



SSA CLUBS HANDBOOK 2025

This handbook contains all the essential information students need to successfully run a club. It includes key dates, funding, events, compliance, and more.

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1. Club Management

1.1. Introduction to Club Committees

1.1.1. What is a Club Committee?

A club committee is a group of students who help run and manage a club. The committee ensures the club operates smoothly and provides great experience for its members. The committee is responsible for organising activities, making decisions, managing club finances and communicating with members to create a welcoming space where students can connect over shared interests.

Beyond running the club, being part of a committee helps students develop leadership, teamwork, and problem-solving skills, making it a valuable and rewarding experience.

1.1.2. Roles and Responsibilities of Committee Members

1.1.2.1. President:

The President is the leader of the club and is responsible for overseeing all operations and managing the committee. They take charge of strategic planning, decision-making, and leadership. They steer the club toward success and upholds its mission and values.

1.1.2.2. Treasurer:

The Treasurer manages the club's finances, ensuring that funds are allocated efficiently and responsibly. They handle budgeting, record-keeping, and financial reporting to ensure compliance with the university's financial policies. They may also manage membership fees and funding applications.

1.1.2.3. Secretary:

The Secretary is responsible for coordinating meetings, preparing agendas, and managing the club's documentation. They maintain accurate records, including meeting minutes, member lists, and key documents. They also handle club communications, ensuring that members and stakeholders are kept informed.

1.1.2.4. Vice President (Optional):

The Vice President supports the President in leading the club and often steps in when the President is unavailable. They oversee day-to-day activities and ensure that the committee functions cohesively. They may lead special projects or assist in the planning and execution of initiatives.

1.1.2.5. Marketing Lead/Social Media Manager (Optional):

The Marketing Lead is responsible for creating and executing the club's marketing strategy. They promote the club's activities, events, and achievements across various platforms to increase visibility and engagement. They also focus on building the club's online presence through consistent content creation and interaction.

1.1.2.6. Events Lead/Activities Manager (Optional):

The Events Lead is responsible for planning, organising, and delivering club events. They manage logistics, oversee event budgets, and ensure that events align with the club's goals and member interests. They collaborate with other committee members to promote events and ensure that events are well-attended and successful.

1.1.2.7. Community Lead (Optional):

The Community Lead focuses on building and maintaining strong member relationships. They gather feedback through polls and discussions to shape the club's direction and ensure that activities meet member needs. They collaborate with other committee members to create an inclusive, engaging environment that encourages participation and strengthens community spirit.

1.1.3. Running an Effective Club Committee

1.1.3.1. Committee Meetings & Decision Making

A committee meeting is a structured opportunity for club committee members to discuss, plan, and make decisions about the club's operations, activities, and direction. These meetings ensure that all aspects of club management - including finances, events, membership, and governance - are handled collaboratively and transparently.

The key purposes of a committee meeting include:

1. Reviewing Club Progress – Reflecting on past activities, financial reports, and membership engagement.
2. Planning and Decision-Making – Strategising upcoming events, initiatives, and administrative matters.
3. Assigning Responsibilities – Delegating tasks to ensure smooth club operations.
4. Maintaining Accountability – Tracking action items, following up on previous decisions, and ensuring compliance with club policies.
5. Ensuring Transparency – Keeping official records (meeting minutes) to document discussions and decisions.

Committee meetings allow club leaders to align goals, address challenges, and ensure the club continues to serve its members effectively.

1.1.3.1.1 Scheduling the Meeting

1. Set a regular schedule (e.g., monthly) for consistency.
2. Choose a time and location that suits most committee members.
3. Provide at least one week's notice.
4. Share the agenda in advance to support productive discussion.

1.1.3.1.2. Preparing the Agenda

The agenda should outline key discussion points and decisions. A typical agenda includes:

1. Welcome and Attendance
 - a. Note who is present and who has sent apologies.
2. Confirmation of Previous Minutes
 - a. Review and approve minutes from the last meeting.
3. Reports from Committee Members
 - a. *President's Report*: club updates, strategy, vision.
 - b. *Treasurer's Report*: financial updates, expenditure, upcoming costs.
 - c. *Other Reports*: events, marketing, membership, etc.
4. Upcoming Events and Activities
 - a. Planning, responsibilities, and action items.
5. General Business
 - a. New ideas, issues, or opportunities.
6. Action Items and Next Steps
 - a. Summary of tasks and deadlines.
7. Next Meeting Date
 - a. Schedule before closing the meeting.

1.1.3.1.3 Running the Meeting

1. Start on time - Keep within a reasonable timeframe (e.g., 30-60 minutes).
2. Follow the agenda - Stay focused and on track.
3. Encourage participation – Let everyone contribute.
4. Record key discussions and decisions – Ensure minutes are accurate.
5. Clarify action points - Assign responsibilities and deadlines.

1.1.3.1.4 Keeping Meeting Minutes

1. Meeting minutes are mandatory for official committee meetings.

2. Minutes should include:
 - a. Date, time, and location of the meeting
 - b. Attendees and apologies
 - c. Key discussion points
 - d. Decisions made
 - e. Action items and assigned responsibilities
3. The Secretary (or a designated member) should take the minutes and distribute them to all committee members.
4. Keep a record of all minutes for club documentation.

1.1.3.1.5 Following Up After the Meeting

1. Send meeting minutes to all committee members.
2. Ensure assigned tasks are completed.
3. Follow up on outstanding action items at the next meeting.

1.1.3.1.6 Committee Decision-Making Guidelines

1. The committee cannot make decisions regarding:
 - a. Electing new committee members.
 - b. Changing membership prices.
 - c. Changing the club's name or logo.
2. These changes must be decided at a General Meeting with club members. See section 1.2.2 for more information on holding a General Meeting.

1.1.4 Club Administration and Advertising

1.1.4.1 Guidelines

All clubs will be allocated a webpage on the Swinburne Student Associations website under the clubs' section. Club committee members will be given administrative access to edit this page.

The club can create social media pages such as Instagram, Facebook, Discord, and WhatsApp for members to join. The pages **must be monitored by the club committee to make sure:**

Content is Respectful & Inclusive

- Posts should reflect the club's values and be welcoming to all students.
- Avoid language, images, or messages that could be offensive or exclusive.

Keep Content Relevant & Appropriate

- Posts should relate to club activities, events, achievements, or general university life.
- Avoid misleading or exaggerated claims that could misinform students.

Uphold Swinburne & SSA Policies

- Ensure all content aligns with Swinburne University policies and Swinburne Student Association (SSA) guidelines.
- This includes respecting academic integrity, privacy laws, and discrimination policies.

Promote a Safe & Supportive Community

- Encourage positive discussions and engagement.
- Moderate comments if necessary to prevent harmful or inappropriate discussions.

Use Copyrighted & Branded Content Responsibly

- Do not use Swinburne's logo or branding without approval.
- Ensure any images, videos, or music used are either original, properly credited, or have the necessary permissions.

Encourage Constructive & Respectful Discussion

- Monitor interactions and ensure respectful communication between members and followers.
- Remove or report any harmful comments if necessary.

The club must make sure that committee members and members using club channels are **not promoting content that is:**

Explicit, Aggressive, or Defamatory Content

- No swearing, hate speech, threats, personal attacks, or defamation against individuals, clubs, Swinburne staff, or students.

Harassment, Bullying, or Discrimination,

- No content that promotes or condones harassment, discrimination, or marginalization based on race, gender, sexual orientation, religion, disability, or other protected attributes.

Content Against Swinburne or SSA Policies

- No posts that contradict university values, policies, or Student Association regulations.
- No misrepresentation of the university, the club, or the student body.

Alcohol, Drugs, or Illegal Activities

- No posts promoting binge drinking, drug use, or any illegal activity.
- No references to underage drinking or excessive consumption of alcohol.

- Any event involving alcohol must comply with university and legal guidelines.

Misinformation & False Claims

- No spreading of rumours, false news, or misleading statements about the university, students, or external entities.
- Verify all information before posting.

Political or Controversial Topics (Unless Approved)

- Clubs must not engage in partisan politics, religious disputes, or highly divisive topics unless directly relevant to the club's mission and approved by the university or SSA.

Unauthorised Advertising & Fundraising

- Clubs cannot use their platforms for personal promotions, external business advertisements, or fundraising not affiliated with the club.
- Sponsorships and partnerships must be approved by Swinburne Student Life or SSA before promotion.

Violence, Self-Harm, or Dangerous Challenges

- No content that promotes or glorifies violence, self-harm, risky behaviour, or dangerous challenges.

Spam or Excessive Tagging

- Avoid spamming multiple posts in a short period or excessive tagging of accounts that may be seen as intrusive.

1.1.4.2. Posters

Clubs may print posters to promote their club and upcoming events around campus. All posters must follow the guidelines below:

1. The poster must include the club's logo or club name.
2. Any QR codes on the poster must link to either the SSA website or your club page.
3. Content must comply with all SSA and university policies.
4. Posters must be submitted to Clubs & Sport for approval before displaying them.
5. Once approved, posters can only be placed on designated noticeboards around campus.
6. Any unapproved or incorrectly placed posters may be removed by Clubs & Sports or Security without notice.

Posters advertising an event and our club can only be displayed on School Notice Boards with approval or Student Association Notice Boards with approval. All posters must display the registered club logo and/or name.

1.2 Registering your club

1.2.1. Club Registration

To remain registered, a club must always meet the following requirements:

1. Have at least 10 student members.
2. Have an executive committee consisting of a President, Secretary and Treasurer.
 - a. If a President, Secretary or Treasurer steps down from their position or are dismissed by SSA staff for breaching policy, the club will be given 14-days to call a Special General Meeting to replace the position.
3. Run a minimum of 2 events per semester.

Clubs that fail to meet any of the above requirements may be de-registered at any time.

1.2.2. General Meetings Guide

A general meeting is a meeting with all club members. The meetings serve the purpose of voting on major changes to the club that cannot be voted on by the committee.

Proposals that must go to a General Meeting:

1. Changing the club's constitution.
2. Electing new committee members.
3. Changing membership prices.
4. Changing the club's name or logo.

1.2.2.1 Calling a General Meeting

To call a general meeting. A club committee must take the following steps:

1. Set the date, time and location for the meeting
2. Send Official Notice of the General Meeting to members
 - a. The event must have approval from a Clubs Officer before sent to members
 - b. Members must be given a minimum of 10 days' notice of the meeting
 - c. The notice must include:
 - d. Meeting type (AGM, SGM)
 - e. Date, time, location
 - f. Agenda, proposal and elections
 - g. Requirements to meet quorum

3. Prepare the Agenda and any voting forms that will be required at the meeting. For more information on creating a voting form on Rubric see section 1.2.4.1

1.2.2.2 Running a General Meeting

1.2.2.2.1 Opening the meeting

1. The chair of the meeting (this is usually the President, Secretary or other designated committee member) opens the meeting and welcomes members.
2. Attending members are counted to make sure that quorum is met. Once quorum has been met, the meeting can continue.
3. The chair opens the meeting and provides an overview of the Agenda for the meeting.

