

UQ TEAM

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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 in the top 50 as measured by the Performance Ranking of Scientific Papers for World Universities. The University also ranks 51 in the QS World University Rankings, 52 in the *US News Best Global Universities* Rankings, 60 in the *Times Higher Education World University Rankings*, and 55 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 190 clubs and societies, and utilise sporting and cultural facilities.

In 2017, the University had more than 52,000 students, including over 15,000 international students from 141 nations. It has one of Australia's largest PhD enrolments, with more than 16,000 postgraduate students, and celebrated its 12,000th PhD graduation in 2015.

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 70 permanent and more than 260 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 an Olympic-standard 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 hundreds of 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 offsite competitions, such as the annual Northern and Australian University Games.

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

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

Through a number of schools' outreach programs, UQ Sport services stretch into the wider Brisbane community through services such as external coaching programs.

TEAM UQ

Since 2017, Team UQ has been a joint UQ Sport and University of Queensland initiative that encourages the UQ community to don maroon and build excitement and support at a wide range of sporting and community events.

Team UQ celebrates active life and student participation including clubs, volunteering and more.

The unifying brand was introduced via soft launches in 2016, via the Northern and Australian University Games uniforms (May and September), the commencement of the roll-out of clubs uniforms (semester 2), a small retail merchandise range, and a teaser campaign seeking expressions of interest from student volunteers.

For more information on Team UQ branding including club uniforms, please refer to the Marketing section of this guide.

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

Other Contacts

POSITION	EMAIL	PHONE
Operations Manager	operations@uqsport.com.au	3365 6040
Manager – Fields & Team Sports (fields & venue bookings)	bookings@uqsport.com.au	3346 7546
Facilities Manager	facilities@uqsport.com.au	3365 6039
Marketing Manager	marketing@uqsport.com.au	3365 1836
Events Coordinator (major events)	events@uqsport.com.au	3365 6812
PR & Communications Specialist	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 under the Team UQ banner.

As at June 2018, these include:

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

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)
- Promotional ideas
- Preliminary budget (provide information expected revenue figures from membership fees, sponsorship fees, expenditure, facility costs, governing bodies fees)
- 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
- Draft poster/flyer designs (if applicable)
- 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 practices, 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

Key sports facilities utilised by Affiliated Clubs:

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	Grass	Multi-use
Field 7	Grass	Multi-use
Field 8	Grass	Multi-use
Field 9*	Grass	Multi-use. *Light curfew from 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-class athletics centre with Olympic-standard track; Academy headquarters.
UQ Sport Tennis Centre		21 full and 3 half-tennis courts, tennis club house, 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		Two outdoor courts featuring lighting for night use.
Netball Courts		Three outdoor courts featuring lighting for night use.

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 UQ Sport's Manager – Fields and Team Sports.

BOOKINGS – FACILITY HIRE

Clubs facility bookings are made via email bookings@uqsport.com.au or calling 3346 9295.

- Fields with lights can be booked from 5.30am to 10.30pm, except Field 9, which is open 5.30am to 9.00pm. Bookings for William Dart Park are available during daylight hours.
- 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.
- The University 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 direction of UQ Grounds (Property and Facilities).
- Field closure will be 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.

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's Extreme Weather Policy](#).

INCORPORATION

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

When you incorporate your association, it becomes a legally separate 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 to 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
- 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 incorporation 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 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 all committee meetings and general meetings of the club
- coordinate activities within the club committee
- 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:

- purpose of the club
- 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

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.

FINANCE: PAYMENTS & REPORTING

UQ Sport will invoice clubs for facility use at the end of each month. Payment is required within the payment terms, unless a previous arrangement is made with UQ Sport's finance department.

Clubs are required to submit all club financials to UQ Sport no later than one month after holding their Annual General Meeting.

Clubs are required to provide audited financial returns to the Queensland Office of Fair Trading on an annual basis.

