

C&S Committee Policies

Policy	Date Adopted or Amended
Activity Reporting	7/8/2019
Appointment of Acting Executive Members	7/8/2019
Asset Disposal	7/8/2019
Audits	7/8/2019
Camp Guidelines	8/12/2017
Clubs Online Application for Payment Submissions	7/8/2019
Communications	20/7/2015
Equipment Use and Hire	8/12/2017
Expo Participation & Table Hire Conditions	13/9/2019
<i>Financial Management Guidelines*</i>	16/2/2012
International Student Club Protocol	13/03/2019
Joint Events Guidelines	20/7/2015
Locker and Storage Area Use	20/2/2020
<i>Logo Usage Guide*</i>	11/2/2016
Pinboard Use	8/12/2017
Satellite Campus Events	3/8/2017
Sponsorship Agreements	12/10/2017
Sustainability	4/5/2020
Ticketed Event Management	21/4/2020
Training Enrolments	6/3/2018
<i>UMSU and GSA Requirements for joint affiliation*</i>	7/8/2019

**Policy published as separate document*

Activity Reporting

Adopted 23/11/2014

Amended 7/08/2019

Ensuring compliance

Clubs are required to hold two events per semester that have more than 10 students in attendance and that relate to the club's aims (*Regulation 5.4*). In order to minimise the time spent on checking and reporting compliance, for both the club and the C&S Department, the following processing method is adopted.

Grants administered by the C&S Department must relate to the clubs aims (*Regulation 8.1.e*). After the end of semester Function, Camp, Excursion and C&S Promo (in-semester dates, with Event Attendance List submitted) grants will be assessed for number of attendees. Grants with 10 or more attendees are designated as an 'activity' for the purpose of fulfilling *Regulation 5.4*.

A club that is deemed to have satisfied *Regulation 5.4* has no further reporting obligations.

Clubs that have not been deemed to satisfied *Regulation 5.4* by Grant submission will then be invited to submit evidence of compliant activities. Evidence must be Event Attendance Lists. The submission should also be accompanied by a brief explanation on how the event is in fulfilling the club's aims.

In exceptional circumstances other evidence (photos or a Statutory Declaration) may be submitted and the circumstances and evidence must be referred to the C&S Committee.

Clubs shall regularly be advised of the obligation of *Regulation 5.4* during semester so they don't forget or lose their evidence, but are only required to make a submission if their Grants do not provide the requisite evidence.

Non-compliant clubs

Clubs that have been unable to demonstrate they had two events during the semester with more than 10 attendees will be brought to the attention of the C&S Committee. The following provides general guidance to the C&S Committee, but is not binding:

Clubs affiliated in the previous semester

It is reasonable to give the club an opportunity to improve their performance and therefore is appropriate to place the club on Probation.

Clubs that do not submit compliant activity reporting

It is reasonable that a club that cannot demonstrate sufficient interest or activity for a semester may be Disaffiliated.

Appointment of Acting Executive Members

Adopted 11/2/2009

Amended 7/08/2019

The C&S Committee upholds the right of Club Members to democratically choose the Committee of their Club, and also recognises the importance of facilitating the appointment of Acting Executive Members where a position on the Executive becomes vacant at a time that it is impracticable or impossible to call a General Meeting for the purpose of holding an election. The C&S Department will therefore recognise the appointment of an Acting Executive Member where the following conditions are met:

- A Club Committee may, by a motion passed by a simple majority, appoint any current Non-Executive Committee Member to the vacant Executive position as an Acting Executive Member.
- The Club Committee shall make a submission to the C&S Department including:
 - Signed Minutes of the Committee Meeting at which the appointment was made. The Minutes shall include:
 - Details of the conditions under which the vacancy arose;
 - Motion by which the Acting Executive appointment was made;
 - Reason it is impracticable or impossible to call a General Meeting immediately; and
 - Date by which a General Meeting shall be held to fill the vacancy by general election.
 - Any Resignation Letter/s.
 - Clubs Online Executive List of all Executive members.
- At the same time the Club Committee must also notify the Club Members by email of the vacancy, Acting Executive Member appointment and the date by which a General Meeting shall be held to fill the vacancy by general election.
- The General Meeting must be held within 20 Academic Days of the appointment of the Acting Executive Member, unless exceptional circumstances exist. If such circumstances exist, the granting of an extension shall be by negotiation with, and at the discretion of, the C&S Coordinator or Officer.
- If the club fails to hold the requisite election, it shall be deemed to be in breach of the club constitution and may be disciplined under *Regulation 6.1.d*.

If the Club Committee fulfils these conditions the Acting Executive Member may exercise all such powers as could be exercised by their predecessor within the Club, and will be fully recognised by the C&S Department as holding all the rights and responsibilities of an Executive Member.

This policy only applies if the Club's own constitution does not have provisions to fill casual vacancies.

Asset Disposal

Adopted 27/07/2017

Amended 7/08/2019

Regulation 7.2 sets out the rules for UMSU-funded assets, including the annual presentation. From time to time a club fails to present an asset for the annual check, and this policy guides the responses of the C&S Committee.

An UMSU-funded asset is defined as a single item or a group of items, which:

- Have lasting value to the club
- Have a purchase value exceeding \$50, or a publication with a value exceeding \$15
- Is purposed for ongoing use by the club
- Is funded 50% or more by C&S grants

An UMSU-funded asset is placed on the asset list for three years, the deemed life of the asset, and must be presented annually upon request to the C&S Department.

Clubs may not dispose of assets without permission from the C&S department. An asset that is not presented in the annual check will be deemed LOST unless the club provides evidence otherwise.

Assets that are not presented in the annual check shall be written off, and the club may be disciplined, as outlined below.

Evidence and discipline guide:

LOST ASSETS: A club that has lost an asset will be disciplined with a suspension of Purchases (Assets) category grants for 12 months.

BROKEN ASSETS: A club that presents or claims an asset is broken must provide a statutory declaration outlining the circumstances in which the asset became broken. If the committee deems the breakage irresponsible, the club will be disciplined with a suspension of Purchases (Assets) category grants for 12 months.

STOLEN ASSETS: A claim that an asset has been stolen must be supported by submission of either a police report when the asset is over \$100 or a statutory declaration for assets under \$100. An unsupported claim will be deemed LOST.

Audits

Adopted 3/6/2011

Amended 7/08/2019

In order to ensure that proper financial records are kept by clubs and reporting procedures are being adhered to, the C&S Committee may order audits of clubs at any time.

Audits will be ordered by the C&S Committee on the basis of concern about a club's financial reporting raised by a member of the club or by C&S Officer or Coordinator.

No club may refuse an audit and must comply with all reasonable requests involved in the audit.

When the C&S Committee orders an audit, the club will be given two weeks to submit all financial records dated within the time period specified by the Committee. Clubs may request an extension, however it is at the discretion of the Coordinator (for periods before the next Committee meeting only) or the Committee whether it is granted.

Once the records have been reviewed, the club will be informed of any issues and a deadline to give explanations before audit results are reported to the C&S Committee.

If any disciplinary action results from the audit the regular notification procedures will apply.

Hard copy records will not be kept by the C&S Office for longer than a month and will be returned to the club when no longer required. The club can access their own documents during the audit.

Camp Guidelines

Adopted 3/02/2017

Amended 8/12/2017

Purpose

This document provides guidance to reduce the potential for incidents on camps, and sets out how to handle issues that may arise. These guidelines provide the minimum standard of operation for UMSU Clubs & Societies' endorsed camps.

