

MARCH 2024

SPORTING CLUB HANDBOOK

PREPARED BY FLINDERS UNIVERSITY
SPORT AND FITNESS



Flinders
University

SPORT
FITNESS

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Sport & Club Development Officer

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PURPOSE

The Club Management Handbook has been prepared to assist club administrators in effective club administration, development and marketing of their club.

As affiliated clubs of Flinders University, all sporting clubs are governed by Flinders University's policies and procedures.

It is the responsibility of all clubs that they operate as required by the specific policy and guidelines outlined within this Club Management Handbook

FLINDERS UNIVERSITY SPORT AND FITNESS

Flinders University Sport and Fitness (FUSF) exists as a service provider to the Flinders community. It delivers the services attached to fitness, wellness, sport and health by way of free wellness programs, inexpensive fitness membership, health events, supported sporting club structure, University exclusive national sporting events, elite athlete scholarship support and subsidised allied health access along with recreational space management.

STAFF

The Sport & Club Development Officer is the first point of contact for Flinders University affiliated sporting clubs. All club committee members are encouraged to contact via email, phone or appointment with any concerns or questions.

Name	Position	Email	Phone
Cameron Taeuber	Sport & Club Development Officer	cameron.taeuber@flinders.edu.au	8201 2408
Amy Moyce	Manager FUSF	amy.moyce@flinders.edu.au	8201 2549

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INTRODUCTION

This handbook outlines all the requirements that need to be fulfilled by Flinders University Sporting clubs as directed by Flinders University Sport and Fitness (FUSF).

The Club Management Handbook has been prepared to assist club administrators in effective club administration, development, and marketing of their club. This handbook has been designed to be used with the documents and resources available at [:https://www.onesportandfitness.com.au/sport/clubs/](https://www.onesportandfitness.com.au/sport/clubs/)

The FUSF staff are responsible for the effective management of all Flinders University sporting clubs and programs. The Sport & Development Officer is a dedicated role to provide all sporting clubs assistance in the operation and management of their club. Clubs may seek assistance with any of the following club matters:

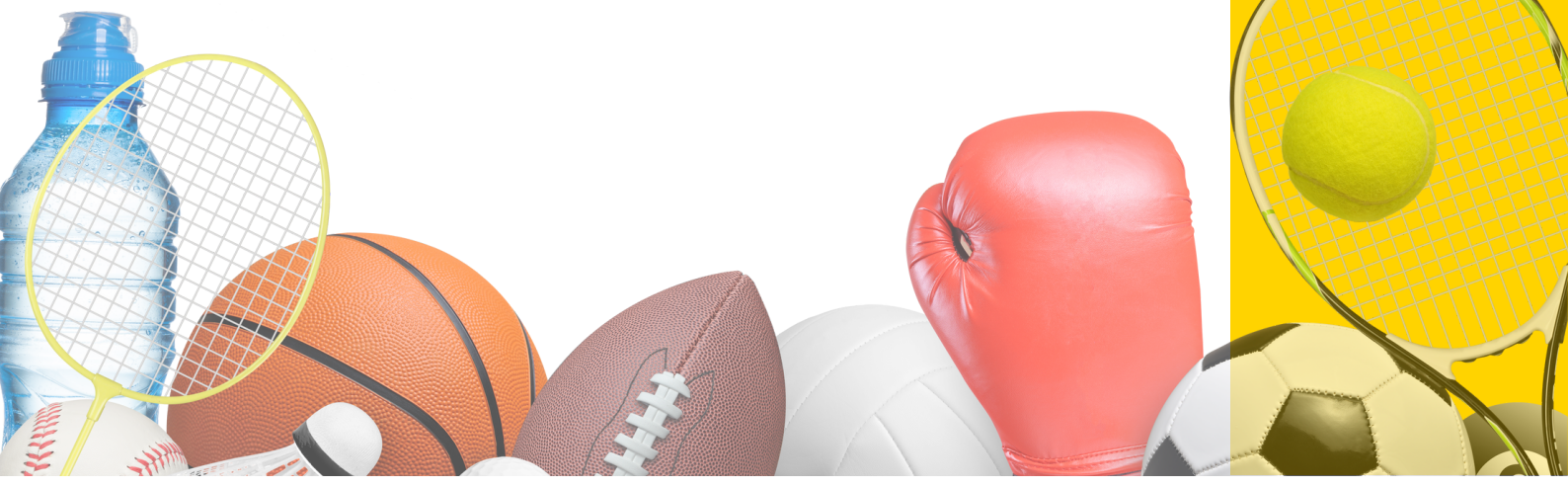
- Starting a Sporting Club
- Affiliation
- Club Governance Management
- Event Management
- Work, Health and Safety requirements
- Financial Management and Budgeting
- Flinders University Policies and Regulations
- Facility Bookings



