

## **UNISA SPORT CLUB MEMBERSHIP POLICY** *As at 30.5.2014 (updated 14.12.17)*

### **1. PURPOSE & BACKGROUND**

Throughout 2013 UniSA Sport formally commenced the management of UniSA sport and recreation clubs previously aligned to the University of South Australia Student Association (formerly UniLife).

Upon initial hand over of sports clubs to UniSA Sport, it was identified that considerable variation in regards to club structure, governance and participation focus existed amongst the clubs impacting their ability to be affiliated with UniSA Sport under the initial club membership proposal. The key variation related to membership base, in particular those clubs that have a majority UniSA student membership compared to those that have a large UniSA alumni or community membership base.

As UniSA Sport is currently primarily financed through the Student Service Amenity Fees (SSAF) a number of restrictions are imposed on how this funding can be spent and therefore member clubs supported.

Upon the changeover to UniSA Sport there were a number of UniSA and external community clubs aligned to UniSA that did not have a majority student membership needed to be affiliated with UniSA Sport and supported via SSAF funding. It was however recognised by UniSA Sport that these clubs provide extremely valuable participation avenues for UniSA students that would otherwise not be available. UniSA Sport also recognised that this situation also extended to our larger, historical UniSA sports clubs such as Basketball and Hockey who compete in community/state leagues requiring extensive club management and player numbers. As these clubs have grown, so too has their alumni and community player base, which has effectively resulted in a reduced percentage of UniSA student members.

In a common trend, typically the clubs that do not have a majority UniSA student membership are aligned to sports that require a large and consistent player base and are competing in external community, amateur or state associations. The involvement in and commitment to these external associations requires a certain degree of club management, player commitment and player numbers, meaning a UniSA affiliated club with a majority student membership is often not viable.

As a result, recognising the valuable engagement and participation opportunities that these clubs provide to UniSA students along with the fact that these sports are not otherwise available to UniSA students via a majority student club, The UniSA Sport Club Membership Policy has been established based on an 'affiliated' and 'endorsed' club structure enabling these clubs to formalise and maintain membership with UniSA Sport without compromising the SSAF funding requirements.

The following sections of the policy outline this membership structure including the benefits available to clubs and their members as well as the terms and conditions required to be met by all affiliated or endorsed UniSA Sport club as of 2014.

## 2. CLUB MEMBERSHIP

The UniSA Sport Club Membership Policy splits clubs into two categories, ‘affiliated’ and ‘endorsed.’

An affiliated club is one which has a minimum 10 senior members consisting of a majority UniSA student membership (51%). As an affiliated club they are recognised as a formal UniSA club and named accordingly with full access to the range of benefits available through UniSA Sport.

An endorsed club is one which also has a minimum 10 senior members however does not have a majority UniSA student membership base. The clubs senior membership must however consist of a minimum 10 UniSA students or account for a minimum 25% of the clubs senior membership. Endorsed clubs will also have access to a range of benefits through UniSA Sport however a number of these will be proportional to the percentage of UniSA student members. This membership category is predominantly aimed at community based clubs for sports whereby an ‘affiliated’ club does not exist ensuring a participation avenue is still provided for students while ensuring that SSAF funding is managed according to requirements.

The details below provide an overview of the benefits available and terms and conditions associated with both UniSA Sport ‘affiliated’ and ‘endorsed’ clubs from 2014 onwards.

### 2.1 BENEFITS

Affiliated Club	Endorsed Club
<p>1. Free UniSA facility hire</p>	<p>1. Discounted UniSA facility hire (UniSA Cost recovery where required) if the club agrees to non-students paying the annual UniSA Sport membership fee.</p>
<p>2. Priority access to UniSA facility hire second only to teaching requirements</p> <p><i>*Note: UniSA Clubs with current facility bookings in place will be given first chance to re-book annually.</i></p>	<p>2. Priority access to UniSA facility hire behind teaching requirements and affiliated UniSA Sport clubs; <b>OR</b></p> <p>Priority access to UniSA facility hire in line with UniSA affiliated clubs if the club agrees to non-students paying the annual UniSA Sport membership fee.</p> <p><i>*Note: UniSA Clubs with current facility bookings in place will be given first chance to re-book annually.</i></p>
<p>3. Support in sourcing and negotiated funding support for external facility hire where UniSA facilities are not available.</p>	<p>3. Support in sourcing and negotiated funding support for external facility hire where UniSA facilities are not available if the club agrees to non-students paying the annual UniSA Sport membership fee.</p>
<p>4. Access to apply for UniSA Sport grant funding for equipment, training and development support.</p> <p><i>*Note:</i></p> <ul style="list-style-type: none"> <li>- <i>Funding through these grant programs is not automatically guaranteed to all clubs. It is based on an application process and annual funds are limited.</i></li> <li>- <i>If successful, clubs will be required to meet certain KPIs regarding club governance, promotion, branding and</i></li> </ul>	<p>4. No access to funding support; <b>OR</b></p> <p>If the club agrees to non-students paying the annual UniSA Sport membership fee clubs will be eligible to apply for UniSA Sport grant funding. If successful, the funding amount will be adjusted according to student membership percentages with 51% or more required to gain full funding.</p>

