



Waipapa
Taumata Rau
University
of Auckland

Clubs Handbook 2026

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Got a question? Get in touch at
studentgroups@auckland.ac.nz



2026 Calendar

- Major Grant Round 1 Due
Sunday 18th January
- Clubs Expo Applications Open
Monday 19th – Sunday 25th January
- Clubs Expo Stalls Announced
Monday 2nd February
- Clubs Drop In Q&A
Thursday 19th February
- Clubs Expo Semester 1
Monday 2nd – Thursday 5th March (Week 1)
- New Clubs Applications Open
Monday 9th – Friday 13th March
- Quarter 1 Grant Due
Sunday 22nd March (Week 3)
- Quarter 2 Small Grant
Sunday 17th May
- Major Grant Round 2 Due
Sunday 31st May
- Clubs Expo Applications Open
Monday 15th – Sunday 21st June
- Clubs Expo Stalls Announced
Sunday 28th June
- Clubs Expo Semester 2
Monday 20th – Wednesday 22nd July
- Clubs Awards Nominations Open
Monday 27th July – Friday 14th August
- Quarter 3 Small Grant
Friday 7th August
- Clubs Awards
TBC Mid/Late September
- Quarter 4 Small Grant
Sunday 4th October
- Registration Opens
Monday 5th October
- Registration Closes
Sunday 15th November

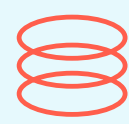


Registration



Club Categories

When registering as a club you will be asked to provide a statement explaining the clubs Kaupapa (Purpose). This statement needs to clearly explain the clubs purpose and align with one of the six categories listed below. Once the club is approved under a specific category, they must remain there unless they are able to provide clear justification for changing. A club may only move categories if its kaupapa is distinct and does not duplicate that of an existing club.



Academic and Specialist

These clubs include faculty associations, school or discipline-based interest groups, and other subject-specific communities. Their primary focus is on knowledge sharing, study, and/or skill enhancement among members who share a common academic or specialist interest.



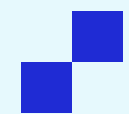
Cause

Cause clubs focus on improving outcomes through education, action, and raising awareness. Unlike 'Campaigns', activism is not central to their kaupapa. Examples include clubs centred on sustainability, equity, volunteering, or charitable initiatives.



Cultural

Cultural clubs aim to create spaces that are culturally rich, diverse, and visible. They bring together students who share a cultural background while also welcoming others to learn about and experience that culture and language. Only one club per culture may be approved at a time.



Special Interest

Special interest clubs unite people who share a specific hobby or passion, welcoming both beginners and experienced participants. Examples include gaming, music, crafts, activities, or other creative and recreational pursuits.



Spiritual, Religious, and Faith

These clubs are based around a specific religion, spiritual belief system, or non-denominational faith community. Their kaupapa focuses on enhancing spiritual wellbeing and creating opportunities for students to connect with others who share their faith or spiritual interests.



Sport

Sports clubs are centred around a particular sport and are open to students of all skill levels, from beginners to competitive athletes. Their kaupapa focuses on participation, skill development, teamwork, and community building.



Constitution

A constitution is a set of fundamental principles or established precedents according to which an organisation is governed. It covers things like the purpose of the club, the types of membership, executive responsibilities and powers, financial securities, and disputes, complaints, and escalation processes. It is vital that you keep your constitution clearly articulated and relevant, as a poorly drafted constitution may lead to disagreements over how the rules should be interpreted and whether the club is operating in accordance with its rules.

A strong constitution keeps club members and assets safe and can protect the club in the instance of an executive leaving their role suddenly. Student Groups will run constitution hui in Semester 2 each year to align with the beginning of the handover phase for the following year. These hui will assist in understanding how to write a strong constitution and what clauses to ensure are present for these tricky situations.