05 STARTING A SPORTING CLUB

Prior to starting a sporting club, please contact the Sport & Club Development Officer to discuss your proposed club. This is an opportunity to discuss the obligations and requirements for starting and running a sporting club on campus.

1. The club must be a sport recognised by the Australian Sports Commission and must not be already affiliated with the Flinders University Student Association (FUSA):
https://www.sportaus.gov.au/australian_sports_directory
<https://fusa.edu.au/clubslist/>
2. Flinders University Sporting Clubs must have a minimum of 10 currently enrolled students to meet the requirements of affiliation.
3. The club must hold an AGM (Annual General Meeting) with a notice of 21 days given to all interested students. A minimum of 10 currently enrolled Flinders University students must be in attendance:
 - a. The club must elect an executive committee consisting of a President, Vice President, Secretary and Treasurer.
 - b. Minutes from the AGM need to be sent to the Sport & Club Development Officer.
4. The club must develop a constitution to then be approved by Flinders University Sport & Fitness.
5. To finalise affiliation, the club must enter an affiliation agreement, between the club and Flinders University Sport & Fitness. This agreement will outline the obligations of both the club and FUSF.



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AFFILIATION

To be a Flinders University affiliated club clubs will need to submit an affiliation form and a signed affiliation agreement annually. These documents will be valid for a period of 12 months. Clubs affiliated with FUSF can not also be affiliated with FUSA. Clubs affiliated with FUSF are governed by our policy and not expected to adhere to that provided by FUSA.

The Affiliation Agreement will create a formal link between Flinders University Sport & Fitness (Flinders University) and the sporting club and is required to be able use the University brand or access any of the benefits associated with affiliation.

The University itself takes on reputational risk in allowing clubs to use the University brand. As such, clubs need to be fully aware that by becoming affiliated they take on an important responsibility as representatives and ambassadors for the University brand.

To maintain affiliation, clubs must ensure they meet all the criteria outlined in the conditions of the affiliation agreement.

The above information is a brief overview of the requirements for affiliation as a Flinders University Sporting Club, for more information, please contact Cameron Taeuber (Sport & Club Development Officer) – cameron.taeuber@flinders.edu.au or 8201 208



07 CLUB OBLIGATIONS

All Flinders University Sporting Clubs must be aware of meet the following obligations;

- Must provide reduced membership fees for students
- Provide FUSF with up to date contact details as required on the affiliation form. Any changes to this information needs to be communicated at the earliest possible convenience
- Be proactive in contacting prospective members, it is expected that club follow up on inquiries within 3 days.
- Are represented at O'Week, Club Delegates Meetings, Development Seminars or any other required events

RESPONSIBILITIES OF AFFILIAITION

- The Club shall maintain a current register of members, and provide a copy of the member list to the University upon request.
- The Club shall maintain an up-to-date contact list for officer holders, and provide a copy to the University upon request.
- The Club shall comply with the terms of its Constitution and ensure that all roles in the Committee of Management are filled at all times.
- The club shall take all reasonable steps to protect the facilities and assess of the University from damage through misuse or negligence, and shall comply with all terms of use of any facilities assets, including any licensing.
- The club shall obtain any necessary insurances in addition to that provided by the university.
- The club may be, but is not required to be , an incorporated association under state law, and otherwise will be an unincorporated association.
- The club shall ensure it remains solvent at all times, and maintains proper records and accounts.

08 2024 CLUB DOCUMENTS

The following table outlines the due dates for all club documents for 2024. Clubs will be notified throughout the year when required documents are due, but it's the clubs responsibility to ensure they are aware of all due dates. Any concerns with submitting documents by the due date need to be raised with the Sport & Club Development Officer as soon as possible.

