



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



UQ SPORT

AFFILIATED CLUBS HANDBOOK

MARCH 2023



Contents

Introduction	5
The University of Queensland	5
UQ Sport Ltd.	5
UQ Sport Background.....	6
Definitions	7
UQ Sport Key Contacts	7
Clubs Administration Department.....	7
Other Contacts.....	7
UQ Sport Affiliated Clubs	8
List of Affiliated Clubs	8
Starting an Affiliated Club	9
UQ Sporting Facilities	10
Facility Hire	11
Payment Terms for Facility Use	11
Playing in Extreme Weather	12
Incorporation	12
Why Become Incorporated	13
Committee of Office Bearers	13
Role of Club Office Bearers	13
Duties of Office Bearers.....	14
President.....	14
Vice President (Recommended).....	14
Secretary	15
Treasurer	15
Volunteers	15
Club Administration	15
Club Constitution	16
Club Strategic Direction	16
Meetings	16
AGM.....	16
Reporting to Office of Fair Trading	17
Recording and Retaining Information	18
Financial Management	18
Grants	19
Data Collection	19
Waiver Disclaimer.....	19
Risk Management	19
Swimming Competency Certificate	20
Incident Report Forms	21
Reporting Hazards, Incidents and Near Misses	21



Club Critical Incident Procedure	21
Media Procedure	22
Insurance	22
Insurance Claims	22
Property Claims	23
Certificate of Currency	23
Insurance for Club Sanctioned and Non-Sanctioned Events	23
Club Events	23
Events Involving Alcohol On-Campus	24
Fundraising Barbeques	24
Events Involving Liquor	26
Ethical Behaviour	26
Grievance Procedure	26
UQ Sport Events	27
Market Day	27
Club and Sports Awards	28
UQ Blues Awards	28
Brand and Marketing	29
Use of The University of Queensland Name	29
Use of Logos.....	29
Club Logos/Graphics and Mascots.....	29
UQ Logo	29
UQ Sport Logo.....	29
Inappropriate or unauthorised use of the UQ brand	30
Inappropriate or unauthorised use of the UQ Sport brand	30
Club Uniforms	31
Social media	31
Filming & Photography on Campus.....	32
UQ Sporting Scholarships	32
2023 UQ Sporting Scholarships	33
Elite Athlete Program	34
Academic Support	34
Services & Benefits.....	34
Competition Subsidy.....	35
Disaffiliating a Club	35
Timeline of Key Activities	36
References	37
Administrative Resources	37
Incorporation	37
Helpful Workplace Health and Safety Links	37
Grants	37
Queensland Government.....	37
Brisbane City Council	37
UQ Sport Awards.....	38



Policies and Procedures – UQ38
Events on Campus38
General38
Appendices38

Introduction

This handbook has been prepared to assist UQ Sport and Affiliated Clubs' officials and staff in effective administration and development of their Clubs. It should also be used in conjunction with the resources available on the UQ Sport website.

It is a requirement that all current and incoming Club executives read this handbook carefully. In particular, they should familiarise themselves with sections relevant to their role within their Club, and the necessary procedures relating to communication between Clubs and UQ Sport.

UQ Sport has a dedicated department available to support all Clubs and their committee members on any matters regarding the operation of their Club.

The University of Queensland

The University of Queensland (UQ) is one of Australia's leading research and teaching institutions. For more than a century, UQ – Queensland's oldest university – has produced generations of graduates who have gone on to become leaders in all areas of society and industry.

UQ has a strong focus on teaching excellence, winning more Australian Awards for university teaching than any other in the country, and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ ranks 33rd as measured by the NTU Performance Ranking of Scientific Papers for World Universities. The University also ranks 47th in the QS World University Rankings, 36th in the US News Best Global Universities Rankings, 53rd in the THE World University Rankings, and 47th in the Academic Ranking of World Universities.

The UQ Advantage provides students with opportunities, choices and support that will enable them to achieve their individual aspirations, to become leaders in their chosen fields and to positively impact on the society in which they live. In addition to flexibility in program choice, student benefits include the opportunity to enjoy a wide range of extracurricular activities during their studies. Students can study abroad, participate in conferences and research opportunities, access more than 220 Clubs and societies, and utilise sporting and cultural facilities.

In 2021, the University had more than 56,000 students and around 7,000 staff, including over 20,000 international students from 137 countries. It has one of Australia's largest PhD enrolments and has more than 21,000 postgraduate students.

UQ Sport Ltd.

A wholly owned subsidiary of UQ Holdings, UQ Sport Ltd. is an independent, not-for-profit organisation with over 100 years' history. It is recognised as a leading UQ affiliate in achieving the strategic and operational goals of the University of Queensland by enriching the experience of thousands of students, staff and alumni who make up the UQ Community.

UQ Sport invests commercial returns into facilities and services that benefit students and the wider UQ Community. With around 75 permanent and more than 200 casual employees, UQ Sport offers a wide range of sporting options across 70+ sports and activities, and operates multiple sporting and retail venues across UQ's St Lucia and Gatton campuses.

UQ Sport Background

The University of Queensland was established in 1909 in Old Government House, George Street, Brisbane. The first undergraduate association formed was The University Sports Union. The University's first Chancellor, Sir William MacGregor, was the Sports Union's first Patron, and the Vice-Chancellor, Mr Reginald Herber Roe, its first President.

Under this direction, the Sports Union organised the sports of football and tennis, followed by rowing, athletics, cricket, women's hockey, and boxing into affiliated clubs.

During 1912, the first of many Blues Awards were granted for individual excellence, while 1914 saw the completion of the University Boat Shed.

In 1948, the University shifted from its George Street occupancy to St Lucia. The University Sports Union's use of prime land for sporting venues preached the values of sporting participation.

The 1970s saw a move away from a sole emphasis on the traditional sports, when activities such as canoeing, karate, rock climbing and kung-fu were introduced.

During 1972, facilities were improved with the construction of the indoor sports pavilion, martial arts gym and an Olympic swimming pool.

In 1974, The University of Queensland Sports Union amalgamated with The University of Queensland Women's Sports Union to become The University of Queensland Sports and Physical Recreation Association (SPRA). In 1995, the operating name of the Association was changed from SPRA to UQ Sport.

Today, UQ Sport operates the largest multi-sport complex in Queensland at UQ's St Lucia campus. Among the impressive facilities are a World Athletics certified athletics track, three-level weights and cardio gym, 21 tennis courts, more than 10 sports fields – including two state-of-the-art synthetic turf pitches – and three heated pools: a 50m Olympic-sized pool, a 25m pool and a dedicated program pool for kids learn-to-swim classes.

UQ Sport-run facilities welcome thousands of visitors each year. UQ Sport is also heavily involved in delivering large sporting events on campus, such as the Great Court Race and UQ Sport 1500m Classic, while working to deliver maximum student participation and enjoyment in off-site competitions, such as the annual UniSport Nationals.

UQ Sport supports a cohort of over 200 registered elite student-athletes, including more than 50 Sporting Scholarship recipients who compete at a state, national and international level. It sets out to prepare Australia's next wave of sporting stars to be the best they can be, both on the sporting fields and in their professional lives.

UQ Sport welcomes all members of the public, with offerings that reach people of any sporting level, age, and ability. Popular children's and youth activities on-campus attract thousands of youngsters via comprehensive coaching in swimming, athletics and tennis, as well as large multi-school sports carnivals.

Definitions

UQ Sport	UQ Sport Ltd.
UQ	The University of Queensland
UQ Community	UQ student, staff and alumni
Student	Currently studying at UQ (holding a current UQ student ID card)
Staff	Employed by UQ or UQ Sport
Alumni	UQ Graduate
General Public	All non-UQ community patrons
Junior	Under 18 years of age
Executive	President, Vice President, Treasurer or Secretary
Volunteer	A person who works for an organisation without pay

UQ Sport Key Contacts

Clubs Administration Department

UQ Sport has a dedicated department available to support all clubs and their committee members on any matters regarding the operation of their club.

