

**TASMANIAN**

**UNIVERSITY**

**STUDENT**

**ASSOCIATION**

**CLUBS & SOCIETIES  
POLICIES**

**April 2025**

# Policy of the Tasmanian University Student Association Clubs and Societies

## DEFINITIONS

- “TUSA’ shall mean the Tasmanian University Student Association
- “University” shall mean the University of Tasmania.
- “Grant Committee” shall mean the Grant Committee of the Tasmanian University Student Association.
- “State Council” shall mean the State-wide Council of the Tasmanian University Student Association Inc.
- “Club or Society” shall mean a club or society affiliated to the Tasmanian University Student Association Inc.
- “Student” shall mean any currently enrolled student at the University of Tasmania.

## **PART 1: GENERAL POLICY**

### **1. Provisions**

All prior Council policies relating to General Policy are hereby repealed and the policy detailed herein shall be the current policy.

### **2. Requirements for a Club or Society (hereafter referred to as club)**

- (1)** The club Annual General Meeting (AGM) should be held before 31st December where possible, otherwise no later than 31st March of following year.
- (2)** Following the AGM, the club must provide the details of the new executive committee to the Clubs and Societies Office as soon as possible
- (3)** Should the club choose to make changes to the constitution at the AGM, they must provide an updated version to the Clubs and Societies Office for approval.
- (4)** When a club/ is ratified by the TUSA State Council in the first instance, they must re-affiliate each year by the 31st March by submitting the Club/Society Affiliation/Re-affiliation Committee Information Form via Rubric which includes submitting a copy of the AGM minutes and Membership List. Member details must also be added to Rubric Memberships and updated regularly.
- (5)** Clubs and Societies that are not incorporated are:
  - a. a sub-entity of TUSA, and
  - b. are not a legal entity in their own right, and
  - c. would not continue to exist if disaffiliated from TUSA
- (6)** All TUSA affiliated Clubs and Societies must follow the guidance and control of TUSA with regard to governance, finances, risk management and policies.
- (7)** Regularly attend Clubs and Societies' Council meetings
- (8)** Attend Mandatory Learning & Development and Training Workshops (where accessible to your region or online)
- (9)** Complete Event Notices and Risk Assessments for all activities /events.
- (10)** Promote their club at Clubs and Societies Day(s).

**(11)** The State Council reserves the right to disaffiliate a club on the grounds of non-compliance with its stated aims, misconduct, or with the above and other requirements contained in the Clubs and Societies Policy.

### 3. Clubs/Societies subject to TUSA Regulations and Clubs and Societies Policy

- (1)** The club is subject to all TUSA regulations relating to clubs and societies, and anything in its constitution, any by-law of the club or its office-bearers which is inconsistent with the said regulation, or any amendment to a special rule thereunder, shall be void and of no effect insofar as it is inconsistent.
- (2)** The Standing Orders of the TUSA relating to meeting procedure are to be adopted by the club. At the AGM, [Roberts Rules of Order](#) must be observed and minutes taken.

### 4. Eligibility for Membership

- (1) Full Membership:** Any currently enrolled University of Tasmania student is eligible to be a full member of any club on payment of the required membership fee. No such member of the TUSA may be discriminated against on any grounds regarding membership of any club.
- (2) Associate Membership:** Any person who is not a currently enrolled student at the University of Tasmania is eligible to be an associate member of any club on payment of the required membership fee. No such person may be discriminated against on any grounds regarding membership of any club, other than where membership of a club makes a club exceed 51% associate membership. Junior members of clubs are not eligible to be part of the club's executive committee.

### 5. Expulsion from a Club/Society

- (1)** A club shall have the power to expel any member from the club for misconduct of a nature opposed to the objects of the club, and/or the interests and reputation of the club and/or its members.
  - a. Such expulsion shall be made by way of a motion at a Special General Meeting (SGM) of that club.
  - b. Debate regarding the expulsion shall be held in camera.

- c. Where a club has expelled any one of its members according to section 5(1), section 4 shall be void regarding that member or members, and such expulsion shall be permanent unless revoked by way of a motion at an Annual General Meeting or Special General Meeting of that club.

## **6. Composition of a Club/Society's Executive**

No more than one half (more than 50%) of a club's executive committee members may be Associate members as defined in section 4(2).