Affiliation Documents	
Affiliation Agreement	Due 3rd May
Affiliation Form	Due 3rd May
Club Documents	
Current Membership List	Due at the end of each semester
Risk Management Document	Updated as required
Member Protection Policy	Updated as required
Constitution	Updated as required
Sports Vouchers	
Semester 1	Until allocation is exhaust
Semester 2	Until allocation is exhaust
End of Year Documents	
2024 Annual Report	30th November
2024 Financial Statements	30th November
2024 AGM Minuets	30th November

09 CLUB MANAGEMENT

- Club Executive
- Committee Meetings
- AGM
- Delegate Meetings
- Club Development Seminars
- Clubs Conference
- O'Week
- Club Fair Days

COMMUNICATION

It is the responsibility of all clubs to ensure they are active in their communication with FUSF and their members/enquiries.

FUSF Sport Contact

The Sport & Club Development Officer is the first point of contact for the Flinders University affiliated sporting clubs. All club committee members are encouraged to contact via email, phone, or appointment with any concerns or questions.

Club Email

All clubs are encouraged to set a default email that can be accessed by all committee members at all times. The majority of correspondence sent to clubs will be via this email, so it is important the club check their account regularly.

Mailbox

All club mail should be sent directly to the University, once received it will be kept at FUSF reception for clubs to collect.

Alan Mitchell Building

Registry Road Bedford Park, South Australia 5042

10 CLUB ACTIVITIES

FUSF needs to be notified of any club events or activities held here on Flinders University premises outside of normal training and game day operations. Often such events require the completion of an event safety checklist and approval from the University. Clubs will not be covered by public liability or student personal accident insurance if the event has not been approved. It's the clubs responsibility to ensure the following documents are completed and approved prior to the event.

Event Safety Checklist

Event Safety Checklists are required to be submitted 14 days prior to your clubs planned event. Please note that WHS may raise concerns with your club's events that will need to be addressed to the satisfaction of WHS prior to event. Therefore clubs are encouraged to complete checklist at the earliest possible convenience.

Event Safety Checklist can be accessed on the Club Resources page on our website. Checklist are to be submitted via email to Work, Health Safety – whs@flinders.edu.au

Please also CC in security@flinders.edu.au and the Sport & Club Development Officer – cameron.taeuber@flinders.edu.au

Emergencies – In the event of a serious medical emergency, first call the ambulance service and then call University Security. University Security will assist in coordinating with the ambulance services in accessing your location. For all other emergencies your first point of contact is University Security.

University Security:

-8201 2880 (if using a mobile)

-12880 (if using a University phone)

11 CLUB ACTIVITIES (CONTINUED)

Alcohol

The supply, sale or consumption of alcohol on University premises requires the submission and approval of a liquor permit. This needs to be completed 14 days prior to your clubs event. The form can be found on our website under Club Resources and needs to be submitted to: building.property@flinders.edu.au and CC in cameron.taeuber@flinders.edu.au

As required by law, clubs will also need to apply for a “Limited License” from Consumer and Business Affairs. These need to be submitted 14 days prior. These are required at all times when alcohol is supplied, sold or consumed on University Premises. Please provide evidence of purchase to Sport & Club Development Officer once approved.

Apply at - <https://secure.cbs.sa.gov.au/LimitedLicence/>

For more information - <https://www.sa.gov.au/topics/business-and-trade/liquor/licences/liquor-licenses/limited-or-one-off-liquor-licence>

Food

The provision or sale of food on campus requires a temporary food business notification to the Mitcham City Council. Proof of approval must be provided to FUSF prior to your event going ahead.

