



CARB

Club Administration Resource Book



NUSPORT



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Change to Information

Every reasonable effort has been made to ensure the accuracy of the information in this club guide. However, the information is subject to change and may not be current at the time reference is made to this guide. NU sport reserves the right to vary without notice any information contained herein.

Disclaimer

The information in this guide is general in nature and cannot be relied upon as legal advice. Club officials should obtain their own copy of any relevant legislation and seek independent advice if they believe that anything they are doing or plan to do may be affected by legislation.

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WELCOME

Congratulations on being elected to a committee position with a Newcastle University Sport (NUsport) affiliated sporting club. Being a member of NUsport club committee can be demanding, however, you will find it can also be rewarding and very satisfying.

It is the expectation committee members are prepared to devote time to ensure they either have, or make the time to gain, the skills and knowledge required to carry out tasks competently to ensure areas of responsibility run smoothly.

This Club Administrator's Resource Book [CARB] has been prepared by NUsport to help you in your role as a club official.

Club committee members should become familiar with the contents of this guidebook, your Club constitution, the [NUsport Constitution](#) and the [NUsport Clubs Webpage](#) via the administrators tab.

Please contact NUsport staff, should you require clarification or have any questions.

NUsport contacts

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The Forum Sports and Aquatic Centre
The University of Newcastle
University Drive
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EMERGENCY PROCEDURE

If, in the course of your activity, you are faced with an emergency or require an ambulance, the following process must be adhered to.

ON Campus

1. Phone 000 for ambulance
2. Have another person phone **Uni Security** on **(02) 4921 5888**. They must be advised any time an ambulance is called. Security carry defibrillators and can meet the ambulance to decrease response time.
3. If the emergency occurs during The Forum's opening hours, contact reception on 4921 7003 (5.30am – 10pm weekdays / 7.00am – 9.00pm weekends).
4. Following the activity, complete the [Online Incident and Injury Report Form](#) or [UON Incident and Injury Report Form](#) and email to:
 - HealthandSafety@newcastle.edu.au
 - whs@theforum.org.au
 - NUsport Venue Hire Coordinator chris.dale@theforum.org.au

OFF Campus

1. Notify **Emergency Services [Dial 000]** and state the nature of the emergency, your *exact* location, your identity and contact number and what assistance is required.
2. If the emergency occurs during The Forum's opening hours, contact reception on 4921 7003.
3. Following the activity, complete the [Online Incident and Injury Report Form](#) or
 - a. [UON Incident and Injury Report Form](#) and email to:
 - HealthandSafety@newcastle.edu.au
 - whs@theforum.org.au
 - NUsport Sport Development Coordinator monique.smith@theforum.org.au

Accidents must be reported within 30 days (but preferably within 48 hours)

Please see [UON Insurance](#) for Insurance related information

WHAT IS NUSPORT?

Newcastle University Sport (NUsport) is a not-for-profit entity which exists to initiate, develop, operate and maintain sporting recreational services, facilities and relationships for and in support of the University and its communities. NUsport is governed by a Board of Directors who are responsible for the performance of NUsport and defines the organisational purpose; sets the long-term strategic direction; and oversees strategic implementation.

Members of NUsport are made up of Ordinary Members; Honorary Life Members; and Other Members made up of Associate Members (Graduates, External, Special, Corporate). Complete details can be found within the [NUsport Constitution](#).

THE ROLE OF NUSPORT

NUsport is responsible for:

- the management, planning and development of sporting facilities on the University of Newcastle Callaghan campus
- the internal maintenance of sporting facility buildings
- the provision and delivery of a wide range of sport and recreation activities and programs
- assisting students in the administration of sport and recreation clubs
- co-ordinating teams to compete in University representative competitions, regardless of campus;
- assisting elite student athletes through the Elite Athlete Friendly University Program
- supporting the University with its research and academic programs.

Yourimbah controls sport on the Ourimbah campus.

The goals for NUsport are set out in the objects in the [NUsport Constitution](#) and the direction for the company is outlined in its strategic plan.

Clubs play an important role in helping NUsport meet its constitutional objectives and NUsport provides clubs with support in recognition of this work. However, in meeting the various objectives enumerated in its constitution, the interests of the membership at large take precedence over the wishes of an affiliated club or individual member.

NUSPORT FACILITIES

Sport and Recreation facilities managed by NUsport at Callaghan, which are among the best at any Australian university, include:

[The Forum Sports & Aquatic Centre](#)

- 8 lane 50m heated indoor pool
- 18.5m climbing wall; 2 multi-sport indoor courts (badminton, basketball, netball, volleyball, futsal)
- Strength Training Zone; Cardio Zone; Cycle Studio; 2 x Group Fitness Studios
- Accredited Practising Dietician; Personal Training Programs
- Café, childminding and physiotherapy.

Squash Pavilion

- 4 squash courts and small group training studio
- Harry Bradford lounge and change rooms for No 1 Oval.

Oval 1 which has lights and is located next to the Squash Pavilion.

Ray Watt Pavilion

- No lights and located off Wirra Cres next to Transgrid Electricity
- Change rooms and canteen.

Oval 2 which has lights and is located on the east side of The Forum.

Oval 3 which has lights and is located on the north side of The Forum.

Off-Campus Facilities managed by NUsport include:

[The Forum Health & Wellness Centre](#) (Harbourside) - 5 Workshop Way, Honeysuckle.

NUsport Rowing Facility Berry Park - Duckenfield Rd, Berry Park.

ROLE OF A NUSPORT CLUB

The central role of NUsport clubs is to organise sport and recreational activities for the students, staff and graduates of the University and to provide opportunities for students to learn administrative, managerial and organisational skills as members of committees or as officials of club teams.

Starting a NUsport Affiliated Club - Please refer to the [NUsport Clubs Webpage](#)

Probation

University clubs, which are successful in their application for affiliation with NUsport are placed on probation for a minimum period of twelve (12) months. During this period, probationary clubs are required to carry out all the tasks undertaken by constituent clubs; however, they receive reduced benefits. NUsport's focus is to provide education and training for the new club to ensure it has the basic skills needed to operate effectively, and to determine whether the club can be independently viable.

Probationary clubs are required to attend all Student Sports Advisory Committee meetings, attend the NUsport AGM and complete all specified club administrative tasks. Probationary Clubs which fail to satisfy these NUsport requirements may have their probationary period extended or their provisional affiliation terminated.

Benefits available to probationary clubs are limited to:

- Neal J Dickinson Scholarships
- A small budget for essential equipment not exceeding \$500
- Subsidised use of facilities for 2 hours per week at off-peak periods.

Probationary clubs do not receive subsidies for uniforms or for affiliation & registration.

In accepting NUsport affiliation clubs agree to -

1. actively promote their sport or recreational activity on campus to University of Newcastle students, staff and graduates and encourage Students, Staff and Graduates to join their club
2. enter teams in Newcastle and Hunter competitions in their sport where these exist
3. acquire the skills required to run the club efficiently and to provide opportunities for students to learn and develop leadership, club administration and team management skills
4. promote a principled code of ethics among members observing sporting codes of behaviour for players, coaches, administrators, umpires, officials and spectators
5. develop a positive image and relationship with district sporting organisations, peak bodies and the community
6. implement sound financial and risk management practices
7. comply with the requirements of their club constitution and abide by all NUsport and University rules and regulations

8. undertake to strictly police NUsport's Membership policy to ensure that only University of Newcastle students and NUsport members participate in club activities
9. attend all SSAC meetings and ensure student members attend the NUsport AGM
10. carry out those administrative tasks necessary for good governance as well as those required by their constitution and by NUsport.

Club Constitution

Each club has a constitution which includes the rules by which a Club must govern by. Every member of your Club Committee should have a copy of and be familiar with your club's constitution.

A copy of the Standard NUsport Club constitution and NUsport Standing Orders are attached in the **Appendix**. Standing Orders are the rules of conduct that apply at a formal meeting of the club.

Please note: Every member of each club is required to abide by the rules in the [NUsport Constitution](#) as well as the rules in their club constitution. Club constitutions are compatible with, but subservient to, the NUsport constitution.

Please thoroughly read your Club's Constitution and take special note of the following club constitutional requirements:

1. Only University of Newcastle students and members of NUsport are entitled to become members of NUsport affiliated clubs.

NB Persons who are neither Students nor members of NUsport are not eligible for club membership and are not permitted to participate in Club activities. Persons who are not club members are not permitted to represent the club in any official capacity and may not be involved in making club decisions.

2. Only eligible persons who have paid the club fee are members of the club. Unfinancial persons are not members. Existing members, who fail to pay the club fee within 30 days of the date of renewal, cease to be club members.

3. Only Student, Staff and graduates are entitled to vote at club general meetings.

4. At all times, the majority of members of the Club Committee will comprise students, NUsport ordinary members and NUsport Associate Members.

5. At all times at least two (2) members of the Club Committee will be students.

6. All income and property of a club are to be applied to the promotion of its objects and the club **shall not** pay dividends or bonuses nor distribute property or profits to its members or their associates or representatives.

NB Subject to qualifications and compliance with club rules, all club members are entitled to equal access to club equipment. Club equipment must not be monopolised or held for long periods by individuals for personal benefit or use.

7. All cheques and negotiable instruments must be signed by two authorised members of the Club Committee. Online bank accounts must have dual authorisation activated.

8. A member of the NUsport staff appointed by the Chief Executive Officer of NUsport shall be a signatory to all Club accounts.
9. Amendments cannot be made to the constitution of a club without the approval of the NUsport Board.

NUSPORT AND CLUB MEMBERSHIP

NUsport Membership refers to formal membership of the NUsport Company. NUsport Members - Ordinary, Associate, External, Special and Honorary Life - are the persons referred to as "Members" in the NUsport constitution and to whom NUsport has principal responsibilities

Both Club membership and NUsport membership must be renewed each year. Except for University of Newcastle students, NUsport membership is a prerequisite for club membership.

There is no automatic membership of NUsport. To become a member of NUsport a person must:

- be eligible
- apply for membership in writing on the approved membership application form
- where applicable, pay the membership fee as specified
- have the application accepted by NUsport.

NUsport membership is for one academic year and expires at the end of February each year.

Forum Membership (All Forum, Harbourside, and University) refers to purchase of the right to access specified NUsport facilities and programs. Customers who purchase a Forum Membership do not become NUsport Members. Except for certain age restrictions, Forum membership is open to all members of the general community whereas NUsport Membership is largely restricted to members of the University community. Financial members of NUsport are eligible to receive concession rates on Forum Membership i.e. for NUsport services and use of facilities.

Club Membership Lists must be kept by the club and submitted to NUsport.

The following persons can become members of NUsport and therefore Clubs:

A) Students

All undergraduate and postgraduate students who are enrolled at the University are eligible to join a club. Students can vote at club general meetings and hold any office in a club.

Students who wish to join NUsport can do so free of charge. However, students do not need to join NUsport to join a University sporting club. Callaghan-enrolled Students, who join NUsport, become *Ordinary Members*, which allows them to attend NUsport general meetings, vote and stand for Board positions. Ourimbah-enrolled Students receive no extra benefits by joining NUsport as they become *Associate Members* who are not entitled to attend NUsport general meetings or vote or stand for election to the NUsport Board.

Students enrolled at other universities can only join a club if they become NUsport *Associate Members* and pay the NUsport Associate Member fee.

B) University staff

Employed members of staff of the University must join NUsport before they can join a club. University Staff can vote at club general meetings and hold any office in a club. Full-time and part-time University staff become *Ordinary Members* (voting members) of NUsport while casual staff become *Associate Members* (non-voting members).

C) Associate members

Graduates of the University of Newcastle, as well as graduates and students of other universities, can join NUsport as Associate Members by paying the NUsport Fee. All Associate Members can join clubs. Associate Members can vote at club general meetings and hold any office in a club. However, Associate Members are not entitled to attend NUsport meetings or stand for NUsport positions. **NB** that all NUsport employees are deemed to be Associate Members. NUsport Staff can join clubs, however, except for casuals, they are not permitted to become a member of a club committee (conflicts of interest likely).

D) External members

External Membership of NUsport is available to members of the public over the age of 18 who apply, are recommended by a club, are approved by NUsport and pay the NUsport Fee. External members should not be more than 25% of the total club membership or 20 persons in total, whichever is the *lesser*. External Members can hold any club office, but they cannot be in the majority on the Club Committee and they cannot vote at club general meetings. This is to ensure that University clubs remain controlled by University persons. External Members are not entitled to attend NUsport meetings or to stand for positions in NUsport.

Applications for Associate or External Membership

All applications for Associate or External Membership of NUsport, including those from graduates, must be -

- submitted on the correct form
- signed by the applicant
- accompanied by the membership fee which is refunded if the application is not approved.

Where persons who are not entitled to become members of NUsport in their own right, wish to join a NUsport club, they are required to apply for membership of NUsport. Such applications must be approved at a committee meeting of the club **before** being forwarded to NUsport. The External Membership application form must be endorsed by the club.

NUsport will not consider any application which is not on the correct form or is not fully completed and which does not meet all the above criteria. As membership is granted for **one year only**, a new application must be submitted each year.

NUsport requires all the following criteria to be met before any application for External Membership can be granted.

