



## Clubs Manual

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For Student Clubs, Societies and Associations

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## 1 Foreword

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Clubs and Societies are the backbone of building great university culture. If your club is functioning well, that means your members and ND students are reaping the benefits. This manual is a treasure trove of great information, hints and suggestions, that will make your club the best it can possibly be. Use this manual well, highlight it, post-it it and make sure it becomes an invaluable part of your club. The NDSA's door is always open, we are here to help you and make sure your club continues to grow. Please don't hesitate to reach out when you need help, advice or support through your time as a club here under the Notre Dame Student Association.

## 2 List of Affiliated Clubs

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School-Based Clubs:

**EDSOC** – Notre Dame Australia Education Society

**NDNS** – Notre Dame Nursing Society

**NDLSS** – Notre Dame Law Students Society

**NDBS** – Notre Dame Business Society

**SAHND** – Society of Archaeology and History of Notre Dame

**Club 46** - Health Sciences Club

**PSS** – Physiotherapy Students Society

**NDFS** – Notre Dame Film Society

**SBCS** – Society for Bachelor of Counselling Students

Community-Based Clubs:

**PAANDA** – Performing Arts Association of Notre Dame Australia

**NDCCD** – Notre Dame Cheer and Dance

**THUNDA** – The Halls of University of Notre Dame Australia

**TLG** – Teach, Learn, Grow – Notre Dame

**Red Cross** – Red Cross Notre Dame

**Liberal** - Liberal Club Notre Dame

**Labor** – Labor Club Notre Dame

**Young Soroptimists** – Young Soroptimists Notre Dame

**YCW** – Young Christian Workers Notre Dame

**SUNDA** – Sustainability Club of University of Notre Dame Australia

**NDBF** – Notre Dame Bible Fellowship

**Newspeak** – Journalism Club of Notre Dame

**Bridge of Love** – Bridge of Love Club Notre Dame

**West End** – Music Club of Notre Dame

**Stripes** – LGBTIQA+ Community of Notre Dame

### 3 Student Association Council Contacts

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#### Executive

President	<a href="mailto:president@ndsa.com.au">president@ndsa.com.au</a>
Vice President	<a href="mailto:vicepresident@ndsa.com.au">vicepresident@ndsa.com.au</a>
Secretary	<a href="mailto:secretary@ndsa.com.au">secretary@ndsa.com.au</a>
Treasurer	<a href="mailto:treasurer@ndsa.com.au">treasurer@ndsa.com.au</a>

#### Clubs Committee Chairs

Clubs Committee Chair	<a href="mailto:clubs@ndsa.com.au">clubs@ndsa.com.au</a>
Welfare Committee Chair	<a href="mailto:welfare@ndsa.com.au">welfare@ndsa.com.au</a>
Academic Committee Chair	<a href="mailto:academic@ndsa.com.au">academic@ndsa.com.au</a>

#### Department Directors

Events Director	<a href="mailto:events@ndsa.com.au">events@ndsa.com.au</a>
Marketing Director	<a href="mailto:marketing@ndsa.com.au">marketing@ndsa.com.au</a>
Environment Director	<a href="mailto:environment@ndsa.com.au">environment@ndsa.com.au</a>
Assist Director	<a href="mailto:assist@ndsa.com.au">assist@ndsa.com.au</a>

Sport and Health Director

sport@ndsa.com.au

## 4 Useful Staff Contacts

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**Ervina Ng**

Manager Student Services

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Student Services Officer

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**Mikiko Beston**

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**Louise Pollard**

Executive Director – Admissions and Student Services

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**Mia Schaefer-Zaicz**

Venue Coordinator

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**Campus Security**

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## 5 Incoming Club Checklist/Handover

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- Have you met with the Clubs Director and fully understand what each role entails?
- Have you read your Club Constitution to your Committee during the first meeting? Have all questions been answered?
- Have you got minutes of all banking notices and bank changes needed?
- Have you filled out an Office Bearer Update and sent it to the Clubs Director?
- Have you: (1) Changed bank signatories; (2) Changed card details and; (3) Cancelled previous office bearers cards?
- Is all your social media linked to your Club account and are you signed in?
- Have you changed your email and social media passwords?
- Have you updated the new committee details (i.e. Contacts on your website or media)?
- Have you accessed your email on Rackspace?
- Have you met with your committee and planned rough dates and events for the whole semester?
- Have you decided how best to schedule meetings with your committee? (We recommend you meet every two weeks)
- Have you decided on your office hours (this means when you'll be available to students who wish to visit you!)?
- Has the secretary familiarized themselves with the agenda, minutes and Clubs processes?
- Has the treasurer familiarized themselves with the financial reports, templates and processes? Have they created a budget and cashflow spreadsheet?
- Have you got your logo? Don't forget you can always contact our Marketing Department for help!
- Do you have Merchandise? (i.e. Banners, freebies and hand-outs)
- Have you created your email signatures?
- Have you familiarized yourself with your Club inventory? What property does the Club have?