1.2.2.2.2 Reports (if applicable)

This section is helpful to give an update to members on the progress of the club.

1.2.2.2.2.1 Presidents Report

President to provide an update on the direction of the club, progress of any major events or changes that the committee has been working on. Provide information on recent successes of the club.

1.2.2.2.2.2 Treasurers Report

Treasurer provides an update on the club's finances, including income that has been generated, and information on expenses.

1.2.2.2.3 Proposals

Provide a reminder to members of the proposals and elections that they will be voting on at the General Meeting.

1.2.2.2.4 Election/Voting

This is the time dedicated to voting on the proposal and/or elections for new committee members.

Nominees could be given time to speak during this section before voting commences.

1.2.2.2.5 General Business

Open the floor to members to ask questions of the committee and make proposals for future considerations.

1.2.2.2.6 Close the Meeting

Thank all members for attending and note the time the meeting concluded.

1.2.2.3 Passing a Proposal at a General Meeting

1. For a proposal to pass, the majority of members at the General Meeting must vote in favor of the proposal.

2. If a club is electing a new committee member and more than one candidate is nominated, the candidate with the most votes is elected.
3. If a club is electing a new committee member that runs unopposed, the following conditions must be met:
 - a. The club must provide an option for members to vote against or abstain from voting for the candidate.
 - b. The candidate must receive the majority of votes to be elected
 - c. If the candidate does not receive the majority of votes, the club committee may open the floor for attending members to nominate for the position.
 - d. If an attending member or members nominate, the club committee can create a new election form to be voted on at the General Meeting.
 - e. If no nominee can be found at the General Meeting, the position must remain vacant.

1.2.2.4 Who can vote in a General Meeting?

Only current student members can vote at a General Meeting; Associate Members cannot vote at a General Election.

1.2.2.5. Quorum

For a General Meeting to meet quorum and proposal results to be accepted the meeting must have a minimum of:

1. votes from 50% of current student members, or
2. votes from 20 student members, whichever is lower

1.2.3. Re-Registering your Club

Clubs must re-register each year in the month of October. To successfully re-register a club must:

1. Have completed at least the minimum amount of events throughout the calendar year.
2. Have not been given a Breach Notice making the club in-eligible to re-register for the following year.
3. Host an Annual General Meeting (AGM)
4. Hold a valid election at their AGM to vote in the following years committee

1.2.4. Election Guide

1.2.4.1. How to set up an Election on Rubric

1. Sign into Rubric
2. Click the *Elections* tab,
3. Click + *Create Elections* in the top right corner (red button)

1.2.4.1.1 Complete the Election Information

- a. Title – we recommend using the format Club Name, Year, General Meeting Type, Month e.g (Rubric Club, 2025 Annual General Meeting, October)
 - b. Select the day you want voting to begin and the last day of votes to count – it is recommended voting opens and closes during your meeting. Check with your Clubs Officer if you can leave voting open longer
 - c. Submit a release date for your Election – when will the results be announced
 - d. Select Anonymous votes and One Win Per Candidate
 - e. Click *Continue*
 - f. Voter Groups: Select Only Student Members from your club to vote. This ensures only Student members from your club can vote.
 - g. Click *Create Election*
4. Once submitted, on the next page you can manage your Election ballot

1.2.4.1.2. How to Create a Ballot

1. Click Create Ballot
 - a. Form title - insert a brief description for the election, it is best to include the date what everyone will be voting on and why they are voting (e.g October AGM to vote on our new committee and our new logo)
 - b. Ballot Body – in this section, create the committee positions or proposals members will be voting on as well as create the options for their voting. Add the Voting Fields to your ballot.
 - c. In the bottom left corner of each voting section. Make sure each ballot body section *Plurality Vote*. This will allow members to vote for only their favourite candidate or option.
2. Select Candidates from Voter Groups OR you can manually create a candidate for the ballot.
3. Ensure that the voting counting method is set to *First past the post*
4. Click *Save Ballot*
5. Once the ballot is complete, you must import voters into the election. You can do this by downloading your membership list CSV on Rubric.
6. After your voters have been imported, you must then send an announcement email to your voters to trigger the election. This is done via the Announcement TAB. You can customize the email template before sending.
7. On the day of the election, you send out the voting email to voters. This contains a unique URL that allows them to vote. This is once again done via the announcement TAB. It is essential that all voters are imported before sending this email as no one can be added after this point. Best practice is to schedule your election start time to after the general meeting start time, to allow time to import new voters before it begins.

8. Once the voting period ends, you can schedule/send a results email via the Announcements TAB. This will send all election results to voters.
9. Your election/general meeting is then complete!

Follow this guide to step-by-step screenshots - [How to set up an Election on Rubric](#)

1.2.5. Club Committee Compliance

Elected club committee members must complete the following compliance items:

1. Ensure all committee members have a valid Working with Children Check (WWCC)
 - a. A volunteer WWCC is free via the [Victoria Government website](#)
 - b. An employee WWCC is also accepted
2. Ensure all committee members have completed the required training modules assigned by Clubs & Sports. They are currently delivered via ELMO and include:
 - a. **Data Management, Security and Privacy** - Learn the importance of data management and security. As a committee, you will have access to your members' personal information. It is important to understand appropriate controls and actions when accessing this information.
 - b. **Improper Conduct Awareness** - Understand and identify situations that could be considered improper or fraudulent. As you will be handling financial and private information, it is your responsibility as a committee to learn how to prevent and know how to report improper conduct within the club.
 - c. **Conflict of Interest** - Identify conflicts of interest and understand your responsibility to serve your members' best interests. Some of the disclosure content discusses reporting conflicts to the executive board at Swinburne. If this arises, club committee members should report to their Club's Officer. Club's and Sports will create forms specifically for Club's to use in between the semester break.
 - d. **Child Safe Standards** - Learn about responsibilities as part of Child Safe Standards. Child Safe Code of Conduct, commitment to Child Safety. This is important to understand as a committee in a club that may have members under the age of 18. It is important to understand the actions and precautions your club should take in this instance.
 - e. **Working Together** - Cover equal opportunity, diversity, inclusivity and accessibility. Helps club committees understand their role in fostering an inclusive and safe environment.
3. Compliance items must be uploaded to Rubric before the club is eligible to use the platform and access funds each year.

4. Committee members that do not complete their compliance items by the first Sunday in December each year can be removed from their club committee by the Clubs and Sports team.

1.2.5.1 How to upload club committee compliance items on Rubric

Club members that are successfully voted into executive positions will need to upload their compliance items into a folder under the Club Files Tab. We ask that clubs have a sub folder for each Committee Member, with a photo of their WWCC and all ELMO certificates attached. Committee members that fail to upload their items into Rubric risk their club funding being frozen and/or committee members being removed from Rubric and the club committee in general.

1.3 Club related software

1.3.1 Rubric

1.3.1.1. How to create an account on Rubric

Students can log into Rubric using their student email. From there you can create a password and login into the platform. You will be asked some data capture information as part of this process such as your Student ID, Mobile Number etc.

1.3.1.2. How to edit your club page

- a. Click Link In Bio on the top search bar
- b. This page will show your Club Home Page. From here you can see
 1. Events
 2. Memberships
 3. Merchandise
 4. Committee Members
 5. News
 6. Deals
- c. On the far left there is a vertical panel, you can drop your Club logo into the circle that says, "Drop your image here".
- d. On this panel, you can also click the "Edit Profile" button to edit your club description add links to your discord, email and social media accounts.
- e. You can click "See live page" to show your club page on the SSA website.

1.3.1.3. How to check your club's membership list on Rubric

1. Open the *Memberships* tab
2. On the left-hand navigation panel, select *Membership Sales*
3. From here you can select if you would like to look at *Active*, *Expired* or *Pending* applications.

1.3.2 Weel

Weel is the club finance management software that can be used to make purchases for clubs.

1.3.2.1. *Weel Card Holder*

All registered clubs are eligible to apply for one committee member to become a card holder for Weel.

Weel allows a club committee member to make transactions on behalf of the club using a digital debit card. The following restrictions apply:

1. The card holder must sign a declaration of use provided by SSA staff before being issued with an available budget on their card.
2. Expenses must be approved by SSA staff before purchases are made.
3. Only items (or similar items) that have been approved can be purchased.
4. The cardholder must upload all associated receipts or invoices within 14 days of purchase.
5. Items that are requested to be purchased by a club committee member cannot come to a total of more than \$250.
6. A club cannot have additional funds added to their Weel card until all previous outstanding receipts have been uploaded and approved.

1.3.2.2 *Breach in Weel Use*

If the above guidelines are not adhered to be a club, a Breach Notice will be issued to the club, the following penalties can be applied:

1. First Breach: The breach notice will serve as an official warning to the club with no direct penalties for 12 months.
2. Second Breach: Club Committee Weel limit will be reduced to \$100 for a 12-month period.
3. Third Breach: Weel privileges will be removed from the club for a 12-month period.

1.3.2.2.1. *Not uploading a receipt in Weel*

In the instance that a club has not uploaded a receipt or tax invoice within 14 days. The following penalties can be applied:

1. The club is not eligible to receive further funding until receipts have been uploaded to Weel.
2. The club is fined \$10 from available funding every day for every receipt that has not been uploaded to Weel.
3. If available club funding has been exhausted, the club is ineligible for registration until the October registration period the following calendar year.

1.3.2.2.2. Using a personal card instead of Weel for club expenses

In the instance a club card holder uses their personal card by accident instead of their Weel Card, the following process will apply:

1. The card holder must inform their Club Officer immediately via clubs@swin.edu.au detailing:
 - a. The club's name.
 - b. The approved expense.
 - c. The date of transaction
 - d. The supplier.
 - e. The total cost of the transaction.
2. On the first incident, provided the club does not have any standing breach notices, a reimbursement will be made back to the card holder's personal card.
3. On the second or repeat incident(s), reimbursements will not be processed to the card holder.

Club members are encouraged when at checkout to double check their Apple or Google Wallet to ensure the correct card is being applied to avoid these penalties.

Only the club card holder can be reimbursed for club expenses.

1.3.2.2.3. Using the club Weel card for a personal expense

In the instance a club card holder uses their Weel card by accident instead of their personal card for a personal expense, the following process will apply:

1. The card holder must inform their Club Officer immediately via clubs@swin.edu.au detailing:
 - a. The club's name.
 - b. The approved expense.
 - c. The date of transaction
 - d. The supplier.
 - e. The total cost of the transaction.
2. On the first incident, provided the club does not have any standing breach notices, the card holder will reimburse the Swinburne Student Association for the expense.
3. On the second incident, the club will have their Weel card cancelled for 12 months. All club payments will need to be purchased by an SSA staff member.