Approval of the application for External membership must be of benefit to NUsport, the club and especially to its student members and such additional memberships must:

- **not** disadvantage students by precluding them from participating in top grade teams
- **not** encourage the club membership to increase to a level that disadvantages other NUsport clubs by restricting their access to facilities

- **not** allow the club's membership to increase to a level that places undue demands upon the NUsport budget and/or its facilities.

Club membership is not available to any person who is neither a student nor a NUsport member i.e. clubs are not permitted to offer *de facto* membership of NUsport by granting club membership to anyone who is not a member of NUsport.

Clubs are **not** permitted to invite non-members to participate in their activities or to train at the University. Clubs doing so will be sanctioned.

NUsport does not grant External Membership to any person under the age of 18 years.

Life memberships issued by clubs are not recognised by NUsport. Club "life members" are not members of the club unless they are current Students or members of NUsport.

Associate memberships are not 'club specific' – that is, a person who joins NUsport as an Associate Member, may join any NUsport affiliated club. They do not need to pay a NUsport membership fee for each club they join. For example, a person granted Associate membership and playing football in winter, may also join the Mountaineering Club, NUDES or any other affiliated club, without purchasing additional NUsport memberships

The existence of External Membership is a major concession by NUsport, and such membership is aimed at providing clubs with skills they need to remain viable. NUsport is required to provide benefits for students but not to subsidise non-student groups. Clubs are a significant cost to NUsport, and the membership fee paid by External members is far less than the full proportional cost incurred by NUsport for providing facilities, services and subsidies to club members. External Membership numbers are restricted as NUsport is permitted to provide subsidies only to students and stakeholder members.

RUNNING YOUR CLUB

Guidelines for Club Office Bearers

Club officials and members of the Club Committee have certain responsibilities and owe certain duties to the club and its members. Duties of the Committee and officials include:

1. To act with the care and diligence that a reasonable person would exercise in the circumstances
2. To act in good faith
3. To exercise powers for a proper purpose
4. To avoid conflicts of interest
5. To act in the best interest of the club
6. To prevent the club incurring a debt if there are reasonable grounds for suspecting that the club is insolvent at the time the debt is incurred or would become insolvent by incurring the debt
7. To not make improper use of information or their position
8. To take reasonable steps to acquire the information and skills needed to effectively guide and monitor the management of the club
9. To independently consider matters that come to the Committee and make informed decisions.

Club executives and officials have a duty to avoid any actual or potential conflict between their own interests and those of the club, and between their duty to the club and their duties to third parties (such as the duties owed by them to other bodies of which they also hold positions of authority).

There is a potential conflict of interest where a reasonable person, looking at the relevant facts and circumstances, would consider there to be a real possibility of conflict. All club officials have a duty to act in the best interests of the club. Club executives should declare potential or actual conflicts of interests.

The Committee of each NUsport Club is responsible for the management of the Club. To ensure each club remains focussed on promoting the interests of the University community, students and staff of the University and graduates must hold the majority of positions on the Committee of each NUsport affiliated club.

A NUsport Club committee consists of Office Bearers and Committee members. The Office Bearers and other Committee members are elected at the club's Annual General Meeting which is held within 6 months of the end of the financial year (31 August), usually late second Semester each year.

The Committee of each club will usually comprise of four Office Bearers – a President, Vice-President, Secretary and Treasurer and up to three other members.

At least one of the Office Bearers MUST be a student and one of the student Office Bearers must be appointed as the *Delegate* to the Student Sports Advisory Committee

The Office Bearers of the Club are responsible for implementing all decisions made by the Club Committee and for planning the future of the club.

Clubs should note that a club is managed collectively by its Committee and not individually by its Office Bearers. This means it is the collective responsibility of the Committee and not that of the Treasurer or President separately, to approve accounts for payment and make other important decisions for the club. It is vital, therefore, that Committees hold regular meetings to authorise actions.

Please ensure each member of your Club Committee is aware of the Administrator tab on the [NUsport Clubs Webpage](#). By accessing this tab, your club committee has access to:

- important dates for compulsory meetings, including the NUsport AGM
-
- dates compulsory club submission documentation is due to NUsport
-
- Generation Governance Online Course
-
- useful resources/links.

Recommended websites for Clubs to refer to:

[Australian Sports Commission](#)

[NSW Office of Sport](#)

[Play by the Rules](#)

[Club Help - Committee Role Descriptions](#)

[Sports Medicine Australia](#)

MEETINGS

Clubs are required by their constitution to hold the following meetings each year:

Committee meetings

The Club Committee must meet at least six (6) times per year as per the Club's Constitution.

- The Committee quorum is half the Committee plus one (e.g., a committee of 6 or 7 has a quorum of 4).
- The Club Treasurer must table a signed financial statement, in which receipts and payments are reconciled against bank statements, at Club Committee meetings for Committee inspection.
- The NUsport Officer is "ex-officio" a member of the Committee of every NUsport affiliated club but does not have a vote and is not included in the quorum.
- As the NUsport Officer is "ex-officio" a Committee member of every NUsport affiliated club, clubs are required to send this person agendas and minutes of every committee and every general meeting as well as the agenda and minutes for the club AGM via the Sport Development Coordinator.

Annual General Meeting (AGM)

The Annual General Meeting of the Club must be held each year within six (6) months of the conclusion of club's financial year, which ends on **31 August**. Holding the AGM late in the year facilitates a smooth transition between outgoing and incoming executives and allows incoming Office Bearers to begin planning for the following year.

Please note the following:

- Clubs must provide their members and NUsport notification of the AGM, including the Agenda at least 14 days prior to the date of the AGM.
- A quorum for the Club AGM is one-third of the voting membership or 15 voting members whichever is smaller.
- The Office Bearers are elected at the Annual General Meeting, one of whom is appointed Club Delegate (must be a student) to represent the club on the Student Sports Advisory Committee (SSAC).

Recognised procedures should be followed in the conduct of all club meetings.

A copy of Standing Orders for NUsport Clubs, (which specifies the procedure to be followed in the conduct of a formal meeting) is included in the **Appendix** at the end of the Standard Club Constitution.

The President, Vice-President and Secretary of each club are expected to know these Standing Orders and to have a copy at hand at each meeting.

Student Sports Advisory Committee Meeting

The student office bearer elected to be the club delegate must attend the SSAC meetings.

The delegate's role is to:

- keep the club informed of matters discussed by the SSAC (by tabling a report at the next club meeting)
- obtain the Club Committee's view on matters to be considered at SSAC meetings
- arrange for another member of the committee to attend the meeting if they cannot.

Club attendance at SSAC meetings is compulsory. A delegate is deemed to have vacated their position if absent from two (2) consecutive meetings. The club will be asked to explain their absence and may be asked to elect a new delegate. Proxies for Club Delegates count towards the quorum and can move motions and vote at SSAC meetings, however, they cannot be elected to NUsport positions.

Clubs, which fail to attend SSAC meetings may be asked to show cause why they should not be disaffiliated.

CLUB COMMUNICATION

Club officials are advised that correspondence written by them in an official capacity on behalf of their club will reflect upon their club, NUsport and the University. It is therefore stressed that club officials are duty bound to avoid bringing their club, NUsport or the University into disrepute.

Club officials are required to observe proper etiquette in correspondence sent to any person or organisation by the club. Club officials who are in any doubt about the tone or terminology of proposed correspondence or reports should seek advice from NUsport. It should be noted that colloquialisms often heard on campus are most *inappropriate* in formal correspondence. It is essential that writers are not derogatory or sarcastic towards individuals or organisations in their correspondence, publications or in communications on the internet or other public domains.

Each club is allocated a pigeonhole in the NUsport administration office (upstairs in The Forum Sports & Aquatic Centre, Callaghan Campus) where club mail is kept upon delivery to NUsport. Clubs should plan to check their mail on a weekly basis.

CLUB RECORDS

Club office bearers are responsible for the care, custody and maintenance of all club minutes, files and other (especially financial) records.

Presidents, secretaries and treasurers are reminded to check all club records have been handed over by the previous executive. Clubs which are unable to elect a new executive for the ensuing year are required to bring all club records, including cash books, cheque books and receipt books to NUsport to ensure that club records are not lost.

Clubs are encouraged to set up generic club email accounts to aid in succession planning and transfer of information from one committee to the next. The use of personal email accounts for club correspondence is discouraged.

PUBLICITY AND MARKETING OPPORTUNITIES

Positive living e-newsletter

NUsport's *Positive Living* e-newsletter is published each month and distributed to NUsport's community database. Club results, notices, news stories etc. for publication in *Positive Living* should be forwarded to NUsport by email to the Sport Development Coordinator.

Orientation week

It is a constitutional objective of NUsport to promote student and staff participation in sport and recreation, therefore your club is urged to maintain a high-profile during Orientation week and to promote your club activities on campus if you wish to remain viable and expand.

Orientation stalls are currently coordinated by UON Student Central. Clubs will from time to time have other opportunities throughout the year to participate in events on campus and in these cases NUsport will contact clubs.

NUsport club website information

The [NUsport Club Webpage](#) contains direct links to club websites and provides useful information for Club administrators. Clubs are required to advise NUsport of any changes required to ensure all information remains current.

Clubs must ensure all content on their website, social media pages etc. comply with the University Web Publishing and Hosting Policy and all use of NUsport /The Forum / University logos and associated images have been approved for use.

Your club is encouraged to make every effort to promote its activities throughout the year via club social media platforms. Club results, notices, news stories etc. for promotion through The Forum social media platforms, should be forwarded in a timely manner to NUsport by email to the Sport Development Coordinator.

COMPETITION REGISTRATIONS

Clubs are responsible for nominating teams for entry into district competitions (where applicable) and for ensuring all players registered in competitions are students or NUsport members.

Clubs should ensure all previous Associate and External Members and new non-student players have submitted applications for NUsport Membership well before the commencement of the competition. It is the responsibility of players/members to renew NUsport membership promptly and for clubs to check they have done so.

Clubs are cautioned against entering non-members of NUsport (which includes "unfinancial Associate or External Members") as team members in district competitions.

Clubs, which register players who are not NUsport members **at the time of registration**, are breaking a NUsport regulation and are taking unnecessary risks. Clubs which do so expose their committee and their membership to various liabilities in addition to any disciplinary action that NUsport may choose to take. Possible liabilities include:

- The club becomes liable for all registration and insurance costs for the player payable to their district association with no certainty that the player will reimburse the club for these expenses. This has been a very common avenue for financial loss by clubs
- The player is not covered by University Personal Accident Insurance policy which increases the club's exposure in the event of the player being injured
- The club is charged the full community rate for the use of NUsport facilities
- **NB** NUsport *defines any mixed group consisting of members and non-members as a non-member group for booking and fee purposes. Clubs which permit non-members to train with the club will be charged full fees*
- NUsport will **not** subsidise registration fees for any team which includes NUsport non-members.

Please note reciprocal rights of membership do **not** exist between NUsport and other university sports associations. Consequently, students from other universities must first join NUsport as Associate members if they wish to participate in club activities.

Clubs are expected to abide by the regulations of the District Association, or peak body, in which teams have been entered and those of NUsport. Should an Association's regulations present a conflict with NUsport regulations, clubs should contact NUsport to discuss as a priority. Clubs are advised that most Associations have deadlines early in the season for receipt of player registrations. The Associations may fine clubs, which do not meet these deadlines and unregistered players will not be permitted to take part in competition games.

NUsport may provide up to 50% of the cost to clubs for affiliation, nomination and registration fees for student players in teams entered in district competitions through the Club Budget Claim. Clubs can *dramatically reduce* the demand they place on club members for payment of such fees by ensuring all club players have promptly paid their Club membership fees and NUsport fees early in the season.

Unregistered non-members

*All clubs are specifically warned against playing any unregistered non-member in a club team (e.g. a person playing under an assumed name) or allowing such persons to participate in club events. Such persons have **no insurance cover** whatsoever either through the district sports association insurance arranged for registered players or through University insurance provided for members, and in the event of a serious injury to the person, all members of the club and particularly members of the club committee face potentially catastrophic financial consequences through litigation.*

FINANCIAL ADMINISTRATION

A key University / NUsport goal is for clubs to enhance the university experience of students through sport participation and development of leadership, management and organisational skill. To assist clubs achieve this, NUsport provides each affiliated club with a club budget allocation. Clubs can access several subsidies, which are only available to club members.

As Clubs hold both NUsport and club assets in trust, club officials are required to account for all income and expenditure transactions each year as well as for the acquisition and disposal of all other assets (such as equipment).

Club Financial Records

Clubs are legally required to keep accurate, up-to-date financial records which correctly record and explain club transactions, financial position and financial performance.

The following procedures are recommended, to ensure efficient club management of financial affairs (usually the Treasurer's primary responsibility), overseen by the Club Committee.

1. Clubs should record all financial transactions in a spreadsheet, accounting package or cashbook.
2. If using a spreadsheet, please use the following structure:

Date	Transaction Details	Debit	Credit	Balance

In the Transaction Details column record:

For all income 1) *Who from* 2) *What it was for* 3) *Receipt No.*

For all expenditure 1) *Who to* 2) *What it was for* 3) *Cheque/Transaction No.*

3. The Club Treasurer should update this club ledger frequently (at least on a weekly basis) and whenever major club transactions occur.