Position	Email	Phone
Clubs Administration Manager	clubs@uqsport.com.au	3346 9089
Member Protection Information Officer (MPIO)	mpio@uqsport.com.au	3346 9089

Other Contacts

Position	Email	Phone
Operations Manager	clubs@uqsport.com.au	3346 9089
Precinct Manager East Precinct Manager West (fields and venue bookings)	bookings@uqsport.com.au	3346 9089
Facilities Manager	facilities@uqsport.com.au	3365 6039
Marketing, Retail and IT Manager	marketing@uqsport.com.au	3346 9618
Events Coordinator (major events)	events@uqsport.com.au	3365 6812
Marketing and Communications Officer	media@uqsport.com.au	3346 7518
Accounts Receivable	accountsreceivable@uqsport.com.au	3365 6034

UQ Sport Affiliated Clubs

Sports clubs at UQ are voluntary organisations established by students and associates who are motivated by a common interest to participate in a specific sport. They are formed to provide an opportunity for members to gain new skills, engage in competition and enjoy recreational and social activities.

Members in each club are responsible for the internal organisation and conduct of their club activities.

All UQ Sport affiliated clubs are required to be incorporated and have their own constitutions. Therefore, the success and strength of clubs depend on initiative, motivation and leadership of the officers, and the involvement of club members.

As such, affiliated clubs present a unique opportunity for members to develop both sports and leadership skills.

List of Affiliated Clubs

UQ Sport has 36 affiliated clubs, at UQ's St Lucia and Gatton campuses, covering a wide range of interests and activities.

As of March 2023, these include:

1. AFL	13. Equestrian (Gatton)	25. Soccer
2. Aikido	14. Handball	26. Swim
3. Athletics	15. Hockey	27. Tae Kwon Do
4. Baseball	16. Judo	28. Table Tennis
5. Basketball	17. Karate	29. Tennis
6. Beach Volleyball	18. Kung Fu	30. Touch
7. Boat	19. Lacrosse	31. Triathlon
8. Boxing	20. Mountain Climbing	32. Ultimate Disc
9. Canoe	21. Powerlifting	33. Unidive
10. Cheer and Dance	22. Rugby Union	34. Volleyball – Indoor
11. Cricket	23. Rugby League	35. Wakeboard and Water Ski
12. Cycling	24. Sailing	36. Water Polo

Starting an Affiliated Club

UQ Sport is supportive of the establishment of new clubs, however UQ Sport will not affiliate a new club where one already exists in that sport.

Upon request, UQ Sport will provide the interested party with an affiliation information pack.

The following information, documentation and actions are required to process the application:

- submit a formal letter addressed to The Queensland University requesting approval to use 'The University of Queensland' name in club's title. Requests are to be emailed to clubs@uqsport.com.au
- details that the incorporation process is started with the Queensland Office of Fair Trading
- provide a copy of the club's proposed constitution
- club participation form
- risk assessment
- additional Nominated Affiliate Questionnaire
- training schedule information – include details of preferred training days, times and fields
- preliminary budget – provide information including expected revenue figures from membership fees, sponsorship income, operating expenditure, facility costs, governing body's fees etc.
- membership targets and details of current membership base – a requirement of affiliation is clubs are required to maintain a membership that consists of a majority of UQ community members (i.e. > 50%)
- hold an AGM to select committee members, and provide UQ Sport with a list of committee members (e.g. President, Vice President, Treasurer, and Secretary).

To qualify for affiliation with UQ Sport, the club must:

- Accept provisional affiliation for 12 months.
- Comply with UQ Sport and The University of Queensland best practice, policies and procedures – refer to the [UQ Sport Policies](#) and [The University of Queensland Policies and Procedures](#) sections of this document.

For a club to remain affiliated with UQ Sport, the club must provide the following documentation:

- signed Affiliation Agreement
- club membership data
- AGM minutes (please advise UQ Sport of the AGM date in advance)
- annual audited financial statements
- annual club data reports
- annual risk assessments (i.e. event and trip risk assessments)
- annual budgets
- updated list of executives and committee members – including name, position, and contact details
- strategic business or operational plans – covering the club strategies and activities for the next 1-3 years.



UQ Sporting Facilities

Fields	Surface	Sport
Field 1	Grass	Multi-use
Field 2	Grass	Multi-use
Field 3	Grass	Multi-use
Field 4	Synthetic Turf	Multi-use
Field 5	Synthetic Turf	Multi-use
Field 6 (1/2 field)	Grass	Multi-use
Field 7	Grass	Multi-use
Field 8	Grass	Multi-use
Field 9*	Grass	Multi-use. *Light curfew – 9pm
William Dart Park	Grass	Limited social use, available under application (not suitable for fixtures or training)
Other Venues		Sport
UQ Sport Aquatic Centre		Olympic-sized 50m pool, 25m pool, undercover Learn-to-Swim program pool, Pro Shop, café.
UQ Sport Athletics Centre		World Athletics-approved track & field facilities; Campus Engagement Office.
UQ Sport Tennis Centre		21 tennis courts, 2 Pickleball Courts, Tennis Clubhouse, Pro Shop.
UQ Sport Fitness Centre		Three-level gymnasium, sports hall, squash courts, martial arts room, group-fitness facilities, Pro Shop, high-performance gym.
Beach Volleyball Courts		Three outdoor courts featuring lighting for night use.
Netball Courts		Three outdoor courts featuring lighting for night use.
Multi-use Courts		Four outdoor courts, equipped for netball & basketball, featuring lighting for night use.
3x3 Basketball Courts		Outdoor circular-shaped court with three basketball rings.
Function Rooms		ViewPoint – Building 33 The Pavilion – Building 53 The Meeting Place – Building 29A
BrewPoint Cafes		Synthetic Fields, Aquatic Centre and The Playground
Gatton Campus		Fitness and Aquatic Centre Playing Fields Tennis, Basketball, Netball and Squash facilities

UQ Sport relies on a variety of income streams to support operations including field, court and venue hire. Facilities are available for use by a range of customers, which enables UQ Sport to deliver high quality facilities at a reduced rate to affiliated clubs, and the broader UQ community.

There is no exclusivity arrangement available to clubs (refer to the Affiliation Agreement Clause 2.4):

- No exclusivity is granted to the club in respect of the facilities, and that other parties authorised by UQ Sport (e.g. affiliated club members) will also have access to and use of facilities from time to time.
- All official access and facilities usage (including clubs), will at all times, be authorised by the applicable UQ Sport venue, or UQ Sport’s Precinct Managers.

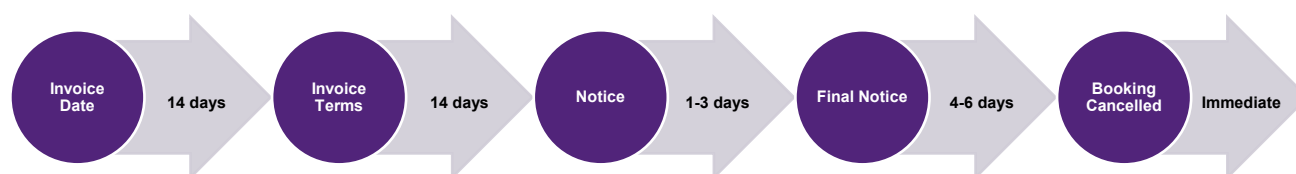
Facility Hire

Field and court bookings can be made by emailing bookings@uqsport.com.au:

- Fields with lights can be booked from 5:30am to 11:00pm, except Field 9, which is open 5.:30am to 9:00pm. Bookings for William Dart Park are available during daylight hours only.
- Fields will be closed for use when maintenance is required. It is mandatory for clubs to adhere to this request at all times to ensure UQ is able to maintain playing surfaces to a high standard.
- UQ is able to close fields at its discretion. Upon notification, UQ Sport will advise clubs of any UQ closures.
- If there is excessive rainfall, fields will be closed at the discretion of UQ Grounds (Property and Facilities).
- Field closure will be posted on the [UQ Sport Field Closure Notification](#) Facebook page and advised by email or SMS from UQ Sport (please ensure key contacts are current).
- club cancellations should be made no less than 48 hours prior to the booking, otherwise the full fee will be charged.
- In the event a booking is cancelled by UQ Sport due to bad weather, a full refund will be offered.

UQ Sport [Function Spaces](#) – including ViewPoint (UQ Synthetic Fields Precinct), The Pavilion (AFL and Cricket Fields) and The Meeting Place (Athletics Centre) – can be booked through rooms@uqsport.com.au.