Scope

A C&S supported camp is an activity where registered participants are provided structured activities with the goal of making meaningful bonds with other campers, furthering academic or performance aptitude, and supporting social integration to their club or society. These camps are not part of the University's main academic programs. Camp durations are full day, or multiple days/weeks and include overnight stays. These guidelines are directed to Camp Organisers and Camp Leaders, to educate them on the processes and information involved in holding a successful camp.

Guiding Principles

Club camps, in collaboration with the UMSU C&S department, seek to create an environment that:

- allows a safe and inclusive place for starting and returning students
- promotes relationships, meaningful bonds and an opportunity to forge study friendships
- is engaging, fun and overall an excellent experience for university students; and
- is respectful of the rights and welfare of members of the University community and others.

The Duty of Care as a Camp Leader

Leaders of camps assume a legally recognised duty of care over the student participants. In broad terms, the law of negligence states that if a person suffers injury as the result of the negligence of another, the negligent party may be liable for damages.

Being a leader involves a position of power and authority. In no way are camp leaders to use this authority to take advantage of campers.

Please see the C&S Camp Leader Code of Conduct to read more on the responsibilities of a camp leader. Each Camp Leader must agree to this Code of Conduct before attending the camp.

Administrative Requirements

The C&S Department must be informed of any camps being run by affiliated clubs – whether or not grants are applied for.

The following forms must be submitted to C&S:

At least eight days before the camp:

- Off Campus Activity Form (Camps)
- Venue and transport Certificates of Currency
- A Responsible Service of Alcohol (Camps) form (if alcohol present)
- A copy of the liquor license (if alcohol is present).
- The working with childrens check for all leaders if there are students under the age of 18 attending.
- A First Aid certificate for your first aid officer(s)
- A Food Plan (if self-catering)
- SFH and RSA certificates for the relevant individuals

- C&S confirmed attendance at Camp Welfare Workshops
- A list of all leaders with their specific qualifications (RSA, First Aid etc.)

A Grant Application (if applying for a grant) can then be made in Clubs Online.

Within 48 hours of completion of camp:

- Signed participant information forms for each participant
- Event attendance list

Within 2 weeks of the camp (if a Grant was applied for):

- Application for payment (if a grant was applied for)
- Tax Invoice and receipts (if a grant was applied for)

Camp Welfare Workshops

In conjunction with the University of Melbourne's Safer Community department, UMSU Clubs & Societies have created Camp Welfare Workshops, which are compulsory for clubs that want to hold a camp. These workshops are to provide information and resources to create a safer, more inclusive environment for all to enjoy.

The Camp Welfare Workshop consists of the following information:

- Dealing with confrontation and aggression
- Sexual issues including consent, harassment, sexuality and regret
- Substance abuse – mainly alcohol
- Intra-committee issues and expectations of committee
- How to tell people their behaviour is making others uncomfortable/harrassed
- Identifying issues, bullying, peer pressure, homesickness, social anxiety
- Crisis managements, stabilising situations and external/expert help
- Other social or personal issues

For camps with under 40 attendees, the club is required to have a minimum of 2 leaders attend the training. When numbers exceed 40 participants, a ratio of 1 trained leader to every 20 campers must be adhered to. Failure to meet these requirements will result in disciplinary action against the club.

A Mental Health First Aid qualification fulfils this training requirement.

Welfare Officers

Welfare Officers are highly recommended by C&S. This is usually a female and a male identifying camp leader that are named at the beginning of the camp. These people must have attended the camp welfare workshop, and have the main responsibility of looking after the mental and physical wellbeing of campers.

At the beginning of the camp, the Welfare Officers are to be presented to all campers. When a welfare issue arises, the Welfare Officers are to be notified immediately.

Please see under *established roles* for more information on the Welfare Officer position.

First Aid Requirements

For small camps under 40 people, clubs are required to have a minimum of 1 leader with a first aid qualification. For camps with more than 40 people, the requirement is a 1:20 leader to camper ratio with first aid qualifications.

Failure to meet both these training ratios will result in disciplinary action.

Rostering

Rostering is important to allow Camp Leaders, as well as campers, to have a good time. Rostering Leaders into specific positions means that you would have more established roles within the leader pool. But this allows a more experienced, skilled group of leaders.

Rosters can be divided into half days (morning & evening), or in houred blocks (9am-12pm, 12pm-3pm etc.)

Alcohol and Sobriety

If alcohol is being supplied a liquor licence must be applied for. This needs to be done with the Victorian Commission for Gambling and Liquor Regulation and can take some time. It would be advisable to organise this well in advance of your camp. Camps that contain any alcohol must be supplied, with BYO alcohol prohibited. A C&S *Responsible Service of Alcohol (Camps)* form needs to be completed.

All first aiders and people managing the responsible service of alcohol are to remain sober for the full duration of their rostered time. If it is found that the club has not adhered to this, they will face disciplinary action.

Campers must have access to clean, drinkable water at all times. Bottled water in the first aid rooms are also recommended.

Discrimination, Harassment & Bullying

The C&S Department is committed to developing and maintaining an inclusive and harmonious environment, that is free from discrimination, harassment and bullying. Discrimination, harassment and bullying will not be tolerated at any Camp affiliated to UMSU C&S, under any circumstances, and may be unlawful under State or Commonwealth law.

All organisers and campers have a responsibility to behave in a respectful and equitable manner towards other individuals and members of the community.

Leaders of the camp must abide by the Code of Conduct, which highlights the unacceptable behaviour related to discrimination, harassment and bullying. If a complaint is made towards the club, or club leader, the C&S grievance procedure will take place. Complaints can be directed to the C&S Department in the C&S Office, on the first floor of Union House, The University of Melbourne.

Established Roles

<p>Camp Organiser(s) (one must be an executive of the club)</p>	<p>Person responsible for the event and ensuring that all requirements are met. Completes the Off Campus Activity Form (Camps) and is the main contact with the C&S Department for the camp.</p>
<p>First Aid (holds a current first aid certificate)</p>	<p>Responsible for all first aid requirements on camp. Required to have one per 100 attendees. They must be sober.</p>
<p>Driver (holds a valid drivers licence)</p>	<p>Someone who is always available to drive a car as situations may require. They must be sober.</p>
<p>RSA (holds a Responsible Service of Alcohol certificate - must be executives of the club)</p>	<p>This role is only required for camps that have alcohol present. Two people must have RSAs and must be sober on the camp. One of which must complete the <i>Responsible Service of Alcohol (Camps)</i> form.</p>
<p>Safe Food Handling (holds a Safe Food Handling certificate - must be an executive of the club)</p>	<p>This role is only required for camps that are preparing their own food. This person must supervise the preparation and serving of food and cleaning undertaken to ensure that appropriate hygiene standards are maintained. Must be sober whenever food is being prepared or served. This person must complete the <i>Safe Food Handling Form</i>.</p>
<p>Welfare Officers (have undertaken C&S Camp Welfare Workshops)</p>	<p>This role should be filled by two people – a male and female – who are well-equipped to deal with whatever personal or social problems which may arise on camp. Care should be taken in who is selected for this role as it requires that they be mature, trustworthy and approachable. They should also have good listening skills and the ability to solve problems. The people fulfilling this role should be introduced at the start of the camp as the people to go to if anyone on the program has issues with other campers or personal ones. Please make sure that they are carefully selected: They do not have to be from the club executive or committee. C&S provide welfare training for the role.</p>
<p>Life Guard (have undertaken the Life Guard Certificate)</p>	<p>This position is only required if the campsite has a pool, lake or any other body of water. If a life guard cannot be provided by the campsite staff, and the camp requires the water for the camp events schedule, leaders must have a life guard qualification.</p>
<p>Camp Leaders (optional)</p>	<p>This role is recommended for camps where the participants cannot be expected to know each other. They should look after small groups of campers and create an open and welcoming environment. They can provide a first level of support for any welfare-type issues and should ensure that everyone in their group is having a good time. Camp leaders should also be encouraged to attend the Welfare Training. Ideally there should be approximately equal numbers of male and female camp leaders.</p>

It is possible that one person could fulfil multiple roles. For example, the Camp co-ordinator could hold First Aid, one of the RSA's and the SFH roles.