## **7. Composition of a Club/Society's Membership**

No more than one half (more than 50%) of a club's membership may be Associate members as defined in section 4 (2).

## **8. Requirements for Club/Society Meetings**

- (1) Annual General Meetings:** A club shall have an Annual General Meeting (AGM) for which the executive committee of the club shall set a date, time, and venue. The AGM is to be held yearly between October and March of the following year, where possible. Notice of a meeting must be given to club members at least seven (7) days prior to the meeting. The purpose of the AGM shall be, among other things:
  - a. To elect a new executive committee and
  - b. To issue the club's financial records for the past twelve (12) months; and
  - c. To hear reports from each executive committee member.
- (2) Special General Meetings:** A Special General Meeting (SGM) shall be deemed necessary at the request of no less than five (5) members of the club. This request shall be submitted to the secretary of the club in writing, outlining the reasons for the request. The majority of the executive committee may also convene a SGM when deemed necessary. The secretary of the club must call the meeting within fourteen (14) days of receiving the request. Notice of a meeting must be given to club members at least seven (7) days prior to the meeting. At the meeting, the only matter(s) to be discussed shall be the topic(s) to which the request refers.

- (3) Voting: Only Full members, and Associate members of the club shall be entitled to vote. Such members present shall be entitled to one vote each upon every voting matter.
- (4) No business shall be transacted at any meeting unless a quorum of Members is present at the time when the meeting proceeds to business.
- (5) Quorum for Meetings: The quorum at all general meetings shall be determined by the size of the club
  - a. For clubs with less than 50 members, at least 5 voting members must be present to achieve quorum
  - b. For clubs with 50 or more members, quorum is either 10 voting members, or 10% of the voting members of the Club, whichever is lesser.
- (6) If a quorum is not present within half an hour after the time appointed for the commencement of a general meeting, the outgoing committee need to arrange a new time for the meeting to be held and inform the members of the club.
- (7) If quorum is not present within half an hour after the time appointed for the commencement of a general meeting previously adjourned under sub-rule (6), requirement for quorum shall be waived and the general meeting may proceed.

## **9. Liability of Non-Executive Members**

The liability of non-executive members of a club is at all times limited to the prescribed (annual) membership fee for that club.

## **10. Liability of Executive Members**

- (1) The elected executive committee of a club is personally liable for any debt or obligation which:
  - a. Is incurred by that executive committee due to the negligence or recklessness of the executive members.
  - b. Is incurred by anyone who has appeared to a third party as if they were acting on behalf of the club due to the negligence or recklessness of the executive members.

- (2) Any debt or obligation incurred by a member or members of the executive committee while validly acting in their role as such (under the direction of the club) may be made from the funds and resources of the club as received by grants or otherwise raised in that financial year of the club.
- (3) Executive committee members of a club cannot be held liable for debts or obligations incurred on behalf of the club prior to their period of office unless they knowingly accept those debts or obligations.
- (4) Any member of a club who purports to incur a debt or obligation on behalf of the club while acting without due authorisation will be personally liable for such a debt or obligation.
- (5) The TUSA State Council may at its discretion indemnify in whole or in part an individual who has incurred such a debt if they believe that in all the circumstances it is justifiable to do so.

## **11. Defunct Clubs and Societies**

A club shall be deemed to be defunct if it has not held an AGM, elected an executive committee and submitted re-affiliation paperwork via Rubric within ten (10) months of the affiliation expiry date of 31st March.

## **12. Term of Membership**

Membership of a club shall be from sign up until the end of February of the following year unless a member resigns or is expelled in accordance with Part 1, Section 5.

## **PART 2: BEHAVIOUR AND DISCIPLINE OF CLUBS AND SOCIETIES POLICY**

### **1. Provisions**

All prior Clubs and Societies policies relating to Behaviour of Clubs and Societies and Disciplinary matters and other related matters are hereby repealed and the policy detailed herein shall be the current policy.

All Clubs and Societies' members must abide by the TUSA Code of Conduct Policy.