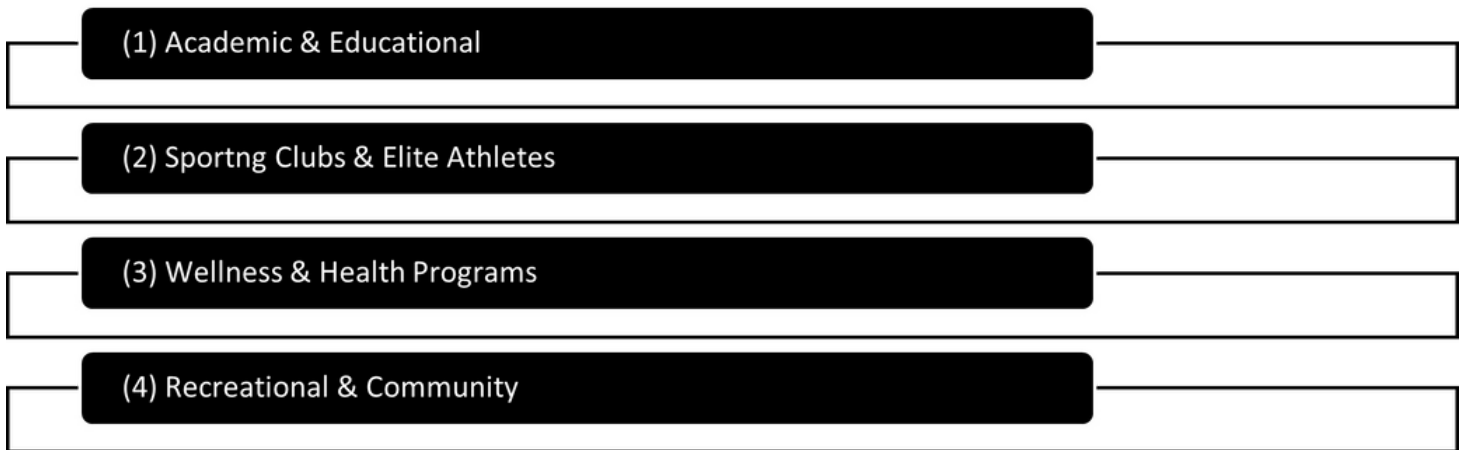
Clubs that have agreed use of the pavilion annually will not be required to complete this as they will fall under food business notification of the pavilion completed each year.

All clubs must ensure they implement appropriate food safety measures at all times.

12 FACILITIES

Sporting

As shown in the hierarchy of use below, all academic and educational bookings will take priority, this includes exams and graduations. Clubs will be notified at the earliest possible convenience of any interruptions to their regular trainings.



Meeting / Formal

There are a number of spaces within the University that can be made available for clubs to hold meetings or workshops, please contact the Sport & Club Development Officer for more information or to make a booking.

Training Allocations

All clubs will be given the opportunity to request their desired training days and times prior to their season. FUSF will aim to provide clubs with their nominated trainings times, although this may not be possible in all instances. The following facilities are available to clubs for training;

- Flinders University Sporting Fields (Main Oval & Lower Oval)
- Sturt Oval
- Alan Mitchell Building
- Sturt Gym

Clubs are expected to notify FUSF of any once off or extended absences, to allow FUSF to make any adjustments to staff, cancel lighting or to allow availability to other users. Failure to do so may result in clubs being required to cover any associated costs.

Match Venue

Clubs that use the University facilities as their match venue, are required to provide FUSF with their fixture four (4) weeks prior to the first round to ensure ground availability and preparation. If the league has not made the fixture available four (4) weeks prior, please provide planned start date.

13 RISK MANAGEMENT & INSURANCE

Clubs should carefully consider the insurance coverage provided by the University, and assess whether it is suitable for the purposes of the Club, taking into account the excesses (which may be higher than equivalent insurance obtained directly by the Club), exclusions, and any areas of potential risk or liability not covered (such as personal injury insurance for members of the Club who are not current students). Clubs are encouraged to seek appropriate professional advice and obtain insurance coverage for any areas where the insurance provided by the University is not suitable, or does not provide coverage.

Insurance Policy	Summary Description	Excess
Property	Loss damage to property and business interruption.	\$5000
Public Liability	Legal Liability for bodily injury and/or property damage arising out of the business	\$5000
Management Liability	Any loss for which the insured directors and officers become legally liable to pay in respect of claim(s) made and reported to the insurer	\$0 (excess for D&O section)
Student Personal Accident	Accidental injury resulting from participation in a student club activity.	Medical Expenses not excluded by recovery from Medicare - \$50 for Student and Post Graduate Injury Plans
Travel Insurance	Various benefits in accordance with the schedule	7 days for any weekly injury benefit loss \$100 each loss on baggage, but \$250 for loss or damage to business equipment 8 hours in regard to deprivation of baggage

Student Personal Accident

This provides a “safety net” cover for enrolled students suffering accidental injury while engaged in University activities including work experience placements and sporting club activities.

