

TASMANIAN

UNIVERSITY

STUDENT

ASSOCIATION

**CLUBS & SOCIETIES
POLICIES**

June 2022

Policy of the Tasmanian University Student Association Clubs and Societies

DEFINITIONS

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

PART 1: GENERAL POLICY

1. Provisions

All prior Council policies relating to General Policy are hereby repealed and the policy detailed herein shall be the current policy

2. Requirements for a Club or Society

(1) Club/Society Annual General Meeting (AGM) should be held before 31st December where possible, otherwise no later than 31st March of following year.

(2) Following the AGM, the club/society must provide the details of the new executive committee to the Clubs and Societies Office as soon as possible.

(3) Should the club/society choose to make changes to the constitution at the AGM they must provide an updated version of the constitution to the Clubs and Societies Office for approval.

(4) When a club/society is ratified by the TUSA State Council in the first instance, they must re-affiliate each year by the 31st March by submitting the Club/Society Affiliation/Re-affiliation Committee Information Form via QPay which includes submitting a copy of the AGM minutes and Membership List.

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

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

(1) The club/society is subject to all TUSA regulations relating to clubs and societies, and anything in its constitution, any by-law of the club/society or its office-bearers which is inconsistent with the said regulation, or any amendment to a special rule thereunder, shall be void and of no effect insofar as it is inconsistent.

(2) The Standing Orders of the TUSA relating to meeting procedure are to be adopted by the club/society. At the AGM, [Roberts Rules of Order](#) must be observed and minutes taken.

4. Eligibility for Membership

(1) Full Membership: Any currently enrolled University of Tasmania student is eligible to be a full member of any club/society on payment of the required membership fee. No such member of the TUSA may be discriminated against on any grounds regarding membership of any club/society.

(2) Associate Membership: Any person, who is not a currently enrolled student of the University of Tasmania, is eligible to be an associate member of any club/society on payment of the required membership fee. No such person may be discriminated against on any grounds regarding membership of any club/society. Junior members of clubs/societies are not eligible to be part of the club/society's executive committee.

5. Expulsion from a Club/Society

(1) A club/society shall have the power to expel any member from the club/society for misconduct of a nature opposed to the objects of the club/society, and/or the interests and reputation of the club/society and/or its members.

(a) Such expulsion shall be made by way of a motion at an extra-ordinary meeting of that club/society.

(b) Debate regarding the expulsion shall be held in camera.

(2) Where a club/society has expelled any one of its members according to section 5(1), section 4 shall be void with regard to that member or members, and such expulsion shall be permanent unless revoked by way of a motion at an Annual General Meeting or extra-ordinary general meeting of that club/society.

6. Composition of a Club/Society's Executive

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

7. Requirements for Club/Society Meetings

(1) Annual General Meetings: A club/society shall have an Annual General Meeting for which the executive of the club/society shall set a date, time, and venue. The AGM will be held yearly between October and March 31st of the following year, where possible. Notice of a meeting must be given to members of the club/society at least seven (7) days prior to the meeting. The purpose of the Annual General Meeting shall be, among other things:

(a) To elect a new executive; and

(b) To issue the club/society's financial records for the past twelve (12) months; and

(c) To hear reports from each executive member.

(2) Extra-Ordinary General Meetings: An extra-ordinary general meeting shall be deemed necessary on the request of no less than five (5) members of the club/society. This request shall be submitted to the secretary of the club/society in writing, outlining the reasons for the request. The secretary of the club/society must call the meeting within fourteen (14) days of receiving the request. Notice of a meeting must be given to members of the club/society at least seven (7) days prior to the meeting. At the meeting, the only matter to be discussed shall be that/those topics to which the request refers.

(3) Voting: Only Full members, and Associate members who are members of the club/society shall be entitled to vote. Such members present shall be entitled to one vote each upon every voting matter.

(4) Quorum for Meetings: The quorum at all general meetings shall be at least one half of all present members.