## **2. Examples of Misconduct**

No club, through its members or representatives, at a club activity, conference/intervarsity, function or any other club event; or in its promotional material or productions, shall, for example:

- (1)** Cause damage to, or destroy, any property. unless an exemption has been obtained from the Executive. Cause harm to, or act in any manner that is likely to cause harm to, any person.
- (2)** Act in a manner to bring the reputation of the University, the TUSA, and/or that club into disrepute.
- (3)** Use obscene or vulgar language such that a typical member of the public, other than a member of that club, would be offended.
- (4)** Cause such noise as to amount to a disturbance to members of the public, other than a member or members of that club.

## **3. Discipline of Clubs/Societies**

- (1)** If a written complaint is received by the Clubs and Societies Office against a club, or a party representing that club, then that complaint shall be forwarded to the TUSA General Manager and the club in question if the TUSA believes there is a case to be answered.
- (2)** Any club breaching part 2, section 2 of this policy may be suitably penalised through the imposition of a penalty at the discretion of the State Council, with action to be ratified at the next meeting of the State Council.
- (3)** Any club subject to a complaint against it shall have the opportunity to respond to the allegations, in writing, via the Clubs and Societies Office, which will be passed on to the State Council. Such an explanation will be taken into account when considering what action should be taken.
- (4)** Any club violating part 2, section 2 of this policy may be required by the State Council, in addition to any other penalty, to send a written apology to the complainant or any other party affected by the misconduct.

## **4. Disaffiliation**



If the complaint is felt by the State Council to be sufficiently serious it may recommend that the relevant club be disaffiliated and immediately lose all privileges and benefits flowing from affiliation. A club affected by such a recommendation shall have the right to address the State Council and speak against such a recommendation on:

- (a) The basis of appeal; or
- (b) On the basis of seriousness.

## **5. Withholding of Funding**

If a breach of part 2, section 2 occurs at a club's activity, function, conference/intersarsity, or any other event, funding for that event may be withheld subject to ratification by the State Council. Even if funding is not withheld permanently, it may be withheld by the State Council until its orders or penalties have been complied with and until satisfactory compensation (or apology) is made to any party affected by the misconduct.

## **PART 3: BANK ACCOUNT MANAGEMENT POLICY**

### **1. Provisions**

All prior Clubs and Societies policies relating to Bank Account Management and Control and other related matters are hereby repealed and the policy detailed herein shall be the current policy.

### **2. Requirements**

- (1) A club shall have a bank account in its name with the Commonwealth Bank or a bank of choice based on ethical reasons.
- (2) Club bank accounts are not to be opened without prior approval from the Clubs and Societies Office.
- (3) Each club is required to notify the Clubs and Societies Office of which bank account(s) are opened for the club.

- (4) Each club must have their President & Treasurer, plus one other executive committee member listed as signatories, half of which must be current UTAS students (minimum 2 students); and require two signatories to authorise any withdrawal of funds. This may be by cash withdrawal, cheque, or internet transfer. No single-signatory withdrawal is permitted.
- (5) All money received by a club must be banked into the club's bank account. This does not preclude the club operating properly recorded petty cash or making payments by reimbursement.
- (6) Clubs must use the TUSA mailing address relevant to the campus the club is based at as the bank account statement mailing address.
- (7) Club funds shall only be invested in a bank and shall not be invested in any form of speculative interest.

### **3. Closing of Accounts**

- (1) The last executive of a club failing to re-affiliate shall undertake to close that club's bank account(s) and transfer any remaining balance, plus any remaining petty cash, to the TUSA.
- (2) The Clubs and Societies Office shall be entitled to request the bank(s), building society/societies, or credit unions(s) account(s) used by:
  - a. defunct club/societies (see PART 1: GENERAL POLICY (11)); and/or
  - b. clubs that have been disaffiliated (see PART 2: BEHAVIOUR AND DISCIPLINE OF CLUBS AND SOCIETIES POLICY 4); to close such accounts and any accumulated funds be transferred to the Tasmanian University Student Association.
- (3) Any monies transferred to the TUSA from the closure of a defunct club's bank account where it is determined a club may re-affiliate in the near future, shall be held in trust by the TUSA for three (3) affiliation years and after that time will then be transferred for use to benefit TUSA Clubs and Societies.

## **PART 4: GENERAL FUNDING POLICY**

## **1. Provisions**

All prior Council policies relating to General Funding Policy and other related matters are hereby repealed and the policy detailed herein shall be the current policy.