Examples of benefits are: Weekly payments for loss of income (\$300 per week maximum) and non-Medicare related medical benefits eg physiotherapy, chiropractic, ambulance that are not otherwise recoverable from a private health fund.

No Medicare related payments

Commonwealth legislation prohibits general insurers from paying any benefits for which there is a Medicare entitlement including any gaps. This means that students may incur non refundable expenses for medical, hospital, xray etc accounts.

14 RISK MANAGEMENT & INSURANCE (CONTD)

Claims

Enrolled students who suffer accidental injury while undertaking University authorised activities and wish to make a claim should complete the Personal Accident Form and forward to the Risk & Insurance Officer – riskandinsurance@flinders.edu.au

<https://www.flinders.edu.au/integritygovernancerisk/insurance/student-personal-accident.cfm>

Public Liability

This cover insures the University's common law liability to pay damages in the event it acts (or omits to act) in such a manner that it causes personal injury or damage to other persons or their property. It must be foreseeable that such acts or omissions would lead to injury or damage.

Claims

The relevant date for any claim is the actual date on which there is an "occurrence" that results in injury or damage to a third party. It does not matter when the injured party initiates a claim for damages which could be up to 3 years after the "occurrence" or more in the case of injury to a minor.

It is most important to immediately report to FUSF, any occurrence in which a third party has been injured or incurred property damage that might result in a claim being made at some time in the future.

Certificate of Currency

When hiring external facilities, venues will seek a copy of the University's Certificate of Currency as proof of insurance, please contact Sport & Club Development Officer when required.

15 GRANT FUNDING

Subject to availability, clubs can apply each year to assist in further development, growth and engagement to improve the delivery of sport to students. Clubs must submit applications by the due dates, no late applications will be considered. If clubs have any concerns or question, clarification must be sought prior to submitting their application. Incomplete applications will not be considered.

All applications will be judged on merit and need. Flinders University Sport & Fitness reserves the right to fully fund, part fund, request additional requirements or not fund a grant application. Clubs need to be cognisant of the requirement that, for the application to be favourably considered, the information included in the application must be well researched and presented in a professional manner.

FUSF offer funding in the following four (4) categories;

Club Development: To assist clubs in improving their services and delivery of sport to students.

Coaching: To assist clubs in acquiring coaches to provide a high level of coaching for students.

Facility Hire: Where the club cannot be accommodated for by Flinders University Sport & Fitness on campus, provide funding to assist with the cost of hiring external training and match facilities.

Equipment: To assist clubs with the cost of equipment which will allow for greater opportunity for students to be involved within the club.

All applications will be assessed on the following criteria;

1. Does this project assist in delivering a sporting activity to a greater number of students?
2. Does this project assist in improving the standard of activity delivered by the club?
3. Will this funding assist in attracting new participants to the club?

16 GRANT FUNDING (CONTINUED)

Claiming Grant

1. Payments to Clubs or Suppliers are made through the “Authority to Pay (ATP)” system. Clubs can access the ATP forms online <https://www.onesportandfitness.com.au/sport/clubs/club-resources/> or contact cameron.taeuber@flinders.edu.au
2. Payments made to coaches are processed with an “Authority to Pay Coaches” Form which must be accompanied by a Coaching Duties Performed. Both forms can be found online <https://www.onesportandfitness.com.au/sport/clubs/club-resources/> or contact cameron.taeuber@flinders.edu.au
3. ATP vouchers are to be returned with the original tax invoice or receipt and accompanying documents as required (e.g. Coaching Duties Performed) All invoices must be payable to “Flinders Campus Community Services.” If the payment is a reimbursement for a previous purchase the funds will be paid directly to the club. If paying upfront the club must provide the remaining amount to Flinders University Sport & Fitness who will then pay the full amount to the payee.

17 UNISPORT EVENTS

Flinders University Sport and Fitness are current members of Unisport Australia and as part of the membership are invited to participate in a range of inter varsity and national sporting events throughout the year.