Receipts

A receipt *must* be issued for *all* cash/cheques received by the club. Receipts should be issued by authorised members of the club committee and preferably only by the Treasurer. NUsport can provide receipt books on request.

Where money is collected by several club officials, each official should have their own receipt book. Monies collected must then be given to the Club Treasurer for banking. The Club Treasurer must check all monies collected by other club officials against receipts issued by them. The Club Treasurer then issues a receipt to the official for the total amount of money handed over.

Bank all cash received without deductions. Record this in the spreadsheet cashbook. Do not hold money longer than necessary. Clubs are encouraged to use electronic transactions where possible to minimise risk from handling cash.

Payments

File all invoices and receipts for payments of accounts. This means both a soft and hard copy file. The club should consider a centralised soft copy location such as club email, external hard drive or 'drop box' application.

The club should make all payments by cheque or by electronic transfer. All cheques and electronic transfers **must** be signed or approved by two members of the Club committee who are authorised club signatories (being the Club Treasurer and one other authorised signatory).

NB. As specified in club constitutions, the NUsport Officer should be a signatory to all club accounts. This is to ensure smooth transfer of accounts to new committees and to provide a second signatory in emergencies. Signatories to club accounts must provide their signatures and proof of identity details to the financial institution. A new form must be completed in full every time there is any change in signatories. The new financial institution form needs to be fully completed by the club before it is brought to NUsport for confirmation and authorisation by the NUsport Officer (currently the Campus Programs Manager).

Signatories should ensure there are adequate funds in the Club account to cover cheques issued. It is an offence to issue a cheque that you know will be dishonoured.

Cheque book stubs and electronic transactions must be filled out in detail immediately as the cheque is drawn or payment is made and should include date, payee, what was purchased, and amount. Signatories should initial cheque stubs.

Clubs are discouraged from handling cash if it is avoidable. If petty cash is necessary, keep a careful account - use vouchers and maintain a petty cash float.

Financial statements and audit

The Treasurer must table a financial statement (which reconciles receipts and payments against bank statements) together with those bank statements, at a Club Committee meeting at least once every 2 months. Clubs are reminded that the Club Committee collectively (not the Treasurer alone) has primary responsibility for ensuring club financial records are accurately kept and for ensuring club finances are applied for the benefit of all club members.

An annual financial statement must be produced following the end of the Club's financial year on 31 August. Reconciliation must be carried out to explain any discrepancy between the closing balance shown on bank statements at the end of the financial year and club cash book records (e.g. unpresented cheques, bank charges, etc.).

The Club Committee must satisfy itself that the annual financial statement prepared by the Club Treasurer presents a true and fair view of the financial position of the club and pass a resolution to that effect. This declaration by the Club Committee must be signed by two (2) club signatories and attached to the audited financial statement.

The Club Committee approved financial statement for the previous year must then be checked by an independent auditor against club financial records. The Auditor is required to provide an opinion on the adequacy of the accounts for club members. Incorporated clubs are required to appoint an auditor at their Annual General Meeting.

A Treasurer's report, the audited annual financial statement for the club for the previous year and the auditor's report must be presented to members at the club's AGM and to NUsport.

Club Expenses

While NUsport provides substantial financial assistance to clubs, clubs are expected to raise funds to meet the cost of running their club.

Please note that NUsport does **not** provide loans for clubs and will **not** provide financial assistance for *anything, which NUsport has **not** identified as legitimate for financial support.*

NUsport will not provide funding for:

- any activity which is contrary to the objects of NUsport or which does not further the objects of the club
- items of a personal nature or for the use or consumption by individual club members e.g. food, drink, accommodation, travel expenses, equipment for private use, etc.
- items which do not relate specifically to the participation in activities for which the club is established e.g. TVs, refrigerators, video cameras, etc.
- replacement of any item which is lost or damaged due to negligence or lack of care, such as being left outside after training or unattended
- operating and running costs e.g. postage, telephone bills, laundering club uniforms, fuel for vehicles, etc.
- donations, prizes, trophies or gifts
- sponsorship or donations to outside organisations
- club social functions; and
- matters which are not club responsibilities e.g. participation in UniSport Nationals.

NB *Clubs are **not permitted** to purchase equipment or authorise any expenditure on behalf of NUsport. NUsport will not pay for any equipment or service which has not been ordered by NUsport or which has not been officially authorised by NUsport in advance. Club officials who order goods or services without NUsport authorisation will be personally liable for those expenses.*

Outstanding Debts

Clubs must be careful to avoid incurring debts which they may find difficult to repay. Clubs should be financially prudent and aim to raise funds and secure attractive sponsorships to achieve their goals.

Clubs are expected to settle debts promptly. In the case of outstanding debts to NUsport, Clubs will receive a 30-day account. Should the account remain unpaid, NUsport reserves the right to take such action as necessary to finalise the matter. NUsport may withhold payments to clubs and apply such withheld funds to discharging the club debt. Unpaid accounts may also lead to loss of facility subsidy.

NUSPORT SUBSIDIES

NUsport provides substantial financial support for affiliated clubs through:

1. Discounted Facility Hire for hire of venues for club activity
2. Major Capital Equipment Subsidies
3. Neal J Dickinson Scholarships
4. Annual Budget Allocation - which can be used to subsidise prescribed club expenses.

Subsidies are provided to help clubs deliver sporting and recreational services to students and to provide opportunities for students to gain leadership and administrative skills through holding club management positions. *NUsport **does not** provide funding to clubs to make personal recreation cheap for non-students. Non-students are expected to pay normal community rates for NUsport services including those offered through NUsport Clubs.*

Discounted facility hire

NUsport provides Discounted Facility Hire on the following basis:

- A **maximum** subsidy of 80% of the commercial fee for use of facilities for:
 - up to 4 hours per week for up to 28 weeks for season sports, or
 - up to 4 hours per week for up to 42 weeks for full year sports
- The maximum subsidy is reduced to 50% where clubs are permitted to use all facilities for that sport (e.g. all squash courts) and which thereby restricts access to these facilities to other users.
- 80% subsidy for facilities used as competition venues in local/regional competitions which operate on a home and away basis.

NB *All Facility Hire is confirmed each year through the Club Facility Contract. NUsport works with the University of Newcastle and its agents to maximise the opportunity for NUsport Clubs to access on campus facilities. Availability of Facilities may vary and is dependent on such things as totality of use; the need to provide for various user groups; environmental factors; maintenance schedules and significant works etc. Clubs do not have exclusive rights of access to any facility.*

Major capital equipment subsidies

Clubs seeking financial assistance for major capital equipment are required to lodge a detailed submission for NUsport consideration. The acquisition of major capital equipment has numerous implications regarding its storage, care, control, use, maintenance, safety, training etc. and NUsport insists that clubs fully investigate and fully detail not only the costs of initial purchase, but also provide details regarding all ramifications both for the club and for NUsport of obtaining the equipment.

Please note that NUsport will categorically not purchase or contribute towards the purchase of a vehicle for any club.

Submissions for capital equipment must address **all** the following ten issues:

- **Need** – A detailed justification for the request, how this need has been ascertained and how the equipment will contribute to the services provided by the club

- **Cost** – Quotes provided for the full cost of buying the equipment and all associated items
- **Club Contribution** – The amount the club will contribute to the initial cost
- **Life Expectancy** – Information on how long the equipment is expected to last before it needs to be replaced
- **Replacement** – Details of the club's plans for replacement and how this is to be funded. Will the equipment be updated on a regular basis? What is the expected turnover cost?
- **Running Costs** – Provide details of all on-going equipment running costs per year such as: fuel, services, maintenance, insurance, registration, licences, etc. How will these costs be funded? Asking NUsport to meet all such costs will not be accepted
- **Storage** – Details of where the equipment is to be stored. Is the proposed storage area accessible, satisfactory and secure? There is no undertaking NUsport can provide storage or will develop such storage
- **Access and Control** – How and by whom will the equipment be used, supervised and controlled? What control protocols are proposed?
- **Licences** – What qualifications, formal training or licences must members have to use the equipment?
- **Safety** – What precautions must be taken in using the equipment? What training is required by club members before the equipment can be used? Is safety or protective equipment required to use the equipment or to be on standby (e.g. fire extinguisher)?

Please note:

Clubs are required to make a significant contribution toward the cost of major capital equipment. The NUsport contribution toward the cost of major capital equipment for clubs is *limited to a maximum of 50%* of total costs. *NUsport will **not** fund the club's contribution from recurrent club budget funds.* That is, a club *must* contribute not less than half the total cost of capital equipment purchases from its own resources.

Clubs are encouraged to develop financial strategic plans in consideration of future needs.

Neal J Dickinson Memorial Scholarship

In 1982 the Sports Union decided to award annually two Outward Bound Scholarships to student members of the Sports Union. The Scholarships were set up in memory of Dr. Neal Dickinson, a Senior Lecturer in the Department of Economics, who, as Honorary Treasurer of the Sports Union, provided considerable time-consuming, conscientious service to the Sports Union before his sudden death in 1981.

In 1989 the Sports Union Committee decided to extend the range of courses which could attract a Neal J. Dickinson Scholarship to increase the benefit of the scholarship to clubs. In keeping with the considerable administrative contribution made by Neal Dickinson to the Sports Union, it was established that any course, seminar, conference, congress, etc. which could enhance the skills of a student involved in the management of a Sports Union Club would be able to be supported by a Neal Dickinson Scholarship. The Sports Union also decided to increase the number of recipients of the award each year and this necessitated the introduction of a maximum amount payable to any one student.

The purpose of a Neal J. Dickinson Memorial Scholarship is to sponsor those student club members who actively participate in the organisation and operation of a NU sport club, develop and expand their knowledge of any sports related area but principally in the fields of sports administration, coaching, umpiring and injury management, so that they, in turn, can better assist the sporting clubs on campus.

Criteria

The following requirements must be met by any person being recommended for a Neal J. Dickinson Scholarship.

1. The nominee must be a student or a member of Newcastle University Sport and a current financial member of a NU sport affiliated club.
2. The member must be nominated by a NU sport club.
3. The nomination must be considered and approved at either an Executive or Committee meeting of the nominating club before being forwarded to NU sport.
4. The nominee must have participated with the nominating club and made a positive contribution to the operations of that club.
5. The nominee must be able to continue to be involved in and contribute to the nominating club for a reasonable period of time after completing the sponsored course. Members about to terminate membership of NU sport or their club are not eligible for this award.
6. The course, congress, conference, seminar, etc. for which assistance is sought under this award, must be shown to provide tangible benefits to either the operations, organisation, administration or management of the nominating club.

Notes:

1. Applications for a Neal J. Dickinson Scholarship can be made prior to nominated closing dates in Semester 1 and Semester 2.
2. Applications will be considered, and the amount of any grant determined by NU sport subject to the following conditions:
 - (i) the maximum grant to any one student during the year is \$500.00 and to any other member is \$300.00.
 - (ii) students may receive full subsidies up to the limit. Other members may receive full subsidies up to \$100; \$100 for course fees up to \$200 and half subsidies for course fees above \$200 up to the limit set in 2(i).
 - (iii) no member may receive more than two grants in any one year.
 - (iv) the grant made for an approved course would normally cover the complete cost of course enrolment and registration (subject to the limit) but would not cover travel or accommodation expenses.
 - (v) no applications will be accepted outside application timeframes.
3. Recipients of a scholarship must take up the award at the time of offer. Awards cannot be deferred.
4. Applications must contain a summary of the contribution the member has made to sport within the University and include a statement of the nominee's intended involvement in and possible contribution to university sport in future.
5. Applications should include:
 - (i) the member's full name, address, phone number, and in the case of students, their student number, course and year of study;
 - (ii) details of the proposed course such as title and brief description, fees, dates, venue and personnel involved;
 - (iii) a statement of the benefit the course is expected to provide. (Please provide additional information if required on a separate page and submit with the application form).
6. Subject to all conditions outlined above, it is NU sport's intention to approve all worthy applications until the amount budgeted for scholarships for the year is fully spent.

ANNUAL BUDGET ALLOCATIONS TO CLUBS

Each NUsport affiliated Club is provided with an Annual Club Budget allocation which is based on the individual Club's previous year's performance and student membership.

What can the NUsport club budget be used for?

Clubs can submit a Club Budget Claim form at any time during the year. NUsport budget allocations to clubs can be used for the following purposes within the following limits. These are limits, not funding allocations. Available budget funds will be applied in the following descending order of priority:

1	Medical	100%	Medical personnel for home games in contact sports
2	First Aid	100%	Cost of essential first aid supplies required to treat new injuries
3	Maintenance	75%	Subsidy towards repair and maintenance of club equipment
4	Equipment	75%	Subsidy towards purchase of essential, non-personal, club equipment
5	Uniforms	50%	Up to 2 major uniform items required to play in district competition
6	Affiliation	50%	Subsidy towards club affiliation fees with district or state bodies
7	Registrations	50%	Subsidy towards <u>student</u> player registration fees in district competition <u>strictly</u> applied to reducing student participation expenses
8	Insurance	50%	Subsidy towards team and player insurance with district associations where this insurance is separately charged.

The above limits are imposed to ensure club members contribute to the cost of the goods or services they receive especially when those costs are small.