Payment Terms for Facility Use



- **Invoice Date** – all clubs are invoiced for the previous months bookings as close as possible to the first of the month.
- **Invoice Terms** – 14 days from invoice date.
- **Notice** – if invoices have not been paid by this time, an email is sent to the applicable committee member(s). They are then given an additional 14 days to pay (i.e. 28 days from date of invoice).
- **Final Notice** – if the invoice has still not been paid, a call to the committee is made to ascertain what the issues are with paying the unpaid invoices. May result in the advisement that bookings will cease at the 35-day mark if the invoice is not paid.

Playing in Extreme Weather

Factors to consider when cancelling or postponing a sporting event include, but are not limited to:

- the temperature - both ambient and relative humidity
- lightning
- duration and intensity of the event (e.g. an endurance or distance event has more potential for problems than a stop-start team event)
- hydration and interchange opportunities
- time of day
- local environment
- fitness levels of participants
- age of participants.

For more information on playing in extreme weather, please see [UQ Sport Extreme Weather Policy](#).

Refer to the [Appendices](#) of this document.

Incorporation

Incorporation is a method of registration that gives an association legal advantage in return for accepting legal responsibilities.

When you incorporate your association, it becomes a separate legal entity with the same powers as an individual. An incorporated association can own land, sign a lease and appear in court.

An incorporated association and its members are legally separate. Under normal circumstances, it provides protection to the management committee and personal liability for the actions of the incorporated association, provided those actions are carried out in good faith and with due diligence.

Associations incorporated under the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999 (refer to the 'References' section of this document) are accountable to the Queensland Office of Fair Trading.

Your incorporated association's financial affairs will need to be audited or verified annually and financial statements lodged with the Queensland Office of Fair Trading. Any member of the public can access copies of the documents that you are required to provide to Queensland Office of Fair Trading, including a copy of your association's rules, annual returns and financial statements.

To incorporate an association in Queensland, **you must be:**

- a group with at least seven members
- a not-for-profit association
- formed for a lawful purpose.

To incorporate, an association needs to convene a general meeting. At this meeting, several decisions must be made. **An association must:**

- pass a motion to incorporate by resolution
- choose an appropriate name
- adopt a set of operating rules

- elect a President and Treasurer (two different people must hold these positions)
- choose to elect a Secretary and other officers, the secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border
- lodge an application with the Office of Fair Trading.

Why Become Incorporated

Without being incorporated, an association has no separate legal identity from its members and must rely on individuals to do things for it in their own names. This means that the responsibility for debts and other legal obligations will usually fall back on the executive committee members even if they are operating according to a written constitution.

Other reasons for why your organisation may wish to become incorporated include:

- to be able to apply for grants and funding
- to protect individuals in the association from being sued
- to allow your association to draw up contracts, sue or be sued
- allows members to join most sports associations or league competitions.

Associations Incorporation legislation is governed at a federal level, therefore requirements may vary between states.

The Office of Fair Trading is the organisation responsible for incorporated associations in Queensland. The official website (refer to the 'References' section of this document) has an excellent range of fact sheets to assist groups with incorporation issues.

Committee of Office Bearers

Club members elect the office bearers of the club committee annually. It is recommended that the club executive, at a minimum, consists of the following officer bearers:

- President
- Vice President (recommended)
- Secretary
- Treasurer

Clubs, at their discretion, may choose to appoint executives in other positions.

Role of Club Office Bearers

A number of factors help a club to achieve its purpose and objectives. Of these, the most important are:

- The President must lead the committee and the whole club.
- The club's activities should centre on its purpose and objectives.
- There must be constant and effective communication between committee members and to other members of the club.
- Club officer bearers should have clearly defined duties.

Duties of Office Bearers

The duties of office bearers should be replicated across all clubs. Clubs, however, may wish to delegate specific duties to some committee members, or create new positions.

President

The President is ultimately responsible for the proper functioning of the club.

Duties include:

- chair committee meetings and general meetings of the club
- coordinate activities within the club committee
- ensure legislative compliances for the club are met
- submit an annual report for the club's Annual General Meeting
- act as a spokesperson for the club
- lead, enthuse and motivate the club committee.

Chairperson:

- planning is essential to ensure meetings run smoothly
- make sure you are familiar with the agenda
- know the club's constitution and standing orders for the conduct of the meetings
- follow the agenda strictly unless directed otherwise by the meeting
- keep the meeting in the desired direction
- listen attentively and keep a concise summary of proceedings
- attempt to get all members to contribute to meeting
- ensure there is fair discussion on each issue and all points are expressed before the meeting is called upon for a vote
- thank those who are present for attending when closing the meeting.

Vice President (Recommended)

The Vice President acts on behalf of the President in all situations where they are not available to make a decision or an appointment.

Duties include:

- act as Deputy Chairperson for all club meetings
- ensure the club's activities accord with its constitution
- fulfil other activities as the committee may impose.

Secretary

The smooth running of the organisation depends on the efficiency with which the Secretary handles records, correspondence, and other communications.

Duties include:

- arrange club meetings by preparing agendas and supporting papers, booking meeting spaces
- conduct all correspondence, both inbound and outbound
- keep an up-to-date register of all the club's financial members
- arrange typing and copying
- maintain the club filing system
- keep a calendar of club activities.

Treasurer

The Treasurer is responsible for the club's financial management.

Duties include:

- keep the club's financial books up to date at all times
- prepare the budget for income and expenditure
- be prepared to present a financial report every committee and general club meeting
- present the club's financial report at the Annual General Meeting
- provide UQ Sport with the club's annual financial report
- authorise all petty cash transactions and be responsible for drawing cheques
- collect and bank all income in a club account
- prepare balance sheet, profit and loss, and cash flow reports
- prepare financial statements and ensure audit requirements are met.

Volunteers

Volunteers are the lifeblood of sport and are vital to the successful running of any sports club. Smart clubs are those who work hard to recruit, retain, manage and appreciate their volunteers.

Develop a volunteer management plan to guide the way in which the club supports its most valued asset.

Handy reference websites can be found at the back of this document in the [References](#) section.

Club Administration

A committee elected by its members administers each club. The exact composition, election process and responsibilities of the club committee is established within the club constitution.

One of the keys to a successful club is holding regular meetings. In addition to monthly executive meetings, it is recommended that clubs hold a general 'all-members' meeting two or three times a year.

Club Constitution

Each club must provide its own constitution. The executive committee must approve club constitutions and amendments to the club constitution.

The club constitution outlines important matters including:

- club purpose
- club objectives
- club management structure
- club meetings.

Club Strategic Direction

Every club should implement a strategic or operational plan. This plan should be developed in collaboration with your members and guide the key actions and dates for the committee and club over a medium-term period - usually five years.

The plan should include:

- analysis of issues and opportunities
- vision, goals and objectives
- action plan detailing tasks, responsible parties and resource requirements.

Meetings

Your incorporated association is required to meet at least once a year (AGM) and the Management Committee must meet at least once in every four months (Management Committee meetings). The Management Committee should meet as often as necessary to properly manage the affairs of the incorporated association. Other meetings might include Special General Meetings.

AGM

An AGM **MUST** be held within six months after the end of the incorporated association's financial year.

You must notify your members of the meeting 14 days prior to the meeting. Candidates may be considered elected if they are unopposed for a position. Current executives may be re-elected for the same or different committee position.

Your AGM must include the following:

- 14 days' notice must be given to each member.
- Notice must be in writing (email or direct mail).
- You must collect an attendance record, including name and signature.
- Proxies must be in writing and do not count towards quorum but do count as votes.
- Minutes must be taken at the meeting.
- Reports from outgoing office bearers (President, Secretary and Treasurer – financials must be included in Treasurers report).
- The AGM must be held at a neutral venue (not a private dwelling). UQ Sport can arrange a room on campus at no cost.

Post AGM requirements:

- Lodge an annual return to the Office of Fair Trading within a month after the AGM. The return must include a copy of the financial statement presented at the AGM, signed and dated by either the president or the treasurer, including:
 - a profit and loss statement (income and expenditure)
 - a balance sheet (assets and liabilities)
 - details of all mortgages, charges and securities that affect any of your incorporated association’s property at the close of the financial year. The annual return must also include a copy of the signed audit report or verification statement.
- Provide UQ Sport the following information within two weeks of the AGM:
 - financials that were presented at the AGM
 - AGM minutes
 - President, Secretary and Treasurers reports
 - details of new executives including, name, committee position, email address and mobile number.