<p><i>project outcomes as part of the funding agreement</i></p>	<table border="1"> <thead> <tr> <th>UniSA Student Membership %</th> <th>Maximum % of funding</th> </tr> </thead> <tbody> <tr> <td>25%</td> <td>50% <i>e.g. \$2000 for a \$4000 application</i></td> </tr> <tr> <td>30%</td> <td>60%</td> </tr> <tr> <td>40%</td> <td>80%</td> </tr> <tr> <td>51% or more</td> <td>100%</td> </tr> </tbody> </table>	UniSA Student Membership %	Maximum % of funding	25%	50% <i>e.g. \$2000 for a \$4000 application</i>	30%	60%	40%	80%	51% or more	100%
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<p><b>5.</b> Club Insurance coverage - Association Liability and limited Personal Accident insurance provided to all members upon registration with UniSA Sport (UniSA Students – Free; Non-students - \$22).</p>	<p><b>5.</b> Association Liability Insurance totalling \$2 million and Limited Personal Accident insurance for students only on registration with UniSA Sport;</p> <p><b>OR</b></p> <p>Association Liability totalling \$2 million and limited Personal Accident insurance provided to the club and ALL senior members on becoming UniSA Sport members (Non UniSA student member fee \$22)</p> <p><b>*Note:</b> <i>If the club chooses for non-students not to join UniSA Sport, proof of external personal injury insurance for these members must be provided.</i></p>										
<p><b>6.</b> Free Club Website</p>	<p><b>6.</b> Access to a free Club Website or direct link to external website on the UniSA Sport site</p>										
<p><b>7.</b> Free online store payment and membership system</p>	<p><b>7.</b> Access to a free online payment and membership system if required</p>										
<p><b>8.</b> Free club development training and support</p>	<p><b>8.</b> Free club development training and support</p>										
<p><b>9.</b> Priority access to promotion and recruitment opportunities e.g. O week, Uni Bazaar, Gear Up etc.</p>	<p><b>9.</b> Priority access to promotion and recruitment opportunities e.g. O week, Uni Bazaar, Gear Up etc.</p>										
<p><b>10.</b> Free initial First Aid kit and annual training</p>	<p><b>10.</b> Subsidised First Aid training with discount based on UniSA student membership percentage.</p>										
<p><b>11.</b> Access to UniSA Sport uniforms for representative events and possible funding support for required new club uniforms.</p>	<p><b>11.</b> Access to UniSA Sport uniforms for student only representative events e.g. Australian University Games etc.</p>										

## 2.2 TERMS AND CONDITIONS

Affiliated	Endorsed
<p>1. Must maintain a club membership consisting of a minimum 10 senior members and 51% UniSA student membership</p>	<p>1. Must maintain a club membership consisting of a minimum 10 senior members with either a minimum 25% of the club's senior membership or a total of 10 members being current UniSA students.</p> <p><i>*Note: This ensures that the small clubs e.g. 20 members can be endorsed with only 5 current UniSA student members (25%). It also allows larger clubs to be endorsed with a minimum 10 UniSA student members rather than having to have 25 if they have a membership of 100 to meet the 25%.</i></p>
<p>2. An annual club member list indicating current UniSA Student and non-student members must be provided for affiliation assessment.</p>	<p>2. An annual club member list indicating current UniSA Student and non-student members must be provided for endorsement assessment.</p>
<p>3. All students and non-students must be registered as UniSA Sport members annually. Memberships will provide a maximum 13 months coverage from the 1<sup>st</sup> March through until the 31<sup>st</sup> March the following year.</p> <p>This structure will ensure those members playing traditional summer sports are not required to renew membership towards the end of their season.</p>	<p>3. All UniSA students must be registered as UniSA Sport members annually. Memberships will provide a maximum 13 months coverage from the 1<sup>st</sup> March through until the 31<sup>st</sup> March the following year.</p> <p>This structure will ensure those members playing traditional summer sports are not required to renew membership towards the end of their season.</p> <p>All non-student senior members are to be registered as UniSA Sport – Staff, Alumni or Community member to ensure the club receives the full range of benefits outlined in section 2.1.</p>
<p>4. The club must offer a reduced UniSA student membership fee to that of non UniSA student club members.</p>	<p>4. The club must offer a reduced UniSA student membership fee to that of non UniSA student club members.</p>
<p>5. Must have a formal committee with up to date records and contacts provided to UniSA Sport at all times. Committee to consist of 50% UniSA students, staff or alumni of which 2 must be students.</p>	<p>5. Must have a formal committee with up to date records and contacts provided to UniSA Sport at all times</p> <p>Club committee must have a minimum of one UniSA student represented and one staff, alumni or additional student.</p>
<p>6. The club president or delegate must attend the majority of UniSA Sport club delegate meetings each year.</p>	<p>6. The club president or delegate must attend the majority of UniSA Sport club delegate meetings each year.</p>
<p>6. A formal constitution must be submitted to UniSA Sport. A preferred template is available for club use.</p>	<p>7. A formal constitution must submitted to UniSA Sport</p>