Club members are encouraged when at checkout to double check their Apple or Google Wallet to ensure the correct card is being applied to avoid these penalties.

1.3.2.3. Changing Weel card holder

In an instance where the club wants to change Weel ownership, the following processes will apply:

1. Only one committee member can hold ownership of Weel at a time
2. This means that the previous owner will lose their access to Weel as the new owner takes over
3. Each club will only be allowed to change owners only once per calendar year
4. The new proposed Weel owner must make a booking and contact clubs@swin.edu.au to gain access and subsequently remove access from previous owner

1.3.3 Resource Booker

Resource Booker is Swinburne's resource booking software for equipment and spaces available on campus. Club committee members are given access to Resource Booker upon completion of compliance items.

1.3.3.1 How to log onto Resource Booker

1. Click on this link - [Resource Booker](#)
2. Use your Swinburne student log in details to access Resource Booker

1.3.3.2 How to book a room on Resource Booker

1. Select the *Make a Booking* Tab and select the type of room or space your club wishes to book for your event e.g. Classroom, lecture hall, Atrium, The Junction.
2. Select under each subheading which space you would like to book.
3. Once selected, a calendar of the spaces available times will open.
 - a. The calendar will show existing bookings for that space, and what times are available to book on the selected date.
4. Click the time you wish to book from and include the details in the required fields such as Event Name, description, start and end time, estimated number of attendees and a contact number.
 - a. If the time you would like to run your event is not available, please consider using another space if possible or change the time and date for your booking.
5. Once completed, this booking is sent to the Timetabling team and will be confirmed subject to SSA's approval of your event and security's approval of your ESR

1.3.3.3 How to book equipment on Resource Booker

1. Select the *Make a Booking* Tab, the select *Student Association – Equipment*
2. Select which equipment you would like to book.
3. Once selected, a calendar of the spaces available times will open.
 - a. The calendar will show existing bookings for that equipment, and what times are available to book on the selected date.
4. Click the time you wish to book from and include the details in the required fields such as Event Name, description, start and end time, estimated number of attendees and a contact number.

- a. If the time you would like to hire equipment is not available, please consider using alternative equipment if possible or change the time and date for your booking.
5. Once completed, this booking is sent to the SSA team and will be confirmed subject to SSA's approval of your event and security's approval of your ESR
6. There are some items that SSA Staff can book internally. So please ask your C&S Officer about an item that you wish to use that isn't listed, and they can advise you of availability.
7. You can collect this equipment from the GS Foyer on the day of your event from the Clubs & Sports Team. Please return to the foyer once the event has concluded and leave in a clean pile that does not obstruct any walkways through the reception area.

1.3.4 ELMO

ELMO is the club's software used for committee members to complete their compliance items.

1.3.4.1. How to create an ELMO Profile

These instructions are for self-registering an ELMO profile to access compliance training.

1. Go to <https://swinburne.elmotalent.com.au/register#!/index>
2. Fill in the first 5 form fields as indicated.
3. In the 6th field, where it says 'Employee Number' please re-enter your email address

1.3.4.2. How to log on to ELMO

1. Go to Elmo's website - [ELMO Application](#)
2. When the Logging In, the screen will want to sign on with Single Sign on, click 'Cancel' immediately
3. In the Username field, enter in your e-mail address that your ELMO profile is registered with.
4. In the Password field enter your temporary password issued by the ELMO administrator or your reset password.
5. Once you have logged on, choose and enter a secure password in the New Password field and update your account
6. Once your password has been changed, the system will direct you to the dashboard where you can get started on your training in the 'To Do List'

1.3.4.3. How to add courses on ELMO

1. Upon login, the Compliance training modules may appear in the 'To Do' list.

2. If the modules are not listed, or there are some modules missing, you can search for them under
3. the course catalogue and self-enrol in each module before returning to your dashboard to
4. Complete them.
5. Click the Learning Tab (left hand side)
6. Click on the Course Catalogue tab (left hand side)
7. Enter the name of the course you need to enrol in

1.4 Club Memberships

1.4.1. Student Memberships

A student member is any member that is a Swinburne student within the calendar year of their membership.

1.4.2. Associate Memberships

An associate member is any member that is not a Swinburne student within the calendar year of their membership. This includes Alumni, Swinburne Staff, and Club Contractors.

Clubs must charge a fee for Associate members to join. The fee must be a minimum of:

1. \$10.00
2. 150% of the student membership fee, whichever fee is higher.
3. The club can choose to set associate membership prices higher than the minimum.

1.4.3 Membership Prices

It is encouraged that all clubs have a membership fee. Membership fees can be used to provide services, equipment, and events for members. Clubs can choose to set their own membership prices.

Any changes to membership fees must be presented to members at the club's Annual General Meeting or Inaugural General Meeting.

1.4.4. Creating Memberships

1) Open the *Memberships* tab on Rubric

- Select on the left "Create/Edit Memberships"
- Then push the red button "Create Membership" in the top right, select "New Membership Type"

2) Fill out the required fields

1. Name of the Membership (will be either *Student* or *Associate*)
2. How long the membership will be valid for
 - set to December 31st at the conclusion of every year
3. A brief description of the membership
4. Make sure your sign-up form includes
 - Name, Student email, Mobile number, Student ID
5. Click Submit and it will be visible on your club page.
6. **Your club page should have a Student Membership and Associate Membership attached after your page has been set up.**

1.5. Club Lockers

Once a club has completed their Asset Register, they can apply for a locker on campus to store their equipment used for club events. These lockers are available in GS201, The Jungle Room in the Junction and the Sports Cage in the Multi Story car park. Space will be allocated by the Clubs and Sports Team based on the size and number of Assets held by the club.

- 1) The club must apply for a locker via the *Club Locker Hire Form* on Rubric.
- 2) The Clubs & Sports Team will oversee this application and determine the space required for your equipment.
- 3) Once approved, the club must purchase a Locker Deposit on Rubric, valued at \$30 and sign the Locker Hire Agreement form. Confirmation of this payment plus the Locker Hire Agreement should be emailed to clubs@swin.edu.au.
- 4) Once confirmed with C&S, a club member will attend GS Reception and visit their Clubs & Sports Officer to collect their key and to double check the key works for their allocated space (Noting for Sports Cages that the key is to be used and returned each visit)

1.5.1 Locker Policy

Clubs are not permitted to store the following in SSA Lockers:

1. Any food, drink, or any other perishable items.
2. Banknotes and coins.
3. Lithium-ion batteries, which are charged and/or not installed in a commercially available device, with which the batteries were obtained, and/or with a capacity exceeding 99 Watt-hours.
4. Combustible or explosive materials, liquids, or devices, including gas bottles and aerosol cans.
5. Firearms, knives or any other dangerous or controlled weapons, as defined under the Victorian Control of Weapons Act 1990, or the Firearms Act 1996.
6. Any other item or substance, which would be illegal for an average member of the public to possess under Victorian or Australian law.

7. Personal items belonging to a Club Member, not for use by the Club

1.5.2. Locker Check In's

- 1) Lockers are checked every 4 months to ensure:
 - a. Lockers are being used and still required by the club
 - b. Clubs are complying with Locker Policy, particularly no food storage
 - c. Asset registers are up to date as part of regular compliance checks.
- 2) Any Clubs found in breach of the above Locker Policy will be subject to a Breach notice.
- 3) SSA reserves the right to access and remove any items that breach the above policy.

1.5.3. Changing of Key Holder

If a club committee key holder is changing (i.e., committee member is not continuing for the next year):

- 1) Have the current key holder return the key to reception and notify Clubs once completed.
- 2) C&S will process the \$30 locker key deposit refund to that club member.
- 3) The new key holder needs to pay the \$30 Club Locker Hire Deposit on the portal and agrees to the Locker Hire Agreement.
- 4) Once the \$30 deposit is paid by the new key holder, a Locker Hire Agreement form and payment confirmation will need to be sent to clubs@swin.edu.au as per the above process.

2. Events

2.1 How to run an event

2.1.1. How to plan an event

Before submitting an event request, it's important to plan the details carefully. A well-thought-out event runs more smoothly and avoids last-minute issues. Taking the time to answer key questions upfront will help prevent delays, unexpected costs, or logistical headaches.

Here are some essential questions every club should answer before submitting an event request:

1. What is happening at the event? (e.g., activities, performances, speakers)
2. Who is involved? (attendees, special guests, volunteers)
3. How much will it cost? (budget, funding sources, ticketing)
4. Where and when is it happening? (venue, date, time)

Common Mistakes to Avoid:

1. Submitting an event request without confirming costs and budget.
2. Forgetting to consider setting up and pack-down times
3. Not allocating enough volunteers to help run the event
4. Overlooking safety requirements or risk assessments
5. Confirming services with a supplier prior to receiving approval.
6. Confirming services without informing the supplier of payment terms
7. Not allowing enough turnaround time for Clubs & Sports approval
8. Failing to consider security clearance timelines (3-5 business days) for an on-campus event

If you're unsure about any of these details, book a meeting with your Clubs Officer for guidance. Planning ahead makes all the difference!

2.1.2. Event approval checklist

	No Fund Event	Micro (Under \$200)	General (\$200-\$1000)	Major (\$1000-\$5000)
Event Description:	Event description that gives an understanding of what event is	Event description that gives and understanding of what the event is, when the event is and where the event is.	Event description that includes a description of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event.	Event description that gives clear detail of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event (what the costs cover).
Date:	The event start and end time(s) are listed	The event start and end time(s) are listed	The event start and end time(s) are listed	The event start and end time(s) are listed
Location:	The event location is listed in the location section	The event location is listed in the location section	The event location and a booking form has been uploaded to the location section	The event location and a booking form has been uploaded to the location section

Emergency Contact:	The event Emergency Contact (name and number) is provided.	The event Emergency Contact (name and number) is provided.	The event Emergency Contact (name and number) is provided	The event Emergency Contact (name and number) is provided
Health and Safety:	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and complete
Funding:	The event does not need any funding	The event includes a budget with the total funds requested, a minimum of screenshots for costs at the event, club has indicated the breakdown of Clubs and Sports money to Club revenue money.	The event includes the C&S event budget template, all tax invoices, quotes, or screenshots (if from online store) are included, club has indicated the breakdown of Clubs and Sports money to Club revenue money.	The event includes the C&S event budget template, all tax invoices, quotes, or screenshots (if from online store) are included, a payment schedule is included, and club has indicated the breakdown of Clubs and Sports money to Club revenue money
Licencing:	Event does not require a license	Event has license for event organised and included in event budget (if applicable)	Event has license for event organised and included in event budget (if applicable)	Event has license for event organised and included in event budget (if applicable)
Event Runsheet:	Event does not need to include an event run sheet	Event does not need to include an event run sheet	Event includes a basic event run sheet	Event includes a detailed event run sheet
Event Project Plan:	Event does not need a project plan	Event does not need a project plan	Event includes a basic project plan	Event includes a detailed project plan
Approval Time:	1 Week	2 Weeks	4 Weeks	8 Weeks

2.1.3. Submitting Event Approvals on Rubric

This is now a two-step process via Rubric:

- 1) Event and Grant Request Form – This form is used for applying for funding for your event. This includes applying for all 3 tiers of grants (Micro, General and Major Grants)
- 2) Event Approval Form - Once your Event and Grant Request Form has been approved, you must create your event in the Events tab to have it approved and pushed live on site.

