

# Arc@UNSW

## Sport Affiliation Agreement

### GENERAL

To affiliate with the Arc@UNSW, a sporting club must comply with the following conditions. All clubs that are affiliated with UNSW Sports and Recreation as at 1 December 2012 will be eligible to affiliate with Arc as a 'Sports Club' subject to the conditions of this agreement.

The club will be named "UNSW [sport] Club". Where the club is entered into a competition, it must be registered with the governing body as "University of NSW" or "UNSW". Arc may in its absolute discretion vary this requirement for any individual club.

### TRANSITION PERIOD

Each club affiliated with UNSW as at 1 December 2012 must comply with all conditions of this Affiliation Agreement by 1 August 2013.

### VARIATION

Arc@UNSW, in its absolute discretion, may approve the waiver or variation of any clause in the Affiliation Agreement for any individual club.

The club must comply with any policy or guideline specifically drafted for the operation of UNSW Sports clubs.

### CONSTITUTION

The Purposes of the club must recognise the mission of UNSW Sport which will be contained in the UNSW Sport Strategic Intent document.

The following shall be part of and are deemed incorporated into each club's constitution notwithstanding anything to the contrary contained in such constitution:

- *The Arc Sport Development Manager or their equivalent positions shall be ex-officio members of the committee of the club, but they shall have no right to vote at any meeting of any such committee solely by virtue of these offices.*
- *That if on the dissolution of the club there remains after the satisfaction of all its debts and liabilities, any monies or properties whatsoever, the same shall not be paid to or distributed among members of the club, but shall be paid to or transferred to Arc@UNSW to be used within the University for the support of sport.*

1. The Club's Constitution must be accepted by an Annual or Extraordinary General Meeting of members of the Club, and that meeting must have been called with the required notice.

2. The name and aims of the Club must be in the Club's constitution.

3. For Clubs affiliating, all clauses in the Clubs Model Constitution, or clauses to the same effect, are required to be contained in the Club's constitution (these clauses represent a minimum standard and may be worded differently if they do not depart from the minimum standard).

4. The inclusion of the Committee in the model constitution is designed to give legitimacy to those clubs that do appoint committee members, as well as allow latitude for the executive to make an appointment should the need arise.

5. The following clause is the minimum requirement, so long as proxies are allowed in AGMs and EGMs held on a non-academic day, it is up to the discretion of clubs whether meetings held on academic days can have proxies or not. Therefore, clubs whose constitution states that their AGMs and EGMs MUST be held on academic days may choose to keep the clause that states proxies are not allowed in meetings. Or, if the club chooses, they may insert a clause to the effect that proxies are allowed in all meetings, whether they are held on an academic day or not, but the clause must also state that the procedure shall comply with the requirements of Arc.

a) Proxies shall be allowed in meetings not held on an academic day and the procedure shall comply with the requirements of Arc.

6. For Clubs where one or more core Executive positions (President, Vice President, Treasurer, Secretary or Arc Delegate) are held jointly (i.e. by more than one person), this must be stated within the Club's Constitution. (Note: the numbering may differ depending on your constitution. These are based on the current Model Constitution)

a) The number of people that hold the position must be specified, e.g. Two (2) Co-Presidents

## **GOVERNANCE**

### **Club Executives**

Clubs must hold elections to fill their Executive positions at least once a year at their AGM.

A minimum of three Executive positions must be elected to manage the Club each year.

- President
- Secretary
- Treasurer
- Arc Delegate

Additional executive positions may be elected at the discretion of the club. Three of the Executives must be bank account signatories (one of these must be the Treasurer).

Clubs must hold an AGM once every twelve (12) months;

Quorum for an AGM or EGM is fifteen (15), of which 51% must be students. Proof of attendance is required in the form of a signed attendance list which includes names, student numbers and signatures;

Elections for executive positions need to occur at least once every twelve (12) months. These elections must be democratic and in compliance with the requirements of the club's constitution. Any club member is eligible to be nominated to any executive position. All club members are entitled to one (1) vote. The results of the election are final. The incumbent executive may not bias the results of the election in anyway, for example they may not refuse nominations of eligible candidates nor have their votes weighted more strongly.

