



# Clubs Handbook 2020



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND

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# 2020 Deadlines

## JANUARY

**Monday 13 January 2020**  
Major Grant – round one due

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**Tuesday 28 January 2020**  
Club Support Committee – review major grants

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## FEBRUARY

**Monday 3 February 2020**  
Clubs Expo – applications open

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**Friday 14 February 2020**  
Clubs Expo – stalls announced

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**Friday 14 February 2020**  
2020 First Small Grant due

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## MARCH

**Mon 02/03/20 – Wed 04/03/20**  
Clubs Expo event

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**Wednesday 11 March 2020**  
New club applications open (round one)

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**Wednesday 18 March 2020**  
New club applications close (round one)

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**Friday 27 March 2020**  
March Small Grant due

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**Tuesday 31 March 2020**  
Club Support Committee – review new clubs

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## APRIL

**Wednesday 1 April 2020**  
New clubs notified of outcome (round one)

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**Wednesday 22 April 2020**  
Deadline for new club information (round one)

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**Friday 24 April 2020**  
April Small Grant due

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**Wednesday 24 April 2020**  
New club applications open (round two)

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## MAY

**Wednesday 6 May 2020**  
New club applications close (round two)

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**Tuesday 19 May 2020**  
Club Support Committee – review new clubs

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**Wednesday 20 May 2020**  
New clubs notified of outcome (round two)

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**Monday 25 May 2020**  
Major Grant – round two due

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**Friday 29 May 2020**  
May Small Grant due

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## JUNE

**Tuesday 9 June 2020**  
Club Support Committee – review major grants

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**Wednesday 10 June 2020**  
Deadline for new club information (round two)

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**Friday 26 June 2020**  
June Small Grant due

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**Monday 29 June 2020**  
Clubs Expo – applications open

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## JULY

**Friday 3 July 2020**  
Clubs Expo – stalls announced

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**Mon 20/07/20 – Tue 21/07/20**  
Clubs Expo event

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**Wednesday 29 July 2020**  
New club applications open (round three)

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**Friday 31 July 2020**  
July Small Grant due

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AUGUST

Wednesday 5 August 2020

New club applications due (round three)

Monday 17 August 2020

Recognition opens

Tuesday 18 August 2020

Club Support Committee - review new clubs

Wednesday 19 August 2020

New clubs notified of outcome (round three)

Friday 21 August 2020

Clubs Awards - nominations open

Friday 28 August 2020

August Small Grant due

Friday 4 September 2020

Clubs Awards - nominations close

Wednesday 9 September 2020

Deadline for new club information (round three)

Monday 14 September 2020

Recognition closes

Tuesday 15 September 2020

Club Support Committee - review awards

Friday 25 September 2020

September Small Grant due

SEPTEMBER

Thursday 1 October 2020

Clubs Awards event

Friday 13 November 2020

Locker and storage move out

Wednesday 25 November 2020

2020 locker applications open

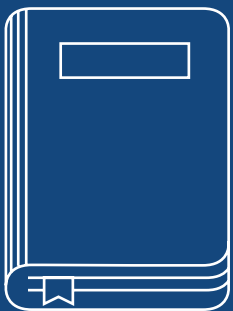
Wednesday 9 December 2020

2020 locker applications close

OCT - NOV







# Management

A recognised student group is an organisation that exists for its members – students. Your group will aim to set a course for future members, even after all the current executive have left the University. Making good decisions for your club is vitally important.

Your organisation's structure determines how you make those decisions. This usually means operating with a committee, a smaller group making most of the decisions. This is an efficient way of running a club and frees most members from the burden of administrative tasks. However, care must be taken to involve members in decisions, otherwise they can feel left out, disconnected, and disinterested.

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## Club Support Committee

The Club Support Committee is the decision-making board for matters relating to recognised student groups. The day-to-day operational support and processes for clubs, societies and associations is managed by Campus Life ([studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz)) with input from the committee.

### Duties

- To allocate grants from the Student Group Fund to recognised clubs, societies, and associations.
- To recognise and provide feedback on proposed new student groups.
- To handle appeals relating to the recognition process, grants or, any other related process.
- To set the criteria for Clubs Awards and to give the awards out to winners.
- To monitor the delivery of support provided to recognised student groups by the University.

### Membership

- Two representatives of the University, including one chair.
- Two representatives of Auckland University Students' Association (AUSA).
- The Club Support Committee has the power to co-opt voting or non-voting student representatives.
- The Chair will have a casting vote in addition to their deliberative vote.

The Club Support Committee may seek advice from other University staff or students in its deliberations.

## Committee Members for 2020

- **Louise Jackson**, Student Engagement Manager, Campus Life (Chair)
- **Albie Eaton**, Sports Manager, Campus Life
- **Emily McDonald**, Auckland University Students' Association Engagement Vice-President
- **George Barton**, Auckland University Students' Association President

## Recognition

Every student group is required to update key details and documents. This ensures the University knows that groups who receive resources are run in a student-focused manner, with appropriate structures in place for long term success.

This process emphasises good governance and management of clubs. Financial checking looks at the grant funding awarded and ensures that this is accompanied by appropriate documentation, such as receipts. Failure to submit receipts, or report on spending could jeopardise a group's future funding eligibility. A small selection of groups may undergo a random financial check, which requires more information.

What is asked of student groups?	Why is it important?
Name, purpose, social media links and other contact details (visible to public)	For students to be able to easily find and connect with groups and for easy communication with the University.
Membership fees	For students to see membership fees when browsing for groups to join.
Provide membership list to show that 70% of members are current students or alumni (up to three years), and there is a minimum of 20 members.	There are benefits of being a recognised group with access to various resources, which should be concentrated on current students.
Constitution	A constitution is the governing document for a student group. Once created, this document is only updated when there are changes year-to-year.
Annual General Meeting (AGM) minutes, financial report, and date of next annual meeting	The minutes provide an opportunity to check that the constitution is being followed, confirm a new executive, and report on any other changes made. The financial report shows that you are accurately reporting your financial status to your members.
Bank account and two executives who are signatories	These details should confirm that a student group's finances are being run through an account specific to the group. We do not need to see full statements.
Asset Register	With executives changing annually it can be difficult to track assets, especially when they have a high value. The register provides assurance that the assets are appropriately accounted for.
Indicating if the group is a particular type of organisation such as a charity, incorporated society, or is an arm of a larger national or international organisation.	Each status carries different responsibilities and helps us tailor support appropriately.
Confirming that responsibilities under Health and Safety Policy are understood.	The University's <a href="#">Health and Safety</a> policy outlines responsibilities for all staff and students and is important for student leaders to understand when planning on-campus activities.
Upload evidence of health and safety planning (if applicable)	Your organisation is responsible for the wellbeing of your members when running high risk activities. Documenting planning demonstrates your commitment to health and safety.
Bullying, Harassment and Discrimination training	This training is one way the University is responding to reports of discrimination raised at AUSA's Zero Tolerance Hui in 2019. As a result of feedback raised a staff/student Special Working Group has been established. <a href="#">Read more on the working group.</a>



## Membership management

Whether you have 20 members or 2,000 members, it is good practice to maintain an accurate and up-to-date membership list. Your membership list should meet the recognition criteria:

70% of your members are:

- a) Currently enrolled at the University of Auckland, or
- b) A University alum within the previous three years

*e.g. You have 100 members, 65 members are currently enrolled and 5 members are alumni.*

The membership list you supply to the University must contain the member's name and their Student ID number.

## Planning for the future

An organisation becomes successful if there is a plan for the future.

A steady flow of new members each year is important, but so is identifying people who might be suitable to continue running the club after the current members leave. Getting keen new members to take on some low-level responsibilities is a good way to build their confidence and prepare them for leadership. Another way to develop members is to share around the executive positions each year, so that the same team isn't in charge for too many years in a row.

A key responsibility of the executives is to find their replacements and encourage them to seek election. Not everyone will want to lead and most won't think about it without prompting. Enthusiastic encouragement is key to making people know and believe they can do the job.

When looking for potential candidates, look for people who are enthusiastic about the club, who turn up to events, are reliable, and offer to help.

## Attracting and keeping members

Recruitment of new members is crucial to the survival of your club, and there's no better time to do this than at the Clubs Expo held at the beginning of each semester. This expo provides an opportunity for clubs to put themselves in front of a wide University audience, where they can actively recruit new members, as well as educate students on the purpose of the club.

During the Clubs Expo, keep a record of students' names, email addresses, student ID numbers, and any other information, either on paper or on a computer/tablet. After the expo, contact the interested students and invite them to your activities and events.

Not everyone who puts their name down will necessarily come along to your meetings. Arrange an event for formal membership – this could be a time where you agree to take membership levies if required.

Having regular activities is important to keep your members engaged. Sometimes it's a good idea to have purely social events that are not typical activities of your club. This is a great way of developing the social bonds within the club, keeping it connected and functional. Social events should be welcoming to new and existing members.

Staying in contact with your members is important and setting up an email list is the best way of managing this. Many clubs set up a Facebook page or group to post about upcoming events and useful club information.





## What is a 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 and how to belong, and responsibilities and powers.

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 or not the club is operating in accordance with its rules.

### A constitution should cover:

- The name of the club
- Objectives (purpose of the club)
- Membership
- Meetings
- Appointment of Offices
- Control and investment of funds
- Property or assets distribution if the club is dissolved
- Dispute processes
- Control and use of the common seal (if applicable)

All other items or rules within a constitution cover issues that are specific to the administration of a particular organisation.

Your constitution should be reviewed at least once a year at the Annual General Meeting (AGM) and all committee members should make time in the lead up to the Annual General Meeting to ensure that the constitution is relevant, detailed, clearly expressed, and unambiguous.