2.1.3.1. Submitting an Event and Grant Request Form

1. Go to the *Forms* tab
2. Under Grant Forms
 - Go to *Event and Grant Request Form*

2.1.3.1.2 Introduction

1. *Event Name* – What are you going to call your event? Make it sound interesting to your members
2. *Description* – Ensure that your description has sufficient detail on what people will be doing at the event, where it is held, what time the event will be held, if it is exclusive to members, the Swinburne community or everyone, if there is a cost involved to attend, what the cost is and what the cost will cover.
3. *Event Date and Time*
4. *Event Run sheet* - A timeline and schedule of that outlines the order of activities and tasks that are done throughout the event timeframe
 - a. Run sheet is not required for funds under \$200
 - b. Basic Run sheet is required for funds from \$200-\$1000
 - c. Detailed Run sheet is required for funds over \$1000
5. *Third Party Collaborators*: Are you going to be working with an internal Swinburne club(s) / faculties and/or external group(s)? Let us know who they are, what they do, if they are providing any funding for the event, and what funding they will be providing (if applicable)
6. Is this a reoccurring event? If yes, please add all the dates when the event will be held.

2.1.3.1.2 Location

Select Location Type – will your event be on campus, off campus, or online

2.1.3.1.2.1 On-campus event

1. Venue Booking - Upload a screenshot of your room booking from Resource Booker.
 - a. Bookings must be made via Resource Booker,

- b. Please refer to handbook section 1.3.3. Resource Booker for more information on how to book rooms
2. Venue name – List what room you are booking on campus?
3. For large scale or high-risk events, please ensure an ESR is completed with Swinburne Security. Please see the How to Complete ESR section below.

2.1.3.1.2.2. Off-campus event

1. Does this event require an overnight stay? – let us know if you will be staying at the venue overnight.
 - a. If an event is proposed to have an overnight stay, all participants will be required to complete a medical form, liability waiver, financial waiver, and acknowledgement of SSA policy. Please see below Medical and Participant Disclosure Section.
2. Venue Name – what is the venue called?
3. Venue address – where is the venue?
4. Venue booking quotes (if applicable) – upload evidence of the venue hire costs, the total funds required for venue hire, venue contact name and venue contact number.
5. Travel Itinerary – let us know your travel itinerary for your event. If required, the club will be promoted to upload a copy of the travel itinerary for approval.
 - a. A Travel Itinerary is required for any event outside of metropolitan Melbourne.
 - b. A Travel Itinerary should include items such as meet up time and location, carpooling or transportations plans, expected arrival time at location, activities that are being completed by the group, members who are responsible and delegated to such duties
6. Is there any Travel Cost expected? – will the club or attendees need to consider travel costs for the event.
 - a. If Yes - Which party is expected to incur the travel cost? Club or Individual
 - b. If Club - Upload Travel Expenses Quotes, Invoice or evidence of expected cost
 - c. If Individual – describe breakdown of how attendees are expected to arrive at the location and details of costs they may incur such as public transport, uber charges, car rental or other modes of transport costs.

7. Is there Travel Insurance Required for this event? – club members may need travel insurance if the event is overseas.
 - a. If Yes – Which party is expected to incur the travel cost? Club or Individual
 - b. If Club – Upload a quote, invoice or evidence of expected expenses.
 - i. The Club must have money in their Club account to cover the cost of travel insurance. The Club cannot apply for grant funding for travel insurance.
 - c. If Individual – provide an overview of the type of insurance coverage the individual will need and the estimated costs for a Clubs Officer to review.

2.1.3.1.2.3. Online

- Online Platform - please list platforms you are planning to use, i.e. Zoom, Microsoft Teams, Discord etc.

2.1.3.2.3. Funding

1. Include what Funding Type you wish to use for your event
 - **No-Fund event:** Event that requires no funding
 - **Club Account:** Events that will be solely funded by club account holdings
 - **Micro grant:** Small, low-cost activities or events up to \$200
 - **General Grant:** Medium-sized events with expense requiring between \$200 - \$1000
 - **Major Grant:** Special Large-scale events that require over \$1000. Please see Major Grant Section for further details.
1. Description – Write a brief description of what the club would like to purchase in the funding application. Example: Decorations and food for the end of semester party.
2. Invoices/Quotes – write the item name, upload a file of the quote, invoice, screenshot, evidence of expected expense, and total amount you are seeking for the item.

2.1.3.2.4. Risk Assessment

1. Provide the details of the emergency contact – include full name and mobile
2. State whether there will be alcohol at the event
 - Please note no alcohol is allowed on campus for club events
 - Ensure events are always run at RSA complaint venues
 - Ensure there are sober officers and emergency drivers for day trips, pub crawls or overnight events.

- Ensure controls are in place for safe consumption
 - If private RSA is being used, please upload this as part of your application
3. Will there be food served?
- If Licensed Caterers, such as food trucks, please upload food handling certificates to application
 - If Self Service, please upload your own food handling certificate
 - Please note that food handling certificates only apply to serving food. Any events that involve preparation or cooking are not covered and therefore not allowed.
4. Please details of your first aider if applicable for high-risk events – include full name and mobile number
5. If your event contains licensing, ensure that this is sent to your clubs and sports officer as part of your application.
- There is a requirement to obtain screening rights from the movie holder. If your club event involves a movie screening, then there is a requirement to obtain screening rights from the movie holder. This license allows you to screen your movie in public and charge admission fees if applicable.
 - SSA has an account with Village Roadshow which you can request films on the club's behalf. Contact's name is Michael – michael_firmani@roadshow.com.au
 - Please note that once a movie license has been secured and paid, you must provide a physical copy of the movie such as a DVD and not use any streaming service to display the film. This is because streaming services have their own privacy policies on public screenings that do not allow them to be used for commercial or external screenings. Village Roadshow can rent the film as part of your license but must be arranged 14 days prior to your event.
 - If your event is going to be ticketed, make sure that this is included in your licensing application as charges for the film can differ depending on this. For any questions or concerns with this process, please reach out to the Clubs & Sports team for assistance.
6. Upload a risk assessment
- The risk assessment template helps clubs plan for all potential risks involved with an event. The spreadsheet is split into sections by sheet.

Each sheet includes the potential risks associated, risk ratings with no controls, consequences of the risks, the likelihood of the risks, controls to put in place to

reduce the likelihood of the risks and the rating for the likelihood of risks affecting the event. A committee member must sign each sheet relevant to that event. It is mandatory for all events to sign the first four sheets:

1. Trips and Falls
2. Psychosocial
3. Fire
4. Electrical

These sections may not be enough for your event; please consider the activities members will be involved with and the risks that may be involved. Clubs and Sports has pre-made sections for:

5. Weather
6. Water
7. Transport
8. Sport
9. Performing Arts
10. Outdoor BBQ
11. Food
12. Decorations
13. Camping
14. Alcohol
15. Manual Handling

If a component of your event is not covered in the template, the club will need to write an additional sheet to cover those risks.

7. Are there any external contractors coming on campus?
 - If yes, please send them the induction link as part of your application
 - Please confirm with Security that your contractor has completed this before arriving on site.
8. Please note if this is a sporting event
 - If so, include any coaches information, such as qualifications and WWCC's
 - Provide a brief description of the sporting event or activities being undertaken.

2.1.3.2.5 Event Club Bank Account or Event SSA Bank Account Request

- Do you want to draw down from the club bank account balance or SSA bank account Balance - let us know which you wish to draw from for your event.

- Both Forms must be submitted, even if you are not drawing from one of the accounts.
- Once submitted, the event and grant request form will be submitted to the Clubs and Sports Team for review.

2.1.3.2. How to submit an Event Approval Form

Once your Event and Grant Funds Request has been approved, you can now create your event on Rubric.

1. Go to Events tab
2. Create New Event
 - Choose either Create Event or Create Collaborative Event (if with multiple clubs)

2.1.3.2.1 Event Information

- 1) Include your Event Name and start/end dates and times. Ensure this matches your funds request
- 2) Promo banner – this photo will promote your event on the SSA website. Attach a catchy image to get eyeballs on your event
- 3) Include an event address via Google Maps. If Online, please click the relevant button to erase the map.
- 4) Include an event description. Include as per the funds request what is occurring, costs to students, start and end times/dates, location etc.

2.1.3.2.2 Ticketing

1. Assign a start date for selling tickets and a final date you wish to take sales.
2. If there is a total number of tickets to be sold, ensure this is put in the relevant section
3. If there is a max tickets per order, ensure you set this in the relevant section
4. Ensure you click "Absorb Selling Fees"; SSA will cover these costs.
5. Assign your ticket by clicking Add Ticket
 - If a free event, set the cost to \$0
 - If there is a cost, put this in the relevant field
 - Label the ticket that you wish to sell.
 - If differing tickets tiers e.g. club members vs associate vs public sales, you can add as many ticket types as possible to the event.
 - There is an option on your ticket to click "Allow club members only to purchase this ticket."

2.1.3.2.3 SSA Questions

- 1. Pick your approved Event and Grant Funds Request Form from the drop down. You will not be able to complete the form without this being approved.**
2. Provide the details of the emergency contact – include full name and mobile
3. Provide details of First Aider if applicable for high-risk events
4. Submit your approved ESR to the application (please refer to the below Event Support Request Forms for more information)

You can then choose to bundle merchandise to your event and overview the entire event before final submission.

2.1.3.1.2.1.1. Event Support Request Forms

An Event Support Request (ESR) lets the security team know that an event is happening on campus.

Not all events will require an ESR. You will require an ESR if your club's on-campus event meet any of the following conditions:

1. An external guest is attending (e.g. speaker, performer, vendor)
2. The event occurs at night/outside standard building hours (so security can support access and room status)
3. The event has more than 100 attendees (expected or registered)
4. Alcohol is intended to be served
5. Sporting or high risk related event.

The Clubs and Sports, Security and Health and Safety team reserve the right to request an ESR where the event's risk profile warrants it (e.g. unusual activities, equipment use, locations, or high-risk)

The link to your ESR is sent in your resource booker confirmation email once you've booked a space on campus for your event. Clubs with large participant numbers or an event deemed high risk must submit an ESR alongside their Event and Grant Request Form.

2.1.3.1.2.1.1.1 How to submit an Event Support Request

2.1.3.1.2.1.1.1.1 Guarantor Information

1. To complete an Event Security request, click this link - [Facilities & Services - Event Support Request](#)
2. Resource Booker Reference Number – check on Resource Booker to identify your reference number
3. Full Name, Email Address, Contact Number, Area – let them know who you are.