Expenditure by the club in the above areas will be eligible for a subsidy up to the limits imposed for each expenditure area and by the total amount in the Annual Club Budget Allocation. Once the total budget amount generated by the club is spent, the club will receive no further subsidy. Expenditure claims will have to be supported by Tax Invoices and evidence of payment. All payments to clubs will be by bank transfer.

Clubs are generally expected to purchase goods and services directly. However, where clubs are eligible for a subsidy and they have available funds in their budget, NUsport may order goods for a club if the club pays for the balance of the cost at the time of order.

Where Clubs purchase equipment or services directly, payment of any applicable NUsport subsidy will only be made:

- where the purchase has been pre-approved by NUsport or it is an approved club budget item as determined by NUsport;
- to the Club, not to individuals of the club;
- where an original tax invoice and receipt is supplied; and
- Under no circumstances are club officials permitted to charge goods to NUsport. NUsport only pays accounts for which it has supplied an official purchase order.

NB *The Australian Taxation Office has determined that NUsport Clubs are separate entities to NUsport for GST purposes and clubs, which do not have their own ABN, are not permitted to use NUsport's ABN. Where the provision of an ABN is a requirement, clubs are asked to contact the Sport Development Coordinator to discuss the matter.*

Please refer the [NUsport Clubs Webpage](#) for the Club Budget Claim form and notes.

How to maximise the NUsport Club budget allocation for your club

NUsport Clubs can maximise their budget allocation by ensuring club delegates and members attend compulsory meetings and all compulsory submission documentation is provided to NUsport by the due date each year.:

Compulsory attendance at meetings

1. Student Sport Advisory Committee: 4 per year - attended by your Club SSAC Delegate (or proxy)
2. NUsport AGM attendance: 1 per year in May - attended by 4 Ordinary Club Members (i.e. students and University staff members).

Attendance is compulsory and failure to attend at least one SSAC meeting in a year is sufficient grounds for the club to be disaffiliated.

CLUB COMPULSORY SUBMISSIONS TO NUSPORT

Clubs are required to submit the following financial and other records each year by the due date. Templates and due dates for all submissions are available on the [NUsport Clubs Webpage](#).

1. Club Member Register (1) – Complete list of members year to date
2. Club member Register (2) – Complete list of members for the year
3. Club Annual General Meeting Notice, Agenda and Minutes
4. Audited Statement of Club Financial Accounts
5. Club Financial Plan (Forecast Budget)
6. Club Annual Report
7. Club Office Bearers (& Qualifications) Update
8. Equipment Inventory
9. Club Strategic Plan
10. Facility Request Form
11. Generation Governance Online Course completion certificates (two current club committee members)
12. Club Registration with Student Central.

Explanatory Notes on Submissions

1. Club member register (1) and (2)

The membership of a club consists only of those University of Newcastle students and NUsport members who have formally joined the club. Membership fees are set by the Club Committee or at the Club AGM.

NUsport will not recognise membership claims by clubs if the club membership fee is less than \$5.00 and an official Club receipt has not been issued. The receipt must contain the club member's correct full name and student or NUsport membership number.

People who have simply signed a 'registration of interest' or similar ARE NOT club members.

Club Membership Lists must be presented to NUsport in May and the final list of club members for the year must be submitted by the end of October. Please use the 'Club Membership List' template on the [NUsport Clubs Webpage](#) (and also note due dates).

Financial support provided by NUsport to clubs is based on club membership – NUsport provides clubs with funding on a per capita basis for each University of Newcastle student. NUsport audits every membership list to ensure only legitimate members are involved in the club.

3. Club Committee and Annual General Meeting Notice, Agenda and Minutes

Agenda and minutes of all club general and other meetings are required to be sent to NUsport via the Sport Development Coordinator within 14 days of the meeting being held.

Clubs are reminded if required notice (e.g. at least 14 days prior to the date of the AGM) is not given to all members in accordance with the club's constitution, then the meeting is not properly convened, and no business can be conducted at that meeting.

4. Audited Statement of Club Financial Accounts

At the end of the financial year (31 August), club committees are required to produce a financial statement for the previous year. The statement must provide a summary of all club income and expenditure during the previous financial year and list all club assets and liabilities at the end of that financial year. This financial statement must be audited. The financial statement should be prepared by the Treasurer and together with all club financial records (cashbook, bank statements, receipt books, cheque books, invoices, receipts, inventory, loan agreements etc.) must be presented to an independent person with sufficient accounting knowledge to check the club financial statement and attest to its accuracy.

The auditor must be an independent person i.e. they cannot be a member of the club or a person who has a close or special relationship with any member of the club committee (e.g. a spouse, parent, employee, best friend). The auditor is required to provide a signed statement which confirms their independence, and which provides an audit opinion on the financial statement prepared by the club committee.

In preparing the annual financial statement for the previous year, the Treasurer is required to carry out a Bank Reconciliation, which reconciles the balance calculated from the income and expenditure for the previous year with the balance shown in the bank statement on that date. The equation is:

Opening Balance start of year + Annual income – Annual expenditure = Closing Balance shown on bank statement.

The club committee is constitutionally required to present the audited financial statement and the independent audit report to their members at the club's Annual General Meeting each year.

5. Club Financial Plan (Forecast Budget)

The club committee is required to produce a club budget for the following year – a forecast of its expected income and expenditure.

The Club financial plan is developed using information from club income and expenses in previous years and all other relevant information the club has received (e.g. information about the level of affiliation and registrations fees with district associations for the next year, the status of sponsorship agreements, etc.). This assists a club to decide what it will be able to afford, what the club membership fee should be, how much effort will be needed to raise additional funds etc.

In projecting the level of financial support the Club expects to receive from NUsport in the following year, *it is vitally important to remember financial support for clubs from NUsport is based on club administrative performance and club student membership from the previous year.*

In order to maximise the level of financial support clubs receive from NUsport and avoid risk of disaffiliation, clubs must:

- Attract University of Newcastle students to join their club;
- register **all** their club members;
- ensure **all** club members are financial;
- ensure **all** club members are students or financial members of NUsport;
- ensure that the majority of their members are UON students;
- attend **all** SSAC meetings and the NUsport AGM;
- maintain a high standard of club administration;
- submit all requested documents to NUsport by due dates.

6. Club Annual Report

NUsport places considerable importance on the need for clubs to report annually on their activities. Usually, the Club Secretary is responsible for writing the club's Annual Report for approval by the Club Committee prior to presentation at the Club's Annual General Meeting. Please see the [NUsport Club Webpage](#) for the Club Annual Report template to be used.

7. Club Office Bearers (and Qualifications) Update

Contact details for all club officials must be provided to within 14 days of the new committee elected at the AGM and at any other point throughout the year where there is a change to office bearers or contact details.

Relevant qualifications of office bearers and other key club members should be included with this submission. Relevant qualifications may include such things as Remote First Aid, Rescue Diver certification, coaching/officiating qualifications, accounting qualifications or other qualifications relevant to a member's position in the club.

8. Equipment Inventory

Club Equipment Inventory includes a detailed list of all equipment (and its condition) held by the club as at 31 August. Equipment purchased by NUsport for club use remains the property of NUsport and cannot be sold or disposed of by clubs without permission from NUsport. Clubs, who cannot account for equipment issued to them, will be charged the replacement cost.

9. Club Strategic Plan

The Club Strategic Plan is a document that can assist club with short to long term goals and assist in succession planning for clubs.

10. Facility Request Form

Clubs are required to submit a NUsport Facility Request Form to the Sport Development Co-ordinator (by the due date) if they would like to request use of ovals and indoor facilities (including storage requirements) for the following year.

11. Generation Governance online course

This online course should must be completed (if not already) by two current club committee members by the due date each year. This is also a pre requisite to apply for funding from UON Student Central.

12. Club Registration with UON Student Central

All NUsport clubs should register early each year with UON Student Central to be eligible to apply for funding through Student Central.

All submissions identified in the Club Calendar must be submitted by the due date to the Sport Development Coordinator. Submissions must be of satisfactory standard. Deductions apply for late submission.

CLUB FACILITY HIRE

NUsport facilities are generally available to all students and members of NUsport as well as to members of the public.

In recognition of the work Clubs do to help NUsport achieve the objects in its constitution, NUsport provides clubs with access to its facilities for training and competition at highly subsidised rates. NUsport also provides clubs with access to restricted facilities and to specialist equipment, which are not otherwise available to members.

To request Facility Hire or Storage for the following year:

1. Clubs are required to submit a NUsport *Facility Request Form* to the Venue Hire Coordinator (by the due date). This form is used to request use of ovals and indoor facilities (including storage requirements)
2. NUsport will review all facility requests and provide a *Club Facility Contract* with a *Booking Schedule* to Clubs as soon as possible after receiving all Club requests.
3. Authorised Club members should sign and return this *Club Facility Contract* to the Venue Hire Coordinator, by the due date, to accept bookings allocated. *Facility Bookings are not confirmed until such time this Facility Contract is signed and returned to the Venue Hire Coordinator by the due date.*

Please refer the [NUsport Club Webpage](#) for the Facility Request Form.

Please note:

Clubs are required to advise NUsport of dates for competition matches and of competition requirements. NUsport will arrange for fields to be marked. It is very important that clubs notify NUsport of any cancellation or change of date of matches ASAP as NUsport incurs significant costs for field preparation. Clubs will be charged for the cost of preparation of grounds if they fail to notify NUsport of such changes.

Bookings do not include placement of items such as nets, flags or corner posts.

If clubs have any concerns or complaints regarding the condition or preparation of grounds, they need to contact the Venue Hire Coordinator. Club members must not approach grounds staff or University personnel about such matters. NUsport will ensure that matters raised by clubs are directed through appropriate channels for consideration by the responsible NUsport and/or University staff.

Applications for additional casual use of facilities may be made at any time by completing a NUsport Facility Request Form. These bookings will attract the normal public booking cost

NUsport is required to make provision for academic departments; social and competition sports; UON representative team training; College Sport; grounds maintenance and highlight events, therefore, NUsport can give no undertaking that club preferences for training times or specific facilities will be granted.

Clubs must not assume that their facility requests will be automatically granted. NUsport works with the University of Newcastle and its agents to maximise the opportunity for NUsport Clubs to access on campus facilities. This Facility availability is subject to change each year. Any concerns can be directed to the Sports Development Coordinator for consideration, however, the Venue Hire Coordinator is authorised by NUsport to make a final determination on facility requests.

The Harry Bradford Lounge in the Squash Pavilion is available for club meetings and strictly for University or sport related activities.

*These rooms are **not** available for private or club social functions.*

SAFETY INDUCTIONS

It is a University requirement that all groups on University property are supervised by persons who have undergone a University Induction which provides information about safety and procedures to be followed in the event of injuries, accidents or emergencies.

Consequently, it is mandatory for all clubs which use University or NUsport facilities unsupervised, (especially all oval users and users of the NUsport Rowing Pavilion Berry Park), to have completed safety inductions before they can be permitted to use University or NUsport facilities.

Inductions will be scheduled prior to the first booking of the new season each year and club executive and coaches must attend their allocated induction, as advised by NUsport. The Venue Hire Coordinator will coordinate dates with the University and its agents.

Club training will be cancelled if a club does not have *at least two* inducted members by first booking of the season each year. Clubs need to ensure that an inducted person is in attendance when using facilities. Clubs are encouraged to have several club officials complete the induction to ensure University requirements are met.

CLUB AND NUSPORT EQUIPMENT

Equipment purchased for clubs by NUsport is, and always remains, the property of NUsport. Clubs are not permitted to sell or otherwise dispose of such equipment without NUsport authorisation. Clubs are responsible for maintaining an accurate record of NUsport equipment held by them.

If equipment is damaged or unusable due to wear and tear, it should be returned to NUsport for replacement. Clubs that cannot account for equipment issued to them will be charged for its replacement.

Clubs must ensure that all equipment in their custody is kept secure. Equipment must never be left in the open unsupervised. Ensure that equipment is securely stored after use and storage areas are locked. *Please note that insurance **does not cover** loss of equipment left in the open or taken from unlocked premises and such losses will be replaced at club cost.*

Any club requiring access to equipment kept in NUsport managed facilities, for which access is controlled by the NUsport key system, **MUST** ensure that **ONLY** approved members of the club access this equipment. A limited number of keys may be issued to **AUTHORISED** club personnel only. Each key must be individually signed out by the authorised person(s) – from which time they are personally responsible for the safekeeping of this key. Each key **MUST** be individually signed back in to NUsport at the end of the person's tenure as the guardian of their key. NUsport keys are restricted and may not be copied.

Where club equipment is stolen, lost or damaged whilst in the custody of the club, the club will be required to meet the insurance excess or full cost for the replacement of the stolen, lost or damaged equipment. It is essential that clubs quickly provide NUsport with a written report on any loss or damage, as this is required by the insurance company and by the University, which administers the insurance policy.

New office bearers need to insist that outgoing executives provide them with an inventory of club holdings and all equipment that is not stored on campus. New office bearers need to carry out a stock-take of equipment after election to verify that all club equipment is present and in good condition. NUsport should be notified of any discrepancy.

