

RMIT UNIVERSITY: SPORT CLUBS CODE OF CONDUCT

PURPOSE:	This code is intended to regulate the conduct of students, staff and guests who represent RMIT University as part of an RMIT Sport Club.
RELATED POLICY:	Conduct

SCOPE: All registered club members, at all locations

PART 1: DECLARATION

The participation of RMIT University students, alumni and the general public in a Sport Club is dependent on their agreement to the following declaration, which may be in written or digital form:

- "I understand that by continuing my booking for a Sport Club membership, I
- (1) declare I am eligible to purchase a membership for a Sport club for RMIT University
 - (2) declare I understand the nature of the events I have been selected for and am competent to compete and/or participate
 - (3) acknowledge that RMIT University is the organising body for my involvement in this event and accordingly agree that these terms and conditions shall have precedence over any agreement I may have with, or instructions I may receive from any National Federation (NF), any sponsor of this NF, any employer, manager, agent, consultant, advisor, coach of mine or any person or body, incorporated or unincorporated with whom I may have contracted to endorse or publicise goods or services
 - (4) understand I am required to travel to and depart from any club events in an appropriate and safe manner
 - (5) RMIT students: understand that my conduct while participating as a Sport Club member is subject to the student conduct Regulations of RMIT University." (<https://www.rmit.edu.au/about/governance-and-management/policies/student-conduct-policy>)
 - (6) RMIT staff: understand that my conduct while participating as a Sport club member is subject to the RMIT staff code of conduct. (<https://www.rmit.edu.au/about/governance-and-management/policies/code-of-conduct>)
 - (7) General public: understand that my conduct while participating as a Sport Club member is subject to this code of conduct and Australian Law. Police action will be instigated if necessary.

Division 1 – General Misconduct

- (1) A club member commits general misconduct if the member:
 - a. fails to comply with any reasonable request, order or direction by an officer where the request, order or direction was necessary:
 - i. To ensure the health and safety of any person
 - ii. To prevent damage to property or University premises
 - iii. To ensure compliance with University policy or procedure
 - b. disrupts or inhibits another person's ability to participate in any University activity or use University premises
 - c. behaves in a manner which is disorderly, indecent, offensive or detrimental to the University's interests and reputation



- d. unlawfully discriminates any person on any grounds, including but not limited to, disability, race, age, gender, sexual preference, physical appearance or religious or political belief.
- e. harasses, intimidates or bullies any person (or attempts to)
- f. engages in a course of conduct which causes physical or psychological harm or arouses apprehension or fear, either directly or indirectly, either physically, verbally, electronically or by any other means
- g. wilfully, recklessly or negligently engages in conduct which may physically or psychologically cause injury to a person, including stalking a person
- h. in the course of University activities, wilfully, recklessly or negligently causes damage to or, removes or wrongfully interferes with any property of
 - i. The University
 - ii. An officer, club member or any other person
- i. copies or attempts to copy any copyright material including computer software, without the permission of the University or in breach of copyright law
- j. improperly makes use of any University facilities, networks or equipment
- k. publishes, distributes or makes available (in any form or forum) any confidential information of or held by the University or breaches any person's privacy
- l. makes false representations on any matter (including academic records, health practitioner records or immigration requirements) in his or her capacity as a club member or knowingly engages in document fraud in relation to assessment, academic results, records or for purpose of enrolment or entry into a course or program
- m. unlawfully accesses an electronic record belonging to the University, an officer, or another club member where the record is accessible via or contained within, the University's computing and network facilities
- n. fails to pay any fine or comply with any penalty imposed by the University for misconduct by the due date
- o. engages in any other conduct, whether within or outside the University premises, that may be prejudicial to the good and discipline of the University or is likely to bring the University into disrepute
- p. incites or persuades any other person to engage in behaviour or conduct which amounts to general misconduct
- q. commits a criminal or unlawful act while on University premises or in connection with University activities, or
- r. acts or fails to act in contravention of University legislation, policy, procedure, instruction or published rule.

Division 2 – Academic Misconduct (not applicable)

Division 3 – High Risk Misconduct

- (1) A club member commits high risk misconduct if the member engages in conduct that involves a risk of:
- a. physical or psychological injury to the member or to any other person or the public, or
 - b. damage to University premises or to the property of any person or any public property

Allegations of Misconduct

I understand that where any officer has reasonable grounds to believe I have committed an act of:

- (1) general misconduct or,
- (2) high risk misconduct

the officer must report the alleged misconduct to the Manager, RMIT Student Life.

Allegations of misconduct will be managed in accordance with the University's Student Conduct Regulations and the Student Conduct procedure.

Penalties

I understand that penalties can and may include:

- (1) reprimand
- (2) immediate expulsion from the club, at my own cost
- (3) cancellation any or all academic results
- (4) a financial penalty in accordance with the University's schedule of fees and charges (up to \$500)
- (5) responsibility of payment of any damage caused
- (6) refusal of future access to University clubs and events
- (7) expulsion
- (8) any other penalty as the Board may consider appropriate

Sexual harassment policy

Purpose

The University is committed to providing a safe, respectful study and workplace and this means one that is free from Sexual Harassment.

The University aims to ensure that all staff and students understand their responsibilities and:

- are aware of the behaviours that may constitute sexual harassment;
- are informed in the prevention of sexual harassment;
- know where to get support for themselves or others;
- know where to report sexual harassment.

RMIT encourages the reporting of behaviour that is harmful and disrespectful so it can be addressed to ensure RMIT is a safe and respectful work and study environment for all members of the university community.

Scope

This policy is applicable to all students and staff members. It also applies to contractors, service providers, clients, customers and visitors when they are engaged in University activities, and is applicable to all RMIT locations whether in Australia or overseas.

Policy provisions

1. Sexual Harassment

1.1. Sexual Harassment is unacceptable and has no place at RMIT. No person at RMIT must ever engage in behaviour which could be regarded as Sexual Harassment.

1.2. Sexual Harassment can impact anyone regardless of their sex, gender identity or sexual orientation.

1.3. Sexual harassment can take various forms. It can involve conduct such as:

1.3.1. unwelcome touching, hugging or kissing

1.3.2. staring or leering

1.3.3. suggestive comments or jokes

1.3.4. sexually explicit pictures, screen savers or posters

1.3.5. unwanted invitations to go out on dates or requests for sex

1.3.6. intrusive questions about a someone's private life or body

1.3.7. unnecessary familiarity, such as deliberately brushing up against someone

1.3.8. insults or taunts of a sexual nature

1.3.9. sexually explicit emails, SMS messages or social media

1.3.10. accessing sexually explicit internet sites



1.3.11. inappropriate advances on social networking sites

1.4. Sexual Harassment also includes offences and crimes which are associated with unwelcome conduct of a sexual nature such as sexual assault, indecent exposure, stalking, obscene communications etc.

1.5. Sexual Harassment does not have to be repeated or continuous, it can be a one-off incident.

1.6. Sexual harassment is not sexual interaction, flirtation, attraction or friendship which is invited, mutual, consensual or reciprocated but can occur where consent has been withdrawn or if a person continues with behaviour after being put on notice that the behaviour is no longer welcome.