## **2. Audits**

Audits of clubs and societies financials shall be performed at the end of the academic year, and when the treasurer of a club vacates that position. Financial statements must be provided at the Club AGM, and subsequent to approval be provided to the Clubs and Societies Office for review. The Clubs and Societies Office may request audits in addition to those required in this policy.

## **3. Requirements for Funding**

- (a) In order to be eligible for funding, a club must have:
- (b) completed affiliation/re-affiliation to the TUSA and
- (c) have a minimum of ten (10) currently enrolled UTAS student members; and
- (d) meet our minimum requirement of 51% currently enrolled UTAS student members
- (e) submitted an Event Application and had a Risk Assessment approved by TUSA if grant relates to an event/activity.
- (f) not had its funds frozen.

## **4. Freezing of Funds**

- (1) No grants of any form shall be payable from the Grant Committee to a club while that club's funds are frozen.
- (2) Funds of a club may be frozen for the purposes of section 4(1) in the following circumstances and no other circumstances:
  - a. If a club fails to perform an act determined by the State Council
  - b. If it is brought to the attention of the Club and Societies Office that a club has an outstanding bill of greater than 120 days duration unless an exemption is given by the Clubs and Societies Office.

(3) The Clubs and Societies Office shall be entitled to freeze the funds of clubs according to section 4(2) and must notify a club in writing that its funds will be frozen as soon as the State Council ratifies such a decision.

(4) When the State Council specifies an act for the purposes of section 4 (2)(a) the State Council shall only make such requirements for special once-off acts, and these are not to become a part of permanent Clubs and Societies Policy.

## **5. Unfreezing of Funds**

A club's funds will be unfrozen when the Clubs and Societies Office determines this to be so, and the decision is ratified by State Council.

## **6. Deadline for Recouping Expenditure**

Club's must present to the Clubs and Societies Office details of expenditure to be recouped from the Grant Committee within three (3) months of the date of approval of the application unless an extension is specifically asked for and approved by the Clubs and Societies Office and or the Grant Committee.

All claims and relevant paperwork must be finalised by the end of the academic year unless an extension is granted by the Clubs and Societies Office and or the Grant Committee.

## **PART 5: ORDINARY GRANTS POLICY**

### **1. Provisions**

All prior Clubs and Societies policies relating specifically to Grants are hereby repealed and the policy detailed herein shall be the current policy of Clubs and Societies.

### **2. Purpose of Policy**

(1) Grants are in place to assist clubs with the running of club events/activities, capital purchases, equipment maintenance, work, health & safety, attending club conferences and competitions.

(2) The following grants can be applied for:

- a. **Capital/Gear** – 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 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.
- b. **Activity/Event** – 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.
- c. **Maintenance** – Helping to support the upkeep of equipment that is integral for a club or society to remain active.
- d. **WHS** – Work health and safety grants are there to support UTAS students and to make sure a club is being run safely and ensuring they meet and comply with WHS regulations.
- e. **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.
- f. **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 the TUSA.

(3) Grants are to be approved and awarded by the Grant Committee.

(4) A club is only entitled to apply and receive a grant if they:

- a. Have successfully affiliated to the TUSA in the current year
- b. have a minimum of ten (10) currently enrolled UTAS student members; and
- c. meet our minimum requirement of 51% currently enrolled UTAS student members
- d. have submitted an Event Application and had a Risk Assessment approved by the TUSA if grant relates to an event/activity.

- e. have submitted their grant application prior to the event/activity taking place, or equipment being purchased
- (5) The Grant Committee reserves the right to impose an upper limit on activities' grants.
- (6) The Grant Committee reserves the right to establish a rate of subsidy in specific areas of activities grants.

### 3. Procedure:

- a. All grants are to be applied for through the Rubric website
- b. State the category of grant the club is applying for
- c. Include an outline of the proposal for which the grant is sought
- d. Provide a description as to how the proposal is related to the aims of the club

If applying for an event/activity grant:

- e. Include name, date, venue, and location of event/activity
- f. Attach an estimated budget for the event listing income and expenditure.
- g. State how many people are expected to attend the event/activity.
- h. Submit an Event Application with Risk Assessment via Rubric

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

The grant disbursed by the Grant Committee shall be conditional upon the club adequately acknowledging the contribution made by the TUSA and the Student Services and Amenities Fee (SSAF) funding (if applicable). Adequate acknowledgement will entail the inclusion of the TUSA logo, and the SSAF logo (if applicable) on promotional material.

