

UniSA SPORT

Club Induction Handbook

2021

Contents

[1. Introduction 3](#_Toc24453985)

[2. Who Is UniSA Sport and How Can We Help? 4](#_Toc24453986)

[3. Club Membership 5](#_Toc24453992)

[3.1 Affiliated/Endorsed UniSA Sports Club 5](#_Toc24453993)

[3.1.1 Affiliated Club 5](#_Toc24453994)

[3.1.2 Endorsed Club 5](#_Toc24453995)

[3.2 Individual UniSA Sport Membership 6](#_Toc24453996)

[3.3 Membership Benefits for Clubs 7](#_Toc24453997)

[4. Club Responsibilities and Duties 9](#_Toc24453998)

[4.1 Correspondence 9](#_Toc24453999)

[4.2 Club Delegate Meetings 9](#_Toc24454000)

[4.3 Annual Club Affiliation & Endorsement Documentation Requirements & Timelines 9](#_Toc24454001)

[4.4 Facilities and Room Bookings 11](#_Toc24454002)

[4.5 Club Training Workshops/ Conference 11](#_Toc24454003)

[4.6 Club Coaches 11](#_Toc24454004)

[4.7 Grants 12](#_Toc24454005)

[4.8 Awards 12](#_Toc24454006)

[4.9 Risk Management 13](#_Toc24454007)

[4.10 Insurance 13](#_Toc24454008)

[4.11 Club Website & Social Media 14](#_Toc24454009)

[4.12 Promotion & Sponsorship 14](#_Toc24454010)

[4.13 Recruitment 15](#_Toc24454011)

[4.14 Club Uniforms & Merchandise 15](#_Toc24454012)

[4.15 Policies 15](#_Toc24454013)

[5. Intervarsity Sport 16](#_Toc24454014)

[5.1 Team Manager 16](#_Toc24454015)

[5.2 How Clubs Can Get Involved in UniSport Nationals 16](#_Toc24454016)

[5.3 How Clubs Can Get Involved in SA Challenge 17](#_Toc24454017)

[5.4 VC Cup 17](#_Toc24454018)

1. Introduction

This Handbook has been prepared by UniSA Sport to assist club officials and others involved in UniSA Sport Clubs in effective administration, development and marketing of their clubs. It should also be used in conjunction with the resources available on the UniSA Sport website, [www.unisport.edu.au](http://www.unisport.edu.au).

All current and incoming club officials are encouraged to read this handbook carefully, especially those sections that are relevant to their role within their club, and familiarise themselves with the necessary procedures related to communication between Clubs and UniSA Sport, finances and club services available through UniSA Sport.

UniSA Sport is here to support all clubs and their committee members, who are free to discuss any issues, ideas or problems in relation to the operation of their club with the UniSA Sport staff.

UniSA Sport is here to provide help and assistance to Clubs in whatever form this may take. The UniSA Sport office is in Pridham Hall, UniSA City west campus. Please make an appointment with the relevant staff member to confirm their availability before arriving.

Key UniSA Sport staff members are:

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Name | Phone | Email |
| **Manager** | Adrian George | (08) 8302 3487 | [adrian.george@unisa.edu.au](mailto:adrian.george@unisa.edu.au) |
| **Club & Participation Coordinator** | Deanna Kennedy | (08) 8302 0477 | [Deanna.kennedy@unisa.edu.au](mailto:Deanna.kennedy@unisa.edu.au) |
| **Intervarsity Sport & Events Officer** | Bridget Fenoughty | (08) 8302 0920 | [bridget.fenoughty@unisa.edu.au](mailto:bridget.fenoughty@unisa.edu.au) |
| **Communication & Marketing Officer** | TBC | TBC | TBC |
| **Team Leader | Facilities** | **Simon Keane** | (08) 8302 1799 | [simon.keane@unisa.edu.au](mailto:simon.keane@unisa.edu.au) |

Good luck for the year ahead and we hope you all have a successful year/season.

