



Clubs & Societies Handbook

TASMANIAN

UNIVERSITY

STUDENT

ASSOCIATION

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About TUSA

The Tasmanian University Student Association (TUSA) is run by students, for students, and its sole mission is to provide services to its members.

We provide and facilitate a huge range of services and facilities to our members and UTAS students in general, including:

- 100+ Clubs & Societies
- Activities and Events
- Volunteering Opportunities
- Training and Development
- Legal and Advocacy Services
- Wellness Initiatives
- Food Resilience Program
- Innovation Support – Student led programs, events, and initiative grants
- TUSA Student Lounge, boardroom, and offices
- [Student Representation](#) with campus presidents for Cradle Coast, Hobart, Launceston, and Sydney, as well as education presidents (undergraduate and post-graduate), and equity.



Head to the TUSA website (tusa.org.au) for more information on how to join us.

TUSA Clubs and Societies

This Handbook is designed to assist club and society committees and members in all areas of successful club management, from affiliation, applying for grants, and organising successful events (including meetings).

Clubs and Societies play a key role in campus life, allowing people with similar interests to get together and provide an opportunity to enjoy life outside of academia.

The major benefits for TUSA affiliated Clubs and Societies are that TUSA provides:

- Funding to assist with holding activities and events, equipment purchases and if eligible, discounted university venue hire.
- Insurance coverage, as TUSA holds General and Products Liability insurance cover for all TUSA affiliated clubs and societies.
- Access to training and development opportunities that might not normally be affordable or accessible.

All clubs and societies affiliated with the Tasmanian University Students Association (TUSA) are non-discriminating, so you are not restricted to which clubs and societies you can join - and you can join as many as you like.

Head to our website [Clubs and Societies Listing A-Z](#) to find out what our clubs and societies are all about, and if there isn't a club or society that suits you, why not start one? Details can be found within the Handbook and via the TUSA website and we are only too happy to assist you.

If this Handbook does not have the information you require, please contact the [Clubs and Societies Team](#), they can answer any questions you may have.

TUSA's Basic Requirements of Running a Club/Society:

1. Register and set up your Club/Society account on Rubric (QPay)
2. Submit re-affiliation/committee details form (includes membership list & Annual General Meeting minutes) by March 31st of each year (remember that more than 50% of your executive committee must be current UTAS students)
3. Attend Clubs and Societies Council meetings (x4 per year) in person or online,
4. Attend the 2-day Student Leaders Conference (SLC) in November/March every year,
5. Submit Event Application & Risk Assessment forms via Rubric (QPay) for each of your events/ activities. You can submit a blanket Risk Assessment for similar re-occurring activities (e.g. weekly sports/training sessions, monthly breakfasts, fortnightly meetings)
6. Join the orientation and welcome events such as Clubs and Societies Day, Year 12 Expo, UTAS Open Day to promote your club/society
7. Join TUSA's social channels
8. Have at least 51% currently enrolled UTAS students as executive members in your Club/Society



Clubs and Societies Council Meetings

Clubs and Societies Council meetings are held 4 times a year and act as a forum for TUSA affiliated clubs and societies to collaborate, share information, express issues affecting them and to offer suggestions and support for solving problems, and they are a great way to get to know each other.

- It's a requirement that at least one committee member of each club/society attend every Clubs and Societies Council meeting.

You can find the TUSA Clubs and Societies Council Meeting dates on our website via this [link](#).

Can't find a club/society that suits your interests? Then why not start your own?

Note: before you start, head to our website [Clubs and Societies Listing A-Z](#) to check out what clubs and societies already exist.



Insurance

The benefits for TUSA affiliated Clubs and Societies are that TUSA provides insurance coverage as TUSA holds General and Products Liability insurance cover for all TUSA affiliated clubs and societies.

Your membership list must be lodged with TUSA via Rubric (QPay) to be covered by the insurance.

Why?

Because only members* listed there are covered for incidents occurring at your club and society's sanctioned (where TUSA has approved your risk assessment) events under our student accident insurance policy.

*Our insurance covers currently enrolled University of Tasmania (UTAS) students and associate members from 16-80 years of age for non-Medicare claimable medical expenses (some exclusions apply from 65-80 years of age). If you have junior members under 16 years old your club/society will need to source and pay for separate insurance cover.

- TUSA does not provide any other personal accident, income, property, or indemnity insurance cover for club/society members.
- It is the responsibility of each club/Society Executive to manage the risks associated with club-run events and seek advice where necessary. Clubs are encouraged to use [risk waivers](#) and parental consent forms where appropriate.
- Club/Society Executives will be personally and legally responsible for any commercial contracts and/or sponsorship agreements entered into on behalf of the Club/Society.
- Limited public liability insurance may be available in relation to third parties' claims.

If you need a copy of our General Public Liability Certificate of Currency for a particular event/activity, please contact the [Clubs and Societies Team](#). Please note this will only be provided after the relevant risk assessment has been approved by the TUSA C&S Team.

If your Club or Society hosts events that have not got approved Event Applications, Risk Assessments and any other required documentation for that type of event (e.g., event with alcohol requires RSAs, events that take people into the wilderness, Wilderness First Aid, events on school campuses or with vulnerable people, you are required to have WWVP and so on), you waive your Club's access to Insurance.

Rubric (QPay)

In 2022 TUSA introduced QPay (now rebranded and known as Rubric), a digital solution built specifically for university clubs and societies. Rubric centralises the tools required to successfully manage a Club or Society, saving the executive team time, and creating a seamless experience. TUSA requires all clubs and societies to use this platform (including all member signups) unless prior arrangement has been made.



Why Rubric (QPay)?

TUSA investigated potential digital solutions for Clubs and Societies and through a comprehensive process, determined QPay to be the preferred platform. We understand that running a student group while being a student is like running a big business and juggling a full-time job. Partnering with Rubric (QPay) helps you save time on administrative tasks, allowing you to focus on the things that truly matter – member engagement. Over 2,000 clubs across Australia use Rubric (QPay).

Working collaboratively on one platform brings other significant benefits to Clubs & Societies and TUSA:

- Gives members and students a seamless experience,
- Creates efficiencies within TUSA, giving us valuable time to support the needs and development of Clubs & Societies
- Importantly, it allows TUSA to demonstrate the measurable benefits to UTAS to ensure they remain committed in their support of Clubs & Societies.

Rubric (QPay) Features

- Membership Collection (Digital, In-person) and management
- Email CRM system (members are immediately added into your email list)
- Free SMS messaging to members
- Your very own Shopify-esque store front to sell Merchandise (with built in sourcing functionality)

- Run events with membership validation (keep events private to members only; or set different prices for non-members)
- When you create your event on Rubric (QPay), your event is published in a dedicated event calendar. Keep all students informed of what's happening in your C&S.
- See how much revenue you have generated for your club or society with a click of a button and keep track of how much money has been deposited into your account from your efforts.
- Inbuilt smart form system that creates a simplified re-affiliation and grants process.

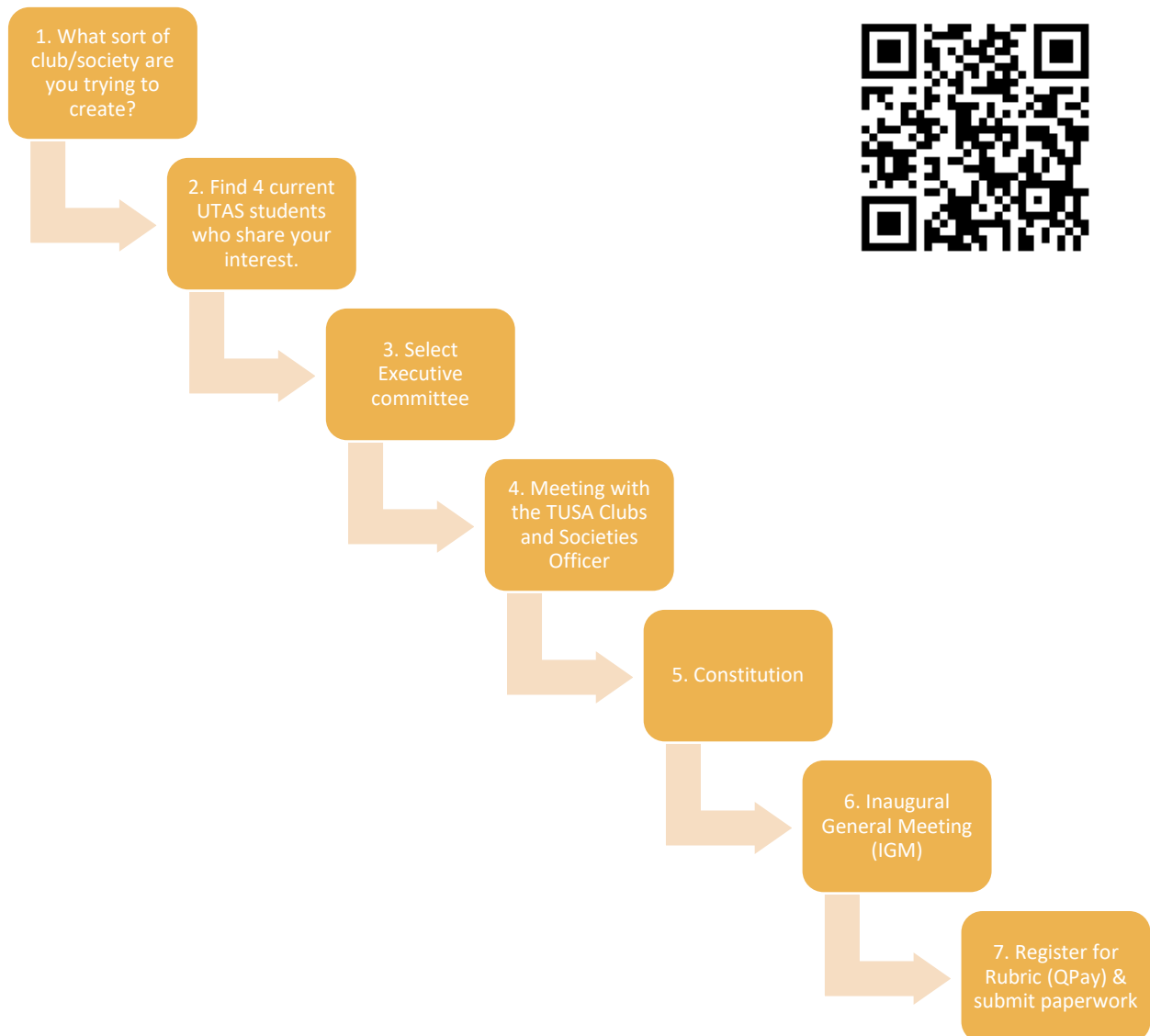
How to Get Started:

1. [Sign In/Sign Up](#)
2. READ Rubric (QPay) [Getting Started and Handover Info](#)
3. WATCH Rubric (QPay) [Overview and Training Session \(from TUSA Student Leaders Conference 2021\)](#)

Additional Rubric (QPay) information - tusa.org.au/qpay

NEED Rubric (QPay) SUPPORT? Email societysupport@getqpay.com

7 Simple Steps to Create a New Club or Society



1. What sort of club/society are you trying to create? Note that TUSA won't consider affiliating a new club/society whose objectives are the same as and are already catered to by another club/society.
2. Find 4 other current UTAS students who share your interest. You need 5 (yourself included) current UTAS students to be eligible for affiliation. We recommend having at least 10 current UTAS students as this will then allow you to also apply for funding grants from the TUSA. Make a record of the people who wish to become members by recording their name, student ID number or if they are an associate (non UTAS student) member and email address. This list will need to be uploaded with your affiliation lodgement on Rubric/QPay. To help you with this, you can use our template by clicking [here](#).

3. Each club is run by an executive team – President, Secretary and Treasurer. Select your Executive Committee members to oversee the running of the club/society. Keep in mind that you are creating a student club/society so no more than half of your Executive Committee may be Associate (not current UTAS student) members. You can also choose to have additional positions such a Vice President if you think they would be helpful to run your club/society.
4. Arrange a time and meet with the [TUSA Clubs and Societies Officer](#) (CSO) to go through what's required and to ask any questions.
5. Draft your constitution and work out what the purpose and structure of the club/society is going to be. You cannot use UTAS or University of Tasmania in your club/society name, however you are permitted to use Tasmanian University or TUSA in the name. Email your draft constitution to the [TUSA Clubs and Societies Officer](#) for feedback, review any changes suggested by the CSO, then resend updated Constitution for final approval. Download the [C+S Model Constitution template](#).
6. Hold your Inaugural General Meeting (IGM) to elect your office bearers, adopt your constitution and note who will be signatories on your bank account. You can refer to the [Meeting Flow Chart](#) for guidance on the meeting process.
7. Register for Rubric (QPay) then lodge the following affiliation paperwork:
 1. Affiliation/Re-affiliation Committee Information form
 2. Inaugural General Meeting minutes
 3. Membership List) through QPay.

Be sure to fill in all areas of the Affiliation form, and on the membership list include whether your members are current UTAS students (+ their student ID number) or Associate (non-UTAS student) members as this is required for insurance purposes. Please ensure you mark clearly if any members are juniors (under 18) and state if under 16 years. If under 16 years of age you will need to take out your own separate insurance cover as under 16's are not covered under our associate members' insurance cover.

When all your affiliation paperwork has been received via the Rubric (QPay) Affiliation Form, your affiliation request will be added to the [TUSA State Council](#) meeting agenda for discussion at their next meeting. Once the TUSA State Council has considered your affiliation we will let you know the outcome. (State Council is made up of elected UTAS student representatives. UTAS students vote the reps in at the annual student elections).

Inaugural General Meeting (IGM) For New Clubs & Societies

Set a date, time, and venue. The purpose of the IGM is to elect an executive committee (we recommend you elect at least a President, Treasurer and Secretary), adopt your constitution and select 3 executive committee members (President, Treasurer + 1) to be the bank signatories. An IGM template can be found [here](#)

At this meeting, Roberts Rules **Standing Orders* must be observed and minutes taken. Follow the [Meeting Cycle Flowchart](#).

Remember on the IGM template you need to:

- add your Club/Society name to the Minutes,
- list names (first *and* surnames) of all attendees,
- for all motions list the mover and seconder and whether the motion has passed (CARRIED) or failed.

**Standing orders means the usual sequence that the business is brought up in at the meeting. We suggest you follow our meeting template to make it simple.*

Acknowledgement of Country

Don't forget to include the Acknowledgement of Country – the University of Tasmania and Riawunna have specific guidelines about how this is done, please refer to the UTAS website site for specific information related to your campus/online location [here](#).



Constitution

A constitution is a formal document that establishes and governs your club/society. It outlines the purpose, structure, aims and objectives of the club/society, the roles of its office bearers, and so on. To become an official TUSA club/society, you are required to write a constitution. A template is available to help you on the TUSA website under [Creating a Club or Society](#), at Step 5: Complete the Paperwork.

Remember that your club/society's aims and objectives must be different to existing affiliated clubs and societies and this must be set out in your constitution.

Once you have drafted your constitution, please email a copy to the [Clubs and Societies Officer](#) for any comments/advice before you have it approved at your Inaugural General Meeting (IGM). They will provide advice and suggestions before it undergoes the approval process.

If your club/society is already established, the constitution should already exist. If you have not seen your constitution before, you can email the [Clubs and Societies Officer](#), who will provide you with a copy of the document.

If you wish to make a revision to your Constitution, this should take place at an Annual General Meeting (AGM), or a Special General Meeting (SGM) held for this purpose only. You will need to send the Clubs and Societies Officer an [updated copy of the constitution](#), for our records when finalised. Holding an AGM information can be found [here](#).

Affiliations with Other Groups

If your club/society wishes to affiliate with another organisation, that is fine. However, if there is a conflict between the rules, regulations, and sections of the constitution of the other organisation and that of the TUSA, then the [Clubs and Societies Policies](#) and constitution shall prevail in all cases.

If this is unacceptable, or conflicts with a similar provision in the other organisation with which the club/society wishes to affiliate then TUSA can only recommend that such a relationship not be entered into.

Incorporation

Clubs may be unincorporated or incorporated. While there is no legal requirement for clubs to incorporate, not doing so may expose Club Executives to personal liability for the debts of the Club. Any Club which expects to enter into large commercial contracts should consider either becoming incorporated under the Associations Incorporation Act 2009 or register as a company under ASIC.

Your affiliation has been accepted – what now?

Once your affiliation has been approved by the TUSA State Council you will need to apply for an Australian Business Number (ABN) and open your club/society bank account. We will pass on some information to assist with applying for the ABN & opening the bank account when we advise the outcome of your affiliation request.

Applying For an Australian Business Number (ABN)

Every club/society must have an [Australian Business Number \(ABN\)](#). The Clubs and Societies Officer will send you information to assist with applying for an ABN.