Reporting to Office of Fair Trading

To determine your club’s reporting level, your club must define the combined value of the current assets and total annual revenue.

The following table provided by the Queensland Office of Fair Trading outlines the three reporting levels. This information can also be found on the [department website](#).

Levels	Value of Assets	Reporting Requirements
Level 1	Current assets of more than \$100,000, or total revenue of more than \$100,000.	An auditor or certified accountant must audit the financial statements.
Level 2	Current assets between \$20,000 and \$100,000, and/or total revenue between \$20,000 and \$100,000.	<p>Level 2 incorporated associations required to have an audit conducted under the Collections Act 1966, Gaming Machine Act 1991 or under any law for any other purpose:</p> <p>An auditor or certified accountant, or persons approved by OFT, must audit the financial statements.</p> <p>For other level 2 incorporated associations:</p> <p>An auditor or certified accountant, or person approved by OFT, must verify the financial statements.</p> <p>The verification statement must state: ‘I have sighted the association’s financial records and financial records show that the association has bookkeeping processes in place to adequately record the association’s income and expenditure and dealings with its assets and liabilities’.</p>



Levels	Value of Assets	Reporting Requirements
Level 3	Current assets of less than \$20,000 and total revenue of less than \$20,000	<p>Level 3 incorporated associations required to have an audit conducted under the Collections Act 1966, Gaming Machine Act 1991 or under any law for any purpose:</p> <p>An auditor or certified accountant, or person approved by OFT, must audit the financial statements.</p> <p>For other level 3 incorporated associations:</p> <p>The president or treasurer must verify the financial statements. The verification statement must state: 'The association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities'.</p>

Recording and Retaining Information

Club records must be kept up to date to ensure transparency, protect historical records and to provide access to essential information for future committee members.

Important tasks:

- Record committee and club decisions and actions, primarily through minutes of meetings, and keep them in a location accessible to all committee members.
- Standardise record-keeping procedures by individual committee members. This could include a folder for each office bearer containing key material for that role.
- Retain financial records for a minimum of five years.

Financial Management

An important role of the committee is to sustainably manage the resources of the club. Key resource management tasks could be grouped under Financial and Asset Management:

Financial Management:

- Be transparent and accountable.
- Set and conform to an annual budget.
- Regularly report finances to the club's committee and members.
- Ensure prudent use of club funds according to strategic and operational needs.
- Produce an annual report.

Asset Management:

- Retain a register of all assets, including facilities and equipment.
- Maintain plans for facilities and equipment, detailing scheduled maintenance requirements and anticipated replacement dates and costs. These costs should be reflected in the annual budget. Purchase details and warranties for all equipment should also be recorded.
- Create policies for the use of facilities and equipment for club and external activities.

Grants

Financial support may be available to clubs through the Federal Government, Queensland Government (e.g. Department of Tourism, Innovation and Sport, Department of Justice - Gambling Community Benefit Fund), Brisbane City Council, and other community-minded organisations.

When a club is applying for an external grant, and requires a letter of support from UQ Sport, the request should be emailed to clubs@uqsport.com.au no later than 21 days before the grant closing date.

UQ Sport will endeavour to advise clubs of upcoming grant opportunities.

Handy reference websites can be found in the [References](#) section of this document.

Data Collection

UQ Sport reports affiliate club membership data on an annual basis to the University and the UQ Sport Board. The UQ Sport Club Administration department will ask clubs to provide a breakdown of its members into the following categories:

- total club membership
- number of UQ student members
- UQ student ID number (required for each member)
- number of UQ staff members
- number of UQ alumni members
- number of junior members
- number of general public members
- gender reporting: male, female, non-binary.

As part of the Affiliation Agreement, the club is required to provide this information on request. To remain affiliated with UQ Sport, clubs are required to maintain a membership that consists of a majority of UQ Community members (UQ students, staff and alumni). Junior member numbers are requested but not accounted for in final data reporting criteria.

Waiver Disclaimer

Clubs are required to include the following waiver disclaimer on all membership forms:

'Personal information will be shared with UQ Sport for reporting student participation data.'

Risk Management

All clubs owe their members a duty of care, and therefore, both risk management and insurance are crucial components of quality club governance. All clubs should have a risk management plan in place.

UQ Sport clubs are required to submit an annual risk assessment to UQ Sport for all regular club-based activities.

When a club holds a one-off function, trip or event, a UQ Sport Affiliated Clubs Risk Assessment and UQ Sport affiliated clubs Trip or Event Activity Plan is required to be submitted to UQ Sport no later than two weeks prior to the activity taking place.

Should a club hold a one-off function, trip or event at a new or remote location (e.g. rowing on a lake, mountain climbing in bushland, or cycling a new route), the club is required to submit an initial Affiliated Sporting Club Activity Risk Assessment per the above requirements and then update this risk assessment upon arrival at the destination.

This is required so that potential risks can be identified for all activities the club will undertake. Updated documentation must be lodged to UQ Sport within two weeks of the activity taking place to finalise the assessment.

For the UQ Sport Affiliated Clubs Risk Assessment and UQ Sport Affiliated Clubs Trip or Event Activity Plan refer to the [Appendices](#) section.

Important

A 'club activity' is defined as any function, event or trip being run, organised or promoted (i.e. advertised via online platforms or printed material) by a club. Club activities that go ahead without submission and approval from UQ Sport at least two (2) weeks prior are non-sanctioned activities and therefore participants, club members, volunteers and leaders will not be covered by UQ Sport insurance.

For all activities held at a new or remote location, the *Affiliated Sporting Club Activity Risk Assessment* must be updated on arrival at the destination and submitted to UQ Sport within two (2) weeks of the activity taking place.

Please forward the ***Affiliated Sporting Club Activity Risk Assessment***, and ***UQ Sport Affiliated Clubs Trip or Event Activity Plan*** to clubs@uqsport.com.au.

Swimming Competency Certificate

When a club participates in a water-based activity, the club is responsible for ensuring that all participants demonstrate an appropriate level of swimming competency.

Club members must complete a UQ Sport Swimming Competency Assessment at the UQ Sport Aquatic Centre prior to participating in the water-based activity. Members of multiple clubs are only required to complete one (1) Swimming Competency Assessment.

To pass the Swimming Competency Assessment, participants must demonstrate they can tread water for two (2) minutes, and swim 400 metres continuously. The UQ Sport Aquatic Centre Venue Manager has set this minimum standard. A certified lifeguard will conduct the Assessment, at no cost to participants or clubs.

Upon completion, a UQ Sport Swimming Competency Certificate will be issued to the participant and is valid for two (2) years from the date of the Assessment. It is recommended club member takes a photo of their UQ Sport Swimming Competency Certificate, should they be required to provide it to UQ Sport.

Bookings are not required for individual assessments during the below times; however, they are required for large group sessions. To book a group session, please email clubs@uqsport.com.au, a minimum of seven (7) days prior with your preferred date and time:

- Tuesdays & Thursdays (10am-12pm)
- Sunday (1pm-2pm).

Incident Report Forms

Incident Report forms are to be completed any time a **near miss or incident occurs**. This form should be completed by a club executive and reported to UQ Sport within 48 hours. Please return the completed form to UQ Sport by emailing clubs@uqsport.com.au.

In the case of a serious injury, fatality, or dangerous occurrence on campus, please immediately phone UQ Security on 3365 3333. For off campus incidents, call 000.

In the case of a fatality, you must next advise UQ Sport's Workplace Health and Safety Officer of the incident by calling 3365 6223 or UQ Sport reception 3365 6047.

To notify UQ Sport of a critical incident or fatality outside normal business hours contact Chief Executive Officer 0413 304 804 or Facilities Manager 0439 784 339.

Your club is required to retain a copy of all incident reports for seven (7) years.

For the Incident Report form please refer to the [Appendices](#) section.