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 at: www.qld.gov.au/law/fair-trading/*

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 <i>Collections Act 1966, Gaming Machine Act 1991</i> 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 book keeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities'.</p>
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 <i>Collections Act 1966, Gaming Machine Act 1991</i> or under any law for any other 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.</p> <p>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>

GRANTS

Financial support may be available to clubs through the Federal Government and Queensland Government (e.g. Department of National Parks, Sport and Racing), Brisbane City Council and various community-based 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 at the back of this document in the References section.

RECORDING & 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 seven years.

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 Membership	UQ Students	UQ Staff	UQ Alumni	Juniors	Other (General Public)
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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, an Affiliated Sporting Club Activity Risk Assessment form 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 Affiliated Sporting Club Activity Risk Assessment form 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* to clubs@uqsport.com.au

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 Work Place Health and Safety Officer of the incident by calling 3365 6039 or 0403 745 024.

For the Incident Report form please refer to the Appendices section.

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 & Safety Officer 3365 6039
	Manager – Clubs Administration 3346 9089
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 Manager	3365 1836
Emergency/After Hours Contact	0419 509 509
PR & Communications Specialist	3346 7518

INSURANCE

UQ Sport holds a wide range of insurance policies, with coverage extended to UQ Sport Affiliated Clubs with watercraft will be covered under UQ Sport's Marine Hull insurance.

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. Key dates:

POLICIES	DUE DATES
Personal Accident	May
General and Product Liability (Public Liability)	June
Property	June
Professional Liability (Club Executives)	June
Marine Hull	December

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 and request a claim form by emailing insurance@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:

EMAIL insurance@uqsport.com.au
POST Attention: Insurance
 UQ Sport
 PO Box 6087
 St Lucia QLD 4067
IN PERSON UQ Sport Administration Office
 Building 25, Union Road
 University of Queensland
 St Lucia QLD 4067

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 & Non-Sanctioned Events

Incorporated UQ Sport Affiliated Clubs are covered by insurance policies held by UQ Sport Ltd.

Activities and events that are not 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 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

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

Please send all event requests to clubs@uqsport.com.au for processing and approval, including the following information:

- Name of the event
- Event venue
- Event date
- Event timings –from bump-in to bump-out
- Contact details of event organiser
- Summary of the event
- Expected attendance
- Whether alcohol is part of your event

Events Involving Alcohol

No event on campus can involve the sale or consumption of alcohol without the prior written permission of UQ Security.

If your event is held on campus grounds and your club does not have a current liquor licence in place, a *PF100 Form* needs to be submitted to UQ Security for approval no later than 14 days 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:

- The Club's Public Liability Insurance Certificate (if not on UQ Sport Policy)
- Public Liability Insurance Certificates of any external event suppliers (e.g. coffee van)
- Site Plan Map
- Event Risk Assessment
- OH&S Safety Plan
- Traffic Impact Assessment
- Local resident letterbox drop (*template available*)
- Waste Management Plan

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 barbeque.

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.

UQ Sport will supply and set-up:

- 1 x BBQ & gas bottle
- 1 x BBQ mat
- 2 x tables
- 1 x marquee
- 2 x trolleys (for transporting supplies to marquee)
- 1 x fire extinguisher

Reserved BBQ area

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

Non-Attendance

Allocations for fundraising BBQs on campus are rare and limited. If your club is unable to attend, please notify UQ Sport at least 48 hours prior to the event. Notification must be received during business hours Monday to Friday by emailing clubs@uqsport.com.au and copying AssetM@uqsport.com.au.

Please note: *If a club fails to advise UQ Sport within the 48 hour period, the club will be invoiced \$100.00 for assembling and dismantling the barbeque equipment. The club will also forfeit barbeque privileges for the remainder of the year.*

Returning BBQ Equipment: Non-Cleaning or Damage

If UQ Sport determines that equipment is not in the same or better condition than it was loaned out, it may repair or replace any piece or part of the equipment and the borrower will be invoiced by UQ Sport and required to pay associated costs.

