

CLUB EVENTS POLICY

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1 Purpose of Policy

1.1 This policy exists to define the rules and requirements associated with planning and running an event or activity for Club Members.

2 Definitions

Word/Term	Definition
Club Account	A mechanism for storing and tracking a Club's funds separately from the funds of other Clubs. The Club Account is set up and maintained by Student Life. Clubs are not permitted to operate their own independent mechanisms for funds storage, such as a bank account or online payment account.
Club Committee	A group of Club Members who are collectively responsible for the administration, good governance, management, finances and day-to-day operation of a Club, as well as handling most communication between the Club and Swinburne Student Life. Club Committee Members are chosen in an Election. For more information, see Club Governance & Management Policy.
Club Contractor	Any person, organisation or other entity providing services for the Club for which some form of compensation would normally be expected in return. For example, sports coaches, DJs and caterers.
Club Form	An online form used by Club Committees to provide information to or make requests of Swinburne Student Life.
Club Member	A currently enrolled Swinburne Student who has registered to be a Member of a Club. May also include Associate Members, where this is specifically referred to.
Club Shop	An online store, managed through the Clubs & Sport Software that allows Club Committees to sell items such as tickets or merchandise to Club Members.
Clubs & Sport Software	Software resources used to manage the majority of communication between Swinburne Student Life, Clubs and Club Members. As of the time of implementation of this policy, the current Clubs & Sport Software is the Student Life Portal.
Dissolved	A Club which has been subject to Dissolution as per Section 6 of Club Discipline & Dispute Resolution Policy.



Event	Any organised gathering of Club Members.
Event Space	A location on a Swinburne campus in which Events may be held. Each Event Space may have its own booking and usage requirements. Club Committees must ensure that the appropriate permissions have been sought prior to holding an Event in an Event Space.
Off-Campus Event	A Club Event, which does not occur in an Event Space on a Swinburne Campus.
On-Campus Event	A Club Event, which occurs in an Event Space on a Swinburne Campus.
Risk	<p>The likelihood that an undesirable situation may occur prior to, during or after an Event, which would likely have not occurred had the Event not taken place. For example, an Event may involve a level of Risk where:</p> <p>Injury may occur to one or more persons;</p> <p>Property may be lost, stolen or damaged;</p> <p>Penalties may be imposed due to misconduct.</p>

3 Application & Scope - Exclusions or Special Conditions

- 3.1 This Policy applies to all current and future Clubs. This Policy will guide Swinburne Student Life staff when making decisions regarding Club Events, in consultation with the Team Leader, Clubs & Sport.
- 3.2 Swinburne Student Life staff have the authority to clarify, interpret or propose amendments to this Policy as necessary.

4 Policy Principles

- 4.1 Each Club must hold a minimum of two Events each semester to be eligible for re-registration for the following year.
 - 4.1.1 Clubs which do not hold two Events in a given Semester may be Dissolved in the subsequent Semester as per Club Discipline & Dispute Resolution Policy.
- 4.2 All Events must comply with local, state and federal laws, as well as all Swinburne and Swinburne Student Life policy.
- 4.3 Club Events must be paid for using funds from the Club Account.



- 4.4 Club Committees are advised to submit any required Funds Request Form to Swinburne Student Life at least two weeks in advance of any expenditure related to an Event.
- 4.5 Club Committees are responsible for submitting all required Club Forms and any other information on time.
- 4.6 Club Contractors involved in Events are subject to the rules on Club Contractors laid out in Club Governance & Management Policy and Club Membership Policy.
- 4.7 A Club's Events must be open to participation from all of its Members. Exclusion of Club Members because of a personal attribute such as age, gender, sexuality, disability or political stance is prohibited. Club Events should be created and organised to maximise participation from Club Members.
- 4.7.1 An exemption applies to 4.7 where a Club is holding an Event at which alcohol will be available. In these circumstances, it may be permitted to exclude Club Members under the age of 18, if this is reasonably required to prevent minors from having access to alcohol at the Event.
- 4.7.1.1 Where alcohol forms a central theme of a Club's activities (such as a wine-tasting club or brewing society), this should be made clear in the Club's Name and Description.
- 4.7.1.2 Where alcohol does not form a central theme of a Club's activities, the Club should try to plan a reasonable number of Events which will not exclude individuals who are not permitted/do not wish to consume alcohol due to age, personal preference or religious belief.
- 4.7.2 Club Members with dietary, medical or accessibility requirements should have these accommodated at Club Events, wherever it is reasonable to do so. However, in exceptional circumstances, an exemption applies to 4.7 where a need or preference of a Club Member cannot reasonably be accommodated given the context of a specific Event.
- 4.8 Swinburne Student Life reserves the right to deny approval for or cancel without notice any Club Event which breaches or may be expected to breach policy and/or any applicable local, state or federal law.
- 4.9 Swinburne Student Life may deny approval for an Event for a number of reasons, including (but not limited to):
- 4.9.1 Forms not completed by set deadlines.
- 4.9.2 Forms incomplete, missing required information and/or supporting documentation.
- 4.9.3 Required approvals are not obtained from Security, Timetabling, Faculty or any other relevant entity.