- i. Adequate acknowledgement is to be determined by the Grant Committee or State Council in exceptional circumstances.
- j. Where relevant (e.g. activities, events etc.), clubs should charge a reasonable fee to those attending to help offset costs.

### 4. Allowable and Unallowable Expenses

**(1) Allowable expenses can include:**

- a. Food/non-alcoholic drinks used at club functions (excluding balls and annual dinners)
- b. Other expenditure not excluded in section 4(2).
- c. Allowable expenses shall not include:
- d. Gifts
- e. Prizes and trophies for individual club events/activities
- f. Brewing equipment or equipment related directly to the production or consumption of alcohol in any way whatsoever
- g. Alcohol in any form whatsoever
- h. The payment of any fines imposed on a club
- i. Tobacco in any form whatsoever
- j. Illicit substances in any form whatsoever or any products for their consumption
- k. Food grants for balls/annual dinners
- l. TUSA funds being directly sent to support fundraising donations.
- m. Gambling
- n. Supplying food and beverages at AGMS
- o. Normal operations of a club, such as personal transport costs
- p. Any items that become the personal property of members, including uniforms
- q. The payment to any member of the club as a player, teacher, coach, trainer or otherwise
- r. Court, sports or venue hire, or other costs associated with the normal day-to-day running expenses of the club, e.g. for weekly classes or training sessions
- s. Running expenses – eg. membership cards, badges, stationery, stickers, normal operational costs
- t. Any other areas that arise as determined by the Grant Committee

**5. Payment**

- (1) Payment for an event/activities grant shall only be made upon the submission of the appropriate claim form via Rubric, production of photocopies of the relevant invoices/receipts proving the expenditure, and a brief report of event/activity.
  - a. Payment shall be made directly to the club
  - b. In exceptional circumstances, which must be justified and approved of by the Clubs and Societies Office, the grant may be made payable to a third party.

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

## **6. Restrictions**

- (1) If the party that the club is contracting with is in any way connected with the club, or members of that club, the club must show that price for the goods or services rendered was negotiated with no impropriety.
- (2) Reimbursement of expenses for an event in which a profit was made will be subject to the discretion of the Grant Committee.

Photocopies of receipts/invoices of listed expenditure must be attached to all claim forms.

## **PART 6: SPORTING AND ADVENTURE CLUB GRANTS POLICY**

### **1. Grants Available**

#### **Large Capital Project Grants**

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 – consideration will be based on the percentage of current UTAS (SSAF paying) students members. This generally does not include personal items (i.e.items that will become the personal possession of an individual club member).



**(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 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 willful 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**

- a. The application form for a large capital project grant must detail:
- b. An outline of the proposal for which the grant is sought.

- c. Number of current UTAS student and non-student members within the club
- d. Membership fee charged for a current UTAS student and non-student member
- e. Two quotes are required for items over \$500

#### (5) Payment

- a. Payment for a grant for the purchase of equipment shall only be made upon:
  - i. The submission of the appropriate application and claim form; and
  - ii. The provision of either digital copies of invoices /receipts, or clearly legible photocopies of relevant invoices/receipts. These receipts must be clearly legible and detail:
    - vendor's name
    - vendor's ABN
    - vendor's contact details
    - transaction receipt no.
    - the date of the transaction
    - list of the goods purchased
    - amount of money transacted
- b. Where second-hand purchases are made using a 3rd party digital vendor service (e.g. PayPal, eBay, Gumtree, etc.), transaction receipts from this 3rd party may instead be accepted as evidence of expenditure if they contain vendor's name, mobile phone number and signature on a notice of sale document.
- c. Where payments are made in a foreign currency the club must complete the 'Foreign Currency Form' (please request from the Clubs and Societies Officer) and include it with the claim.
- d. Payment shall be made directly to the club. In exceptional circumstances, which must be justified to the Clubs and Societies Officer, an approved grant may be made payable to a third party.

## **(6) Restrictions**

- a. If any party that the club is contracting with is in any way connected with the club, or members of that club, the club must show that the price for the goods or services rendered by that party was negotiated with no impropriety.
- b. All receipts for goods purchased and/or for services provided in Australia must show the supplier's Australian Business No. (ABN) no., and where no ABN can be provided then a copy of a completed Australian Taxation Office Statement by Supplier form for goods purchased and/or services provided.