# 2. Who Is UniSA Sport and How Can We Help?

UniSA Sport is the gateway to all things sport at UniSA. Established in 2013, UniSA Sport is a part of UniSA and as such operates within its governance and management framework with the following key strategic priorities:

|  |  |
| --- | --- |
| **Profile** | To increase the awareness and profile of UniSA sport within the university and the broader community |
| **Participation** | To increase participation and engagement by students, staff, alumni and community in clubs, facilities and events |
| **Placement** | To maximise opportunities for student placements across the university |

Staff are responsible for the day-to-day business activities of UniSA Sport, their roles and duties include:

## 2.1 Manager

Overall responsibility for the successful management of UniSA Sport, including University relations, financial reporting, strategic and action plans, special events, financial support, governance and staff coordination.

## 2.2 Club & Participation Coordinator

The Club & Participation Coordinator is the first point of contact for clubs, their role is to provide support to the Clubs for affiliation/endorsement, recruitment and retention, facility bookings, grants, finances, club membership, insurance queries and general enquiries.

## 2.3 Intervarsity Sport & Events Officer

The Intervarsity Sport & Events Officer will liaise with clubs to assist in the coordination of UniSA Sports involvement in representative events (UniSport Nationals & SA Challenge), promo events (e.g. Campus Fair & Clubs Fest) and the annual UniSA Sport Awards Night.

## 2.4 Communications & Marketing Officer

The Communications & Marketing Officer is responsible for the development and delivery of marketing and communications collateral for UniSA Sport. Including updating the UniSA Sport website, social media channels and regular e-news.

## 2.5 Team Leader: UniSA Sport Facilities

The Team Leader is responsible for overseeing all UniSA Sport facilities and facility coordinators on each of the four campuses. Managing the UniSA gyms, stadiums and pool.

UniSA Sport is supported by a Sport Advisory Group. This group comprises of a mix of external industry experts, staff and students, tasked with providing strategic advice and feedback on the implementation and management of the UniSA Sport Action Plan.

A UniSA Sport Student Advisory Group will be formed in 2021 and will comprise of only UniSA students from a variety of backgrounds and sporting interests. Selection will be by application and club committee members are encouraged to be a part of this group.

# 3. Club Membership

## 3.1 Affiliated/Endorsed UniSA Sports Club

UniSA Sport have implemented a Club Membership Policy to better formalise the structure, management and support available to UniSA Sport Clubs.

The policy is based on a two tiered structure classifying clubs into one of two categories; affiliated or endorsed.

### 3.1.1 Affiliated Club

An affiliated club is one which must:

* Maintain a minimum 10 senior members;
* Maintain 51% UniSA student membership;
* Ensure all students and non-students are registered UniSA Sport members annually;
* Provide an annual club member list indicating current UniSA Student and non-student members for affiliation assessment;
* 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.

Affiliated clubs are recognised as a formal UniSA club with full access to the range of benefits available through UniSA Sport.

### 3.1.2 Endorsed Club

An endorsed club is one which must:

* Maintain a minimum 10 senior members;
* Have a majority of membership who are not UniSA students;
* Have senior membership with a minimum 10 UniSA students or account for a minimum 25% of the clubs senior membership;
* Provide an annual club member list indicating current UniSA Student and non-student members for endorsement assessment;
* Ensure all UniSA students are registered as UniSA Sport members annually;
* Offer a reduced UniSA student membership fee to that of non UniSA student club members;
* Club committee must have a minimum of one UniSA student represented and one staff, alumni or additional student.

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.

The purpose of this two tiered structure is to enable UniSA Sport to provide students with access to a wide range of sports via an organised club structure. We recognise that it may not currently be possible for an affiliated UniSA club to operate in a number of sports for a variety of reasons, in which case the ‘endorsed’ club structure provides an opportunity to partner with community based clubs in these sports.

An annual review process will occur with all affiliated and endorsed clubs prior to the 28th February and ongoing documentation required for submission throughout the year. Further details are outlined within the [UniSA Sport Club Membership Policy](https://unisasport.edu.au/clubresources).

Any additional clubs looking to become an affiliated or endorsed club are asked to review the UniSA Sport Club Membership Policy and contact UniSA Sport to organise a meeting to discuss the process further. Those looking to form a new affiliated club with UniSA Sport are required to do so via the processes outlined in the [Starting a Club](https://unisasport.edu.au/clubresources) handbook.