Where a contested Unisport Australia Sport or SA Challenge Sport corresponds with a Flinders University Club, we ask that the club provide assistance with recruitment and resources where possible.

You can find out more information about these events through our website:
Nationals: <https://www.onesportandfitness.com.au/sport/university-sport/nationals/>

SA Challenge: <https://www.onesportandfitness.com.au/sport/university-sport/sac/>

MARKETING

Brand

The Flinders brand is integral to the success of Flinders people. Every encounter with the wider community is both an opportunity to build upon Flinders reputation and be associated with a strong culture of innovation and achievement. Flinders' brand identity unites the diverse parts of our organisation, providing a common understanding of who we are and our collective aspirations, both within the University and beyond. All Flinders staff members have the responsibility of ensuring that the core elements of the Flinders brand - logo, typefaces, colour palette and typography - are used consistently and correctly.

Use of the University logo The logo is the University's insignia, as defined by Statute 1.2 of the Flinders University Act, and must be used in accordance with the approval procedures set out below.

Guidelines: Only approved versions of the logo provided by the University are to be used and all elements, as provided, must be used. Hand-drawn approximations cannot be used, even on internal publications. At all times the dimensions and integrity of the logo must be maintained.

Specifications for the logo, including colours, are set out on the Flinders Press website at: <https://staff.flinders.edu.au/workplace-support/topic/logo>

18 MARKETING (CONTINUED)

The logo may be reproduced in one of four ways:

1. in full colour, using all designated colours
2. using only the designated dark blue and yellow (where a full colour range is not being used and/or it is not feasible to use colour in the smaller areas of the logo)
3. in black only - no other single colour may be used
4. in blue only - no other single colour may be used

Identification with the University Whenever it is used, the insignia must be clearly identified with the University. The insignia together with the words 'Flinders University' comprises the Flinders University logo. The insignia is never to be used alone. The Executive Director (or nominee), OCE should be consulted if there are any doubts about how requirements apply in individual circumstances.

For a copy of the logo and approval of its use in any form, please contact the Sport and Club Development Officer.

Colour Codes:

Gold - PMS116

Navy - PMS282

Marketing

- Facebook
1. Overheard at Flinders Facebook Group
 2. Flinders University Sport and Fitness (subject to approval)
 3. Flinders University Sporting Clubs Group

- Digital Signage
- Postering
- Ping - Ping! is the all-student e-newsletter from Flinders University.

The newsletter provides a regular channel for staff to communicate important (not-time critical) information to students. It also gives students an opportunity to share relevant information and activities with the wider student community.

We know students are busy and have so much to read already. So, the aim of Ping! is to help reduce the number of emails sent from the University. Ping! collates the weekly news and events into one email with bite sized chunks of information to read at a glance.

Ping! is also segmented by College and international and domestic student status. This means students will only see information relevant to them.

<https://students.flinders.edu.au/student-services/ping>

- Student Email

19 HORIZON AWARD

Flinders University's Horizon Professional Development Award (aka the 'Horizon Award') is a tiered award program that provides formal recognition for developing professional skills alongside a student's academic studies. The Horizon Award program provides a range of development opportunities.

Flinders University students can receive credit toward the completion of the Horizon Award for their participation as an executive, committee or general member. Requests for credit can be submitted via email to the Clubs Officer, who will check Club documentation submitted in its initial affiliation and/or Annual Review to determine eligibility. For further details regarding Horizon Award credit, see the Horizon Flinders Learning Online (FLO) course at flo.flinders.edu.au

ATHLETE DEVELOPMENT PROGRAM (ADP)

The Athlete Development Program delivered by Flinders University Sport and Fitness is a sports training and athletic support program aimed to assist students in the pursuit of sporting and academic excellence.

The Athlete Development Program aims to benefit students through unprecedented access to high level facilities and training environments with the support of our highly qualified staff. Our strength and conditioning team can tailor their support to work with your current program and sporting coaches, or develop a program to suit your needs.

In 2021 the athletes in the ADP program that were participants in the coached strength and conditioning sessions improved their overall strength by an average of 31%. This allowed them to increase their speed, power, strength & endurance in their chosen sports. As well as strength development the ADP tailors its approach to increase all attributes that will allow the athlete to succeed in their chosen sport.