2. Disclosure and Support

2.1. Care and consideration for a person's wellbeing is the primary focus of the University in responding to any Disclosure of Sexual Harassment and in addressing any report or complaint of Sexual Harassment.

2.2. In considering the wellbeing of a person involved in a Disclosure of Sexual Harassment the University must take into account all implications with regards to that person participating in potential complaints and/or misconduct processes and investigations. These implications will be balanced against the University's obligations to address the possible misconduct and to provide a safe workplace. A Disclosure will not automatically require a person to participate in a Concern or Complaint process.

2.3. Support will be offered in response to any Disclosure of Sexual Harassment, regardless of location of the incident, whether or not it occurred in connection with the University and whether or not a Concern or Complaint has been lodged.

2.4. The University recognises that the person making a Disclosure of Sexual Harassment has the choice to report a Concern or make a Complaint to the University or the Police and is entitled to be fully informed of their available options and the possible outcomes.

2.5. The University will take steps to make staff and students aware of how to make Disclosure of Sexual harassment.

2.6. Disclosures of Sexual Harassment by students should be referred to [Safer Community](#) in the first instance.

2.7. Disclosures of Sexual Harassment by staff should be referred to the Health, Safety and Wellbeing (HSW) team via [HR Assist](#) in the first instance.

2.8. Concerns and Complaints of Sexual Harassment will be managed in accordance with the Complaints resolution policy with a complainant and respondent being made aware of all allegations and counter-allegations under consideration and being given the opportunity to rebut information relied upon by decision makers.

2.9. Where students experience sexual harassment on placement, the local procedures at the site of the placement should be used. The University will ensure that the relevant University personnel are informed and that appropriate action is taken to ensure the safety of students.

2.10. The University will comply with all mandatory reporting obligations. For example, possible offences regarding students under the age of 18.

3. Responsibilities of management, staff and students

3.1. All members of the RMIT community are responsible for their behaviour and actions.

3.2. All managers/supervisors will be informed of their responsibility for ensuring the maintenance of proper standards of conduct within the University context.

3.3. All persons covered by the scope of this policy are required to:

3.3.1. Comply with this policy

3.3.2. Behave appropriately

3.3.3. Promote a climate of mutual respect

3.3.4. Maintain confidentiality concerning any disclosure, report, complaint or investigation

3.4. Where inappropriate behaviour is witnessed or known to have occurred appropriate action must be taken. It is the responsibility of everyone to take action to eradicate Sexual Harassment.

3.5. Staff members with managerial/ supervisory responsibility are required to:

3.5.1. Promote a respectful culture and practices within their sphere of influence and take steps to prevent a sexual harassment culture from developing at RMIT.

3.5.2. Take steps to inform staff and students that sexual harassment is unacceptable and has no place at RMIT.

3.5.3. Take steps to ensure that acceptable standards of conduct are maintained and take action when unacceptable conduct is observed.

3.5.4. Take steps to make students and staff aware of RMIT's commitment to assist them should they experience sexual harassment regardless of where this occurs.

3.5.5. Ensure that students and staff on placement have access to the policies and practices in place at that site.

3.5.6. Encourage staff members to use the services of the University's Employee Assistance Program (EAP) where appropriate.

3.5.7. Encourage students to use the student support and counselling services of the University where appropriate.

3.5.8. Manage Disclosures, Concerns or Complaints of sexual harassment in a timely, confidential and fair manner ensuring due process to all parties.

4. Education and training

4.1. Staff and students will be informed of this policy and have access to the information and training needed to both prevent and respond to incidents of sexual harassment.

4.2. Training will be provided to staff at induction and at regular intervals.

4.3. Staff will be required to complete any mandated training within the prescribed timelines.

4.4. Students will be offered training opportunities around the issues of sexual misconduct and informed consent.

5. Consequences

5.1. Conduct which breaches this policy may result in disciplinary action.

5.2. The remedies for Action will be taken by the University in line with the relevant Service Contract or Agreement where the behaviour involves a customer, contractor or service provider.

Sport Club President – Position Description

RMIT SPORT

2019

1 Objective of Role

The President of an RMIT Sport Club is primarily responsible for ensuring the Club sets and meets its goals and objectives and is administered according to RMIT Sport policies and procedures.

2 Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

2.1 Knowledge

To successfully undertake the role of President the role requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge club rules, RMIT policies and procedures as well as the duties of all office holders

2.2 Governance

Key governance responsibilities include ensuring the club:

- Attend and chair Club meetings
- Ensure required number of Club meetings are held and formally conducted
- Liaise with RMIT Sport on a regular basis
- Ensure the Club asset register is current
- Ensure all RMIT Sport and Club policies and procedures are adhered to
- Promote diversity and inclusion between Club members and in Club activities and requirements
- Ensure all Club requirements are fulfilled
- Act as one of the cheque signatories for the Club bank account
- Ensure the Club attendance at events nominated by RMIT Sport – including Club Forum's and Orientation Events
- Defines and documents its club culture and behaviours and continually communicates them to members, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Along with the Treasurer, implements strong financial controls to protect the cash and assets of the club.
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections

- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to RMIT policies, to maintain a safe and respectful environment
- All club activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

2.3 Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a Club President including:

- Setting the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured

3 Requirements

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

4 End of year hand over

4.1 Updating key documents

At the end of each year a key activity of the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

4.2 Induction of the incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.

5 Essential Skills and Requirements

- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders
- Is a supportive leader for all members
- Able to chair committee or executive meetings.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.
- Hold or willing to apply for a current volunteer “working with children” check

Sport Club Vice-President – Position Description

RMIT SPORT

2019

1 Objective of Role

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules)

The role of Vice President is the ideal position for those considering becoming club President in the future, as the Vice President should work closely President to support them to undertake the leadership and governance responsibilities of the club.

1.1 Responsibilities

The general role of the Vice President is too support the President, assisting them to for fill their responsibilities.

1.2 Knowledge

To successfully undertake the role of Vice President the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the club rules, RMIT policies and procedures
-

1.3 Governance

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Chair Club meetings in absence of the President
- Ensure all Club procedures and documents are in order
- Ensure all Club requirements are fulfilled in the absence of the President
- Ensure reports are prepared for each meeting by the portfolio holders
- Ensure action items and resolutions are implemented or carried out
- Duties as delegated by the President
- Maintain the Club asset register
- Act as one of the check signatories for the Club bank account
- Defines and documents its club culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers



- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- In conjunction with Treasurer, implements strong financial controls to protect the cash and assets of the clubs.
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to RMIT policies
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

1.4 Meetings, communication and key relationships

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

- Chair committee meetings
- Chair the annual general meeting
- Ensure all responsibilities of the President are undertaken

2 Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

3 End of year hand over

3.1 Updating key documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role.

3.2 Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

4 Essential Skills and requirements:

- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders
- Is a supportive leader for all organisations members
- Able to chair committee or executive meetings.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.
- Hold or willing to apply for a current volunteer “working with children” check

Sport Club Treasurer – Position Description

RMIT SPORT

2019

1 Objective of Role

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of club assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as completing monthly financial reconciliation as per RMIT Sport guidelines.