### **Club President**

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and keeps the committee on track by working within that overall framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

### *Responsibilities and duties*

- Manage committee meetings every 3 months.
- manage the Annual General Meeting (AGM)
- represent the club at local, regional, state and national levels
- act as a facilitator for club activities
- ensure planning and budgeting for the future is carried out in accordance with the wishes of the club

### *Knowledge and skills required*

- can communicate effectively
- is well informed of all organisation activities
- is aware of the future directions and plans of members
- has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- is a supportive leader for all members

### **Club Treasurer**

The Treasurer is the chief financial management officer for the club.

### *Responsibilities and Duties*

- Prepare a budget to be submitted to Arc by November 14<sup>th</sup> each year.
- Monitor the budget throughout the year to ensure the club is meeting yearly projections.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report submitted to the club president at the conclusion of calendar year or sporting season.
- Send out accounts.
- Pay the bills.

### *Knowledge and Skills Required*

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information which is needed to be kept for the annual audit.

### **Club Secretary**

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside agencies.

### *Responsibilities and duties*

- prepare the agenda for club meetings in consultation with the President
- make arrangements including venue, date, times and hospitality for club meetings
- send a minimum of seven (7) days notice of all meetings

- collect and collate reports from office bearers and submit annual report by January 31<sup>st</sup>
- call for and receive nominations for committees and other positions for the club/group AGM
- take the minutes of meetings
- write up the minutes as soon as possible after the meeting
- read, reply and file correspondence promptly
- Maintain registers of members' names and addresses, and sponsors to be submitted to the Sport Development Manager each year. Winter and year-round sports are to submit their list by 1 May and summer sports by 1 November.
- maintain files of legal documents such as constitutions, leases and titles
- act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies
- with associations — process/transfer applications, enter teams in competitions, represent your club at association meetings, obtain sanction for club events, communicate information between association and club members (such as event deadlines)
- other tasks — handle bookings and entries, supervise uniforms, respond to general duties as directed by the club/group committee

#### *Knowledge and Skills Required*

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

#### **Qualifications**

Any member is eligible for nomination for executive positions within their club. Once elected it is part of your responsibility as an office bearer to increase your training and development. Those with previous committee and professional experience may be exempt from these courses but are encouraged to look at mentoring other club members. New executives are encouraged to engage in training and development within the first 3 months of taking on the role. Equivalent courses or qualifications may be substituted at Arc@UNSW's discretion. Many of these courses are available online.

- Executive Courses

Sports Education and Leadership Services 'Club Management Program'

Sports Education and Leadership Services 'Leading Boards: Governance workshops'

Sports Education and Leadership Services 'Volunteer Management Program'

- Team Managers Courses

Level 1 - Orientation to Sports Team Management Course

Level 2 - Managing Senior Club and Representative Teams Course

Level 3 - Managing National and National League Teams Course

#### **Succession planning**

- Identify those with the potential to assume greater responsibility
- Provide critical development experiences to those that can move into key roles

With major executive roles provide a 3 month mentoring program to allow for a transition of roles and responsibilities in the form of Internal Club Mentoring and Club to Club mentoring program.

## **OPERATING PRINCIPLES**

The membership guidelines for Arc@UNSW Sports Clubs will be divided into three categories; Competitive; Recreation; and Participation.

All clubs must engage in at least three (3) of the following core activities:

- Organise, in conjunction with Arc@UNSW Sport, a beginner's course to provide a structured introduction to your sport.
- Organise, in conjunction with Arc@UNSW Sport, a recreation course to encourage ongoing training and development.
- Organise a student's based social competition run during the academic calendar.
- Compete in an Intervarsity Cup or Meet throughout the year.
- Engage your club in other community sport and recreation activities (e.g. City2Surf, external social competitions).
- Organise an annual internal club tournament.
- Provide management and coaching for Australian University Sport events.
- Assist Arc@UNSW Sport in running Inter Faculty sport events.
- Actively engage UNSW International students through club events.

In addition to these clubs will have category specific activities.

1. **Competitive sports clubs** - Regularly competing in community competitions

To regularly compete in an affiliated community competition at local, regional, state or national level.

- All coaches and instructors must hold current accredited coaching and safety qualifications.