## **PART: 7 WORKING WITH VULNERABLE PEOPLE POLICY**

### **RATIONALE**

The Tasmanian University Student Association Club and Societies' Office recognises and values the significant contribution made by volunteers to clubs and societies. The richness and diversity of this contribution is both encouraged and supported by the TUSA, and this document seeks to ensure all club members and executives are aware of their responsibilities regarding legislative requirements and procedures relating to working with children and vulnerable people.

This policy is designed to lay down guidelines and procedures to best protect children and young people participating in TUSA affiliated organisations' related activities and ensure that volunteers for TUSA affiliated organisations (i.e. coaches, team managers) exercise their duty of care with respect to child protection responsibilities by providing a secure environment that ensures the safety and well-being of all. A Volunteer Registration card alone does not protect children and young people from harm; sound policy and procedure along with diligence is the best safeguard for all involved.

### **POLICY**

Whilst the TUSA encourages the involvement of volunteers and recognises their contribution to providing an active and positive community environment, we are required to provide a level of direction and support for volunteers that ensures their contribution aligns with the Work with vulnerable people act 2013 (Tas)

## DEFINITIONS

**TUSA Affiliated Organisation:** Any club or society ratified by the TUSA

**Junior Participants:** Persons under the age of 18 participating in club or society activities

**Volunteers:** Those invited parents, guardians and club members who contribute unpaid time, energy and expertise for the coaching and supervision of club activities.

**Direct Contact Volunteers:** Volunteers who are involved in providing coaching, management, guidance and/or supervision directly to junior participants and who would potentially provide supervision to junior participants in situations with limited or no supervision by the child's legal guardian during the normal course of providing the voluntary service.

**Incidental Contact Volunteers:** Volunteers who are involved in providing support to any TUSA affiliated organisations whilst not directly assisting a specific group of junior participants. Such volunteers would not have responsibility for supervising junior participants where they are the only adult during the normal course of providing the voluntary service (e.g. working bees, social activities, etc.).

## PRINCIPLES

1. TUSA affiliated organisations should endeavour to utilise the benefits of appropriate voluntary help from the community for the benefit of the club.
2. Volunteers should be valued for the work they do for the club.
3. Volunteers have a right to work in a safe and secure workplace environment.

4. Volunteers should be provided with appropriate support, and/or instruction to help them carry out their tasks at the club. They will not be required to carry out tasks with which they feel uncomfortable or not skilled enough to do.
5. Volunteers must be made aware of their legal rights and responsibilities within their workplace environment.

## GENERAL GUIDELINES FOR ALL VOLUNTEERS

1. Volunteers are required to carry out tasks in a manner consistent with the expectations of the TUSA affiliated organisation, including maintenance of a professional, supportive, and cooperative working environment.
2. Injuries sustained by volunteers must be reported to the Club executive and safety officers. TUSA affiliated organisations will provide first aid as required. The TUSA will hold insurance policies in respect to liability claims from third parties, loss and injury, and for personal accidents that cover members volunteering with the activities of TUSA affiliated organisations.
3. Complaints by or regarding volunteers involved with a TUSA affiliated organisation will be addressed at the first available meeting of the organisation's executive body, or the President of the respective organisation.
4. It is recognised that within the TUSA community there are potentially two categories of volunteers, namely:
  - a. **Direct contact volunteers** who have specific responsibility for and involvement with junior participants; and
  - b. **Incidental contact volunteers** who assist TUSA affiliated organisations on specific occasions but do not have direct contact with or responsibility for junior participants.

## PROCEDURES FOR DIRECT CONTACT VOLUNTEERS:

### Application procedures:

The "Working with Vulnerable People" check is designed to determine whether or not a person is suitable to work with children and vulnerable people. Application forms for a Volunteer Registration card are available from Service Tasmania on behalf of the Tasmanian Government Consumer, Building and Occupational Services (CBOS).

All volunteers working in direct contact with children and young people are required to complete a ' Volunteer Registration Application' Form. This Volunteer Registration application form enables the CBOS to investigate a person's criminal history, which may affect that person's suitability to work with children. An investigation of a person's full criminal history includes charges and convictions for offences no matter when or where in Australia they occurred, or whether they have been recorded or not.