Reporting Hazards, Incidents and Near Misses

Incidents and near misses must be dealt with promptly and addressed where there may be an ongoing safety concern i.e. blocking off hazard. Hazards are reported through the [UQ Sport Incident Report Form](#) and should be as detailed as possible. If a patron involved does not wish to provide all their details to the club, please list "patron declined to provide their details". These forms need to be emailed to clubs@uqsport.com.au. A copy of the incident report form needs to be kept securely for 7 years. If the incident is considered critical or a significant emergency, please contact UQ Sport immediately.

During operating hours: 3365 6612 and request to speak to the Workplace Health and Safety Advisor

After hours:

- Chief Executive Officer – 0413 304 804
- Facilities Manager – 0439 784 339

Club Critical Incident Procedure

A critical incident is an occurrence where a member or members of a club are involved in a traumatic event or situation, or the threat of such, which causes or is likely to cause a fatality, severe physical injury, fear, harm, or severe emotional distress.

In the event of a critical incident, the following steps should be followed by the club's activity leader, instructor, coach, or team manager:

Critical Incident – Important Steps

1. Take appropriate action to clear the area of any immediate danger and ensure the safety of others.
2. Commence first aid and/or seek assistance from others qualified to commence first aid.
3. For incidents on campus: call UQ Security on 3365 3333, or dial 000 for off campus incidents and ask for the relevant emergency service (Police, Fire or Ambulance).
4. Follow directions from emergency service personnel.

5. Once above steps have been followed, immediately contact UQ Sport:

- Workplace Health and Safety Advisor – 3365 6223
- Clubs Manager – 3346 9089

If outside normal business hours:

- Chief Executive Officer – 0413 304 804
- Facilities Manager – 0439 784 339

6. Follow directions from UQ Sport

7. Complete and submit a UQ Sport Incident Report Form within 48 hours

Media Procedure

If approached or contacted by a media outlet regarding a critical incident, do not engage in any questioning or comment on the matter. Immediately notify UQ Sport’s media team, who will coordinate a response.

Marketing, Retail and IT Manager	marketing@uqsport.com.au 3346 9618
Marketing and Communications Officer	media@uqsport.com.au 3346 7518

Insurance

UQ Sport holds a range of insurance policies on behalf of affiliated clubs.

UQ Sport insurers will send out an annual reporting form, which all clubs are required to complete by the due date to ensure their club remains covered.

Policies	Due Dates
Personal Accident	May/June
General and Product Liability (Public Liability)	May/June
Property	May/June
Professional Liability (Club Executives)	May/June
Marine Hull (Watercraft)	May/June

Insurance Claims

In the event your club needs to lodge an insurance claim with UQ Sport, please complete the following steps:

1. Contact UQ Sport to advise of the incident, provided an incident report form to UQ Sport with 24 hours and request a claim form by emailing clubs@uqsport.com.au.
2. Claim forms are to be completed and returned to UQ Sport within 30 days of the incident occurring.
3. Return completed forms to clubs@uqsport.com.au.

Property Claims

For a claim relating to property damage:

1. In addition to the above steps, your club will need to provide photos of the damaged property.
2. Additional incident reports from all witnesses.
3. Supply two (2) repair or replacement quotes.
4. **Important:** Do not replace or undertake repairs to the damaged property until formal notification is received that the claim has been accepted. If repairs are undertaken prior to approval the insurer may not accept your claim.

Certificate of Currency

If a Certificate of Currency is required by an external party (e.g. off campus activities such as events or hire an external venue), the club should request a copy via UQ Sport Clubs Administration department.

Applications to UQ Sport should be made in writing by emailing clubs@uqsport.com.au. In the instance a club has an agreement in place with an external party, the club is required to submit the agreement documentation when requesting the Certificate of Currency.

All requests are forwarded to the University for UQ approval. Please allow up to seven working days for processing.

Please note: requests must be submitted for every event. The Certificate of Currency is valid for one approved use only.

Insurance for Club Sanctioned and Non-Sanctioned Events

Incorporated UQ Sport affiliated clubs are covered by insurance policies held by UQ Sport Ltd.

Unapproved activities and events that are organised by the club are deemed as non-sanctioned events. When organising and/or participating in a non-sanctioned event, it should be noted that club executives, individual club members, and the club itself, are not covered by this insurance.

With all sanctioned events, clubs should advise participants of a scheduled date, which appears on the club's website and/or social media pages, and specify the event's starting and finishing time, and location. Any activities outside the times will not be covered by insurance.

Club Events

Affiliated clubs sit under UQ Sport's Insurance policies, UQ Sport must be informed of all club events held on or off-campus. Depending on the type of event your club is hosting on-campus, UQ Security may also need to be involved in the event planning stage.

Please send all trip/event risk assessments and trip/event activity plan to clubs@uqsport.com.au for processing and approval.

The approval process can take up to two (2) weeks. To avoid disappointment please have all risk documents to UQ Sport within the required timeframe.

Approval for late submissions is not guaranteed.

Events Involving Alcohol On-Campus

All requests to have alcohol at club events on-campus are to send enquires to clubs@uqsport.com.au. Please allow a minimum of 21 days' notice prior to the event start date.

Other Event Documentation

Depending on the type of event you are holding, UQ Sport may request some or all of the following event documentation:

- Event Risk Assessment
- UQ Sport Affiliated Clubs Trip or Event Plan
- PF100 Alcohol Permission Form
- Public Liability Insurance Certificates of any external event suppliers (e.g. coffee van)
- Food Licence for external caterers and food vans
- Site Plan Map
- Traffic Impact Assessment (depending on the size of the event)
- Waste Management Plan (depending on the size of the event).

Fundraising Barbeques

Each year UQ's Property and Facilities Division (P&F) offers opportunities for UQ clubs and societies to hold fundraising barbeques (BBQs) on campus.

At the start of each year, UQ Sport will circulate an email to clubs seeking their preferred dates, should they wish to stage a fundraising BBQ.

Dates are allocated to clubs on a first-come, first-served basis. Each club is initially allocated one date, but a second date may be offered if all spots are not taken.

If a club is unable to proceed with the reserved date, it must advise UQ Sport at the earliest opportunity. The allocated date will then be offered to all other clubs.

Reserved BBQ Area:

- The club must only use the specific area booked through UQ Security. Located in a permanent position near the [Grassy Knoll](#).
- Any deviation from that area will result in the BBQ being shut down by UQ Security.
- If a club is found to be holding a BBQ that has not been properly booked, UQ Security or P&F staff will ask the club to shut down the BBQ.
- Compliance with any directive from UQ Security or P&F staff is mandatory. Failure to do so will see clubs suspended from further BBQ opportunities.

Non-Attendance

Allocations for fundraising BBQs on campus are limited.

Please note: If your club is unable to attend the scheduled BBQ, please advise UQ Sport of the cancellation no later than 24 hours before the event. All cancellations are to be received during normal business hours. A cancellation fee of \$200 will be invoiced to the club if sufficient notice is not provided or in the event of a no-show by the club. Cancellations are to be emailed to clubs@uqsport.com.au. The club will subsequently forfeit BBQ privileges for the remainder of the year.

Preparation and Service of Food

BBQ Volunteers are required to complete the Queensland TAFE COVID Safe for Dining-In (micro-credential) online course at <https://tafeqld.edu.au/covid-safe>.

Certificates are to be uploaded here <https://unionportal.getqpay.com/form?fid=64> before the BBQ keys can be issued to the club.

Volunteers should have a copy of the food certificate at the BBQ site in the event they are required by UQ Security on the day.

Non-Cleaning or Damage

If UQ Sport or UQ Property and Facilities determines that the BBQ and surrounding area is not the same than when used by a club, it may repair or replace any piece or part of the equipment the user will be invoiced and required to pay associated repair costs.

The BBQ and surrounding area must be cleaned. In the event the BBQ or surrounds require cleaning by UQ Properties and Facilities, the club will be invoiced by UQ for related expenses.

The club is responsible for the safe and appropriate disposal of any rubbish and waste (including the contents of the drip tray) produced by the barbeque. **Please note:** no waste is to be put down drains on campus.

Failure to meet these cleaning standards could lead to venue hire privileges being suspended until payment is received.