## 6 Outgoing Club Checklist/Handover

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- Has every committee member met their incoming counterparts to: (1) Exchange contact details; (2) Explain the role and; (3) Handover any paper or documentation?
- Have both presidents met and exchanged the above?
- Have both treasurer ensure financial reports are up-to-date and accessible?

- Have both secretaries gone through the last meeting agenda and minutes to ensure continuity?
- Have you changed signatories in the bank with the incoming council?
- Have you cancelled the outgoing bank cards?
- Have you ensured all mail get routed to the Student Association?
- Have you passed on all club passwords including:
  - Rackspace (email)
  - Facebook
  - Snapchat
  - Instagram
  - Dropbox/Google Drive
  - Webpages/Weebly/Wix e.t.c
  - Google Sheets/Slides/Docs
- Has a to-do list been completed or handed over? This included recommendations for what has worked/not worked in the past.

## 7 How to run your club

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A club is mostly free to run itself according to its own ideas, concepts and initiative. However, it must be accountable to its membership, to the Student Association and to the University in certain areas, such as following the University Code of Conduct, Objects of the University and the Affiliation Policy. There are also some basic requirements to fulfil. The most basic, yet important, is staying in contact with the Clubs Director. Pop into the NDSA office regularly and have a chat with the Clubs Director about your club. They will always be keen to hear how your club is going (and score an invite to your events!).

The following guidelines should form the basis of the club as best practise advice. Your club constitution will take precedence over these, provided they are not in opposition, so it is easy to personalize and/or add office bearers such as Publicity officer, Events officer, etc.

Club responsibilities:

1. Attend both University Orientation Days.
2. Attend University Open Day.
3. Hold an AGM at least once a year.
4. Keep accurate records, including finances, office bearer updates, meeting minutes and a list of activities and events carried out throughout the year.

Club Presidents must also attend all scheduled Clubs Council meetings, where the President is unable to attend, at least one representative from each club must attend. It is best practice that council/committee members are made aware that missing more than two meetings without

notice or apology will constitute grounds for removal, unless provisions made in the club constitution supersede this.

Through affiliation and upholding these responsibilities, clubs receive; cover under the University's insurance policy, the possibility for a grant or grants totaling \$500.00 per year, rights to advertise on campus, and are given preference in holding events on campus.

## 8 Events

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### Checklist

- Have you checked the Clubs Calendar about available dates? It's on the Clubs Facebook page. Reminder that events need a two-week turnaround to be confirmed.
- Have you got a venue in mind? Can you book it through staff or have you checked with events that it's available?
- If you are serving alcohol have you also accounted for the need to serve food with it in order to be responsible?
- Have you filled out the NDSA events form, replete with purpose, projected budget and price per person as well as overall income from the event?
- Do you need funding for this event from SA or have you fundraised for it? Are you receiving sponsorship? If you answered yes to any of these questions, please see Funding checklist.
- Have you filled in the UNDA events form?
- Your budget line is your own clubs finances generally.
- Do you need a Risk Management form (RAMP)- needed for off campus or if animals are coming on campus, or any other unusual events? Have you read through and altered it appropriately for your off-campus event?
  - Have you included a Public Liability Certificate of Compliance from your external venue
    - if applicable (this is their insurance)- always needed for bars and clubs.
- Have you filled out the Campus Services form, if applicable.
- Have you signed all forms?
- Have you sent all forms as separate attachments but in one email to the Clubs Director at [clubs@ndsa.com.au](mailto:clubs@ndsa.com.au) to be signed off on?

- In due course, the events team will directly liaise with you about your application. Once they have done that, it's time to create your posters, get them stamped at Student services so they are not taken down, and get publicizing!
- Other considerations for Off Campus Events:
  - Ordering Food:
    - Think about whether you really need that catering package; pizzas and share platters from the normal menu are usually much, cheaper and just as tasty. It's usually best to provisionally confirm food orders, then order on the night and pay afterwards, in case turnout is larger or smaller than you presumed.
- Bar Tabs:
- If applicable, make sure to show the venue the drink tokens you will be using. Most venues will ask you to put cash or credit card behind the bar as a measure of security, others won't. Agree on a set price per drink with the venue, keep it to simple options such as wine, beer, or cider, otherwise the "complimentary drink" becomes a big tab to pay at the end of the night. Ask the venue to count the drink tokens given and make sure it matches the receipt given at the end of the night. It is useful to know that collecting itemized receipts is easier for your book-keeping.

## 9 BBQs

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BBQ's are a great way to raise funds for your club. You could raise as much as \$500.00 from one sausage sizzle. Make sure you go through due process; if a club is found holding a BBQ that has not been properly booked, then Notre Dame security will ask the club to shut down their BBQ. BBQ's must also only be in their authorised location and not impede traffic or disability access to buildings.

It is clubs responsibility to see to the safe and appropriate cleaning of the BBQ and disposal of any rubbish and waste (including the contents of the drip tray) produced by the BBQ. Do not dispose of drip tray contents in Cardboard or recycling bins.

To host a BBQ on campus you will need the following:

1. At least four people to run the event, the more the better.
2. Campus Services provides you with a BBQ and gas, a marquee or two and two trestle tables, depending on what you request on the Campus Services Request document.

3. You may also like to order some things from Hospitality/Fairweathers. This is done through the Appendix 3 part of the Campus Services Request document, although students are responsible for collection and drop off of these items.
4. You may need to provide your own eski, otherwise a tub can be ordered from Hospitality/Fairweathers for you to store/serve cold drinks.
5. You may need to provide your own cooking equipment - 3 sets of tongs and 2 baking or tinfoil trays. If your club cannot afford the purchase of these items please contact the Clubs Director and the Student Association may be able to lend you these items.
6. You will need to bulk order sausages. Usually purchase between 100-150 sausages depending which day of the week your BBQ is, what stage of the semester it is, and where you are holding it.
7. You will need to bulk order bread. Be sure to do some maths and work out how many rolls per packet you need to buy to equate to the amount of sausages you're getting.
8. You will need serviettes.
9. You will need condiments. It is economical to buy 1 of each sauce bottle, and then refill them with bulk 2L bottles as you go.
10. You may want to purchase onions. Usually 1kg can be spread over about 80 sausages, remember to factor in prep time if they need to be cut. You can also buy packets of pre-cut frozen onions if time is of essence for your club.
11. You may also need to purchase drinks. Which is usually soft drink bought in cartons. Don't forget to get ice too!

Recommended days and locations:

Bateman courtyard gets the most foot traffic throughout the year, and BBQs are usually most successful between 11:30am-1:30pm on a Monday, Tuesday or Wednesday. Make sure to factor in an extra hour or half hour either side for set up and pack down/cleaning. It is also useful to know that the first 6 weeks of each semester usually have the most students on campus, before they go on placements.

Food Safety Guidelines:

You have both legal and moral responsibility to ensure that consumers are protected from food poisoning. Failing to handle food in a safe

manner may cause individuals facing fines of up to \$100,000 and/or two years prison and corporations up to a \$500,000 fine in pursuant to Food Act 1984.

Whenever your club is providing food to your members or members of the public, you must exercise a duty of care in the food handling practices and should be able to show you have taken all reasonable precautions and exercised due diligence to avoid committing an offence.

Consider the following:

1. Biological bacteria contamination – Visible biological hazards: worms, flies, cockroaches and caterpillars etc. – Odour: smells or taints produced from food decomposition.
2. Chemical contamination – Through cleaners e.g., degreasers – Insect repellent
3. Physical contamination – Seeds, cigarettes, nails, jewellery and hair etc. Always use gloves.

General Food Safety guidelines:

1. Any person handling food must have clean hands, wear a clean apron, tie back long hair, and remove jewellery where possible.
2. There must be access to hand washing and toilet facilities.
3. Hands must be sanitized (wear disposable hand gloves).
4. Do not work with food if you are sick.
5. No smoking or eating in the food preparation area.
6. It is important to have enough volunteers to allow different food handling roles to be given to different people. One person should handle the raw food, one to handle the cooked food and one to handle the money.

Food preparation:

1. All meat must be thoroughly cooked before serving.
2. Ensure dishes and utensils are clean.

3. Do not eat or serve meat that has been refrigerated uncooked for longer than 1 or 2 days.
4. Do not use outdated foods, packaged food with a broken seal that are bulging or have a dent.
5. Keep food covered to protect from dust, flies, dirt and other sources of contamination.

Food storage:

1. Ensure containers are clean before storing food.
2. Transport meat in a cold storage container.
3. Keep hot food above 60°C.

Equipment:

Clubs can borrow equipment from the University, either from Campus Services, Fairweathers, or IT. None of this equipment may be used or leased for private use. This includes any university equipment supplied by any school, such as film and media equipment. Any equipment borrowed from an office of the University must be returned in person the next working day unless otherwise arranged.

## 10 Financials and Banking

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### Setting up a bank account

In order to set up a bank account in the name of your club you will need the following items:

1. Signed minutes outlining the passing of creating a bank account under your clubs name.
2. Minutes to also outline who will hold signatories to this account. Note that standard practice is for the four Executives to be made signatories, as well as the President and Treasurer of the Student Association, as well as a staff contact of your club. If your club does not have a nominated staff contact (particularly for Special Interest clubs), you will treat the Manager of Student Services as such.
3. A copy of your club constitution to testify the legitimacy and affiliation of your club.
4. A completed 'Senior Managing Officer Form', available from NAB upon request.

5. 100 points of identification of each signatory.
6. You will then need to contact NAB, and the Clubs Director in order to arrange an appropriate time to meet at the bank with the Student Association President and Treasurer and open the account.
7. The type of account you need to open is a Business 'Two-to-Sign' account. This means that although you can have six signatories on the account, you need approval of any two signatories in order to move or complete a transaction with your club funds.
8. It is optional to open a second account, which is a Business 'One-to-Sign' account. This account can function as a pathway, which has access to a bankcard. Again, this depends on the financial status and activities of your club, but essentially it allows you to transfer your club funds with approval of two signatories to the card account, in order to make purchases easier.
9. If you open both of these accounts, it is ideal to also set up 'Multi-Authorisational-Online-Banking'. This will allow all signatories (bar the Student Association President and Treasurer) access to online banking of your accounts – making transfer and payment approvals easier and instant.
10. Remember the account cannot be in any one person's personal name, and the contact address for your club must be the address of the University. It is important these requirements are met in order to maintain transparency within your club.

### Changing signatories

In order to change or update the signatories of your account you will need the following items:

1. Signed minutes outlining who is to be removed/added to the account signatories.
2. Office Bearer Update form outlining the official change of office within your club as per the result of your club elections.
3. If you are simply deleting a signatory, you may do so without the person subject to removal, with the presence of no less than two current signatories.
4. If you are adding signatories, you must do so with the person(s) being added, along with the presence of no less than two current signatories.
5. If the signatory you are adding does not have a previous account with NAB, that person will need to bring 100 points of identification.

6. You will then need to contact NAB, to arrange a suitable time for all to meet at the bank and make these adjustments.

### **Ongoing management**

This is essential to making club life easy. Using an electronic rolling cash sheet means less effort in the long run, your Treasurer may want to also keep a physical logbook of reimbursements and a journal of transactions. There is a template for the rolling cash sheet on the Clubs Portal.

### **Student Association grants**

Each club must have submitted an updated Office-Bearers form and have all financial records and minutes submitted before they will be considered for a club grant.

Grants should only be used to subsidise club activities and transactional activities are frequently monitored by NDSA. Discretionary spending or misappropriations of the monies for Executive personal interests are strictly prohibited and will be subject to disciplinary actions.

Grant monies will only be approved by NDSA council if the event is open to all club members and is adequately promoted in advance. All funding requests must be used to further develop and grow the affiliated club, as described in the Clubs Funding Policy found on the Clubs Portal.

There is a funding request form available on the Clubs Portal.

### **Sponsorship**

If your club is seeking or currently receiving sponsorship, the sponsor needs to be declared and approved by the Student Association. Please see the Sponsorship of Affiliated Clubs Societies and Associations Policy, and the Sponsorship Declaration Form on the Clubs Portal.

### **Prizes**

Prizes are dealt with separate to sponsorship and donations; they are informal and there is less of a benefit-return relationship. It is acceptable to source these without prior approval from NDSA.

It is, however, best practise to ask for prizes by using a letter, signed by the club President, and displaying the club logo and any other logo that may be relevant. For example, if you are fundraising for a charity, it's important to be transparent about what the prize is for. It is also necessary to get permission from the charity to use their logo.

It is imperative that prizes are well considered and within the Objects of the University.

In any instances where a club enters a competition and wins a prize, any equipment or grants won remains the property of the club. If a cash prize is won, it is also the property of the club (unless specific regulations about how the money is divided is stipulated otherwise in the club's constitution).

### **Creating an ABN**

It is possible to set up your own ABN as a club (as a not for profit organisation), especially if your club receives regular yearly sponsorship. Another option is to use NDSA and their ABN, selecting other unincorporated entity as business type, and selecting charity as your activities. To apply see here:

<https://abr.gov.au/For-Business,-Super-funds---Charities/Applying-for-an-ABN/>

For more help, see the Clubs Director.

### **Submitting Your Financials**

This is required several times throughout the year, on dates set by the Clubs Director at the beginning of the year.

1. Ensure all your books are completely up to date (this may be your cash flow sheets, transaction journals, reimbursement logbook etc).
2. Compile copies of up to date bank statements to support your books.
3. Have your Treasurer devise a yearly statement of all your income and expenditure, ensuring your books and bank statements are reflective of the totals on this statement.

There is a template for a financial statement as an appendix [Q].

If your club fails to submit this statement, then you may be subject to disaffiliation.

Notre Dame Student Association details are as follows:

Account Name: Notre Dame Student Association

Bank Account Number: 13-668-4878

Bank BSB: 086-006

ABN: 72605963012

## 11 Clubs Space

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Located on the second level of ND3 (Prindiville Hall), the Clubs Space encompasses all the club offices, the Student Association and facilities dedicated to clubs. It's a great place to come and unwind and maybe brainstorm your ideas with the rest of your club. There are lounges and seating areas for casual get togethers. If you require more private meeting spaces, you can always book a room through the university. There are storage areas for you to keep your club materials in the 'hot office' lockers for when you have consecutive events on and need to keep a few things secure. This is your little clubhouse, and we hope you will take advantage of it. We do however ask that this area be used solely for the purposes of club business or chill out. This space is not a library or study spot.

### **Club Offices**

There is an application process and criteria in order to be granted occupancy of an office or workspace. Essentially, the office spaces are awarded by the Student Association on a 6-month term basis to the clubs that are the most active, have regularly submitted all updated documentation and who deem the biggest necessity for the office space.

To apply for an office space, please read the policy document and submit an application to the Clubs Director.

## 12 Club Publicity

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Your club's best chance of recruiting new members each year is through holding a stall at O-Day. Having your events planned for the semester by this time means you can hook students by telling them about your upcoming events and get them signed up to updates either via Facebook or email newsletters (or both). Additional opportunities for club stalls are on Open Day and Enrolment days (however this may only be useful for School Based Clubs to line their stall up with the enrolment sessions of their respective schools). The more students you have access to, the better the events and fundraising activities you can run.

It is important to focus your coverage. What students will you target? What are you offering them? What will catch their attention?

This means targeting the publicity channel that best suits your members. Usually, this will be Facebook, so use this as your chief account. Don't overwhelm your audience; if you post too often people will unfollow you, but you want to post often enough that you appear in newsfeeds regularly. Check Facebook tracking and statistics to find out what your targeted audience prefers. This may mean linking all media to one most active account, effectively streamlining your publicity.

It is good practice to create a marketing plan for each event and delegate exact responsibilities, such as when to post, when to have a poster ready by, and when to make announcements in class etc.

### **Merchandise**

It is important to use some of your club funds on merchandise in order to increase presence and branding of your club on campus. This can take various forms such as water bottles, bottle openers, t-shirts, or banners to display at events. For small clubs, it is best to limit this to smaller and inexpensive items such as one extractable banner, which can be purchased from Officeworks for less than \$100 depending on size. It is essential to brand your club at every occasion/event.

You can also create a club logo with the help of the Notre Dame Office of Marketing and Communications. It is wise to keep in mind any new logos do need approval, as they are directly linked to University publicity, and the University retains copyright of this. Once the logo has been created, it can be submitted to the Clubs Director who will follow due process in order to have it approved.

## **13 Club Awards Night**

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Each year, the Student Association hosts the Club Awards Night whereby all clubs are eligible for the following awards:

1. Best Marketing and Presence on Campus
2. Best Club Event
3. Best External Achievement
4. Most Improved Club
5. Best Up and Coming Club
6. Best Club
7. Best Club Person
8. The "Unsung Hero" Award
9. Red Cross – Blood Drive Award

The awards are decided via recommendations made by the Club Director of the respective year, to the Executive, who then put forward award winners to

a vote by the Student Association Council. The Clubs Director may call for a submission of nominations from clubs and students, in order to compile information of club events/presence that they may not have been present for. It is important to note that whilst all nominations are considered, the awards are based on quality not quantity, so spam nominations will not be reviewed.