7. The club must hold an Annual General Meeting in accordance with the club's constitution	8. The club must hold an Annual General Meeting in accordance with the club's constitution
8. A club annual report must be submitted to UniSA sport detailing the year's activities and financial report	9. A club annual report must be submitted to UniSA sport detailing the year's activities and financial report
9. Club equipment Inventory provided to UniSA Sport annually.	-
10. The club must hold a current club bank account in the clubs name with a minimum of 2 club signatories required	10. Hold a current club bank account
11. The club must submit an annual club budget to UniSA sport	-
12. The club must maintain its UniSA Sport club website ensuring information and contacts are up to date at all times.	11. The club must maintain its UniSA Sport club or other website ensuring information and contacts and external website links are up to date at all times.
13. The club must ensure appropriate use of UniSA logos as per the UniSA Sport Style Guide and future UniSA Sport uniform policy with all new promotional material or uniform designs to contain the UniSA Sport logo and be approved by UniSA Sport.	12. The club must acknowledge its endorsement with UniSA Sport via logos on all club correspondence, website and future uniforms with designs approved by UniSA Sport.
-	13. The club must maintain or consider incorporating 'UniSA' into the club name in line with future UniSA Sport branding guidelines.
14. The UniSA Sport Code of Conduct must be adhered to at all times	14. The UniSA Sport Code of Conduct must be adhered to at all times
15. All UniSA Facility Booking Request must be submitted via UniSA Sport	15. All UniSA Facility Booking Request must be submitted via FM Assist.
16. The club must attend and participate in UniSA sport training, development and promotional activities as required.	16. The club must attend and participate in UniSA sport training, development and promotional activities as required
17. The club must participate in and actively promote itself at UniSA events including Campus Faire, Open Day, events etc.	17. An ongoing recruitment effort to increase UniSA student membership numbers annually must be demonstrated including promotional involvement in relevant UniSA events.
18. An annual review and re-affiliation process must be undertaken with UniSA Sport by 28 <sup>th</sup> February each year.	18. An annual review and re-endorsement process must be undertaken with UniSA Sport by 28 <sup>th</sup> February each year.
19. The club is to provide a lead role in the appointment of a team manager and recruitment support for representative teams in intervarsity events including SA Challenge, Australian University Sport	19. The club is to provide a lead role in the appointment of a team and recruitment support for the establishment of representative teams in intervarsity events including SA Challenge, Australian University

Championship, Australian Uni Sport Nationals Div 1 & 2.	Sport Championship, Australian Uni Sport Nationals Div 1 & 2.
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**\*Note:**

- Clubs looking to gain endorsement but don't yet meet all requirements listed above may apply for an initial 12 month probation endorsement period, at the conclusion of which all requirements listed above must be met to maintain endorsement.
- No club delivering a sport currently offered by an affiliated UniSA sport club will be considered for endorsement.

### 3. INDIVIDUAL UNISA SPORT MEMBERSHIP AND BENEFITS:

All members of a UniSA Sport Affiliated or Endorsed Club agreeing to the terms and conditions outlined in section 2.2 must register as members of UniSA Sport whether they are a student, staff, alumni or community member, to ensure the club receives the benefits itemised in section 2.1.

Individual membership is to be obtained on-line through the UniSA Sport website store

**Membership Fees:**

- Current Students – Free
- Non-Students (including Staff and Alumni) – \$22 (inc GST)

**Membership Benefits:**

- Limited Personal Injury insurance
- Access to participate in a registered UniSA Sport Club & benefit from the associated club benefits e.g. venue access, grants etc.
- Access, support and subsidies to participate in Australian University Sport sanctioned events including the Uni Sport Nationals Div 1 and 2 and Australian University Championship events (current students only)
- Access to individual grant support programs (current students only)
- Invitation to the UniSA Sport Awards Night
- Newsletter subscription
- Access to further internal and external membership benefits to be established over the coming 12 months.

To further enhance the UniSA Sport membership benefits over the coming 12 months, numerous partnership agreements will be investigated to provide a range of member discount offers across Adelaide. While this process occurs UniSA Sport believes the price of \$22 is a fair representation of the benefits this brings to the individual and their affiliated or endorsed club.

### 4. SUMMARY

After extensive consultation with relevant clubs, UniSA Sport believes this policy provides a fair and workable structure to all clubs ensuring an ongoing membership can be maintained with UniSA and UniSA Sport while facilitating greater participation options for UniSA students across all sports.

Should a current affiliated or endorsed club or any other club looking to join UniSA Sport have any questions regarding the details outlined in this policy or the process required to join UniSA Sport, please contact:

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