Strong constitutions are a requirement of annual registrations. Please view the template [here](#) to ensure all relevant sections have been covered by the club. Poor constitutions may result in the club's annual registration being declined.

AGM

The purpose of an AGM is to give members a report on your activities and finances for the previous year, to allow time for members to ask questions and to elect members of your governing body (e.g. Executive or committee members) for the coming year.

Providing all members (not just executives) 2 weeks’ notice of the AGM is best practice.

A club’s Annual General Meeting (AGM) must be held between August 1st and October 31st of the preceding year to be valid for the upcoming year. For example, the AGM for 2027 must be held between August and the end of October 2026. Any AGM’s held after this run the risk of missing out on the compulsory trainings and therefore being declined during the annual registration process.

Minutes from the AGM will be required for the annual registration process. Insufficient minutes may result in the clubs application being declined. You can find a template for what expected minutes would contain [here](#).

Membership

Club Membership must be focused on currently enrolled University of Auckland students. This also applies to executive positions. From 2026, at least 80% of a club’s members must be made up from currently enrolled students at the University of Auckland. An [Excel spreadsheet](#) containing the ID numbers and/ or UPI of your members will be required as a part of the annual registration process.

All clubs must have an executive consisting of at least - President, Secretary, and Treasurer. These roles must be occupied by different people and must be held by currently enrolled students at the University of Auckland.

Asset Management

Assets are items belonging to the club which cost over \$300 dollars. An asset register should be maintained by the club. The asset register will be requested as a part of annual registration.

Legal Status

The legal status of a club refers to whether it is registered as an Unincorporated Group, Incorporated Society, incorporated Charitable Society, Charitable Trust, or Company. If a club chooses to register under one of these legal structures, it will be responsible for meeting all associated legal and tax obligations. The University of Auckland is not responsible for ensuring that a club meets these obligations.

If a club wishes to register as one of the above legal statuses (other than Unincorporated Group) and intends to use “UoA” or any identifier associated with the University of Auckland in its name, it must first consult with the University. This is necessary due to the legal requirements and implications of registering an entity with the University’s name or branding. Annual registration requirements will include declaring the legal status of the club.

External Partnerships

Annual registration will also request declaration of any partners, parent organisations, sponsors, or other external affiliates of the club. Failure to declare any of these external partnerships will result in the club being suspended or deregistered.

International Travel

If the club intends to travel internationally for any reason, they must also declare this during the annual registration process.

Bank Details/Financial Management

The club must also register with its most up-to-date bank details, and details of the clubs 2 signatories if it wishes to apply for any grants or financial assistance from the wider university. Clubs can elect not to share bank details, or register without a bank account, but will not be eligible for any University of Auckland funding.

Signatories must not have any relationships – familial, romantic, or otherwise – as this is a conflict of interest and places the club at financial risk. This is outlined in the Official Recognition Principles and should be outlined in a club’s constitution. If there is a conflict of interest between signatories, or only one signatory, the club will be violating the ORP and therefore at risk of being suspended or deregistered.

Official Recognition Principles

To register annually the club must agree to the [Official Recognition Principles](#). These principles may change annually to reflect changes in policies and/or processes, so please ensure that the club has read these thoroughly and understands the terms and conditions under which they may operate on campus.

Breaching the ORP will result in the club being deregistered, and in cases of non-academic misconduct, will result in escalation to the Student Conduct Office.

*Link to be updated! Check [auckland.ac.nz/clubs](#) for more info

Receipting

Any purchases made by the club using the Universities grant funding must be logged with a receipt. These receipts will need to be supplied throughout the year before the annual registration is closed. If the club does not provide receipts, they risk being ineligible for funding in the coming year. More information about how to receipt will be under the Grants and Receipting section of this handbook.

Trainings

Upon annual registration, it is compulsory for student groups to send one representative to the Bullying, Harassment and Discrimination training and one representative to either Chat the Weird Out or Creating Cultures of Consent. If your club has over 500 members, Creating Cultures of Consent is mandatory in alignment with the universities goals around sexual harm prevention on campus.

Some of these trainings also have Canvas modules that must be completed. Failure to sign up will result in the club being unable to register. There will also be a fee for non-attendance or late withdrawal from the trainings.

For more information on these trainings please see page 11.

Checklist

All of the above are required for the annual registration process. If a club does not supply the information above information they may not be registered for the following year.

Please use the attached checklist* as a guide and consult the calendar here* to help organise your club for the registration process.



Grants and Receipting

Timelines

From 2026 there will be 2 Major Grants, one ahead of each semester, and 4 Small Grants, due at the end of week 3 and 9 of both semesters. Receipting should be managed throughout the year to ensure the club is on Track to meet the requirements for registration.

Key dates on page 1 show the exact dates that the grants are due, and our visual calendar here* demonstrates this in a way highlights busy times. Please utilize the planners available*, as poor organisation won't be considered an excuse for missing grant deadlines, or for missing receipting obligations.

Grant Tracks

Grant applications must be completed in alignment with the below tracks. Clubs will be eligible for different levels of funding depending on the track they are aligned with. Tracks will be determined by membership numbers, campus impact, conduct and responsibility, and other factors.

Each track outlines the maximum a club is eligible for annually – for example, track 3 is eligible for a maximum of 0-\$4000 each year.

To view the different Tracks in detail, check out the [website](#).

Receipts

Receipting is required annually for any University of Auckland grant funds spent by clubs. This is because grant money comes from a pool of funding called the Compulsory Student Services Fee (CSSF), also known as the Student Levy.

There are certain things that this money can and cannot be spent on – as this pool of funding is allocated to be spent on activities that enhance a positive on campus environment for students. This means grant money cannot be spent on*:

- Payment of a person (e.g. sports coaches, speakers, performers)
- Registration fees
- Events where alcohol is present like Pub Quiz nights, steins, balls, cocktail parties or pub crawls.
- The benefit of third parties outside of the University like charities, businesses and political parties.
- Clothing, unless it is an asset that can be used long term.
- Travel and transport
- Off-campus venue hire
- Grants will not be approved as a reimbursement
- Website hosting fees, subscription fees, or Google Drives.
- Koha or gifts
- Prizes or awards
- Activities or objects that only benefit exec or a small number of people.

Receipts must therefore demonstrate that any money received was spent on what was approved in the Grant application. If the clubs receipts do not match the approved items, or are not supplied, this will mean that the club is not eligible for grants in the following year.

*Note: The committee reserves the right to withhold funds from activities that are seen to be exclusive or go against the University's equity guidelines and strategic objectives.

*Link to be updated! Check auckland.ac.nz/clubs for more info

Tips and Tricks

As there can be a lot of receipts to track we recommend having an efficient system in place to track all receipts as the money is spent. You can do this by doing the following: Create a shared folder where all execs who have spending authority can save photos or downloaded copies of invoices or receipts.

- Have a backup location only accessible by the bank signatories in case of accidental deleting or moving of receipts/invoices.
- Take a photo of all receipts as soon as the purchase is made.
- Keep all emails that have invoices or receipts and store these in your clubs email under a folder saved as 'receipts' or 'invoices' in case things go missing.
- Make sure that all execs with spending authority are aware of the process, and if they lose receipts that they are aware they may lose their spending authority if it continues.
- Try log receipts throughout the year – not just in the annual registration period.
- Have a word doc. or spreadsheet (or other file) where you list what you were approved for, and provide the receipt along side it. This means you can use it like a checklist to make sure all expenses are accounted for.
- Save any email approvals for reallocation of funds. The Student Voice Team Leader in Student Groups is responsible for approving reallocation of funds.

If in doubt, please ask Student Groups for support. Financial reconciliation is a very important skill to have and can be extremely useful for future employment opportunities.





Events



Please see University of Auckland website for [event management policies](#).

Student Groups wishing to hold events on campus MUST fill in the [room booking form](#) with a minimum of 10 working days notice. A risk assessment and run-sheet MUST be submitted alongside this request with as much notice as possible if any of the below are applicable to the event.

- U18's
- VIP's
- Over 100 attendees
- Alcohol

Events should, where possible, take place on campus. Clubs grants cannot be used for off campus events unless for specific reasons approved by the Clubs Support and Engagement Committee.

Room and Equipment requests

Student clubs, societies, and associations should strive for inclusion at events. This includes disability inclusion. Please see [here](#) for the inclusive events guidelines to ensure your events are assessable to all students at the University. If you are unsure on how to plan an inclusive event, please reach out to Student Groups.

Events on campus are supported by the Student Groups team as far as room bookings, supplying templates, equipment bookings, and at the Event Coordination Group. Where the event is large scale (such as a conference) or has VIP guests, the club should consider working alongside the Universities Event Services team (EVS).

Health and Safety

Risk assessments are crucial to ensuring that your event is safe for your members and that it is compliant with University policies. We have [a template risk assessment](#) that clubs must complete when requested. If you know that your event is contentious or has risk, be proactive and complete the risk assessment. If you are unsure what risks to consider, please watch the video [here](#)* from our University Health and Safety Team where they cover club risk assessments.

In instances where a person has been physically injured, presidents can submit a form [here](#). You should also be reporting this incident to the Student Voice Team Leader, who can also assist in this report.

*Link to be updated! Check auckland.ac.nz/clubs for more info



Other Support for Clubs

The university has many avenues for support during times of need. In the first instance we always encourage the club to try sort out any disputes or problems internally. In instances where that is not possible, the below options are available when needed.

Clubs Support and Engagement Committee

The Club Engagement and Support Committee is a decision-making body composed of representatives from various areas of the university, including student representatives. The composition of the committee may vary depending on the purpose of the meeting. This includes, but is not limited to, reviewing club grants, club awards nominations, assessing new club applications, handling complaints and appeals and other related matters. The day-to-day operational support for clubs is managed by Student Groups (studentgroups@auckland.ac.nz) with input where needed from this [Committee](#). For more information, please see the Clubs Support and Engagement Committee Terms of Reference*.

In instances where clubs require support, they can first contact the Student Groups team indicating they require support, and what for. The Student Groups Administrators, and the Student Voice Team Leader will provide support where they can, and escalate to the committee if required as a form of formal intervention. Please see the appeals and disputes section below for more information.

Appeals, Complaints, and Disputes

Informal

Informal appeals, complaints or disputes are usually minor concerns. Where possible, the goal should be to resolve this quickly, internally to the club, without involving formal channels. This could mean contacting the group or person directly and holding internal mediation. If it is not appropriate to deal with this internally, or if the matter has escalated, the group may wish to make a formal complaint.

Formal

Formal complaints are more serious issues which require formal and structured responses. This must be raised within the same academic year that the incident occurred.

Formal complaints should be raised to the Student Groups staff (studentgroups@auckland.ac.nz) or in major cases, to Student Conduct through the incident report form [here](#).

Formal complaints are serious, and require evidence to support the claim. Please consider the severity of the incident before reporting to Student Conduct. If you are not sure, please contact Student Groups for assistance.

Unsure where to go!

If you are not sure what to do following an incident, check out our flow charts here*! If you still aren't sure after looking at these please contact Student Groups.