- 4.9.4 An Event Space has not been booked for an on-campus event.
- 4.9.5 The Event involves receiving direct credit in academic course work.
- 4.9.6 The Event promotes the use of drugs and/or alcohol, or behaviour to an extent which may otherwise endanger the health and wellbeing of others or promote illegal behaviour.
- 4.9.7 The Event involves the use of Club Funding that is contrary to Swinburne Student Life or Swinburne Policy.
- 4.9.8 The Event involves an unacceptable level of Risk, which cannot be reasonably mitigated, as assessed by Swinburne Student Life through a Risk Analysis.
- 4.9.9 The Club Event clashes with a Swinburne Student Life activity or event. Exemptions to this may be granted in certain cases, at the discretion of Swinburne Student Life.
- 4.10 Where alcohol is to be available at a Club Event, the Club Committee and Club Members must ensure that alcohol is served and consumed responsibly and in accordance with relevant laws.
- 4.11 Any providers of food at Club Events must have valid food handling qualifications.
- 4.12 The Club Committee must ensure that appropriate first-aid equipment is available at all Club Events.
- 4.13 High risk projects or builds conducted on campus must be approved and overseen by the relevant Faculty and may not be classified as club activities.
- 4.14 In compliance with Event Space requirements from Facilities and Services, outdoor balloons must be securely tied down and are not to be released. Balloons and their attachments must be safely disposed of at the conclusion of an event.
- 4.15 Breaches of this Policy by Clubs, Club Committees or Club Members (including Associate Members) may result in action as per Club Discipline & Dispute Resolution Policy.

5 On-Campus Events

- 5.1 Club Committees wishing to plan an On-Campus Event need to be aware of the Swinburne [Event Space Protocols](#) and [Event Space Usage](#) Guidelines, published by the Swinburne Timetabling & Resource Unit.
- 5.2 All On-Campus Events require an Event Space to be booked. Only Club Committee Members can book an Event Space. Event Spaces must be booked [online](#) through the Timetabling & Resource Unit, following their procedures and policy.



- 5.2.1 The SR Dance Studio and GS201 are booked through Swinburne Clubs & Sport Team. See Swinburne Student Life Room Booking Policy for more information.
 - 5.2.1.1 Alcohol is not permitted to be served in the SR Dance Studio or GS201.
 - 5.2.1.2 Food is not permitted to be served in the SR Dance Studio or GS201.
 - 5.2.1.3 Sponsor representatives are not permitted in the SR Dance Studio or GS201.
 - 5.2.1.4 Outside speakers/spokespersons are not permitted in the SR Dance Studio or GS201.
 - 5.2.1.5 Club Contractors must complete a Contractor Induction and provide evidence of its completion, along with a valid Working with Children Check, to Swinburne Student Life, before working in the SR Dance Studio or GS201. Instructions on obtaining a Contractor Induction are available online at <http://www.swinburne.edu.au/about/campuses-facilities/safety-security/ohs/contractor-induction/>
- 5.3 Once an Event Space has been booked, the Club Committee must submit an On-Campus Event Notification Form, using the Clubs & Sport Software.
 - 5.3.1 A Risk Assessment Form must be submitted along with each On-Campus Event Notification Form.
 - 5.3.2 If Club Account Funds are required for an Event, a Funds Request Form must be submitted using the Clubs & Sport Software.
 - 5.3.3 If equipment is to be hired, an Equipment Hire Form must be submitted using the Clubs & Sport Software.
- 5.4 Once approval has been granted for the On-Campus Event Notification Form, the Club must create an entry for the Event using the Clubs & Sport Software.
- 5.5 If a Club Contractor is to be present at an On-Campus Event, they will need to complete a Contractor Induction. Instructions are available online at <http://www.swinburne.edu.au/about/campuses-facilities/safety-security/ohs/contractor-induction/>.
- 5.6 Swinburne Student Life must be notified and provide approval in advance of any speaker/spokesperson coming to an On-Campus Club Event.
 - 5.6.1 Speakers/spokespeople must not engage in behaviour which would be considered unacceptable for a Club Member or which would be otherwise contrary to Swinburne Student Life or Swinburne Policy.
 - 5.6.2 Speakers/spokespeople count as Club Contractors. See Club Governance & Management Policy for more information.