8. Liability of Non-Executive Members

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

9. Liability of Executive Members

(1) The elected executive of a club/society is personally liable for any debt or obligation which:

(a) Is incurred by that executive due to the negligence or recklessness of the executive members;

(b) Is incurred by *any other person* who has been able to appear to a third party as if they were acting on behalf of the club/society due to the negligence or recklessness of the executive members.

(2) Any debt or obligation incurred by a member or members of the executive while validly acting in their role as such (under the rules of the club/society) may be made from the funds and resources of the club/society as received by grants or otherwise raised in that financial year of the club/society.

(3) Executive members of a club/society cannot be held liable for debts or obligations incurred on behalf of the club/society prior to their period of office *unless* they knowingly accept those debts or obligations.

(4) Any member of a club/society who purports to incur a debt or obligation on behalf of the club/society while acting without due authorisation will be personally liable for such a debt or obligation.

(5) The Clubs and Societies Student Experience Committee or the TUSA Executive may at its discretion indemnify in whole or in part an individual who has incurred such a debt if they believe that in all the circumstances it is justifiable to do so.

10. Defunct Clubs and Societies

A club/society shall be deemed to be defunct if it has not held an AGM, elected an executive committee and submitted the details to the Clubs and Societies Office.

11. Term of Membership

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

PART 2: BEHAVIOUR AND DISCIPLINE OF CLUBS AND SOCIETIES POLICY

1. Provisions

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

2. Examples of Misconduct

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

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

3. Discipline of Clubs/Societies

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

4. Disaffiliation

If the complaint is felt by the State Council to be sufficiently serious it may recommend that the relevant club/society be disaffiliated and immediately lose all privileges and benefits

flowing from affiliation. A club/society affected by such a recommendation shall have the right to address the State Council and speak against such a recommendation on:

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

5. Withholding of Funding

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

PART 3: BANK ACCOUNT MANAGEMENT POLICY

1. Provisions

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

2. Requirements

- (1) A club/society shall have a bank account in its name with the Commonwealth Bank or a bank of choice based on ethical reasons.
- (2) Each club/society is required to notify the Clubs and Societies Office of which bank accounts, and bank addresses are being used by that club/society.
- (3) Each club/society must have their President, Treasurer and Secretary listed as signatories; and require two signatories to authorise any withdrawal of funds. This may be by cash withdrawal, cheque, or internet transfer. No single-signatory withdrawal is permitted.
- (4) All money received by a club/society must be banked into the club/society's bank account. This does not preclude the club/society operating properly recorded petty cash or making payments by reimbursement.
- (5) Use the TUSA mailing address relevant to the campus the club/society is based at as the account mailing address.
- (6) Club/society funds shall only be invested in a bank and shall not be invested in any form of speculative interest.

3. Closing of Accounts

(1) The last executive of a club/society failing to re-affiliate shall undertake to close that club/society's bank account(s) and transfer any remaining balance, plus any remaining petty cash, to the TUSA.

(2) The Clubs and Societies Office shall be entitled to request the bank account(s) used by:

- a). defunct club/societies (see PART 1: GENERAL POLICY (10)); and/or
- b). clubs/societies that have been disaffiliated (see PART 2: BEHAVIOUR AND DISCIPLINE OF CLUBS AND SOCIETIES POLICY 4); to be closed and any accumulated funds be transferred to the TUSA.

PART 4: GENERAL FUNDING POLICY

1. Provisions

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

2. Audits

Audits of clubs and societies financials shall be performed at the end of the academic year, and when the treasurer of a club/society vacates that position. The Clubs and Societies Officer may request audits in addition to those required in this policy.

3. Requirements for Funding

In order to be eligible for funding, a club/society must have:

- (a) completed affiliation/re-affiliation to the TUSA
 - (a) a minimum of ten (10) currently enrolled UTAS student members; and
 - (b) have at least 51% currently enrolled UTAS student members
 - (c) completed and forwarded membership lists to the Clubs and Societies Office;
- and
- (d) not had its funds frozen.

4. Freezing of Funds

(1) No grants of any form shall be payable from the Grant Committee to a club/society while that club/society's funds are frozen.

(2) Funds of a club/society may be frozen for the purposes of section 4(1) in the following circumstances and no other circumstances:

- (a) If a club/society fails to perform an act determined by the State Council

(b) If it is brought to the attention of the Club and Societies Office that a club/society has an outstanding bill of greater than 120 days duration unless an exemption is given by the Clubs and Societies Office.

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

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

5. Unfreezing of Funds

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

6. Deadline for Recouping Expenditure

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

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

PART 5: ORDINARY GRANTS POLICY

1. Provisions

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

2. Purpose of Policy

(1) Grants are in place to assist clubs/societies with the running of club/society events/activities, capital purchases, attending club/society conferences and competitions.

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

(3) A club/society is only entitled to apply and receive a grant if:

- (a) They have carried out their AGM, elected their new executive committee and provided the Clubs and Societies Office with the new committee details and an up-to-date membership list; and
- (b) have a minimum of ten (10) currently enrolled UTAS student members; and
- (c) have at least 51% currently enrolled UTAS student members

- (4) The Grant Committee reserves the right to impose an upper limit on activities grants.
- (5) The Grant Committee reserves the right to establish a rate of subsidy in specific areas of activities grants.

3. Procedure:

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

If applying for an event/activity grant:

- (e) Include name, date, venue, and location of event/activity
- (f) Attach an estimated budget for the event listing income and expenditure.
- (g) State how many people are expected to attend the event/activity.
- (h) Submit a Risk Assessment if the application is for an event/activity.

The grant disbursed by the Grant Committee shall be conditional upon the club/society adequately acknowledging the contribution made by the TUSA and the Student Services and Amenities Fee (SSAF) funding (if applicable). Adequate acknowledgement will entail the inclusion of the TUSA logo, and the SSAF logo (if applicable) on promotional material. Adequate acknowledgement is to be determined by the Grant Committee or State Council in exceptional circumstances.

- (h) Where relevant (e.g. activities, events etc.), clubs/societies should charge a reasonable fee to those attending to help offset costs.

4. Allowable and Unallowable Expenses

(1) Allowable expenses can include:

a) Food/non-alcoholic drinks used at club/society functions (excluding balls and annual dinners)

(b) Any other expenditure not excluded in section 4(2).

(2) Allowable expenses shall not include:

(a) Gifts

(b) Prizes for individual club/society events/activities

(c) Brewing equipment or equipment related directly to the production or consumption of alcohol in any way whatsoever

- (d) Alcohol in any form whatsoever
- (e) The payment of any fines imposed on a club/society by the Committee
- (f) Tobacco in any form whatsoever
- (g) Illicit substances in any form whatsoever or any products for their consumption
- (h) Food grants for balls/annual dinners
- (i) TUSA funds being directly sent to support fundraising donations.

5. Payment

(1) Payment for an event/activities grant shall only be made upon the submission of the appropriate claim form, production of photocopies of the relevant invoices/receipts proving the expenditure, and a brief report of event/activity.

(a) Payment shall be made directly to the club/society

(b) In exceptional circumstances, which must be justified and approved of by the Clubs and Societies Officer, the grant may be made payable to a third party.

6. Restrictions

(1) If the party that the club/society is contracting with is in any way connected with the club/society, or members of that club/society, the club/society must show that price for the goods or services rendered was negotiated with no impropriety.

(2) Reimbursement of expenses for an event in which a profit was made will be subject to the discretion of the Grant Committee.

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

PART 6: SPORTING CLUB GRANTS POLICY

1. Grants Available

(a) Running Expense Assistance Grants

Clubs may apply for reimbursement of legitimate running expenses the club incurs including affiliation fees, some additional insurance that clubs may require, and ground hire costs (where a UTAS facility is not available for use by the club).

(b) Capital Purchase Grants

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

remains the property of the Tasmanian University Student Association, not the individual club.

(c) Representation Grants

Funding is available for clubs that represent the University of Tasmania or the Tasmanian University Student Association at a National or International level (excluding Australian University Sport events as this assistance is provided via UTAS Sport).

2. Sporting Clubs' Grants Policy

(1). Objectives of Running Expense Assistance Grants

- (a) The purpose of running expense assistance grants shall be to partially defray the costs of student sporting involvement, thereby making the costs of sporting participation more affordable to current UTAS students.
- (b) TUSA affiliated clubs eligible to apply for Running Expense Assistance Grants:
 - (a) League Sport Clubs
 - (b) Social Sport Clubs
 - (c) Martial Art Clubs
 - (d) Adventure Sports Clubs
- (c) Clubs eligible to apply for Running Expense Assistance Grants will have only one (1) such grant considered within a 12-month period.

(2). Requirements for Application of Running Expense Assistance Grant

The application form for a running expense grant must detail:

- (a) An outline of the proposal for which the grant is sought.
- (b) Number of current UTAS students and non-students
- (c) Membership fee charged for a current UTAS student and non-student
- (d) An estimated budget of the club's income and expenditure for the current year associated with the provision of sporting opportunities to student, associate and/or junior members of the club.

(3). Eligible Running Expenses

Examples of eligible expenses shall include but are not limited to:

- (a) The payment of registration and affiliation fees to leagues or other peak sporting bodies; and

- (b) The payment of additional insurance costs incurred by clubs over and above the insurance that is provided by the TUSA, excluding additional insurances relating to junior members; and
- (c) The payment of fees for sporting venue hire where a suitable University sports facility is not available for use by the club; and
- (d) The provision of first aid supplies; and
- (e) The purchase of any other goods associated with normal training or competition activities associated with that sport.

(4). Items not eligible for consideration as part of a running expense include:

- (a) Brewing equipment or equipment related directly to the production or consumption of alcohol in any way whatsoever; and
- (b) The payment of any member of the club as a player, or otherwise; and
- (c) Costs associated with trophies, medals or other awards; and
- (d) Any equipment that will become a personal possession of any person of a club, including uniforms.

Grant assistance can only be sought to reduce the cost of sporting participation for current UTAS student members, not junior members, or associate members.

3. Large Capital Project Grants

(1). Objectives of Large Capital Project Grants

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

- (a) Equipment purchases, repairs and replacement; or
- (b) Skills training aimed at improving long-term sporting performance, umpiring, and/or administration within the club.

(2). In relation to equipment, allowable expenses shall mean:

- (a) Equipment used in the pursuit of that club's sport; or
- (b) Equipment and capital expenditure to further the interests of the club; or

- (c) Administration costs related to the purchase and/or planning of equipment and capital expenditure; or
- (d) Funding for the repairs caused by accident or general wear and tear, but not where such repair is required due to the negligence or wilful actions of a particular party.

(3). All equipment purchased through a capital project grant shall remain the sole property of the TUSA unless subsequently purchased from the TUSA. This equipment is to be held in trust by the Club, who shall have exclusive management and control of the equipment, and be responsible for ongoing costs including, but not limited to, registration or maintenance.

(4). Requirements for Application of Large Capital Project Grants

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

- (a) An outline of the proposal for which the grant is sought.
- (b) Number of current UTAS students and non-students
- (c) Membership fee charged for a current UTAS student and non-student
- (d) An estimated budget of the club's income and expenditure for the current year associated with the provision of sporting opportunities to student, associate and/or junior members of the club.
- (e) Quotes for items

(5). Payment

(1) Payment for a grant for the purchase of equipment shall only be made upon:

- (a) The submission of the appropriate application and claim form; and
- (b) The provision of either digital copies of invoices /receipts, or clearly legible photocopies of relevant invoices/receipts. These receipts must be clearly legible and detail:
 - vendor's name
 - vendor's ABN
 - vendor's contact details
 - transaction receipt no.
 - the date of the transaction
 - list of the goods purchased
 - amount of money transacted

(2) Where second-hand purchases are made using a 3rd party digital vendor service (e.g. PayPal, eBay, Gumtree, etc.), transaction receipts from this 3rd party may instead be accepted as evidence of expenditure if they contain vendor's name, mobile phone number and signature on a notice of sale document.

(3) Where payments are made in a foreign currency the club must complete the 'Foreign Currency Form' (please request from the Clubs and Societies Officer) and include it with the claim.

(4) Payment shall be made directly to the club. In exceptional circumstances, which must be justified to the Clubs and Societies Officer, an approved grant may be made payable to a third party.

(6) Restrictions

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

4. Representation Grants

(1) Objectives of Representation Grants

- (a) The purpose of representation grants shall be to provide grants to sports clubs to help UTAS students meet the reasonable accommodation and travel expenses incurred in attending intrastate, interstate, and international representative competitions (excluding Australian University Sport Events).
- (b) Competition must take place as a representative of an affiliated TUSA club/society and not as a representative of any other body.

For the avoidance of doubt, the Grant Committee will not approve grant funding to a student or club where that individual or club is only a representative of a State or Country.

(2) Requirements for Application of Representation Grant

- (1) Representation grants to support interstate representative competitions are capped at \$250.00 per individual.
- (2) Representation grants to support international competitions are capped at \$500.00 per individual.

- (3) Total cap is \$1,000.00 per representation event per club or at the discretion of the Grant Committee.
 - (4) The application form for a grant must detail:
 - (a) An outline of the proposal for which the grant is sought.
 - (b) An estimated budget for the representation, listing income and expenditure and any other supporting documents and a link to the sporting event webpage.
 - (c) The date and location of the event.
 - (d) UTAS Student Competitor's Name and student ID number.
- (3) Payment
- (1) Payment shall be made directly to the club or individual only.
 - (2) Payment for a grant shall only be made upon production of photocopies of the relevant legitimate receipts proving the expenditure, the submission of the appropriate claim form, and a report from the club or individual regarding the event and their performance.
 - (3) Payment of the grant disbursed by the Grant Committee shall be conditional upon the club or individual adequately acknowledging the contribution made by the TUSA. Adequate acknowledgement will entail the inclusion of the TUSA logo on applicable material. Adequate acknowledgement is to be determined by the Grant Committee in exceptional circumstances.

PART: 7 WORKING WITH VULNERABLE PEOPLE POLICY

RATIONALE

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

This policy is designed to lay down guidelines and procedures to best protect children and young people participating in TUSA affiliated organisations, related activities and ensure that volunteers for TUSA affiliated organisations (i.e. coaches, team managers) exercise their duty of care with respect to child protection responsibilities by providing a secure environment that

ensures the safety and well-being of all. A Volunteer Registration card alone does not protect children and young people from harm; sound policy and procedure along with diligence is the best safeguard for all involved.

POLICY

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

DEFINITIONS

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

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

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

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

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

PRINCIPLES

1. TUSA affiliated organisations should endeavour to utilise the benefits of appropriate voluntary help from the community for the benefit of the club.
2. Volunteers should be valued for the work that they do for the club.
3. Volunteers have a right to work in a safe and secure workplace environment.
4. Volunteers should be provided with appropriate support, and/or instruction to help them carry out their tasks at the club. They will not be required to carry out tasks with which they feel uncomfortable or not skilled enough to do.
5. Volunteers must be made aware of their legal rights and responsibilities within their workplace environment.

GENERAL GUIDELINES FOR ALL VOLUNTEERS

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

PROCEDURES FOR DIRECT CONTACT VOLUNTEERS:

Application procedures:

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

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

Volunteers not wishing to apply for a Volunteer Registration:

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

Failed application:

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

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

Volunteering whilst awaiting check:

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

Best practice for instruction of children and young people:

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

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

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

Non-sporting activities:

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

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

Register of Volunteers:

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

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

Maintenance of Registration:

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

GUIDELINES FOR INCIDENTAL CONTACT VOLUNTEERS

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

REFERENCES

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

FURTHER INFORMATION

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

FORMS

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

REGISTRATION STATUS

Verifying the Working with Vulnerable People registration can be checked via the Tasmanian Government Consumer, Building and Occupational Services website: <https://wwwforms.justice.tas.gov.au/StatusCheck/StatusCheck.aspx> by entering the application/ card number and surname.

GUIDELINES FOR THE RELEASE OF POLICE RECORD INFORMATION BY TASMANIA POLICE

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

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