Volunteers not wishing to apply for a Volunteer Registration:

Volunteers cannot be compelled to apply for a Volunteer Registration card. However, persons declining to do so may not have direct contact with or responsibility for junior participants at any stage, under any circumstances.

**Failed application:**

In the case where a club member fails a Working with Children check, the matter will be forwarded to the executive body of the relevant TUSA committee to investigate the provided reasons for failure and an impartial evaluation to the person's fitness to continue to hold club membership.

This process allows for appeal where it is perceived that there has been a misjudgement against the applicant. Applicants seeking to appeal this decision are required to sign a statutory declaration relating to any pending or spent convictions or charges relating to children. At the committee's request, applicants may also be required to provide additional personal references demonstrating good character.

**Volunteering whilst awaiting check:**

It is permissible for volunteers to assist junior participants whilst a Working with Vulnerable People check is being assessed, provided that the volunteer is working with another volunteer that has a valid Volunteer Registration card, and all voluntary activities are being conducted in a public space with the consent of parent or guardian.

### **Best practice for instruction of children and young people:**

All direct contact volunteers working directly with junior participants must be aware of their responsibilities with regards to Child Protection and Protective Behaviour protocols, especially with regards to the obligations and processes for reporting suspected child abuse or neglect, and bullying, and are required to update and renew their volunteer status once every three years.

Sporting activity and training sessions should be conducted in a public space, clearly visible from external observation unless it cannot be avoided. Private or closed sessions are to be avoided unless there is the constant presence of a parent or guardian regardless of blue card status.

In the case where physical contact during instruction for coaching or demonstration purposes is required, all contact should be explained before it occurs, and instructors must ensure that the minor is certain of what will occur and have the option to decline. Should they decline contact, the option to observe the demonstration being applied should be provided.

### **Non-sporting activities:**

Strictly no alcohol is to be provided to underage club members.

Events that are open to members of TUSA affiliated organisations of all ages must have parental consent for members under the age of 18. Such events should not have drinking related activities or promotions. It is preferable members under the age of 18 attending TUSA affiliated organisations events be dropped off to the event by a parent or guardian and retrieved from the same venue by a parent or guardian.

### **Register of Volunteers:**

Each TUSA affiliated organisation must maintain a register of volunteers who are approved to have direct contact with and supervision of junior participants. This register will be maintained by the Secretary for each TUSA affiliated organisation. A copy of this register must be provided to the TUSA Clubs and Societies Officer as part of the affiliation requirements each year and must be updated as necessary.

In compliance with the CBOS regulations, the TUSA agrees to monitor the registration status of all direct contact volunteers listed upon the volunteer registers for each TUSA affiliated organisation. Where a registered direct contact volunteer undergoes a change in registration status with the CBOS the TUSA will take the necessary steps to notify the Executive bodies of all TUSA affiliated organisations for which that individual volunteer is registered.

### **Maintenance of Registration:**

It is the responsibility of the TUSA affiliated organisation to ensure that their members holding a valid Volunteer Registration card have a current registration status.

### **GUIDELINES FOR INCIDENTAL CONTACT VOLUNTEERS**

Volunteers who, in the normal course of their activities, will only be having incidental contact with junior participants are not required to obtain/complete a police check.

### **REFERENCES**

- Tasmania Government Working with Vulnerable People Act 2013
- Tasmania Government Registration to Work with Vulnerable People Regulations 2014
- Tasmania Government Registration to Work with Vulnerable People (Risk Assessment for Child-related Activities) Order 2014



## FURTHER INFORMATION

Working with Vulnerable People Registration <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

## FORMS

Police Check <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications>

## REGISTRATION STATUS

Verifying the Working with Vulnerable People registration can be checked via the Tasmanian Government Consumer, Building and Occupational Services website:

<https://wwcforms.justice.tas.gov.au/StatusCheck/StatusCheck.aspx> by entering the application/card number and surname.

## GUIDELINES FOR THE RELEASE OF POLICE RECORD INFORMATION BY TASMANIA POLICE

Tasmania Police provides consent-based Police Record Check enquiry service for residents of, or employees based in, Tasmania. The Record Check is used primarily for the purpose of employment, occupation-related licensing, registration, voluntary work or personal information.

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