2 Responsibilities

2.1 Empowering the committee to manage the financial affairs of the club

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- Record all financial transactions in the clubs financial system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- Provide monthly profit and loss reports and balance sheet to the committee and RMIT Sport each month (generally presented at each committee meeting)
- Provide a list of payments for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting
- Act as one of the cheque signatories for the Club bank account

2.2 Protect the club's assets, cash and the volunteers who manage them

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Ensure ALL revenue is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all monies due to the club are collected
- Control Club's pre-paid debit card



2.3 Financial reporting

- Produce the financial report to members to be presented at the Annual General Meeting
- Complete monthly financial reconciliations for Club committee and to be submitted to RMIT Sport

3 Essential Skills

- Enthusiastic and well organised.
- Ability to keep concise financial records in the clubs financial system.
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.
- Computer skills.

4 Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

5 End of year hand over

5.1 Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

5.2 Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.



Sport Club Secretary – Position Description

RMIT SPORT

2019

1 Objective of Role

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, RMIT obligations, and ensure the club is run according to these core requirements at all times.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers. The Club Secretary is also responsible for maintaining the club's membership database.

2 Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

2.1 General

- Handle inward and outward correspondence
- Issue notices and other circulars
- Act as one of the check signatories for the Club bank account

2.2 Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at a week prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within a week of the meeting.
- Maintain official minute's book
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.



- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are confirmed by the President as being true and correct.

2.3 Player and team administration

- Enter teams in their relevant competitions where applicable
- Book venues for training and match day competitions where applicable
- Ensure all players are registered and cleared to play in their nominated teams where applicable

2.4 Communication

- Handle all general club correspondence, responding to any correspondence as required
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media
- Along with the President, be the clubs point of contact for key stakeholders including, members, and RMIT Sport.

2.5 Knowledge Management

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, position descriptions.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- Ensure all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

3 Succession planning

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

4 Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer "working with children" check

5 End of year hand over

5.1 Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

5.2 Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

RMIT XXXXXXXX | MINUTES

Meeting | time *XX/XX/XXXX 17:30 -18:30 PM* | Meeting location [*Location*]

Meeting called by	XXXXXXX	Attendees
Type of meeting	General	XX XX
Facilitator	XX XX	XX XX
Note taker	XX XX	XX XX
Timekeeper	XX XX	XX XX (Via Phone)

AGENDA TOPICS

Time allotted | *xx mins* | Agenda topic [*Topic*] | Presenter *XX XX*

Action items	Person responsible	Deadline
	XX XX	-
	XX XX	-

Time allotted | *xx mins* | Agenda topic | Presenter *XX XX*

Action items	Person responsible	Deadline
	XX XX	-
	XX XX	-
	XX XX	-
	XX XX	-

Time allotted | *xx mins* | Agenda topic [*Topic*] | Presenter *All*

Action items	Person responsible	Deadline
	XX XX	-
	XX XX	-

Time allotted | *xx mins* | Agenda topic [*Topic*] | Presenter *All*

Time allotted | *xx mins* | Agenda topic [*Topic*] | Presenter *XX XX*

Action items	Person responsible	Deadline
	XX XX	-
	XX XX	-
	XX XX	-
	XX XX	-

Time allotted | *xx mins* | Agenda topic [*Topic*] | Presenter *All*

Action items	Person responsible	Deadline
	XX XX	-
	XX XX	-

Time allotted | *xx mins* | Agenda topic | Presenter *All*



PARENTAL CONSENT FORM

FOR CLUB PARTICIPANTS UNDER AGE OF 18

I hereby grant permission for
(please print participants full name)

to participate in activities conducted by the club
(insert club name)

held at.....
(insert venue / location)

Name of parent or guardian..... (please print full name)

Relationship to club participant.....

Signature..... Date.....

Notes;

- Permission is valid until the end of the calendar year

When completed please return this form to;

Jack Arnold
Sport Officer (Clubs)
E. clubs@rmit.edu.au

Or post
RMIT Sport
At: Jack Arnold
GPO Box 2476
Melbourne
Vic. 3000

For any questions, please contact RMIT Sport via 03 9925 9757

RMIT Sport

Clubs Refund Policy

1. Refunds will be granted in the event that:

- A legitimate injury or medical condition (including pregnancy) which inhibits participation within the activity. A medical certificate is required and must accompany the refund application.
- Extenuating medical or emotional circumstances that affect the participant or their immediate family. A medical certificate is required and must accompany the refund application.
- Irregular academic requirements. A letter from relevant academic department is required to support such claims.

2. Refunds will not be granted if:

- Reasons including heavy study commitments, a change of mind, part-time work or conflicting engagements are not considered valid reasons. Applications for refund based on these grounds will be denied. Such reasons are seen as controllable and club members are expected to manage their various commitments in a responsible manner

3. Refunds

- Club members who submit a refund application which is subsequently approved shall be entitled to a full refund, less a \$10 administration charge which will be retained by the club.


4. Application for refunds

Refunds will only be considered if an 'application for refund' form is submitted, with any supporting information to RMIT Sport.

Alternatively, they can be sent to;

RMIT University
Sport Officer (Clubs and Community Sport)
GPO Box 2476
Melbourne Vic 3001
E. clubs@rmit.edu.au

All applications for refund forms are subject to individual approval and will be processed within seven (7) days. Notification of the outcome will be sent via email or mail. Please note, all cases will be assessed on an individual basis and approval processes may differ.



PERSONAL DETAILS

(Please complete using blue or black ink)

Family Name: _____

Given Names: _____

Contact Phone Number: _____

Email Address: _____

Student Number: _____

Non Student

APPLICATION FOR REFUND
Sport and Recreation

IMPORTANT INFORMATION

Refunds will only be considered if an "application for refund" form is submitted, with any supporting information to the RMIT Sport.

Alternatively, they can be sent to:

RMIT University
Sport Officer (Clubs and Community Sport)
GPO Box 2476
Melbourne 3001
e. clubs@mit.edu.au

If your application is approved, a cheque for the refund will be issued to the name of the person in the Refund Payment Details section of this form. If there is an issue with your refund you will be contacted in writing or by phone. Please allow at seven (7) days for processing.

For your application to be considered, you must adhere to the RMIT Sport Clubs Refund Policy.

Note: Please ensure your mailing address details are accurate to ensure prompt refund. One refund application per form.

REFUND PROCESSING - HANDLING FEE

At the time of refund processing, a handling fee will be charged. This is specified in the RMIT Sport Clubs Refund Policy.

REASON FOR REFUND

Club Withdrawing From: _____

Money Paid: \$ _____ RMIT Link ID Number: _____

Reason For Refund: _____ Program Cancelled

Signature of Student: _____

Date (DD/MM/YY): _____

REFUND PAYMENT DETAILS

Cheque to be issued to: _____

Name of Person

Mailing Address: _____

Number

Street

City/Suburb

Postcode/Zip

OFFICE USE ONLY

Received By (Staff Name): _____ Date (DD/MM/YY): _____

Application Approved: YES NO

Amount of Refund: \$ _____

Authorised by: _____ Date (DD/MM/YY): _____

(Manager/Coordinator)

Refund made in the form of: Cheque



Club Activity / Trip Intention Plan

This information must be collated by clubs prior to commencement of any activity and:

- Carried by activity leaders
- Copy given to RMIT Sport at least two days before departure.