Clubs are responsible for equipment maintenance and repairs; however, NUsport may provide a subsidy towards such costs if due to normal wear.

NUsport supplies only non-personal equipment that is essential for the sport. Hence, tennis racquets, hockey sticks, golf clubs, etc. are not supplied. NUsport may provide up to half the cost of purchase of specialist or desirable but non-personal equipment for which the club can make a strong case for need.

Barbecue

One fixed barbecue is available for hire at the Squash Centre for club functions. Clubs **must** clean the barbecue after use or face a further cleaning charge. Clubs must provide own gas bottle and cleaning / cooking equipment.

NUsport Marquee

One NUsport branded 6m x 3m marquee is available for use by clubs on request (subject to availability). Requests should be forwarded to the Sport Development Coordinator.

Furniture

Please note that furniture in NUsport buildings is **not** available for loan or hire and may not be removed from buildings without the approval of NUsport.

RISK MANAGEMENT AND INSURANCE

The following links, policies and procedures include legislative requirements, University requirements and recommended practices to minimise the risk of injury or litigation. Club officials are advised to become familiar with and distribute the information to their club members.

RISK

Risk has alternatively been defined as *“the chance of something happening that will have an impact on your organisation’s objectives”* [Australian Standard] or as *“anything, including work practices or procedures, that is likely/probable/may or could harm the health or safety of a person”* [Occupational Health & Safety Regulation].

More generally a risk is seen as the possible occurrence of an event which will have an adverse outcome on an organisation. Adverse outcomes are typically seen as anything which result in:

- harm or injury to people;
- loss or damage to property;
- financial losses or increases in organisational costs;
- a reduction in output, performance or success of the organisation;
- penalties for non-compliance with laws or regulations;
- a lowering in the public image or reputation of the organisation or its personnel.

What Is Risk Management?

Risk management is the implementation of procedures to reduce foreseeable risks and reduce potential legal liability but also to increase opportunities. The aim is to address potential problems before they occur. The goal of risk management is to make the activities of a club safer, better and hopefully more profitable.

NUsport encourages clubs to actively implement risk management strategies which will minimise the likelihood of adverse outcomes and in particular which minimise the likelihood of any person being injured.

INSURANCE

Please note that insurance is a last resort method of ‘reducing’ risk for clubs. Insurance comes into play only after something has gone wrong – after someone has been injured, property has been lost or damaged or a club committee is sued. The emphasis for all clubs must be to *prevent problems from occurring*. Clubs officials should focus on:

- Creating a safe environment through the implementation of sound risk management practices to prevent injury or damage so that no claims arise which require the club or its members to claim on insurance.
- Observing all rules not only to avoid the risk of liability arising from non-compliance but also to ensure that the insurance cover that has been put in place by NUsport and the University for clubs and club officials is not voided. Clubs and officials who operate outside the rules face personal liability for their actions.
- Hence clubs must not permit persons who are not NUsport members to participate in club activities. Such persons are not covered by University Personal Accident Insurance so if something does go wrong, they are more likely

to take action against the club to cover the cost of their injuries which, if severe, will be high. In addition, participation by non-members in club activities may void some of the insurance cover, which has been put in place for clubs, and in such instances, offending club officials may find themselves personally liable.

- Minimising the risk to the club and to themselves by requiring all participants, where appropriate, to sign waivers before they are permitted to take part in the activity. Please note that waivers cannot remove the duty of care that clubs, officials and organisers have for the safety of others. Waivers are useful in documenting the skills / knowledge / experience a prospective participant claims to have (especially if this is a condition of participation e.g. ability to swim 500m). Waivers can help to inform people of the dangers associate with an activity so that they can decide whether to participate and do so only if they confirm they have the skills to do so safely.

Please see below for further information:

[The University of Newcastle Insurance](#)

[Risk Assessment Matrix](#)

[NUsport Clubs Webpage](#)

[Sports Medicine Australia](#)

[The University of Newcastle Risk Management](#)

[NSW Office of Sport Risk Management](#)

PLANNING

Fail to plan, plan to fail

Why Plan?

The purpose of developing a club plan is to design a desired future for your club and to determine what the club needs to do to achieve that outcome.

A *strategic plan* is simply an outline of the strategies (the means and methods) to be followed by an organisation to achieve its stated goals.

Considering the Objects of your club and of NUsport, please use one of the many Strategic Plan templates available via the links provided below to draft a strategic plan for your club.

The Strategic Plan developed by a club should be used in conjunction to the Club Financial Plan to achieve its goals.

For further information around planning, please see [NSW Office of Sport - Planning](#) and [Australian Sports Commission - Planning](#)

SPONSORSHIP GUIDELINES

In general, it is NUsport policy to encourage clubs to seek sponsorship and allow clubs to have complete autonomy in sponsorship negotiations within prescribed guidelines.

Clubs should, however, note they do not have the authority to offer the name of the University for use by a sponsor. This may only be done by University Council. Advertising on T-shirts, newsletters, programs, etc. designed to promote the club's sponsors, may include the words "University of Newcastle (sporting) Club" if the advertisement clearly and unambiguously contains no suggestion that the sponsor or its product is supported, endorsed or approved in any way by either NUsport or the University.

The following broad policy guidelines are provided for Clubs.

1. Regarding health considerations, health legislation, UniSport Australia policy and the complete ban on smoking in government buildings, sponsorship from tobacco companies and advertising of tobacco products is *strictly prohibited*.
2. Regarding health considerations, UniSport Australia and University policies, and the link between misbehaviour and over consumption of alcohol, sponsorship by hotels, breweries, wineries and distilleries is discouraged. Clubs should endeavour to gain sponsorship from organisations with a positive public profile.
3. Clubs may not have printed on T-shirts or upon other materials associated with the club, any caption, logo or acronym, which may be considered distasteful to attract public criticism and diminish the reputation in any way of the club, NUsport or the University.
4. Clubs are not permitted to enter into contracts or give undertakings which in any way place obligations upon NUsport, offer use of NUsport facilities to the sponsor or give the sponsor control over the affairs or property of NUsport or the club.
5. Clubs cannot undertake to display banners, posters or advertising of any description on University buildings or grounds, as such displays are strictly prohibited by the University.
6. Clubs may not represent themselves as agents of NUsport or the University.
7. Clubs are required to respect the privacy of their members, and clubs may not sell or provide personal details of club members to sponsors, email groups or third parties without the written approval of each member.
8. Clubs may not use NUsport or University letterhead in their communications or use the University crest without the written approval of the University.

NUSPORT LOGOS

Clubs may not use NUsport logos without the written approval of the NUsport Director Venues.

Clubs are not permitted to use NUsport letterhead stationery or to state, convey or imply that they are acting as agents for NUsport in communications with other organisations.

UNIVERSITY LOGOS

Clubs are advised that the University Sea Horse crest, emblem, motto *"I Look Ahead"* and the University corporate logos are registered trademarks of the University of Newcastle and these logos, or any part thereof, may not be used by any person or club without the approval of the University of Newcastle.

Clubs wishing to use the University logo on any clothing, document, trophy, banner, letterhead or any other material, should contact NUsport in the first instance for guidance.

The University of Newcastle Sea Horse emblem

The Coat of Arms of the University, granted in 1965, is based on the family crest of Lieutenant John Shortland, RN who in 1797 charted the entrance to the Hunter River where Newcastle now stands. Initially the suburb where the University was established was given the name 'Shortland' until 1992 when, in honour of a former Chancellor the late Sir Bede Callaghan, it was renamed 'Callaghan'. The coat of arms depicts a sea horse under the Southern Cross on an azure shield, below which is the motto: "I Look Ahead".

The Sea Horse or Hippocampus as it is sometimes known, is a mythical creature considered to be a sign for sailors – the sign of fertile and active sea movement. See https://downloads.newcastle.edu.au/library/cultural%20collections/pdf/UniNews_March_2005.pdf

The inscription on the University of Newcastle coat of arms is:

"Azure a Sea Horse naiant in dexter chief representation of the constellation of the Southern Cross of five Mullets all Argent."

UNIVERSITY COLOURS

The Colours with which the University has become most closely associated are the colours of the gown and hood of the degree of Doctor of Philosophy, namely **garnet** and **silver grey**.

These are also the colours of the blazer presented to recipients of a University Colours Award for distinguished services to University sport. Approximations of these colours have been used by many of the University clubs throughout their history.

While the University has also been associated with the colours sky blue and silver found in the University's crest, NUsport plans to standardise club uniforms on the colours garnet and silver grey, the traditional sporting colours of the University.

UNISPORT AUSTRALIA EVENTS

UniSport events are not limited to NU sport club members, however, at times clubs play an important role in promoting and coordinating teams. Engagement in UniSport events can have beneficial outcomes for clubs in terms of student player recruitment, added publicity etc.

For students to participate in UniSport events, the following conditions must be met:

1. The student must be eligible under UniSport Eligibility Criteria [UNISPORT AUSTRALIA \(UNISPORT\) GUIDELINE](#)
2. Competitors must accept and compete the NU sport Athlete Agreement
3. Selection standards must be satisfied. For team sports this involves attending trials / training. If trials cannot be attended a request for consideration must be submitted to NU sport for consideration. For individual sports (Swimming, Athletics, Martial Arts etc.) specific minimum standards apply. Students must be able demonstrate their capability of exceeding minimum standards to be eligible for selection.
4. The competitor must be approved by NU sport. Competitors or other officials who have been subject to disciplinary action from previous events will not be eligible to participate in future events.

Financial support from clubs

Teams participating at UniSport events are representing the University and not any specific club, irrespective of whether the team consists wholly or mostly of the members of a specific club. Clubs **may** provide financial support to club members participating at such events *provided*:

- the club decides to specifically raise funds for the event, and the decision to do so is passed by the club at a suitably convened general meeting and recorded in the minutes.

*General club funds must **not** be used to subsidise club member participation in these events as that is in breach of the club's constitution (Clause 12.4).*

Please see [University Nationals](#) for further information.

TOUR GRANTS

NUsport Tour Grants are available to students who are enrolled at the University of Newcastle. Students must be participating in a State or National team for which they have been selected by State or National Selectors, or in a Representative Australian University Sport team determined by Australian University Sport Selectors (Unirooms). Grants are available to players, coaches, referees, or officials who are not paid for their participation. Students who enter highlight events which do not require selection or for which they have not been selected / appointed by State, National or Australian University Sport Selectors, do not qualify. Selection in a District, Regional or NSW Country team does not qualify for a grant.

Any grant made by NUsport is entirely at its discretion in accordance with its policies. It is not an entitlement. If a grant is to be made, all the following will be taken into consideration:

- the totality of involvement and support for sport on campus by the student
- the student's record of performance and behaviour
- the cost to be personally borne by the student in participating in the event
- the relationship of the event to university sport and
- the benefit to NUsport and the University of providing sponsorship

If a grant is made:

1. The grant shall not exceed one-third of the total amount requested from players by the organisers or
 - (a) \$1,000 for overseas trips other than to New Zealand or New Guinea
 - (b) \$600 for internal Australian tours or trips to New Zealand or New GuineaWhichever is *the lesser*
2. Other than in exceptional circumstances, as determined by NUsport, the *maximum* applicable grant will be halved if either:
 - (a) the event is not a university event or
 - (b) the applicant has not actively supported sport on campus (e.g. by not playing in a university club team which provides suitable competition opportunities, not being a NUsport club member, not attending University Nationals, etc.)and normally halved again if *both* these conditions apply.
3. Students are eligible for only one grant per year unless they are involved in actively supporting/participating in sport on campus. Students may not receive support for more than two events in any one year.

THE UNIVERSITY OF NEWCASTLE SPORTS AWARDS

University of Newcastle students are eligible for three different sporting awards – Blues, Colours and Sportsperson-of-the-Year (SPOTY). In addition, students can apply for a University Sports Scholarship and NU sport selects the sporting club with the best administrative record in the previous year for the Club-of-the-Year award (COTY).

Types of Awards

Blues are presented to those students who have represented the University in sport and who have achieved a high sporting standard. To receive a Blue, students or recent graduates must demonstrate both sporting excellence *and* contribution to University sport while enrolled.

Colours are presented to students and to those members of NU sport or Yourimbah affiliated sporting clubs, who have made an outstanding contribution to the organisation and administration of University sport over a period of not less than 3 full years (36 months).

Sportsperson of the Year is awarded to the student athlete whose sporting achievements and sportsmanship during the previous academic year was deemed to be the most outstanding. Up to five **finalists** are selected for this award from those students enrolled in the previous academic year (March to February) with outstanding sporting performances or sporting records.

The **Club of the Year** is awarded to the NU sport affiliated club which is judged by the NU sport Clubs Committee to have the best administrative record over the previous year. Assessment of administrative performance includes timely fulfilment of NU sport administrative requirements in accordance with the guidelines contained in CARB, lodging submissions by due dates as specified in the Club Calendar, evidence of forward planning, sound financial management, strong club performances in the previous year and strong support for student participation.

In 2015 the **Team of the Year** was introduced as an additional award, recognising AUG or AUC teams who have achieved outstanding results at an AUG or AUC competition (or, from 2018, UniSport Nationals).

Sports Scholarships - The University and Friends of the University offer eight scholarships each year to student athletes who are enrolled at the University. Criteria for selection include academic performance, sporting achievements and demonstrated contribution to University sport.