Resources

If there is an immediate risk of harm call emergency services on 000

Life Line

13 11 14

Personal crisis support and suicide prevention services 24/7

Sexual Assault Crisis Line

1800 806 292

After-hours, confidential, crisis counselling service for both past and recent sexual assault

Suicide Line

1300 651 251

Specialist telephone counselling and information to anyone affected by suicide 24/7

Beyond Blue

1300 224 636

Depression, anxiety and related disorders, available treatments and referrals 24/7

Alcohol & Drugs support

1800 888 236

Alcohol and other drug related matters – counselling, information and referral 24/7

Camp Leader Code of Conduct

The following code of conduct must be read and understood.

Any Camp Leader who engages in the following behaviour or breaches the UMSU Clubs & Societies Camp Leader Code of Conduct may be dismissed from the Camp or any part of it, at the discretion of the Camp organisers.

The following behaviours are not tolerated and can lead to expulsion from the camp:

- Sexual behaviours with first year students.
Includes, but not limited to:
 - Physical contact of a sexual nature
 - Requests to engage in sexual activity
- Encouraging excessive alcohol consumption
- Any behaviours that may have racist, sexist, transphobic, homophobic, ableist, ageist or religious intolerance.
- Any other behaviour that could be reasonably considered as offensive, insulting or intimidating.
- Any behaviour that is in conflict with the above camp guidelines, or the interests of the Club, the Clubs & Societies Department, UMSU, or the University of Melbourne.

Any Camp Leader who is seen as being unreliable or no longer acting in the spirit of the camp may also be dismissed or demoted by the Camp organisers. Any complaints made against a leader can result in the accused being dismissed from certain events or the camp entirely. Complaints must be handled in accordance to the UMSU C&S grievance procedure. Leaders breaching this Code of Conduct may be sent home from camp at their own expense, at the discretion of the Camp organisers. The Camp organisers can make decisions concerning the breach of this code and the appropriate penalty.

Clubs Online Application for Payment Submissions

Adopted 9/03/2016

Amended 7/08/2019

Electronic submission requirements

A club may submit scanned Tax Invoices, Receipts and Event Attendance Lists to make a Clubs Online Application for Payment under the following conditions:

- The club must keep the original documents. Alternatively, the club may submit the original documents to C&S for filing.
- C&S may require submission of original documents at any time to internally audit club submissions. That is, an original document cannot be submitted elsewhere.
- Any one document may only be submitted to Clubs Online once.
- Only clear, complete scanned documents will be accepted.

If an Invoice or Receipt is required more than once

As a document may only be submitted once, if a payment document applies for two or more grants the following process should be followed by the club to submit the Application for Payments:

- All applicable Applications for Payment should be calculated and submitted at the same time.
- For the shared payment document, calculate the payment amount and GST applicable to each grant and record the divided amounts in a Word document.
- Submit the Invoice/Receipt into one of the Applications for Payment, noting the CSF reference number in the Word document with the division calculations.
- Submit the Word document into the other grant/s where Receipts would usually be submitted.

Complete the Calculation fields in all grants using the divided figures calculated above.

Acceptable payment evidence and Tax Invoices

All Applications for Payment must be made with both Tax Invoices and proof that payment has been made.

The C&S Department must be able to discern what was purchased. C&S will reject ambiguous payment documents (e.g. eftpos receipts).

Tax Invoices (see C&S publication "What is a Tax Invoice?") should always be requested by the club when making grant-applicable purchases. A Tax Invoice is required for all purchases over \$82.50. For individual purchases under \$82.50 if a Tax Invoice is not available, another unambiguous receipt will be accepted and GST can be calculated by dividing the receipt total by eleven (e.g. GST on \$20 is \$1.82).

Overseas Receipts

The C&S Department will pay overseas invoices or receipts only when:

- The item(s) purchased is clear.
- The date, amount and currency are easily identifiable and fall within the reasonable and allowable purchase period for the grant.
- Evidence of payment is provided.

The C&S Department will process the payment by converting the international currency into Australian dollars on the date of payment using the conversion tool at <http://www.oanda.com/currency/converter/> and then calculating the payment using the regular grant rules.

Communications

Adopted 20/7/2015

The C&S Communications Policy sets out the appropriate usage of contact information collected within the Clubs and Societies department, and the formal and informal communication channels used within the department, including the contacts database, social media, and bulletin.

The purpose of the C&S Communications policy is:

- to ensure that contact information provided to C&S by clubs and club executives is used in an appropriate manner;
- to ensure that contact information is not exploited by sponsors or other UMSU departments; and
- to ensure that all C&S communication channels are best used to fulfil the aims and objectives of the department.

Managing the Contact Database

The database exists to allow official communication between the C&S department and club executives on administration, grants, and events within the C&S department.

There shall be no correspondence to clubs via the database on sponsorship or advertising, which shall be directed to the Communications and Marketing Division.

The database is not to be used as a mailing list for other UMSU departments. The C&S department may however send communication to clubs on other pertinent issues at the direction of the C&S Committee.

It is encouraged that any non-clubs related matters are included as an item at the end of a bulletin rather than as a specific email. This prevents other departments exploiting our database, and protects clubs from receiving excessive non-relevant information.

Engaging Social Media

The C&S department uses various social media platforms, including Facebook and Instagram. The management of these platforms is the responsibility of the Clubs & Societies Officer.

As with the database, all sponsorship and advertising requests are to be forwarded to the Communications and Marketing Division.

Non-clubs related posts, particularly those relating to other UMSU departments may be posted at the discretion of the Clubs & Societies Officer or at the direction of the C&S Committee.

Equipment Use and Hire
Adopted 08/12/2017

Equipment	Length of hire	Security Deposit	Cleaning fee	Cost of replacement
Drinks Containers	3 hours	\$10	\$10	\$50
BBQ Equipment Pack	From before BBQ to 11am the following day	\$20	\$10	\$50 complete or \$5 per item
First Aid Kit	From before event/camp until 11am the day following the end of camp	\$50	N/A	\$100
Eski	3 hours	\$20	\$10	\$50
Picnic Rugs	3 hours	\$10	N/A	\$20
Trolley	3 hours	\$50	N/A	\$900

Conditions of hiring equipment:

- All equipment must be booked at least two working days in advance by emailing clubs@union.unimelb.edu.au
- Your hire will be confirmed by reply email.
- Bring the security deposit to the C&S Coordinator and collect your equipment.
- Return the equipment by the deadline, or by any negotiated extended return time.
- Upon return all equipment must be clean. Dishwashing liquid is available from C&S. Any cleaning fee will be withheld from the security deposit.
- All non-consumables must be returned complete.
- Advise staff of any consumables that have been used up. This includes First Aid items that have been used.
- If the equipment is in satisfactory condition the security deposit will be returned.
- If the club does not return the equipment the club will be invoiced the replacement fee. This will not be reimbursed by C&S Grants.

