the clubs website</td>
</tr>
<tr>
<td><strong>Have an emergency plan</strong></td>
<td>What happens if there is an emergency? E.g., who do you need to call or notify on site?</td>
</tr>
<tr>
<td><strong>Have a contingency plan</strong></td>
<td>What happens if things go wrong? E.g., the weather changes or you don’t get enough participants.</td>
</tr>
</tbody>
</table>

Visit the [University Clubs website](https://www.universityclubs.com) for access to plenty of helpful templates.

**Safety and Risk**

When running a programme or event, you have a moral and legal responsibility, for the safety of everybody involved. This includes staff, volunteers, participants, the general public, suppliers and everybody else who is involved or affected.

The kinds of things you need to think about are:

- participants/staff/contractors/volunteers
- electrical/sound/lighting
- staging, structures and equipment
- instructions and guidelines
- set up/pack down and tasks with risk responsibility
- vehicle use
- manual handling
- suppliers
- alcohol consumption
- security and crowd control
- emergency procedures and localised support contact details

The best way to do this is to identify the risks associated with your programme or event and plan to overcome or reduce them. A risk is anything that could go wrong during your programme or event. Please refer to the clubs website for a [risk management template](https://www.universityclubs.com/templates/risk-management) and [The off-campus-activities-template](https://www.universityclubs.com/templates/off-campus-activities) attached.
Section Five: Managing Risk

Clubs have an important responsibility to keep sound controls in place in regards to mitigating risks. For a club this is in several areas of operations. Here are some key areas of club operation where clear operational controls can be put in place.

Financial Risks
Although University’s clubs are autonomous bodies and are encouraged in terms of getting students involved, from both an activity and management perspective, there is a need to ensure that all club activities are safeguarded and that the way the clubs operate in a safe and responsible manner. This guidance is therefore provided for those managing clubs and subsequent activities.

Segregation of Duties
One key internal control that should be in place across a range of activities is that of segregation of duties i.e. no one person can do all things related to that activity. This both protects the club and the person from allegations of mismanagement or misappropriation (and this has happened in the past).

Why does it matter?
- It helps ensure Club affairs are run properly and in a transparent manner.
- It protects Club officers from allegations of mismanagement.
- It protects the club’s money and other assets

General Risks
The following controls are recommended for the better management of your club (as applicable):

<table>
<thead>
<tr>
<th>Control</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoors activities/ Field Work/ Trips</td>
<td>All clubs officials are responsible for identifying, assessing and managing risk around outdoor activities and off-site work/field trips. For example, ski trip, faculty groups field work, off-campus sports events, tramps, water-sports etc. Clubs who are engaging in these activities must develop a risk assessment prior to departure or before the event commences. A copy of risk management template is to be filled in and emailed to <a href="mailto:safety@vuw.ac.nz">safety@vuw.ac.nz</a>.</td>
</tr>
<tr>
<td>Running events where alcohol is involved</td>
<td>It is essential that you understand your host responsibilities and provide plenty of food and non-alcoholic drinks. You need to ensure that there is proper door security to prevent unwanted guests and you need to be able to deal with boisterous behaviour so that the club and University’s reputation is not put at risk. Please refer to the Campus Living team.</td>
</tr>
<tr>
<td>Insurance</td>
<td>Student clubs have a modest level of insurance protection through the University, however being able to make any future claim is dependent on letting the University’s insurers know what clubs do, who makes the decisions, and what level of risk is involved. The cover does not extend to club assets. Please complete the Insurance Questionnaire included with the Registration Form, and tell us about potential risks so we can help you eliminate or manage them. This includes venue hire for events (balls etc.), and contracts. If your club requires insurance for all equipment and facilities please contact the Clubs Manager on <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></td>
</tr>
</tbody>
</table>
### Reputation

All clubs are reminded they must ensure the reputation of Victoria University of Wellington is not put at any risk. If your club operates on campus or in the wider community, your club must consider the systems to manage the behaviour and conduct of those participating in your club activities. The university has a number of policies, statutes and guidelines to help guide on code of conduct, health and safety and best practices. Please speak with the clubs manager for further support. Clubs who fail to comply may be risking their future registration and funding.