Important

Club activities that go ahead without submission and approval of this Club Activity Intention Plan to RMIT Sport at least two days before departure will be deemed non-sanctioned activities and participants, club members, volunteers and leaders will not be covered by RMIT University Insurance.

Club Activity/Trip is defined as any function, event or trip being run by a club, not previously recorded with the Sport Officer (as official club training sessions, competitions or meetings are.)

Please forward completed form to:
Jack Arnold
Sport Officer (Clubs & Community Sport)
RMIT Sport
Building 28 Level 4
Phone: 9925 9757
E-mail: clubs@rmit.edu.au

SECTION A - All clubs must complete this section.

Club name			
Name/type of activity			
Location		Date	
Activity organiser		Mobile	
I, the activity organiser will conduct this trip/activity to the best of my ability, taking into account all safety measures and working to minimise all known risks. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Leader names & mobile contact numbers	Name:	Mobile	
	Name:	Mobile	
Departure location & time		Return location & Time:	
Number of participants	Club Members:	Non club Members	
Are all members attending registered on the RMIT Link database?	<input type="checkbox"/> YES <input type="checkbox"/> NO, Why not _____ NB. People not registered on RMIT Link database are not covered by RMIT's insurance policy. Have they been informed of this? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Please tick all relevant boxes:

Participant list attached <input type="checkbox"/>	
First Aid Kit fully stocked <input type="checkbox"/>	Copy of Accident Planning Procedure on hand <input type="checkbox"/>
Is there a suitably qualified first aid officer present on trip? <input type="checkbox"/> NO <input type="checkbox"/> YES	
On campus activities may require a permit. Has RMIT University issued a permit?	<input type="checkbox"/> NO <input type="checkbox"/> NO, not required <input type="checkbox"/> YES Permit No. _____
Description of what activity will entail/include? (Please specify details if "Other" is ticked.)	<input type="checkbox"/> BBQ <input type="checkbox"/> Alcohol/drinks <input type="checkbox"/> Promotions <input type="checkbox"/> Music <input type="checkbox"/> Other:
Is alcohol being served? If selling alcohol, whoever is serving must have completed an RSA (Responsible Service of Alcohol) certificate	<input type="checkbox"/> NO <input type="checkbox"/> YES, free <input type="checkbox"/> YES, for a charge <input type="checkbox"/> NO <input type="checkbox"/> YES
Who is the designated person to stay under .05 in the event of an emergency	<input type="checkbox"/> N/A Name: _____
Has a limited liquor licence been obtained?	<input type="checkbox"/> NO <input type="checkbox"/> NO, not required <input type="checkbox"/> YES Permit No. _____
Is food being served?	<input type="checkbox"/> NO <input type="checkbox"/> YES, free <input type="checkbox"/> YES, for a charge
Are food handling requirements being met?	Current Food Handling Certificate held by person/s serving food <input type="checkbox"/> NO <input type="checkbox"/> YES Staff Supervisor present with Food Handling Certification <input type="checkbox"/> NO <input type="checkbox"/> YES
Promotions to be used for & during activity	<input type="checkbox"/> Email News <input type="checkbox"/> Posters <input type="checkbox"/> Banner <input type="checkbox"/> Signage <input type="checkbox"/> Other Details: _____ All clubs must identify exactly what/who is being promoted (i.e. RMIT club, club sponsor, external sponsor, etc) The activity will involve: <input type="checkbox"/> Giveaways <input type="checkbox"/> Discount offers <input type="checkbox"/> Event promotions <input type="checkbox"/> Other Details: _____

SECTION B - All off-campus activities to complete this section.

Participants & leaders medical information	<input type="checkbox"/> (Please tick) <i>NB. Clubs are to obtain their own medical information for trip participants, as relevant to each trip. It is necessary for trip leader/s to carry information with them.</i>	
Detailed itinerary (Copy may be attached)		
Equipment list (Copy may be attached)	▪	▪
	▪	▪
	▪	▪
	▪	▪
Mode of transport <i>(eg mini bus, cars etc)</i>	Are there enough cars for all trip attendees to be transported safely? <input type="checkbox"/> YES <input type="checkbox"/> No	
Private vehicle information <i>(include type & registration number)</i>	Does RMIT Link have a copy of all licences for cars and boats? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Proposed travel route <i>Eg major roads/highways</i>		
Accommodation details <i>(Include name, address & phone)</i>		

IMPORTANT – APPROVAL INFORMATION – Required for Section A, B & C

Name of person Completing Form	Signature	
Club or Program Position	Date	
RMIT Link Staff Approval	Staff Signature	Date Submitted
	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

SECTION C - Only HIGH RISK and/or REMOTE AREA activities to complete this section.

Methods for communicating with group on activity	<input type="checkbox"/> Mobile phone (List numbers) <hr/>	
Emergency vehicle information		
Route information (Emergency exit points and evacuation routes)		
Name & phone number for <u>local</u> authorities notified (eg Ranger, police, SES)	Authority Name	Ph:
	Authority Name	Ph:
	Authority Name	Ph:
Map showing location of closest hospital & emergency vehicle	<input type="checkbox"/> (Please tick) NB: Necessary to carry document with you. Copy to be attached to this form.	
Local emergency contact numbers (24 hours)		
Police		
Ambulance/ hospital		
SES		
Fire brigade		
Safe Work Method Statement attached	<input type="checkbox"/> YES <input type="checkbox"/> NO	



Appendix 11 – RMIT Safe Work Method Statement

DETAILS

Name(s): *(of assessors; include name and position of employee, management rep, health and safety rep and/or contractor)*

Date: / /

1. _____ 3. _____ 5. _____
2. _____ 4. _____ 6. _____

Description of activity:

Location of task:

Permit to work requirement? (e.g. confined spaces, hot works, working at heights etc...)
(If Yes add type of permits required to Tasks Column)

Yes

No

Approved by:

(name and position)

Tasks <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed.</i>	Risk Control Measures <i>List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard.</i>	Responsibility <i>Write the name of the person responsible (supervisor or above) to implement the control measure identified.</i>



SGNATURES *(where applicable)*

Manager: _____ **Employee:** _____

HSR: _____ **Contractor/s:** _____

PERSONNEL INDUCTED: <i>(Signatures of employees trained in the work covered by this SWMS. Add pages as necessary)</i>		EMPLOYER: <i>(Name of Company)</i>	
PRINT NAME	SIGNED	EMPLOYER	DATE

COORDINATED BY:			
NAME: <i>(Please print)</i>			
SIGNED:		DATE: / /	



Medical Form

NOTE: CLUBS CAN ALTER FORM TO REQUEST FROM MEMBERS ONLY THE MEDICAL INFORMATION RELEVANT TO ACTIVITY BEING UNDERTAKEN

MEDICAL INFORMATION & AUTHORISATION FOR EMERGENCY TREATMENT AND CONDITIONS OF UNDERTAKING ACTIVITY

SECTION ONE: Description of Activity

Event/Competition:
Location of Activity:
Activities Involved:
Date(s):
Person in Charge:

SECTION TWO: Participant's Medical Information (Information provided by participating club member - all information is held in confidence)

First Name:	Surname:
Address:	
Town/City:	Post Code:
Home Phone:	Work Phone:
Mobile Phone:	Date of Birth:
e-mail:	
Student Number:	
Name of Emergency Contact:	Relationship to You:
Home Phone:	Work / Mobile Phone:
Name Family Doctor:	Phone:
Are you an International Student? (Yes or No):	
Medicare Number:	
Other Health Care (Please specify):	Blood Group (if known):

Please Circle if you have suffered or suffer from any of the following conditions:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Low Blood Pressure <input type="checkbox"/> Fits of any type <input type="checkbox"/> Heart Conditions | <ul style="list-style-type: none"> <input type="checkbox"/> Dizzy Spells or Blackouts <input type="checkbox"/> Sleepwalking <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes | <ul style="list-style-type: none"> <input type="checkbox"/> Migraines <input type="checkbox"/> Travel Sickness <input type="checkbox"/> Haemophilia <input type="checkbox"/> Other (Please State): |
|---|---|--|



Please specify any Other Disabilities or Conditions requiring special care during the activity (eg. impaired hearing or vision, back problems):
Please specify any Known Allergies (eg. penicillin, other drugs, foods, plants, animals). Also give details describing seriousness, nature of reaction and necessary treatment:
Are you able to receive Blood Transfusions ? (Yes or No):
Which year did you have your last Tetanus Immunisation or booster:

*If over 10 years since last immunisation/booster, participants are advised to arrange a booster prior to the activity.

Please specify Medication that you may be taking during the activity (Indicate name and dose of medication):
Have you suffered any recent Illness or Injuries ? (If Yes, please provide details):

Swimming Ability (Please complete only if participating in aquatic activities)

Rate your swimming ability (Unable to Swim / Poor Swimmer / Good Swimmer / Excellent Swimmer)*:

* Unable to Swim - nothing more than dog paddle; Poor Swimmer - basic strokes, only limited strokes beyond domestic swimming pool; Good Swimmer - strong swimmer, able to confidently swim in a variety of water conditions, surf, lakes and rivers; Excellent Swimmer - very strong and confident, could swim 50 metres fully-clothed). Please provide /attach details of any swimming certificates attained.

SECTION THREE: Conditions of Undertaking Activity

Release The undersigned, in consideration of being permitted by the RMIT Sport to undertake the activity/participate in the activity DOES HEREBY irrevocably, personally and for his or her heirs, RELEASE RMIT Sport and/or RMIT from all actions, suits, causes of action, claims and demands whatsoever which the undersigned now has or at any time hereafter may have or which but for the signing of this form might have had against the RMIT Sport or RMIT for loss of or damage to property or bodily injury or death, howsoever caused, including negligence, resulting from or arising out of or in any way connected with the trip.

Assumption of Risk The undersigned further states and affirms that he or she is aware that the activity/activity, even under the safest conditions possible, may be hazardous; that he or she has received an activity/activity program outlining planned activities and potential risks; and that he or she assumes the risk of any and all loss of or damage to property and/or bodily injury or death, howsoever caused, including negligence, resulting from, arising out of or in any way connected with the trip, and that he or she has read and understands all the provisions herein contained.

Indemnity The undersigned hereby agrees to indemnify and keep indemnified the RMIT Sport and/or RMIT, it's members, representatives, officers, agents, and employees and each of them against any claim, suit, action or demand brought against them or each of them by any person for loss of or damage to property or bodily injury or death caused by any act or omission of the undersigned (including criminal, reckless or negligent acts or omissions) whilst participating in or otherwise in connection with the trip.

Driver Responsibility The undersigned hereby states and affirms that he or she will not operate a vehicle on the trip without having a current drivers licence.

Student Responsibility The undersigned agrees as a representative of RMIT to act in an appropriate manner as well as respecting and following all instructions from leaders and relevant staff.

Participant Authorisation for Emergency Treatment

In the event of myself requiring medical attention (or my son or daughter if they are under 18 years of age), I understand that the person in charge of the activity will endeavour to communicate with me concerning the required action. If this is not possible, the person in charge will administer or seek whatever treatment he/she judges to be reasonably necessary.

Participant's Signature:	Date:
--------------------------	-------

* Where the Participant is under 18 years of age, his/her Parent or Guardian must complete the following acknowledgement:

I HEREBY STATE that I have read and understood the provisions of this form and I consent to the participant undertaking the activity/participating in the trip on the terms herein contained. I agree to indemnify and keep indemnified RMIT Sport and/or RMIT University, their members, representatives, officers, agents and employees against any claim suit or demand brought against them or each of them by any person for loss of or damage to property or bodily injury or death caused by any act or omission of the participant (including criminal, reckless or negligent acts or omissions) whilst undertaking the activity /participating in the trip*.

Parent/Guardian's Name:	
Parent/Guardian's Signature:	Date:
Federal Privacy Laws	

Upon enrolling, your details will be stored on an RMIT Sport database for use by our department only. Should you not wish your details to be retained on our database please tick the box .



Alcohol Management Procedure

Category	Talent and Culture
Effective date	01/12/2018
Review date	19/10/2021
Owner	Chief Operating Officer
Author	Executive Director, Human Resources
Version no.	1.0
Contact	healthandsafety@rmit.edu.au
Register reference	POL/2018/00080

Context

The procedure details RMIT's commitment to health promotion to reduce alcohol-related harm and sets out requirements for:

- managing functions, events and activities involving alcohol
- licensed premises on RMIT grounds
- alcohol use at RMIT residential services
- alcohol use in the work and learning environment
- treatment and support services for individuals experiencing alcohol-related problems

Authority

Health, Safety and Wellbeing Policy

Scope

The procedure applies to:

- all staff, students, contractors and visitors to RMIT and any of its controlled entities or strategic investment vehicles (RMIT group)
- RMIT campuses, teaching sites and residential accommodation services
- activities involving alcohol that are organised, controlled, sponsored or supported by RMIT, including controlled entities, strategic investment vehicles, any student unions and clubs, societies or collectives affiliated with RMIT.

Details

1. Health, safety and wellbeing promotion
 - 1.1. RMIT encourages alcohol-free events to maximise cultural inclusivity, health and safety.

- 1.2. University-associated groups (e.g. student unions, clubs, sports groups, staff social clubs) which organise more than one function or event in a calendar year should ensure at least half of these events are alcohol-free (no alcohol to be supplied by event organisers or guests).
 - 1.3. RMIT embeds primary prevention and harm minimisation in relation to alcohol into relevant policies, procedures, guidelines, plans and agreements and supports appropriate alcohol education strategies.
 - 1.4. RMIT supports a range of orientation week activities that encourage responsible behaviour in relation to alcohol service and consumption
 - 1.5. Information about alcohol use at RMIT will be provided through student orientation residential induction and resources, staff induction activities, relevant online modules, and annual compliance training.
2. Managing functions, events and activities involving alcohol
- 2.1. Risk assessment and approval
 - a) Functions, events and activities involving alcohol must have a nominated Event Coordinator – this is the person responsible for planning and managing the event and ensuring a safe environment for all attendees.
 - b) The Event Coordinator must:
 - have current, certified training in Responsible Service of Alcohol in Australia or equivalent in other countries where applicable (this requirement can be delegated to a catering company when they are contracted to be present)
 - be present for the duration of the event and remain on-site until all participants have departed
 - complete a risk assessment which should assess risks associated with holding a function or event involving alcohol. This includes planning for incidents resulting from alcohol use associated with functions and events, including safe and appropriate means of managing difficult situations, inappropriate or unsafe behaviour resulting from consumption of alcohol
 - obtain relevant authorisations, approvals and licences to provide alcohol at the event
 - c) Internal RMIT approval is required from the RMIT Security Manager, for events hosted on campus, and must be requested at least four weeks before the date of the function or event. Where the event is approved, security arrangements must be determined in consultation with the RMIT security team.
 - d) Any transport services provided or organised by RMIT must not facilitate drinking, for example by use of a party bus or the service of alcohol during transport.
 - 2.2. Liquor licencing
 - a) All functions and events must be conducted in accordance with the relevant local liquor licensing laws.
 - b) Event Coordinators wishing to sell alcohol at an event, either directly or via a cover/admission charge are responsible for obtaining a liquor licence.
 - c) A copy of the liquor licence must be made available to the RMIT Security manager on request.

2.3. Advertising material

- a) Any advertising material must not:
- emphasise the availability of alcohol and must make equal reference to the availability of non-alcoholic beverages
 - refer to the amount of alcohol available
 - encourage attendance by promoting discounted alcohol or all-inclusive ticketing (i.e. entrance fee and all you can drink for the one price)
 - include any form of brand promotion

2.4. Responsible service of alcohol

- a) Event Coordinators must ensure that alcohol is served responsibly as follows:
- alcohol must not be the primary focus of RMIT functions and events
 - the event is inclusive of all participants including those who choose not to consume alcohol
 - no alcohol is to be served before the start time or after the finish time
 - alcohol should not be provided in a way that may encourage rapid or excessive consumption of alcohol, for example, in a shot glass or drinking apparatus such as a funnel
 - free drinking water and adequate quantities of non-alcoholic and low alcohol beverages are available at a cheaper price than alcoholic drinks
 - adequate quantities of fresh food are available, and should be served no longer than 30 minutes after alcohol is served
 - alcohol may only be consumed in the area designated or licensed for this purpose
 - alcohol will not be served to persons under 18 years of age in Australia or below the legal age in other countries as applicable. Legal age must be confirmed prior to the serving of alcoholic beverages
 - alcohol must not be supplied to a person who is intoxicated
- b) Any large amounts of alcohol stored on RMIT premises must be stored securely.
- c) Alcohol may only be served by persons trained and certified in the Responsible Service of Alcohol.
- d) The Event Coordinator and servers must not consume alcohol immediately prior to or during the event.
- e) Appropriate transport options must be accessible to assist in the dispersal of patrons.

2.5. Ensuring appropriate and safe behaviour

- a) Event Coordinators and event staff must:
- encourage participants to maintain an appropriate standard of behaviour for the safety and enjoyment of those attending the event and other members of RMIT
 - take action where there is a risk to the wellbeing or welfare of an alcohol-impaired person or others
 - do everything reasonable and practicable to ensure that RMIT property is not damaged by attendees.

- report any damage to property that occurs at an event to the RMIT Security manager
 - b) Event Coordinators must contact security or emergency services if they believe that an event is no longer under their control or if there is a serious safety issue.
- 2.6. Reporting incidents at events
- a) The Event Coordinator must report incidents which may contravene the RMIT Alcohol Management Procedure through the online RMIT Incident Reporting System - PRIME.
- 2.7. Exempt activities
- a) Small team-based events such as "after work drinks" are exempt from this section.
3. Licensed premises on RMIT grounds
- 3.1. Licensed premises must be operated in accordance with the local liquor licensing laws and any Responsible Service of Alcohol requirements.
 - 3.2. Alcohol brand promotions within a licensed premise on RMIT grounds must be limited to alcohol product information at the point of sale and on menus.
 - 3.3. Alcohol may not be made available in a way that may encourage the rapid consumption of alcohol, for example, in a shot glass.
 - 3.4. Affordable food must be available at the licensed premise at all times when alcohol is available. Convenience snacks (e.g. packaged chips) are not sufficient.
 - 3.5. All licensed premises on RMIT must only operate within the maximum normal hours of trading as specified in their liquor licence.
 - 3.6. Alcoholic beverages or energy / alcohol-based drinks should not regularly be offered at a discounted price and where they are, non-alcoholic beverages should also be similarly discounted.
4. Alcohol in the work and learning environment, and residential accommodation services
- 4.1. Pro Vice Chancellors and Heads of Schools and Portfolios must ensure:
 - a) staff and students are aware of the RMIT Alcohol Management Procedure
 - b) activities are conducted in accordance with this procedure
 - 4.2. Students who are impaired by alcohol must not attend academic activities at RMIT (e.g. lectures, tutorials, laboratories, work integrated learning, excursions, workshops).
 - 4.3. Staff, visitors and contractors who are impaired by alcohol must not attend work at RMIT.
 - 4.4. Alcohol must not be consumed immediately prior to (i.e. in such proximity that it can compromise safety through intoxication or hangover effects) or during participation in any activity that is inherently hazardous, or which may become hazardous because of alcohol use. Such activities may include, but are not limited to, driving a vehicle used for RMIT business travel, handling dangerous goods, operating machinery or equipment, and maintenance work.
 - 4.5. Students visiting or residing in RMIT residential accommodation services must abide by this procedure and any specific residential accommodation policies.

- 4.6. Residential service managers may determine where, when and if alcohol may be consumed by anyone in any area outside a resident's own private apartment (e.g. common areas, dining areas, or outdoor areas).
 - 4.7. Residents who consume alcohol at another location and return to the RMIT residential facility impaired or under the influence of alcohol and create a disturbance or cause disruption may face disciplinary action by RMIT.
5. Managing misuse of alcohol
- 5.1. HR will provide advice when alcohol has impacted on the work environment.
 - 5.2. If a manager or supervisor believes that a staff member, visitor or contractor is impaired by alcohol to the extent that they are a risk to themselves or others, arrangements should be made to ensure the staff member gets home safely (e.g. contacting next of kin or a taxi) or is provided with medical attention if necessary.
 - 5.3. Following an incident, the relevant manager or supervisor will arrange a meeting with the staff member to:
 - a) discuss the relevant behaviours and incidents that may be subject to misconduct provisions of relevant agreements, regulations or policies, and provide a copy of the relevant agreements, regulations or policies
 - b) provide information regarding access to support services
 - c) appropriately document incidents and meetings and provide support as required such as the Employee Assistance Program
 - 5.4. A member of staff who has a student in a class who appears to be affected by alcohol may:
 - a) request that the student leave class if their behaviour is distracting or disruptive
 - b) insist that the student leave the class if the effect of alcohol leaves them incapable of operating equipment safely or impairs the safe handling of equipment by other students
 - c) seek the assistance from the RMIT Security team if the student resists appropriate advice or instruction about leaving
 - d) at a subsequent meeting, encourage the student to access RMIT counselling services
 - 5.5. Where a student is impaired to the extent that they are a risk to themselves or others, arrangements should be made to ensure the student gets home safely or is provided with medical attention if necessary. Students may be subject to student misconduct regulations and face disciplinary action.
 - 5.6. Those assisting individuals with alcohol related problems will respect the privacy and confidentiality of those who seek help unless the health and safety of themselves or others is potentially at risk.
6. Reporting incidents in the work and learning environment
- 6.1. Staff and students should report incidents through the online RMIT Incident Reporting System – PRIME which can be accessed via the Intranet.
 - 6.2. Contractors and visitors should report incidents to the relevant RMIT project manager (who should report in PRIME).

7. Treatment and support services in general

- 7.1. RMIT acknowledges that some members of the RMIT community might experience problems because of their own or others' alcohol use. Alcohol related problems will be addressed in a supportive, confidential and constructive way.
- 7.2. Seeking confidential assistance from any treatment or support services, or being referred to them, will not result, by itself, in disciplinary action nor will it affect the personal or professional situation of the individual in the RMIT setting.
- 7.3. RMIT may provide referrals to alcohol and other drug expertise, services for all members of the RMIT community.
- 7.4. Information about how to access the range of services will be maintained on the RMIT health, safety and wellbeing webpage and the Student Health webpages.

Definitions

Event coordinator	The person responsible for planning and managing the event and ensuring a safe environment for all attendees. An Event Coordinator must meet the requirements as specified under 2.1.b in the Procedure.
Impaired	Signs of impairment include slurred speech, swaying or staggering, aggressive behaviour, etc.
PRIME	Proactive Risk and Incident Management Excellence.

Document history

Version	Approval Date	Effective Date	Summary of Changes	Approval Authority
1.0	19/10/2018	01/12/2018	New Procedure	Chief Operating Officer

See also

- Occupational Health and Safety Act
- Local liquor licensing legislation
- Health, Safety and Wellbeing Policy
- Staff Code of Conduct
- Staff agreements
- Charter of student rights and responsibilities
- Student conduct policy
- Fitness for Work Process (HSW-PR21)



Appendix 14 – 2019 Club Payment Form



This form is to be submitted to RMIT Sport via jack.arnold@rmit.edu.au for all club payments, including; reloading pre paid debit cards, online payments, paying individuals or organisations and any other payments as required by Sport clubs.

Electronic signatures are acceptable, provided both requestor and seconder are included on email being sent. Club committee members who are authorized club bank account signatories can only request payments. Form is to be submitted along with invoice or receipts for payment.

RMIT Sport Club Payment Request				
Club Name		Money Source (please circle)	Club Grant / Club Bank Account	
Date Requested		Payment Required By:		
Payment Reason (please circle / highlight one only)	Transfer to debit card	Pay supplier	Pay individual	RMIT Sport Credit Card
	Card Number:			
	Amount to be loaded? \$			
Payment Narration				
Total Amount Required?				
Requested By	Name:	Role:	Signature:	
Seconded By	Name:	Role:	Signature:	
Claim Details – to pay supplier, individual or other. Ensure a copy of tax invoice or receipt is attached				
Organisation Name / Surname				ABN
Given Name				
Address				
City / Suburb			State	
Country			Post Code	
Bank Name			Account Name	
Account Details	BSB	Account Number		

	E Number	Signature	Name
Recommender			
Approver			





SPORT CLUBS
NOTES

Sheet 2 - Income

Number each category in sequential order
Please add more lines if required
Change income item titles as necessary
Copy sheet for each new month
Don't forget to copy and retitle the form for each month

Sheet 3 - Expenditure

Number each category in sequential order
Please add more lines if required
Change expenditure item titles as necessary
Copy sheet for each new month
Don't forget to copy and retitle the form for each month

Sheet 4 - Debit Cards

Complete when money loaded onto card
Record all expenses incurred using the card

Sheet 5 - Month Summary

To be manually calculated from sheets two and three
Don't forget to copy and retitle the form for each month

Sheet 6 - Year Summary

To be manually calculated from sheets two and three
Don't forget to copy and retitle the form for each year



RMIT SPORT CLUBS

MONTHLY RECONCILIATION - INCOME

CLUB: _____

MONTH: _____

Analysis - enter amount																
Date	Type	Number	Description	Membership	RMIT Grants	Sponsorship	Training Fees	Other Grants	Bank Interest	Trip Fees	Office Supplies	Other	Amount Ex GST	GST	Amount Inc GST	Notes
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
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															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
Please add more lines if required					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	

Types
 Cash CASH
 Bank Transfer BT
 Cheque CHQ
 Online ONLINE
 RMIT Grants GRANT RMIT grants are exclusive of GST

Number each category in sequential order



RMIT SPORT CLUBS

MONTHLY RECONCILIATION - EXPENDITURE

CLUB:

MONTH:

Date	Type	Che Number	Description	Analysis - enter amount								Amount Ex GST	GST	Amount Inc GST	Notes
				Facility Hire	Bank Fees	Uniforms	Office Supplies	Trip Expenses	Gear Servicing	Association Fees	Other				
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please add more lines if required

- Types
 Invoice (INV) INV
 Receipts (REC) REC
 Petty Cash (PC) PC
 Debit Card (DC) DC

Number each category in sequential order

Appendix 15 - 2019 Financial Reconciliation Worksheets



RMIT SPORT CL

MONTHLY RECONCILIATION

CLUB:

MONTH:

MONEY LOADED ON CARD				EXPENSES ON CARD		
Date	Amount	Notes		Date	Amount	Reason
	\$0.00				\$0.00	
Card Closing Balance					\$0.00	

Please add more lines if required



RMIT SPORT CLUBS

MONTHLY RECONCILIATION - SUMMARY

CLUB NAME: MONTH:

Opening Bank Balance

Income		Notes
Membership	\$0.00	
RMIT Grants	\$0.00	
Sponsorship	\$0.00	
Training Fees	\$0.00	
Other Grants	\$0.00	
Bank Interest	\$0.00	
Trip Fees	\$0.00	
Office Supplies	\$0.00	
Other	\$0.00	
Total	\$0.00	

Expenditure	
Facility Hire	\$0.00
Bank Fees	\$0.00
Uniforms	\$0.00
Office Supplies	\$0.00
Trip Expenses	\$0.00
Gear Servicing	\$0.00
Association Fees	\$0.00
Pre Paid Debit Card Load	\$0.00
Other	\$0.00
Total	\$0.00

Surplus/(Deficit) \$0.00

Plus Debit Card Balance \$0.00


Closing Balance \$0.00



RMIT SPORT CLUBS
YEARLY RECONCILIATION - SUMMARY

CLUB NAME:	MONTH:			
PROFIT AND LOSS STATEMENT				
2018		2019 Actual	2019 Budget	Notes
\$			\$	
	INCOME			
	Membership			
	RMIT Grants			
	Sponsorship			
	Training Fees			
	Other Grants			
	Bank Interest			
	Trip Fees			
	Office Supplies			
	Other			
\$0.00		\$0.00	\$0.00	
	EXPENDITURE			
	Facility Hire			
	Bank Fees			
	Uniforms			
	Office Supplies			
	Trip Expenses			
	Gear Servicing			
	Association Fees			
	Other			
\$0.00	TOTAL	\$0.00	\$0.00	
\$0.00	SURPLUS/(DEFICIT)	\$0.00	\$0.00	

Appendix 16 – RMIT Sport Club 2019 Important Dates


<h2>2019 Important Dates</h2>	 Student Life Sport
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Event	Date	Location	Notes
Submit Required Documents	Monday January 21	Electronic	Email to jack.arnold@rmit.edu.au
Club Forum	Tuesday February 26	City Campus	Compulsory for clubs to attend
City VE Welcome	Thursday February 14 1:00pm – 3:00pm	City Campus	Clubs do not attend
Brunswick HE Welcome	Tuesday February 26 11:30am – 1:30pm	Brunswick. Building 514 Atrium and Forecourt	Not compulsory for clubs. Clubs to apply.
Bundoora HE Welcome	Wednesday February 27 12:00pm – 2:00pm	Bundoora. Lakeside and Spine	Compulsory for clubs Clubs to apply.
City HE Welcome	Thursday February 28 1:00pm – 4:00pm	City. Bowen St.	Not compulsory. Clubs to apply.
Bringing in the Bystander Training	Monday March 4 10:30am – 12:30pm	10.06.63	Compulsory for clubs to send at least two (2) executive committee members to one of the training sessions. Failure to do so will result in your club grant being reduced. Registration link will be advertised early in 2019
	Tuesday March 5. 12:30pm – 2:30pm		
	Wednesday March 6 5:00pm – 7:00pm		
	Thursday March 7 12:30pm – 2:30pm		
	Friday March 8 10:30am – 12:30pm		
	Tuesday March 12 12:30pm – 2:30pm		
	Wednesday March 13 5:00pm – 7:00pm		
	Thursday March 14		

	10:30am – 12:30pm		
	Friday March 15 12:30pm – 2:30pm	Bundoora. Venue TBC	
City Clubs Week	Tuesday March 5 11:00am – 2:00pm	City. Bowen St	Compulsory for clubs. Clubs to apply.
	Wednesday March 6 11:00am -2:00pm	City. Bowen St	Creative Clubs Only
	Thursday March 7 11:00am – 2:00pm	City. Bowen St.	Clubs can attend in a roving capacity
Club Development 1	Wednesday March 13 6:00pm start	City. Megaflex 3 08.04.13	Topic: Leadership / Wellbeing as a Leader <i>Compulsory for clubs to attend</i>
Club Development 2	Tuesday March 19 6:00pm start	City. 08.08.82	Topic: Risk Management <i>Compulsory for clubs to attend</i>
Club Development 3	Wednesday March 27 6:00pm start	City. Megaflex 3 08.04.13	Topic: Event Management
Club Development 4	Wednesday April 3 6:00pm start	City. Megaflex 3 08.04.13	Topic: Volunteer Management / Recognition
Club Development 5	Wednesday April 10 6:30pm start	City. 80.08.10	Topic: Conflict Resolution
Club Development 6	Tuesday July 30	City. TBC	Topic: Succession Planning <i>Compulsory for clubs to attend</i>
Club Development 7	Tuesday August 6	City. TBC	Topic: Selling Your Club Experience

Semester 2	TBC	TBC	One day, covering all topics so far for the year
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Calendar Subject to Change without Notice

<h2 style="margin: 0;">Mid Year Review</h2>	
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What: a meeting between Jack Arnold (Sport Officer – Clubs & Community Sport) and the Sport clubs. Club representatives can include people nominated by the club but should include at a minimum the Club President and Treasurer. It would be ideal to include the whole committee. In 2019 these meetings will be held on a needs basis.

Purpose: a progress report in the middle of the year to assess how the club is tracking in a variety of areas which is nominated below.

Areas to be assessed

1. CLUB MEMBERSHIP

2019

Total Members	RMIT Students	Non RMIT Students	% Students

2018

Total Members	RMIT Students	Non RMIT Students	% Increase from 2018

Are the 2019 membership fees at an appropriate level? Does there need to be a change for 2020?

Are they providing the club with enough funds to run operations?

2. COMMITTEE STRUCTURE AND OPERATION

Committee

- President
- Vice President
- Secretary
- Treasurer
- Other positions

How are the positions working? Any problems or areas of concern? Two students on the committee?

Committee Meetings



- Has committee meetings been held, have minutes been taken, have they been submitted to RMIT Sport and Recreation

Club Forums

- Did club attend club forum 1

Club Development Sessions

- Has club had representatives attend club development sessions

3. CLUB ACTIVITIES

Coaches

- Does the club have a paid coach? How is that working?

Competitions

- Which competitions are the club participating in?
- Positive or negative results?

Training

- Are club trainings well run, well attended?

Club Events and Trips

- What trips have been run this year?
- What events have been run this year?
- Has trip and activity intention forms been submitted within specified timelines?
- Are you collecting medical information for participants?
- Does the club adhere to RMIT's alcohol policy? Do members have RSA?
- Does the club adhere to Victorian food handling standards? Do members have relevant training?

4. FINANCE with Club Treasurer and President

- Compare budget to actual
- Review profit and loss statement
- Is club adhering to financial management processes in terms of using grant, paying invoices, club committee approving expenses over \$100
- Are there any outstanding membership fees
- Club grant allocation and usage
- Has club been submitting monthly financial reconciliation
- Is income being recorded on financial spread sheets
- Is expenditure being recorded on financial spread sheets
- Are proper receipts being given for cash payments (weekly/daily training fees)
- Club bank accounts – two or more signatories. Are current signatories still involved in the club

5. BUSINESS MODEL CANVAS

- Compare business model canvas to what is actually happening.

6. COMMUNICATION

- Club email accounts – being utilized
- Responding to member feedback
- Any problems with email or members

7. PUBLICITY, PROMOTION & PUBLICATIONS

- Use of RMIT Student Life (Sport) logo
- Use of RMIT Redbacks logo
- Use of social media – facebook, twitter, you tube, external websites and other social media

8. SPORT SPECIFIC EQUIPMENT

- Have you purchased any new equipment this year
- Have you completed an equipment stock take this year? Is there as asset register
- Does your equipment need maintenance or repairs
- Does your equipment require safety checks

9. GENERAL

Semester 1 - Achievements

List any achievements experienced by the club, including any individual, team or administrative success

Semester 1 - Challenges

List an challenges faced by the club and any strategies (if any) that were used to overcome these

Semester 2 - What's coming up

Brief outline of specific events/activities on the clubs calendar – trips, fundraising, social, competition

General Feedback

Any general feedback in regard to RMIT Sport.

Actions for Club

Actions for Jack

Incident Report Form

Personal Details

First Name:	Surname:
Address:	
Town/City:	Postcode:
Home Telephone:	Work Telephone:
Mobile Telephone:	Date of Birth:
Email:	
RMIT Student No. (if applicable):	

Incident Details

Date of Incident:	Time:
Club:	Activity:
Location:	
How did the incident occur?	
What is the extent of the damage?	
Did any injuries occur? (If Yes, provide details):	
What type of medical treatment sought? I.e., First Aid, Referred to a Doctor/Hospital (if Yes, provide details):	

Accident/Injury Witness, First Aider and Activity/Trip Leader Details

Name of Witness:	Telephone:
Email:	



Name of First Aider:	Telephone:
Email:	
Club Activity/Trip Leader:	Telephone:
Email:	
Signature of Club Activity/Trip Leader:	Date:
Signature of Injured Person:	Date: