

# CLUBS HANDBOOK



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# Welcome . . . . .

Welcome to the Clubs Handbook, your comprehensive guide to the dynamic world of clubs at Te Herenga Waka - Victoria University of Wellington. Here, you'll discover essential insights into club management, event planning, member recruitment, and governance guidelines. Whether you're a seasoned club executive or just starting your club journey, this handbook is your key to unlocking a successful and fulfilling club experience. Dive in to find all the necessary information and resources to make the most of your time within our vibrant club community.

## Your Clubs support team

We extend a warm and enthusiastic welcome from the University Recreation clubs support team to each of you as the driving forces behind the diverse clubs at Te Herenga Waka—Victoria University of Wellington. Your leadership and dedication play a pivotal role in enriching the university experience for our student body. Your commitment to fostering inclusive communities, promoting diversity, and nurturing creativity is truly commendable and integral to our campus vibrancy.

Your roles as executives are pivotal in shaping the dynamic culture of our university. We applaud your passion for assisting students to learn new skills and forge meaningful connections. Together, let us continue to inspire, innovate, and create an environment that celebrates the unique talents and aspirations of every student here in Te Whanganui-a-Tara.



Peter McDonald, Clubs Administrator



Conor O'Fee, Sports and Clubs Manager

# Starting a Club

## Purpose



Our University Clubs Support team is dedicated to ensuring our registered clubs at Te Herenga Waka – Victoria University of Wellington enhance the student life experience by providing a vibrant and welcoming environment for our students.

Many of our club's host events, both small and large, throughout the year to foster a sense of community and belonging among our university whānau.

We support a diverse array of clubs for you to join at the University. If you believe there's a need for a club that currently isn't catered to, you might want to explore the option of starting up a new club.

## Benefits

Being a registered club with the University offers a whole suite of benefits, many of which are outlined throughout this handbook and in our **benefits and support services for clubs**.

To discover the extensive support we can offer your club, email the Clubs Support team at [university-clubs@vuw.ac.nz](mailto:university-clubs@vuw.ac.nz) or visit our website.

## Considerations

There are also other considerations for you to make when starting up a club, such as:

- Is there already a club that aligns with your objectives?
  - Check out our **Clubs Directory** to see a full list of clubs at the University.
- Do you have the necessary committee members ready and willing to keep the club running?
  - You'll need a minimum of president, secretary and treasurer to begin.
- Setting up a club bank account for budget and finance purposes
  - See our guide on setting up a bank account on our **resources website**.
- Creating club email account and social media accounts to communicate with members and our Clubs Support team.
- Decide whether you will incorporate, most clubs at the University are not incorporated. This provides a lot of flexibility and is usually suited when you are starting out. You can also form an "incorporated society"; this is a formal registered organisation. There are some advantages to this, but you will also need to follow the rules for incorporated societies. You can find out more about incorporated societies on the **Incorporated Societies Register** (part of the New Zealand Companies Office) and the **Community Law Toolkit**.

## Recommended best practice

It is recommended that you follow clubs best practice when registering as a VUW club. Recommended best practice include:

- Keeping an up-to-date record of your members through a membership list.
- The recording of your IGM (Initial General Meeting) and AGM (Annual General Meeting) minutes.
- Record of your Club constitution, also considered your club's formal set of rules.

More information on clubs best practice and how to start a club can be found on our website by scanning the QR code below.

## Expectations

When registering clubs must know that there are specific expectations that the University community, including operating respectfully and inclusively, providing a safe and welcoming environment, and upholding the reputation of the club, students, and the University.

It is essential for all clubs to thoroughly understand and implement the content and rules outlined on our **Clubs website**, following advice and guidance to ensure an enjoyable club experience.

Failure to comply with expectations of University Recreation Wellington or operate in ways that are against the **values of the University** may result in immediate revocation of the club's registration.



## **Register your Club**

To find out more about how to start a club, visit our University Clubs website by scanning the QR code, or email the Clubs Support Team at [University-clubs@vuw.ac.nz](mailto:University-clubs@vuw.ac.nz).



# Managing your Club

Once your club has initially registered or re-registered you will now need to consider how the club is managed. Our team runs training & development workshops year-round to support you with this. Read through the rest of this handbook and visit our website for more information on how to successfully manage your club.



## Event Management

When diving into event management for your club, good planning is key. Begin by creating a solid plan to promote your event across different channels. Our Clubs Checklist is a handy tool to make sure every detail, from logistics to participant engagement, is sorted. Throw in some smart promotion, get the logistics right, and follow the checklist to ensure your event runs smoothly. These steps will boost the success of your club's activities.

## Finance and Funding

Maintaining your club's financial health is vital for its success. One effective approach is to leverage the dedicated **Clubs and Individual funding** opportunities available to registered clubs. There are several rounds of funding each year, and you'll want to ensure that your club puts through a good application for why it needs funding.

## Long-Term Sustainability

Ensuring long-term sustainability of the club will involve actively recruiting members, establishing user-friendly processes for executive members to follow, and implementing a robust succession plan. This will help guarantee that the club will continue running successfully once you have finished with the University.

### Development Opportunities





# Club/ Member Privacy & Recruitment

## Clubs Privacy notice

The University is committed to managing personal information in accordance with good global privacy practice, the Privacy Act, other relevant laws, the principle of manaakitanga, and the [University's Privacy Notice](#). Your club does not have to share member information with us, but you will not be eligible for funding or registration/ re-registration if you do not. In order to make sure your club complies with the Privacy Act, you should include a reference in your privacy notice to sharing information with the University.

On the [clubs resources webpage](#), you can find a helpful document called the clubs [Clubs Privacy notice and membership info](#), this should assist with what your club asks for and who you share it with.

## Appropriate & aggressive recruitment

Boost your club's vitality through annual recruitment at Trimester 1 and 2 Clubs Expos and other on campus engagement opportunities. scan the QR code for more information on our Clubs Expo below. Please refer to the [appropriate recruitment by groups on campus webpage](#) on how to avoid aggressive recruitment, or recognize if a group is potentially doing this.

**Club**  
**resources**



# Finance and Funding

Student clubs, societies and individuals can apply for funding to assist with one-off events, skill development programmes, asset purchases and extracurricular activities that are organised for students. A portion of the student services levy is reserved each year to help clubs operate and to run their events.

## Bank Account and Budgeting

To receive funding from the University, you will need to set up a club bank account by visiting one of your local bank branches. You will also need to create an annual budget outlining the clubs expenses and revenue. Visit our website for our guide to setting up a bank account and our templates for budgets.

## Funding Application Process

1

### PLAN YOUR YEAR

Discuss your year's events as a committee and prepare your event plans and budgets.

Aim to budget for the entire year, not just for the one event.

2

### COMPLETE ONLINE APPLICATION FORM

A link to the form is on the [Club Funding webpage](#).

Once complete, the Clubs Support team will send you a link to your SharePoint folder.

3

### UPLOAD DOCUMENTS TO SHAREPONT

Upload supporting documents to be presented to the Sponsorship panel.

You must provide a cover letter, proposed budget, and additional supporting documents.

4

### APPLICATION REVIEW/ CONFIRMATION

The Sponsorship panel will review your application and the Clubs Support team will advise you of the outcome of your application or ask for more supporting documents.

## Fundraising Opportunities & Alternate Funding Streams

As a registered club with the University, you may have access to further fundraising opportunities and other alternative funding streams. Visit our website for more information on these opportunities.

[Apply now for Funding](#)



# Booking rooms on Campus

Every registered club is entitled to book up to 3 hours per week on any of our 3 campuses at no cost. It's essential that clubs use this online form for bookings. The Clubs Support team promptly reviews your request, booking your preferred space if available. If not, we will reach out to suggest alternative options. We aim to process bookings within 2 working days. If you haven't received a response by then, please feel free to contact us via email at [university-clubs@vuw.ac.nz](mailto:university-clubs@vuw.ac.nz).

## Rooms available to book

We have spaces available on campus to book for a range of activities including, but not limited to, small and large meetings, seminars and conferences, performance rehearsals and practice, sporting events, movie nights, cultural evenings and expos. Note that recreational spaces may incur a fee if the booking goes beyond the 3 hours allocated.

## Room Booking Process

1

### FILL IN THE ONLINE FORM

Scan the QR code or visit the online booking form on our website. You must provide a minimum of 3 days' notice from the date of your online request.

2

### BOOKING REQUEST PROCESSED

The Clubs Support Team will process your booking as requested. If the space you have requested is not available, we will email you with alternative venues/ times.

3

### BOOKING REQUEST CONFIRMED

If the space you requested is available, you will receive a confirmation email. If it is not, we will email you with alternative venues/ times.

4

### ROOM UNLOCKED FOR BOOKING

The room that has been booked for you will be unlocked at the requested time available for use. Ensure the room is left the way it was before you used it!

## Booking Recreation Facilities

Booking recreational facilities follows a similar process, however, requests must be made through the online booking form the week before your requested booking date, and additional facility hire charges may apply to bookings beyond 3 hours.

**Book now  
on campus**



# Event Management

Gear up for a fantastic year of club events by kicking off your planning early! When you plan ahead, you make sure everything runs smoothly, get to be more creative, and can tackle challenges along the way with ease. Start early to make your club's events memorable for you and your fellow members.

## Event Checklist

Don't leave anything to chance! Before diving into your club event, make sure you've got all bases covered by going through our handy event checklist. From logistics to the tiniest details, this checklist ensures you have covered everything for a successful event.

### 1 Logistics and set up

- Confirm venue suitability and permits (if needed).
- Ensure date, time, and logistical details are set.

### 2 Equipment and Supplies

- Organise audio/visual equipment, supplies, and decorations.
- Confirm necessary materials for setup.

### 3 Communication and Promotion

- Create and distribute promotional material.
- Utilise social media channels for event promotion.

### 4 Participants and Refreshments

- Manage invitations, RSVPs, and guest lists.
- Coordinate catering, menu, and refreshments, and dietary requirements.

### 5 Safety & Finances

- Ensure safety measures, emergency contacts, and first aid.
- Monitor budget, settle payments, and organise receipts.

### 6 Post-Event planning

- Create post-event feedback collection.
- Advertise post-event feedback, clean-up, and acknowledgments.

## Liability, Insurance and H&S

All registered clubs are covered by the University's public liability and general insurance policies for on and off-campus activities. Prioritise safety by completing our health and safety forms for events with potential risks, and utilise the University's Health and Safety team to ensure you've covered everything. For comprehensive policy details, visit our Clubs website to prioritise safety in all your club events.

## Promotion with Clubs Support

Our Clubs Support team offer the opportunity to clubs to promote their events on our Clubs Events page, as well as through our social media channels. Contact our Clubs Support team for more information.

**Club  
Events**





# Long-Term Sustainability

Club executives play a crucial role in securing the club's long-term success through annual recruitment, member retention, and a robust succession plan. Their dedication to maintaining clear disciplinary processes and privacy policies ensures the club's safety and integrity. Together, these efforts establish a foundation for a thriving and enduring club experience.

## Succession Planning

Secure your club's legacy with a robust succession plan. Ensure seamless transitions for new executives by handing over key information and planning resources. With a clear and comprehensive succession plan in place, your club's impact can endure for years to come.

## Governance Processes

Ensure you've incorporated vital governance guidelines into your club's constitution, including disciplinary processes align with the University's values. You must also ensure member safety and club integrity by following privacy guidelines. For sensitive matters, contact the University's Student Conflict Resolution team at [studentinterest@vuw.ac.nz](mailto:studentinterest@vuw.ac.nz).

**Club**  
**Expo**



# Awards & Recognition

## Blue Awards

The Te Herenga Waka–Victoria University of Wellington Blue Awards recognise a student’s outstanding performance in representing their region and/or New Zealand while successfully progressing their academic studies. They also recognise high-performing clubs that have achieved sporting success. Find out more about the [Blue Awards](#).



## Gold Awards

The Gold Awards, presented by VUWSA, recognise the most outstanding clubs of the year and reward exceptional contributions to the student experience. For more information on the Gold Awards, or to apply for your club, go to the [VUWSA](#) website.



## Wellington Plus Programme

The Wellington Plus Programme is the University’s award-winning extracurricular service and leadership development programme. It connects you with your community, provides leadership opportunities, and develops your social responsibility and employability skills. The programme is self-directed and you can tailor it to suit your own schedule, studies, and interests.

## Wellington International Leadership Programme

The Wellington International Leadership Programme (WILP) is a free, self-paced, co-curricular programme aimed at enhancing any degree and making participants more globally aware.

If you’re interested in global issues, cultural diversity, and social change, WILP is an ideal way to get involved and kickstart a globally-engaged career.

### Club Awards



# More Information

As you finish reading through the Clubs Handbook, keep in mind that while it provides a wealth of essential information, it might not cover every detail. If you have further questions or topics to discuss, don't hesitate to visit us at the Clubs House during our 10 am-2 pm hours from Monday to Thursday. Alternatively, feel free to reach out to us via email. For a deeper dive into specific topics and to explore our online resources available, visit our website. We're here to support you in making the most of your club experience.

## Contact us :



[University-Clubs@vuw.ac.nz](mailto:University-Clubs@vuw.ac.nz)



[www.wgtn.ac.nz/recreation/clubs-and-societies](http://www.wgtn.ac.nz/recreation/clubs-and-societies)



Clubs House, SU401, Student Union Building, Kelburn Campus



[Unirec\\_wgtn](https://www.instagram.com/unirec_wgtn)



[University Recreation Wellington](https://www.facebook.com/UniversityRecreationWellington)

## Clubs Website



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