Remember that you need to list the TUSA Clubs and Societies Officer as the authorised contact person. The Executive member who fills out the application must give their details as the Office Bearer of a club/association.

It's important to remember when the Executive member who listed their details on the ABN application leaves office, they update the office bearer details on the ABN. Information can be found @ <https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn>

Opening Bank Account Once Your Affiliation Has Been Approved

You now need to complete [the A153 form](#) in order to set up a Commonwealth Bank account or a bank of choice based on ethical reasons, in the name of your club/society. This is where all your money from membership fees and any money you receive/save as a club/society goes. The Clubs and Societies Officer will assist you with the process. For more information refer go [here](#).

Start Up Grant

As a new club/society you are eligible for a \$150 start-up grant. This will be paid into the club/society bank account once you have opened the bank account & received your ABN and emailed proof/details of both to the Clubs and Societies Officer and submitted the Start Up Grant application via Rubric (QPay) [here](#).

The main purpose of the start-up grant is to help you hold your first event to promote your new club/society...*and BBQs are a fun, easy way to attract potential members!*

You're ready to go!

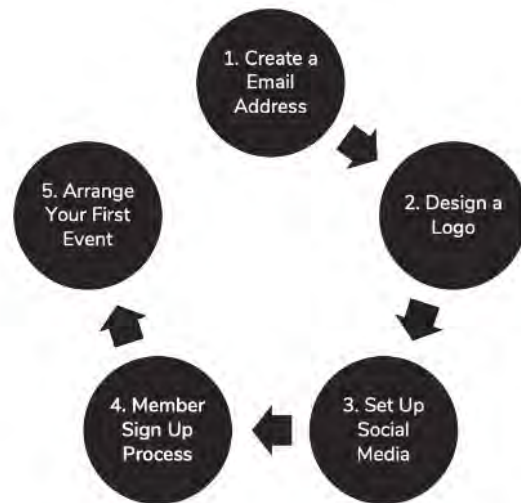
Once all your affiliation paperwork is received and your club/society's affiliation has been approved, you are ready to go! This is a super exciting time, and we know it can also be a little daunting. The TUSA is here to help you so if you have any concerns, reach out to your [Clubs and Societies Team](#).

Things to Think About Next:

Email Address

Are you going to have a generic email address for your club/society? e.g., TUSA.Hat.Soc@gmail.com. Having an email specific for the club/society can be very useful as it doesn't clog your UTAS account and increases your professionalism.

You can easily set one up with multiple providers, we recommend a google account so you can use the [Google Drive](#) for file sharing and saving committee documents and other useful resources.



** TIP – Make sure you make a note of the email and use a password you can share with your committee*

Create a Logo

If you are great with design or have a friend who is, it's good to have a logo for your club/society. There are also lots of sites you can use online to help with the process including [Canva](#).

Make sure you adhere to the [TUSA Brand Guidelines](#) when creating your new logo. If you need any advice or want to check your logo, please email the [Clubs and Societies Team](#).

You'll also need to refer to the University branding guidelines and get permission from the University Marketing Team if you are thinking of using the UTAS Lion in your logo. Please also be aware that you are unable to use the acronym UTAS in you club/society name.

Set Up Your Social Media Accounts

Social media is a great way to make people aware your club/society exists and to help you communicate with your members. Will you use Facebook, Instagram, and Twitter? Which are the best options for you? Remember to add a copy of our TUSA logo(s) too - [TUSA Brand Guidelines](#).



Facebook offer the 'Facebook Blueprint' which guides you through everything you could ever want to know across the Facebook suite (Facebook, Messenger, Instagram).

**TIP – Remember your social accounts reflect on your club/society and you, so be smart and consistent with what and how you post*

Signing Up Members

Your club/society will need to show that it has a minimum of 5 currently enrolled UTAS student members to be eligible for affiliation/re-affiliation. [Download our template](#) for your founding member registration, and all other members should sign up via Rubric (QPay). Please be sure that your committee and all members are listed on Rubric (QPay), as we refer to this for insurance purposes and reporting.

To be eligible for any club/society grants, you will need 10 currently enrolled UTAS student members and *you must be able to show that more than 51% of your membership is made up of currently enrolled UTAS students*. Remember to collect UTAS student ID numbers when students join your club/society.

Three types of membership exist:

- Full Membership - any currently enrolled student at UTAS, who is at least 18 years old, can be a full member of a club/society.
- Associate Membership - any members 18 years or older who are not current UTAS students (e.g. alumni and staff).
- Junior Membership - any members 17 years or younger.

The membership fee that you charge your members should reflect the cost of your club/society's activities. We encourage all clubs and societies to try to recover a reasonable amount of the costs associated with the club/society's activities through their annual membership fees.

Make sure that your club/society obtains the following information for every membership:

1. Member's Full Name
2. Current UTAS student ID number
3. Status:
 - a) currently enrolled UTAS student
 - b) associate members (alumni, staff, other)
 - c) Juniors (under 18)
4. Email address
5. Mobile number
6. Other information detailed on the membership list template or as required by your club/society.

*You are required to have your memberships loaded into your Rubric (QPay) account **by 31st of March each year** and then update as required regularly.* This is to support TUSA's insurance requirements.

The easiest and preferred way is to use the Rubric (QPay) membership tool when obtaining new memberships, or you can import membership lists into to your Rubric (QPay) account.

**TIP – Keeping your membership list up to date is important, so make sure you stay on top of it. If your Club or Society has less than 51% students, you will not be able to access financial support through grants from TUSA.*

Junior Members

If you have Junior members under 16 years of age then you will have to take out a separate insurance cover, as the TUSA’s Associate Member insurance only covers members who are 16 – 80 years of age (some exclusions apply from 65-80 years of age). If you have Junior members you will also need to be aware of the [Working with Vulnerable People legislation](#).



Promoting Your Club or Society

Promote your club/society by placing posters around campus and include the TUSA logo ([TUSA Brand Guidelines](#)), advertise on the TUSA Facebook and/or newsletter and call up your friends and let them know. Best of all, book a stall for Clubs and Societies Days and other orientation events held on the university campuses throughout the year.



When you have all your paperwork ready go to Rubric (QPay) and fill in the [Club/Society Affiliation/Reaffiliation Committee Information Form](#).

Arrange Your First Event

Time to plan your first meeting or welcome event to make people aware your club/society now exists. This could be a sausage sizzle on campus, a guest lecturer, a drinks and nibbles meet and greet or whatever fits with what your club/society is about. Refer to [Running Club or Society Events](#) for more info and follow the steps on [how to organise events](#).



All new clubs/societies are eligible for our [‘New Club/Society Start Up Grant’](#) to help get you going.

**TIP – Allow time to plan your first activity/event/meeting. You want it to be great and it’s the first impression your new members will have of your club/society, so don’t rush into it. See our guide on running an event for everything you need to consider, & we also have a great flow chart to guide you.*



Re-Affiliation Procedure for Existing Clubs and Societies

To ensure that your activities and members are covered under our insurance and to be eligible to hold events or apply for grant funding, clubs and societies are required to re-affiliate by 31st March each year.

Follow these simple steps to re-affiliate:

1. Send out a notice to all your members informing them that you intend to hold your Annual General Meeting (AGM).
2. Prepare and send out your [AGM agenda](#)
3. Most importantly check your constitution for **quorum**; this is the minimum number of voting members who must be present at your meeting to conduct business.
4. Complete the paperwork via Rubric (QPay). Fill out the [\(Club/Society Affiliation/Reaffiliation Committee Information Form](#) & attach the [AGM minutes](#) & membership list (which you can download from Rubric (QPay)).



Annual General Meeting (AGM) For Re-Affiliating Clubs & Societies

Every club and society is required to hold an Annual General Meeting (AGM) every year. It is important to hold your AGM before the end of the academic year (December) to ensure sufficient time. We recommend scheduling it before the exam period to avoid additional stress and workload.

The purpose of the AGM is to:

- elect an executive committee** to run the club/society – a President, Treasurer and Secretary must be elected, additional positions are optional (refer to [Executive Committee](#) section for more information)
- present the last 12 months financial records to your members for transparency and accountability
- to accept any changes made to your constitution
- receive the President's report for the year and any other necessary officer reports
- and nominate your new bank signatories

It is important to refer to your constitution to ensure you follow the rules around meeting notices and quorum. At this meeting Roberts Rules [*Standing Orders](#) must be observed and minutes taken. You should ideally aim to hold your AGM by 31st December and if that's just not possible, no later than 31st March of the following year.

If you have made any changes to your constitution you are required to send an updated copy to the Clubs and Societies Officer for our records.

We recommend you use our [AGM Agenda](#) and [AGM Minutes](#) templates to make it simple.

**Standing orders is the usual sequence that the business is brought up in at the meeting. [The Meeting Cycle](#) is a simple flowchart that explains this. We suggest you follow our meeting template to make it simple. [All templates can be downloaded here.](#)*

***Remember that no more than half of your Executive Committee may be Associate (not current UTAS students) members, at least half must be current UTAS students.*

How to Run an Annual General Meeting (AGM)

Prepare

- The Executive Committee decide on an appropriate date, time, and venue for the AGM. When choosing a venue consider where most of your members are based.
- The President should remind the Committee that they are required to write reports and send them to the Committee Secretary preferably 7 days before the AGM, so they can be included on the agenda. At a minimum the President should write a report summarising the year and the Treasurer must write a financial report with incoming and outgoing expenditure as well as complete the [Finance Template Income Expenditure Reconciliation](#).
- The Executive Committee should also decide on any changes to the constitution so this can be added to the agenda for approval.

Invite

- Invite all your members from the year the AGM is concluding. For example, if your AGM is to reaffiliate your club/society in 2024, then invite your members from 2023 as well as any new members.
- In the invitation you should state at a minimum:
 - The date, time, and location of the AGM
 - Positions that are up for nomination

Your meeting notice should go out to members at a minimum of 7 days before the AGM or as stated in your constitution. You must attempt to contact all members. It is recommended that you send notice of the AGM via email, but you may also choose to use social media, texting, etc. The more methods you use, the better.

Agenda

Attach any written reports, constitutional changes or motions that will be voted on at the AGM so members can read them beforehand. We recommend you use our [AGM Agenda](#) template to make it simple.

On the Day

The President is usually the Chairperson for the meeting (if the president is absent, it should be the Vice-President or Treasurer)

- They should outline how the meeting will progress, e.g., how voting will be done, when and who is allowed to speak/vote, etc.
- They need to make sure quorum is met (minimum number of members required to attend to make sure your AGM is valid) so check your constitution beforehand.
- The Chairperson needs to make sure that all reports are moved, seconded, and voted upon to be accepted. For example, you might ask “Can I please have someone to move and second that the 2023 financial report be accepted? Thank you, Joe Blogs, for moving and Jane Doe for seconding. All those in favour, (show of hands) all those against, all those abstaining and then the outcome - “Motion is CARRIED”. If anyone specifically states they are against the motion or wish to abstain from the decision then this should also be noted.

Assign someone to take minutes (this is usually the secretary’s role). We recommend you use our [AGM Minutes](#) template to make it simple.

Your AGM minutes should include:

- Full Club/Society name, date, time (both start and end) of meeting and venue.
- Who was there? Who sent an apology? Remember to include first names and surnames.
- Jobs/ tasks/actions that were allocated to people.
- Anything that was voted on. The exact words of the motion, who moved and seconded the motion, and whether it is carried or not.

After the AGM

- Do a handover between the old and new committees.

Why? Because outgoing Clubs and Societies’ Committee members should ensure that the incoming Committee members know where to find information relating to affiliation procedures and general club/society information, passwords (Rubric (QPay) Booqable, etc.).

- Go to Rubric (QPay) and fill in the [Request to Change Bank Signatories](#)
- Fill in the paperwork for re-affiliation as mentioned above.
- Hold events (remember to get risk assessments approved first) & have fun!



Every year in November, the TUSA hosts a [Student Leader's Conference](#) where all this information will be explained.

Meeting Cycle Flowchart



Form Information

1. **Affiliation/Re-affiliation Committee Information Form** - this is where you list all the executive member details, what type of club/society it is, what region it covers and information that can be added to our website (social media links, logo, pictures, club/society blurb and an idea of any re-occurring activities).
2. **Membership List** – this must detail whether a member is a current UTAS student, associate member (alumni, staff, anyone who is not a current UTAS student 18 years & over) or a junior member (under 18). All clubs and societies are required to sign members up via Rubric (QPay).

Auditing (Reaffiliating Clubs and Societies Only)

An audit of clubs and societies finances is conducted by the Clubs and Societies Officer annually. Clubs and Societies must send their financials/bank reconciliation to the Clubs and Societies Officer after they have been presented at their AGM. A finance template to help you record of all your club/society's income and expenses can be found [here](#).

Reaffiliation must be completed EVERY CALENDAR YEAR by 31st March.

Update ABN Details

For clubs/societies that re-affiliate and already have an ABN you must update your ABN details if the Executive member who listed their details on the ABN application leaves office. Please discuss this with your outgoing Executive. Information can be found on the ABN website [here](#).

Bank Account

For the Clubs and Societies Officer (CSO) to authorise access to the bank account go to Rubric (QPay) and fill in the [Request to Change Bank Signatories Form](#) and attach a copy of your AGM minutes (signed by the outgoing president). For new clubs/societies, attach the IGM minutes (signed by new president).



You are required to have three executive committee members as signatories on the bank account including your President and Treasurer. Any withdrawals/transfers require 2 signatories for accountability and transparency.

When ready, the new signatories must complete the [Commonwealth Bank's Application and Authority for Business Accounts form \(A153\)](#) and remember you will need the Clubs and Societies Officer's information included as an authorised person (not a signatory) to view the account. Finally, go to the bank together to show your ID (*driver's licence or passport is best*).



No bank accounts are to be opened in a club/society name without prior approval from the CSO.

As a TUSA affiliated club/society the money in your club/society's account belongs to the TUSA.

When setting up your bank account you must use the TUSA postal address:

- **Hobart based**
TUSA Club/Society name
Tasmanian University Student Association
P.O. Box 5055, University of Tasmania LPO
SANDY BAY, TAS 7005
- **Launceston/Cradle Coast/Rozelle based**
TUSA Club/Society name
Tasmanian University Student Association
Locked Bag 1333
LAUNCESTON, TAS 7250

Bank statements must not be sent to private addresses. This causes problems when the executive members of clubs/societies handover.

All Clubs and Societies have pigeonholes for any mail received (including recent bank statements). They are located upstairs in the TUSA buildings (opposite the elevator near the Activities Centre in Sandy Bay and in the Hub on Newnham campus). If you are expecting mail, you can collect mail any time during business hours.

As a TUSA affiliated club/society you should be exempt from monthly bank account keeping fees with the Commonwealth Bank.

Ask For Help

Never be afraid to ask for help

Past or present members of your club/society's executive committee are invaluable resources. They will know some of the tricks of the trade specific to your club/society. The other option is to take advantage of the knowledge of the Clubs and Societies Team. Email Clubs@TUSA.utas.edu.au

Succession Planning for Your Club/Society

What is Succession Planning?

Succession planning is about making sure your club/society is in a great position to continue and you have steps in place to ensure this. By looking at where your club is now, where you'd like it to be, and what you can put in place to help achieve your club's main aims and objectives. It is used to help find your club's new executive committee members and ensure they have the knowledge and skills to step into positions when your committee members move on, so your club is not left struggling.

Simple steps to succession planning:

- Look at your club's current position (what it needs (skills or knowledge gaps), main committee roles and any anticipated unfilled committee positions).
- What skills do your committee members need to fill those main roles on your committee?
- Consider those skills and look for potential members to fill any vacant positions.
- Work with those identified members to prepare them for roles within the club.

How does this help your club/society?

- By enabling your club to share duties so it doesn't fall back on one or two people
- Committee members get a smooth handover
- Committee positions look more appealing
- Helps your club/society achieve its aims and objectives

A lot of clubs/societies' executives stay in their roles a lot longer than they originally intended to. It's difficult to attract new committee members as no one wants to step into their roles, as it can seem daunting. Sometimes, when they leave, the club/society falls apart.

You may have someone keen to step in, but they may find it overwhelming as they don't have the knowledge or skills to perform the required duties and that's where succession planning comes in.

Succession planning is great because if your club/society is run well and achieving its aims and objectives it will attract members. Some members will want to be more involved in the running of the club/society, bringing some great new ideas with them.

It's exciting to have big dreams for your club/society. It helps to work through those ideas and realise what is actually possible and what's definitely not possible, then concentrate on the achievable possibilities and plan the steps you need to take to reach them.

It's also a good idea to assign a certain task to a designated person to ensure the task gets done, so you don't go assuming that 'someone else will do that', and then find out everyone thought someone else was doing it! The TUSA holds a [Student Leadership Conference](#) in November each year to help clubs & societies learn leadership skills and to equip them with the knowledge to run a great club/ society!