### Contracts (e.g. hall hires for events)

As a club, you may well sign contracts to hire venues or to commit to other events. Ensure you understand the fine print of these contracts and carry out your own obligations required by such a contract.

Remember that if you fail to do so that the reputational damage arising can not only affect you and your club, but also the wider student and university community. In straightforward terms, understand your obligations and carry them out responsibly.

### Mail opening

All inwards mail should be opened by one person in the presence of another.

Any valuables, cash or other negotiable instruments received in the internal mail should be recorded in a mail register or immediately into a receipt book, noting who was present.

When the money is banked that should be noted and the date so it reconciles to the bank statement. Where cash is handed to another person, then it should be signed for in the mail register as protection for both the person handing over the money and the person receiving it i.e. in both instances above it shows the chain of events should there be queries later.

### Receipting and safeguarding money

All money received by the club should be recorded in a numbered receipt book.

Any cash or valuables received should not be left lying around and should be locked away; generally with the key only being available to the person responsible, i.e. they have custody and no one else has access. Suitable cash boxes or lockable drawers should be used.

Club management should carry out random cash balances to ensure that what has been receipted equals what has been received.

Never mix private and club money.

### Banking of money

Do not hold on to large holdings of cash – this just increases the security risk.

Banking should be done daily or at least weekly.

Club management should check that the full amounts have been banked by independently reviewing the lodgement slips, including the banking makeup (cash and other deposits) after the money has been deposited in the bank.

If club members are taking money to the bank ensure they do it in an inconspicuous container and if large amounts are being taken it is a good idea for two people to take the cash and deposit it from the safety perspective.

### Independent reconciliations

Independent reconciliations should be carried out to ensure that money receipted and disbursed is correct and authorised. These should be evidenced by way of an initial as to who did it and should be undertaken at least monthly.

### Bank statements

These should be sent to someone other than the Treasurer and be independently reviewed as above
| **Financial Spot Checks** | As club executive leaders, it is your responsibility to actively and regularly review the financial records of your club. You may have volunteers looking after the financial side, but you still need to pay close attention to it. Spot-check financial reports and highlight any line item or general question you might have. Follow up with your volunteers to get answers. If the answers don't satisfy you, dig. Listen to that small voice inside that sounds the alarm. At the very least you'll keep your financial team on its toes and at least thinking that you are watching closely. If you sense something that is out of the ordinary, question it. |
| **Passwords** | Passwords should be sufficiently complex to any computer that you hold club records on so that they are not easily accessed inappropriately. Passwords should not be shared and should be changed whenever there is a change of the Executive. |
| **Generic Club Email** | The club should have a generic email (gmail/hotmail account). This helps with communication for newsletters, information and general contact of the club from Victoria clubs. We require all groups to set one up. |
| **Safety and Risk** | You are responsible for ensuring that all club activities are undertaken in a safe and healthy manner. That means ensuring the risks in undertaking the activity are fully evaluated, that everyone involved is properly briefed on how to mitigate these risks and how to keep themselves and others safe and that there is adequate emergency backup planning should something go wrong during the activity or event. That includes having means of communication to alert the appropriate authorities. All clubs must complete the Risk Management template on the clubs website and forward it to safety@vuw.ac.nz to be signed off prior to your event. |
| **Succession Planning** | Given the potential turnover of club executive leaders, you need to ensure that there is sufficient documentation and adequate handover to enable someone else to step into the role after you or others leave. If you require guidance in this area please contact the Clubs Manager. |

**Summary**

Clubs play a vital part in the student experience at Victoria University of Wellington. The club’s community is diverse, powerful and in many cases very successful.

This handbook along with the help and direction provided by the clubs' support team is aimed at supporting all clubs to stay strong year after year. We want club officials to enjoy and remain in their roles and we want to see club membership soar as new students arrive.

Please don’t hesitate to contact the clubs support team should you need any clarification or assistance with anything in this handbook.

Thank you.

The Clubs Support Team.

university-clubs@vuw.ac.nz

www.wgtn.ac.nz/clubs