Agreements

Prior to hosting a BBQ, the hiring club will be provided a copy of UQ Sport's BBQ Hire Agreement. This document is to be read, signed and returned to clubs@uqsport.com.au no later than three working days prior to the BBQ. If a club hosts more than one BBQ, it is not required to provide new signed agreement it is valid for the current year). *For the relevant form, please refer to the [Appendices](#) section.*

Noise and Music

Music and other noise are not permitted at barbeque sites, as it interferes with classes and daily business in surrounding areas – particularly in the core teaching area of campus. This includes shouting and hawking to attract business. UQ Security will be actively monitoring all sites, to the extent that if noise complaints are received, Security will attend and have the barbeque closed.

Events Involving Liquor

Refer to The University of Queensland's Policies and Procedures for information on liquor licences:

- [UQ Alcohol and other Drugs Policy](#) – 2.60.01
- [UQ Event Approval and Control Policy](#) – 7.30.01
- [PF100 Application for permission to keep or consume intoxicating liquor on site](#).

As a guide, the Liquor Act applies to all alcohol brought onto campus. This applies to every event, however, it is up to the University to determine whether a liquor licence is required for each application, as UQ policy takes precedence.

Ethical Behaviour

Ethical behaviour, both on and off the sporting field, ensures all club members are given a fair and reasonable opportunity to participate and succeed without judgement. Clubs and their members should adhere to the following standards and behaviour at all times:

- The club recognises the importance and value of club diversity.
- The club and its members are expected to promote and encourage equality and inclusiveness throughout the organisation and consider age, gender, cultural background, and people with a disability in decision-making and without discrimination.
- Executives are expected to act honestly and in the best interests of the members as a whole and not to represent individual constituents.
- Executives are expected to contribute to a positive committee behaviour and culture by showing respect for other members' opinions and allowing each member a fair and equal opportunity to contribute to discussions/decision-making.
- Executives are expected to behave responsibly, particularly regarding confidential information.

Grievance Procedure

The objective of a grievance procedure is to provide a fair and transparent framework for the handling of club and/or club member grievance. A grievance may arise where a club and/or club member believes their responsibilities have been breached.

- Clubs and individuals should take into consideration the following when dealing with grievances:
- Where possible, seek an early resolution to grievance matters.
- Approach all matters in a welcoming, less formal manner.
- Members should be advised that they are entitled, if they so request, to a representative at all stages of formal resolution procedures.
- Confidentiality must be respected and maintained at all times by all parties within the constraints of the need to fully investigate a grievance, subject to any legal requirements for disclosure and consistent with the principles of natural justice.
- Parties to a grievance should engage in the procedures for grievance resolution in good faith and focus on achieving a resolution to the concerns raised.

- The principles of procedural fairness (natural justice) will apply to all parties.

The term 'procedural fairness' refers to the processes by which an outcome is reached and not the outcome itself. Regarding grievance resolution, procedural fairness requires that a respondent to a complaint must be provided with:

- Relevant details of the complaint to enable the respondent to formulate a response in the case of an investigation.
- Information about the process, by which the matter is to be resolved.
- The opportunity to put forward their case and respond to the complaint during the investigation.

In addition:

- Any decision-maker must act impartially and without bias.
- All relevant submissions and evidence must be considered.
- Irrelevant matters must not be considered.
- The complaint must be dealt with in a timely manner.

The independent Members Protection Information Officer can be contacted at mpio@uqsport.com.au.

UQ Sport Events

UQ Sport operates a number of events that provide key opportunities for involvement by clubs.

Market Day

This action-packed day features hundreds of stalls, lots of freebies and thousands of students all out and about finding what to do on campus. Semester 1 Market Day is usually held in late February, Semester 2 Market Day is usually held in late July.

University Drive, Campbell Place and the Great Court at UQ's St Lucia Campus are transformed into a street market with countless stalls, entertainment, giveaways and demonstrations. It's fun and free of charge!

UQ Sport covers the cost for each affiliated club to have a stall space within the Great Court. The stall consists of signage, a small table, and two chairs. club representatives are required to be present for the whole day to man the stall. It is recommended that posters, information about club activities, and flyers for students to be able to sign up (with a QR Code to the club website or social media presence) are produced to make the stall appealing. If a club expresses intent to participate and doesn't show up on the day, equipment hire charges will be passed on to the club.

Event Timeline:

- UQ Sport sends stallholder paperwork to clubs (approximately two months out from event)
- stallholder paperwork due (approximately one month out from event)
- UQ Sport sends event info pack to each club (1-2 weeks out from event).

Club and Sports Awards

The UQ Sport Club and Sports Awards annual dinner is a great chance for teams and athletes to let their hair down after a year of gruelling training and tough competition. It's a celebration of outstanding sporting achievements, club commitment and a way to show appreciation to all those involved in running UQ Sport clubs. Not only is sporting excellence championed, but the dedication of coaches and efforts of volunteers is also recognised.

The following categories will be awarded on the night:

- Club Volunteer of the Year
- Club Administrator of the Year
- Club Service Award
- Club Coach of the Year
- Club All-Rounder of the Year
- Hulbert Bursary Award (\$5000 prizemoney)
- Presidents Cup (\$2500 prizemoney)
- Sportsman of the Year
- Sportswoman of the Year.

Nominations for the Club and Sport Awards open early February and close at the beginning of March. The Club and Sports Awards Selection Committee, an independent UQ Sport Board Committee, then meet to determine award winners.

UQ Blues Awards

The UQ Blues Awards have a long tradition at UQ Sport and The University of Queensland. Over the years, Blues have been awarded to sportsmen and sportswomen in recognition of their outstanding sporting achievements and for enhancing the reputation of University sport. To be awarded a University Blue is held in high esteem and is one of the highest accolades a University athlete can receive.

Blues are awarded for outstanding performances in club fixtures, representative games, and inter-university competitions. In recent years, UQ Sport - through its Blues Advisory Committee - has developed a selection method and criteria to ensure that Blues and Half-Blues at the University are of the highest standard. Each year these awards are presented at the UQ Sport Blues Awards Dinner.

Nominations for the UQ Blues Awards open late August and close at the end of September. The Blues Awards Selection Committee, an independent UQ Sport Board Committee, then meet to determine award winners.

The UQ Blues Awards Dinner is usually held on the first Friday in November. Club members, especially former Blue and Half-Blue awardees are encouraged to attend. Tickets are available for purchase from the UQ Sport website.

Brand and Marketing

“Maintaining a strong reputation in a highly competitive, global marketplace hinges on having an instantly recognisable brand that embodies the distinct values, culture, experience and identity of our University. Given that UQ is such a large organisation with so many distinct entities within the university ecosystem, it’s vital that we all rally behind one visual identity, with a unifying look and feel. This includes UQ Sport and the UQ sporting clubs, many of which have a long history and high profile in the wider community.

“To support a unified approach and build a brand that we can collectively be proud of, all entities associated with UQ should look like they belong to the UQ family by embracing our brand colour. Your support is essential in ensuring the success of a unified UQ brand that’s applied consistently across every club. I thank you for the role that you play as brand ambassadors for our University in the wider community.”

Professor Deborah Terry, AO Vice-Chancellor and President, The University of Queensland

The following instructions relate to all UQ Sporting clubs (recreational and competitive) that are affiliated with UQ and UQ Sport. Please refer to the UQ Sporting Clubs Brand Guidelines in the [Appendices](#) for detailed information.

Use of The University of Queensland Name

The registered name of the university is ‘The University of Queensland’. Therefore, club names must include the University of Queensland name spelled in full or the UQ initials in front of the club name. For example, The University of Queensland Tennis Club or UQ Tennis Club. Abbreviations should be avoided when referring to UQ sporting clubs. Website URL naming should follow the same guidelines i.e. the URL is the full club name rather than an acronym. For clubs that are comprised of multiple disciplines, we recommend referring to them as ‘squads’ e.g. the UQ Athletics Club should refer to their running team as a Running Squad.

Use of Logos

Club Logos/Graphics and Mascots

As UQ operates under a ‘One UQ’ Masterbrand, individual club logos are not permitted. Existing club branding including logos, graphics and mascots need to be phased out in preference of the UQ brand. The only logos permitted on sporting uniforms are the UQ logo, UQ Sport logo and any relevant sponsorship logos.

UQ Logo

Use of the UQ logo and shield is restricted and permission must be obtained from Marketing and Communication (M&C). In addition, approval is required for all applications of the UQ brand and is subject to supervision by UQ Sport. The University logo must stand alone, not be altered in any way, and should never be incorporated into the club’s logo. UQ affiliated sporting clubs must not use the UQ logo for any purpose that has not been approved by M&C or is inconsistent with the UQ Brand Guidelines. All proposals and requests for club use of the UQ logo must be submitted to UQ Sport Marketing.

UQ Sport Logo

Use of the UQ Sport logo and device is also restricted and permission must be obtained from UQ Sport Marketing for its application. The UQ Sport logo must stand alone, not be altered in any way and should always be consistent with the UQ Sport Brand Guidelines. All approval requests for club use of the UQ Sport logo must be submitted to UQ Sport Marketing prior to any potential use or distribution.

To request approval to use the UQ and UQ Sport logos, the following steps are to be followed:

1. Please email your request to marketing@uqsport.com.au (**subject: ATTN: Marketing, Retail and IT Manager**).
2. Please provide details of the purpose of the logo request and how logo/s will be used (please attach any design concepts if available at this stage).
3. Upon approval, relevant logos and style guides will be supplied for this use (please issue a new request for all subsequent design projects).
4. Clubs are required to submit to the final artwork designs to UQ Sport Marketing prior to production.
5. UQ Sport Marketing will advise if the use of UQ/UQ Sport logo is approved by UQ Sport (and the university where applicable) or any required adjustments.
6. Please allow a minimum of five (5) working days for approval (14 days recommended).

Inappropriate or unauthorised use of the UQ brand

M&C will contact any person or group using the UQ logo inappropriately, without authorisation or inconsistent with the UQ Brand Guidelines to resolve non-compliance issues. If noncompliance is not resolved within a reasonable timeframe, the matter will be referred to:

- UQ's Chief Marketing and Communication Officer, or
- UQ Legal Services.

Inappropriate or unauthorised use of the UQ Sport brand

UQ Sport Marketing will contact any person or group using the UQ Sport Brand inappropriately, without authorisation or inconsistent with the UQ Sport Brand Guidelines to resolve non-compliance issues. If not resolved within a reasonable timeframe, the matter will be referred to UQ Sport's Chief Executive Officer and/or Board.

From time-to-time, clubs may seek to include UQ, UQ Sport and other logos on club marketing collateral and merchandise (such as advertisements, posters, flyers, websites, apparel and giveaways).

Use of the UQ and UQ Sport logo is not permitted without prior approval from UQ Sport Marketing.

To request approval, the following steps are to be followed:

1. Please email your request to marketing@uqsport.com.au (subject: ATTN: Marketing Retail and IT Manager).
2. Please provide details of the purpose of the logo request and how logo/s will be used (please attach any design concepts if available at this stage).
3. Upon approval, relevant logos and style guides will be supplied for this use (please issue a new request for all subsequent design projects).
4. Clubs are required to submit the final artwork designs to UQ Sport Marketing prior to production.
5. UQ Sport marketing will advise if the use of UQ/UQ Sport logo is approved by UQ Sport (and the university where applicable) or any required adjustments.
6. Please allow a minimum of five (5) working days for approval (14 days recommended).

Club Uniforms

All clubs are required to compete in official UQ and UQ Sport branded uniforms.

A general clubs' uniforms' style guide has been developed. Individual style guides are available by sport upon request.

For enquiries regarding club uniforms, please contact the Clubs Administration Manager at clubs@uqsport.com.au.

Social media

Social media is a great way to communicate with club members, as well as a wider audience – including potential members and sponsors.

Social media relates to any interaction or activity that occurs online, where people can share information or data.

Examples of social media include:

- networking websites (e.g. Facebook, Instagram, LinkedIn)
- video & photo sharing websites (e.g. YouTube, Instagram)
- blogs (e.g. Tumblr) and micro-blogging (e.g. Twitter)
- forums & discussion boards
- podcasts.

When using social media, where people can share information or data, clubs need to be aware of privacy issues, be respectful and professional, and ensure they do not discriminate against any person, people group, or organisation.

Once personal information is posted online, it can never truly be recalled or forgotten. If you post something online for a club's purpose, it not only reflects on your club, but also UQ Sport and The University of Queensland. Therefore, clubs are to promote UQ Sport and The University of Queensland in a positive manner at all times.

UQ Sport affiliated club representatives must not:

- Post, share or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful.
- Use or disclose any confidential or secure information.
- Comment, post or share any material that might otherwise cause damage to UQ Sport, or The University of Queensland's reputation, or bring any party into disrepute.
- Promote unofficial and/or unsanctioned club activities, fund-raising initiatives, events or trips on social media. Posting such activities incorrectly constitutes them as being approved and sanctioned by UQ Sport.

Clubs are encouraged to develop and implement their own social media policy. For guidance, refer to [UQ Social Media Community Guidelines](#).

In addition, to assist in club marketing, it is recommended that clubs tag the relevant UQ Sport account in their social media posts, where applicable. Tagging UQ Sport better allows UQ Sport Marketing to share your club's communications across a vast subscriber base.

UQ Sport tags include:

- **Facebook:** [UQ Sport](#)
- **Tiktok:** [@uqsport](#)
- **Instagram:** [@uqsport](#)

Filming & Photography on Campus

All campus media visits are subject to approval by UQ Sport and The University of Queensland's Office of Marketing and Communications (both approvals must be directed through UQ Sport).

Should your club receive a request from a media outlet to carry out filming or photography on campus, you must contact a UQ Sport PR & Communications Specialist by emailing media@uqsport.com.au or calling 3365 6612.

A minimum of 48 hours is required to process your media request. For all requests to film on campus, media outlets will need to provide a valid Certificate of Currency.

Please note: venue hire charges may apply for commercial productions (e.g. catalogue photo shoots).

UQ Sporting Scholarships

With an excellent reputation for achievement in the elite sporting arena, UQ is proud to support student-athletes from a wide range of sports. UQ has seen its student-athletes excel at the highest international levels, including at the Olympic and Commonwealth Games. UQ's Sporting Scholarships currently support Australian and Queensland elite student-athletes from sports such as Athletics, AFL, Cricket, Cycling, Gymnastics, Hockey, Mountain Biking, Netball, Orienteering, Rowing, Rugby, Squash, Surf Life Saving, Tennis, Swimming, Touch Football, Volleyball, Water Polo. All have benefited from the outstanding sporting facilities and services the University and the UQ Sport Elite Athlete Program has to offer.

All sporting scholarship holders receive the following benefits:

- access to the UQ Sport Elite Athlete Program
- free academic tutoring and study group support (where available)
- free access to the full range of UQ Sport health and fitness facilities
- free personal and professional development support, including workshops on academic skills, career planning, sports nutrition and much more
- academic liaison and advocacy to balance elite commitments with study
- induction program for first year students
- free or discounted support through UQ referral networks, including Sport Psychology and Sports Dietician consultations.

In 2022 there were **47** Sporting Scholarships awarded to a **total program value of \$180k+**.

2023 UQ Sporting Scholarships

UQ Sports Achievement Scholarship:

- awarded to outstanding new and continuing students who have excelled in their chosen sport and academic studies
- \$3000 to \$6000 (2020 figures)
- 1 year
- Australian citizens only
- UQ club membership is required for applicable sports.

UQ Sport Scholarship Ambassador Program:

- high performance support services for elite-level athletes
- 1 year
- open to domestic and international students
- recipient eligible for non-financial benefits.

Clem Jones Sporting Scholarship:

- awarded to high-achieving student-athletes with demonstrated financial need
- \$18,000
- 3 years
- Australian citizens only
- to be eligible, applicants must have at least three (3) years remaining of their undergraduate program
- applicants must demonstrate evidence of financial hardship.

Wensley Sporting Scholarship:

- awarded to a high-achieving student-athlete with demonstrated financial need
- minimum of \$4,500
- 1 year
- applicants must demonstrate evidence of financial hardship.

For more information on the UQ Sporting Scholarship program contact sportscholarship@uqsport.com.au.

Elite Athlete Program

The University of Queensland (UQ) is an elite athlete friendly university which supports more than 200 student-athletes, including Olympians, Paralympians, Commonwealth Games and Professional athletes. Eligible athletes can apply for 'elite athlete status' which gives them access to academic considerations through the [Programs and Assessment for Elite Athletes Policy](#). Once approved for elite athlete status, student-athletes can access the UQ Sport Elite Athlete Program (EAP).

