

# University Clubs Support Overview



[wgtn.ac.nz/clubs](http://wgtn.ac.nz/clubs)

Student clubs and groups operating at University of Wellington can access a partnership support model for assistance. The University clubs support team (sitting within University Recreation) takes the lead with all club support matters, and works closely with the VUWSA clubs officer to provide advice and direction to the many clubs on campus.

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| <p>Lara Andrews<br/> <b>Clubs Manager</b><br/>           University Recreation – Clubs<br/> <a href="mailto:lara.andrews@vuw.ac.nz">lara.andrews@vuw.ac.nz</a><br/>           04 463 5538/0225635538</p>  | <p>Peter McDonald<br/> <b>Clubs Administrator</b><br/>           University Recreation – Clubs<br/> <a href="mailto:peter.Mcdonald@vuw.ac.nz">peter.Mcdonald@vuw.ac.nz</a><br/>           04 463 6711/0275636711</p>  | <p>Tara O'Connor<br/> <b>Clubs and Activities Officer</b><br/>           VUWSA<br/> <a href="mailto:activities@vuwsa.org.nz">activities@vuwsa.org.nz</a><br/>           04 463 7406</p>  |
| <p>Jadene Huff<br/> <b>Clubs Casual</b><br/>           University Recreation – Clubs<br/> <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></p>                                | <p>Annabel Cave<br/> <b>Clubs Casual</b><br/>           University Recreation – Clubs<br/> <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></p>   | <p>Shimal Chandra<br/> <b>Clubs Casual</b><br/>           University Recreation – Clubs<br/> <a href="mailto:university-clubs@vuw.ac.nz">university-clubs@vuw.ac.nz</a></p>            |

Visit [www.wgtn.ac.nz/students/campus/clubs](http://www.wgtn.ac.nz/students/campus/clubs) to find out everything you need to know about running a student club at University of Wellington. If you would like to speak with someone face to face, visit the Club House in the Student Union Building 401 to see the clubs support team. Alternatively, email the shared clubs email [University-Clubs@vuw.ac.nz](mailto:University-Clubs@vuw.ac.nz)

| SUPPORT SERVICE  | PROVIDER                             |                     | PROCESS/INFORMATION  |
|--|--------------------------------------|---------------------|--|
| General Advice and Support                                 | Clubs Manager and Club Administrator | VUWSA Clubs Officer | <ul style="list-style-type: none"> <li>• General guidance, support and direction to club officials and prospective club members</li> <li>• Specific advice relating to club registration and sponsorship processes</li> <li>• Guidance on how to start a club.</li> </ul>  |
| Club Registrations   | Club Casuals/Club Administrator      |                     | <ul style="list-style-type: none"> <li>• All clubs need to register each year. This helps the support team understand club particulars that shape the support services provided <ul style="list-style-type: none"> <li>○ Re-registrations are done following a clubs' AGM (or IGM for new clubs)</li> <li>○ Provisional registration can be given following the completion of the online Registration form</li> <li>○ Full registration is provided upon receipt of the following supporting documents <ul style="list-style-type: none"> <li>▪ AGM Minutes</li> <li>▪ Membership list</li> <li>▪ Constitution (if not already on file)</li> </ul> </li> </ul> </li> <li>• Information captured through registrations includes; club contact details, insurance information, membership numbers</li> <li>• Updating all club contact details on website, club publications, newsletters</li> <li>• Circulating annual registration letter to clubs for bank signatory change over etc. (Following full registration)</li> <li>• Providing annual club insurance detail for Insurance department</li> <li>• Names of students collated into membership database</li> <li>• Information collated to update all databases</li> <li>• Online Club Registration form can be found <a href="#">HERE</a></li> </ul> |
| Sponsorship Applications                                   | Clubs Manager                        | VUWSA               | <ul style="list-style-type: none"> <li>• Clubs and individuals can access sponsorship provided by the Student Service Levy</li> <li>• <a href="#">Information and application forms</a></li> <li>• The club support team can guide applicants through the process</li> <li>• Sponsorship applications are decided by the Sponsorship Panel who meet monthly. Panel consists of ADUR, CM, VUWSA President, VUWSA CO, and Clubs Council Rep</li> <li>• The clubs manager and club administrator oversees the administration of all applications, the club manager overseas the payments process, reporting of expenditure and all sponsorship reconciliation</li> </ul>  |
| Room bookings (social and recreation spaces and equipment) | Club Administrator                   |                     | <ul style="list-style-type: none"> <li>• Clubs support manage all use of the HUB and courtyard, SUB, Recreation, Kirk and BW Field spaces.</li> <li>• Booking information and forms can be found on the <a href="#">clubs website</a></li> </ul>   |