Award recipients are eligible to apply for membership to the **Sports Laureates Association**.

Please see [Sports Awards](#) for further information.

CLUB FUNDING POLICY

The NUsport policy for funding of clubs is as follows:

Statement of Principles

- 1 *NUsport will retain a maximum limit for expenditure on any one club. This limit will be set considering:*
 - *total club membership (i.e. students and financial members of NUsport who are financial members of the club);*
 - *number of club members engaged in regular club activities;*
 - *number of student club members;*
 - *cost of participation in competitions as well as of servicing a general or social membership; and*
 - *expenditure on club in previous years.*
- 2 *Every member of every affiliated club is expected to make a **significant contribution** towards the expense of participating in their chosen sport or recreational activity, however, NUsport aims to make sport and recreation more affordable for students.*
- 3 *All clubs will have a non-trivial membership fee. (The minimum fee is to be \$5.00.)*
- 4 *All sport and recreational activity has an entitlement to be further developed and enhanced and that priority will be determined by*
 - *number of students involved in the sport or recreational activity,*
 - *whether primary facilities exist,*
 - *the quality of existing facilities,*
 - *when facilities were last provided, and*
 - *cost.*

Development of primary facilities will generally take precedence over the development of secondary facilities or further (non-maintenance) upgrades of existing facilities. Growth in club numbers will also be considered as well as growth in playing strength and requirements of fielding elite teams.
- 5 *Facilities for use by **all** members of NUsport will have higher priority than those used by sport and recreational specific groups.*

Explanatory Notes on Principles

- 1 Funding is based upon the desire to strongly favour student participation and to make expensive sport and recreation more affordable for students. Consequently, clubs with high membership fees are asked to charge students less than other club members to ensure that subsidies provided specifically for students by NUsport are **not** diluted or distributed to other club members. Clubs with high Affiliation and Registration costs, which have low, non-differential membership fees, will be asked to demonstrate that any student directed subsidy provided to the club is given to students.

- 2 The policy acknowledges that clubs, which participate in regular weekly competitions, face on average higher costs than clubs whose rate of participation is self-determined. In particular, the Club Budget policy attempts to balance the needs of clubs with large inactive populations against the needs of clubs with a smaller active membership so that an inactive membership is not used to obtain higher subsidies. This cross subsidisation is not equally available to all clubs as many clubs engaged in weekly competitions are unable to attract students to join the club in social or ancillary roles.
- 3 NUsport recognises that club members in some sports pay very little to train whereas the cost of training in other sports can be very high. NUsport considers this in assessing its level of support to clubs.
- 3 NUsport recognises that Affiliation and Registration costs for some clubs involved in competition sports can be very high. The concern about the high cost of some sports is that the more expensive sports may lose some of their student members. NUsport aims to support student involvement by specifically increasing the level of subsidy it provides for students. The purpose is to:
- increase the attraction of sporting clubs to students by reducing the financial impediments of participation; and conversely
 - increase the value of students to Clubs which, hopefully, will increase the effort clubs put into attracting student members.

However, as all club members are expected to contribute to the cost of participation in sport, NUsport will not provide more than 80% of participation costs. The purpose of this policy is to ensure that all club members contribute towards their participation costs particularly when the cost is small. The 80% cap on NUsport financial support to clubs is **not** a funding target. *It is an absolute limit.*

- 5 Clubs have no specific entitlement for any set amount of funds. Clubs are allocated a budget to cover *essential* team equipment and services of a non-personal nature. NUsport does not allocate funds for items and services it has specifically identified as being outside its funding policy. For example, NUsport does *not* fund club travel, does *not* provide personal equipment such as tennis and squash racquets or hockey sticks, does *not* buy trophies for clubs and does *not* provide funds for social functions. NUsport aims to supply clubs with essential team equipment and multi-user, share equipment. Consequently, it does not provide a soccer or rugby ball for each soccer and rugby player or a foil for every fencer. NUsport seeks to supply essentials - clubs are expected to raise funds and provide additional equipment themselves.
- 6 A subsidy is provided for each club for hire of facilities (where available). Please note that NUsport provided facilities are *not free*, as the cost of running and maintaining the facilities provided to clubs by NUsport is very high. Subsidies for facility hire are based on funding policy as outlined in 'Discounted Facility Hire' above (page 24).
- 7 Clubs are asked to remember that NUsport also has an obligation to ensure that other users have opportunities to access and hire facilities. Facilities are required by many groups including: NUsport members for personal recreation, UON representative team training, social sport, academic purposes, residential colleges, schools, etc. Clubs are encouraged to book training sessions at off-peak times. Bookings for academic purposes and from paying members take precedence over bookings from clubs.

- 8 Budgets are provided to clubs to help them provide benefits to NUsport members and to University of Newcastle students. The members of all NUsport affiliated clubs are required to be either currently enrolled students of the University of Newcastle or members of NUsport. NUsport Associate and External Members fees are aimed at reducing the level of subsidy non-students receive from NUsport as members of clubs. Generally, the value of the subsidies Associate and External members receive is greater than the fees they pay. Clubs should take note that funding of clubs by NUsport and the University is aimed squarely at providing support for students to enhance their experience on campus while studying and not to subsidise the personal recreation of non-students.

RELATED POLICIES

Alcohol – The University of Newcastle Campus and NUsport Facilities

Clubs are reminded that it is illegal to supply alcohol to anyone under the age of 18 years, to supply alcohol to intoxicated persons or to drive while intoxicated. Significant penalties apply to organisations or individuals who do so. Clubs are not permitted to supply alcohol on the University campus including NUsport facilities without an appropriate liquor licence **and** trained persons serving alcohol.

[Guidelines for the Responsible Service and Consumption of Alcohol -The University of Newcastle](#)

Child Protection

Sport and recreation clubs and groups have a legal and a moral responsibility to provide positive and safe environments for children.

For more Information: [Child Protection](#)

Code of Conduct

Clubs should refer to the Code of Conduct produced by their national sport/recreation bodies and either adopt these or use these to develop specific codes of behaviour.

[The University of Newcastle Code of Conduct](#)

NUsport also have Codes of Conduct which apply to members.

Emergency Planning

[Medical Emergency Planning Guide](#)

Harassment and Discrimination

Club officials and players are expected to not only observe rules of their sport and of the community but also to participate in sport in a safe and respectful manner and to display good sportsmanship. Bad sporting behaviour is not only unacceptable, it may also be unlawful. Players and officials must not engage in behaviour that is abusive, bullying, harassing, humiliating, intimidating, or improperly discriminating.

[NSW Office of Sport - Inclusion](#) and [Play by the Rules](#)

Infectious Diseases and Blood Rules

[Sports Medicine Australia Policies and Guidelines](#)

Injury Prevention

[Sports Medicine Australia Position Statements](#)

Heat Illness in Sport & Adverse Weather Policies

Clubs should refer to their governing body policies around adverse weather conditions and participation. [Sports Medicine Australia Policy and Guidelines around Hot Weather](#) provides further information including SunSmart Policy.

Privacy

Clubs should only collect needed information directly from their members, advise them how this information is to be used and obtain the consent of their members to provide this information to a third party. Clubs should **not** sell membership lists to sponsors. See [Information and Privacy Commission NSW](#)

Traffic and Parking at The University of Newcastle

Fines apply to drivers who fail to abide by University parking rules e.g. by parking on the grass on ovals, blocking access to ovals or by parking in Reserved or Service parking spaces.

For more Information: [UON Parking](#)

UniSport Events

[Unisport Australia Policies and Guidelines](#)

Work Health and Safety

Clubs should be familiar with the Commonwealth's **Work Health and Safety ACT 2012** came into effect on 1 January 2012. People conducting a business or undertaking (including clubs) and workers (including volunteers) are protected by the same WHS laws across Australia.

Clubs may have legal responsibilities and duties under [Work Health and Safety](#) law.

References

Assistance and materials from the following references and sources are acknowledged:

[Australian Sports Commission](#)

[Information and Privacy Commission NSW](#)

[NSW Office of Sport](#)

[Play by the Rules](#)

[Sports Medicine Australia](#)

[The University of Newcastle](#)

[Unisport Australia](#)

APPENDIX

STANDARD CLUB CONSTITUTION

THE UNIVERSITY OF NEWCASTLE _____ CLUB CONSTITUTION

1 NAME

The name of the club herein constituted will be "*The University of Newcastle _____ Club*".

2 DEFINITIONS

In this constitution the following words with capital letters have the following meaning unless the context specifically requires otherwise:

Board - the Board of Directors of NU sport.

Club - the University of Newcastle _____ Club.

Club Committee - the management committee of the Club as constituted herein.

Club Member – a Student or NU sport Member who has joined the Club.

Club Voting Member – a Club Member who is a Student or a NU sport Ordinary, Associate or Honorary Life Member.

NU sport - the company Newcastle University Sport.

NU sport Member – an Ordinary, Associate, External, Special or Honorary Life Member of NU sport as defined in the NU sport constitution.

NU sport Officer - the NU sport staff member appointed to the Club Committee, and replaced from time to time, by the Chief Executive Officer of NU sport.

Student - a person enrolled in a program at the University.

University - the body corporate established as the University of Newcastle under the *University of Newcastle Act, 1989*.

Year - the twelve (12) month period from 1 March.

All other capitalised words in this Constitution will be given their usual and ordinary meanings unless they are attributed a specific definition in the constitution of NU sport, in which case that specific definition will apply to capitalised words as used in this Constitution."

3 OBJECTS

The objects of the Club will be -

- 3.1 To encourage, foster, publicise, promote, develop, extend, organise, and administer the sport of _____ for the benefit of the students and staff of the University.
- 3.2 To develop, organise and promote sporting competitions between teams and individuals representing the Club and other sporting teams and individuals.
- 3.3 To encourage and provide opportunities for Club Members to participate in the sport at all levels.
- 3.4 To affiliate with the recognised controlling body for the sport at district, regional and/or state level and liaise with other clubs and associations in that sport, where this is in the best interests of Club Members.
- 3.5 To advise, inform, consult and liaise with NUsport on matters pertaining to the sport and regarding the provision of equipment, facilities and services to the Club.
- 3.6 To promote a principled code of ethics among Club Members observing sporting codes of behaviour for players, coaches, administrators, umpires, officials and spectators.
- 3.7 To assist with the organisation and selection of University representative teams in the sport, if requested by NUsport.
- 3.8 To organise or assist in the organisation of Australian University and Eastern University Championships and other highlight events in the sport when required by NUsport.
- 3.9 To encourage contact between academic, general and other staff of the University and the student body.
- 3.10 To encourage and assist Club Members to obtain and enhance administrative, financial, managerial, organisational, promotional, coaching, umpiring, paramedical, playing and leadership skills in support of the Club's activities.
- 3.11 To conduct its operations efficiently in a financially self-sufficient manner.
- 3.12 To assist NUsport in the attainment of its objects and to promote a positive image of the University.

4 CLUB MEMBERSHIP

- 4.1 Membership of the Club will be open to:
 - 4.1.1 any Student or NUsport Ordinary, Associate, or Honorary Life Member and
 - 4.1.2 any NUsport External or Special Member provided the total of such members does not exceed the lesser of:
 - (i) 20 in number; or
 - (ii) 25% of the total club membership; or

- iii) any lesser number or proportion than referred to in Clause 4.1.2 above set down for the Year at the Annual General Meeting by the Club Voting Members.
- 4.2 Membership of the Club is not open to persons seeking membership of NUsport as External or Special Members, if they are members of another club in the same sport in the district association competition in which the University competes.
- 4.3 Nominations for membership will be in writing and will be lodged with the secretary of the Club who will, as soon as practicable, refer the nomination to the Club Committee which is to determine whether to approve or to reject the nomination.
- 4.4 Approval of a nomination will be entirely at the discretion of the Club Committee. The Club Committee may reject any application for membership of the Club without the need to provide an explanation. However, Students and NUsport Ordinary Members so rejected will have leave to appeal the decision to the NUsport Board.
- 4.5 The Club Committee will refuse any nomination from NUsport External or Special Members if the effect of acceptance results in either the number or the proportion of such members exceeding the limits specified in Clause 4.1.2 above. The Club Committee will also reject any application received from a NUsport External or Special Member if the person is a member of another club in the same sport within the Newcastle region.
- 4.6 If the Club Committee approves the nomination, the Club secretary will, as soon as practicable, notify the nominee of that approval and upon receipt from the nominee of payment of the fees payable under these rules by a Club Member, will enter the name of the nominee in the register of Club Members.
- 4.7 The secretary of the Club will establish and maintain a register of Club Members in which will be entered the full name and address of each person who is a Club Member and the date on which the person became a Club Member. The register of Club Members must be kept at the principal place of administration of the Club and must be open for inspection, free of charge, by any Club Member at any reasonable hour.
- 4.8 A person ceases to be a Club Member if the person:
 - 4.8.1 dies; or
 - 4.8.2 resigns membership; or
 - 4.8.3 ceases to be either a Student or a member of NUsport; or
 - 4.8.4 is expelled from the Club.
- 4.9 A right, privilege or obligation which a person has by reason of being a Club Member:
 - 4.9.1 is not capable of being transferred or transmitted to another person; and
 - 4.9.2 terminates on cessation of the person's membership.
- 4.10 A person may resign from membership only if all membership fees have been paid. The resignation must be submitted in writing to the secretary of the Club. The person will remain liable for all monies owing to the Club at the time of resignation.