Financial Sustainability

Ensure your club/society's future through good financial management!

Running your club/society is like running a mini business. Good financial management is essential if you want your club/society to survive!

Simple steps to help your club/society achieve financial sustainability:

- Have a financial plan – create a budget showing all expected income and expenses for the year to help your club/society manage your money and plan for a strong future. Start by looking at last years' actual income and costs and see how the club/society managed on that.
- It can be good to have a short-term budget which looks at income and costs for the coming year, and a long-term budget which looks at your income and costs over the next few years so you can plan for larger capital items that may be required.
- Think about different ways you can generate income.
- When looking at holding events make sure you will have sufficient funds to cover all expenses and aim to cover your expenses by charging an entry fee – this is easy enough as you can look at all expenses and divide this by the expected number of attendees to arrive at a suitable ticket price.
- Charge a membership joining fee that is appropriate for the type of activities your club/society offers. If you are a ski club, then you should be charging more than a reading club as your activity costs are going to be so much higher.
- If you only want to charge a small joining fee, then think about your activities and the costs associated with them and make sure you can cover any reoccurring weekly running expenses such as venue hire or shuttles and tennis balls by charging members a small fee each session they rock up to.
 - **Note:** TUSA does not cover costs for coaches/teachers/trainers – as these costs should be factored into your membership fees or class/session attendance fees.
- It's not unreasonable to ask for a gold coin donation to attend an event where food and drinks are being supplied or some great bands are performing. In some instances, there are members who may be able to pay a little more than others, so consider asking for an entry donation such as 'pay what you can afford'.

This responsibility usually falls to the Treasurer as it is their job to manage the club/society's income and expenses.

Sponsorship

It's not always easy getting sponsorship, as businesses receive hundreds of requests to support local schools, fundraisers, auctions, etc. Proposals get knocked back and often you don't even get a reply.

Securing a good deal such as a discount for your club/society members to shop for supplies or services at a particular business is also a great way to help your members save money and makes it very appealing for students to join your society, who doesn't love a good deal and discount?

Some things to consider when writing a sponsorship request:

- Consider businesses that align or relate to what your club/society is all about. Research what their business is all about.
- Describe what your society's objectives are.
- If you're seeking funding for a specific event, then describe the event or project you're organising and explain how the sponsor would benefit from partnering with your club/society, as well as what you're seeking from them and how you plan to use the funds if you are seeking a monetary donation.
- Most businesses would find it appealing to be promoted to all your members and the larger community, so your members consider going to their store/café/restaurant/etc. first for supplies or services. Promotion can be through displaying a poster at your events, their logo on your Facebook page or in newsletters to your members or at career nights, etc.
- Let them know more about the project or event, including when and where it will take place, who will be involved, what your target outcomes are, etc.
- Have a strong, clear, engaging proposal.
- Always be sure to thank them for their time in considering your proposal and of course again if you are successful in securing a donation or sponsorship deal.

Executive Committee

Being on the Executive Committee of a club/society is a fantastic opportunity to gain valuable experience and develop transferable skills that can benefit you in various aspects of life. While it does require a time commitment, it is also incredibly rewarding to witness the growth of your club/society. You will meet new people, have unique experiences, and acquire a range of skills.

Committee Structure

Each club/society is governed by an Executive Committee. These roles are in place for the academic year and are there to lead and guide the Club/Society. In the first instance when setting up a new Club/Society, you can pick who will take these roles.

There are three essential roles that every club/society must have:

1. President
2. Secretary
3. Treasurer

As you are a student club/society no more than half of your Executive Committee may be made up of Associate (not current UTAS student) members, at least half must be current UTAS students.

As a group decide who will do each role, you can talk this through with the TUSA for help on understanding what each role does. Clubs/societies can also choose to include additional roles, such as Vice President, Activities Officer, or Education Officer, if they contribute to the efficient functioning of the club/society. [Other committee roles](#) that can contribute to the wellbeing of the unique needs of some of your members are Equity Officer, International Officer and Women's Officer.

All committee roles are elected at the Annual General Meeting (AGM) at the end of the year and are in place for the following academic year to provide leadership and guidance to the club/society.

Roles and Responsibilities

For the committee to succeed, it is crucial to define clear roles and responsibilities for each committee member. Every individual should understand their role, the required tasks and expectations, and the deadlines for completion. Establishing these responsibilities at the beginning of the year and evaluating them periodically is essential since different times of the year may require varying levels of commitment.

It's important to recognize that all roles are equally significant, and each committee member plays a crucial part in the success of the club/society.

If you need any assistance or guidance with your committee, please don't hesitate to contact the Clubs and Societies Officer at <mailto:Clubs@tusa.utas.edu.au>.

Roles of the President

As the President of a club or society you wear many hats!

Chairperson:

- Preside over and run Committee, General, and Annual General Meetings of the club/society.
- Be the public interface of the club/society, this being especially important to faculty societies.
- Have knowledge of meeting processes and an ability to phrase motions, run meetings, and coordinate activities.

Manager:

- Have a thorough knowledge of the club/society's constitution to ensure compliance with its provisions and prepare necessary changes.
- Oversee the administration of the club/society.
- Ensure that the elected officers of the club/society perform the prescribed duties as laid down in the club/society's constitution.
- Oversee, plan, and coordinate the year's activities with the club/society committee and the club/society members.
- Ensure that all other tasks necessary for the running of the activities of the club/society are performed, either through activity or delegation.
- Ensuring the Annual General Meeting takes place at the specified time.
- Making sure that communication is passed on to your club/society members.
- Be familiar with budgeting (for example, to arrive at reasonable and realistic membership fees).
- Being a signatory for the club/society's bank account and all financial transactions.
- Helping to advise and support members of the club/society.

Decision Maker:

- Be decisive.
- Listen to all involved.
- Encourage input from members.

- Do not become emotive when dealing with issues.
- Decide on small matters promptly.
- Make decisions with firmness.
- Consider if decisions are aligned to the club's purpose.
- Determine what the implications of the decision are (financial, legal, etc.)
- Be fair, impartial, and transparent.

Information and resources on running effective Annual General Meetings and General/Committee Meetings can be found on the TUSA website under [C/S Resources & Info Library - C+S Meetings](#).



You can find the CS President position description template [here](#)

You can find the CS Vice President position description template [here](#)

Role of the Secretary

The Secretary provides a vital connection between the President, the committee, and the club/society members. The first task of the Secretary is to record and maintain a membership list of all members to stay connected with them electronically.

The list should provide name, email address, mobile number and note if member is a current UTAS student (must include student ID number), associate member (alumni, staff, other) or junior (under 18 years of age).

The secretary is responsible for arranging meetings, venues, preparing agendas and taking minutes of the club/society's meetings. The Secretary is expected to be the first to arrive at the meeting venue to ensure that all is well and the last to leave to ensure that all is still well. The responsibilities of a secretary are summarised below:

Preparing For the Meeting:

- Draw up an agenda using the [AGM Agenda](#) template in consultation with the President.
- Ensure that Executive committee members hand in a report, if required, to add to the agenda.
- Arrange and list general business, correspondence, reports, and apologies received for the meeting.
- Email the agenda out to members.
- Make sure that the meeting room is adequate and accessible for all attendees.

At the Meeting

- Record names (first and surname) of all attendees.
- Note any apologies and record names of any observers attending.
- Distribute copies of agenda (which includes previous minutes for approval) at the meeting, as well as any incoming and outgoing correspondence to be received.
- Note the decisions and actions of the meeting, ensuring they are brief but accurate.
- Record and relate all motions (include first and surnames of members who move and second motions) regardless of their result as well as their count if necessary.

Between Meetings:

- Ensure that the correct minutes of the meeting held are completed, as these are the official records and are especially important for future reference.
- Write all letters as the club/society Executive committee directs and bring attention to all incoming letters to allow the club/society Executive committee to keep up to date with all matters arising.
- It is the duty of the Secretary to keep a record of all inward and outward correspondence and to collect the club/society's mail. It is also compulsory to have the TUSA address as your mailing address.

You can find the CS Secretary position description template [here](#)

Role of the Treasurer

The treasurer holds one of the most important positions in the Club or Society. They have the ultimate financial responsibility and therefore an extreme element of diligence and honesty is essential. This is a job that can see anything up to \$50,000 going through the books in one year.

Within this handbook are specific sections to provide some extra guidance and details of a few tasks you might come across during the year. As always if you need any extra help please don't hesitate to reach out to the Club and Societies Officer who will be happy to assist. The key areas of responsibility for the treasurer are:

- Money going in and out of the account – [Treasurer's Two Golden Rules](#)
- [Petty cash](#)
- [Invoicing and Receipts](#)
- [TUSA Finance Template](#) (Income, Expenditure and Reconciliation)
- [Bank Account](#)

- [Grants](#)

Please go to the relevant section in this handbook, as linked above, for all the information you will need.

You can find the CS Treasurer position description template [here](#)

Other Committee Roles

Other committee roles that your club/society may wish to add are:

CS Equity Officer

The role of the Equity Officer is to promote and ensure inclusivity, diversity and fairness in the club/society and address issues of discrimination or inequity. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees to foster a welcoming and supportive environment.

The Club/Society Equity Officer is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.

You can find the CS Equity Officer position description template [here](#)

CS International Officer

The role of the International Student's Officer is to advocate for and address the unique needs, concerns, and integration challenges faced by international students, fostering a supportive and inclusive environment in the club/society. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees, and members and advocate for international students.

The Club/Society International Student's Officer is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.

You can find the CS International Officer position description template [here](#)

CS Women's Officer

The role of the Women's Officer is to be the ambassador for women and non-binary people in the club/society. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees, and members and advocate for women and non-binary people.

The Club/Society Women's Officer is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.

You can find the CS Women's Officer position description template [here](#)

Removal of Committee Members

Occasionally a complaint about a club/society committee member is brought to the attention of their committee. If any of the following applies, then you can follow the procedure below with the aim of removing that person from office:

- someone isn't doing their job
- perhaps their behaviour leaves a lot to be desired
- concerns are serious as the individual has breached the TUSA Code of Conduct and/or Behaviour Policy and/or the UTAS Code of Conduct and/or Behaviour Policies
- most importantly the complaints can be backed with proof (not just hearsay)
- all possible solutions have been explored

Step 1 – Refer to your constitution/by laws

Refer to your constitution/by-laws for any detailed procedures relating to grounds to remove a club/society committee member from the committee. If your constitution has rules on removal, please follow. You should also be familiar with the TUSA Code of Conduct and the C&S Grievance & Investigation Procedure.

A vote of no confidence in a club/society committee member within our clubs and societies is not a vote to remove a person from a position, it only communicates the club/society's level of support for that member. The preference is for an ordinary motion to remove that person from their role.

Step 2 – Call a committee meeting

Call a committee meeting to discuss concerns and ask the member in question to respond. They may prefer to resign if they agree their behaviour has been inappropriate & has brought disrepute to your c/s. The situation is easier if they do agree to resign as it may save potential embarrassment in a meeting where their behaviour will be questioned. If not, then the committee can propose calling a Special General Meeting (SGM) and a motion to remove the member from their position.

Step 3 – Secretary to notify members

If the committee agree to call a SGM agreeable, the secretary must give notice to all your current members which includes a very brief reason for calling the meeting, which may be along the lines of 'to discuss removal of committee member from office' and ensure you adhere to notice of meetings & quorum as stated in your constitution.

Step 4 – Send out SGM Agenda

Send out your agenda which should only include the item the meeting has been called for, which is the removal of committee member from the committee position and the motion to remove that person from their position.

Step 5 – SGM meeting

At the SGM be sure to check you have quorum, and if all ok then you can proceed. Before the voting for the motion occurs, the member who is the subject of the vote should be given an opportunity to present their side of the story. This step is not only fair but also necessary, as it may influence the opinions of those members present, and the outcome of the vote.

Voting should be confidential, and you can ask the person in question to step out while voting occurs. Be sure to get a mover and seconder for the motion and that you note the motion is CARRIED if the majority agree.

Step 6 – After the SGM

After your SGM you need to advise TUSA at <mailto:Clubs@tusa.utas.edu.au> of any changes. Please email us a copy of your SGM Agenda and Minutes to verify processes were followed, and to inform us of the new committee role nominee/s replacing the person/s removed, and then update the committee details on QPay.

Treasurer's Two Golden Rules

1. Account for Money Going In (income) and Out (expenditure)

All money going into and out of the Club/Society, must be receipted and recorded. The TUSA provides a [Club/Society Finance Income and Expenditure Template](#) to help you record all of this information and make your job super simple.



In the case of expenditure (money going out), this involves a reasonable and genuine receipt plus an entry in the Club/Society Finance Template. On the other side, any money received must also be recorded in the Club/Society Finance Template.

The TUSA Finance Income and Expenditure Template is very simple to use and all you have to do is enter the figures of the money you have received into your account and any money you have spent. It has been set up so it will calculate all the totals, etc for you and so should make your role as treasurer very simple.

The screenshot shows a spreadsheet titled 'BANK ACCOUNT' with the following data:

BANK ACCOUNT		
1	CLUB/SOCIETY NAME:	
2	Date Period:	JAN 1st 202Y - DEC 31st 202Y
3	Income	\$ Additional Comments
4	MEMBERSHIP FEES	400
5	SPONSORSHIP	1000
6	GRANT FUNDING	500
7	BANK INTEREST	5
22		
23		
24	Total Income	1905
25		
26	Expenditure	\$ Additional Comments
27	BBQ EXPENSES	100
28	TSHIRTS	250
29	EQUIPMENT	300
43		
44		
45	Total Expenditure	650
46		
47		
48		
49		
50		

Callout boxes in the image point to:

- Income – Money coming in**: Points to the 'Income' section of the table.
- Add in the amount**: Points to the numerical values in the income rows.
- Description**: Points to the 'MEMBERSHIP FEES', 'SPONSORSHIP', 'GRANT FUNDING', and 'BANK INTEREST' rows.
- Expenditure – Money going out**: Points to the 'Expenditure' section of the table.
- It will add up automatically**: Points to the 'Total Income' and 'Total Expenditure' rows.

2. Bank Money as soon as possible!

ALWAYS bank any money received from the Club/Society as soon as possible into the club/society bank account.

Basic Principles for Treasurers:

1. No Lending - Do not lend money, under any circumstances, to other clubs/societies or individuals within the club. The club owes its existence to its members and should only ever look after their valid interests.
2. Personal Use - Do not use the club/society funds as a personal expense account.
3. Justification of Spend - It is vital to justify any spending on behalf of the club/society. It is necessary to attempt to match income with expenditure and prevent the club/society from falling into a serious and unnecessary financial position. All spending needs to be minuted as approved by the committee in meeting minutes. TUSA can and will audit your records.
4. Get and Keep Receipts - Always obtain a receipt, to justify spending on behalf of the club/society.
5. Provide Receipts - Always provide receipts to those who give the club/society money, for whatever reason, as a further validation of how much income the club has (against how much it should have).
6. Stay Up to Date - The books of the club/society should be kept up to date at regular intervals and not just at the end of the audit period, as typically playing "catch up" with the accounts is not practicable and tends to be a fruitless and inaccurate exercise.
7. Financial Report to AGM - At the end of the financial year at the AGM you must present a financial report. The best way to do this is to use the TUSA Finance Template to produce a financial statement describing income and expenditure, indexed into category types (i.e., memberships, social takings, and so on) for your members. You can present the income and expenditure tables and the reconciliation tab from the document. (If you keep updating them through the year this will make this job very simple)
8. End of Year Reconciliation – After the AGM you will be required to provide reconciliation of the club/society accounts to the Club and Society Office (this was previously known as an audit). You can use the TUSA Finance Template 'reconciliation' tab to present this information. If the Clubs and Society Office has any concerns about the club/society finances, they have the right to freeze the account.
9. Most importantly, never, ever use a personal bank account to bank club/society funds as this could be seen as embezzlement and can land you in serious trouble!

Need Some Help?

If your club or society has any problem maintaining their books in the appropriate manner, please contact the Clubs and Societies Team via email Clubs@tusa.utas.edu.au .

Financial Sustainability

Ensure your club/society's future through good financial management!

Running your club/society is like running a mini business. Good financial management is essential if you want your club/society to survive!