Contents:

First Aid Kit

1 x 4057 Bag Specimen Biohazard
1 x 1070 Bandage Crepe 5cm
2 x 1080 Bandage Crepe 7.5cm
2 x 1085 Bandage Crepe 10cm
2 x 1181 Bandage Triangular 110cm
1 x 3080 Blanket Emergency Accident
1 x 1210 Cold Pack Instant
2 x 2050 Dressing Combine 10cm x 10cm
2 x 223501 Dressing Island Adhesive 8.3cm x 6cm
2 x 2140 Dressing Non-Adherent 7.5cm x 10cm
1 x 353802 Face Shield CPR Without Valve
2 x 305402L Gloves Nitrile Large 2s
2 x 2170 Pad Eye
1 x 2230 Strips Adhesive Plastic 50s
3 x 2020 Swabs Gauze 7.5cm x 7.5cm 3s
1 x 1128 Tape Hypoallergenic 2.5cm x 9m
1 x 3070 Forceps Sharp Stainless Steel 12.5cm
1 x 3130 Pins Safety Assorted 12s
1 x 309105 Probes Splinter 5s
2 x 514000 Sachet Burnaid 3.5g
1 x 515405 Sachet Itch Relief 1g 5s
5 x 5111 Saline Eye and Wound Irrigation 15mL
1 x 3010 Scissors Sharp-Blunt Stainless Steel 12.5cm
10 x 2290 Swabs Alcohol
10 x 505400 Wipes Antiseptic
1 x 3325 St John Emergency First Aid A Quick Guide
1 x 3140 Notepad and Pencil

BBQ Equipment Pack

Gloves
Hand Sanitiser
Moist Towelettes
Paper Towel
Bench Wipes
Tongs (3)
Knife (1)
Cutting Board
Dishwashing Liquid
BBQ Wipes
BBQ Scraper

Expo Participation & Table Hire Conditions

Adopted 2/4/09

Amended 3/6/09

Amended 26/5/10

Amended 16/2/2012

Amended 19/3/12

Amended 17/7/2012

Amended 24/7/2013

Amended 13/5/2014

Amended 27/5/2015

Amended 1/9/2015

Amended 8/12/2017

Amended 13/9/2019

Schedule of Fees

Security Deposit	\$50
Display board	\$50
Electricity	\$30 (one day) / \$50 (two days)
Sponsorship fine	\$250

- All Affiliated clubs are entitled to a stall at C&S Expos.
- Only Affiliated clubs are entitled to a stall at C&S Expos.
- The Information Centre will usually restrict Union House stall availability during Week 0.
- All clubs participating in a C&S Expo must agree to be bound by the terms and conditions of this Policy.
- No club shall receive preferential treatment in any part of this Policy, regardless of relationship with the C&S Department.

Making a Booking

- It is the individual club's responsibility to respond to C&S correspondence and make Bookings as stipulated by the C&S Office.
- Only Bookings submitted in the manner stipulated by C&S will be accepted.
- C&S may predetermine the number of stalls and receive Bookings in order of application (Winter) or they may confirm the size of the Expo after Bookings close (Summer). This must be communicated to clubs when Bookings are opened.
- Once the Booking period closes C&S will confirm receipt of bookings. At that time no upward variation on the number of stalls will be made. Late applicants will be placed in order of enquiry on a waiting list and allocated a stall if cancellations are received.

Cancellation

- Cancellation of a booking must be in writing to the C&S Coordinator at least 48 hours before the advertised start time of the Expo.
- A cancellation can only be considered complete if a written reply is received from C&S.
- Clubs that fail to check-in and have not provided sufficient cancellation notice will be invoiced the Security Deposit amount.

Allocation

- Spaces are randomly allocated prior to the Expo.
- Requests for 'good' spots or locations with high exposure will be disregarded.
- Special allocation requests will only be considered to allow space for demonstrations directly relating to the aims of the club, or for clubs that would like to be grouped with or separated from specific clubs. Such requests must be made at the time of Booking.
- Allocations will not be available prior to the day.
- Each club will be provided with a weather-protected stall consisting of one trestle table and two chairs. No other equipment is provided (see Use of Electrical Equipment and Provision of

Display Boards below). There is not space to permit variations, nor is there space for a display to exceed the width of the table.

- When the number of applying clubs exceeds the capacity of C&S to offer all applicants stalls on all days of a multi-day Expo the following provisions shall apply:
 - Allocation of the Day of attendance will be random within categories of clubs.
 - Requests for a particular Day allocation may be made upon Booking but must be accompanied by a compelling reason.
 - Between the advice to clubs of Day allocation up until 48 hours prior to the Day requests for change of Day may be made. Such requests must be accompanied by a compelling reason and will be placed in order of receipt. When a cancellation or another change request creates an opening changes will be facilitated in order of receipt.
 - Conflicting events must be organized after Day allocations are made and will not be considered a compelling reason to be allocated to a particular Day.
 - Conflicting obligations/events organised by Faculties will be considered a compelling reason to allocate to a particular Day.

Use of Electrical Equipment

- Access to Electricity must be booked at same time the Expo stall is booked.
- A club will be provided access to Electricity only if details of the equipment to be powered are provided. The club must advise how many power-points are required and what the devices there are that require power.
- Organisation of Electricity is at a cost. Payment must be made by the deadline instructed by C&S and is entirely non-refundable.
- Testing & Tagging will be arranged at a date and place to be stipulated by C&S. The club is responsible for delivering all equipment and power leads to C&S as required.
- Only equipment that passes testing & tagging can be used at the Expo.
- Only Australian standard equipment may be used at the Expo. No overseas plugs or adaptors will be tested or permitted.
- If a club fails to get its equipment tested & tagged it will not be provided with access to electricity.

Provision of Display boards

- C&S will advise with Expo information if display boards will be made available.
- Clubs must pay for display boards by the deadline instructed by C&S. If no payment is made no display board will be provided.
- C&S will refund the money if it cannot provide a display board.
- If display board numbers are limited the boards will be allocated in the order that payment was received.

Check-In (Collecting the Allocation)

- C&S will confirm check-in details at the latest a week in advance of the Expo.
- Check-in will only be between the times set and advised by the C&S Department.
- Allocation will only be to a member of the club Executive or to the Contact provided at Booking or advised to C&S up to 48 hours before the Expo.
- The Security Deposit is required at check-in. Clubs are responsible for providing the correct deposit as no change can be given. No coins, cheques or credit cards will be accepted.

- A Refund Token will be issued in exchange for the deposit. The club representative checking in is responsible to ensure they have obtained the Token from the C&S staff.

Conditions of Stall Usage: General

- Clubs should be set up before the advertised start time of the Expo.
- Each club will be allocated a numbered space. They must ensure they are set up in that space.
- Clubs must provide the means to accept membership applications.
- Stalls must not be left unattended. If a stall is left unattended the club will forfeit the Security Deposit.
- If C&S-provided equipment is broken or lost the Security Deposit will be forfeit.

Conditions of Stall Usage: Access and Amenity / Risk Management and Safety

- Clubs must abide by all instructions given by C&S Staff.
- Clubs must not conduct recruitment in a way that creates overcrowding, impedes movement of visitors to the Expo or impinges on surrounding stalls. This includes:
 - Displays, bags and club materials must be stored within the stall area, or off-site storage arrangements must be made. They must not encroach on other club stalls; in front, on tables, or behind the stalls.
 - Music or amplified noise must be kept to a reasonable level. This is assessed at the discretion of event staff.
 - Clubs must not take equipment from other stalls.
 - No roaming recruitment shall be permitted at the C&S Expo.
 - Clubs may have a maximum of four volunteers at the stall, two of whom are allowed outside of the stall for crowd control and processing memberships in the line.
 - The club is responsible to ensure new recruits wait in an orderly line in front of the stall.
- Clubs must not create trip hazards and wind-sail hazards with their stall materials. All banners must be secured.
- No alcohol may be consumed or distributed at the Expo.
- A club that causes difficulty to surrounding clubs or otherwise breaches the Access and Amenity / Risk Management and Safety section of this Policy:
 - Will be required to cease recruitment, pack up and leave the Expo immediately;
 - Will forfeit their Security Deposit; and
 - May, at the discretion of the C&S Committee, forfeit their right to attend any Expo for the following 12 months.
 - May be disciplined for a breach of occupational health and safety obligations (*Regulation 6.1.s*).

Sponsors & Non-Affiliated Groups

- Only the club who has booked the space may use the space.
- No club may host a non-affiliated club at their table or allow any other group or club to use their stall.
- Clubs must not host people from sponsor or external organisations. This includes permitting/inviting them to attend the Expo in any capacity.
- Clubs may carry sponsor materials which must not exceed 10% of a club display. All club sponsor materials must be entirely housed within the club stall.

- If sponsor materials conflict with UMSU-authorized event promoters the club will be asked to remove the materials.
- Clubs may be required to carry UMSU/C&S promotional material on their tables during the Expo (as determined by a motion of the C&S Committee). Such material will be provided by C&S upon check-in and must be prominently displayed on the club table.
- Clubs that are found to host people from sponsor organisations:
 - Will be required to cease recruitment, pack up and leave the Expo immediately;
 - Will forfeit their Security Deposit; and
 - May, at the discretion of the C&S Committee, forfeit their right to attend any Expo for the following 12 months.
- Clubs that breach the Sponsors & Non-Affiliated Groups section of this Policy will forfeit their Security Deposit and will be billed the Sponsorship fine.

Monitoring Stall Use

C&S staff will circulate through the Expo and monitor club stalls and event participation. They will be watching for:

- People roaming the Expo that are promoting (club or sponsor).
- Overcrowding in front of stalls (club volunteers or recruits).
- Any other breaches of the provisions of Access and Amenity / Risk Management and Safety such as excessive amplification or tripping hazards.

A one-warning system shall be utilised:

- C&S staff will clearly communicate in writing to the stall organiser the breach of the policy.
- The breach shall be recorded by C&S.
- Another breach of the same type will result in the club being required to immediately cease recruitment, pack up and leave the Expo, and forfeit the Security Deposit.
- The C&S Committee will review all instances of clubs being removed from the Expo and may determine that the club cannot attend the next Expo.

Check-Out (Getting the Security Deposit Back)

- Clubs are obliged to remain at the Expo until 30 minutes before the advertised finish time (at the earliest) and must complete cleaning up and check-out within 30 minutes after the advertised finish time.
- C&S Staff may circulate the Expo on the day to advise an earlier check-out due to poor attendance or poor weather.
- Earlier check-out may be arranged to accommodate special circumstances by consultation with the C&S Coordinator at least 48 hours prior to the start of the Expo.
- If a club loses the Refund Token they may only obtain the Security Deposit refund after 2 pm on the next work day after the conclusion of the Expo, after C&S has reconciled any uncollected and forfeited deposits. To check out of the Expo:
 - Pack up all materials, including removing all materials from the marquee and table.
 - Configure or pack away equipment as directed by C&S staff.
 - Approach a C&S staff member and request a table check.
 - The staff member will escort the club representative to the table and check that it is all clear.
 - If the clean-up is not satisfactory, complete clean up as instructed by the C&S staff member.

- When clean-up is satisfactory the C&S staff member will stamp the hand of the club representative.
- Go to the C&S stall with stamp and Refund Token to collect the Security Deposit.

International Student Club Protocol

Adopted 13/03/2019

Statement of Relationship

International student groups at the University of Melbourne relate to two departments within the Student Union: UMSU International and UMSU Clubs & Societies. The two departments play different roles in providing resources, services and opportunities to international student groups. This protocol seeks to clarify these roles and the interaction between these departments.

UMSU International (UMSUI)

The peak representative body for international student at the University, UMSUI has a mandate to support all international students. As part of this mandate the Partnership and Sponsorship Director and Officers (P&S) relate to the international student community through their clubs.

UMSUI's relationship with clubs may include the following:

- i) offering opportunities for collaboration (such as Festival of Nations and Night Market);
- ii) provision of resources (grants, facilities, etc.);
- iii) advocacy relating to international students and/or international student communities. Specifically, collaborating with clubs to tackle issues relating to international students.

UMSUI also supports and provides resources to international student groups who are not affiliated with UMSU Clubs & Societies.

Clubs & Societies (C&S)

C&S affiliates student groups, a sub-set of which are international student groups. Affiliates are accountable to and report to C&S, and C&S:

- i) ensures minimum standards of financial reporting;
- ii) gives grants to clubs;
- iii) provides insurance for club events;
- iv) ensures compliance on liability issues;
- v) provides access to relevant training in club conduct; and
- vi) is a central resourcing point, with current information about room bookings, grounds bookings, and the variety of resources available through the Student Union.

Interdepartmental Meetings

The following interactions are encouraged:

- C&S Officer(s) to be invited to attend UMSUI's heads of clubs (HOC) meetings. This provides C&S with an opportunity to gain insight into UMSUI's collaboration with clubs. To optimize communication, it is recommended that UMSUI and C&S meet in the leadup to HOC.
- UMSUI P&S to be invited to attend Clubs' Council. This will provide UMSUI with an insight into the governance of the C&S department, informing them of key areas of concern for C&S so that communication to and about clubs remains consistent.

UMSUI International Club Contact List

UMSUI maintains a list of International Student Groups with which it has a relationship. This list is compiled from information obtained in one of the following ways:

- i) through individual clubs approaching UMSUI (including through C&S);
- ii) through UMSUI approaching clubs engaging in promotional activities (including during club events, and clubs carnival);
- iii) through UMSUI's personal connections with club members;
- iv) through UMSUI liaising with clubs via social media.

UMSUI will refrain from using unsolicited phone calls/emails as a means for approaching clubs.

C&S Assisting UMSUI in Communicating with Clubs

C&S shall assist UMSUI in communicating with Clubs in the following ways:

1. **Automatically through AGM acceptance emails:** When C&S emails a new club executive after their AGM is accepted, the message will include a link to sign up to UMSUI's International Club Contact List.
2. **Upon request through the C&S Bulletin:** UMSUI may request for C&S to include a message in the C&S Bulletin. For example, in the leadup to major events, UMSUI can provide C&S with a 50-100-word promotional piece to incorporate into the Bulletin. To guarantee that UMSUI messages are included in the C&S Bulletin, requests should be made with advanced notice (3 weeks).
3. **Upon request through targeted emails:** Where UMSUI wishes to communicate with one or more clubs that are not on the UMSUI International Club Contact List, C&S may send an email on UMSUI's behalf. For this to occur the following steps will take place:
 - UMSUI representative will compose an email message and forward to C&S Coordinator (clubs@union.unimelb.edu.au)
 - The C&S Coordinator will forward the message to the executive of the clubs as requested by the UMSUI representative. The email will go to both personal and club email addresses.
 - Emails will be forwarded to clubs within one business day except where the C&S Coordinator is away. It is therefore important to speak to the C&S Coordinator as well as sending the email.

Grants

Both departments provide grants, which can give opportunity for double-dipping. Clubs may not receive double funding for an expense, but UMSUI may be able to help clubs make up some losses by providing grants not available from C&S. The UMSUI Treasurer will seek appropriate information from the C&S Coordinator upon receipt of a grant application from a club, that will ensure double-dipping does not occur.

- C&S does not fund events run for profit (i.e. Night Market or Festival of Nations), but UMSUI may provide grants for such events where a club has incurred losses.
- Non-affiliated clubs may apply for grants directly to UMSUI.

Joint Events Guidelines

Adopted 20/7/2015

Regulation 8.1f. refers to joint events and is as follows:

If two or more clubs apply on behalf of the same event or purchase, a special application can be made to the C&S Committee for both clubs to receive the full amount for which they are eligible. If this application is rejected, the grant funding received will be no more than the limit for a single club, were it to apply for the same grant, and this is to be split equally among the applying clubs.

- Jointly funded events may only be held with other C&S affiliated clubs as only affiliated clubs may apply for grant funding.
- Complete the Joint Events coversheet with the names of all the clubs applying.
- Only one Grant Application needs to be completed. All regular Safe Food Handling and RSA requirements must be completed by one club or a combination of executive members from both clubs.
- For Functions grants, only one Attendance List should be completed.
- Only one Application for Payment and one set of receipts needs to be submitted.
- No joint event may be funded for a greater amount than the total receipts.
- If a joint grant is approved each club may receive up to the cap for the grant category as specified in the Regulations.
- The Application for Payment will be calculated as one payment and divided equally among the applicant clubs.

Locker and Storage Area Use

Adopted 3/11/2011

Amended 29/01/2014

Amended 20/7/2015

Amended 20/7/2015

Amended 11/2/2016

Amended 6/4/2016

Amended 20/2/2020

Clubs that breach any part of this policy may, at the discretion of the C&S Committee, be either ineligible for a locker allocation; or placed at the bottom of the allocation list, in the subsequent year. If such occurs, the club will be advised of the Committee decision and due to the limited availability of the resource the C&S Committee will not consider any further correspondence.

General Use of the C&S storage space and lockers

All users of the storage and locker areas must abide by the following occupational health and safety rules and general space usage rules. Failure to do so will result in disposal of club property and render a club ineligible for a locker allocation in the subsequent year.

- All club property must be stored ONLY inside a locker or in a box on the shelves of a designated C&S storage area. All boxes in storage areas must be clearly labelled with the club name.
- Loose or unlabelled items will be disposed of.
- Nothing may be stored overhead on the tops of lockers and nothing may be stored on the floor in storage areas, except banners as detailed below.
- Club Banners may be stored upright in the space next to the 3rd floor storage area shelves. Banners must be in a proper carry case and labelled on the outside with the club name.
- Prohibited items (in lockers or anywhere in the storage rooms):
 - Perishable food or drink
 - Cash or other valuables
 - Personal items (only materials for club activities may be stored in C&S areas)
- Tables or similarly shaped or unreasonably bulky items are prohibited anywhere in the storage rooms:

If a club is wound up or disaffiliated any club property remaining in the storage area or a locker after one week will be recycled or thrown away.

All damage or theft must be immediately reported to C&S Staff. However, storage areas are not secure and all items are stored at the club's own risk.

Only the club allocated the locker may use the locker. The club allocated the locker is responsible for the use of the locker.

Locker Application and Allocation

Locker Applications will be opened and closed at the time and date set by C&S Staff. (This will likely be the first week of February and will be for 3 days.)

Initial Application

Initial application will be electronic as advised by C&S. Only an Executive member may apply. The following will be required to apply:

- Name of Club
- Name and Executive position of Applicant (only club executives may apply)
- Email address of Applicant
- Size of locker applied for (small/medium/large)
- Outline in 50 words or less why your club requires a locker of this size. Include details of:
 - Items to be stored in the locker

- Frequency of use of these items
- Agreement to the Conditions of Locker Use (electronic signature)

Allocation

At the close of applications C&S Staff will allocate lockers.

1. Lockers will be allocated based on merit, taking into account needs of applicant clubs such as amount of goods needing storage and frequency of use – all timely locker applications received will be considered.
2. Applications that do not provide details of anticipated use will be only considered after applications that do.
3. Late applications will only be considered after all timely applications.
4. Large locker applications will be considered first, with any that cannot be fulfilled being rolled into the medium locker applications. Any medium locker applications that are unfulfilled will be rolled into the small locker applications. If any small locker applications are unfulfilled they will not be allocated a locker unless they can be allocated a large or medium locker.

Confirmation & Occupation

Once allocations are complete all successful locker applicants will be notified. Clubs will be instructed to come to the Information Centre (if amenable to staff) or to the C&S office receive their locker number and lock. Only a member of the executive may receive the allocation. C&S will record all locker and lock allocations as they are collected.

At the end of Week 1:

- Any allocations that have not been collected at the end of Week 1 will be reassigned to the next eligible applicant.
- All clubs that have received an allocation will be sent a confirmation email that includes the allocation and the Conditions of Locker Use.

End of Year

By December 1 or upon request by C&S:

- All lockers and the storage area must be cleared or the contents will be recycled or thrown away.
- Locks must be returned to the C&S Office or the Information Centre.
- Clubs must return assigned padlock(s) at the end of the year, and a failure to do so may render them ineligible for a locker in the subsequent year. The club will be billed \$20 per lock for the replacement of any locks that have not been returned.

Conditions of Locker Use

1. Only a member of the club executive may apply for a locker and receive the allocation and lock.
2. Lockers must be cleared by December 1 or upon request by C&S Staff each year or the contents will be recycled or thrown away.
3. If a club is wound up or disaffiliated the locker must be cleared immediately (within one week) or the contents will be recycled or thrown away.
4. All damage must be immediately reported to C&S Staff.
5. No perishable food or drink is to be stored in the locker.
6. No cash or other valuables may be stored in the locker.
7. Only materials for club activities may be stored in the locker.
8. While the student union will endeavour to provide a secure facility, all items are stored in the locker at the club's own risk.
9. The club may only use the lock provided by Clubs & Societies.
10. The combination locks belonging to C&S must be returned to C&S Staff when the locker has been cleared each year or the club will be invoiced for replacement.
11. The combination of the lock will only be provided to members of the club executive.
12. The locker must be left clean and empty, with all shelves inside, when it is vacated.
13. If the club fails to fulfil any of these conditions of use it will not be eligible for locker use in the following year.

Pinboard Use

Adopted 31/1/2011

Amended 16/2/2012

Amended 8/12/2017

No bigger than A4 sheets may be used except during non-peak times and if space permits, A3 may be used but C&S Officers and Coordinator will ask clubs to downsize their poster if board becomes full.

Only use pins to attach posters to the board.

Do not cover other posters – C&S may rearrange posters to maximise board space and posters with the latest future date will be removed and replaced when there is space on the board.

All posters must have the correct UMSU logo in use.

C&S reserves the right to remove posters in any of the following cases:

- Once the advertised event has been held.
- If it has not been authorised by C&S prior to placement.
- If the content contravenes one or more of: C&S Regulations, the UMSU Constitution, Union House Rules or directives by the C&S Committee.
- If the display of the poster does not meet with the stipulations of this policy.