2.1.3.1.2.1.1.1.2. Booking Details

1. Booking/Event Name – Make sure the name matches your booking in Resource Booker
2. Start Date/End Date – What day(s) is your booking for
3. Booking Start Time/Booking End Time – What time is your booking on Resource Booker
4. Location or Location Type – Where is the event on campus?
5. Campus – Which campus (Hawthorn, Wantirna, Croydon) is the event being held on?
6. Is any part of the event held outdoors?
7. Booking summary – give a quick summary of what will happen at the event.
8. Number of attendees – how many people do you expect to attend?
9. Crowd control requirements - click if everyone you expect at the end will be at the event at the same time or will there be a varying number of attendees throughout the booking time.
10. If the event is over a number of days, please provide a breakdown of attendees for each day – provide a detailed breakdown of expected attendance for each day of your event. If you only have 1 day, you can leave this section blank.

Security requires a minimum 3-5 days for approval

Any questions or follow-ups regarding your status of your ESR, please contact security@swin.edu.au

Please refer to the handbook section on Event Support Requests for further information on how to submit an ESR.

2.1.3.1.2.1.1.1.3. Cleaning, Porterage and Parking Requests

1. Will you require cleaning? – consider the elements of your event, if you are expecting a lot of people, there is potential that carpets or floors will need to be cleaned then you will likely need cleaning. There is a cost to the club for cleaning.
2. Will you require porterage services? - Do you need anything moved to space or from the space you are using? There is a cost for porterage on campus.
3. Is visitor parking required? – are you bringing external parties on campus that may require visitor parking? There is a cost to book parking spaces.

2.1.3.1.2.1.1.1.4. Advertising/Marketing

1. Will you be advertising your event on campus? – let security know if you are planning on having any posters around campus. Posters must meet the guidelines in section 1.1.4.2. Posters

2.1.3.1.2.1.1.1.5. Alcohol Consumption & Serving

1. Will alcohol be served at this event? – security needs to know if there is alcohol at your event. Serving alcohol will require additional security at the club's cost.

2.1.3.1.2.1.1.1.6. Food Preparation & Storage

1. Will food or drink be served at this event? – security needs to know if food will be served to understand risks at the event. If you answer yes, there are additional questions you will need to answer.

2.1.3.1.2.1.1.1.7. Patron/Contractors/Visitors

1. Patron Demographics – Who will be attending the event? If you have non-Swinburne staff and students attending, please select other.
2. Please indicate if dignitaries are in attendance – Will the Chancellor, Vice Chancellor or dignitaries be attending, if they are, please indicate the time they will be attending.
 - a. A dignitary could be a member of local, state, or federal government or other prominent member of the community.
3. Please select if externals are in attendance – if you have non-Swinburne students or staff in attendance, you will need to provide details of who will be coming on campus

2.1.3.1.2.1.1.1.8. Security Requirements

1. Do you have any specific requirements for security? – carefully read through the guide provided by security on the type of events that may require additional security

2.1.3.1.2.1.1.1.9. Signature of Guarantor

1. Check the box to acknowledge that all the information you have provided is correct.

2.1.3.1.2.1.1.1.10 Submit Your Request

3. By selecting next, you will be completing your request.

2.1.3.1.2.1.2. Editing or changing an ESR after submission

If you need to edit or change an ESR after submission. Email securitysut@swin.edu.au with the following information:

- ESR Reference.
- Name of Event (on original ESR).
- Date and Time of the Event (on original ESR).
- Venue (on original ESR).
- Changes to Date and Time (if applicable).
- Changes to Venue (if applicable).
- Changes to Patron/Contractors/Visitors (if applicable).

2.1.3.1.2.1.3. Considerations for Security Requests

Swinburne University of Technology hosts hundreds of events each year, and a vast majority of them do not require security; however, Campus Security reserves the right to determine the exact number of security officers required for any event. Should a Club event require additional security, this will need to be funded by the student club.

Security is responsible for keeping the peace, protecting university property, and maintaining the safety and security of the participants along with the wider Swinburne Community.

Submit your request via the Event Support Request (ESR) at least one week prior to the event to allow sufficient time for review and processing. Requests received outside of this notice period will not be approved, and your event will not be able to proceed. For larger scale events we request a minimum notice of six weeks to ensure appropriate planning and discussions can be completed prior to the event occurring. Please note, you must have booked a space on campus via Resource Booker before completing the ESR. If you have any questions about the form or other issues concerning event security, please contact securitysut@swin.edu.au

All security officer requests are for a minimum of four hours call out for each officer.

If an event is cancelled, you must notify Security at least four hours prior to the event's start time. Failure to properly notify Security of a cancellation will result in a charge of four hours for each officer assigned to the event.

Clubs should not consider an event to be approved until both the Event Support Request (Security) and *Event Approval Form* (Student Association) have been approved. Security reserves the right to request an event organiser to end their event without notice where the two approvals have not been provided.

2.1.4. Health Safety and Wellbeing Induction Guide (Contractors, Visitors, Suppliers)

For high-risk events on campus, there will be an additional requirement to submit a risk assessment with Health, Safety & Wellbeing (HSW). This is to ensure the event will be safely run, and the university can assess any extra resources and/or controls that the club must put in place for the event. The link below will be sent to clubs after a successful event submission. Before submitting your risk assessment to HSW, please ensure that it is reviewed and signed by the Clubs & Sports Team. For any questions regarding the Risk Assessment or Safety Concerns, reach out directly to the HSW team via email healthsafetywellbeing@swin.edu.au

Risk Assessment Form: [Health-Safety-and-Wellbeing-General-Risk-Assessment-HSW-MSP-PR06-FM02-v1.1](#)

2.1.5. How to raise an FMI Work Order

Some events on campus will require extra maintenance assistance for pre and post event. This could include:

- Set up and return of furniture to suit room layouts
- Portage of heavy equipment in and out of campus spaces
- Cleaning of campus spaces post event

If your event requires this service, please as part of the event approval process reach out to your Clubs and Sports Officer, who can raise this on your behalf with the Swinburne Maintenance team.

2.1.6. Medical and Participant Waivers

For events that are high risk, clubs will have to get members to complete medical and release waivers before participating in the event. Examples of high-risk events include:

- Sports events.
- Overnight trips.
- Go Karting.
- Cooking classes
- Interstate or overseas trips
- Camping events

Forms that will need to be completed will be:

- [Participant Agreement and Medical Disclosure/Emergency Treatment Consent Form](#)
- Fill out this online form - <https://www.swinburnestudentassociation.com.au/part-dec>

For events deemed high risk, your clubs and sports officer will be in touch when approving your event to arrange these forms and set up shared documents to track form progress and medical waivers to trip leaders in case of emergencies. Please note that if club members do not complete these forms prior to the commencement of the event, they will not be able to attend or participate. Clubs found to have breached this policy will be subject to a breach of notice with significant sanctions. You can access the form on the share drive with the above link!

2.1.5. New Supplier Information Pack

2.1.5.1. Swinburne Supplier Registration

All Swinburne Student Association suppliers (including those of Swinburne Student

Association student clubs, associations or societies) must complete a Swinburne Supplier form at the time of first engagement. The Swinburne Supplier form must be accompanied by one valid form of supporting documentation verifying the supplier's banking information.

- ☐ Swinburne Supplier form (refer Appendix A), and
- ☐ A copy of a Bank Statement or bank letter verifying the supplier account details, or
- ☐ A supplier letterhead with confirmation of the supplier's banking details.

2.1.5.2. Tax Invoice Requirements

All goods and services, of any form or nature, supplied to Swinburne Student Association (or any of Swinburne Student Association's student clubs, associations or societies) must be accompanied by a valid Tax Invoice that satisfies both Australian tax requirements and SSA policies. All Tax Invoices must include, at a minimum, the following information;

- ☐ The words "Tax Invoice" are at the top.
- ☐ The supplier's identity and contact information;
 - Company name
 - Supplier Address
 - Supplier Telephone number
 - Supplier Email address
- ☐ The suppliers Australian Business Number (ABN).
 - **Note:** If the seller does not hold an ABN, withholding tax may be applied unless a Statement by a Supplier is provided (refer to Appendix B).
- ☐ The invoice date and a unique invoice number.
- ☐ The buyer's identity and contact information;
 - Swinburne Student Association
H76 Ground Floor, GS Building 34 Wakefield Street
Hawthorn VIC 3122
- ☐ A description of the goods and/or services provided, including the quantity (if applicable) and the unit price.
- ☐ The GST amount (if any) is payable.
 - **Note:** If the seller is not registered for GST, the words "Not registered for GST" must be stated on the document.
- ☐ The total amount payable inclusive of GST (if any).
- ☐ The supplier's payment information;
 - ☐ Bank Name Account Name
 - ☐ BSB
 - ☐ Account Number

Note: Tax Invoices which do not contain all the requested information will not be accepted.

2.1.5.3. Our Payment Terms

Our Finance Team is responsible for the control and release of all Swinburne Student

Association supplier payments (including those of Swinburne Student Association student clubs, associations or societies). All goods and services, of any form or nature, provided to Swinburne Student Association (or Swinburne Student Association student clubs, associations or societies) will be paid for in accordance with SSA's standard payment terms.

2.1.5.4. Contact Us

For more information, contact us via email or telephone;

Swinburne Student Association -- Clubs & Sport

Email: clubs@swin.edu.au

Phone: (03) 9214 5445

Appendix

Appendix A: Swinburne Supplier form (For all new suppliers)

Appendix B: Statement by a Supplier (For suppliers who do not hold an Australian Business Number)

2.1.5.5. Confirmation of Banking Details

NOTE - One of the following supportive documents is to required verify bank account details for any new/amended supplier creation request:				
a. a copy of a bank statement or bank letter verifying the supplier account details;				
b. a supplier letterhead with confirmation of banking details				
For office use Only			Application Type	
Reference			New	☐
Initiator			Amend:	☐
Contact Details				
Trading Name (as on invoice)				
Legal Business Name				
Address				
Registered for GST? (Yes/No)				
ABN				
Finance Contact Name				
Finance Phone number				
Finance Contact email				
Remittance email				

Banking Details (AUSTRALIAN VENDORS)	
Account Name	
Account Number	
Branch Number (BSB)	
Bank Name	

Banking Details (INTERNATIONAL VENDORS)	
Account Name	
Account Number/IBAN	
Bank Name	
Bank Address	
SWIFT Code	
Routing/ABA/Fedwire	

Declaration	
I, _____, confirm that the banking details provided above are correct and that all invoices and statements sent to ssa-operations@swin.edu.au.	
Title: _____	Date: _____
Signature: _____	

- Statement by a supplier

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place X in all applicable boxes.