## 3.2 Individual UniSA Sport Clubs & Events Membership

UniSA Sport Clubs & Events Membership is required by all affiliated club members and at a minimum, all student members of endorsed clubs. The membership will provide a maximum 14 months coverage from the 1st February through until the 31st March the following year and can be purchased online via the UniSA Sport website.

*Membership Fees:*

* free for Current UniSA Students
* $25 for non-students (including UniSA staff and alumni)

*Membership benefits:*

* Limited personal injury insurance
* Access to participate in a registered UniSA Sport Club and benefit from the associated club benefits e.g. venue access, grants etc.
* Access, support and subsidies to participate in University Sport Australia sanctioned events including the UniSport Nationals (current students only)
* Access to individual grant support programs (current students only on the Elite Athlete register)
* Discounted ticket to the annual UniSA Sport Awards Night
* UniSA Sport Monthly Member Newsletter subscription

It is your club’s responsibility to maintain up to date club member records via the UniSA Sport Membership System or an alternate process to enable membership lists to be submitted to UniSA Sport as required and ensure these members have the appropriate UniSA Sport membership in place.

## 

## 3.3 Membership Benefits for Clubs

There are many benefits for both UniSA Sport ‘affiliated’ and ‘endorsed’ clubs.

|  |  |  |
| --- | --- | --- |
|  | **Affiliated Club** | **Endorsed Club** |
| **UniSA Facility Hire**  ***Note:***  *UniSA Clubs with current facility bookings in place will be given first chance to re-book annually.* | Free UniSA facility hire  Priority access to UniSA facility hire second only to teaching requirements | Discounted UniSA facility hire (UniSA Cost recovery where required) if the club agrees to non-students paying the annual UniSA Sport membership fee.  Priority access to UniSA facility hire behind teaching requirements and affiliated UniSA Sport clubs; **OR**  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. |
| **External Facility Hire** | Support in sourcing and negotiated funding support for external facility hire where UniSA facilities are not available. | 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. |
| **Grant funding**  ***Note:***  *Funding through these grant programs is not automatically guaranteed to all clubs. It is based on an application process and annual funds are limited.*  *If successful, clubs will be required to meet certain KPIs regarding club governance, promotion, branding and project outcomes as part of the funding agreement.* | Access to apply for UniSA Sport grant funding for equipment, training and development support. | No access to funding support; **OR**  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.   |  |  | | --- | --- | | **UniSA Student Membership %** | **Maximum % of funding** | | 25% | 50%  *e.g. $1000 for a $2000 application* | | 30% | 60% | | 40% | 80% | | 51% or more | 100% | |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Insurance Coverage** | Association Liability and Professional Indemnity insurance is taken out for all clubs.  Limited Personal Accident Insurance provided to all members upon registration with UniSA Sport. | Limited Personal Accident Insurance for students only on registration with UniSA Sport;  **OR**  Association Liability, Professional Indemnity Insurance provided to the club and limited Personal Accident insurance ALL senior members on becoming UniSA Sport members.  ***\*Note:*** *If the club chooses for non-students not to join UniSA Sport, proof of external personal injury insurance for these members must be provided.* |
| **Club Website** | Free | Free and direct link to external website on the UniSA Sport site. |
| **Online Payment & Membership System** | Free | Free |
| **Club Development Training & support** | Free | Free |
| **Promotion & Recruitment**  E.g. Campus Fair and Clubs Fest | Priority access | Priority access |
| **First Aid** | New clubs to receive Free First Aid Kit if required.  Training offered annually. | Subsidised First Aid training with discount based on UniSA student membership percentage. |
| **Uniforms** | Access to UniSA Sport uniforms for representative events and possible funding support for required new club uniforms. | Access to UniSA Sport uniforms for student only representative events e.g. UniSport Nationals etc. |

4. Club Responsibilities and Duties

The following provides information about the responsibilities involved in being a UniSA Sport Club.

## 4.1 Correspondence

Please answer all correspondence promptly, either by phone or email. If you are going away for a period of time, please inform UniSA Sport and provide a preferred alternate contact. All clubs are encouraged to set up a generic club email address for all correspondence and committee members encouraged to join the UniSA Sport Club Delegates Facebook group.

## 4.2 Club Delegate Meetings

Ensure that a delegate from your Club (normally the President) attends all meetings (three per year). All Clubs are expected to be represented at these meetings in Feb, June & Oct.

## 4.3 Annual Club Affiliation & Endorsement Documentation Requirements & Timelines

The following table provides a breakdown of submission requirements from both affiliated and endorsed clubs on an ongoing basis.

Clubs will be reminded of these requirements leading into the due dates and where applicable relevant reporting templates provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Required** | **Affiliated Clubs** | **Endorsed Clubs** | | **Timeline** |
| **Requirement** | | |
| 1. **Club Membership List** | Annual re-affiliation will be based on the previous years’ membership with updates to be provided throughout the year on request.  \*All members must be registered as UniSA Sport members and member lists on the website. | An annual club member list indicating current UniSA student and non-student members must be provided for endorsement assessment.  \*All members must be registered as UniSA Sport members pending level of endorsement. | | **Re-occurring:**  **Winter Sports –** 31st May each year  **Summer Sports–** 30th November each year |
| **2.** [**Committee List**](https://unisasport.edu.au/clubresources) | Provide an up to date committee list to UniSA Sport. | | |
| 1. **Member Fees** | The club must create through the website membership fees products with a reduced UniSA student membership fee to that of non UniSA student club members. | | The club must provide a summary of its membership fees showing a reduced UniSA student membership fee to that of non UniSA student club members. Optional use of online store. |
| 1. [**Constitution**](http://www.unisasport.edu.au/Common/Filer.ashx?FID=135) | A formal constitution must be submitted to UniSA Sport. | A formal constitution must be submitted to UniSA Sport. | | To be resubmitted upon any amendments |
| **5.** [**AGM Minutes**](https://unisasport.edu.au/clubresources) | The club must submit minutes from its Annual General Meeting to UniSA Sport. | | | Within two weeks of the AGM meeting being held no later than 30th October each year. |
| **6.** [**Annual report**](https://unisasport.edu.au/clubresources)  Incl. Financial Report | A club Annual Report must be submitted to UniSA Sport detailing the year’s activities and financial report. | | | Within two weeks of the AGM meeting being held and no later than the 13th November each year. |
| **7.** **Equipment Inventory** | Club equipment inventory provided to UniSA Sport annually. | N/A | | Requested with Insurance Nomination Form to confirm assets. |
| **8. Risk Management Plan** | The club must submit a risk management plan to UniSA Sport and updated annually. | | | Requested with Insurance Nomination Form |
| **9.** [**Bank Details**](http://www.unisasport.edu.au/Common/Filer.ashx?FID=303) | Submit club bank account details to UniSA Sport and signatories. | | Only required if submitting an invoice. | To be resubmitted upon any changes |
| **10.** [**Annual Club Budget**](https://unisasport.edu.au/clubresources) | The club must submit an Annual Club Budget to UniSA sport. | | | **Winter Sports–** 31st May each year  **Summer Sports–** 30th November each year |
| **11. Annual Facility Booking Request** | Submission of annual facility booking requests for UniSA facilities and/or external facilities submitted to UniSA Sport. | | The club must book directly with FMU on the relevant campus. | 30th August each year |
| **12.** [**Insurance Nomination Form**](http://www.unisasport.edu.au/Common/Filer.ashx?FID=296) | UniSA Sport Club Insurance Template must be completed each year. | |  | Typically requested in July each year. |
| **13. Annual Review** | An annual review and re-affiliation process must be undertaken with UniSA Sport. | | An annual review and re-endorsement process must be undertaken with UniSA Sport. | By the 28th February each year. |

***\*Note:*** *Clubs operating all year round with no primary summer or winter season will be based on the winter sport time frames.*

In November each year, clubs who have submitted all the required documents will be granted re-affiliation or re-endorsement with UniSA Sport.