Satellite Campus Events

Adopted 3/08/2017

Preamble

Students at non-Parkville campuses represent an underserved demographic at the University of Melbourne. To ensure that these students get the most out of their SSAF contribution and their time at the University of Melbourne more generally, the C&S department would like to incentivise the running of events at campuses other than Parkville. Our hope is to both encourage clubs based at Parkville to branch out to other campuses and to enable clubs already based at VCA, Burnley and Werribee to be more active.

Funding structure

Events whose venue is on a campus other than Parkville will be funded at \$7 per green sheet signature for function grants. Purchases and Hiring grants will be funded at 100% of costs up to \$250, then 80% of costs between \$250 and \$500.

Sponsorship Agreements

Adopted 12/10/2017

Purpose

The purpose of this policy is to establish the framework and guidelines for the creation of productive partnerships between UMSU affiliated clubs and societies and the private sector, i.e. sponsorship alliances with corporations, foundations, individuals and other non-government organisations.

A sponsorship is about relationship building and can be a powerful way to build and strengthen partnerships. It is recognised that such alliances can provide important financial and marketing support to potential partners of affiliated clubs and societies while at the same time generate additional revenues to support mission and mandate.

The UMSU Clubs & Societies Committee is dedicated to ensuring that the financial arrangements of affiliated clubs and societies are carried out in an ethical manner that is also compliant with Regulation 7.3.2.

Policy

The fundamental principles that shape affiliated clubs and societies relationships with sponsors are:

1. Sponsorship of a club or society in relation to any symposium, project, program or event held by the club or society will not entitle any sponsor to influence any decision of the club or society or UMSU.
2. An affiliated club or society will not enter into any alliance or partnership with any corporation or organisation where the association with the prospective partner or acceptance of the sponsorship would jeopardise the financial, legal or moral integrity of UMSU and/or the affiliated club or society or adversely impact upon UMSU's standing and reputation in the community. If a sponsor's products work against UMSU's aims or the aims of the affiliated club or society (e.g. unhealthy food for a health or fitness club) the sponsorship is prohibited. This includes tobacco, gambling and external tutoring agencies.
3. An affiliated club or society may accept sponsorships as an additional source of revenue generation provided that all sponsorship alliances are developed and maintained within the sponsorship agreement regulations.
4. All sponsorship alliances or partnerships must be consistent with existing UMSU policies and procedures, the affiliated club or society constitution and the club or societies aims and purpose.
5. An affiliated club or society may not accept sponsorships if club's committee members receive additional benefits from the sponsorship that is not made equally available to all club members.

SPONSORSHIP CONTRACTS/LETTERS OF AGREEMENT GUIDELINES

Sponsorship contracts and letters of agreement involving all affiliated clubs and societies must include the following clauses:

1. **Description of the sponsorship alliance:** The contract will contain a comprehensive description of the item, project or event around which the sponsorship alliance is constructed, including a list of obligations for both parties. Obligations of the parties in market research or sponsorship analysis will be explicitly itemised in the contract. (See also item 7 below.)
2. **Terms of agreement:** the dates for commencement and conclusion of sponsorship alliances must be included in the contract.
3. **Key personnel:** The contract will include the names of the individuals from both parties primarily responsible for the sponsorship, and to whom issues regarding the contract are to be referred.
4. **Limitations on and approval of the use of the affiliated club or society's name:** The following clause limits the use of the affiliated club or society name by the sponsor in its

own internal and external promotion and advertising as per the negotiated arrangements: *"Neither party, in any situation, whether within or outside the parameters of the sponsorship, shall be deemed to be the spokesperson for, or the representative, of the other party."* The accepted use of the affiliated club or society's word mark, logo or crest must be stipulated in all contracts and agreements.

5. **Exclusivity:** An affiliated club or society may wish to offer outright or industry exclusivity to a sponsor, or the sponsor may request such exclusivity within the sponsorship alliance. Where relevant, the following statement regarding exclusivity will be included in the contract: *"[Name of club or society] agrees that [Name of Sponsor] shall be the sole and exclusive sponsor of [Name of Initiative] for the term of this agreement."*
6. **Financial terms and schedule of payments:** The total value and payment schedule of the sponsorship agreement between the parties will be clearly identified in the contract.
7. **Obligations of the parties to each other:** The obligations of the parties are dependent upon the form of the alliance and will be determined on an individual basis. Responsibility for any market research or program or evaluation duties, reporting, and approvals will be specified in the contract, along with specific criteria and methodologies for the evaluation of the sponsorship.
8. **Breach of contract:** The contract should stipulate what shall occur in the case of a breach of contract; for example: *"Prior to initiating formal notification of breach of contract, the parties will undertake all appropriate and reasonable efforts to resolve the matter. Should these efforts not prove successful within a reasonable time, either party may notify the other of breach of contract in writing. Such notification will require rectification within 14 days. If the breach is not rectified within that time then the non-breaching party may terminate the contract by written notice."*
9. **Right to discontinue the sponsored program or event:** The contract shall ensure the affiliated club or society reserves the right to cancel the sponsorship should circumstances dictate; for example: *"When circumstances beyond the control of [Name of club or society] force the cancellation or substitution of a sponsored event or project, [Name of club or society] reserves the right to cancel without finding itself financially liable or in breach of contract."* If it is intended that the affiliated club or society be entitled to retain any sponsorship funds already paid then this should be specified in the contract.
10. **Right to cancel sponsorship for reputational reasons:** The contract shall ensure the affiliated club or society reserves the right to cancel the sponsorship if matters occurring or becoming known after the signing of the contract make it likely, in the reasonable opinion of either the affiliated club or society or UMSU, that the continued association of the sponsor with the affiliated club or society may cause UMSU to become subject to criticism or otherwise held in disrepute.
11. **Use of property:** The contract shall expressly state affiliated clubs and societies are prohibited from making room bookings on behalf of the sponsor.

A list of contracts/agreements are to be submitted with AGM papers to the Clubs & Societies Department. It is recommended that the affiliated club or society obtain legal advice before entering into the agreement/contract.

Conflict of Interest

A conflict of interest occurs when there is a conflict between the private interests of a member of a club or society and the obligations, duties, and/or purposes of the affiliated club or society upon entering into a sponsorship agreement/contract.

Conflicts of interest may be actual, potential or perceived. Effective risk management involves developing strategies for managing potential conflicts of interest that may occur within the context of sponsorship arrangements. Any sponsorship relationship is a business arrangement for the benefit of the parties, not for the benefit of individuals, whether or not they are involved in the transactions.

Actual or potential conflicts of interest posed by a proposed sponsorship arrangement are to be identified in the UMSU AFFILIATED CLUB SPONSORSHIP DECLARATION.

Disciplinary action may be instigated against an affiliated club or society where:

- An individual member of a club or society receives payment (on either a one-off or commission basis) directly from a sponsor;
- An individual member of a club or society enters into employment for a sponsor as a result of a sponsorship contract/agreement being made
- An individual member of a club or society receives a personal benefit or is perceived to receive a personal benefit as a result of a sponsorship contract/agreement.

Ethical Sponsorship

The University of Melbourne Student Union (UMSU) is committed to ensuring that its financial arrangements and sponsorships are carried out in an ethical manner. Clubs & Societies affiliated to UMSU should also have this standard of ethics. Clubs and Societies are required to uphold the UMSU constitution, which includes its statement of purposes. Clubs and Societies are reminded that sponsorship deals that promote discrimination with regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin are in breach of the UMSU constitution and C&S regulations and are subject to discipline by the C&S Committee. Additionally, Clubs & Societies should strive to meet the requirements and standards of the UMSU Sponsorship Policy.