Coaches and instructors must have a minimum qualification of SEALS NCAS Beginning Coaching General Principles Course or equivalent.

All head coaches must have a current Apply First Aid and Perform CPR certificate.

In addition two managers or coaches within the club must also hold a current Apply First Aid and Perform CPR certificate.

All coaches and instructors with athletes under the age of 18 are required to submit a 'Working with Children Check' prior to their commencement each season or calendar year.

- The club must assess their succession planning for both coaches and committee members to ensure entering into an external competition is both viable and sustainable. Therefore the legal relationship with the community competition must be approved in writing by Arc@UNSW Sport staff.

- The club must provide opportunities for student development through the club committee and encourage student participation in all management aspects.
- The club must provide a pathway for students to compete at every level of competition.

2. **Recreation sports clubs** - Providing regular activities, trips and tour opportunities

To provide monthly activities, trips and tour opportunities for student based events.

- All instructors must hold current accredited coaching and safety qualifications.

Two instructors from each club must have a current Apply First Aid and Perform CPR certificate at any given time.

- The club must provide opportunities for student development through the club committee.
- Provide a pathway for students to gain qualifications (e.g. Diving licence)

3. **Participation sports clubs** - Provide the opportunity for personal discipline and development

To provide weekly training and instruction to all members

- All instructors must hold current accredited coaching and safety qualifications.

Coaches and instructors must have a minimum qualification of SEALS NCAS Beginning Coaching General Principles Course or equivalent.

All head coaches must have a current Apply First Aid and Perform CPR certificate.

All coaches and instructors with athletes under the age of 18 are required to submit a 'Working with Children Check' prior to their commencement each season or calendar year.

- Strive to cater for the broadest skill levels from beginners to experienced athletes.
- The club will have transparent pathways for personal development and the opportunity to measure improvement through these skill levels.

## **DISCRIMINATION**

The club must comply with the UNSW Equity and Diversity Policy.

## **MEMBERSHIP/REPORTING**

Members are defined as those registered for the category specific activity of the club. Clubs may differentiate those who are only participating in common club activities.

Each club shall submit a current membership list to the Sport Development Coordinator on a quarterly basis (31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September, and 14<sup>th</sup> December) each year.

Clubs should ensure that they maintain focus on providing membership and participation opportunities for UNSW students, alumni and staff.

Clubs can set their own membership subscription fees, but must provide a price differential between UNSW student, alumni and staff from categories of members.

Each club shall submit a written report each year (in a format as advised by UNSW which shall summarise the activities of the club by the 31<sup>st</sup> of January each year.

All UNSW student members will automatically become Arc members.

## **JUNIOR MEMBERS**

Arc@UNSW Sport Clubs may be required to enter junior teams in order to meet the senior competition conditions. Other clubs may also have junior development programs. Clubs may apply to have junior (meaning less than 18 years of age) members or participants as long as:

- a) It is cash flow positive and;
- b) The club recognises and utilises UNSW's substantial connections to schools.

## **FINANCES**

The club must remain solvent at all times.

The club must maintain proper accounts in the form prescribed by Arc at all times and must not establish or maintain bank accounts other than those provided by Arc.

The Club Committee must authorise all expenditure prior to placing an order or incurring an expense. This authorisation may be delegated as required by resolution of the Committee. Expenditure may only be authorised within the limits of the agreed club budget, unless the club has the capacity to pay the expense out of general club funds.

### **Asset Management/Ownership**

That if on the dissolution of the club there remains after the satisfaction of all its debts and liabilities, any monies or properties whatsoever, the same shall not be paid to or distributed among members of the club, but shall be paid to or transferred to Arc to be used for the support of sport services.

All assets managed and purchased by Sport Clubs will remain the property of Arc@UNSW.

The club must at all times ensure that any assets of UNSW and Arc, including real property, are protected from damage through misuse or negligence.

### **Budgets and Grants**

#### **Base Grant**

Base Grants are aimed at a diverse range of club activities aimed at assisting the club to be sustainable and maintain growth. This fund may be used towards coaching payments (deemed to be necessary for the basic club operations), uniforms, equipment and other costs required for the running of the club.

1. The minimum provided for one calendar year will be \$1000.
2. We recognise that all sports are different and that funding needs are not singular or relatable to other clubs.
3. The 2012 Grant amounts shall be repeated for 2013.
4. 2014 Grants are discretionary and based on need, history, budget and growth expectations.
5. Clubs will be notified on October 1st of their Base Grant for the following year.
6. Applications to increase your clubs Base Grant are to be sent in by the 31<sup>st</sup> of August.
7. Clubs will be notified of a review leading to a decrease in their Base Grant by the 31<sup>st</sup> of August.

## **VOLUNTEERS/COACHES**

The club may not have any employees only Contractors or Hobbyists unless otherwise approved by Arc.

## **Hobbyist**

A hobbyist payment is defined as a payment made to an individual as a form of reimbursement for costs accrued through coaching not a payment for coaching hours logged. A hobbyist is paid through a Purchase Request form from the Club. There are no on-costs associated with this type of contract. The maximum amount a hobbyist can be paid is \$5000.00.

## **Contractor**

A contractor is employed as an individual with their own business. They must have a registered ABN and as a part of the contract are required to have their own personal liability insurance. A Contractor Coach should invoice the Club for their hours at which point the club then submits a Purchase Request form to make payment. There are no on-costs associated with this type of payment.

## **Working with Children Checks**

All coaches who are working with minors are required to complete a working with Children Check. If your coach works within the UNSW Fitness and Aquatic Centre they must complete a working with Children check due to the high number of minors in the facility. If the governing body for your sport includes a working with children check as a part of your accreditation another check is not required however please make a note on the contract.

## **Volunteer Coaches**

All coaches are required to sign a contract prior to their engagement in any training session or game. By signing the contract they agree to the terms and conditions of their employment. The contract also ensures that they are covered through the University Insurance Policy. Regardless of payment a contract must be signed by all.

## **First Aid Requirements**

It is recommended that all coaches have a senior first aid certificate. All head coaches are required by Arc@UNSW Sport to have a current senior first aid certificate. Photocopies of this certificate are to be attached to the coaching contract.

## **Accreditation**

All head coaches should have a minimum Level 1 coaching accreditation for their sport. A photocopy of this accreditation must be attached to the coaching contract. It is encouraged that assistant coaches also obtain accreditation however this is not essential if they are working with an accredited head coach. If the head coach does not have accreditation proof of enrolment in a coaching course should be attached to the contract.

## **Position Description**

There is a generic coaching position description for coaches in the Club Resources section of the Arc@UNSW Sport website. This is required for all coaching staff and it is encouraged that clubs alter this document to include the specific tasks of their club. Please ensure that all dates are correct at the time of printing this document.

## **Coach Appointment Form**

All coaches are required to complete and submit the relevant sections of the Coach Appointment Form. This is required for all coaching appointments to be approved by the Manager, Sports Development.



## **Contract Checklist**

Please ensure that all coaching contracts have a covering checklist and that each point has been completed on the document.

## **INSURANCE**

UNSW will continue to provide the same level of insurance for all Arc Sport Clubs.

## **BRANDING/IDENTITY**

### **Branding**

Clubs will only compete in a Arc@UNSW Sport approved uniform which displays the UNSW logo. This requirement is exempt for those sports that normally compete in unbranded uniforms approved by the sports governing body. The official colours to be used in the team uniforms will be Black and Gold (Pantone 872). Off-field outfitting should also conform to the official colours.

Team uniforms must include the logo of Arc@UNSW Sport which will be advised to clubs. Clubs are exempt from this requirement where the rules of their competition prevent such a logo being worn on uniforms.

### **Web management**

Refer to UNSW Web Management Guidelines and Appropriate Content Guidelines.

## **SPONSORSHIP**

Clubs shall be permitted to accept sponsorship from groups external to the University provided that the terms, nature, and conditions of the sponsorship agreement are approved by Arc@UNSW staff.

Each club wishing to enter a sponsorship agreement shall submit full details of the proposed agreement to Arc@UNSW and that shall not enter into the agreement without prior approval being granted.

Where a sponsorship agreement requires advertising on behalf of a sponsor at any of the UNSW sports facilities, this shall be allowed providing that the advertising shall not be permanently fixed unless the written approval of the Arc@UNSW Sport is obtained. Any such advertisement shall be on demountable signs and hoardings which may be set up before a match and removed afterwards.

## **COMPLAINTS**

The club must comply with all UNSW policies, guidelines or procedures.

The club must at all times comply with the Rules and Regulations of the sport's controlling or accreditation body.

The club must comply with the Australian University Sport's (AUS) Code of Behaviour when representing UNSW at AUS events.

The club must at all times comply with any legislation, guideline or policy in relation to the affiliation of junior clubs, including the requirements of the "Working with Children Check".

## **BEHAVIOUR**

The club must at all times foster an environment that encourages the positive values of Fairness, Respect, Responsibility and Safety.

Club members must at all times, when representing the club and UNSW, behave in a responsible manner that honours the mission of Arc@UNSW Sport.

The club must ensure that its members abide by a policy of zero tolerance towards alcohol in relation to playing and training and zero tolerance to drugs at any time. If members consume alcohol at club sponsored events while not playing or training they are expected to abide by the principles of the Responsible Service of Alcohol and prevent drunkenness and the service of alcohol to minors.

UNSW students may be subject to student disciplinary processes for any individual breach of this section, or other behaviour contrary to UNSW policies or guidelines.

## **DISCIPLINARY ACTION**

### **CLUBS**

Arc@UNSW Sport may freeze the assets of the club without notice for any of the following, if on reasonable grounds it considers:

- the club has failed to provide an accurate membership database by 31<sup>st</sup> of May
- the club has failed to adhere to financial protocols

Arc@UNSW Sport may suspend the affiliation of the club without notice for any of the following, if on reasonable grounds it considers:

- the club is engaged in activities that bring UNSW into disrepute
- the club is engaged in activities that are illegal
- the club is unable to pay its debts
- the club is engaged in activities that compromise the safety of members
- the club has intentionally misused UNSW assets
- the club has misappropriated funds

Arc@UNSW Sport may give notice of its intention to suspend the affiliation of the club if any specific breach of the Affiliation Agreement is not corrected within 14 days.

Arc@UNSW Sport may cancel the affiliation of the club after suspension if the club cannot adequately defend itself against the reason for suspension or has not taken the corrective action specified by Arc@UNSW Sport. In so doing, Arc@UNSW Sport will provide, in writing, the reasons for the suspension and provide the club 7 days within which to respond. If no response is provided by the club, or the response is not adequate, Arc@UNSW Sport will then cancel the club's affiliation.

The club may appeal to the appropriate Arc@UNSW Sport appellate body against its suspension or cancellation. The Club will have the right to be heard at the appeal hearing. The decision of the appropriate Arc@UNSW Sport body will be final.

### **CLUB MEMBERS**

Arc@UNSW Sport may suspend a person from membership of any club of which that person is a member without notice for any of the following, if on reasonable grounds it considers:

- the person is engaged in activities that bring UNSW or the club into disrepute
- the person is engaged in activities that are illegal
- the person is engaged in activities that compromise the safety of other members
- the person has intentionally misused UNSW assets

- the person has misappropriated funds.

Arc@UNSW Sport may cancel the membership of a person after suspension if the person cannot adequately defend him/herself against the reason for suspension or has not taken the corrective action specified by Arc@UNSW Sport. In so doing, UNSW will provide, in writing, the reasons for the suspension and provide the person 7 days within which to respond. If no response is provided by the person, or the response is not adequate, Arc@UNSW Sport will then cancel the person's membership of the club.

The person may appeal to the appropriate Arc@UNSW Sport appellate body against their suspension or cancellation. The Club will have the right to be heard at the appeal hearing. The decision of the appropriate Arc@UNSW Sport body will be final.

**TERM OF AGREEMENT**

The term of this Agreement is one (1) year, commencing on the date of signing.

At the completion of the term, the parties will negotiate in good faith with a view to entering into a new Affiliation Agreement.

On behalf of the ..... Club, we confirm we have read this agreement, have the authority to sign the Agreement for the club and confirm that the club agrees to the terms of this Agreement.

Print Name

\_\_\_\_\_

Print Position

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Print Position

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

\_\_\_\_\_