## 4.4 Facilities and Room Bookings

UniSA Sport will provide sporting facilities, fields and rooms for trainings, games and meetings free of charge for affiliated clubs only on the following basis:

1. The required facilities are accessible and suitable to the sport’s needs on one of the four University’s metropolitan campuses.
2. If there are no suitable facilities for the sport’s needs on one of the four metropolitan campuses, then UniSA Sport will pay the reasonable costs of hiring a suitable venue from a commercial or community provider. Arrangements with external venues must be negotiated via UniSA Sport.

Affiliated Clubs using UniSA Sport facilities on a weekly basis will be required to complete a facility agreement form, the link will be provided.

For ad hoc bookings clubs need to complete a [UniSA Sport Facility Booking Form](https://www.unisasport.edu.au/clubresources) for UniSA Sport facilities or a [FM112 form](https://www.unisasport.edu.au/files/FM-112%20Student%20Club%20Function%20Application%20Form.pdf) for UniSA ovals or rooms. This must be in line with the [UniSA Sport Club Facility Access Guidelines](https://unisasport.edu.au/clubresources). Endorsed clubs should book directly through FM Assist.

UniSA Sport manage all gyms and the pool on campus. Clubs are encouraged to use these facilities with very competitive rates offered. Group rates are available on request via UniSA Sport.

## 4.5 Club Training Workshops/ Conference

UniSA Sport will deliver a series of training workshops on practical subjects aimed at developing club management skills of Club Officials. Clubs are expected to have a representative at all workshop sessions. UniSA Sport will deliver in partnership with the other SA based Universities an annual Club Conference.

Please check the UniSA Sport website for full details as these become available.

## 4.6 Club Coaches

Clubs may apply for Grants through UniSA Sport for coaching. The intent of the Grants is to enable participants at the Club to receive higher levels of coaching either through the engagement of an external coach or the development of coaches from within the Club (i.e. obtain Coaching Accreditation).

Clubs that pay a wage to a person for coaching, no matter how small the amount, must seek advice from the Australian Taxation Office (ATO) regarding registration of the coach as an employee. Coaches may be required to have an Australian Business Number (ABN), as a result of the payments.

Should the amounts be small and infrequent, completion of the ATO’s Statement by a Supplier form, available from the ATO website may be adequate. This form indicates that the activity is a “private recreational pursuit or hobby”. Please take this only as general advice and always confirm with the ATO before making any payments to coaches.

UniSA Sport advises Clubs to hold a [written agreement](https://unisasport.edu.au/clubresources) with each coach. The agreement will provide confirmation of the payments and benefits to be provided by the Club and the services provided in return by the coach (i.e. duties, time requirements, periods of engagement, etc.)

## 4.7 Grants

UniSA Sport offers a variety of Grants that UniSA Sporting Clubs may apply for, these include:

***Club Grants:***

* *UniSA Sport Club Operational Grants* (max $2000 per year) for coaching, uniform and equipment requirements. Two funding periods per year; April and October.
* *UniSA Sport Club Promotional Grants* (max $300 per year) for promotional/recruitment, marketing material, fundraising activities. Monthly applications close on the last Friday of each month.

\*Note – Affiliated clubs only, endorsed clubs should refer to the grant funding details within the club member benefits section for specific details on funding support access.

There are also grants for UniSA Elite Athletes to access, these include:

***Individual Grants:***

* *Elite Athlete Study Grant* (max $2000 per year) to UniSA Elite students athletes in financial hardship. Whilst low socio-economic status is the primary criteria, applications will also be considered on other equity indicators.
* *Elite Athlete Grant & Performer Travel Grant* (max $2,500 per year) provides financial assistance to support attendance at specific state, national and international events, including up to $1000 to attend UniSport Nationals.

Grant guidelines can be downloaded from the [UniSA Sport website](https://unisasport.edu.au/grants) and applications must be submitted online by the relevant closing date.

## 4.8 Awards

UniSA Sport hold an annual “UniSA Sport Awards” in December each year. Awards will be presented at a gala function to recognise outstanding contributions and performances both in and out of competition.

The list of awards, criteria for each award and past winners can be viewed on the [UniSA Sport website](https://www.unisasport.edu.au/awards).