5 FEES

- 5.1 A Club Member will, upon admission to membership, pay to the Club the annual fee fixed for the Year in which admission occurs and thereafter in each successive Year of membership will pay the annual fee as fixed from time to time.
- 5.2 The annual fee for each Year will be fixed by the Club Committee and failing such decision being made by the Club Committee, the fee for the preceding Year will be deemed to be the amount payable.
- 5.3 Club Members may be required to pay such other fees and charges as may be determined at a general meeting for the provision of goods and services to Club Members.
- 5.4 A Club Member is required to pay the annual fee by the 31 March each Year. Failure to pay the fee within thirty (30) days of that date will result in the Club Member being automatically suspended from participating in all activities under the control of the Club until all fees owing are paid.

6 CLUB MEMBERS' LIABILITIES

- 6.1 The liability of a Club Member to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the Club Member in respect of membership of the Club as required by Clause 5.
- 6.2 Upon termination of the Club, the persons having control over the funds and property of the Club, will pay the said funds and surrender the said property to NUSport.

7 DISCIPLINING OF CLUB MEMBERS

- 7.1 The Club Committee may from time to time and as required appoint a Disciplinary Committee, which will consist of three (3) persons, one of whom will be appointed as the Chairperson.
- 7.2 Upon complaint being made against a Club Member(s) or a Club team who it is alleged:
 - 7.2.1 has persistently refused or neglected to comply with a provision of this Constitution, with the regulations of the Club, or with a reasonable direction of the Club Committee; or
 - 7.2.2 has acted in a manner prejudicial to the interests of the Club or in a manner which would bring the Club into disrepute,The Club Committee:
 - 7.2.3 will cause written notice of the complaint to be served on the Club Member(s); and
 - 7.2.4 will provide the Club Member(s) with notice that the Club Member(s) has twenty-one (21) days from the time that the notice is served within which to make written submissions in answer to the complaint; and
 - 7.2.5 will refer to the Disciplinary Committee for consideration the written notice of complaint and any submissions from the Club Member(s).

- 7.3 If after considering the complaint and any submissions made in respect of the complaint, it is satisfied that an allegation contained in Clauses 7.2.1 or 7.2.2 is proved, the Disciplinary Committee may resolve:
- 7.3.1 notwithstanding the entitlements of persons to Club Membership under Clause 4, to expel the Club Member(s) from the Club; or
 - 7.3.2 to suspend the Club Member(s) from membership for such a period as the Disciplinary Committee will determine; or
 - 7.3.3 notwithstanding the provisions of this Constitution, to limit the rights and privileges in respect of Club Member's membership for such a period and under such conditions as the Disciplinary Committee will determine;
- 7.4 If the Disciplinary Committee resolves to expel, suspend or limit the rights and privileges of a Club Member or members of a team, the Club will, not later than seven (7) days after the action has been taken, serve written notice on the Club Member(s) of the action taken, of the reasons given by the Disciplinary Committee for having taken the action and of the Club Member's right of appeal under Clause 8.1.
- 7.5 The expulsion, suspension or limitation of rights and privileges will not take effect:
- 7.5.1 until the period within which the Club Member(s) is entitled to appeal against the decision of the Disciplinary Committee has expired; or
 - 7.5.2 if within that period the Club Member(s) exercises the right of appeal, unless and until the decision of the Disciplinary Committee has been reviewed under Clause 8.3,
- whichever is the later.
- 7.6 The Disciplinary Committee may decide to consider a complaint made solely against members of a team also as a complaint against a Club Member under Clause 7.2.

8 RIGHT OF APPEAL OF DISCIPLINED CLUB MEMBER(S)

- 8.1 Club Member(s) may appeal against a finding and decision of the Disciplinary Committee under Clause 7.3, not later than seven (7) days after notice of decision has been served on the Club Member(s) by lodging a written notice to that effect with the Club.
- 8.2 Upon receipt of a notice of appeal from a Club Member(s), the Secretary will convene a Club Committee meeting to be held not later than twenty-eight (28) days after the date on which the notice was lodged.
- 8.3 At such a Club Committee meeting:
- 8.3.1 The Chairperson of the Disciplinary Committee and the Club Member(s) will be permitted to state their respective cases orally, in writing, or both; and
 - 8.3.2 the Club Committee will vote on the question of whether the decision of the Disciplinary Committee under Clause 7.3 should be upheld, overturned and/or varied.

- 8.4 The decision of the Club Committee to uphold, overturn and/or vary the decision of the Disciplinary Committee will be final.
- 8.5 The decision of the Club Committee will be effective from the time of the making of the decision and notice of the decision will be given within seven (7) days of that date.

9 CLUB COMMITTEE

- 9.1 There will be a committee of management consisting of office bearers and general members, namely:
- 9.1.1 President;
 - 9.1.2 Vice-President;
 - 9.1.3 Secretary;
 - 9.1.4 Treasurer; and
 - 9.1.5 up to three (3) other elected Club Members; **plus**
 - 9.1.6 the NUsport Officer *ex-officio* who will not be entitled to vote.
- 9.2 At all times, the majority of members of the Club Committee will comprise Students, NUsport Ordinary Members and NUsport Associate Members.
- 9.3 At all times at least two (2) members of the Club Committee will be Students.
- 9.4 Neither the Club coach nor any Club Member in receipt of payments by the Club will be a member of the Club Committee and no holder of a paid office in the Club can be elected or appointed to the Club Committee.
- 9.5 No remuneration may be paid or given by the Club to any member of the Club Committee except for payment of out of pocket expenses incurred by the committee member in the performance of duty as a committee member and subject to the prior approval of the Club Committee.
- 9.6 Any Club Member, who is a member of a management committee in a competing club in the same sport within the Newcastle district, will not be eligible to stand for election to the Club Committee.
- 9.7 Except for casual staff and part-time staff of NUsport employed for less than 14 hours per week, members of the NUsport staff are not eligible to be members of the Club Committee.

Powers

- 9.8 The Club Committee will control and manage the affairs of the Club in such manner as appears necessary and desirable for the proper management of the Club and for the promotion of the objects of the Club, and may exercise any function or power of the Club except those which are required by these rules to be exercised by Club Members in general meeting.
- 9.9 The Club Committee will make rules for the administration of the Club none of which will be inconsistent with this constitution or the rules or constitution of NUsport.

- 9.10 The Club Committee may delegate any of its functions other than the power of delegation or any function required by law to be exercised by the Club Committee to sub-committees. Any such delegation may be subject to conditions, and the powers so delegated may still be exercised by the Club Committee notwithstanding the delegation. The Club Committee may call upon any sub-committee to report to it at any time and may revoke, suspend, or alter any delegation without notice at any time.

Election of Club Committee Members

- 9.11 Subject to Clauses 9.2, 9.3, 9.4, 9.5, 9.6 and 9.7, any financial member of the Club will be eligible for election to the Club Committee.
- 9.12 Nomination of candidates for election to the Club Committee will be made in writing, signed by two (2) Club Members, include the written consent of the candidate and delivered to the secretary of the Club not less than seven (7) days before the date fixed for the holding of the Annual General Meeting.
- 9.13 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held. The person or persons with the largest number of primary votes will be elected.
- 9.14 If insufficient nominations are received to fill all vacancies on the Club Committee, the candidates nominated will be deemed to be elected and further nominations will be received at the Annual General Meeting.
- 9.15 If insufficient further nominations are received, any vacant position remaining on the Club Committee will be deemed to be a casual vacancy.
- 9.16 Members of the Club Committee will take office immediately following the Annual General Meeting at which they are elected and will remain in office until the end of the next Annual General Meeting.
- 9.17 NU sport is to be notified in writing of any change in the membership of the Club Committee within fourteen (14) days of such change.

Casual Vacancies

- 9.18 A casual vacancy in the office of a member of the Club Committee occurs if:
- 9.18.1 a member dies, resigns or ceases to be a Club Member;
 - 9.18.2 a member ceases to be either a Student or a NU sport Member;
 - 9.18.3 a member is absent from Club Committee meetings without the consent of the Club Committee for three (3) consecutive meetings;
 - 9.18.4 a member is removed from office under Clause 9.24 or becomes mentally incapacitated;
 - 9.18.5 insufficient further nominations are received for a vacancy pursuant to Clause 9.15.
- 9.19 Casual vacancies on the Club Committee will be filled by Club Members appointed by the Club Committee to hold office, subject to these rules, until the end of the Annual General Meeting next following the date of appointment.

Suspension of the Club Committee

- 9.20 Where the NUsport Board is of the opinion that either the Club Committee or a member of the Club Committee has persistently refused or neglected to comply with the provisions of this Constitution or rules of the Club or of the constitution or rules of NUsport or has acted in a manner prejudicial to the Club, NUsport or the University, the NUsport Board may, by resolution passed by a three-quarter (3/4) majority of those present, suspend the Club Committee or any member of the Club Committee for a specified period.
- 9.21 Any member of the Club Committee who is suspended will cease to be a signatory to the accounts of the Club whilst under suspension.
- 9.22 In the event that the entire Club Committee is suspended, no payments will be made from the accounts of the Club without the approval of the NUsport Officer in each instance.
- 9.23 The Club will determine what action is to be taken against the members of Club Committee suspended by the NUsport Board, at a general meeting convened within twenty-eight (28) days after the date on which notice is received from NUsport.

Removal of a Member of the Club Committee

- 9.24 The Club in general meeting may by resolution remove any member of the Club Committee from office before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 9.25 A member of the Club Committee who is the subject of a motion of removal from office referred to in Clause 9.24, is entitled to make representations in writing to the President or Secretary of the Club and to have these representations read out at the meeting at which the motion is to be considered.

Meetings and Quorum

- 9.26 The Club Committee will meet at least six (6) times a Year.
- 9.27 Additional meetings of the Club Committee may be convened by the President or by two (2) members of the Club Committee.
- 9.28 No business will be transacted by the Club Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same time of the same day in the following week unless otherwise determined by the Club Committee in consultation.
- 9.29 A quorum for meetings of the Club Committee will be half plus one of the committee members entitled to vote, the majority of whom must be Club Voting Members.

Voting and Decisions

- 9.30 Questions arising at a meeting of the Club Committee or of any sub-committee appointed by the Club Committee will be determined by a majority of the votes of members of the Club Committee or sub-committee present at the meeting.

- 9.31 Each member of the Club Committee will be entitled to one vote only on any question except that, in the event of the voting being equal on any question, the Chairperson will have the casting vote.
- 9.32 Subject to a quorum being present, the Club Committee may act notwithstanding any vacancy on the Club Committee.
- 9.33 Any act or thing done or suffered, or purporting to have been done or suffered, by the Club Committee or by a sub-committee appointed by the Club Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Club Committee or sub-committee.
- 9.34 No member of the Club Committee will participate in the discussion of or vote on any matter before a general meeting or the Club Committee or any sub-committee in which that member has a personal interest leading to a possible conflict of interest and in particular will not participate in any discussion or voting relating to the appointment of any official or selection in a team where the member is a candidate for the position or for selection.

Agendas and Minutes

- 9.35 Notice of a Club Committee meeting will be given to each member of the Club Committee not later than forty-eight (48) hours before the time appointed for the holding of that meeting. The notice will contain the agenda.
- 9.36 The minutes of all meetings will be forwarded to all members of the Club Committee, including the NUsport Officer and to the NUsport office within four (4) weeks of such meetings.

Transaction of business outside Club Committee meetings

- 9.37 The Club Committee may transact any of its business:
- 9.37.1 *by the circulation of papers among all members of the Club Committee including by electronic means and a resolution in writing by a majority of those members is to be taken to be a decision of the Club Committee;*
- 9.37.2 *at a meeting at which members (or some members) participate by telephone, closed-circuit television or other means, but only if any committee member who speaks on a matter before the meeting, can be heard by the other members.*
- 9.38 A resolution approved pursuant to Clause 9.37 is to be recorded in the minutes of the meetings of the Club Committee.

10 GENERAL MEETINGS

Annual General Meeting

- 10.1 The Annual General Meeting will be held within six (6) months from the end of the financial year of the Club.
- 10.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting will be -

- 10.2.1 to confirm the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting;
- 10.2.2 to receive from the Club Committee reports upon the activities of the Club during the last preceding financial year;
- 10.2.3 to elect office-bearers of the Club and other members of the Club Committee;
- 10.2.4 to appoint one of the elected Student members of the Club Committee as the Club's delegate to the Student Sports Advisory Committee of NU sport;
- 10.2.5 to appoint a Patron if the meeting so desires;
- 10.2.6 to appoint an Auditor who will not be a member of the Club;
- 10.2.7 to receive and consider a duly certified financial statement from the Club Committee which is not misleading, and which gives a true and fair view for the last financial year of the Club's:
 - income and expenditure
 - assets and liabilities
 - mortgages, charges and other securities.
- 10.2.8 to determine, within the limits set by NU sport, the number of External and Special NU sport Members to be admitted to the Club in the ensuing Year.