The area around the BBQ must also be cleaned. In the event the space requires cleaning by UQ Cleaning, 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 barbeque, the hiring club will be provided copies of UQ Sport's BBQ Hire Agreement and UQ Sport Marquee Procedure documents. These are 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 barbeque, it is not required to provide new signed agreements (valid for the current year). *For the relevant forms, 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.

LIQUOR LICENCE POLICY

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

- UQ Alcohol, Tobacco Smoking and other Drugs Policy – 2.30.17.
<http://www.uq.edu.au/hupp/?page=25058>
- UQ Events Approval and Control Policy – 7.30.01.
<https://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>
- The UQ Event Planner & PF100 Alcohol Permission Application.
<https://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>

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 UQ Sport's [Grievance Resolution Policy](#) 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. With regard to 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 taken into account.
- The complaint must be dealt with in a timely manner.

The independent Members Protection Information Officer can be contacted via email on 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 and just enjoying the atmosphere. *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 Forgan Smith cloisters. If a Club expresses intent to participate and doesn't show upon 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 & 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 grueling 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)
- Presidents Cup
- Sportsman of the Year
- Sportswoman of the Year

Nominations for the Club and Sport Awards open late December 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.

MARKETING & BRAND

Use of Logos

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

Use of the UQ, UQ Sport or Team UQ logo is not permitted without prior approval from UQ Sport Marketing.

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

- Please email your request to marketing@uqsport.com.au (subject: ATTN: Marketing Manager).
- 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).
- Upon approval, relevant logos and style guides will be supplied for this use (please issue a new request for all subsequent design projects).
- Clubs are required to submit to the final artwork designs to UQ Sport Marketing prior to production.
- 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.
- Please allow a minimum of five working days for approval (two weeks recommended).

TEAM UQ UNIFORMS

Style Guide

All clubs are required to compete in the official Team UQ branded uniforms.

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

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

For the Team UQ Clubs' general brand style guide, please refer to the Team UQ Club Handbook Appendix.

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 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, the Team UQ brand, and The University of Queensland. Therefore, clubs are to promote UQ Sport, Team UQ and The University of Queensland in a positive manner at all times.

UQ Sport 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, Team UQ or The University of Queensland's reputation, or bring any party into disrepute

Clubs are encouraged to develop and implement their own social media policy. For guidance, refer to UQ Sport's Social Media policy. *Refer to the link under 'Policies & Procedures in the References section at the back of this handbook.*

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.

Examples of UQ Sport tags include:

Facebook: UQ Sport | **Twitter:** @UQSport | **Instagram:** @uqsport

MEDIA

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 UQ Sport PR & Communications Specialist by emailing media@uqsport.com.au, or calling 3346 7518 or 0423 785 752.

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 SPORT ACADEMY

The UQ Sport Academy is a premier provider of high performance services and programs to elite athletes, coaches and teams both on campus and to the wider sports industry. Each year, the Academy provides support for hundreds of UQ registered elite student-athletes, UQ Sporting Scholarship recipients, UQ Clubs, and sports teams who compete at state, national and international level. The University of Queensland is an Australian Sports Commission endorsed *Elite Athlete Friendly University*, supporting UQ student-athletes as they pursue academic and sporting excellence.

The UQ Sport Academy's services include, but are not limited to:

- UQ Sporting Scholarships
- Elite Athlete Program & EAFU applications
- UQ Sport Competition Subsidy
- High Performance Passes
- Academic Liaison
- Personal Development and Athlete Counselling
- Sports Science Testing (individuals and teams)
- Strength & Conditioning
- Sport Talent Identification & Enhancement Programs
- Electrocardiogram (ECG) Analysis & Interpretation
- National Coach Accreditation Scheme Training (Intermediate Coaching – General Principles)
- Australian Sports Commission Assessor & Presenter Courses
- Academy Swim Squads Coach and Athlete Workshops

UQ SPORTING SCHOLARSHIPS

UQ Sport Academy facilitates the UQ Sporting Scholarship programs in conjunction with The University of Queensland Scholarships and Prizes Office. Scholarships assist exceptional student-athletes balance their studies with the demands of elite-level sport. Scholarship support includes monetary (where applicable) and in-kind benefits.