Nominations will open in October each year, with the finalists and winners selected by a UniSA Sport judging panel.

## 4.9 Risk Management

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

A number of key areas UniSA Sport encourage clubs to consider in regards to risk management include:

* Hiring qualified coaches or seeking and supporting training for coaches;
* Ensuring all club coaches and committee members with access to individuals personal details have an up to date working With Children Check (WWCC) and comply with the [UniSA Sport Child Safe Environment Guidelines](https://unisasport.edu.au/clubresources);
* Maintaining and having access to first aid kits at club trainings, games and events;
* Ensuring club committee members/personnel complete Applied First Aid training and a qualified first aider is onsite at all times;
* Adhering to UniSA Sport policies, in particular weather, alcohol, infectious diseases, member code of conduct and behavior (all policies whether endorsed by or specific to UniSA Sport are available on the UniSA Sport website);
* Establishing a risk management plan and reviewing it annually.

## 4.10 Insurance

UniSA Sport Clubs will be covered for Association Liability (Public Liability) and Professional Indemnity insurance through the University’s insurance policies. Clubs will be issued with a Certificate of Currency upon request to confirm this, which can be distributed to facility providers and competition managers as required.

The University will also cover all registered and financial UniSA Sport members for limited Personal Injury. Insurance will only apply to eligible clubs and registered individual members undertaking authorised activities. Therefore anyone participating in club activities that does not have UniSA Sport membership, or is participating in an unauthorised or unsanctioned event, will not be covered by insurance for injuries or liabilities and the Club, Club Officials and/or individuals in the Club may be held liable for all expenses. Insurance does not cover social events, such as pub crawls.

In the event of a traumatic event or situation occurring that may have the potential or causes catastrophic outcomes the [UniSA Sport Club Critical Incident Procedure](https://unisasport.edu.au/clubresources) must be adhered to.

To report an incident and make a claim an [Incident Report Form](https://unisasport.edu.au/clubresources) must be completed within seven days of occurrence. This form can be found on the UniSA Sport website.

Each club will be requested to complete a Club Insurance Nomination Form annually as requested by UniSA Sport.

## 

## 4.11 Club Website & Social Media

UniSA Sport has a website, Facebook and Instagram to promote UniSA Sport and its Clubs.

Please ensure that all details on the UniSA Sport website are accurate and up to date. If your Club has a Facebook page or group we would appreciate if you could please ‘Like’ the UniSA Sport page and encourage all members to do the same. The Facebook page will be an important source of information for your Club and its members.

Clubs are able to update information on the website by creating an account via the UniSA Sport website. Simply click on “create an account” at the top right of the screen, enter a valid email address, create your account and sign up to your club. New club committee members should seek ‘organiser’ access via UniSA Sport. A link can be provided on this page to your other club website/s if applicable.

## 4.12 Promotion & Sponsorship

Clubs should consider the appointment of a Communication & Marketing/Sponsorship Officer on the Club committee in order to ensure that Club activities are made known as widely as possible and additional funding opportunities can be explored.

As sport is generally conducted after-hours and off-campus, it is vital to promote 'on campus'. On-campus publicity is an excellent source for the recruitment of new members. One way of doing this is to get involved with UniSA Sport and university wide on-campus events such as Campus Fair and Clubs Fest. Look out for communication from UniSA Sport about getting involved.

Another way to promote your club is through the following University outlets/mechanisms:

1. Campus Central – flyers on desk, noticeboards
2. Club Newsletters
3. UniSA Sport Facebook page
4. Campus Noticeboards (UniSA Sport gyms & USASA)
5. UniSA Sport e-news (published monthly)
6. Student Experience e-news (published fortnightly)
7. Regional e-news (published quarterly)
8. UniSA Sport & Club Website
9. Other Social Media e.g. Twitter, UniSA Sport Instagram
10. On campus promotional stalls/events

UniSA Sport clubs have access to a canva account, an online design tool which makes designing simple and convenient. To access canva, [www.canva.com](http://www.canva.com) enter:

Email Address: [unisasport@unisa.edu.au](mailto:unisasport@unisa.edu.au)

Password: Clubs 2021

## 

## 4.13 Recruitment

For a club to continue to be successful, it must recruit a regular supply of new members each year in order to provide longevity. UniSA Sport affiliated clubs are also required to maintain a majority of current students as members – therefore clubs will need to recruit new student members each year to meet this requirement.