➤ Payers can check ABN records of suppliers by visiting abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

[illegible]

Your address

[illegible]

Suburb/town

State/territory

Postcode

[illegible]

Reason/s for not quoting an ABN Place X in the appropriate box/es.

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.
- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a

written statement to the effect that the supply is either:

- ☐ made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- ☐ wholly of a private or domestic nature (from the supplier's perspective).

Section B: Declaration

For information about your privacy, visit our website at ato.gov.au/privacy

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

Signature of supplier (or authorised person)

Daytime phone number

Date

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to us.
Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this

Internal

NAT 3346-08.2015

2.1.6. No Club Event Days

Club are not permitted to hold club events during Orientation and Launch Week (Week 1) activation periods at the start of each semester from 11:30am-2:30pm

2.2. How to book and run a club BBQ on campus

Throughout the year, Clubs & Sports Team provide days where clubs can run BBQs on campus. BBQs are used as a fundraiser to earn more revenue to pay for coming expenses throughout the year. Expression of Interest forms will be sent out to the Clubs, requests for time slots from clubs will be fulfilled, and the club notified by the C&S Team of the confirmation.

Requirements:

Food handlers' certificate.

This can be completed via [Home - DoFoodSafely](#).

Enough hands to work the BBQ

The C&S Team in 2025 are offering to support these BBQs with BBQ Kits, made up with the essentials. This being knives, napkins, chopping boards, sauce, oil etc. The items that the club needs to purchase using approved payment methods are the perishable items, bread, sausages and/or onion and cheese.

The location of where to book the BBQ Kit is on Resource Booker, titled: OP George Corner.

The location of the BBQ itself is Resource Booker, it is titled: OP George Corner.

You must liase with your clubs and sports officer to arrange handover of the BBQ key with security. Please do this the day prior to your event.

2.3. Event Marketing and Promotion

Marketing of events can only occur once an event has been at a minimum conditionally approved in writing by the Clubs & Sports Team. If a club is found to marketing an event without prior approval, they will receive a breach notice and asked to take down or remove the marketing/promotional materials until approval has been confirmed.

Please see the above *Club Communications, Advertising & Social Media Guidelines* section of this handbook for more information on advertising and promotion of your club events.

3. Funding

3.1. Club Funding Model

3.1.1. Funding Categories

Clubs have access to two types of funding: Grant Funding and Club Account. Each has different rules on how it can be used; it is important to understand the distinction.

3.1.1.1. Club Account

After registration of a club, each club is assigned a Club Account. The Club Account is controlled by the SSA Finance team.

The Club Account is a reflection of funds the club has generated on its own by raising revenue through membership fees, sponsorships, ticket sales, merchandise, other club products, fundraising and incentives such as winning awards.

The Club Account balance is rolled over each year, provided the club successfully re-registers within the registration period.

The club committee can nominate to spend money from the club account at any time by selecting Club Account as the funding option when applying for funding for an event, equipment, or other club expenses.

3.1.1.1.1. What can I use my Club Account for?

Clubs can use this money however they choose, including expenses that don't fit within SSAF funding rules. There's no cap on how much a club can generate or spend, but a funds request must be submitted to the Clubs & Sport team before using the funds. The Club Account cannot be used for:

1. Personal expenses of club committee members or members, including personal travel and vehicle expenses.
2. Nicotine and tobacco products.
3. Illicit or illegal products such as fireworks.

3.1.1.2. Grant Funding

Grant funding is any funding provided to a club by the SSA. There are 3 types of grant funding categories that clubs can access, with limits to the total amount of money a club can access each year.

In 2025, the caps are:

1. Micro + General Grants (expenses under \$1000): \$2000
2. Major Grant (expenses and events over \$1000): \$5000

- a. Major Grants are assessed once every 4 weeks, with applications closing on a Sunday evening.
 - b. Combined Micro, General and Major Grants: \$6000
3. Equipment and Facilities Grant: No cap, money to be distributed based on the need of clubs for essential functioning.
 - a. Equipment and Facility Grant applications are assessed once per semester, before the conclusion of Week 1 of the semester.

3.1.1.2.1. What can I use grant funding for?

Grant Funding must be used for expenses in one of the following categories:

1. Providing food to students on campus.
2. Providing drinks (non-alcoholic) to students on campus.
3. Hiring sport facilities for club activities.
4. Hiring other facilities for club events.
5. Recreational activities at club events.
6. Purchase equipment for club activities.
7. Artistic activities.
8. Materials for artistic activities for club events.
9. Production of advertising material for club events.

3.1.1.2.2. Major Grant Assessment Rubric

This grant is dedicated exclusively to special projects, larger events, and promotions of events.

Requisites and Details:

- Amount: Between \$1,001 and \$5,000
- A club can apply for up to a total of \$5000 in Major Grants each calendar year.
- Criteria
 - Clubs need to run both grants (Micro-Grant and General-Grant), before applying for a Major Grant.
 - Clubs must indicate their Micro & General Grants in the application.
 - Club to provide: Comprehensive event/project plan, detailed budget, expected outcomes, and benefits to the club/university community.
- There are 9 rounds throughout the year to apply for this grant. Starting in Feb and finishing in October. (See table below with the deadlines)

- Grants will only be reviewed once a month.

Grant Round	Submission deadline 2025
#1	9 March
#2	6 April
#3	4 May
#4	1 June
#5	29 June
#6	27 July
#7	24 Aug
#8	21 Sep
#9	19 Oct

Club Name:	Month and Year:	Application Link:			
0		Major Grant Rubric			
1		2			3
Event Description		The Club's event description gives an understanding of what the event is, when the event is and where the event is.			Total
The Club's event description gives an understanding of what the event is.		The Club's event description gives an understanding of what the event is, when the event is and where the event is.			
The Club does not mention how the event aligns to the Club's purpose (as stated on the Club's Student Life Page).		The Club mentions how the event aligns with the Club's purpose (as stated on the Club's Student Life Page).			
The Club has not included all quotes required for the grant.		- The Club has included the Club's and Sports budget template with all costs of the events - The Club has included all necessary quotes. Quotes provided meet one of the following criteria: - All quotes meet Swinburne's guidelines - A payment schedule has been included.			
The Club has not included an event project plan or run sheet in their application.		The Club has included a project plan and/or event run sheet with basic information.			
The Club has not been able to link the benefits to their members by running the event.		- The Club has been able to demonstrate how the grant will benefit members including one of the following criteria: - The Club has been able to demonstrate how the grant will benefit some club members. - The Club has been able to demonstrate how the grant will benefit the majority of members, without providing evidence of this.			
		Total			

For a grant to be considered, a club must score 11 or above.

3.1.1.2.3. Equipment and Facilities Grant Assessment Rubric

This grant is dedicated exclusively to clubs that need to address their unique needs for equipment and facility hire.

- Amount: It will depend on each case, according to the club's needs.
- The club needs to provide justification for equipment/facility, expected usage, including quotes for all costs and detailed benefits to the Swinburne community.
- Clubs can apply twice a year (1 application per semester).
- Clubs will need to submit a Semester 1 budget for equipment/facilities no later than the second week of February each year.
- The Clubs and Sports team will respond to all proposals by the end of Week 2 in Semester 1 each year.

- Clubs will need to submit a Semester 2 budget no later than the second week of June.
- The Clubs and Sports team will respond to all proposals for semester 2 by the end of July.

	Club Name:	Semester and Year:	Application Link:			
Facilities and Equipment Grant Rubric						
	0	1	2	3	Total	
Justified why the club needs the facility/equipment:	- The Club has not been able to show any connection between the Club's understood purpose (as stated on Club's Student Life Page) and the use of proposed facility/equipment. - The Club has not been able to make a connection between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life page). - For Facilities Grant: - The Club has not mentioned why the activity could not be held on campus. - For Equipment Grant - The Club has not mentioned any reason members could not use personal equipment.	- The Club has been able to demonstrate a desire, among members, to use additional facilities/equipment to run club activities. - The Club has mentioned a connection between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life Page). - For Facilities Grant: - The Club has not been able to demonstrate the activity could not be modified to be held on campus. - For Equipment Grant: - The Club has outlined a preference and reason members cannot use personal equipment.	- The Club has been able to demonstrate the benefits of additional facility/equipment to run Club activities. - The Club has been able to demonstrate a link between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life page). - For Facilities Grant: - The Club has been able to demonstrate difficulties in modifying the activity to be held on campus. - For Equipment Grant: - The Club has been able to demonstrate members' preference to not own personal equipment and it is unreasonable for members to purchase personal equipment.	- The Club has demonstrated the facility/equipment is essential to the Club being able to run activities. - The Club has been able to show a clear link between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life page). - For Facilities Grant: - The Club has been able to demonstrate there is no way to modify the activity to be on campus. - For Equipment Grant: - Equipment is essential to a Club activity; members are unlikely to have personal equipment and it is unreasonable for members to purchase personal equipment.		
Expected use	The Club has not made mention of when or how often the facility/equipment would be used by members.	- For Facilities Grant: - The Club has briefly mentioned how and when the facility would be used. - For Equipment Grant: - The Club has briefly mentioned how and when the equipment would be used.	- For Facilities Grant: - The Club has clearly demonstrated how and when the facility will be used throughout the semester. - The Club has included dates and events the facility will be in use. - For Equipment Grant: - The Club has clearly been able to demonstrate how the equipment will have long-term use by the Club. - The Club has been able to show support and need from members for a new initiative that the Club will be running regularly.	- For Facilities Grant: - The Club has clearly demonstrated how and when the facility will be used throughout the semester. - The Club has included expected dates and events the facility will be in use. - The Club has been able to provide evidence of expected attendees for each date and event the facility will be in use. - For Equipment Grant: - The Club has clearly been able to demonstrate how the equipment will have long-term use by the Club. - The Club has been able to provide evidence of existing initiatives that will benefit from the purchase of equipment. - The Club has been able to demonstrate where equipment will be securely stored while not being used for Club activities.		
Quotes and payment schedule	The Club has not included all quotes required for the grant.	- The Club has included all necessary quotes. Quotes provided meet one of the following criteria: - All quotes meet Swinburne's guidelines - A payment schedule has been included.	- The Club has included all necessary quotes that meet Swinburne's guidelines. - The Club has included a payment schedule.	- The Club has included all necessary quotes that meet Swinburne's guidelines. - The Club has included a payment schedule (including multiple payment dates if applicable). - The Club has shown they have communicated, and the supplier has acknowledged Swinburne's payment terms.		
Benefits to Swinburne Community	The Club has not been able to link the benefit to their members in seeking the facility/equipment in the grant proposal.	- The Club has been able to demonstrate how the grant will benefit members including one of the following criteria: - The Club has been able to demonstrate how the grant will benefit some Club members. - The Club has been able to demonstrate how the grant will benefit the majority of members, without providing evidence of this.	- The Club has been able to demonstrate how the grant will be of benefit to the vast majority of Club members. - The Club has included evidence of support and need from Club members.	- The Club has been able to demonstrate how the grant will benefit the vast majority of their members and the Swinburne Community. - The Club has been able to detail how the grant will be used to create on-going unique opportunities and experiences. - The Club has included evidence of support and need from the Swinburne Community.		
Total						

For a grant to be considered, a club must score 9 or above.

Please note:

- Clubs and Sports may partially approve a grant or require members to take part in cost-sharing.
- All equipment purchased with an Equipment Grant will need to be included in an Asset Register.
- If equipment requires insurance, the Club is responsible for organising and paying for insurance for the equipment using Club revenue.
- Replacement equipment for equipment lost or equipment damaged outside of its intended use will not be considered for an Equipment Grant.
- All assets purchased must abide with Swinburne Student Life and Swinburne University of Technology policies.

3.2 Weel

Weel is Clubs payment management software. Each club, after registration each year, is eligible for one committee member to create an account and activate a digital debit card for the club.

Through Weel, clubs can make payments for their club up to \$250.

3.2.1. Accessing your Weel card

To access your Weel card, the club must nominate a committee member to be the Card Holder. The Card Holder must organize a time to come and see the Coordinator, Clubs and Sports. In your meeting with the coordinator, you will:

1. Download the Weel App.
2. Be sent an invitation to join the SSA's Weel account.
3. Set up your own personal account using your student email.

4. Be shown how to view the funds on your card, add the card to your phone's digital wallet and upload receipts and invoices after payment.
5. Sign a declaration of use on behalf of the club.

3.2.2. Checking your Weel card balance

There are two ways to check the balance of your Weel card, through a web browser or on the Weel App

3.2.2.1. *Checking your balance through a web browser*

1. Visit the Weel website - <https://app.letsweel.com/>
2. Log into your account.
3. Under the *Payments* tab at the top of the screen, click *Cards*.
4. A picture of a digital Weel card will appear; your primary card will have a \$ sign in the bottom left corner. This is the current amount on your Weel card
 - a. If you are a Card Holder for multiple clubs, you will see all Weel balances under your primary card, listed under *Budgets*; you will see the balance of all your Weel cards.

Please note: your Weel card is topped up once a funds request has been approved.

3.2.2.2. *Checking your balance through the Weel app*

1. Open the Weel app on your phone
2. Along the bottom tabs, make sure you have selected *Cards*.
3. A picture of a digital Weel card will appear; your primary card will have a \$ sign in the bottom left corner. This is the current amount on your Weel card
 - a. If you are a Card Holder for multiple clubs, scroll across the section in grey below the picture of your digital Weel card to navigate to all of your Weel cards.

Please note: your Weel card is topped up once a funds request has been approved.

3.2.3. Using your Weel card for club expenses.

Once your club has received approval for an expense under \$250, the Card Holder can purchase items, book services or make other approved transactions on behalf of the club. Purchases can be made in store online through Weel.

3.2.3.1 *Making payments in store*

1. Before making your purchase, in the Weel app, make sure you have selected use budget in Google Wallet/Apple Pay
2. Once this is completed, your card will appear in your digital wallet and can be used through tap and pay similar to your regular bank card

3. Make sure to request an itemised receipt for your purchase to upload in the app later on.
 - a. The Clubs team recommends taking a photo of your receipts as soon as you make the purchase, so you do not need to worry about misplacing your receipt; you can always find it on your phone.

3.2.3.2. Making online payments

You can make online payments with your Weel app by displaying your card details through Weel. There are two ways to view your card details.

3.2.3.2.1. Making online payments through a web browser log in

1. Visit the Weel website - <https://app.letsweel.com/>
2. Log into your account.
3. Under the *Payments* tab at the top of the screen, click *Cards*.
4. Under the picture of a Weel card, locate *Budgets*
5. Click *see card details*
6. You will be sent a 6-digit verification code to your phone or email. Once received, enter the verification code into the browser.
7. Your card details will appear on the right-hand side of your screen. Enter your card details at the checkout of the online store
 - a. Make sure that the billing address is 34 Wakefield Street, Hawthorn, 3122

3.2.3.2.2 Making online payments through the Weel app.

1. Open the Weel app on your phone
2. Along the bottom tabs, make sure you have selected *Cards*.
3. Click *see card details*
4. You will be sent a 6-digit verification code to your phone or email. Once received, enter the verification code into the browser.
5. Your card details will appear on the right-hand side of your screen. Enter your card details at the checkout of the online store
 - a. Make sure that the billing address is 34 Wakefield Street, Hawthorn, 3122

3.2.4. Uploading Receipts, Invoices and Proof of Payment to Weel

After making a purchase on your Weel card. The card holder is required to upload the receipt, invoice, or proof of purchase to Weel for approval. The receipts must be uploaded within 14 days of purchase.

3.2.4.1. How to upload receipts on Weel

3.2.4.1.1 Upload receipts using the Weel App

1. Open the Weel App
2. Along the bottom menu, select *Expenses*

3. Make sure the top section says *Incomplete*
4. Click into the purchase you wish to upload your receipt
5. Purchases are listed by supplier
6. Under Tax invoices, click the + sign
7. Select the photo or document you wish to submit
8. GST - Make sure the GST section matches the receipt or tax invoice you are uploading
9. Category – Select the most appropriate category
10. Funding Type – assign if the expense is from Clubs and Sports Funding (SSAF) or the Club Account
11. Description – provide details of the expense, use format CLUB NAME, EVENT, ITEMS and/or SUPPLIER
12. Example: C&S Training Day Subway

3.2.4.2. Required Receipt Formats

Clubs must obtain a valid tax invoice or tax receipt for all purchases.

Australian Taxation Office (ATO) guidelines state a valid tax invoice must include the following:

1. The words “Tax Invoice” clearly stated.
2. The seller’s name (business name or entity).
3. The seller’s Australian Business Number (ABN).
4. The date of issue of the tax invoice.
5. A brief description of the items purchased, including quantity (if applicable).
6. The price of each item.
7. The total amount paid.
8. The GST amount, either as:
9. A separately stated GST amount, or
10. A statement that the total price includes GST.
11. The buyer’s identity (club name and Swinburne Student Association).

A tax receipt must be provided for all in-store purchases.

1. The tax receipt must include:
2. An itemised list of the items purchased.
3. The store's ABN (Australian Business Number).
4. The GST (Goods and Services Tax) amount where applicable.

3.2.4.3. Receipts that cannot be accepted

The following types of receipts do not meet the ATO's requirements and will not be accepted for fund requests:

1. EFTPOS receipts that only show the total amount spent without itemized details.
2. Order confirmations from online stores (these are not considered tax invoices).
3. Screenshots of purchases that do not display all required tax invoice details.
4. For purchases from online stores, clubs must obtain a tax invoice or tax receipt issued by the seller that meets the ATO's criteria.

3.2.4.4. Invoice Guide

Swinburne Student Association

Tax Invoice Guidelines

All goods and services, of any form or nature, supplied to Swinburne Student Association (or any of Swinburne Student Association's student clubs, associations or societies) must be accompanied by a valid Tax Invoice that satisfies both Australian tax requirements and our internal finance policies.

What is a valid Tax Invoice?

1 Tax Invoice

2 Tony's Chocolates Pty Ltd

ABN 32 123 456 789 **3**

Sold To:

5 Swinburne Student Association
H76 Ground Floor, GS Building
34 Wakefield Street
Hawthorn VIC 3122

Qty	Description of Supply	Unit Price	GST	Total
50	Large Chocolate Bars	\$3.00	\$0.30	\$165.00
100	Chocolate Buttons	\$1.50	\$0.15	\$165.00
25	Hot Chocolate Sachets	\$4.00	\$0.40	\$110.00
1	Chocolate Cart Hire (2 Hrs)	\$1,000.00	\$100.00	\$1,100.00
SUBTOTAL				\$1,400.00
TOTAL GST				\$140.00
TOTAL AMOUNT PAYABLE				\$1,540.00

6

7

8 The total price includes GST

9 **EFT Payments**
Bank: Australian Savings Bank
Account Name: Tony's Chocolates
BSB: 123-123
Account No: 987654
Reference: INV123456

Thankyou for your business.

15 Burshag Road
Festler NSW 2755
(02) 1234 1234
sales@tonys.com.au

Date: 01/08/2023
Invoice No: 123456 **4**

A valid and compliant Tax Invoice must contain the following information;

1. The words "Tax Invoice" on the top.

2. The supplier's identity and contact information;

- Company name
- Address
- Telephone number
- Email address

3. The supplier's ABN.

Note: If the supplier does not hold an ABN, withholding tax may be applied unless a **Statement by Supplier** is provided.

4. The invoice date and a unique invoice number.

5. The buyer's identity and contact information;

Swinburne Student Association
H76 Ground Floor, GS Building
34 Wakefield Street
Hawthorn VIC 3122

6. A description of the goods and/or services provided, including the quantity (if applicable) and the unit price.

7. The GST amount (if any) payable.

Note: If the supplier is not registered for GST, the words "Not registered for GST" must be stated on the document.

8. The total amount payable inclusive of GST (if any).

9. The supplier's payment information;

- Bank Name
- Account Name
- BSB
- Account Number

A transition period is in place for invoices dated prior to 14 March 2025 that relate to the Swinburne Student Life (but are for Club events and purposes). These invoices will be accepted.

Invoices received after 14 March 2025 that are not addressed to Swinburne Student Association will not be accepted.

3.3. Submitting a non-event related grant form

3.3.1. When do I need to submit a non-event related grant form?

You need to submit a non-event funds request any time you want funding that is not specific to an event your club will be running. This could be to hire facilities for on-going use, purchasing equipment, paying for a subscription, or ordering merchandise.

3.3.2. How to submit a non-event related grant form?

1. Go to the *Forms* tab
2. Under Grouped Forms, click *Non-Event Fund Request Form*

3.2.2.1. *Non-Event Request Form*

3.2.2.1.1. Funding Details

1. Click *Create New Submission*
2. When are funds required by? – let us know the date you will need funds
3. What is the expected use? - explain what the purchase will be used for, how often it will be used and why it is important for the club to make the purchase.

3.2.2.1.2 Documents

1. Please upload any relevant quotes/invoices – make sure to upload any screenshots, quotes or invoices you have received, only requested items with evidence can be considered
2. Please provide a schedule of when all payments are due by – include a timeline for each vendor to make sure we don't miss any payments.

3.2.2.2. *Non-Event Club Bank Account*

1. Do you want to draw down from the club bank account balance? – let us know if you are using your club account for the expense.
 - a. If you are not using your club account for the expense, select *No*, then submit the form.
2. Please select the funding application you are claiming from – from the drop down, select your club account, you will see your current club account balance
3. How much are you looking to claim – let us know how much of your account you would like to spend.
 - a. Rubric will not allow you to select an amount greater than your current club balance

3.2.2.3. *Non-Event SSA Club Funding*

1. Do you want to draw down from the club funding balance? – let us know if you are using your club account for the expense.

- a. If you are not using your club account for the expense, select *No*, then submit the form.
2. Please select the funding application you are claiming from – from the drop down, select your club funding balance, you will see your current club funding balance
3. How much are you looking to claim – let us know how much of your account you would like to spend.
 - a. Rubric will not allow you to select an amount greater than your current remaining club funding balance.

3.5. Sponsorships

Any Club may seek and acquire sponsorships to assist them in providing club funding, services, events or activities.

All Sponsorships must be entered into in good faith, for the purpose of providing a better experience for Club Members, and clubs must ensure that sponsors are not

1. Entities that promote or support agendas, values, products or services that conflict with the policies or values of Swinburne or SSA will not be permitted to Sponsor a Club.
2. Entities that promote or provide products or services that could otherwise be provided by Swinburne or any of its partners will not be permitted to Sponsor a Club. For example, organizations' promoting or providing career counselling, tertiary education, housing, or general medical services.
3. Entities that promote or provide tobacco, gambling or migration services will not be permitted to Sponsor a Club.

Only Club Committee Members and SSA Staff may enter correspondence with current or prospective Sponsors, on behalf of a Club. All Sponsorships must be approved by SSA before Benefits and Returns can be exchanged, and these benefits must not conflict with the policies or values of the SSA or Swinburne University of Technology. All monetary Benefits must be provided in Australian Dollars directly to a Club Account. This must be done through SSA, via cheque or bank transfer, and not directly to Clubs or Club Members.

Benefits must not take the form of cash, gift cards, pre-paid debit cards, or any other similar prepaid voucher that can be exchanged for goods or services. Any reusable item, which is not food or drink, obtained as a Benefit from a Sponsor must be recorded in the Club's Asset Register at the time of receipt. Breaches of this Policy by Clubs,

Club Committees or Club Members may result in action as per SSA Club Discipline & Dispute Resolution Policy.

3.5.1. How to submit sponsorships for approval

1. Go to the *Forms* tab
2. Under Other Forms, select *view all*
3. Select *Sponsorship Form*
4. Club Name – which club are you from?
5. Sponsor details
 - a. Business name – what is the name of the business you are looking to be sponsored by?
 - i. Please note: you need to list the legal entity name, not the trading name of the company. You can find this by looking up the ABN and checking the entity name.
 - b. Address – where is the business located
 - c. Contact Person – who is your contact at the business, this person will be asked to sign the sponsorship agreement with the club
 - d. Contact Email – this should be the email of the contact person
 - e. Sponsor ABN – what is their ABN?
 - f. Contact number – how do we call the contact person if required?
6. Brief description of the sponsor – what are the main services of the organization?
7. Sponsorship type – will the sponsor be providing money, products, services, discounts or advertising for the club?
8. Proposed benefits to the Club – what will you be receiving from the sponsor?
9. Proposed benefits to the Sponsor – what will you be providing to the sponsor?
10. Estimated value of the sponsorship (AUD) – if a monetary sponsorship, list the amount, if in kind or promotional, estimate the total.
11. Duration of the agreement with the sponsor – how long will the agreement be for.
 - a. Note: monetary sponsorships can be no longer than the calendar year they are signed.
12. SSA Compliance check – tick the boxes to let us know you understand all conditions for completing the form.
13. I confirm that the information provided in this sponsorship application is accurate and that the proposed sponsorship complies with SSA's Sponsorship Policy. – confirm that you understand the sponsorship policy and have provided correct information.

3.6. Merchandise

3.6.1. How to submit merchandise designs for approval

Selling club products or merchandise is a great way to raise funds while also promoting your club. To get started, follow these steps:

1. Get a quote – Source pricing from a reputable supplier. The Clubs & Sport (C&S) Team can recommend preferred suppliers.
2. Submit a *Non-Event Funds Request* under “Forms” Tab in Rubric – Include the quote from the supplier, the merchandise design and proof (this could be a poll on social media sent out to members) that club members are interested in purchasing the item.
3. Your C&S Officer must approve the request via Rubric before moving forward publishing this on site.

3.6.2. Merchandise design guidelines

All merchandise items must be approved by the Clubs and Sports team before being put on site.

Please note the below guidelines:

1. For any use of the SSA logo, this must be ticked off by the SSA Marketing Team.
2. For any use of the Swinburne logo, this must go through central marketing for approval.
3. For any use of the Razorback, this will cease in October. It is preferred that this is not used on any current merchandise.
4. Any merchandise items cannot be in violation of any Swinburne Student Association, Swinburne University of Technology policies.

SSA Staff will get a notification when new merchandise is created. Please note any un—approved merchandise will place the club at risk of a Breach notice and further sanctions.

3.6.3. How to set up merchandise for sale

1. Head to “Merchandise” Tab in Rubric, click on “Store Listings” and “Create New Listing”
2. Fill out the item information, including at least 1 photo, the item price, description, and delivery method.
 - a. Make sure Selling Fee’s is set to *Absorb selling Fees* as SSA will cover costs on behalf of clubs.
3. Add your Item Variations based on Type, Colour, Size

4. Once you've got all your items, select the Inventory for each variation
5. Required Information for Customers at checkout is below. But you can add any other custom questions by clicking the *Add questions* tab.
 - a. Name
 - b. Email
 - c. Shipping Address IF *Ship to Customer* is selected
6. Once completed, you can review and then click *Publish Listing*

Follow this guide for step-by-step screenshots - [How to create a Merchandise Listing](#)

3.7 Club Asset Register

1. All Assets must be recorded in the *Club's Asset Register Form* via Rubric. Where an Asset is a set, the number of components of the set must be recorded in the Club's Asset Register.
2. The Club Assets Register must be kept up to date in accordance with Swinburne Student Association Policy.
3. Club Assets remain property of the SSA, and it is the responsibility of club members to ensure the assets are not damaged or lost.

3.7.1. What do I need to declare as an asset?

1. Items usable more than once, which are not food or drink, and which are purchased with funds from the Club Account or with Club Grants, are Club Assets

3.7.2. How to complete a Club Asset Register Form

1. Select the Forms Module at the top of your welcome page
2. Under Other Forms, select Club Asset Register Form
3. Complete details on club name, your name, the date of submission
4. In asset details complete the following information
 - a. Asset name - what is the item called?
 - b. Asset Image - upload an image of the item
 - c. Monetary Value - how much did the club purchase the item for?
 - d. Where is it stored - let us know where it is!
5. Whenever a club has gained an asset, they must edit this form submission with the new item/s.

4. Incidents, Disputes and Compliance

4.1. Incident Reporting Guide

All incidents or breaches of SSA Policy or Code of Conduct can be reported in any of the below circumstances:

- SSA staff against a club or individual club member
- An individual against another student/club member within or outside their club
- A club against another club
- A club launching an appeal against an SSA breach notice

4.2. Breach Notices

4.2.1. What is a Breach Notice?

A Breach notice is a formal letter notifying the Club Committee that a breach of the SSA Clubs Policy has occurred. A policy breach occurs when a club, committee member or general member fails to follow a correct process as outlined in this SSA Clubs handbook document.

The breach notice will outline what the incident, action or behaviour was, what SSA Clubs Policy point was breached, which SSA Clubs Handbook process was not followed, and any actions that the Clubs & Sport team require from the club or individual.

In some cases, no further action will be required. In other cases, remedies may be required to resolve a Policy Breach.

In the case of serious and/or repeat Policy Breaches, or non-compliance with a previous Breach Notice, Sanctions may be levied on the Club as disciplinary action to deter further Policy Breaches.

Actions that a Club or Club Committee will be directed to complete to resolve a Policy Breach may include:

1. Resubmission of corrected paperwork
2. Submission of a written explanation of conduct
3. Return of misappropriated money to Club Account
4. Mandatory attendance of Club Committee at an appointment with a Swinburne Student Association Staff Member
5. Suspension or Removal of one or more specific Club Members

6. Call a Special General Meeting, within a specified time, to re-elect one or more Club Committee positions. A SSA staff member may be required to be present and act as the Returning Officer.
7. Other Remedies as deemed appropriate by the SSA.

4.2.2. Duration of a Breach Notice

A Breach Notice is recorded against a club or individual for a minimum of 12 months after the sanction date.

At the discretion of the SSA, Breach Notices may be in place until the end of the following calendar year.

4.3. Sanctions

4.3.1. What is a sanction?

A sanction is a disciplinary action taken against a Club or Club Member(s) in the case of severe or repeat Policy Breaches.

4.3.2. Types of sanctions

Clubs and Sports team members may place sanctions such as but not limited to:

1. Temporary suspension of Grant approvals
2. Temporary suspension of access to the Club Account
3. Temporary suspension of Events
4. Making one or more Club Members Prohibited Persons
5. Dissolving the Club, including permanent loss of access to the Club Account and mandatory return of Assets
6. Referring one or more Club Members to the Swinburne Complaints, Reviews and Misconduct (CRAM) process or Safer Community.
7. Other Sanctions as deemed appropriate by SSA

4.4. Appeals

Clubs or individuals may appeal a Breach Notice, by submitting a *Complaints and Appeals Form* via Rubric.

An appeal form must include the reason why the submitted believes an appeal is necessary, and a proposed alternative solution.

An appeal must be submitted within 7 days of a Breach Notice being issued, and a submitted can expect to receive a response within 14 days of submission of an appeal.

4.6 Complaints and Appeals Form Guide

Use this form to lodge either:

1. A complaint of unacceptable behaviour, conduct, sexual harassment or misconduct occurring within your club, another SSA-affiliated club, or by a club executive.
2. An appeal for a decision made by the SSA.

If someone is in immediate physical danger, contact **000**

If on a Swinburne campus, also contact Swinburne Security on **9214 3333**.

You can also report incidents via Safer Community email:

safercommunity@swinburne.edu.au

Please note that SSA may take up to 5 business days to review and respond to this application.

4.6.1. How to submit the form

a) Open *Complaints & Appeals Form* on Rubric

b) State whether you are lodging a complaint or an appeal

c) If a complaint

- State if the complaint is on your behalf or someone else
- Provide the relation to the person affected by the complaint
- Explain what happened and who was or is involved
- Explain whether you tried to resolve the matter through informal local resolution
- Provide any evidence of the matters above to support your complaint
- If the complaint refers to any of the below, please submit through the Incident reporting portal - [Incident Report Form | SSA - Swinburne Student Association](#)
 - Bullying or Harassment
 - Discrimination
 - Sexual harassment or misconduct
 - Unsafe OHS behaviour
 - Injury
 - Breach of SSA policies or code of conduct

d) If an appeal

- What decision are you appealing

Internal

- Is it on your behalf or someone else's?
- Reason for the appeal, present with any further evidence and your proposed outcome
- Upload a copy of the original breach notice you are appealing