- 5.7 If a Club wishes to screen a film, television show or other copyrighted work at an On-Campus Event, the appropriate Public Performance License(s) must be obtained.
- 5.7.1 Clubs can obtain their own Public Performance License from rights holders. If this is done, a copy must be provided to Swinburne Student Life at least two weeks in advance of the Event.
 - 5.7.2 Swinburne Student Life can also facilitate obtaining a Public Performance License on behalf of Clubs. Swinburne Student Life must be notified of the following information at least one month in advance of the Event:
 - 5.7.2.1 The film(s) and/or TV show(s) to be screened.
 - 5.7.2.2 The expected number of attendees.
 - 5.7.2.3 The booking confirmation for the Event Space to be used.
 - 5.7.2.4 The approximate size of the screen that will be used.
 - 5.7.2.5 Any flyers, posters or other advertising that will be used to promote the event.
 - 5.7.2.6 Ticket costs, if any.
 - 5.7.3 Once Swinburne Student Life has obtained a quote for the requested Public Performance Licence(s), the costs will be communicated to the Club Committee. Should the Club Committee decide to go ahead, these costs will be deducted from the Club Account.
 - 5.7.4 Clubs must only screen films and TV shows using genuine, legally obtained physical media, such as a DVD or Blu-Ray disk. Streamed or downloaded content, whether obtained legally or otherwise, may not be screened.
 - 5.7.5 Rights holders may deny a request for a Public Performance License for any reason.

6 Off-Campus Events

- 6.1 Off-Campus Club Events must not occur without approval from Swinburne Student Life.
- 6.2 To obtain approval to hold an Off-Campus Event, Club Committees must submit an Off-Campus Event Notification Form to Swinburne Student Life at least two weeks in advance of the Event.
- 6.2.1 A Risk Assessment Form must be submitted with each Off-Campus Event Notification Form. This will require assessing likely risks associated with the event, as well as potential strategies for mitigating said risks. Following are some examples of Events which may involve a significant level of risk, and some strategies which may mitigate said risk:
 - 6.2.1.1 Events where alcohol will be available. Associated Risk could be reduced by ensuring that the Event occurs at a licensed, RSA compliant venue with



professional security staff, and by proposing that Club Members assist each other to enjoy alcohol responsibly.

- 6.2.1.2 Events involving Club Members using private transportation, such as a car or bicycle, during the Event. This does not include the use of private transportation to or from the Event. Associated Risk could be reduced by having participants use public transport or professional, insured driving services.
- 6.2.1.3 Events involving Club Members transporting equipment. Associated Risk could be reduced by ensuring that Club Members are aware of proper manual handling practises, and that equipment transported in a vehicle is secured properly.
- 6.2.1.4 Sporting events of any kind. Associated Risk could be reduced by ensuring that first-aid equipment and expertise is readily available.
- 6.2.1.5 An activity in which participants would normally be required to sign any sort of safety or liability waiver before participating. Associated Risk could be reduced by ensuring that all the activity provider's safety directions are understood and obeyed by all participants.
- 6.2.1.6 Events which will occur in, or involve travel through, areas outside of mobile phone network coverage. Associated Risk could be reduced by ensuring that Club Members stay in a group, and that the group carries a registered, AMSA-compliant, GPS-enabled Personal Locator Beacon which has passed a self-test prior to the Event.
- 6.2.1.7 Events where attendance from emergency medical services may be reasonably expected to be delayed, such as bushwalking or hiking in areas without road access. Associated Risk could be mitigated by ensuring that all Club Members have Ambulance Membership which covers them for rescue by air-ambulance.
- 6.2.1.8 Events involving travel through areas that present a risk of snakebite. Associated Risk could be reduced by ensuring that the Club has a snakebite kit on hand, and is trained in its usage.
- 6.2.1.9 Events involving travel across multiple days. Associated Risk could be reduced by implementing a Journey Management Plan – informing Swinburne Student Life where the Club will be travelling, when they expect to return and checking in regularly.
- 6.2.2 If Club Account Funds are required for an Event, a Funds Request Form must be submitted using the Clubs & Sport Software.
- 6.2.3 If equipment is to be hired, an Equipment Hire Form must be submitted using the Clubs & Sport Software.



- 6.3 Once permission to do so has been obtained from Swinburne Student Life, the Club Committee is responsible for creating an entry for the Off-Campus Event using the Clubs & Sport Software.
- 6.4 Recurring Off-Campus Events will be approved via the same process as non-recurring Off-Campus Events. The recurring event section of the Off-Campus Event Notification Form must be completed for approval to be granted.
- 6.5 If a Club wishes to screen a film, television show or other copyrighted work at an Off-Campus Event, the appropriate Public Performance License(s) must be obtained and the content must have been legally purchased on physical media. The Club Committee is responsible for procuring the relevant license(s), and ensuring that the requirements of all applicable copyright law is adhered to.

7 Travel

- 7.1 Wherever possible, clubs should use chartered bus/van service for transportation.
- 7.2 If club funds are used to hire a vehicle to be driven by a club member, the hiring must include an appropriate level of insurance cover.
 - 7.2.1 The driver of the hired vehicle assumes all liability associated with the trip and is responsible for any excess or damage charges incurred.
- 7.3 Clubs are discouraged from using personal vehicles for club-related travel. When a personal vehicle must be used for club travel, the driver assumes all liability associated with the trip. Drivers and all passengers should follow the following guidelines when using personal vehicles:
 - 7.3.1 Drivers and passengers are expected to following University and Student Life policy and federal, state, and local laws and posted signs.
 - 7.3.2 Drivers must have a valid operator's license.
 - 7.3.3 Drivers must possess adequate auto insurance as required by law.
 - 7.3.4 Drivers must possess current vehicle registration.
 - 7.3.5 Drivers and all passengers shall have access to and use seatbelts and/or other approved safety restraint devices.
 - 7.3.6 Drivers should take considerable care to allow for adequate rest periods and drive times.
 - 7.3.7 Drivers should take care to assess the safety of the vehicle they are driving.
 - 7.3.8 Drivers and passengers should have proper communication and emergency plans in place, and these must be communicated to a Clubs & Sport Officer prior to event approval.



8 Selling tickets

- 8.1 All ticket sales will occur through the Club Shop on the Clubs & Sport Software.
- 8.2 GST must be charged for all ticket sales, this is handled through the Clubs & Sport Software.
- 8.3 Once permission to hold an Event has been obtained, the Club Committee must create the relevant ticket item(s) in the Club Shop. Swinburne Student Life will review and approve these, if the rest of the requirements of Club Events Policy have been adhered to. Tickets will be delivered to Club Members electronically.

9 Roles & Responsibilities

- 9.1 Club Committee Members – create Club Events to serve the best interests of Club Members, in good faith, and in cooperation with Swinburne Student Life Staff and Clubs Policy. Fill out all relevant Club Forms accurately and in a timely fashion.
- 9.2 Swinburne Student Life Staff – help enable Clubs to hold Club Events that benefit Club Members and further the Club’s interests, where these do not conflict with Swinburne Student Life or Swinburne Policy.
- 9.3 Clubs & Sport Team – Exercise good management and oversight of Club Events.

10 Related Documents

- 10.1 [Swinburne Event Space Protocols](#)
- 10.2 [Swinburne Event Space Usage Guidelines](#)
- 10.3 [Swinburne Contractor Induction](#)
- 10.4 Space Booking Request Form
- 10.5 OH&S Risk Assessment for Events Worksheet
- 10.6 [Club Governance & Management Policy](#)
- 10.7 Club Membership Policy
- 10.8 Club Discipline & Dispute Resolution Policy
- 10.9 Swinburne Student Life Room Booking Policy

11 Notes

Date first approved: 16/02/2017	Date of Next Review: 31/01/2020
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First Approved by:	Rodney Thomson – Director, Swinburne Student Life
Custodian title & e-mail address:	Team Leader, Clubs & Sport – clubs@swin.edu.au
Original Author:	Harry Williams, Project Officer – Swinburne Student Life
Supporting procedures & forms:	Club Funds Request Form On-Campus Event Notification Form Off-Campus Event Notification Form Risk Assessment Form Equipment Hire Form

12 Version Control and Amendments

Version Control	Date Effective	Approved By	Amendment
1	16/02/2017	Rodney Thomson – Director, SSAA	First version.
1.1	17/08/17	Rodney Thomson, Director – Swinburne Student Life	Updated branding, added 4.10 describing constraints on the use of balloons.
1.2	17/09/2018	Aimee Gipper- Team Leader, Clubs & Sport	Deleted references to programs that no longer exist.
1.3	14/02/2019	Aimee Gipper- Team Leader, Clubs & Sport	Added 4.13 clarifying oversight of high risk on campus activities. Added section 7 relating to club travel.