Sustainability

Adopted 4/5/2020

Purposes

The purpose of this policy is to:

- Outline the proper measures Clubs should take to achieve sustainability during their events and other activities.
- Assist clubs in creating a fair and viable system to ensure all events are sustainable and that members are aware of these procedures.
- Ensure that every club takes adequate measures to ensure the environment is being considered during their club activities and promotions through the use of proper waste disposal procedures, consideration of sustainable practices and ensuring all club sponsorships are sustainable and compliant with the UMSU Ethical Sponsorships and Advertising Policy.
- Advocate and promote a sustainable environment for all Clubs & Societies Events.

Scope:

This policy applies to:

- All Clubs & Societies Executives and General Committee members at any time when they are representing a Club or Society affiliated to UMSU that is engaging in the development, organisation and/or facilitation of any event or promotional activity.
- All Clubs & Societies Events taking place on and off The University of Melbourne campuses, including but not limited to student camps, unless otherwise specified and approved by Clubs and Societies committee
- All UMSU-controlled spaces and venues

Responsibilities and Procedures

1. It is the responsibility of all Executive and Committee members to advocate and promote ethical and sustainable practises during a club event or promotional activity. This may include but is not limited to highlighting/showing signage to members regarding closest bins, having a bin onsite, proper waste disposal in which bin, where possible using the University's reuse service as opposed to disposable crockery and avoiding promotion of unethical businesses to club members and/or other students.
2. It is the responsibility of the Executive and Committee members to partake in finding other measures to ensure their event is sustainable. This may be through reducing plastics at their event, using biodegradable plastics, bringing reusable bags and containers, utilising the University's reuse service for crockery and cutlery, using solar power technologies, not using environmentally harmful cleaning products, reusing items safely, considering options that reduce waste for BBQs and other food based events, considering vegetarian/vegan options or other options with lower environmental impact, considering the fuel source for BBQs etc.
3. It is the responsibility of the Executive and Committee members to reduce in any way their use of electricity and gas, wastage of valuable resources and/or pollution when undertaking club business. This may be through the use turning off lights when not in the room or when it is a sunny day, cleaning with water on grass compared to on concrete, taking public transport to deliver goods compared to a car if possible, promotion of sustainable practices to club members, reduction in waste for club events where possible.
4. It is the responsibility of the Executive and Committee members to ensure that any sponsorship approved by the club is ethical and sustainable. It is the responsibility of the Executive and Committee members that any sponsorship of the club meets the sponsorship criteria followed by UMSU and that where questions regarding the ethics of a particular sponsorship arise those questions are directed to the C&S Committee for determination.

Ticketed Event Management

Adopted 21/04/2020

Purpose

The purpose of this policy is to:

- Outline the proper measures clubs can take in creating ticketed events, in order to:
- Assist clubs in creating a fair and viable system to ensure that tickets for events can be advertised, sold and distributed impartially across all club members.
- Ensure that every club member has a fair opportunity to purchase a ticket to a club event.
- Protect clubs from scrutiny if clubs have a ticket limit on an event.
- Relieve conflicts in regard to disputes concerning sale of a limited number of tickets to an event.

Scope

This policy applies to:

- All Clubs & Societies Executives and General Committee members at any time when they are representing a Club or Society affiliated to UMSU that is engaging in the sale of tickets for an event or involved in the development, organisation and facilitation of an event.
- All club events taking place on and off The University of Melbourne campuses, including student camps, unless otherwise specified.
- All club members seeking to obtain tickets to a club event.

Responsibilities and Procedures

1. It is the responsibility of all Executive and Committee members to advocate and promote the sales of tickets to all their members. This may be completed through social media (Facebook, Instagram etc), however, it is fundamental and necessary to promote ticket sales to members via email to ensure that all members are notified of the ticket release/pre-release/sold-out as soon as possible.
2. It is the responsibility of the Executive and Committee members to clearly advise members in advance if only one platform will be used to sell tickets (recommended), and what that platform is. Otherwise all communication channels must be monitored and timely attention given to all requests for tickets.
3. If an event has a limited number of tickets available, Executive and Committee members must adhere strictly to:
 - a. Clear communication to all members well in advance, of limited ticket availability and the time and location of ticket sales.
 - b. Proper and transparent administration of ticket sales, including preparing and maintaining a centrally managed list of ticket sales in order.
 - c. Timely communication when tickets are sold out.
4. It is the responsibility of all Executive and Committee members to provide and send out tickets to purchasers, either through club email, a third party provider (eg:Qpay), or a physical hard copy of the ticket.
5. It is the responsibility of all Executive and Committee members to ensure that they have adequate documentation of all tickets purchased including members' names (first and last), date of purchase, date of event, location of event and confirmation of purchase.
6. It is the responsibility of all Executives and Committee members to not, by any means or circumstance, discriminate, disallow or prevent someone from attending an event based on gender, sex, race, ethnicity, religion, disability, physical stature, social/political view or personal matter/conflict. Failure to comply by these and with Regulation 10, Code of Conduct, of the UMSU Clubs and Societies Regulations may result in disciplinary action.
7. Ticket sales must at all times comply with Regulation 7.3.1.b, that no more than 20% of tickets may be offered in a presale to the club committee.

Training Enrolments

Adopted 06/03/2018

Purpose and Scope

The purpose of this policy is to:

- Maintain financial sustainability of the trainings scheduled by C&S
- Ensure training enrolees consider the resources they are provided and do not deprive others places in scheduled training.

This policy sets out the confirmation and cancellation procedures of resource training sessions that are size-limited and/or put on at a cost to the department. Any training to which this policy applies will be designated by the committee and shall be advised at the time of enrolment and confirmation. This includes the notice enrolees will receive of Confirmed enrolment in a training session, notice to be given to withdraw from training, the consequences of failure to withdraw from training in a timely manner, and evidence required to be excused for non-attendance.

Training Costs

Safe Food Handling and Responsible Service of Alcohol certificate training is provided at a cost of \$50 per enrolment. Payment requirements will be advised when the sessions are opened for enrolment and may include pre-payment, pay-on-the-day and payment by UMSU department.

- Club Executives: \$50
- Student Office Bearers/UMSU International/Volunteering Directors: Cost is covered by the respective department/program.

Other training is free of charge.

Confirmation

UMSU will confirm by email that the training session will go ahead, and enrolment in the session is confirmed no later than one week in advance of the training session. At that time enrolments are considered Confirmed. If a session has not attracted sufficient enrolees the session will be cancelled, and enrolees notified at this time.

Any subsequent enrolments (if places are available) will be confirmed no later than three business days before the session starts and shall also be considered Confirmed.

Withdrawing from a Training Session

Any cancellation of a Confirmed enrolment must be made at least two business days ahead of time or the participant will be charged \$50. This applies to both Certificate training and all size-limited training. Cancellation is by email to clubs@union.unimelb.edu.au.

Untimely Withdrawal and Failure to Attend

Any individual who cancels late or does not attend the training will be invoiced \$50, unless a medical certificate or other reasonable evidence of inability is provided. This applies to all enrolees including individual UMSU Officers and other UMSU department enrolees.

If a Club enrolee fails to pay the invoice within 14 days from the issue date, then the Club will be invoiced. It then becomes the responsibility of the club to follow up the student for the debt or pay on their behalf. If a club fails to settle an outstanding debt with the University of Melbourne Student Union, then it will be disciplined (Regulation 6.1.m).