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|                                   |   |       | <ul style="list-style-type: none"> <li>The Clubs support team will liaise with security, technicians, cleaning and others to ensure spaces are ready, safe and suitable for clubs</li> <li>Extra support staff available in the weeknight evenings for club bookings</li> <li>Equipment for hire upon request – BBQ, Caged trailer</li> <li>Monthly reporting and invoicing of spaces</li> </ul>   |
| Club training & development       | Club Manager                            |       | <ul style="list-style-type: none"> <li>The Clubs Manager oversees the club executive <a href="#">training and development calendar</a></li> <li>In addition, adhoc and drop in support for all club operations and matters are welcome</li> <li>Club training, development and support may include; funding, starting &amp; running a club, finance (including sponsorship and fundraising), job/volunteer role descriptions, club recruitment, fundraising, health and safety, and much more</li> <li>Training and development opportunities are aligned with the Vic Plus Leadership programme to recognize student contribution</li> <li>All trainings are booked on <a href="#">career-hub</a>.</li> </ul> |
| Club Events: Blue Awards          | Clubs support staff, Events team        |       | <ul style="list-style-type: none"> <li>The Blues Awards recognizes students who are excelling in their sporting fields through performance or administration</li> </ul>  |
| Gold Awards                       | VUWSA, Clubs support staff, Events team |       | <ul style="list-style-type: none"> <li>The Gold Awards recognizes students who are excelling in club development on campus</li> <li>Information and application forms on Awards can be found on the <a href="#">VUWSA website</a></li> </ul>   |
| Clubs Expo                        | Clubs support staff                     |       | <ul style="list-style-type: none"> <li>Clubs Administrator organizes event, clubs support staff provide assistance</li> </ul>  |
| Clubs website and clubs directory | Clubs Administrator                     |       | <ul style="list-style-type: none"> <li>Visit <a href="http://www.wgtn.ac.nz/students/get-involved/clubs">www.wgtn.ac.nz/students/get-involved/clubs</a> for all information relating to the support available for clubs, club officials and students looking for clubs</li> <li>The <a href="#">clubs directory</a> is where you can search through all the clubs in operation at the university. If your information needs updating, email <a href="mailto:University-Clubs@vuw.ac.nz">University-Clubs@vuw.ac.nz</a></li> </ul>  |
| Club storage                      | Club support staff                      | VUWSA | <ul style="list-style-type: none"> <li>Speak with the clubs support team about your clubs storage requirements.</li> <li>Limited storage is available in the SUB and recreation, both space have areas managed by VUWSA and University Recreation</li> </ul>   |
| Mail Service                      | VUWSA                                   |       | <ul style="list-style-type: none"> <li>General mail service and boxes at VUWSA</li> </ul>  |
| Noticeboards & Newsletters        | Clubs Administrator/Club Casuals        |       | <ul style="list-style-type: none"> <li>The clubs support team update the dedicated club noticeboards in the HUB, SUB, Pipitea Recreation Centre weekly</li> </ul>  |

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|                                    |  |                    | <ul style="list-style-type: none"> <li>Send your posters through to <a href="mailto:University-Clubs@vuw.ac.nz">University-Clubs@vuw.ac.nz</a>, or drop them off at the Club House and casuals put them up on the notice boards</li> <li>General student noticeboards around are maintained fortnightly by the club support staff</li> <li>A monthly newsletter</li> <li>Comms and Marketing team have suggested utilizing a “Club Takeover”</li> </ul>   |
| Health and safety, risk management | Clubs Manager                              |                    | <ul style="list-style-type: none"> <li>The Clubs Manager is available to support and advise clubs on process relating to offsite trip planning, event management, fraud, student code of conduct, club/member behavior</li> <li><a href="#">Risk assessment and management template</a> and guidelines available on the clubs website under the templates section</li> <li>An instructional guide for trip leaders is available for clubs, work with the clubs manager directly on this to help make your trip safe and enjoyable for all involved</li> </ul> |
| BBQ Hire                           | VUWSA                                      | Club Support       | <ul style="list-style-type: none"> <li>One BBQ is available for clubs and groups to hire, see VUWSA front desk or email <a href="mailto:University-Clubs@vuw.ac.nz">University-Clubs@vuw.ac.nz</a></li> <li>Supplied are mats, cleaning products, and utensils.</li> </ul>  |
| Van Hire                           | VUWSA                                      |                    | <ul style="list-style-type: none"> <li>Van hire (one only) available from VUWSA. Email <a href="mailto:kelburn@vuwsa.org.nz">kelburn@vuwsa.org.nz</a> for more information</li> <li>Alternative option is Hireace Rentals, 45 Abel Smith Street, Wellington 04 384 0134 or website: <a href="http://www.hireace.co.nz">www.hireace.co.nz</a></li> </ul>   |
| Clubs Council                      | VUWSA Club Activities                      | Club Administrator | <ul style="list-style-type: none"> <li>Attending club council meetings and working with the VUWSA Clubs Activities officer on requirement for clubs.</li> <li>Clubs Administrator to attend and assist where needed.</li> </ul>   |
| Club Casual                        | Club Administrator/<br>Club Casual support |                    | <ul style="list-style-type: none"> <li>We have staff who work during term time during drop-in hours between 10am-2pm based in the Club House</li> <li>They look after all the club needs, club bookings and spaces</li> <li>Put up posters, do checks on club room bookings and general support for clubs</li> <li>Room set up and support</li> </ul>   |