Here are some ways to recruit new members, but the possibilities are only limited to your ideas:

* Have a presence at events held at the start of the year, such as Campus Fair;
* Stage regular promotional activities on campus that also fundraise, such as a stall;
* Create an on-campus competition in conjunction with UniSA Sport that engages non-members in your sport;
* Produce promotional posters and post on notice boards on campus;
* Create a regular schedule of Facebook posts that promote the Club and your activities – link to a Club Newsletter that is mailed to a distribution list;
* Offer free come n try sessions throughout the year for interested students to try before formally joining the club particularly after SP2 and SP5 orientation weeks.

## 4.14 Club Uniforms & Merchandise

UniSA Sport has developed a well-established brand including; colour palette, logos, team name and a fresh design for uniforms and merchandise, for both UniSA Sport and Clubs. UniSA Sport requires all endorsed and affiliated clubs to adopt the branding guidelines for use in promotional materials, publication and uniforms. Please refer to the [Branding and Uniform Guidelines booklet](https://unisasport.edu.au/clubresources).

Clubs must seek approval from UniSA Sport prior to production of uniforms, club merchandise and displaying promotional material.

## 4.15 Policies

All [policies](https://unisasport.edu.au) can be obtained from the UniSA Sport website.

# 5. Intervarsity Sport

University Sport Australia (USA) is the peak governing body for University sport in Australia. Their role is to govern and advocate university sport and stage the following events and teams:

* UniSport Nationals Div 1 and 2 (multi-sport event)
* UniSport Nationals (single sport event staged throughout the year ie T20 Cricket)
* Summer/Winter Universiade (multi-sport event staged every second year)
* World University Championships & University World Cups (held every two years between each Universiade)

For more information on any of these events, please check the [UniSA Sport website](https://unisasport.edu.au/repsport) or the [UniSport Australia](https://www.unisport.com.au/) website.

## 5.1 Team Manager

UniSA Sport is regularly seeking volunteers to act as Team Managers & Coaches for the sports that attend the UniSport Nationals.

Team Managers will be responsible to UniSA Sport, not the Club, to manage and organise team selection trials, team training sessions, team functions and fundraising. In consultation with UniSA Sport, Team Managers may generally coordinate these through a registered UniSA Sport Club.

## 5.2 How Clubs Can Get Involved in UniSport Nationals

UniSA Sport will appoint Team Managers for each sport in which UniSA intends to participate. UniSA Sport will consult with a registered club on the appointment of a Team Manager for the same sport.

UniSA Sport Clubs and Team Managers can hold fundraising events to assist in covering the costs associated with competitions. These events will need to be approved by the UniSA Sport prior to the event occurring.

Clubs may provide funds or resources to individuals or the team to further reduce costs.

## 

## 5.3 How Clubs Can Get Involved in SA Challenge

An event sanctioned by University Sport Australia, the SA Challenge is a multi-sport event featuring teams and participants from South Australia’s four universities; University of South Australia, Flinders University, University of Adelaide and Torren’s University. The event is focused mostly on encouraging participation rather than high performance.

Clubs will be contacted directly when registrations open, given the opportunity for early registrations

For event dates, registration and further information refer to the [UniSA Sport website](https://unisasport.edu.au/repsport).

## 5.4 VC Cup

The VC Cup is an annual competition, for both staff and students, held within the University, whereby Academic and Professional Units compete against one another in a number of events. Points are scored by successfully competing in each event and tallied at the end of the year. Prizes are provided to the winners of each event as well as the overall winning Unit.

The event focus is on encouraging participation and the promotion of health and well-being. UniSA Sport will consult with clubs to be involved in running/promoting the events.

For a schedule of event dates, refer to the [UniSA Sport website](https://unisasport.edu.au/vccup).

All events are free to participate in and teams are entered through your School team manager, listed on the UniSA Sport website.