Academic Support

The University of Queensland offers exceptional opportunities for elite-level student athletes to perform at their peak, while gaining a world-class education. The University of Queensland is endorsed by the Australian Institute of Sport as part of the [Elite Athlete Education Network](#).

We can help you balance your dual careers in sport and study, through access to the following supports:

- priority class sign on and timetable support
- access to alternative arrangements with assessment
- deferred examinations
- sitting examinations off campus under examination conditions
- where appropriate, waiving of minimum attendance requirements at lectures, tutorials or practicals
- where continuous enrolment is compulsory, a negotiated arrangement to study part time
- an extension of the time specified to complete a program of study
- the provision for students to defer enrolment for up to two years for major sporting events (e.g. in an Olympic Games year)
- completion of some studies as a cross-institutional student or exchange student at an approved interstate or overseas university
- provision of summer semester alternatives or, where programs with multiple modes of delivery are available, to undertake studies via distance mode.

Services & Benefits

In addition to support for your study, eligible UQ Elite Athlete's receive the following through the UQ Sport Elite Athlete Program:

- free UQ Sport Gold Membership
- discounted UQ Sport Strength and Conditioning services
- designated elite athlete support staff
- competition subsidy funding for out-of-pocket competition expenses
- personal development workshops and services
- complimentary Elite Athlete Program Merchandise.

For more information on UQ's Elite Athlete Program including full academic support and eligibility contact eliteathlete@uqsport.com.au.

Competition Subsidy

The UQ Sport Competition Subsidy provides funding to assist talented student athletes at UQ to assist with out-of-pocket competition costs to compete at eligible national and international sporting events. For more information about the UQ Sport Competition Subsidy, please contact compsubsidy@uqsport.com.au.

Disaffiliating a Club

Disaffiliation can occur based on a number of compliance failures. Serious breaches will be reported to the UQ Sport Board of Directors.

Examples of serious breaches include:

- non-compliance with the UQ Sport Affiliated Club Agreement
- inability to meet UQ community membership requirements
- abuse of facilities or equipment
- failure to pay club accounts
- fraudulent or illegal activities.

Club disaffiliation is not a step taken lightly by UQ Sport but is sometimes a necessary step resulting from actions of a club, club executive and/or club members.

The disaffiliation process is outlined below:

- If the club is in default, UQ Sport will issue Notice to Remedy, requiring the club to remedy the default within 30 days.
- If the club fails to remedy its default within the time frame provided, UQ Sport may take the following actions:
 - issue the club with a Breach Notice, in which case the club will lose its affiliation with The University of Queensland and UQ Sport, effective from the date of the Breach Notice, or
 - the Affiliation Agreement will immediately come to an end, or by notice to the club, terminate or suspend the club's access to some or all of UQ Sport's facilities until such time as the default specified in the Notice to Remedy has been remedied by the club, or
 - terminate access to all or some of the services provided by UQ Sport to the club or its Invitees until such time as the default specified in the Notice to Remedy has been remedied by the club.
- If UQ Sport issues a written notice to the club, UQ Sport may also issue a Breach Notice at any time prior to the club remedying the default complained of in the Notice to Remedy, without giving further notice to the club of its intention to do so.
- The club's obligations under the Affiliation Agreement for the period before termination (e.g. the club's obligations to make payments to UQ Sport) are not affected by termination of the Affiliation Agreement.

Timeline of Key Activities

Throughout the year, UQ Sport will be in touch regarding a variety of administrative matters and events, which typically fall as indicated below:

January

- **Semester 1 Market Day Clubs Stalls** – Stallholder paperwork to be returned to UQ Sport
- **UQ Sport Club and Sports Awards** – Nominations open
- **Annual Risk Assessments** – Documentation to be provided to UQ Sport

February

- **Semester 1 Market Day Clubs Stalls** – UQ Sport to send information pack to stallholders
- **Semester 1 Market Day** – Event typically held mid to late February
- **Fundraising BBQ Annual Allocations** – Application paperwork sent to clubs

March

- **UQ Sport Club and Sports Awards** – Nominations close

April

- **Great Court Race** – Nominations open
- **UQ Sport Club and Sports Awards** – Event typically held in April
- **Club Membership Data** – Documentation to be provided to UQ Sport

May

- **Great Court Race** – Nominations close
- **UQ Great Court Race Heats** Event typically held in May with heats prior
- **UQ Great Court Race** – Event typically held in late May
- **Semester 2 Market Day Clubs Stalls** – UQ Sport to send stallholder paperwork to clubs

June

- **Semester 2 Market Day Clubs Stalls** – Stallholder paperwork to be returned to UQ Sport

July

- **Semester 2 Market Day Clubs Stalls** – UQ Sport to send information pack to stallholders
- **Semester 2 Market Day** – Event typically held in July

August

- **UQ Blues Awards** – Nominations typically open late August / early September
- **UQ Sporting Scholarships** – Applications typically open early August

September

- **UQ Blues Awards** – Nominations close

November

- **UQ Blues Awards** – Event typically held in early November

December

- **Semester 1 Market Day Clubs Stalls** – UQ Sport to send stallholder paperwork to clubs
- **UQ Sport Club and Sports Awards** – Nominations open
- **UQ Sporting Scholarships** – Selections and initial offers typically late December



References

Administrative Resources

Constitution Guidelines

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/running-an-incorporated-association/rules-for-associations>

Club Volunteers

<https://www.qld.gov.au/recreation/sports/club-support/volunteers>

Incorporation

Department of Fair Trading

<https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/5a17161f-2866-4c2c-8e03-37fc0f6512f8/incorporated-associations-smart-business-guide.pdf?ETag=a5ee180fd876b23f70f9dd12bbff9fc>

13 74 68

Unisport Club Tool Kit

<https://www.unisport.com.au/club-toolkit>

Helpful Workplace Health and Safety Links

Many State-level sport and recreation organisations peak bodies have WHS forms and templates sports clubs can use:

- https://www.qld.gov.au/recreation/sports/organisations?SQ_VARIATION_6758=0
- <https://www.qld.gov.au/recreation/sports/club-support/rules-regulations>
- <https://www.worksafe.qld.gov.au/your-industry/arts-and-recreation-services>
- <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws/specific-obligations/non-profit-organisations-and-volunteers>
- <https://www.worksafe.qld.gov.au/safety-and-prevention/creating-safe-work/managing-risks>

Grants

Queensland Government

Active Clubs

<https://www.qld.gov.au/recreation/sports/funding>

Gambling Community Benefit Fund

<http://www.justice.qld.gov.au/corporate/sponsorships-and-grants/grants/community-benefit-funding-programs>

Brisbane City Council

Lord Mayors Suburban Initiative Fund

<http://www.brisbane.qld.gov.au/community/grants-awards/community-grants>



UQ Sport Awards

UQ Sport Club and Sports Awards

<https://uqsport.com.au/content/club-and-sports-awards>

UQ Blues Awards Criteria

<http://www.uqsport.com.au/content/uq-blues-awards>

Policies and Procedures – UQ

Events on Campus

Alcohol, Tobacco Smoking and other Drugs Policy

<https://www.uq.edu.au/hupp/?page=25058>

UQ Event Planner – Event Approval and Control

<https://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>

General

UQ Security Services

<https://www.pf.uq.edu.au/security/>

On-Campus Emergency Number: 3365 3333

On-Campus Non-Emergency Number: 3365 1234

Parking On-Campus

<https://www.pf.uq.edu.au/parking/>

3365 1600

Appendices

UQ Sporting Clubs Brand Guidelines

[Appendix 1](#)

Incident Report Form

[Appendix 2](#)

Annual Risk Assessment Form

[Appendix 3](#)

Fundraising & Social BBQ Agreement

[Appendix 4](#)

Marquees Procedure Agreement

[Appendix 5](#)

UQ Sport Affiliated Clubs Trip or Event Activity Plan

[Appendix 6](#)

Extreme Weather Policy

[Appendix 7](#)

Asset Register

[Appendix 8](#)



UQ SPORT

UQ Sport

ACN 135 537 183

The University of Queensland
Building 25, Union Road,
St Lucia QLD 4067

T (07) 3365 6612
clubs@uqsport.com.au
uqsport.com.au