The following in-kind benefits apply to all sporting scholarship programs:

- Academic liaison, advice and advocacy – through the UQ Sport Personal Development Advisor in conjunction with Academic and Professional staff across UQ. This has included:
- Enrolment support – lectures, tutorials and cross-institutional study
- Assessment Support and Advocacy – deferred exams, assignments extensions and off campus exams (interstate/overseas)
- Academic tutoring: Private tutoring and Study Groups available
- Access to the UQ Sport Competition Subsidy, which provides up to \$2,000 per annum to assist with out of pocket competition expenses for athletes
- A UQ Sport Gold membership, providing a range of health and fitness services
- Athlete workshops in Athlete Employability, Nutrition, Sports Psychology and Media Training
- Access to UQ Sport Academy Strength and Conditioning and Sports Science services
- Access to free Sport Psychology and Counselling services
- Access to free Nutrition and Dietetics services

Scholarships programs available

- The Clem Jones Sporting Scholarship: \$18, 000 over three years
- The UQ Sports Achievement Scholarship: \$3,000 to \$10, 000 for one year (2018 allocation amounts)
- The UQ Sport Ambassador Program Scholarship: \$1,500 worth of in-kind support for one year
- The UQ Swimming Scholarship: \$4,500 for one year

Clem Jones Sporting Scholarships

Clem Jones Sporting Scholarships are funded and supported by the Clem Jones Group and The University of Queensland. The Scholarship supports student-athletes with financial need, that show academic ability and who can demonstrate the potential to perform at a high level in their sport.

Eligibility

- Applicants must submit a Sporting Scholarship application by the closing date
- The applicant must be a new or continuing UQ student who has at least three years (equivalent full-time) of their undergraduate degree remaining
- Undergraduate study only
- Must be a permanent resident of Australia or New Zealand
- Are, or will be, enrolled on a full-time basis, except in exceptional circumstances as considered relevant by the committee

Selection Criteria

- Evidence of financial need
- Sporting achievements to date
- Potential to continue to perform in their chosen sport at a high level
- Any other information that the selection committee considers relevant

Value of Scholarship

- \$18,000 over three years (\$6,000 per year) plus in-kind benefits, as listed above
- A minimum of one Clem Jones Sporting Scholarship will be awarded to a student nominated by The University of Queensland Cricket Club

The UQ Sports Achievement Scholarship

The UQ Sports Achievement Scholarship is funded by The University of Queensland, UQ Sport, and Alumni Friends of The University of Queensland. The scholarship is also supported by various UQ Clubs and other private donors. New and continuing students who have demonstrated exceptional ability in their chosen sport are encouraged to apply.

Eligibility

- Applicants must submit a Sporting Scholarship application by the closing date
- Must be a permanent resident of Australia or New Zealand
- Must be member of the UQ Club in their sport (if applicable)
- Are enrolled, or intend to enrol, as a full-time or part-time student in a minimum of four units per semester in an undergraduate or postgraduate coursework program in the following year, or after an approved deferment of one year
- Obtain a passing grade in all courses in which they are enrolled in semester 1 of the award

Selection Criteria

- Academic achievement in their secondary school studies or tertiary studies to date
- Demonstrated leadership achievements and capabilities
- Demonstrated ability and achievements in their chosen sport

Value of Scholarship

- Scholarship allocations ranged between \$3,000-\$10,000 (2018 allocations) for one year plus in-kind benefits, as listed

The UQ Sport Ambassador Program Scholarship

The UQ Sport Ambassador Program is funded by UQ Sport. New and continuing international and domestic students who have demonstrated exceptional ability in their chosen sport are encouraged to apply.