Special General Meetings

- 10.3 The Club Committee may, whenever it thinks fit, convene a special general meeting of the Club.
- 10.4 The Club Committee will, on requisition in writing of not less than seven (7) Club Members, convene a special general meeting of the Club, within six (6) weeks of the date on which the requisition was lodged.

Notice

- 10.5 Except as provided herein for general meetings which require a special resolution of the Club, at least fourteen (14) days notice will be given to Club Members and to NU sport for all general meetings. The notice will specify the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting. The notice will contain the agenda which will include all notices of motion.
- 10.6 At least twenty-one (21) days notice will be given to Club Members and to NU sport of any general meeting which requires a Special Resolution of the Club.
- 10.7 No business other than that specified in the notice will be transacted at a special general meeting.
- 10.8 Notice of a general meeting of the Club will be given by being displayed on NU sport notice boards in the University Sports & Aquatic Centre and the University Squash Pavilion and by posting on the Club Website, or by email or letter to each Club Member and to NU sport.

Procedure

- 10.9 No item of business will be transacted at a general meeting unless a quorum of Club Members entitled under these rules to vote is present during the time the meeting is considering that item.
- 10.10 Only Students and NUsport Ordinary, Associate and Honorary Life Members are entitled to vote and observers will have no voice except by permission of the Chairperson.
- 10.11 The quorum at general meetings will be one-third (1/3) of financial Club Voting Members or fifteen (15) financial Club Voting Members whichever is the lesser.
- 10.12 If within half (1/2) an hour after the appointed time for the commencement of the general meeting a quorum is not present, the meeting will be dissolved.
- 10.13 On any question arising at a general meeting of the Club a Club Member has one vote only.
- 10.14 All votes must be given personally and proxies will not be permitted.
- 10.15 Voting at general meetings will be by show of hands unless a secret ballot is demanded.
- 10.16 All decisions at general meetings will be made by a simple majority vote except for those matters which must be decided by Special Resolution where a three-quarters (3/4) majority is required.
- 10.17 The President or, in the President's absence, the Vice-President, will preside as Chairperson at each general meeting and each Committee meeting of the Club.
- 10.18 If the President and the Vice-President are absent from a meeting or unwilling to act, the Club Members present will elect one of their number to preside as Chairperson.
- 10.19 The Chairperson will not be able to move motions and will have a casting vote only.

Adjournment

- 10.20 The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of the Club Members present at the meeting, adjourn the meeting but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 10.21 If the meeting is adjourned for fourteen (14) days or more notice of the adjournment will be given as specified in Clause 10.8.

11 SPECIAL RESOLUTION

- 11.1 A resolution of the Club is a Special Resolution if, at a general meeting of the Club of which twenty-one (21) days notice has been given in accordance with these rules, it is passed by a three-quarters (3/4) majority of the Club Voting Members who are present.

- 11.2 A Special Resolution as well as the written approval of NUsport is required to:
- 11.2.1 Change the name of the Club;
 - 11.2.2 Amend any clause in this constitution;
 - 11.2.3 Change any rule in the Standing Orders.

12 FINANCE

- 12.1 The financial year will commence on the first day of September each year.
- 12.2 The funds of the Club will be derived from entrance fees and annual subscriptions of Club Members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the Club Committee determines.
- 12.3 All monies received will be paid into a banking account. The Treasurer will have the power to authorise the issue of receipts for all moneys received.
- 12.4 Subject to any resolution passed by the Club in general meeting, the income and property of the Club will be used in pursuance of the objects of the Club in such manner as the Club Committee determines and will not be paid or transferred either directly or indirectly to Club Members or their representatives by way of dividend, bonus or profit.
- 12.5 All disbursements of the Club other than payments from petty cash will be approved by signature or password by any two (2) authorised members, for the time being, of the Club Committee.
- 12.6 The NUsport Officer must be a signatory to all accounts of the Club.
- 12.7 The Treasurer will present a written and signed statement of income and expenditure at each meeting of the Committee together with a bank statement for all accounts held by the club.
- 12.8 The audited financial statement for the previous financial year will be submitted to the Annual General Meeting and to NUsport and will be circulated to all Club Members as soon as it becomes available.
- 12.9 All budgets for the forthcoming financial year will be presented by the Club Committee for the consideration of Club Members at the Annual General Meeting.
- 12.10 No Club Member will by reason of membership have any transmissible or assignable interest by operation of law or otherwise in the property of the Club.
- 12.11 Any Club Member who is in debt to the Club and who fails to repay this debt within thirty (30) days of written notification to do so, will be automatically suspended from participating in all activities under the control of the Club until this debt has been paid.

13 STANDING ORDERS

- 13.1 Standing Orders as set out in Appendix A will apply at all meetings of the Club.

14 ALTERATION OF CONSTITUTION AND STANDING ORDERS

- 14.1 No alteration will be made to the constitution or Standing Orders except by a Special Resolution cast by those present and entitled to vote at a duly convened meeting of the Club provided that notice of an intention to amend the constitution or Standing Orders is given to the Secretary by a Club Member in writing or by the Club Committee in meeting at least twenty-eight (28) days prior to the general meeting at which the resolution is to be put.
- 14.2 Changes to this constitution or Standing Orders approved by a general meeting of the Club under Clause 14.1 will have no effect unless ratified by the NUsport Board.

15 DISSOLUTION

- 15.1 The Club will dissolve at any time if requested to do so by a mail vote of at least two-thirds (2/3) of its Club Members for the time being.
- 15.2 The Club Members have no right to any surplus assets remaining after the completion of the winding up or dissolution of the Club. Upon dissolution of the Club the surplus property of the Club, if any, will be transferred to NUsport.

16 INTERPRETATION

- 16.1 Where the application of any percentage or fraction under this Constitution results in a figure which is not a whole number that figure will be rounded down to the nearest whole number.

Adopted at a General Meeting of the Club held on _____(date)

Ratified by the NUsport Board on _____(date)

STANDING ORDERS

- 1 All business, discussion and debate will be conducted through the Chair.
- 2 Any member wishing to address the meeting will indicate such to the Chair. When recognised by the Chair, the member will then proceed to speak.
- 3 The Chair will recognise the mover of any motion which is within the general nature of business as specified in the notice of meeting.
- 4 If the motion is seconded, the Chair will call upon the mover to speak to the motion.
- 5 The Chair will then call for a speaker against the motion.
- 6 If there is no speaker against the motion, the Chair will then put the motion.
- 7 If there is a speaker against the motion, the Chair will then call upon speakers for and against the motion alternately.
- 8 If there is no further speaker wishing to argue contrary to the position of the previous speaker, the Chair will, subject to the mover's right of reply, put the motion without further debate.
- 9 The mover of a motion, but not the mover of an amendment to a motion, will have the right of reply. If exercised, the right of reply must be limited to answering the arguments advanced against the motion without introducing any new matter.
- 10 Apart from the mover of the motion in his or her reply, no member will speak more than once to the same motion without leave of the meeting.
- 11 When a motion has been moved and seconded, it will not be withdrawn without the leave of the meeting.
- 12 A motion may be amended by variation, omission or addition provided that the amendment is relevant to the motion, does not alter substantially the nature of the motion and is not a direct contradiction to the motion.
- 13 When the amendment to a motion is moved and seconded, the Chair will ask the mover and the seconder of the motion if the amendment is acceptable. If the amendment is acceptable, the mover of the motion may, with leave of the meeting, alter the motion accordingly.
- 14 When the amendment is not acceptable to the mover or the seconder of the original motion, the Chair will call upon the mover of the amendment to speak to the amendment.
- 15 The Chair will then call for a speaker against the amendment.
- 16 If there is no speaker against the amendment, the Chair will then put the amendment without further debate.
- 17 If there is a speaker against the amendment, the Chair will then call upon speakers for and against the amendment alternately. Debate will be limited to the amendment itself and will not relate to the original motion.

- 18** If there is no further speaker wishing to argue contrary to the position of the previous speaker, the Chair will put the amendment without further debate.
- 19** When the vote on the amendment has been taken, debate will resume on the motion, either in its original form if the amendment is lost or in its amended form if the amendment is carried.
- 20** A member will not be precluded from speaking to an amendment by reason of his or her participation in the previous debate on the original motion.
- 21** An amendment to an amendment will not be accepted by the Chair. However, during debate on an amendment, a member may foreshadow an intention of moving a subsequent amendment to the original motion.
- 22** During the course of debate on any motion or amendment, any member who has not taken part in the debate may move the closure motion, "That the vote be now taken". If seconded and accepted by the Chair, the closure motion will be put without further debate. The Chair may decline to accept such a motion if he or she feels there has been insufficient debate.
- 23** If the closure motion is carried, the Chair will invite the mover of the motion (but not the mover of an amendment) to exercise his right of reply and immediately thereafter will put the motion.
- 24** If the closure motion is not carried, debate on the motion or the amendment will resume.
- 25** During the course of debate on any motion, any member may ask that the motion be read. During debate on any amendment, any member may ask that the amendment or the original motion be read. In each case, the Chair will read the motion or the amendment to the meeting.
- 26** A member who considers that, in the course of the meeting, there has been a departure from these Standing Orders, may call to the Chair "Point of Order".
- 27** The Chair will immediately suspend debate and call upon the member to raise the point of order.
- 28** Where a member considers that he or she has been misrepresented by another speaker during debate on a motion or an amendment, the member may indicate to the Chair and await recognition.
- 29** The Chair will immediately suspend debate and call upon the member to identify the misrepresentation without entering into the subject being debated. The debate will then resume.
- 30** No speaker will, without leave of the meeting, speak for longer than five (5) minutes. The mover of the motion exercising the right of reply will not speak for longer than three (3) minutes.
- 31** The Chair will call to order any member who departs from the subject or violates the courtesies of debate or proper meeting decorum.

- 32 Any member may move a motion of dissent from a ruling by the Chair and if seconded, such a motion will be put without further debate.
- 33 All voting will be decided on a show of hands by a simple majority of those present who are entitled to vote, unless otherwise required by the Constitution of the Club.
- 34 Proxy voting will not be permitted.
- 35 The Chair will not cast a primary vote on any question arising at a meeting, but in the event of any equality of votes, the Chair will have a casting vote.
- 36 The Chair will not move, second or speak to a motion or an amendment, but may suggest that a motion or an amendment be moved.
- 37 Any person other than a member may not address the meeting without leave of the meeting.

Notes to the Standard Club Constitution

- 1. Replace each blank line with the name of your sport
- 2. Clubs are permitted to make some changes to the constitution in order to make it more appropriate to the special needs of their sport, for example, the commencement date of their Year. However, changes which have the effect of relaxing requirements on officials of the club, or which are contrary to the interests of students or which conflict with the interests of NUsport will not be accepted.
- 3. All proposed changes to the Standard Club Constitution are to be detailed in a submission to NUsport Board. Please do not make changes to body of the Standard Club Constitution as the Board will not re-read through the 14 pages to find subtle amendments. Requests for changes are to be presented in a submission which identifies the Clauses to be changed, provides the reason for the requested changes and presents the proposed wording of the new clause with the changes underlined.

Clauses

- 4.2 **Membership Clubs** exist primarily to promote sport for students of the University. Staff and Graduates of the University also enjoy special status. However, other persons are granted membership of clubs on the understanding that their inclusion will be of benefit to the students in the club but not disadvantage other NUsport members. NUsport would have great difficulty in justifying the provision of financial support to a club where students are not a majority of the membership or where students, staff and Graduates (Clause 9.2) do not clearly control the management of the club.
- 9.1 *It is recommended Clubs have a Management Committee between 5 - 7 in number. The Management Committee should not be large. Specific matters can be delegated to subcommittees to organise. Subcommittees can contain club members who are not members of the Management Committee.*
- 9.3 *A Club may choose at its AGM to increase the minimum amount of student representation on the Club Committee.*
- 9.4 *There is a basic conflict of interest if the coach, who is appointed by the Committee to carry out its instructions, is also a member of the Club's Management Committee. The*

Club is not permitted to pay any member of the Club Management Committee (See also clause 9.5)

- 9.6 This is to avoid a conflict of interest as a member of the Management Committee cannot be simultaneously loyal to two (2) competing clubs.
- 9.7 This is to ensure that clubs are controlled for the benefit of students, University staff and graduates and that there is no conflict of interest.
- 9.8 Clubs may alter how notice of general meetings is given to their members. It may be by placing a notice on their website or on notice boards in the building closest to its central area of activity (e.g. Squash Pavilion for Squash or Cricket Clubs) or by sending notices to each member of the Club by email.
- 9.9 This may be changed for some sports such as Cricket, but clubs must note that their AGM must:
- 1 be held after the end of the financial year so that financial statements can be prepared;
 - 2 be held within 6 months of the end of the Club's financial year; and
 - 3 ensure club continuity by having a committee in place to prepare for orientation the following year.

Club members must be given 21 days notice of proposed amendments to the club's constitution. The amendments need to be adopted by a 3/4 majority of voting members (UoN students, UoN staff and graduates) at a general meeting of the club. The changes to the constitution must then be sent to NUsport for ratification by the NUsport Board. Both the date of adoption by the club at a general meeting and the date of approval by the NUsport Board should be recorded on the document.



NUSPORT



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA