



# SSA CLUBS HANDBOOK 2025

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This document holds all the information that students need to know, to successfully run a club. This includes key dates, funding, events and much more.

1. Introduction to Club Committees .....	5
What is a Club Committee? .....	5
Roles and Responsibilities of Committee Members .....	5
President .....	5
Treasurer .....	5
Secretary .....	5
Vice President (optional) .....	5
Marketing/Social Media Marketing Lead (Optional) .....	6
Events Lead/Activities Manager (Optional) .....	6
Community Lead (Optional).....	6
Key Resources and Support Available .....	6
Definitions.....	6
2. Setting Up and Registering Your Club .....	6
Club Registration /Re-affiliation (formerly known as Re-registration).....	6
Club Re-affiliation.....	7
Club Software.....	8
How to Login and Create an Account on UniOne: .....	8
How to Check Membership List.....	8
Platforms and Systems.....	9
3. Running an Effective Club Committee .....	9
Committee Meetings.....	9
A Model for Running Committee Meetings .....	10
1. Scheduling the Meeting .....	10
2. Preparing the Agenda.....	10
3. Running the Meeting.....	10
4. Keeping Meeting Minutes .....	10
5. Following Up After the Meeting .....	11
Committee Decision-Making Guidelines.....	11
Club Administration & Advertising .....	11

Club Posters .....	13
4. Planning and Running Club Events .....	13
How to Create an Event Notification .....	13
Risk Assessment.....	15
Risk Assessment Template .....	15
How to Plan an Event?.....	16
Event Rubric .....	17
How to Request Funds for Your Event .....	18
How to Submit an Event Support Request .....	18
How to Book and Run a Club BBQ .....	18
Event Marketing and Promotion.....	19
5. Managing Club Finances .....	19
Funding Categories .....	19
Grant Funding.....	19
Club Revenue .....	19
What can I use Grant Funding for?.....	19
What can I use Club Revenue for? .....	20
Receipts, Invoices, and Proof of Payment .....	20
Required Receipt Formats .....	20
Receipts That Cannot Be Accepted .....	21
Outstanding Receipts and Future Funds Requests .....	21
6. Club Memberships and Merchandise .....	21
Club Memberships.....	21
Student Memberships .....	21
Associate Memberships .....	22
Change to membership prices .....	22
How to Create a Product .....	22
How to Create Merchandise .....	23
7. Handling Disputes and Compliance .....	23

Breach Notices ..... 23

Duration of a Breach Notice..... 24

What is a Sanction? ..... 24

Appeals ..... 24

# 1. Introduction to Club Committees

## What is a Club Committee?

A club committee is a group of students who help run and manage a club. The committee makes sure the club operates smoothly and creates a great experience for its members. The committee takes care of organizing activities, making decisions, managing club finances and communication with members to create a welcoming space for students to connect over shared interests.

Beyond running the club, being part of a committee helps students develop leadership, teamwork, and problem-solving skills, making it a valuable and rewarding experience.

## Roles and Responsibilities of Committee Members

### *President*

**President:** The President is the leader of the club, responsible for overseeing all operations, managing the committee. The President takes charge of strategic planning, decision-making, and leadership. They are responsible for steering the club toward success and upholding its mission and values.

### *Treasurer*

**Treasurer:** The Treasurer manages the club's finances, ensuring that funds are allocated efficiently and responsibly. They handle budgeting, record-keeping, and financial reporting to ensure compliance with the university's financial policies. They often handle membership fees and funding applications.

### *Secretary*

**Secretary:** The Secretary is responsible for coordinating meetings, preparing agendas, and managing the club's documentation. The Secretary maintains accurate records, including meeting minutes, member lists, and key documentation. They handle club communications, ensuring that members and stakeholders are kept informed.

### *Vice President (optional)*

**Vice President:** The Vice President supports the President in leading the club and often takes charge in their absence. The Vice President oversees day-to-day activities and ensures that the committee functions cohesively. They may also take on special projects

or lead specific club initiatives. They help manage club operations and assist in the planning and execution of initiatives.

#### *Marketing/Social Media Marketing Lead (Optional)*

**Marketing Lead/Social Media Manager:** The Marketing Lead is responsible for creating and executing the club's marketing strategy. They ensure the club's activities, events, and achievements are promoted effectively across platforms to increase visibility and engagement. The Marketing Lead focuses on building the club's online presence through consistent content creation and engagement.

#### *Events Lead/Activities Manager (Optional)*

**Events Lead/Activities Manager:** The Events Lead /Activities Manager is responsible for planning, organizing, and executing club events. They coordinate logistics, manage event budgets, and ensure events align with the club's objectives and member interests. The Events Lead /Activities Manager focuses on curating a calendar of fun and impactful activities. They collaborate with other committee members to ensure that events are well-promoted, well-attended, and successful.

#### *Community Lead (Optional)*

**Community Lead:** The Community Lead oversees member relationships. The Community Lead gathers feedback from members through polls and discussions to help shape the club's activities and direction. Working with other committee members, they organize activities that engage members and create an inclusive environment to enhance member participation and satisfaction.

## Key Resources and Support Available

### Definitions

## 2. Setting Up and Registering Your Club

### Club Registration /Re-affiliation (formerly known as Re-registration)

At all times, a club must have the following to remain registered:

1. 10 Student members
2. An executive Committee consisting of a President, Secretary and Treasurer
3. Clubs must hold a minimum of 2 x events per semester

Clubs that are found to not meet any of the above criteria may be de-registered at any time.

## Club Re-affiliation

Clubs will be required to re-register their club each year in the month of October. For a club to become registered in this period they must:

1. Submit an event request to host an AGM with a minimum of 10 days' notice to club members to be held in the month of October.
2. Host an AGM and receive votes from current student members to reach quorum. To meet quorum a club must either:
  - o Receive votes from 50% of student members.
  - o Receive votes from 20 student members.
3. To verify the club has met quorum requirements a club must provide an online voting form which includes:
  - o Student ID's
  - o Student names
  - o Votes for all committee positions and resolutions
4. Submit a proposed club calendar for the following year.
5. Make sure that all club assets have been registered in the Club Asset Register.
6. Provide Current Club [Logo](#), this form is to upload an image (jps, Png etc) of the club logo.
7. All committee members must have a valid Working with Children Check (WWCC).
  - o A volunteer WWCC is free via [the Victorian Government website](#).
  - o Employee WWCC can be accepted.
8. All committee members must complete all modules communicated by the Clubs and Sports team. Courses are currently completed on ELMO and include:
  - o **Data Management, Security and Privacy** - Understand the importance of data management and security. As a club leader you will have access to your members personal information. It is important to understand appropriate controls and actions when accessing this information.
  - o **Improper Conduct Awareness** - This module will help you understanding and identifying situations that could be considered as improper or fraudulent. As you will be handling financial and private information, it is your responsibility as a committee member to learn how to prevent and know how to report improper conduct within Clubs.
  - o **Conflict of Interest** - understand and identify conflicts of interest. Understanding your responsibility to perform your duties for your members and not your private interests. Some of the disclosure content discusses reporting conflicts to the executive board at Swinburne, if this arises, club committee members should report to their Club's Officer. Club's and Sports will create forms specifically for Club's to use in between the semester break.
  - o **Child Safe Standards** - Understand responsibilities as part of Child Safe Standards. Child Safe Code of Conduct, commitment to Child Safety. This is important to understand as your responsibilities a leader in a club that may have members under the age of 18. It is

important to understand the actions and precautions your club should take in this instance.

- o **Working Together** - understand equal opportunity, diversity, inclusivity and accessibility. Look at strategies to prevent bullying, discrimination and harassment. This course will benefit leaders in understanding their responsibilities to promote inclusivity within the club and to report any incident to Clubs & Sports team.
- 9. Have completed at least the minimum amount of official club events in the current year.

## Club Software

Once committee members have completed all compliance modules and have a current Working with Children's Check, committee members will be given access to club software to help manage the club webpage, manage club members, create events and create products.

### *How to Login and Create an Account on UniOne:*

All applications for student facing communication with Swinburne Student Association is through UniOne, this resource is used as a centre for Events, Funds, Products and Sponsorships for a club.

There are a few ways to get access to UniOne:

#### Scribe Link:

This [link](#) will show you the steps to take to access UniOne and the Clubs page.

#### Use Google

Search for "Swinburne Student Life login" clicking on the first link

Log in clicking on the "Login" red button on the top right corner

Clicking on "Club Admin" on the bottom of the page

#### Use this link:

- o <https://studentlife.swinburne.edu.au/ClubsAdmin>

Users must create a UniOne account to use the website. This can be done by clicking 'join' in the top right-hand corner of the home page on UniOne. UniOne is configured with Swinburne's Single Sign On (SSO), so you can simply use your Swinburne login to create a UniOne profile by following the prompts.

### *How to Check Membership List*

1. Log Club Admin on UniOne
2. Find your club and click "View"
3. On the side menu find "Groups", select the drop down
4. Select "List"
5. On the right hand side under "Actions" select the drop down arrow
6. Select "Members"



## Platforms and Systems

Here is all the necessary platforms and documentation you will need to run a Club.

### **UniOne**

Is the club management software that the Swinburne Student Association uses for tracking club memberships, events, funds requests and many other club related processes.

### **Scribe**

This is a tutorial platform where club processes can be navigated in easy-to-follow formats.

### **Weel**

This is a pre-loaded debit card that clubs will have access to, to make approved expenses.

### **ELMO**

This is the training platform that contains committee member compliance modules. These modules must be completed by club committee members as part of the club registration process.

### **Resource Booker**

This is the website through which clubs can book rooms and spaces on campus, as well as different pieces of equipment such as board games, speakers, BBQ kits and more.

## 3. Running an Effective Club Committee

### Committee Meetings

A **committee meeting** serves as a structured forum for club committee members to discuss, plan, and make decisions regarding the club's operations, activities, and future direction. It ensures that all aspects of club management, including finances, events, membership, and governance, are handled collaboratively and transparently.

The key purposes of a committee meeting include:

- **Reviewing Club Progress** – Assessing past activities, financial reports, and membership engagement.
- **Planning and Decision-Making** – Strategizing upcoming events, initiatives, and administrative matters.
- **Assigning Responsibilities** – Delegating tasks to ensure smooth club operations.
- **Maintaining Accountability** – Tracking action items, following up on previous decisions, and ensuring compliance with club policies.
- **Ensuring Transparency** – Keeping official records (meeting minutes) to document discussions and decisions.

Committee meetings provide a vital opportunity for club leadership to align on goals, address challenges, and ensure the club continues to serve its members effectively.

## *A Model for Running Committee Meetings*

### *1. Scheduling the Meeting*

- Determine a regular schedule (e.g., monthly) to maintain consistency.
- Choose a time and location that suits most committee members.
- Provide at least **one week's notice** to committee members.
- Share an agenda in advance to ensure a productive discussion.

### *2. Preparing the Agenda*

An agenda should outline key discussion points and decisions to be made. A typical agenda includes:

1. **Welcome and Attendance**
  - a. Note who is present and who has sent apologies.
2. **Confirmation of Previous Minutes**
  - a. Review and approve minutes from the last meeting.
3. **Reports from Committee Members**
  - a. President's Report (club updates, strategy, vision).
  - b. Treasurer's Report (financial updates, expenditure, upcoming costs).
  - c. Other Reports (e.g., events, marketing, membership).
4. **Upcoming Events and Activities**
  - a. Planning, responsibilities, and action items.
5. **General Business**
  - a. Discuss new ideas, issues, or opportunities.
6. **Action Items and Next Steps**
  - a. Summarize assigned tasks and deadlines.
7. **Next Meeting Date**
  - a. Schedule the next meeting before closing.

### *3. Running the Meeting*

- **Start on Time:** Keep the meeting within a reasonable time frame (e.g., 30-60 minutes).
- **Follow the Agenda:** Stay focused on topics and avoid going off track.
- **Encourage Participation:** Allow all committee members to contribute.
- **Record Key Discussions & Decisions:** Ensure accurate meeting minutes are taken.
- **Clarify Action Points:** Assign clear responsibilities with deadlines.

### *4. Keeping Meeting Minutes*

- Meeting minutes are mandatory for official committee meetings.
- The minutes should include:
  - o Date, time, and location of the meeting.
  - o List of attendees and apologies.

- o Key discussion points.
- o Decisions made.
- o Action items and assigned responsibilities.
- The Secretary or an appointed member should write the minutes and distribute them to all committee members after the meeting.
- Keep a copy of all meeting minutes for club records.

#### *5. Following Up After the Meeting*

- Send meeting minutes to all committee members.
- Ensure assigned tasks are being completed.
- Follow up on any outstanding action items in the next meeting.

#### *Committee Decision-Making Guidelines*

- The committee **cannot** make decisions regarding:
  - o Electing new committee members.
  - o Changing membership prices.
  - o Changing the club name or logo.
- These changes **must be decided in a General Meeting** with all members.

## Club Administration & Advertising

All clubs will be allocated a webpage on the Swinburne Student Associations website under the clubs section. Club committee members will be given administrative access to edit this page.

The club can create social media pages such as Instagram, Facebook, Discord and WhatsApp for members to join. The pages **must be monitored by the club committee to make sure:**

### **Content is Respectful & Inclusive**

- Posts should reflect the club's values and be welcoming to all students.
- Avoid language, images, or messages that could be offensive or exclusive.

### **Keep Content Relevant & Appropriate**

- Posts should relate to club activities, events, achievements, or general university life.
- Avoid misleading or exaggerated claims that could misinform students.

### **Uphold Swinburne & SSA Policies**

- Ensure all content aligns with Swinburne University policies and Swinburne Student Association (SSA) guidelines.
- This includes respecting academic integrity, privacy laws, and discrimination policies.

### **Promote a Safe & Supportive Community**

- Encourage positive discussions and engagement.
- Moderate comments if necessary to prevent harmful or inappropriate discussions.

### **Use Copyrighted & Branded Content Responsibly**

- Do not use Swinburne's logo or branding without approval.
- Ensure any images, videos, or music used are either original, properly credited, or have the necessary permissions.

### **Encourage Constructive & Respectful Discussion**

- Monitor interactions and ensure respectful communication between members and followers.
- Remove or report any harmful comments if necessary.

The club must make sure that committee members and members using club channels are **not promoting content that is:**

### **Explicit, Aggressive, or Defamatory Content**

1. No swearing, hate speech, threats, personal attacks, or defamation against individuals, clubs, Swinburne staff, or students.

### **Harassment, Bullying, or Discrimination,**

2. No content that promotes or condones harassment, discrimination, or marginalization based on race, gender, sexual orientation, religion, disability, or other protected attributes.

### **Content Against Swinburne or SSA Policies**

3. No posts that contradict university values, policies, or Student Association regulations.
4. No misrepresentation of the university, the club, or the student body.

### **Alcohol, Drugs, or Illegal Activities**

5. No posts promoting binge drinking, drug use, or any illegal activity.
6. No references to underage drinking or excessive consumption of alcohol.
7. Any event involving alcohol must comply with university and legal guidelines.

### **Misinformation & False Claims**

8. No spreading of rumours, false news, or misleading statements about the university, students, or external entities.
9. Verify all information before posting.

#### **Political or Controversial Topics (Unless Approved)**

10. Clubs must not engage in partisan politics, religious disputes, or highly divisive topics unless directly relevant to the club's mission and approved by the university or SSA.

#### **Unauthorised Advertising & Fundraising**

11. Clubs cannot use their platforms for personal promotions, external business advertisements, or fundraising not affiliated with the club.
12. Sponsorships and partnerships must be approved by Swinburne Student Life or SSA before promotion.

#### **Violence, Self-Harm, or Dangerous Challenges**

13. No content that promotes or glorifies violence, self-harm, risky behaviour, or dangerous challenges.

#### **Spam or Excessive Tagging**

14. Avoid spamming multiple posts in a short period or excessive tagging of accounts that may be seen as intrusive.

#### *Club Posters*

Clubs may print posters to promote their club and upcoming events to post around Swinburne campus'. The poster must meet the following guidelines:

- The poster must have the club's logo or the club's name on the poster.
- Any QR codes on the poster must lead to the Swinburne Student Association website or ticket software.
- The poster cannot be in violation of any Swinburne Student Association, Swinburne University of Technology policies.

## **4. Planning and Running Club Events**

### **How to Create an Event Notification**

To create an Event Notification:

1. The first step is to login to UniOne, the instructions are in this handbook.

2. To access the Event Notification Form
  - a. Click the “*Account*” section on the top left of the screen
  - b. Click on “*Clubs*” in a similar spot
  - c. UniOne will only show the Clubs that you are a committee member of
  - d. Select the relevant Club for the Event
  - e. Click the “*Events*” tab, then “*New*”
3. Fill in the required information - all required information depending on the Event is listed in the Event Rubric below. Including Name, URL, Short Description and Location  
 \*\*Add any Event images, headers, or posters (not required but strongly advised)
4. Select the “*Dates*” page option
  - a. Select the “*Event Schedule Type,*” to choose between the event being a recurring or single event
  - b. Choose either “*Fixed*” for a single event or “*Recurring*” for a series of events
  - c. Fill in the date and time
  - d. Click on “*Create a new Schedule*” to confirm
5. Next, select the “*Location*” tab on the top of the page
  - a. Completing the relevant information, this includes if the event is on-campus or off-campus, uploading a booking form
  - b. Save this information as you go in case you leave the page or accidentally delete it, find the save button on the right side of the page.
  - c. **\*Make sure you Save as a Draft before reading over it and submitting it!**
6. Then on the “*Health and Safety*” tab
  - a. Using the template saved as the “*2025 Clubs & Sports Risk Assessment Template*” complete the rubric highlighting and signing where necessary.
  - b. Upload this document, rename the document to include the Club and the Event name.
7. Continuing to the “*Funding*” tab
  - a. In this section, use the drop-down bar on the mandatory “*Will you be requesting funding for the event?*” and choose the correct choice for your event, either a “*Funds required*” or “*No funds required*”
  - b. If the event requires funding, there must be relevant uploaded supporting documentation.
    - i. Supporting documentation can be accessed in the *Funding* section of this handbook.
  - c. Please *Save* as you go as this information can be lost.
8. Click on the “*Licencing*” tab
  - a. Here confirm if the event will be serving alcohol during the event
  - b. And, if the club wants to screen a movie or any other copyrighted material
  - c. Use the drop-down tab on either of these options and signify “*Yes*” if it being used.
9. Once all the tabs are completed and confirmed within the clubs committee, it is time to submit the event for approval.
  - a. Click on the dropdown at the “*Save Action*” section.
  - b. Select “*For Review*”
  - c. Click “*Save,*” the Clubs & Sports Team will receive a notification via email.
  - d. If you do not select “*Submit,*” the Clubs & Sport team will not be notified of your event.
10. If any changes are made, the ENF needs to be re-submitted for approval as this will automatically put it in draft.
11. If your ENF is rejected, do not panic! It will contain information for you to change or provide to update your ENF.

- a. Once you have amended your ENF, you can “submit” it for approval again.

## Risk Assessment

A risk assessment is a simple process where you identify potential hazards, think about what could go wrong, and put steps in place to prevent issues. If a risk assessment isn't completed, your event won't be approved—and worse, unexpected problems could put people at risk. This isn't just paperwork; it's about making sure your event is safe and runs smoothly.

- **All events must have an approved risk assessment** before they can go ahead.
- It helps you think ahead and create a safe, enjoyable experience for everyone.
- Without it, you risk delays, cancellations, or serious safety concerns.

Take it seriously—your committee is responsible for the safety of your members. Get your risk assessment done early and set your event up for success!

### *Risk Assessment Template*

The [Risk Assessment Template](#) is an Excel Spreadsheet to help clubs plan for all the potential risks involved with events.

The spreadsheet is split into sections by sheet. Each sheet includes the potential risks associated, risk ratings with no controls, consequences of the risks, the likelihood of the risks, controls to put in place to reduce the likelihood of the risks and the rating for the likelihood of risks affecting the event.

A committee member for the club must sign each sheet relevant to that event. **The completion of the risk assessment is mandatory** to be used for all club events.

For all events, a committee member must sign;

- Trips and Falls
- Psychosocial
- Fire
- Electrical.

These sections may not be enough for your event, please consider the activities members will be involved with and the risks that may be involved. Clubs and Sports has pre-made sections for:

- Weather
- Water
- Transport
- Sport
- Performing Arts
- Outdoor BBQ
- Food
- Decorations
- Camping

- Alcohol
- Manual Handling

If a component of your event is not covered in the template, the club will need to write an additional sheet to cover those risks.

Example risk assessment: a club would like to seek approval for a BBQ event, the club must sign and be able to put all controls in place for compulsory sections and sign and be able to put in controls listed under Weather (because the event is outdoors), Outdoor BBQ (because the event is a BBQ), Food (because food will be cooked and served at the event) and Manual Handling (if carrying heavy equipment is required in the Event).

The club committee and members responsible for the planning of the event must read and recognise each risk and its controls by filling out the bottom of the table for all the risk types that are relevant to the event.

## How to Plan an Event?

Before submitting an event request, it's important to plan the details carefully. A well-thought-out event runs more smoothly and avoids last-minute issues. Taking the time to answer key questions upfront will help prevent delays, unexpected costs, or logistical headaches.

Here are some essential questions every club should answer before submitting an event request:

1. **What is happening at the event?** (e.g., activities, performances, speakers)
2. **Who is involved?** (attendees, special guests, volunteers)
3. **How much will it cost?** (budget, funding sources, ticketing)
4. **Where and when is it happening?** (venue, date, time)

Common Mistakes to Avoid:

5. Submitting an event request without confirming costs and budget.
6. Forgetting to consider setup and pack-down times
7. Not allocating enough volunteers to help run the event
8. Overlooking safety requirements or risk assessments
9. Confirming services with a supplier prior to receiving approval.
10. Confirming services without informing the supplier of payment terms.

If you're unsure about any of these details, book a meeting with your **Clubs Officer** or drop into **Club Hub** for guidance. Planning ahead makes all the difference!



## Event Rubric

This rubric highlights the requirements in submitting an ENF and what information is necessary for a Clubs Officer to approve of an Event (all required information needs to be submitted in an ENF on UniOne).

	<b>No Fund Event</b>	<b>Micro (Under \$200)</b>	<b>General (\$200-\$1000)</b>	<b>Major (\$1000-\$5000)</b>
<b>Event Description :</b>	Event description that gives an understanding of what event is	Event description that gives and understanding of what the event is. when the event is and where the event is.	Event description that includes a description of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event.	Event description that gives clear detail of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event (what the costs cover).
<b>Date:</b>	The event start and end time(s) are listed	The event start and end time(s) are listed	The event start and end time(s) are listed	The event start and end time(s) are listed
<b>Location:</b>	The event location is listed in the location section	The event location is listed in the location section	The event location and a booking form has been uploaded to the location section	The event location and a booking form has been uploaded to the location section
<b>Emergency Contact:</b>	The event Emergency Contact (name and number) is provided.	The event Emergency Contact (name and number) is provided.	The event Emergency Contact (name and number) is provided	The event Emergency (name and number) is provided
<b>Health and Safety:</b>	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and complete
<b>Funding:</b>	The event does not need any funding	The event includes a budget with the total funds requested, a minimum of screenshots for costs at the event, club has indicated the breakdown of Clubs and Sports money to Club revenue money.	The event includes the C&S event budget template, all tax invoices, quotes, or screenshots (if from online store) are included, club has indicated the breakdown of Clubs and Sports money to Club revenue money.	The event includes the C&S event budget template, all tax invoices, quotes, or screenshots (if from online store) are included, a payment schedule is included, and club has indicated the breakdown of Clubs and Sports money to Club revenue money
<b>Licensing:</b>	Event does not require a license	Event has license for event organised and included in event	Event has license for event organised and included in event budget (if applicable)	Event has license for event organised and included in event budget (if applicable)

		budget (if applicable)		
<b>Event Runsheet:</b>	Event does not need to include an event runsheet	Event does not need to include an event runsheet	Event includes a basic event runsheet	Event includes a detailed event runsheet
<b>Event Project Plan:</b>	Event does not need a project plan	Event does not need a project plan	Event includes a basic project plan	Event includes a detailed project plan
<b>Approval Time:</b>	1 Week	2 Weeks	4 Weeks	8 Weeks

### How to Request Funds for Your Event

To request funding for club event, upload a Club Event Budget Template, along with any quotes for services, equipment or facility hire to your event under the funding section of your ENF.

1. Before creating the ENF, ensure that you have evidence to provide the C&S Team of the costs involved for all expenses of the event.
2. This includes any supporting documentation, in the form of quotes, invoices, screenshots, expenditure.
  - a. Quotes and invoices will need to each be uploaded to the funding section. A note should be listed in the template to refer to quote number from supplier.
  - b. For items that would be purchased online, a link to the item can be placed in the Notes/Links/Comments section of the template.
3. Make sure to save this information in the ENF as you go so you do not lose any information that the C&S Officer needs to approve the event.

### How to Submit an Event Support Request

An **Event Support Request (ESR)** lets the security team know that an event is happening on campus. It is a **mandatory** step for all on-campus events to ensure safety and support are in place.

Clubs must submit an ESR **alongside** their Event Notification Form (ENF).

Check out [this guide](#) on how to use Resource Booker and submit an ESR for your event.

### How to Book and Run a Club BBQ

Throughout the year, the C&S Team provide days that clubs can run BBQs on campus. BBQs are used as a fundraiser to earn more revenue to pay for coming expenses throughout the year. Expression of Interest forms will be sent out to the Clubs, requests for time slots from clubs will be fulfilled and the club notified by the C&S Team of the confirmation.

Requirements:

Food handlers' certificate.

This can be completed via the [dofoodsafely.vic.gov.au](https://dofoodsafely.vic.gov.au) website

Link: <https://dofoodsafely.health.vic.gov.au/index.php/en/>

Enough hands to work the BBQ

The C&S Team in 2025 are offering to support these BBQs with BBQ Kits, made up with the essentials. This being, knives, napkins, chopping boards, sauce, oil etc. The items that the club needs to purchase using approved payment methods are the perishable items, bread, sausages and/or onion and cheese.

The location of where to book the BBQ Kit is on Resource Booker, titled: OP George Corner.

The location of the BBQ itself is on Resource Booker, it is titled: **OP George Corner**.

## Event Marketing and Promotion

# 5. Managing Club Finances

## Funding Categories

Clubs have access to two types of funding: **Grant Funding** and **Club Revenue**. Each has different rules on how it can be used, it is important to understand the distinction.

### *Grant Funding*

This funding comes from the **Student Services and Amenities Fee (SSAF)** and is available through requests to the **Clubs & Sport team**. Each club has a grant funding cap, grant funding can only be used for specific purposes that comply with SSAF regulations.

Grant funding under \$1,000 can be applied for through an event notification or funds request. Grant funding requests over \$1,000 must be applied for through a **Major Grant** or **Facilities and Equipment Grant**.

### *Club Revenue*

**Club Revenue** is money the club generates on its own through **memberships, product sales, sponsorships, fundraising, or incentives**. Any funding received from winning awards or competitions also falls under this category.

Clubs can use this money however they choose, including for expenses that don't fit within **SSAF funding rules**. There's **no cap** on how much a club can generate or spend, but a **funds request** must be submitted to the **Clubs & Sport team** before using the funds.

## What can I use Grant Funding for?

Grant Funding must be used for expenses in one of the following categories:

- Providing food to students on campus.
- Providing drinks (non-alcoholic) to students on campus.
- Hiring sport facilities.
- Hiring other facilities for club events.
- Recreational activities at club events.
- Purchase of equipment for club activities.
- Artistic activities.
- Materials for artistic activities for club events.
- Production of advertising material for club events.

## What can I use Club Revenue for?

Club revenue can be used for most expenses. There are some exceptions that clubs cannot use Club Revenue:

- The purchase of tobacco or nicotine products.
- Purchase of assets for individuals.
- Petrol for an individual's vehicle.
- Illicit or illegal materials.

## Receipts, Invoices, and Proof of Payment

### *Required Receipt Formats*

Clubs must obtain a **valid tax invoice** or **tax receipt** for all purchases.

**Australian Taxation Office (ATO)** guidelines state a **valid tax invoice** must include the following:

- The **words “Tax Invoice”** clearly stated.
- The **seller’s name** (business name or entity).
- The **seller’s Australian Business Number (ABN)**.
- The **date of issue** of the tax invoice.
- A **brief description** of the items purchased, including quantity (if applicable).
- The **price of each item**.
- The **total amount paid**.
- The **GST amount**, either as:
  - A **separately stated** GST amount, or
  - A statement that the **total price includes GST**.
- The **buyer’s identity (club name and Swinburne Student Life)**.

A **tax receipt** must be provided for all in store purchases.

- The tax receipt must include:
- An **itemised list** of the items purchased.

- The **store's ABN (Australian Business Number)**.
- The **GST (Goods and Services Tax) amount** where applicable.

### *Receipts That Cannot Be Accepted*

The following types of receipts **do not meet the ATO's requirements** and **will not be accepted** for fund requests:

- **EFTPOS receipts** that only show the total amount spent without itemized details.
- **Order confirmations** from online stores (these are not considered tax invoices).
- **Screenshots of purchases** that do not display all required tax invoice details.

For purchases from **online stores**, clubs must obtain a **tax invoice or tax receipt** issued by the seller that meets the ATO's criteria.

### *Outstanding Receipts and Future Funds Requests*

- Clubs **cannot** submit new fund requests if there are **outstanding receipts or invoices** from previous purchases.
- All receipts must be **submitted in the correct format** before additional funding requests can be processed.

Failure to provide the correct documentation may result in **delays or rejection** of fund requests. Clubs are responsible for ensuring all receipts comply with the ATO guidelines.

## 6. Club Memberships and Merchandise

### Club Memberships

There are two types of club memberships: **Student Memberships** and **Associate Memberships**.

#### *Student Memberships*

Student memberships are for **currently enrolled Swinburne students** within that calendar year.

- Clubs can choose to offer free student memberships, the **Clubs & Sport team** recommends charging a membership fee. This helps boost engagement and provides funding to run club events.
- Any non-student who signs up for a student membership will have their membership **cancelled** and **no refunds will be given**.

## *Associate Memberships*

Associate memberships are for anyone **who is not a Swinburne student** in that calendar year.

- All clubs **must** offer an associate membership option.
- The minimum fee for associate members is **\$10 or 150% of the student membership fee**, whichever is higher.
- Clubs can **increase** associate membership fees beyond this minimum if they choose.

## *Change to membership prices*

Any change to membership prices must be voted on by student members as a resolution at an Inaugural General Meeting or an Annual General Meeting. Membership prices cannot be changed once membership groups have been created for the year.

## How to Create a Product

1. Go to Student Life Website - [Swinburne Student Life - Student Life Portal](#)
2. Scroll to the bottom of the page and click "Club Admin".
  - a. You will need to log-in to UniOne using your student login to access the portal
3. Make sure the dropdown in the top left corner (next to the Blue "U") says "Clubs"
4. Select your Club's name and click "view".
5. On the left-hand side menu, select "store" > "products".
6. Across the top of the page, in the blue banner, select "+ new".
7. Fill out all relevant sections when form appears.
8. **Please note** you will need to select the following:
  - a. Tax = Goods and Services Tax
  - b. Account Code = your club's name
  - c. Natural Account = 6525 | Commercial – Extraneous Activity
9. **Additional note:** "unlisted" (under "Tax" section) refers to if the product will appear on your club page, if the box is ticked item can only be found if a link it sent to individuals.
10. In the top right corner, click "Save"
11. A new screen will appear, all sections here are optional.
  - a. Clubs and Sports recommend setting up a completion email so members can show they have made a purchase.
12. Click "submit now".
13. After you click submit now, a notification will be sent to a Clubs and Sports Officer to approve the product.
14. Clubs and Sports Officer will be in contact if they have any questions, or the product has been approved.

## How to Create Merchandise

Selling **club merchandise** is a great way to raise funds while also promoting for your club. To get started, follow these steps:

- **Get a quote** – Source pricing from a reputable supplier. The **Clubs & Sport (C&S) Team** can recommend preferred suppliers.
- **Submit a Funds Request** – Include the quote from the supplier, the merchandise design and proof (this could be a poll on social media sent out to members) that club members are interested in purchasing the item.
- **Get approval** – Your **C&S Officer** must approve the request before moving forward.
- **List the product on UniOne** – This allows club members and the community to see and purchase it.
- **Sell to members** – The club will need to sell items before confirming the order with the supplier to start production
- **Confirm sales with the supplier** – Once sales have closed, the club can finalise the number of items to be produced.
- **Request an invoice** – Obtain an invoice from the supplier for the final order.
- **Submit for payment** – Send the invoice to **C&S** to process the payment.

## 7. Handling Disputes and Compliance

### Breach Notices

A breach notice is a formal letter notifying the Club Committee that a breach of the SSA Clubs Policy has occurred. A policy breach occurs when a club, committee member or general member fails to follow a correct process as outlined in this SSA Clubs handbook document.

The breach notice will outline what the incident, action or behaviour was, what SSA Clubs Policy point was breached, which SSA Clubs Handbook process was not followed, and any actions that the Clubs & Sport team require from the club or individual.

In some cases, no further action will be required. In other cases, remedies may be required to resolve a Policy Breach.

In the case of serious and/or repeat Policy Breaches, or noncompliance with a previous Breach Notice, Sanctions may be levied on the Club as disciplinary action to deter further Policy Breaches.

Actions that a Club or Club Committee will be directed to complete to resolve a Policy Breach may include:

- Resubmission of corrected paperwork

- Submission of a written explanation of conduct
- Return of misappropriated money to Club Account
- Mandatory attendance of Club Committee at an appointment with a Swinburne Student Association Staff Member
- Suspension or Removal of one or more specific Club Members
- Call a Special General Meeting, within a specified time, to re-elect one or more Club Committee positions. A SSA staff member may be required to be present and act as the Returning Officer.
- Other Remedies as deemed appropriate by the SSA.

### *Duration of a Breach Notice*

A Breach Notice is recorded against a club or individual for a minimum of 12-months after sanction date.

At the discretion of the SSA, Breach Notices may be in place until the end of the following calendar year.

### *What is a Sanction?*

A sanction is a disciplinary action taken against a Club or Club Member(s) in the case of severe or repeat Policy Breaches. This can lead to but are not limited to these outcomes:

- Temporary suspension of Grant approvals
- Temporary suspension of access to the Club Account
- Temporary suspension of Events
- Making one or more Club Members Prohibited Persons
- Dissolving the Club, including permanent loss of access to the Club Account and mandatory return of Assets
- Referring one or more Club Members to the Swinburne Complaints, Reviews and Misconduct (CRAM) process or Safer Community.
- Other Sanctions as deemed appropriate by SSA

### *Appeals*

Clubs or individuals may appeal a Breach Notice, by submitting a [Club Committee Appeal Form](#) via UniOne.

An appeal form must include the reason why the submitted believes an appeal is necessary, and a proposed alternate solution.

An appeal must be submitted within 7 days of a Breach Notice being issued, and a submitted can expect to receive a response within 14 days of submission of an appeal.



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Amendment	Item changed	Change Date	Authorised by
Section 7	Section created to explain Breach Notices	4/04/2025	Alex Venning, Acting Manager, Clubs and Sports
Table of Contents	Table condensed to include only published sections		