Other Channels of Support

Training Information

Mandatory trainings for club executives

Upon annual registration, it is compulsory for clubs to attend trainings. If your club has over 250 members or is a new club we encourage attendance at Creating Cultures of Consent (CCOC), rather than Chat the Weird Out (CTWO). The Addressing Bullying Harassment and Discrimination (BHD) training also has a module on Canvas to be completed. Not signing up to these trainings with the appropriate number of attendees will mean that the clubs application for registration will be declined. The numbers for this are below:

- New Club: 2x attendees to BHD and 2x to CCOC
- Currently Registered Club: 1x BHD and 1x CCOC/CTWO
- Inactive Club Historically Registered: 2X BHD and 2X CCOC/CTWO

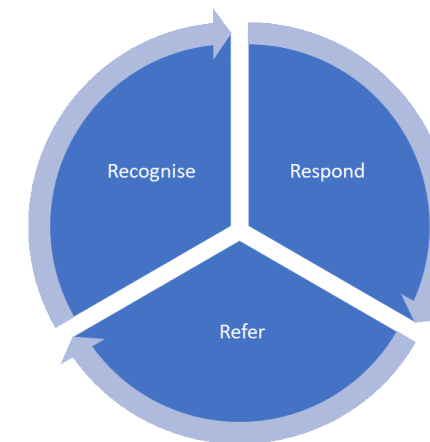
There will also be a fee for non attendance or late withdrawal - please see more [here](#).

Bullying, Harassment and Discrimination training

The 'Addressing Bullying, Harassment, and Discrimination' online training package and in-person training programme seeks to address unfair bullying, harassment and discrimination. It is compulsory that at least two new executives from each club must attend this training each year. We suggest you share your learnings with the rest of your club so you can all work together to create a safe and inclusive environment.

Key points:

Remember the '3 R's'



What are your responsibilities in the areas of bullying, harassment and discrimination?

- Contribute to a safe social, work, or study environment.
- Communicate your issues clearly and fairly.
- Listen if you are being given feedback on the impact of your behaviour and consider the feedback seriously.
- Intervene in inappropriate behaviours.
- Have a clear stance and process in your constitution. See the University's [Zero Tolerance for Discrimination](#) as an example.

How can you keep your club safe from Bullying, Harassment and Discrimination?

- Ensure as many of your exec and members attend a Bullying, Harassment and Discrimination Training. Clubs who do not send the minimum 2 exec will be ineligible for grants. Click [here](#) to register.
- Getting the consent of new members wanting to join, to be checked with the Student Conduct Office to ensure they have not perpetrated any non-academic misconduct relating to BHD.
- Create your own flowchart for members wanting to report an incident of BHD to make this procedure accessible and simple.
- When managing disclosures of BHD use these 4 steps: Listen (don't be on your phone, go to a quiet place where you will not be overheard, give your full and active attention, don't try to fill in silences too quickly, let the person disclosing do the talking); Validate (validate their feelings and assure them that these are normal reactions, remind them that the responsibility for BHD lies solely with the perpetrator); Empower (ask them about what they need and ensure they are in a safe place or help them find a safe place to go, check they have support or connect them with support — this could be a family or friend, a helpline); Look after yourself (It can be difficult to hear someone else's story so you need to be compassionate to yourself. You never have to manage disclosures on your own).

Remember BUN vs. BURN vs. BURNI (Discrimination vs. Harassment vs. Bullying)

- B — Behaviour that is unwelcome conduct
- U — Unwanted
- R — Repeated or Significant
- N — Negative Impact or Detrimental Effect
- I — Intentional or Directed

Click [here](#) for the 'Being an Upstander' video.

Being an active bystander — 5 steps to stepping in

1. **Notice what is happening around you** — Is someone making a sexist joke? Or can you see someone is uncomfortable?
2. **Realise it is a problem** — Is the person okay? You can always check in with others if you aren't sure
3. **Decide to take responsibility** — We might think someone else will step in, or be worried about embarrassing ourselves. To be an active bystander you need to make the choice to step up
4. **Come up with a SAFE strategy to intervene** — your strategy needs to be safe for you, because if you are harmed in the process of trying to be an active bystander, you won't be able to offer your help. Your strategy should also de-escalate the situation, not escalate it.
5. **Take action: Be an active bystander** — Change the topic of conversation, talk to others and do something together, or speak to the person later about why their behaviour wasn't okay. Remember, only take action if it is safe to do so!

Creating Cultures of Consent and Respect within your club

What is consent?

- Consent is a free and mutual agreement made between two or more people.
- Consent is a verbal 'ENTHUSIASTIC YES' — it needs to be enthusiastic so it's clear that everyone involved is keen to do the sexual activity in question.
- Consent is not a contract — people can begin to engage in sexual activity then change their minds and want to stop, and that is totally okay.

Click [here](#) for the consent video.

When can't people consent?

People cannot legally consent to sexual activity if they are:

- Under the age of 16 (this law is there to protect young people, not punish them)
- If they are TOO drunk or TOO high (i.e. they can't walk straight; can't speak properly; look dazed and out of it; acting differently to when they are sober; sleepy; vomiting/passing out etc.).
- Or if they are forced, pressured, coerced, or threatened into saying yes or engaging in sexual activity.

What is sexual harm?

- Anything sexual without consent.
- There are many other words for this that people may have heard including rape, harassment, abuse, assault, molestation, but it is not our job to define people's experiences for them. People are free to define their experiences in whatever way suits them.
- It is NEVER the fault of the person who experiences sexual harm, it is always the fault of the person who has committed sexual harm.
- People who have experienced sexual harm have the right to seek help, if and when they choose to, as do people with harmful sexual behaviours.

Where to get support?

- **HELP** is a free, private, and confidential sexual harm support service. They have a drop-in service twice a month on level 3 of the Kate Edger Building, City Campus. You can also call them 24/7 on 0800 623 1700.
- **Safe To Talk** is a free helpline offering 24/7 confidential sexual harm support with trained specialists. People who have experienced sexual harm, or who are having harmful sexual thoughts, can contact Safe to Talk. You can text them on 4334 or call on 0800 044 334.
- Or click [here](#) to watch the 'Getting Support' video the Student Wellbeing Team created, featuring our Wellbeing and Equity Student Ambassador and some well-known Kiwis.



How can you keep your club members safe from sexual harm?

1. Ensure as many of your executives and members as possible attend a Creating Cultures of Consent and Respect Leadership Training. This training is delivered throughout the year to students including leaders, club executives and members, to develop an understanding of the prevalence and impact of sexual harm in New Zealand, to consider how to keep students safe from sexual harm and to learn how to manage disclosures of sexual harm safely and appropriately. Please note at least two executives from each club must complete this session each year. Clubs who do not send the minimum 2 exec will be ineligible for grants. Click [here](#) to register.
2. Ensure all members have access to sexual harm prevention and support resources, including the 'Harmful Sexual Behaviours' pages via [Be Well](#) on the University of Auckland website.
3. Before any event that will involve alcohol and/or other intoxicants, ensure there will be a group of sober guardians to keep an eye on things. Ensure that these sober guardians are safe and responsible and that they have attended a Creating Cultures of Consent and Respect Leadership Training prior to the event.
4. Getting the consent of new members wanting to join, to be checked with the Student Conduct Office to ensure they have not perpetrated any non-academic misconduct relating to sexual harm.
5. Create your own flowchart for members wanting to report an incident of sexual harm to make this procedure accessible and simple.

6. Ensuring all your messaging around consent and sexual harm is victim-centric. To be victim-centric means your club places the needs and priorities of sexual harm victims/survivors at the forefront of all conversations and processes around sexual harm. Additionally, you believe survivors of sexual harm and get them the support they need.
7. When managing disclosures of sexual harm use these 4 steps: Listen (don't be on your phone, go to a quiet place where you will not be overheard, give your full and active attention, don't try to fill in silences too quickly, let the person disclosing do the talking); Validate (validate their feelings and assure them that these are normal reactions, remind them that the responsibility for sexual assault lies solely with the perpetrator); Empower (ask them about what they need and ensure they are in a safe place or help them find a safe place to go, check they have support or connect them with support — this could be a family or friend, a helpline, or medical or specialist counselling assistance); Look after yourself (It can be difficult to hear someone else's story so you need to be compassionate to yourself. Sexual harm can be a heavy topic, and managing disclosures can have an effect on you. You never have to manage disclosures on your own).

Click [here](#) for specialist sexual harm services.

Clubs managing reports and disclosures of sexual harm

If you or another member are feeling unsafe within your club or have experienced behaviours at university that are of concern, [Te Papa Manaaki | Campus Care](#) is here for support. They can give advice about options, reporting and support. You can contact them via their [online reporting form](#). You can remain anonymous if you wish.



Please note the University’s reporting options below:

- You or another member of your club wants to tell someone but doesn’t want the matter formally investigated — You can make a disclosure to the Campus Care team if you do not want the University to investigate the matter or take any specific action, but you do want the University to have a record of what happened. You can still make a formal complaint later if you wish. You can choose whether this information is reported anonymously or captured against your name.
- You or another member of your club wants something to happen, but you want to understand your options — If you indicate you want to make a complaint but you’re not sure, the Campus Care team can support you to discuss your options and the processes with the [Student Conduct Office](#). You can then take the time you need to decide what is the right option for you.
- Disclosures and confidentiality — In some instances, the University will investigate/consider formal action when there appears to be a serious and imminent threat to life or health. You will be informed before action is taken and, as much as possible, this will be done in collaboration with you.
- You or another member of your club wants to make a formal complaint — Complaints about staff made by students will be addressed under the staff section of the [student complaint process](#) and complaints about other students made by students will be addressed under the student section of the student complaint process. You can learn more about this by talking to the Student Conduct Office.
- You or another member of your club wants to report to the police — If you want to report the matter to the police, the Campus Care team can provide information and support through this process. Or you can receive confidential external support from [Auckland HELP](#) (0800 623 1700). You can report something that happened recently or historically. For more information about reporting to police check out their [website](#).

For more information about all these options check out our ‘[how to report an incident](#)’ page.

Who can support your club with reports and disclosures?

[Te Papa Manaaki | Campus Care](#) is a safe, confidential, and free service that supports the health, wellbeing, and safety of everyone at university. They can assist you to access specialist counselling, medical services, receive financial or accommodation support, or arrange academic adjustments and support. They will work alongside you to ensure inclusive and responsive support to meet your needs.

[The Student Conduct Manager](#) is the primary reference point in the University for all matters relating to student non-academic misconduct, including complaints against students, or disputes between students. The Student Conduct Manager assesses disputes between students or complaints about student conduct and can recommend or determine the appropriate next steps, which may include referral to an external mediator or disciplinary procedures. The Student Conduct Managers cannot remove people from clubs, however there are things that the Student Conduct Manager can do which may result in someone not being able to attend club events and activities anymore. This information should be clearly stated in your club’s constitution.

For any questions on how to keep your club safe from sexual harm, email the Student Wellbeing Team at wellbeing@auckland.ac.nz

Chat the Weird Out

Chat the Weird Out is one of the workshop available for completing re-registration, alongside Creating a Culture of Consent and Respect. Chat the Weird Out covers healthy relationship tips to resolve conflicts or awkward conversations (or chatting the weird out). While much of the workshop is general and provides tools that can be used every day, try to think about how you could apply them in your club contexts, whether it is to deal with issues within your executive team or with club members.

Key points:

How do you Chat the Weird Out:

Call It Out, nicely: address the issue directly but with kindness. Use “I” or “We” statements to express your perspective without blaming the other person, if possible! People make mistakes, and it’s likely the person’s bad behaviour was not intended to cause harm.

Share your feelings: express how the situation makes YOU feel. We only know our own thoughts, feelings and intentions for sure, so try to avoid judging the other person as this can escalate the situation. This part is not compulsory; no one is entitled to your emotions. You are the best judge of when it is a good time to share how you feel.

Highlight the behaviour change: suggest a solution or a change in behaviour. What can the person do now to ensure that this discussion does not need to happen again?

Discuss what’s next: plan how to avoid similar situations in the future. It is your opportunity to provide them with a learning experience, and even maybe learn a thing or two from them yourself!

Tips for Chatting the Weird Out:

Follow the ABCDEF!

- Avoid gossip or blame:
- Remember Boundaries
- Care about the other person’s perspectives
- Deliberate listening leads to understanding
- Evaluate your triggers
- Find time for self-care

Do you need to Chat the Weird Out? Reflect on whether the issue is serious, if it’s genuinely your problem, and if discussing it will benefit you in the long run. Processing your thoughts with friends or through writing can clarify your emotions.

What would happen if you did not? Are you avoiding people or situations because of this issue? Would resolving it improve your comfort in your relationships? If you answer yes to most of these, unresolved issues may continue to affect you negatively.

Is it worth the effort? Engaging in difficult conversations takes time and energy. Consider making a pro-con list to determine if the benefits of addressing the issue outweigh the drawbacks. Remember, leaving it unresolved typically leads to negative outcomes.

What if it goes wrong?

While discussions should ideally improve situations, they can sometimes worsen. This can occur in two scenarios: increased awkwardness or potential danger.

If awkwardness or frustration escalates, assess your body’s response. If you feel confrontational, stay calm, breathe deeply, and choose your words carefully. If you want to flee, suggest a break and revisit the conversation later when emotions have settled. Always acknowledge your feelings and those of the other person, aim to stay respectful, and be understanding.

If the situation becomes unsafe, exit immediately, either by leaving the room or contacting Campus Security (0800 373 7550) or the Police (111 in New Zealand). If someone’s safety is at risk, call the Police, regardless of their wishes. Remember, their risk is not your fault, and rational discussion isn’t possible with someone who is irrational.

For more information, check out the [Chat the Weird Out website](#).

Campus Care

Campus Care are a safe, confidential, and free service that supports the health, wellbeing, and safety of everyone at University. If you, or someone in the club, require support, please fill in the [referral form](#). Please note the University does not have a crisis service. If someone is in crisis, please contact 111 and campus security.

UHCS

The University Health and Counselling service has a range of physical and mental health supports on offer. If you, or someone in the club, requires these services, please make an appointment via the links [available here](#).

Student Conduct

Non-academic misconduct can be reported to the [Student Conduct Office](#). A general (non-academic) misconduct complaint involves reporting concerning behaviour by another student, particularly if they are perceived as bullying, threatening, intimidating, or acting unfairly toward you or someone else. If you feel victimised or threatened by another student’s actions, you can make a complaint and/or seek support.

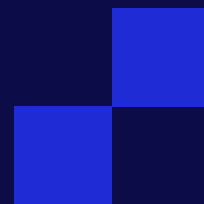
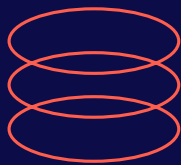
Security

If security need to be contacted, you can do so by calling 0800 3737 550.

To ensure the contact number is near the top of your contact list, please save it as ‘Auckland University Security’. The security staff are on site 24/7 and will respond immediately to help and arrange any emergency or medical assistance required.

Police/Fire/Ambulance

1. In all emergency situations 111 should be the first number called.
2. Call from a safe place (note that mobile phones are free)
3. Tell the operator which emergency service you want.
4. Wait until that service answers.
5. Give your location and address, including suburb and city.
6. Do not hang up until told to by the emergency service.
7. Make sure someone is available to direct the emergency service to the scene.



Waipapa
Taumata Rau
**University
of Auckland**

Got a question? Get in touch at
studentgroups@auckland.ac.nz