Simple steps to help your club/society achieve financial sustainability:

- Have a financial plan – create a budget showing all expected income & expenses for the year to help your club/society manage your money and plan for a strong future. Start by looking at last years' actual income and costs and see how the club/society managed on that.
- It can be good to have a short-term budget which looks at income and costs for the coming year, and a long-term budget which looks at your income and costs over the next few years so you can plan for larger capital items.
- Think about different ways you can generate income.
- When looking at holding events make sure you will have sufficient funds to cover all expenses and aim to cover your expenses by charging an entry fee – this is easy enough as you can look at all expenses and divide this by the expected number of attendees to arrive at a suitable ticket price.
- Charge a membership joining fee that is appropriate for the type of activities your club/society offers. If you are a ski club, then you should be charging more than a reading club as your costs are going to be higher
- If you only want to charge a small joining fee, then think about your activities and the costs associated with them such as playing social sports - make sure you can cover the weekly venue hire costs by charging members a small fee each session they rock up to.
- **Note:** TUSA does not cover venue hire, including the UniGym, or coaches / teachers / trainers - thus your prices need to cover these costs.
- It's not unreasonable to ask for a gold coin donation to attend an event where food and drinks are being supplied or some great bands are performing. In some instances, there are members who may be able to pay a little more than others, so consider asking for an entry donation such as 'pay what you can afford'.

Petty Cash System

Some clubs/societies keep a petty cash system in addition to the main account. This has the advantage of allowing the club/society to avoid bank costs when all that is needed is something of small value (e.g., less than \$50).

To establish a petty cash system, we suggest the following:

Step 1: Using your Club/Society Finance Template

The TUSA [Finance Template](#) has a section where you can include all the debits and credits for petty cash.

Step 2: When cash is needed

People will either want money before they purchase good(s) or will require reimbursement for incurred expenditure. These should be set out in the petty cash account as either advances or reimbursements and relevant receipts should always be obtained, as the petty cash account will be audited. Thus, you should try to limit the use of the petty system and make sure the use is known to yourself.

Step 3: Reimbursing Petty Cash

Whenever funds are running low, you can transfer money from the main account into the petty cash account. Normal practice is to draw as much money into petty cash as is required to bring it to a set amount. For example, when the set amount is \$50, and the petty cash is at \$2.35, you would draw \$47.65 from your main account to bring petty cash back up to \$50.

	A	B	C	D
1	PETTY CASH			
2	CLUB/SOCIETY NAME:			
3	Date Period:	January 1st YY - December 31st YY		
4	Income	\$	Additional Comments	
5	MEMBERSHIP FEES	400		
6	SOCIAL EVENT TAKINGS	10		
19				
20				
21				
22	Total Income	410		
23				
24				
25	Expenditure	\$	Additional Comments	
26	BBQ FOOD	100		
27	SOFT DRINKS	50		
28	COFFEE AND TEA	30		
29				
30				
41				
42				
43	Total Expenditure	180		
44				
45				
46				
47				

Invoices

An invoice is a document issued by a supplier for money owing for goods or service. In some instances, you will be required to pay the invoice up front and for some services the invoice will be sent after the activity.

You should ensure that the invoice:

- Lists the supplier's ABN number (if they are registered for GST)
- Details what is being supplied
- Totals up and shows any tax (GST) included



If you are making a purchase and the supplier does not have an ABN number, you will need to ask them to complete an [ATO Statement by Supplier](#) form. You are obligated by the Australian Taxation Office to withhold payment until the supplier presents with the 'Statement by Supplier' form. This form discharges the club/society of the responsibility to withhold tax on behalf of the supplier where they don't have an ABN.



The club/society must keep a copy of this form for their club/society's records for 5 years. Information regarding the need for a supplier to fill in the form is available [here](#).

Receipts

Once your club/society has paid for goods or a service, you should receive a receipt from the supplier. This document formally recognises that there has been a transaction of money from the club/society to the supplier. It is important that you get and keep the receipts for all your payments (these can be paper or electronic), especially where an invoice is not supplied.

You should ensure that the receipt: includes the same information as required for an invoice.

Please note: A receipt from an eftpos machine is not adequate proof of purchase as it does not state all the required details as above.

All financial documents (invoices and receipts) must be kept for 5 years. These can be kept electronically and saved in your Google drive.

Quotes

A quote is a legally binding written agreement for a supplier to provide goods or a service for the stated price. Getting a quote should be the first step in purchasing goods/equipment or obtaining prices for services.

Quotes are only valid for a limited time due to price fluctuations of goods and services; beyond this they are no-longer legally binding.

Requesting a quote can be as simple as asking a supplier for the cost to purchase an item or provide a service or looking up prices online. When requesting a quote including multiple items and shipping, it can be useful to request the supplier send you a single written quote for the whole package.

If you are planning to apply for a grant for any item purchases over \$500, such as equipment, the Grant Committee requires you to supply 2 quotes for each item.

Keeping Financial Documents

Clubs/societies should keep copies of these documents (invoices, receipts, quotes) for the following reasons:

Clubs and Societies Grants	Clubs and Societies grants will not be paid to clubs/societies until a copy of the invoice/receipt showing evidence of expense has been provided
Auditing and Tax Records	Audits of club/society's finances require copies of all club/society invoices/receipts received and issued by the club/society throughout the period to be kept.
Legal Reasons	Receipts of financial transactions are vital evidence during financial disputes with suppliers and customers.

When running events always keep your invoices, purchase orders and receipts in a safe place and preferably all together – you may need them if you apply for a clubs/societies grant! Make sure you also find out the supplier's terms of payment. If paying for goods using cash, also remember to get a tax invoice. If you are paying a band or a DJ they also have to provide an invoice (if they don't have an ABN then they will be required to provide you with a copy of an ATO's Statement by a Supplier) [Statement by Supplier form](#)

TUSA Finance Template

The TUSA have an excel spreadsheet template for clubs and societies to use to help keep track of income (money in) and expenditure (money out). The spreadsheet is broken down into 4 tabs:

1. Overview

This gives you all the balances for income and expenditure for both your bank account and petty cash. The totals automatically formulate from the other tabs. It should give you a quick overview of your finances.

2. Income and expenditure bank account

You can use this tab to input everything you are spending money on and to record all the money you have received and paid into your account.

3. Income and expenditure petty cash

This records the money you are spending from petty cash and money paid into petty cash.

	A	B	C
1	PETTY CASH		
2	CLUB/SOCIETY NAME:		
3	Date Period:	January 1st YY - December 31st YY	
4	Income	\$	Additional Comments
5	MEMBERSHIP FEES	400	
6	SOCIAL EVENT TAKINGS	10	
19			
20			
21			
22	Total Income	410	
23			
24			
25	Expenditure	\$	Additional Comments
26	BBQ FOOD	100	
27	SOFT DRINKS	50	
28	COFFEE AND TEA	30	
29			
30			
41			
42			
43	Total Expenditure	180	

4. Reconciliation

This tab will be used at the end of the year to provide the Clubs and Societies Officer an overview of your spending for the year and the club or society’s current financial situation.

It is very important you regularly update this spreadsheet. The spreadsheet is only useful if you keep inputting the data. You can access the financial spreadsheet [here](#).

Bank Accounts

Every club and society has their own bank account with the Commonwealth Bank (or a bank of choice based on ethical reasons). Each year when the new executive committee is elected as part of the handover, you'll need to change your signatories on your bank account. Make sure you list who the new signatories will be on your AGM minutes.

You are required to have three executive committee members as signatories on the bank account including your President and Treasurer. Any withdrawals/transfers require 2 signatories for accountability and transparency.

No bank accounts are to be opened in a club/society name without prior approval from the CSO.

As a TUSA affiliated club/society the money in your club/society's account belongs to the TUSA.

Steps to open a bank account:

- For the Clubs and Societies Officer to authorise access to the bank account go to Rubric (QPay) and fill in the '[Request to Change Bank Signatories Form](#)'. You must attach a copy of your AGM minutes (signed by the outgoing president). For new clubs/societies, attach the IGM minutes (signed by the new president).
- The Clubs and Societies Officer will send you some information to assist you.
- Complete the [A153](#) bank form. The Clubs and Societies Officer will also need to sign this form as an authorised person (not signatory) for transparency purposes only.
- Your signatories will need to meet up at the Commonwealth Bank to submit the completed A153 form and show ID to identify themselves on the account.



The address used for the bank account must be the TUSA address and not a personal address:

<p>Hobart based TUSA Club/Society name Tasmanian University Student Association P.O. Box 5055 University of Tasmania LPO SANDY BAY, TAS 7005</p>	<p>Launceston/Cradle Coast/Rozelle based TUSA Club/Society name Tasmanian University Student Association Locked Bag 1333 LAUNCESTON, TAS 7250</p>
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Grants

Prior to applying for a grant, you need to have submitted and have approved by TUSA, the following documentation:



- Event Application
- Risk Assessment

Both the Event Application and Risk Assessment must be approved before applying for an event grant

- 1 grant per event
- 1 claim per approved grant
- Invoices/receipts must be provided for all expenses to be claimed. Amounts will not be paid where invoices/receipts are not provided. See [Invoicing](#) and [Receipts](#) for requirements of these documents.

Overview of Grants

The TUSA has grants available from the Student Service and Amenities Fee (SSAF) and the TUSA Board of Management (BoM) to develop and promote a vibrant, fun and inclusive student experience at the University of Tasmania by providing quality events, services, initiatives and programs.

Events/activities should be student led and are designed to benefit groups of students, not individuals. Grants are available under the following categories which align with the TUSA student promises. The committee will consider grants received from TUSA State Council, TUSA affiliated Clubs and Societies and other student groups.

Making a Difference Grants

- Initiatives which support the Economic Development Sustainability Goals including (but not limited to) Equity & Inclusion, Zero Hunger, Good Health & Wellbeing, Gender Equality, Climate Action
- Initiatives which relate to key student issues around Accommodation, Diversity & Inclusion, Employability

Giving Students a Voice Grants

- Initiatives which support the production and dissemination of communications to students whose content is created by students

Helping Students Connect & Activate Grants

- Events, activities, and initiatives which support activation on campus and creating connections

Helping Students Develop & Grow Grants

- Conferences relating to objectives of a club/society or other TUSA community members including student representatives
- Training such as First Aid Training, Health and Wellness Training, etc. that supports events, activities and initiatives relating to items above
- Club development and training

Eligibility to Apply:

To be eligible to apply for a SSAF funded grant a club or society must satisfy the following:

- Be affiliated with TUSA – affiliations are due by the first of April each year
- Have a minimum of 10 current UTAS students in the club/society
- Meet our minimum requirement of 51% current UTAS student membership

If the grant application is for an event/activity or an adventure club gear purchase the following is also required:

- Lodged and received approval for the Event Application relevant to the grant you are applying for
- Lodged and received approval for their Risk Assessment relevant to the grant you are applying for

Note – without approval of both documents the club/society members will not be covered for that event/ activity.

Grant Applications

What can be applied for **:

- **Capital** – Capital/gear grants are available for one-off large purchases of equipment or replacement of equipment that is integral for the running of a club/society or to benefit the wider student population on our campuses. This grant covers items that are available for ongoing use up to 3 years. It does not apply to items that would not be considered assets, such as running expense supplies. These grants aren't capped due to the nature of what they support. The item/s must be available for the benefit of all members.

- **Activity/Events** – These grants support the delivery of activities and events and must align with TUSA values and promises. Clubs and Societies events/activities must align with the aims and objectives of their club/society e.g. a cultural society holding a Mid-Autumn Festival.
 - Balls/End of year formal dinner invitation etiquette: as a courtesy and in recognition of financial support received from their school/college and TUSA, academic societies planning to hold balls and annual dinners should extend an invitation to their Head of School and any other notable key stakeholders from within TUSA and/or the University, by way of complimentary or discounted ticket/s.
- **Maintenance** – Helping to support the upkeep of equipment that is integral for a club or society to remain active.
- **WHS** – Work health and safety grants are there to support UTAS students and to make sure a club/society is being run safely & ensuring they meet and comply with WHS regulations.
- **Conference Travel** – TUSA recognises the value conferences can have in upskilling and supporting the growth of clubs and societies and student representatives. Grants are available for local and domestic travel.
- **Start Up** – Only available for brand new clubs/societies to help them run their first meeting/membership drive event and/or to get basic items to help run the club/society.
- **C&S Signature Events** – Discretionary funding may be sought to support a significant event (Engi Laneway, MSS Night Market) on campus that caters to a large number of uni students. Applications for these events require prior conversation with TUSA.

**Refer to [Grant Limits](#) table for details on limits/caps on grants.

Grants Specific to Sporting and Adventure Clubs

Specific grants are also available to sporting and adventure clubs as per the [Clubs and Societies Policies](#).

Sporting and Adventure Clubs may apply for assistance to purchase equipment that they require for their sporting or adventure activities. At their discretion, the Grant Committee may agree to fund up to 75% of the purchase cost, or 100% of the equipment purchase cost for new clubs. This generally does not include personal items (i.e., items that will become the personal possession of an individual club member) or items such as uniforms.

1. Objectives/Purpose



This grant shall be provided to assist clubs with undertaking large projects that advance their club's strategic aims and objectives. Projects can include, but are not limited to, any of the following:

- a. Equipment purchases, repairs, and replacement; or
 - b. Skills training aimed at improving long-term sporting performance, umpiring, and/or administration within the club.
2. In relation to equipment, allowable expenses shall mean:
 - a. Equipment used in the pursuit of that club's sport or adventure activity; or
 - b. Equipment and capital expenditure to further the interests of the club; or
 - c. Administration costs related to the purchase and/or planning of equipment and capital expenditure; or
 - d. Funding for the repairs caused by accident or general wear and tear, but not where such repair is required due to the negligence or wilful actions of a particular party.
 3. All equipment purchased through a capital project grant shall remain the sole property of the TUSA unless subsequently purchased from the TUSA. This equipment is to be held in trust by the Club, who shall have exclusive management and control of the equipment, and be responsible for ongoing costs including, but not limited to, registration or maintenance.
 4. Application Requirements

The application form for a large capital project grant must detail:

 - a. An outline of the proposal for which the grant is sought.
 - b. Number of current UTAS students and non-student members
 - c. Membership fee charged for current UTAS students and non-student members
 - d. Two quotes are required for items over \$500

Applying for a Grant

To apply for a grant Clubs & Societies must complete the [Grant Application Form](#) on Rubric (QPay).

Grant applications must be received for review before an event/activity or capital purchase takes place. Funding will not be provided for activities/events that have already taken place.

An event application, with a risk assessment attached, must be submitted via Rubric (QPay) and approved by the TUSA Clubs & Societies Team before holding the event/activity.

Clubs & Societies are required to provide the following information:



- Type of grant you are applying for
- For capital/gear purchases over \$500 two quotes are required
- If applying for funding for an event/initiative –
 - the description of event/initiative,
 - the purpose of event/initiative including
 - name of event,
 - date,
 - time,
 - venue,
 - location,
 - expected number of attendees
 - the purpose/proposal for which funding is sought and how it will benefit your members.
 - are you receiving any external funding? Are you selling tickets for the event or asking for a for gold coin donation?
 - provide a budget for the grant showing expected income & expenses
 - any other information to support your application

Only one grant application per event/activity will be considered.

Events should ideally take place before 30th November to allow paperwork to be completed in time for TUSA auditing requirements unless a special arrangement has been discussed and approved by the Clubs and Societies Officer or the Student Experience & Events Officer.

Grant Limits

Grant Type	Item/Activity	Limit/Cap	Details
Capital		Not capped	No cap due to the nature of what these grants support – at the discretion of the Grant Committee.
Capital	Banners	\$100	TUSA branded banner used primarily for the purpose of promoting the club/society and not for a one-off event.

			<p>Only applicable if a Banner Grant* hasn't been allocated for the year by the Grant Committee</p> <p>*The Banner Grant is funding set aside specifically to purchase TUSA branded banners for individual clubs/societies, organised by TUSA as required. Please email the Clubs & Societies Team if you require a new banner.</p>
Activity		\$1000	<p>The capped amount includes any funds granted towards food.</p> <p>Only one grant application will be accepted per activity.</p>
Activity/Events	Food supplied	<p>\$5 per head capped at \$250 for lunch/breakfast activities.</p> <p>\$7 per head capped at \$350 where the event is held at dinner time.</p> <p>Snacks \$3 per head capped at \$150</p>	<p>The Committee will support bulk purchases of food for the initial purchase of breakfast items for regular breakfast events. Items purchased must be healthy breakfast foods.</p> <p>Clubs and societies must be able to show the benefit gained by having food at the event.</p> <p>Please note food is not granted for Balls, Cocktail Parties and Formal Dinners as these costs must be factored into your ticket prices.</p> <p>Snacks/food at AGMs are also not supported.</p>
Activity/Events	Single Use Plastics	Not funded	<p>Please apply for free event catering supplies which include biodegradable cutlery, plates & cups through our TUSA hire store</p>
Activity/Events	Decorations	<p>Up to: \$50 per event \$100 per ball</p>	<p>The committee will evaluate this on a case-by-case basis noting that we do have some decorations available through our TUSA hire store</p>
Activity/Events	Printing/Advertising	\$30	<p>Includes posters, certificates, promotional brochures</p>
Events	Security	Up to 50% of costs	<p>Reimbursed where security is required</p>

Events	Balls & Annual Dinners	\$1,000	Towards venue hire, up to 50% of security costs, AV equipment, decorations. Food grants not funded for balls/annual dinners/cocktail parties. Have you extended an invite to TUSA/UTAS to attend your ball?
Conference Travel & Sporting Representation	Travel & accommodation	\$250	Domestic travel per current UTAS student
		\$500	International travel per current UTAS student
		\$1,000	Total grant cap
Start Up	New clubs/societies just starting	\$150	One off grant. Can be used towards first meeting/event expenses and/or any start-up expenses

***Please note: the Grant Committee may at their discretion from time-to-time set/raise limits based on a case-by-case basis -e.g., if the event is aimed at showcasing student work and additional assistance is justified.*

What the TUSA Cannot Support Through SSAF Funded Grants

- Money to purchase alcohol via [SSAF funding](#)
- Supplying food & beverages at AGMs
- Prizes for individual club/society events
- Gambling
- Gifts
- Tobacco in any form whatsoever
- The payment of any fines imposed on a club/society.
- Brewing equipment or equipment related to brewing.
- Single use plastics
- TUSA funds being directly sent to support fundraising donations, although we can support an event/activity to enable you to fundraise.
- Trophies for individual club/society events or sports
- Normal operations of a club/society, such as personal transport costs
- Any items that become the personal property of members, including uniforms
- The payment to any member of the club as a player, teacher, coach, trainer or otherwise



- Court, sports or venue hire, or other costs associated with the normal day-to-day running expenses of the club/society, e.g. for weekly classes or training sessions.
- Running expenses – these items are to be funded from club/society membership fees and other club/society income, keep this in mind when setting the price of your fees. Costs considered running expenses are:
 - proof of membership items such as membership card, key chains, badges etc
 - stationery etc
 - promotional items such as stickers
 - normal operational costs
- Any other areas that arise as determined by the Grant Committee

SSAF states a higher education provider must not spend an amount paid to the provider as a student services and amenities fee to support:

- a. a political party; or
- b. the election of a person as a member of:
 - i. the legislature of the Commonwealth, a State, or a Territory; or
 - ii. a local government body.

Please refer to the [C&S Political Attendance at TUSA SSAF Funded Events](#) for further details.

How the Grant Committee Assess a Grant Application

- Make sure you have provided details on what you are applying for. The committee will want to know in detail about what the money will be used for and how it will benefit your club/society and/or the UTAS student community.
- Are you being realistic with your funding request expectations? When assessing the request, the Grant Committee will consider how many students the money will benefit. Realistically, you won't get \$500 if there are only going to be 10 students at your event/activity.
- What is the club/society/applicant contributing? The TUSA may not always fully fund an activity/purchase. Clubs and societies need to try to be self-sufficient, so consider how much the club/society will be contributing. We will look more favourably on an application knowing that the attendees will be contributing an entry fee (even a gold coin donation).
- We understand that your activity/event can't always be held on campus, and some events are more suited to a particular venue, however we encourage you to check out locations on

campus to enhance vibrancy around Uni. We will also look favourably at grant requests where events/activities are held on our campuses.

- We won't fund events/activities held in private homes.

Claiming Your Grant

The club/society will be informed by the Clubs and Societies Officer or Student Experience & Events Officer via Rubric (QPay) if your grant application was successful and how much the club/society/applicant is to receive.

Grants can only be claimed once the event/activity has taken place or item has been purchased using the [Grant Claim Form](#) on the Rubric (QPay) portal. Payment will only be made upon provision of the following:



- all relevant invoices/receipts of the items the grant is covering.
- a brief report of the event/activity
- updated budget showing actual income and expenses.
- an attendance list showing all attendees broken down into current UTAS students (must include student ID numbers) and associate members (non-current UTAS students & community members).

Only one claim per approved grant will be accepted.

Claims must be finalised by 30th November to allow paperwork to be completed in time for TUSA auditing requirements unless a special arrangement has been discussed and approved by the Clubs and Societies Officer or Student Experience & Events Officer.

Who Approves Grant Applications

All grants are approved by a Grant Committee comprising of:

- TUSA State Council President
- Southern Campus President
- Northern Campus President
- Cradle Coast Campus President
- Sydney Campus President
- Clubs and Societies Officer
- General Manager (Chair)



- Student Engagement & Development Manager
- Student Experience & Events Officer
- Community Development Officer (Cradle Coast)
- Student Experience Administrator

The Student Experience & Events Officer is the committee secretary and is authorised to approve grants up to \$1,000.

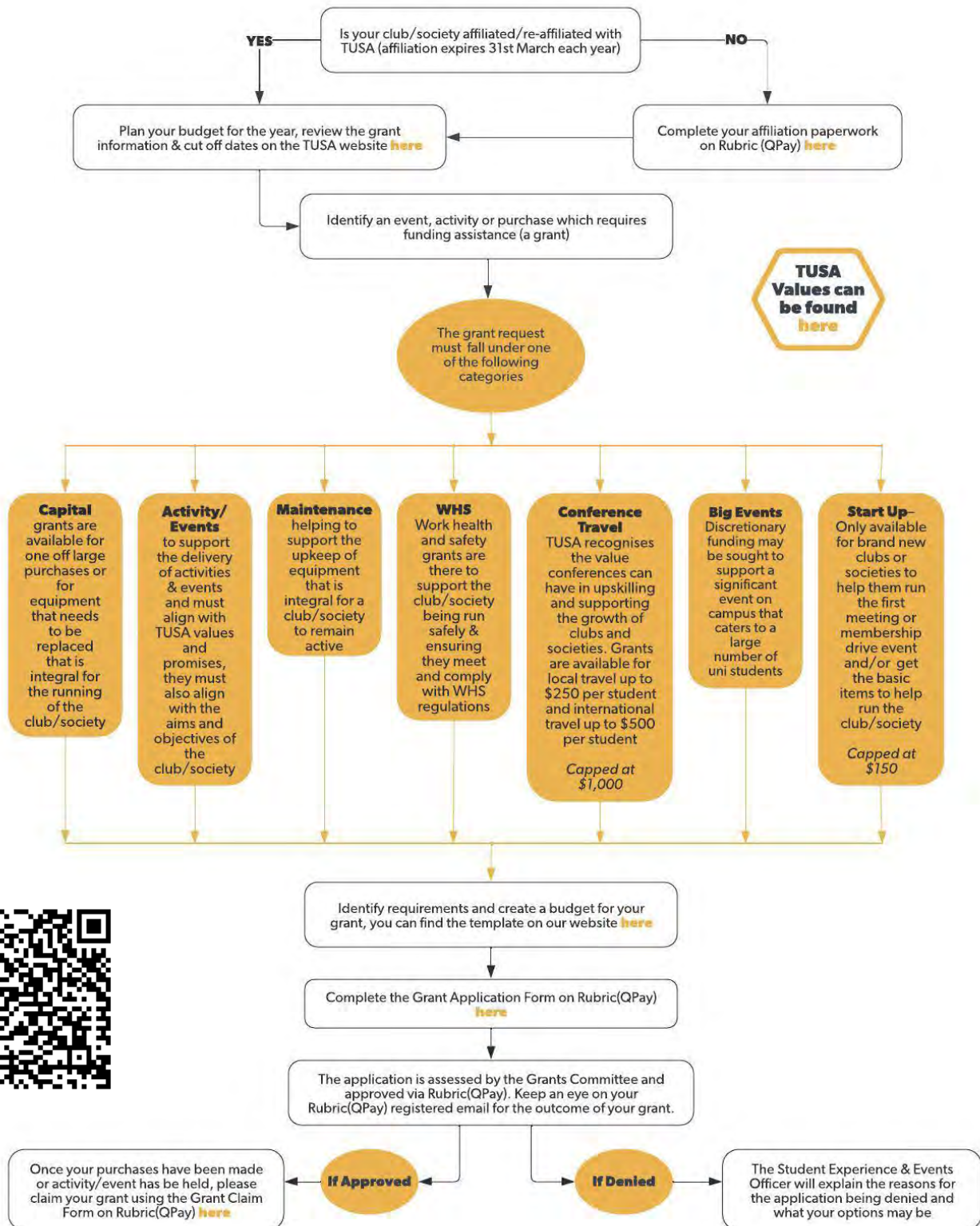
Advice around media grants is sought from the Marketing & Communications Officer as required.

The Grants Committee meet several times a year to review applications. The grant submission cut off dates & meeting dates can be found on our [website](#) under “Grants”.

As our grant rounds don’t fall between November of current year and March of following year, the grant Committee may consider grant applications submitted through Rubric (QPay) for activities planned through summer, prior to event taking place. You can email the [Clubs & Societies Team](#) and let us know what you have planned, and we can advise best way to proceed.

Applying for a Grant Flowchart

(access flowchart on the website [here](#))



Student Services and Amenities Fee (SSAF)

SSAF legislation provides a list of services on which the University is permitted to spend the funds. Importantly, these can only be:

- Non-academic; and
- Non-political



The fees collected cannot be spent on the provision of academic services or be used to support political parties or the election of a person to Parliament or a local Government body.

Applicants must ensure that their initiative relates to one of the following SSAF guidelines:

- providing food or drink to students on a campus of the higher education provider
- supporting a sporting or other recreational activity by students
- supporting the administration of a club most of whose members are students.
- promoting the health or welfare of students
- supporting debating by students
- supporting an artistic activity by students
- supporting the production and dissemination to students of media whose content is provided by students.

SSAF states a higher education provider must not spend an amount paid to the provider as a student services and amenities fee to support:

- c. a political party; or
- d. the election of a person as a member of:
 - iii. the legislature of the Commonwealth, a State, or a Territory; or
 - iv. a local government body.

Please refer to the [C&S Political Attendance at TUSA SSAF Funded Events](#) for further details.



Tasmanian University Student Association (TUSA) Funds

Grant funding provided by the TUSA Board of Management does not have the same restrictions as imposed by SSAF funding. The TUSA BoM may from time to time have funding available to support one-off grants for larger events or initiatives that are designed to enhance the overall student experience of currently enrolled students at the University of Tasmania.

Any TUSA affiliated club or society, or student initiative not eligible for Student Services and Amenities Fee funding, may apply for BoM funding if available. Funding to purchase larger capital items where no other funding is available, may be considered at the discretion of the BoM where an ongoing benefit to a club or society with at least 51% of current UTAS students can be demonstrated.

The application should demonstrate how the initiative aligns to produce a significant impact on student engagement with a clear return on investment.

Health/Duty of Care

It is possible that the Government, if deemed necessary at any time, may enforce restrictions around health / COVID-19 and the Events Framework.

Should this occur in the future, we strongly advise any club/society organising an event (off-campus) to visit the [Tasmanian Public Health](#) or [NSW Public Health](#) websites (depending which campus you are holding your event) and comply with Public Health guidelines, in addition to following some procedures as a TUSA affiliated Club/Society.

Events held on-campus must follow any UTAS restrictions that apply at the time of the event. UTAS updates can be found [here](#).



Running Club or Society Events

Events are a terrific way to grow and celebrate your club/society as well as learn new skills. This guide contains all the information you need to know about running fun, successful, and safe events on and off campus.

Since 2022 TUSA has implemented a new a digital solution built specifically for university clubs and societies, originally known as [Rubric \(QPay\)](#) and recently rebranded as Rubric – to help TUSA and the affiliated clubs and societies have a centralised admin system.

The first questions your Club or Society Committee should ask are:

- What sort of event do we want to host?
- Where are we going to have it?

The University and TUSA have spaces available for certain types of events, and the TUSA reps/staff can help you find a suitable location for your event. Refer to the [event planning flowchart](#).



If at any time you are unsure about the correct procedure or you need help don't forget that your [TUSA Clubs and Societies Team](#) can help with planning, Risk Assessment preparation, security requirements (depending on type of event and attendee numbers), equipment hire that you may need to run your event and of course, promotion - email us at Clubs@tusa.utas.edu.au.

Planning Your Event

You should start planning at least 5 – 6 weeks in advance for your event, and even earlier if it's going to be a large-scale event. If it is a large-scale event, please arrange a time to come and discuss this with our [Team](#).

Things to consider... is your event being held near exams, semester break, due dates for assignments or other similar events? Can you tie your event into a National or State initiative e.g.: Biggest Morning Tea or an awareness week such as National Student Volunteer Week, R U OK, Mental Health Week. If you are planning a big event, it may help to get another club/society involved, the load and costs are shared, as well as the membership base and visibility.

Event Planning – Hot Tips

For all events use the [Event Planning Flowchart](#) (flowchart includes all the steps below)

Step 1: Submit an [Event Application form](#) via Rubric (QPay).

- **WHY?** *Because as a TUSA affiliated Club/Society we need to know what you are planning to make sure it's safe and so we can help.*

Step 2: [Complete Risk Assessment Form](#), submit via Rubric (QPay) NOTE: TUSA requires 10 business days to review

- **WHY?** *Because as a TUSA affiliated Club/Society, if an accident happens during your event and we have an approved Risk Assessment, you are covered by our General Public Liability insurance. No Risk Assessment, No Event and No Insurance!*

Additional forms may be required depending on the nature of the event:

- Application for Temporary Stall on University Campus: Fill out the form and submit it via QPay [here](#).
- Application for Venue Hire on University Campus: Access and submit this form through the [UTAS website](#).
- Application for University Liquor Permit (On-campus – serving): Fill out the form and submit it via QPay [here](#).
- Security is required for events with over 50 people when alcohol is involved. Please contact TUSA for more details.
- If the event takes place at a student residence, you must fill in a Student Living Event Proposal Form. Please contact them directly. The Student Living team requires a minimum of 10 days (including TUSA’s 7 days) for processing. For more information, contact enquiries@accommodation.utas.edu.au.
- Application for a Liquor License (selling or providing). **Please note that this form is accessed and submitted through the [Tasmanian Government website](#).** You will also need to provide a site map of the event location.

Step 3: Create an Event on Rubric (QPay) – (unless an alternative platform has been agreed upon/approved by the TUSA). Sign into your Club/Society portal, go to the ‘Event’ tab and then click ‘Create New Event’.

- **WHY?** *Because you can check if your event is clashing with any other Club/Society event. You can also enhance visibility and attract more people to your event and make more money*




Step 4: Be sure to include the TUSA logo on your promotional material. TUSA Branding guidelines can be downloaded [here](#)

- **WHY?** *Because a good event starts with good promotion - at the end of the day, word-of-mouth is still the most popular tool for a good campaign, the more students are talking about you, the more students you will have at your event!*

Important side note: If you have received a grant from TUSA to support your event, you must include the following statement on all your posters, marketing material and ticketing.

- This is a SSAF funded initiative supported by TUSA.

On-Campus Events – Venue Bookings & Equipment Hire Store

	INDOOR	OUTDOOR
Venue	<p>Book a room/space through Campus Services (UTAS) Venue hire - Campus Services University of Tasmania (utas.edu.au)</p> 	<p>Send a stall application form via Rubric (QPay)</p> 
Equipment	<p>If you require any equipment from TUSA, please book through the TUSA Hire Store Webpage. Bookings are made through Booqable. For the user manual, click here.</p> 	<p>Use the TUSA Hire Store Webpage and make sure you have enough people to collect the gear. Bookings are made through Booqable. For the user manual, click here.</p> 

Off-Campus Events – Health Requirements

Please monitor the [Tasmanian Public Health](#) or [NSW Public Health](#) websites (depending which campus you are holding your event) and follow the rules and guidelines of the venue / location of your event.

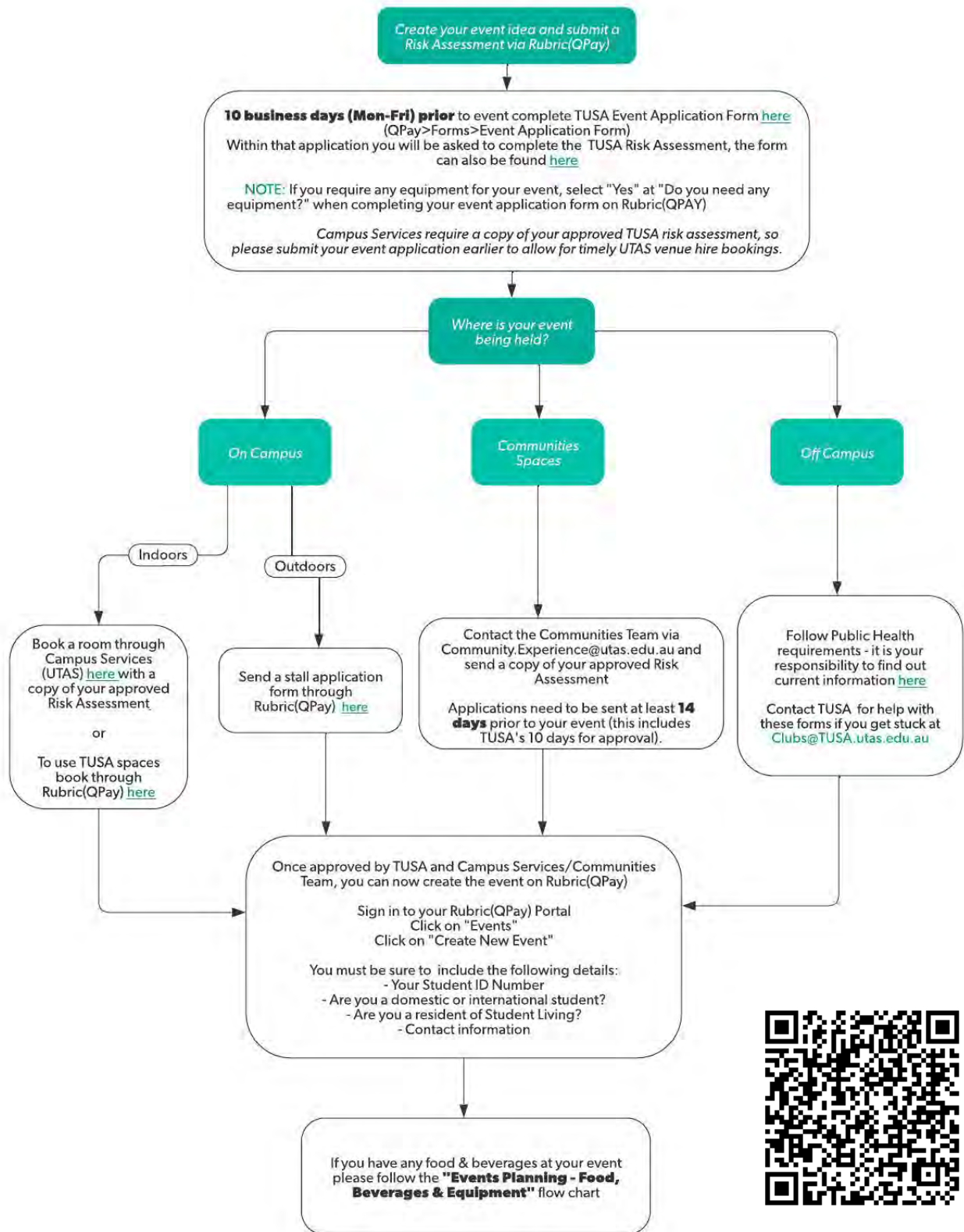
- [Hobart City Council](#)
- [Launceston City Council](#)
- [Burnie City Council](#)
- [Inner West \(Rozelle\) Council](#)

Off-Campus Events – Resources

Use your networking skills and/or ask for help from the [TUSA Clubs and Societies Team](#) and we can advise you on a good location for your event.

Event Planning Process Flowchart

(access flowchart on the website [here](#))



Budgeting For Your Event

When budgeting for an event you need to decide on the purpose of the event. Most events are held with the aim of fundraising where a profit is the ideal goal. With very little money available in budgets to hold certain events, the aim of making a small profit to fund future events should be considered; or at the very least, you should aim for funds raised to offset the cost. An event budget should detail the expected income and expenditure for the event, and to help you do that you can use our [Event Budget Template](#).



Income

This information details all money that is expected to be received to hold the event. Different sources of club/society's income such as attendance fees, ticket costs, club/society fundraising, external monetary grants, or sponsorships should be listed separately.

Please note that clubs and societies grants being requested from TUSA, SHOULD NOT be listed in your projected income for the event and should not be used for calculating your club/society's Net Financial Position.

Expenses

This details the types of expenses expected to be incurred by the club/society for the event. Please list all expected expenses, such as venue hire, printing, advertising, decorations, entertainment, bus hire, security, a total of food and non-alcoholic beverages, etc.

Profit/Loss - Net Financial Position

This represents your club/society's financial position for the event once its expenses have been subtracted from its income. Where possible, clubs/societies should aim to have a positive net position for each event to ensure profitability and financial self-sufficiency for the year. Once a club/society knows how much financial assistance it intends to apply for via a grant for the event, you should add this amount to its net position. This adjusted net position represents the club/society's position with the financial assistance from the Clubs and Societies grant. Financial self-sufficiency may not be possible for every event.

An important thing to remember when planning an event is make sure you have an email trail of any agreed changes with venues/suppliers as this can prevent issues with invoicing.

Food and Beverages: On-Campus Events

Food	Beverages (alcoholic and non-alcoholic)
<p>Anyone serving or handling food must have a food handling certificate.</p> <p>Food Service: self-service is currently supported by the university.</p> <p>Tongs and Hand Sanitiser must be used (see our Hire Store form)</p> <p>To understand the process, check out our Events Food, Beverages & Equipment Flowchart.</p>  	<p>Anyone serving alcohol must have a valid Responsible Service of Alcohol (RSA) certificate to serve alcohol at your events. International students need to get it from a specific CRICOS provider</p> <p>Domestic students can go through any Registered Training Organisation</p>  
<p>Apply for a TUSA Food Permit through the Event Application form on Rubric (QPay)</p> <p>(refer to Step 1 of Event Planning – Hot Tips)</p> 	<p>If selling alcohol, you need to apply for a Tasmanian Special permit here (permit for less than 4 days)</p> <p>If giving away alcohol – complete the Application for University Liquor Permit on Rubric (QPay)</p>  
<p>Organise a BBQ or any other catering for your event.</p>	<p>Once you have received the approval you can upload these documents into your event application form (refer to our Events Planning Process Flowchart). Remember sometimes these documents can take a while so you can submit the Event application and select “pending” to the Liquor question.</p> <p>Don't leave everything to the last minute.</p>

IMPORTANT: If you forget to upload your approved licences/permits in the Event application, you need to notify TUSA or Campus Services (only for on Campus Events).

Alcohol at Events

We want you to have fun and be safe at your events. It is essential that you follow these rules if you are selling alcohol or supplying alcohol at your event.

The following rules apply to all events involving alcohol, whether it is being sold or supplied at no charge:

- Clubs and societies are limited to 3.5 hours of alcohol service on campus as per UTAS liquor service requirements.
- Contracted security is required for events on campus with over 50 participants.
- Last drinks to be called 30 mins prior to end of event.
- Two hands two cans policy must be adhered to.
- Cans must be cracked open before handing to participant.
- No glass permitted on campus. All alcohol must be served in cans or plastic cups.
- Food must also be served/available at the event.
- Non-alcoholic beverages and free water must be readily available to participants.
- Required [RSA signage](#) must be displayed, including a copy of the Tas Liquor Permit if selling alcohol.
- Alcohol is to only be served by people with a valid [RSA](#) qualification, a copy of which must be submitted to the TUSA with your Risk Assessment and a copy on site at your event to be made available to Tas Liquor and Gaming Police should they inspect your event.
- RSA certificates must be provided to TUSA for verification and storage via this [form](#).
- An RSA register with copies of certificates must be available on site should someone from Liquor & Gaming decide to visit the event & request these.
- Drinking games, shots, punches, or activities that encourage the rapid consumption of alcohol are strictly prohibited.
- Those selling or serving the alcohol must **not** consume alcohol.
- The club or society must have 2 sober event committee reps for the first 20 participants, and then 1 additional sober event committee rep for every other 20 participants.
- If using TUSA branding or equipment for events with alcohol, please contact the C&S Team to discuss important information around the promotion of your event.
- If the club/society is issued a fine by Tas Liquor and Gaming for non-compliance with the Liquor Licencing Laws, it is the club/society's responsibility to pay this fine.

- All liquor licence holders must treat their event in the same way as a Licensee would at a licenced venue (e.g., a bar, or club), which means:
 - minors (U18s) are not permitted in the licensed area without a parent or guardian,
 - service to minors (U18s) is not permitted,
 - consumption of alcohol outside the perimeter of the nominated event space is prohibited,
 - people cannot take alcohol off site to consume (e.g., leave with an open can of beer or a glass of wine),
 - alcohol cannot be sold to people who are intoxicated and/or purchasing alcohol on behalf of minors (U18s) and/or already have two drinks (2 hands, 2 cans rules apply).

If you are running an alcohol event on campus, either selling or supplying at no charge, you will need to complete a [University Liquor Permit via QPay](#). You must abide by the terms of this permit as required by UTAS.

If you are selling alcohol at your event either by way of ticketed entry to the event or purchase during event, you'll also need to apply for a Tas Liquor Special Permit through the [Tasmanian Government website](#). You must abide by the law as if you are the liquor licensee.

BYO Alcohol

In accordance with the commitment of the University and TUSA to the safe consumption of alcohol, TUSA will not authorise any functions with BYO (bring your own) alcohol.

Licensed Venues

Clubs/societies must complete and sign an [Event Agreement Form](#) or relevant terms and condition form with the licensed venue(s) whichever is accepted by the venue.

Off Campus Events

To drink or possess an open container of alcohol in a public street is illegal. This does not stop you enjoying a picnic in a park or on a beach where council by-laws permit.

Please check the following websites for restrictions on alcohol consumption at parks in and around:

- Hobart - [Consumption of Alcohol at City of Hobart](#)
- Launceston - check section 24 at [City of Launceston](#)
- Burnie – check section 32 at [Burnie City Council](#)
- Sydney – check the [City of Sydney website](#)

Security

TUSA have recommended security service providers for events on campus. They are well acquainted with TUSA C&S events and will help you work out what you require for your event at a reasonable cost. They can be contacted at:

South - Hunt Security Services, admin@huntsecuritytas.com

North - Essential Security Tas, admin@essentialsecurity.net.au

Licensed venues will have their own security on site. Depending on the type of event you are running this may be an additional requirement made by the venue, this will incur additional costs to your Club.

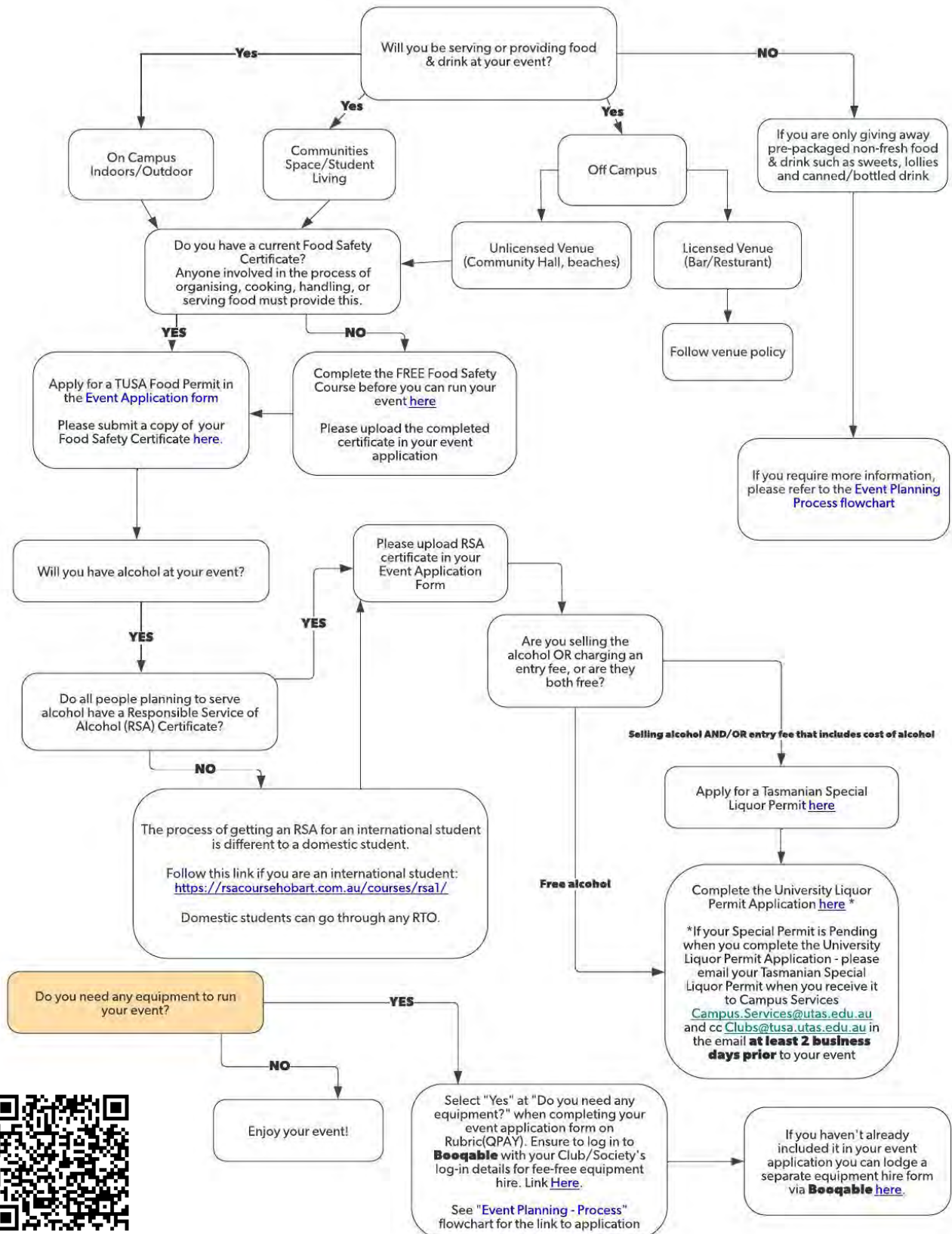
Keep in mind that you can apply for a TUSA grant to cover up to 50% of the security costs at your event.

Incidents

Events where alcohol is served are prone to riskier behaviours by participants. Should you encounter unwanted behaviours or resulting incidents at your event please be sure to utilise security services at your event or the UTAS Security Team on (03) 6226 7600 and report all incidents to TUSA via Clubs@TUSA.utas.edu.au. Please refer to the [Incident Reporting](#) section in this handbook for additional information.

Events Food, Beverages & Equipment Flowchart

(access flowchart on the website [here](#))



Risk Management

See [Step 2 of Event Planning – Hot Tips](#) - each club/society having an event MUST submit a [Risk Assessment form](#) within their [Event Application](#). The importance of having a Risk Assessment is because as an affiliated TUSA club/society you are covered by our [General Liability insurance](#), this means you need to comply with our guidelines. Also, we cannot support your club/society with a grant for the event if we don't have this document.



A risk is anything that may affect the overall success of your event. It is important to consider all the risks involved with running and organising your event so that you are prepared if something does go wrong. For example:

- A bad/wet weather plan? (If your event is being held outside)
- Who are the Event Risk owners?
- The BBQ gas cylinder leaks
- Tripping over power leads
- Do you have a plan B if there are any problems? (Consider time for testing equipment and arrange support if needed)

These are just a few things which you need to consider when you plan and run your event. To your right, you can find an example of Risk Assessment for an Event with food & beverages, and we can explain step by step how to fill the important sections.

Completing Your Application

Please ensure to provide us with as much information as possible about your event. Your application will be assessed based on the level of information you have provided TUSA.

Please ensure to consider what kind of risks/hazards your event will face and put the initials of the person responsible for managing that particular risk in the "Responsible" column. TUSA needs to know who is responsible for making sure that the risk mitigation measures have been implemented.

TASMANIAN UNIVERSITY STUDENT ASSOCIATION				Risk Assessment				Residual Risk Rating <i>(Office Use Only)</i>			
Club – Event Name								Office Use Only			
Name		Position		Signature		Date		Approval <i>(Office Use Only)</i>			
Secondary Approver											
<i>(Office Use Only)</i>								YES	NO	N/A	Comments
Blanket Approval <i>(i.e. 6 Months)</i>								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Management Kit Required								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Qualifications or Documents Required								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-event Site Visit Required								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-event Meeting Required								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident and Investigation Report								<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please report all incidents, regardless of severity. Incident reports to: clubs@tusa.utas.edu.au
TUSA Staff Attendance Required								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Attendance Required <i>(i.e. Security)</i>								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe Work Plan to be Developed								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval Notes											
Event Details											
Event Name											
Club/Society Name <i>(or Org Unit for TUSA/UTAS Staff)</i>											
Event Partners <i>(i.e., TUSA, Clubs, UTAS)</i>											
Location										UTAS Premises <input checked="" type="checkbox"/>	
Dates										Blanket Dates <input type="checkbox"/>	
Times										Blanket Times <input type="checkbox"/>	
Event Staff/Committee Numbers Attending											
Participant Numbers <i>(Excluding Event Staff/Exec Committee)</i>											
Event Organiser(s) <i>(and/or those Responsible for Ensuring Event Safety & Compliance)</i>											
1. <i>(Include name, position, phone, email)</i>											
2.											
Consulted <i>(i.e., Student Living, etc)</i>											
<i>(Include name, position, phone, email)</i>											
Type, Purchasing Location, Transport/Storage, Sale Details etc.											
Food <input type="checkbox"/>											
Alcohol <input type="checkbox"/>											
Junior/Under 18s Attending <input type="checkbox"/>											
<i>(via Parental Permission. TUSA Insurance does not cover U16s)</i>											
Permits Required <input type="checkbox"/>											
<i>(Liquor Permit, Stall Application, WWVP, etc.)</i>											
Security Contractor <input type="checkbox"/>											
Qualifications Submission <input type="checkbox"/>											
<i>(Name of Holder, Qualification Type – let us know if previously provided)</i>											

1
TUSA RA v2.0 - 2022

IMPORTANT: This is a pre-filled template; it means that if you are not having a BBQ, you need to delete the risks/hazards associated with it. For example: cooking food, Gas Heater operations, Food Handling. Just delete the sections that don't apply.

Once you finish with the Risk Assessment document you can submit your [Event Application form](#) and wait for TUSA to get back to you.

We require 10 business days to check and approve all the documentation as there are 100+ Clubs and Societies and we are a small organisation, so please be kind and understanding if we take a little more time to get back to you.

If you have a [Temporary Stall Booking application](#) or a [UTAS Liquor Permit application](#), Campus Services require 7 business days to check and approve these.

If you have not completed your form correctly, your application will be delayed. Please triple check details before submitting.

If you are serving or selling alcohol at your event please read the [Alcohol at Events](#) section for crucial information.

Please remember to attach Risk Assessments as Word documents and not PDFs.

Advertising Your Event/Promotion

A good event starts with a good promotion, so you should start to advertise 3-4 weeks ahead. Allow at least a week for design and another week for printing. Don't leave it until the week before to advertise if you want a good turnout.

Build up your advertising - keep it fresh in people's minds. Ways to promote are:

TUSA Facebook Page

Do you want the TUSA co-hosting your event? Not a problem - just add a request on our [Facebook page](#) or contact the Clubs and Societies Team at Clubs@tusa.utas.edu.au.

Togatus, the TUSA student publication, is a great way to promote your club/society.

Posters

- Does it get the message across?
- Is it easy to read?
- Does it have all the relevant information - time, date, venue, cost, etc.?
- Does it have the TUSA logo? See the [TUSA Brand Guidelines](#)
- If your event has been partially funded through a grant, you must have the following statement – '*A SSAF funded initiative supported by the TUSA*'



Don't forget we created the [TUSA Brand Guidelines](#) where you can find all the info about the correct usage of the logo, with copies of the logo for you to use.

Placing Posters Around Campus

- TUSA affiliated Clubs and Societies must also include the TUSA logo on their posters and
- If the activity has been funded via a Club/Society grant then the statement '*A SSAF funded initiative supported by the TUSA*' must also be included.
- For logos, please refer to the [TUSA Brand Guidelines](#)

In general, posters will not be allowed on any brick walls or glass (unless specified). Posters may only be put up using blu tack or drawing pins (where appropriate). Sticky tape and glue cannot be used.

The TUSA reserves the right to invoice any clubs/societies, businesses, etc. for the cost of the removal of unapproved (TUSA logo not included), incorrectly placed, or incorrectly fixed posters. Such cost may include cleaning and re-painting of the relevant surface.

TUSA Brand Usage Cheat Sheet



TUSA BRAND USAGE CHEAT SHEET

Howdy!

We created this cheat sheet to help ensure that you are using our logo as we intended.

Got questions? Email michelle.lutan@utas.edu.au

Typography / Font

Gibson SemiBold

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu
Vv Ww Xx Yy Zz 1234567890 /()&!@\$

Download font here: fontshmonts.com/text-fonts/gibson/

Nunito Sans Regular

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu
Vv Ww Xx Yy Zz 1234567890 /()&!@\$

Download font here: fonts.google.com/specimen/Nunito+Sans

The TUSA Colours

<p>THE TUSA</p> <p>CMYK 30, 30, 30, 90 RGB 41, 36, 36 HEX #292424</p>	<p>REPRESENTATION</p> <p>CMYK 12, 83, 89, 2 RGB 211, 80, 52 HEX #d35034</p>	<p>SUPPORT</p> <p>CMYK 43, 11, 17, 0 RGB 145, 192, 203 HEX #97e0cb</p>
	<p>COMMUNITY</p> <p>CMYK 7, 31, 80, 0 RGB 235, 279, 79 HEX #ebb341</p>	<p>GROWTH</p> <p>CMYK 97, 21, 33, 73 RGB 7, 73, 82 HEX #004851</p>

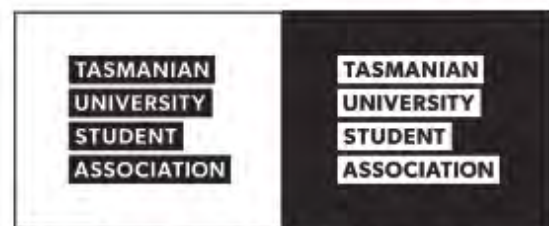
SSAF Funded Events:

Posters and social media posts for events funded through C&S grants must include the statement "This is a SSAF funded initiative supported by the TUSA".

The TUSA Logo Usage

We love it when you use our logo in your collateral, but do you know what we love more? When you use our logo the "right" way. We're a sucker for that!

You can download the TUSA logo package [here](#).



File name: TasmanianUniversityStudentAssociation_Logo.png



File name: TUSA_Logo.png

How to use the TUSA logo with your logo:



Using our logo is actually easy, as long as there's clear spacing between the two logos, using our PNG file, don't modify it, and ensure that the two logos look roughly the same size, you're good to go!

On the day/evening of the event:

- Ensure you have enough volunteers to help collect the equipment you have booked from the Hire Store, in advance making note of TUSA business hours.
- If you are serving/selling alcohol, you **MUST** Display your liquor PERMIT, and any other mandatory signage, and have copies of all RSAs easily accessible.
- Display clear signage for any costs.
- Pop up your decorations
- We encourage EFTPOS payments but if you really need cash, you can keep it safe in one of our cash boxes available through the Hire store.

Checks by authorised inspectors may occur at any time.

Keep these guidelines on hand during set-up, the duration of the event and pack-up. If you ensure that the guidelines are followed, ultimately, they will guide you if a problem occurs during your event.

Both the TUSA and UTAS Campus Services are available to help at any time should you have questions regarding any guidelines.

Clean Up

- Ensure the area is left how you found it. Remove all garbage, return any items you have borrowed, clean all equipment, and consider recycling where possible (we can provide biodegradable plates, cups, etc. if you indicate this on the event application form).
- If something is damaged, please report it on return.
- BBQs and trestle tables - if you're using TUSA equipment from the Hire Store it **MUST** be cleaned before returning otherwise you **WILL** be charged a commercial rate for cleaning.

Post Event Debrief

Keep an accurate report of the event, including your:

- Final budget and receipts for all goods and services
- Number of attendees
- What worked, what didn't, and what you'd do differently next time
- If an incident occurs on campus before, during or after the event, please make sure you register it on [MySafety](#) for follow up

- You must also report any incidents to the [TUSA team](#), using the [Incident & Investigation Report Form](#)
- In the case of a serious accident, injury or assault please report to the Clubs & Societies Manager renee.devilleneuve@tusa.utas.edu.au, using the [Incident & Investigation Report Form](#)

This helps future reps in planning similar events; make sure you outline any problems you encountered as well as any improvements that could make your next event even better.

Event Checklist

The following is an event checklist to help you tick off what you need for your event!

- Develop the concept
 - o Get the idea, write it down and develop the concept for your event
- Planning
 - o Establish an event committee or identify 2 or 3 society members who are willing to take responsibility for the event.
 - o Set the date and time and location
 - o Develop a project plan (depending on the complexity of the event)
 - o Create a [budget](#)
 - o Write the [Risk Assessment](#) and submit via Rubric (QPay) together with the [Event Application Form](#)
 - o Write a contingency plan (in case of last-minute changes)
- Coordination
 - o Book the [venue](#)
 - o [Promote](#) your event – after all the paperwork has been approved
 - o Set up [ticketing](#) on Rubric (QPay)
 - o Develop a run sheet
 - o Contact and lock in event content (e.g., activities, theme, performers, other clubs, or societies)
 - o Apply for a [liquor permit](#) (if selling or serving alcohol – from Tasmanian Liquor and Gaming)
 - o Book security if selling alcohol (the TUSA Team can help with contact details)
 - o Book a photographer via [student media team](#) (if you want to have professional pics)
 - o Book catering – if you are selling / serving food
 - o Create a site plan (maybe useful for the Tas Liquor and Gaming application too)
 - o Brief the committee, volunteers (if any), suppliers, artists, etc ...
 - o Prepare collateral to promote your club/society with [TUSA logo/branding](#)
 - o Arrange AV set-up for your event or ask the TUSA for help with this
 - o Coordinate set-up for the event (make a roster of people working, people involved in serving drinks, etc.)
 - o Make sure to have all the [certifications required](#) for the event (Food Handling Certificates, RSAs for people serving / selling alcohol)
 - o Create name tags for event staff so they can be easily recognised
 - o Finalise number of people attending
 - o Checking last updates about [COVID requirements](#) for events (Off University Campus)
- Delivery
 - o Make any final updates to the attendees list, name tags, and other stuff as needed
 - o Set up the equipment and test that everything is working
 - o Pack down and clean up
- Evaluation
 - o Hold a post-event debrief
 - o Collect feedback from attendees – what went well, what went wrong, what to improve
 - o Share a BIG thank you to everyone on your socials!

Accident & Incident Reporting

- If there is a serious accident or incident at your event, you must call 000 first and foremost.
- After you have called 000 you must also call UTAS Security on 03 6226 7600 (all campuses).
- Organisers are to keep records of all issues that might occur at the event.
- You must also report to the [TUSA C&S team](#) if there's any accident or incident, using the [Incident & Investigation Report Form](#)
- Any incidents on campus must be reported to [MySafety](#) and the [TUSA C&S team](#).
- If a student wants to report an incident that has occurred between themselves and another student or staff member they can report it to the [TUSA C&S team](#).
- In the case of a serious accident, injury or assault please report to the [Student Engagement and Development Manager](#), using the [Incident & Investigation Report Form](#). You can also contact the [TUSA Advocacy Team](#).

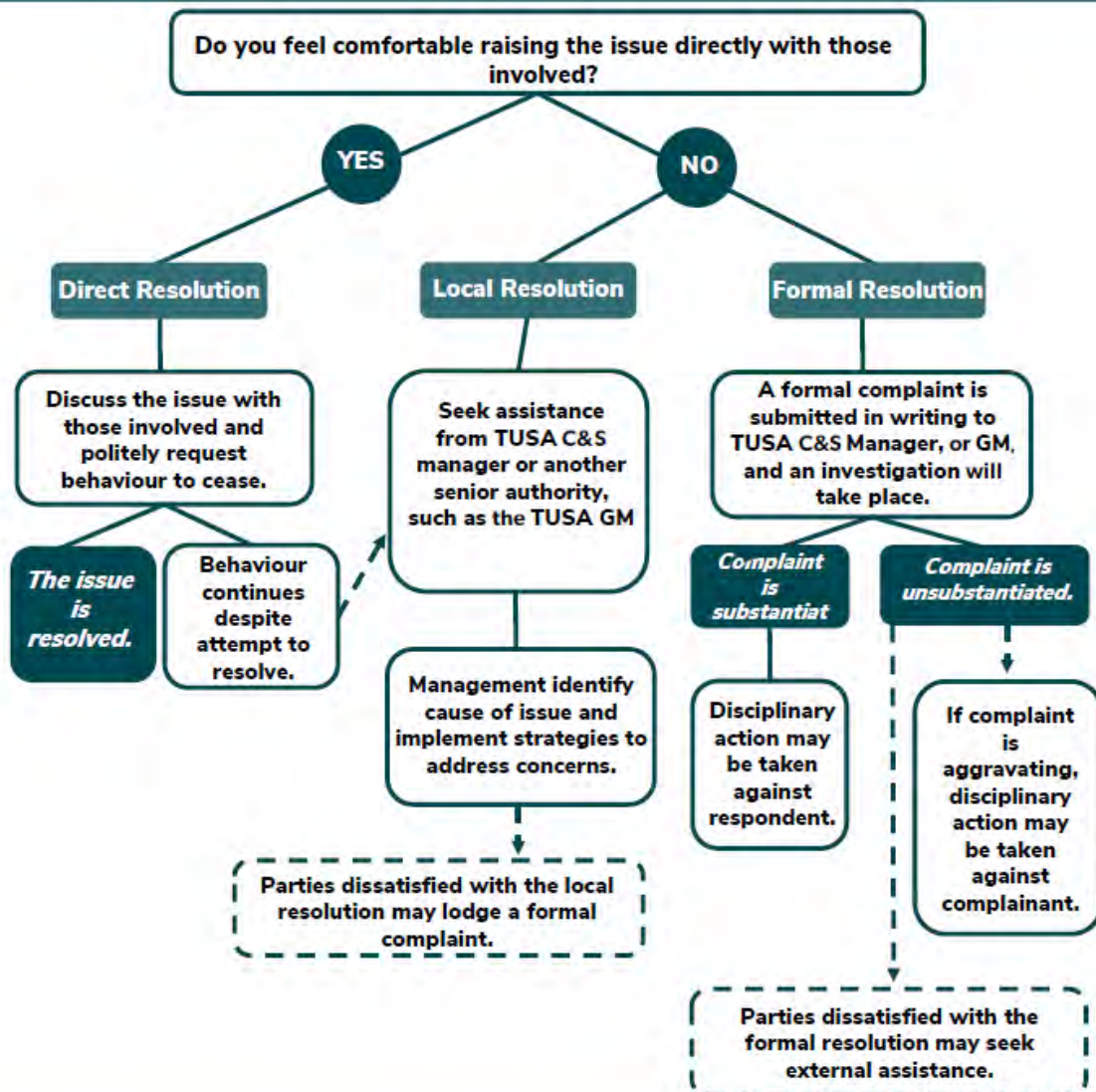
Grievance & Investigation Procedure

The purpose of this procedure is to provide the TUSA affiliated Clubs & Societies' members with clear guidelines as to how complaints are handled. The procedure seeks to ensure that all disputes and grievances are handled sensitively, confidentially and in a manner consistent with principles of procedural fairness, natural justice and TUSA values.

The full procedure can be found [here](#) on the TUSA website.



Grievance & Investigation Flowchart



NOTE: Where serious allegations are made, the TUSA may have a legal obligation to formally investigate or refer to police.

Sexual Assault and Sexual Harassment (SASH) Disclosures and Reporting

Disclosures are more often than not challenging conversations to have, ensuring that you have the time, space and capacity to have a difficult conversation. As the person to whom the survivor has decided to disclose their experience, your role is primarily to provide a supportive and empathetic environment for them to share their story. Here are some key elements of your role.

Active Listening: Listen attentively to the survivor without judgement or interruption. Allow them to express themselves at their own pace and in their own words. Letting the survivor know that you are there to listen whenever they're ready to share their story is important. It's essential to respect their pace and comfort level in disclosing their experiences.

Validation and Empathy: Validate the survivor's feelings and experiences by expressing understanding and reassurance. Consider some of the following phrases.

- *It took a lot of courage to tell me about this*
- *I believe you*
- *I'm here for you*
- *I'm sorry this happened to you*
- *It's not your fault*
- *You didn't do anything to deserve this*
- *This must be really tough for you*
- *I'm so glad you are sharing this with me*
- *You are not alone*
- *I care about you and am here to listen or help in any way I can*
- *I'm sorry this happened*
- *This shouldn't have happened to you*

It's essential to create a safe and supportive environment for individuals to share their experiences without judgement or scepticism. Believing and validating the individual's experience is crucial in helping them feel heard and supported. By focusing on offering empathy and understanding rather than questioning or investigating their story, focus on creating an environment where the individual feels safe enough to seek professional support and begin their healing journey.

Reassurance and Support: Reassure the survivor they are not alone and that support is available. Let them know you are available to support them and that there are professional resources and assistance available to support their specific needs.

Survivors may experience a wide range of reactions, and it's important not to make assumptions about how they should or shouldn't feel or behave. Each person's response to trauma is unique, and there is no one right way to react.

Respect and Confidentiality: Respect the survivor's privacy and confidentiality. Keep their disclosure confidential unless they give you explicit permission to share their story or there is legal obligation to report the incident.

It's important to inform survivors that they have options to seek action against the alleged perpetrator if they choose to do so. While involving the police is one avenue for pursuing legal action, there are also other support services available that can assist both the survivor and the perpetrator.

Provide Information and Options: Offer information about available support services, resources, and options for seeking further help or taking action against the perpetrator, if the survivor wishes to do so. However, you must respect their autonomy and decisions regarding their next steps.

Boundaries and Self-Care: It's essential to set boundaries for yourself as well. While offering support, ensure that you are not taking on more than you can handle emotionally or mentally. Practice self-care and seek support from other resources if needed.

Remember, your role is primarily to support and validate the survivor, and it's okay to not have all the answers. Encouraging them to seek professional help from trained counsellors or advocates can also be beneficial in their healing process. Providing information about resources and support organisations that can provide information on SASH (Sexual Assault Support and Help) disclosures and possible next steps for the survivor in getting the right support specific to their needs.

Signs of Vicarious Trauma

Whilst it's important to support others, it's also important to make sure you're looking after yourself and the signs of vicarious trauma as a result of supporting others, if you are observing any of the following in yourself (or others):

- Social withdrawal
- Lack of energy
- Low mood / hopelessness
- Nightmares / sleep problems
- Cynicism
- Disrupted view of the world
- Difficulty switching of
- Irritability

It might be time to set up some practices to support your personal wellbeing. In the following pages some suggested resources to help you navigate your way through.

Support Services

TAS	Sexual Assault Support Service (SASS)	1800 697 877
NSW	Rape Crisis	1800 424 017
ACT	Canberra Rape Crisis Centre	(02) 6247 2525
QLD	Sexual Assault Helpline	1800 010 120
SA	Yarrow Place	08 8226 8777
VIC	Centre Against Sexual Assault	1800 806 292
WA	Sexual Assault Resource Centre	1800 199 888
NT	Ruby Gaea, Darwin Centre Against Sexual Violence Sexual Assault Referral Centre	08 8945 0155 08 8922 6472

TUSA & UTAS Counselling and Support

TUSA	<p>Advocates (online, face to face) https://www.tusa.org.au/about-our-student-advocacy-program/</p>	<p>Support@tusa.utas.edu.au 03 6226 2495</p> 
	<p>Student Legal Service https://www.tusa.org.au/student-legal-service/</p>	<p>StudentLegal@yla.org.au 03 7032 8200</p> 

UTAS	Safe and Fair Community Unit (SaFCU) https://www.utas.edu.au/about/safety-security-and-wellbeing/safe-and-fair-community-unit	SaFCU@utas.edu.au 03 6226 2560 
	Counselling https://utas.shorthandstories.com/support-services/ Book a counselling appointment online: https://utas.shorthandstories.com/appointment-booking/	Counselling.services@utas.edu.au 1800 817 675 
	University Crisis Line	1300 511 709 Or text: 0488 884 168
	UTAS Security	03 6226 7600

Other Counselling and Support

Lifeline	13 11 14
Beyond Blue	1300 224 636
Suicide call-back service	1300 659 467
After hours support line	1300 511 709 or text 0488 884 168 5pm – 9am weekdays 24hrs on weekends and public holidays
Stand By – Support after Suicide	1300 727 247 Support for witnesses, first responders
Urgent Care Clinics	71 Bathurst St, Hobart 215 Wellington St, Launceston

	133 Steele Street, Devonport
Family Planning Tasmania	03 6273 9117 - 421 Main Road, Glenorchy 06 6343 4566 - 93 Paterson St, Launceston 03 6431 7692 - 199 Mount St, Upper Burnie
Sexual Health Service Tasmania (Clinics 60 and 34)	03 6166 2672 - Clinic 60, 60 Collins St, Hobart 03 6777 1371 - Clinic 34, 34 Howick St, Launceston
Laurel House	03 6334 2740 - Northern Tasmania 03 6431 9711 - North-West Tasmania
Mens Line	1300 789 978 24hours / 7 days
WIRE.org.au	1300 134 130 Monday – Friday 9am – 5pm
1800 RESPECT	1800 737 732 Telephone and online counselling, 24hours www.1800respect.org.au
Women’s Legal Services	www.wlsa.org.au To assist with legal issues arising out of relationship breakdown and violence.
Legal Support	www.australia.gov.au/content/legal-aid To assist with domestic violence, stalking, assault
QLife	1800 184 527 3pm-Midnight / 7 days Nationwide support services to support LGBTIQ www.Qlife.org.au
Rainbow Sexual, Domestic & Family Violence Helpline	1800 497 212 24 hours / 7 days
13 Yarn	13 92 72 24 hours / 7 days Aboriginal & Torres Strait Islander Crisis Support www.13yarn.org.au
End Rape on Campus (EROC)	https://www.endrapeoncampusau.org/support-services

SASH Training for Clubs and Societies

Every year the TUSA provides Sexual Trauma First Aid training with SASS for Clubs and Societies, we require executive committee members to attend this training to support them in this space, should they have the experience of disclosure by a peer. Check out the [Learning and Development page](#) on the TUSA website to sign up.

Clubs and Societies Awards



The Tasmanian University Student Association Clubs and Societies Awards are in recognition of the outstanding contribution our clubs and societies make towards enhancing the student experience at the University of Tasmania. The Awards acknowledge and encourage students who demonstrate the commitment required to run a successful club/society.

Key Dates

- 1 September: Nominations Open
- 30 September: Nominations Close
- 8 October: Judging
- November (TBC) – Awards Presentation

The nomination form can be found on the [TUSA website](#) once nominations are open. Dates may change, please check website for current key dates.

Categories

Section A

1. Constituent Club/Society of the Year
2. Cultural Club/Society of the Year
3. Interest Based Club/Society of the Year
4. Community Based Club/Society of the Year

Section B

5. Academic Award
6. Sustainability Award
7. TUSA Community Event of the Year Award
8. Equity and Inclusion Activity Award
9. Online Activity of the Year Award
10. Best Promotional Material
11. Best Collaboration
12. Most Improved Club/Society

Section C - Individual Awards

13. Gold Awards (10)
 - Including **TUSA Purpose, Vision and Values Gold Awards**
Student Led - Connected - Bold - Effective - Kind

Section D - Major Awards

14. Achievement of the Year
15. Best New Club/Society
16. Club/Society of the Year (under 100 members)
17. Club/Society of the Year (over 100 members)

Entry and Judging

Clubs/societies intending to apply need to complete an online nomination form via [Rubric \(QPay\)](#), providing details against the awards criteria. Examples of things to mention or include in the awards submission will be provided on the nomination form. Clubs/societies may enter only one (1) category in Section A, and any number of categories in Section B.

Each club/society may nominate a maximum of two (2) individual committee members for a Gold Award. There will be approximately 10 Gold Awards given in total, though the final number will be determined at the judges' discretion. The selection committee will nominate 5 of the chosen Gold Awards recipients to receive our TUSA purpose, vision and values Gold Awards of Student Led – Connected – Bold – Effective – Kind.

The TUSA Clubs and Societies Award Committee will assess clubs & societies' submissions against the award criteria to determine the category winners and any runners-up. All nominees from Sections A and B will automatically be considered for the categories 14-17 (Major Awards).

The Award Committee has the right to not award a particular award category if no nominations are felt to fulfil its criteria. The committee may, at its discretion, nominate a Club/Society for an award category, or a clubs/societies' organising committee member/s where it is felt recognition is deserved. The decisions of the committee shall be final, and no correspondence will be entered in to.

Eligibility and Criteria

All Categories (except Gold Awards)

- The club/society must be affiliated to the Tasmanian University Student Union in the year of the Awards.
- All affiliation requirements must be satisfied by close of nominations
- The club/society must demonstrate a minimum of 51% current UTAS student membership
- All activities included in the nomination submission must have been conducted between 1 October of the previous year and 30 September of current year.

Section A

- A club/society may only enter one (1) of these categories
- The club/society must enter the category that best describes their type of club/society
- Where clubs/societies meet the definition of more than one category, they may choose which single category to enter

1. Constituent Club/Society of the Year

A constituent society serves the interests of a defined group of members, though it may offer benefits to people outside its target group (e.g., Geology Students Club, Painting Society, Law Society).

This category will be awarded to a Club/Society that demonstrates:

- strong progress towards the Club/Society's aims
- care towards administrative tasks
- a wide range of well organised activities that are appealing to its target group
- high level participation in its activities (relative to its target group)
- well-designed publicity across a range of mediums
- development of fresh and innovative ideas and activities

- growth and maintenance of its membership
- consistent improvement
- benefits for the Club/Society's constituents and official members
- and a positive contribution to student life.

2. Cultural Club/Society of the Year

A cultural club/society serves the interests of students who share a particular national or religious culture and/or promotes the understanding and acceptance of particular national or religious cultures amongst the wider university community (e.g., Malaysian Students Society, Catholic Students Society).

This category will be awarded to a Club/Society that demonstrates:

- strong progress towards the Club/Society's aims
- care towards administrative tasks
- a wide range of well organised activities that are appealing to members of its cultural group
- efforts to promote understanding and acceptance of its cultural group amongst the wider university community
- high level participation in its activities
- well-designed publicity across a range of mediums
- development of fresh and innovative ideas and activities
- growth and maintenance of its membership
- consistent improvement
- benefits for the Club/Society's official membership
- and a positive contribution to student life

3. Interest Based Club/Society of the Year

An interest-based club/society has been formed for the purpose of engaging in and promoting a particular interest, though not all its activities must be dedicated to that interest (e.g. Bushwalking Society, Taiko Drumming Society, PLoT).

This category will be awarded to a Club/Society that demonstrates:

- strong progress towards the Club/Society's aims

- care towards administrative tasks
- a wide-range of well organised interest-based (and other) activities
- high level participation in its activities
- well-designed publicity across a range of mediums
- development of fresh and innovative ideas and activities
- growth and maintenance of its membership
- consistent improvement
- benefits for the Club/Society's official membership
- and a positive contribution to student life

4. Community Based Club/Society of the Year

A community-based club/society has been formed for the purpose of making improvements and building connections in the wider community, independent of any constituent base, cultural group, or single interest (e.g. Impact Society, Liberal Students Society).

This category will be awarded to a Club/Society that demonstrates:

- strong progress towards the Club/Society's aims
- care towards administrative tasks
- a wide range of well organised activities that are appealing to members and the wider community
- efforts to promote understanding and acceptance and/or progress of a particular cause or initiative
- high level participation in its activities
- well-designed publicity across a range of mediums
- development of fresh and innovative ideas and activities
- growth and maintenance of its membership
- consistent improvement
- and a positive contribution to student life and the wider community.

Section B

Any Club/Society may enter any number of these categories

5. Academic Award

To be awarded to a Club/Society for an initiative or event that demonstrates:

- primarily academic objectives – e.g. book sale, study club, guest speaker
- significant progress towards achieving its academic objectives
- high participation or distribution (relative to target audience)
- excellent management
- and uniqueness, tradition and/or wide appeal
- Clubs/societies that have engaged in multiple initiatives or events that meet these criteria must select just one (1) to enter this category.

6. Sustainability Award

To be awarded to a Club/Society for an initiative or event that demonstrates:

- concern for environmental sustainability, whether as a major or minor objective of the initiative or event – e.g. environmental awareness campaign, implemented recycling at events
- appropriate attention to the environmental impact of materials (source, and waste management) involved in the event or initiative
- and any other benefits for environmental sustainability
- Clubs/societies that have engaged in multiple initiatives or events that meet these criteria must select just one (1) to enter this category.

7. TUSA Community Event of the Year Award

This award will be presented to a club/society that demonstrates:

- a well organised activity/event that is appealing to its members and the wider community
- building connections in the wider community
- a positive contribution to student life and the wider community
- high level participation
- well-designed publicity across a range of mediums

8. Online Activity of the Year Award

This award will be presented to a club/society that has actively engaged, connected, and supported their members via an online platform.

9. Equity and Inclusion Activity Award

This award will be presented to a club/society that can demonstrate it has made a conscious effort towards creating and promoting a safe, welcoming, accessible, and inclusive activity for their members, in an environment free from discrimination.

10. Best Promotional Material

To be awarded to a club/society for one (1) piece of promotional material that has:

- visual appeal
- innovative or fresh ideas
- wide distribution (relative to target audience)
- engagement results
- and achieved its desired goals and objectives

A piece of promotional material might be a poster, a video, a sticker, a newsletter, a social media post, a website, a Facebook page, etc. and must include use of TUSA logo, and if applicable, the SSAF funding tagline where a club/society grant was approved to assist towards funding activity/event, to acknowledge funds were contributed via the Student Services Amenities Fees.

Clubs/societies that have produced multiple materials that meet these criteria must select just one (1) to enter this category.

11. Best Collaboration

To be awarded to a group of two or more TUSA-affiliated clubs/societies that have run an event or other initiative in conjunction with one another (and any other community groups) demonstrating:

- strong organisational skills
- innovative or fresh ideas
- effective promotion
- inclusive and high participation (relative to target group)
- and why the same outcomes would not have been achieved by a single club/society working alone

Submissions for events involving multiple TUSA-affiliated clubs/societies that were organised by TUSA representatives will not be accepted.

12. Most Improved Club/Society

To be awarded to a Club/Society that has substantially improved across the following criteria, compared to the previous year(s) demonstrating:

- progress towards the club/society's aims
- care towards administrative tasks
- a wider range of better organised activities that are appealing to its target group
- higher participation in its activities (relative to its target group)
- better designed publicity across a range of mediums
- development of fresh and innovative ideas and activities
- growth and maintenance of its membership
- consistent improvement
- more benefits for the club/society's constituents and official members
- and a positive contribution to student life

Section C - Individual Awards

13. Gold Awards

To be awarded to deserving individual members of clubs/societies' organising committees, who, regardless of the collective performance of their club/society, demonstrate:

- outstanding dedication to their club/society
- performance above and beyond what might normally be expected from a person in their position
- consistent hard work, and support for other committee members
- and a consistently positive attitude towards the club/society's committee and members

These awards align with the TUSA Purpose, Vision and Values of

Student Led - Connected - Bold - Effective - Kind

Section D - Major Awards

All nominees for Sections A and B will be automatically entered for the Major Awards as appropriate

14. Achievement of the Year

To be awarded to a club/society (or clubs/societies) that have:

- overcome substantial hardship in order to be successful, and/or
- successfully developed a concept, event or initiative that was unique, massive and/or highly acclaimed

15. Best New Club/Society

To be awarded to a club/society that was affiliated to the TUSA in the current year, and demonstrates:

- strong progress towards the club/society's aims
- care towards administrative tasks
- a commitment to the future of the club/society
- a wide range of well organised activities that are appealing to its target group(s)
- high level participation in its activities (relative to its target group/s)
- well-designed publicity across a range of mediums
- development of fresh and innovative ideas and activities
- establishment of a solid membership base (relative to its target group)
- benefits for members
- and a positive contribution to student life

16. Club/Society of the Year (less than 100 members)

To be awarded to a club/society, with less than 100 members, that can strongly demonstrate

- achievement of the club/society's aims
- care towards administrative tasks
- a commitment to securing the future of the club/society
- a wide range of well organised activities that are appealing to its target group(s)
- high level participation in its activities (relative to its target group/s)

- well-designed publicity across a range of mediums
- development of fresh and innovative ideas and activities
- membership growth/maintenance (relative to its target group)
- benefits for members
- and a positive contribution to student life

17. Club/Society of the Year (more than 100 members)

To be awarded to a club/society, with more than 100 members, that can strongly demonstrate:

- achievement of the club/society's aims
- care towards administrative tasks
- a commitment to securing the future of the club/society
- a wide range of well organised activities that are appealing to its target group(s)
- high level participation in its activities (relative to its target group/s)
- well-designed publicity across a range of mediums
- development of fresh and innovative ideas and activities
- membership growth/maintenance (relative to its target group)
- benefits for members
- and a positive contribution to student life

TUSA Website



Website Listing: [Find a Club or Society - TUSA](#)

The website has a space for a logo or image, a brief paragraph about your club/society and a link to your Facebook or webpage. It is the responsibility of the club/ society to provide the TUSA with this information on your [Club/Society Affiliation/Re-affiliation Committee Information Form](#) via Rubric (QPay) and email us any changes, as it reflects poorly on your club/society and the TUSA if visitors interested in your club/society can only access outdated information or links.



Read and become familiar with the [Clubs and Societies Policies](#), so you know what's expected of your club/society.

Useful Contacts

TUSA Clubs and Societies Team email address: Clubs@tusa.utas.edu.au

TUSA Phone Number: 03 6226 2495

TUSA Mailing Addresses:

Hobart

TUSA (Society name) Tasmanian University Student Association
P.O. Box 5055 University of Tasmania LPO,
SANDY BAY, TAS 7005

Launceston

TUSA (Society Name) Tasmanian University Student Association
The Hub, Building O, Queen Elizabeth Walk,
Newnham Campus, TAS 7248

Burnie

TUSA (Society name) Tasmanian University Student Association
2-4 Bass Highway,
West Park Campus, TAS 7320