Eligibility

- Applicants must submit a Sporting Scholarship application by the closing date
- Scholarship open to permanent residents of Australia or New Zealand, as well as international students

- Applicants must have represented at an open, national or international level in their chosen sport and/or play in a professional sporting league
- Are enrolled, or intend to enrol, as a full-time or part-time student in an undergraduate or postgraduate coursework program

Selection Criteria

- Awarded to applicants showing the greatest merit as demonstrated by their ability and achievements in their chosen sport

Value of Scholarship

- In-kind support of \$1,500 per academic year (as listed above)

The UQ Swimming Scholarship

The UQ Swimming Scholarship is funded by UQ Sport, The University of Queensland Swimming Club and Alumni Friends of The University of Queensland. New domestic students who have demonstrated exceptional ability to combine a tertiary education with high performance sport are encouraged to apply.

Eligibility

- Applicants must submit an application by the closing date
- Must be a permanent resident of Australia or New Zealand
- Intend to enrol as a commencing student at The University of Queensland in an undergraduate coursework program in the year the scholarship is first awarded
- Has not competed any prior tertiary study at Bachelor level or higher

Selection Criteria

- Academic achievement in years 11 and 12
- Demonstrated elite level sporting achievements in swimming
- Demonstrated leadership achievements and capabilities
- Need for support

Value of Scholarship

- The value of the scholarship is \$4,500 for one year, plus in-kind benefits as listed

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

ELITE ATHLETE FRIENDLY UNIVERSITY POLICY

Elite Athlete Status

The University of Queensland is endorsed by the Australian Sports Commission (ASC) as an Elite Athlete Friendly University (EAFU). This means that student-athletes can apply for elite status and, if approved, gain access to increased support to successfully combine study, training

and competition. Eligible student-athletes are able to negotiate reasonable adjustments with UQ Schools and Faculties as they relate to enrolment and assessment.

For further information on Elite Athlete status, including how to apply, refer to the References section at the back of this guide.

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.

TIMELINES – 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
<ul style="list-style-type: none"> • Semester 1 Market Day Clubs Stalls – Stallholder paperwork to be returned to UQ Sport • Fundraising BBQ Annual Allocations – Application paperwork sent to clubs
FEBRUARY
<ul style="list-style-type: none"> • 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
MARCH
<ul style="list-style-type: none"> • UQ Sport Club and Sports Awards – Nominations close • Varsity Clubs Clash (UQ vs. QUT) – Multi-sport intervarsity event typically held in March
APRIL
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Semester 2 Market Day Clubs Stalls – Stallholder paperwork to be returned to UQ Sport
JULY
<ul style="list-style-type: none"> • Semester 2 Market Day Clubs Stalls – UQ Sport to send information pack to stallholders • Semester 2 Market Day – Event typically held in July • Annual Risk Assessments – Documentation to be provided to UQ Sport
AUGUST
<ul style="list-style-type: none"> • UQ Blues Awards – Nominations typically open late August / early September • UQ Sporting Scholarships – Applications typically open early August
SEPTEMBER
<ul style="list-style-type: none"> • UQ Blues Awards – Nominations close
NOVEMBER
<ul style="list-style-type: none"> • UQ Blues Awards – Event typically held in November
DECEMBER
<ul style="list-style-type: none"> • Semester 1 Market Day Clubs Stalls – UQ Sport to send stallholder paperwork to clubs • UQ Sport Club & Sports Awards – Nominations open UQ Sporting Scholarships – Selections and initial offers typically late December

REFERENCES

POLICIES & PROCEDURES – UQ

Events on Campus

Functions & Events & Alcohol on Campus

www.pf.uq.edu.au/security/functions.html

Alcohol, Tobacco Smoking and other Drugs Policy

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>

Alcohol on Campus – Application Forms

- PF 100 Form
<https://www.pf.uq.edu.au/forms/PF100.pdf>
- Application for permission to keep or consume intoxicating liquor on site
https://www.uq.edu.au/heron-island-research-station/filething/get/350/applicationform_alcohol.pdf

General

Emergency Contacts

<https://www.pf.uq.edu.au/emergency-contacts/>

3365 3333

Security Services

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

3365 1234

Parking on Campus

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

3365 1600

POLICIES & PROCEDURES – UQ SPORT

Code of Conduct Policy

<http://www.uqsport.com.au/filething/get/84112/COR%20A001.01%20Code%20of%20Conduct%20Policy.pdf>

Workplace Bullying/Harassment Policy

https://www.uqsport.com.au/filething/get/84297/WHS%20A003.01%20Workplace%20Bullying_Harassment%20Policy.pdf

Prevention of Sexual Harassment Policy

<http://www.uqsport.com.au/filething/get/84312/WHS%20A004.01%20Prevention%20of%20Sexual%20Harassment%20Policy.pdf>

Anti-Discrimination Policy

<https://www.uqsport.com.au/filething/get/84252/WHS%20A010.01%20Anti-Discrimination%20Policy.pdf>

Misconduct/Serious Misconduct Policy

<https://www.uqsport.com.au/filething/get/83692/HR%20A008.01%20Misconduct%20and%20Serious%20Misconduct%20-%20Policy.pdf>

Child Protection Policy

<https://www.uqsport.com.au/filething/get/85068/UNL%20A008%2001Child%20Protection%20Policy.pdf>

Extreme Weather Policy

<https://www.uqsport.com.au/filething/get/85048/FAC%20A001.01%20Extreme%20Weather%20Policy.pdf>

Social Media Policy

<https://uqsport.com.au/filething/get/84152/MKT%20A001.01%20Social%20Media%20Policy.pdf>

Social Media Guidelines

<https://www.uqsport.com.au/filething/get/84142/MKT%20D001.01%20Social%20Media%20Guidelines.pdf>

Use of Logos – UQ, UQ Sport, Team UQ

Refer Marketing Brand section of this guide. Revised policy under development. Please contact marketing@uqsport.com.au 'Attention Marketing Manager'.

ADMINISTRATIVE RESOURCES

UQ Sport Club Administration

<http://www.uqsport.com.au/content/club-administration>

Starting a Club & Club Administration

<http://www.ausport.gov.au/supporting/clubs>

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/>

Auditing Guidelines – CPA Australia

<https://www.cpaustralia.com.au/~ /media/corporate/allfiles/document/professional-resources/auditing-assurance/incorporated-associations.pdf>

Club Volunteers

<https://sport.nsw.gov.au/clubs/ryc/people/volunteers>

Incorporation

Department of Fair Trading Phone: 13 74 68

<https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/5a17161f-2866-4c2c-8e03-37fc0f6512f8/download/incorporatedassociationsmartguide.pdf>

CPA Australia

<http://www.cpaustralia.com.au/~ /media/corporate/allfiles/document/professional-resources/auditing-assurance/incorporated-associations.pdf>

ELITE ATHLETE SERVICES & SPORTS AWARDS

Elite Athlete Status & Scholarships

UQ Sport Academy

<https://www.uqsport.com.au/venue/academy>

Applying for Elite Athlete Status

<http://www.uqsport.com.au/content/applying-elite-athlete-status>

UQ Sporting Scholarships

<https://uqsport.com.au/content/uq-sporting-scholarships>

UQ Sports 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>

GRANTS

Queensland Government

Get Started Vouchers

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

Get Going Clubs

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

Get Paying Places and Spaces

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

Get Playing Plus

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

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>

APPENDICES

The following Appendices support the Team UQ Clubs Handbook:

Team UQ Club Uniforms Style Guide.....	Appendix 1
Clubs Incident Report Form	Appendix 2
Risk Assessment Form.....	Appendix 3
Fundraising & Social BBQ Agreement.....	Appendix 4
Marquee Procedure Agreement	Appendix 5