### Things to consider:

- Are your **membership categories/types** still appropriate? Do you need to look at opportunities that could come from new membership types such as restricted membership or junior membership?
- Is the **membership application process** allowing your club to grow or is it holding you back? Does it offer the club flexibility to make changes if and when required?
- Are the club's **objectives/purpose** still relevant? In some cases, the objectives were written a number of years ago, and a lot has changed since then. Check that your purpose and objectives align with where your executive is headed.
- Is the **committee makeup appropriate**? If your club is unable to regularly fill all the positions on the committee, perhaps it is time to review the number of committee members required.
- Is a meeting **quorum** clearly defined? A quorum is a minimum number of members attending a meeting (i.e. an AGM) where a key decision needs to be voted on, such as the election of new executives.
- These **processes** should operate fairly, allowing all parties an opportunity to respond within reasonable timeframes and ensuring decisions are made by consensus, rather than by individuals.

## Executive roles

Your group will have a number of executives who have a variety of responsibilities. The list of executive roles that are electable by your members will be defined in your constitution and will need to cover a minimum of three major functions:



### President

The main role of the president is to manage and oversee the affairs of the club and be responsible for overall planning and organisation. The president presides at meetings and directs the team in meeting the members' needs. In cooperation with the other officers, the president establishes long-term and short-term goals. The president is the key contact person.



### Secretary

The secretary manages all non-financial record-keeping and correspondence. This role is also responsible for keeping the constitution up-to-date, taking minutes at meetings, and distributing the minutes and agenda to the executive board and/or members.



### Treasurer

The treasurer manages the club's financial health. The primary responsibilities involve handling the finances, collecting membership fees, maintaining the asset register, collecting receipts and invoices and paying all bills. The treasurer prepares an annual financial report that is presented at the AGM, and reconciles University grant expenditure.

Depending on the size of your group, the above roles may cover a wider variety of tasks, or you may wish to create additional executive roles to take on those tasks separately. These roles/tasks could include:

- Marketing and/or public relations
- Membership management
- Event management
- Volunteer coordination
- Health and safety

If you want to ensure there is always someone available to make key decisions, you may choose to make any of the above-mentioned roles into a Vice President role, i.e Vice President Marketing. While in this case their main focus would be marketing and PR, they could also hold special voting rights if the president was unavailable, and other additional responsibilities as described in your constitution.

## Elections

At least once a year, your group will need to have elections for the positions of President, Secretary, and Treasurer, and any other executive positions as defined in your constitution.

Nominations for people and positions need to be moved and seconded during the meeting. This means that someone puts a person's name forward and another person backs them up. Nominations can be made in writing before the meeting and given to the secretary.

If there is only one nomination for a position, that person is declared elected and the meeting progresses to the next item. If there is a contest, that is if there is more than one nomination for a position, then an election must be held as outlined in your constitution.

In the event of an election, a person must be placed in the role of Returning Officer. This person is responsible for issuing ballots (voting papers) to the members, collecting the returned ballots, and collating the results. The Returning Officer does not have a vote.

Before voting begins, each candidate should be given an opportunity to speak about why they are standing and what they would do if elected. Your constitution will define how elections are run, however most of the time the person with the most votes wins.

## Running an effective meeting

Formal meetings are appropriate if decisions need to be made, such as setting a budget, or deciding an event plan for the year.

The president is usually responsible for running the meeting. They chair the meeting and guide people through the agenda (the list of things that need discussing or doing). It is their job to put motions to the group and then hold the vote.

For example: "That the club spend \$50 on a fundraising barbecue, all those in favour say aye, opposed no, abstentions?" and then judging whether or not the motion passed. Votes can also be held by a show of hands or a secret ballot should it be required.

The secretary's job is to take the notes of the meeting and formulate these into minutes. Minutes are the official record of the meeting and include what topics were discussed, any action points decided, any responsibilities assigned, any motions put forward, and whether they pass or not and by how much. Minutes are not word-for-word recollections of the meeting, they are just indicative, so there's no need to worry about getting every single detail.

An effective meeting is to the point and it's the chair's job to make sure that the meeting progresses at the right pace. To help with moving the meeting on, send an agenda to everyone ahead of time.

It helps to summarise and review the meeting at the end, making sure that all action points and responsibilities are clearly assigned and recorded correctly.

## Annual General Meeting (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.

A well-run AGM has a clear agenda which is advertised in advance, and a secretary or administrator who can keep the meeting on track.

There are a number of items to tick off during your AGM. You need to:

- Present the Annual Report (usually by the president)
- Present the Financial Statement (usually by the treasurer)
- Elect the new executive members

Also, if there have been any proposed constitution changes, these need to be reviewed and voted in by the quorum in attendance, and subsequently recorded in the minutes.

If there are matters arising during the year, between AGMs, that need urgent attention, an Extraordinary General Meeting (EGM), also known as a Special General Meeting (SGM), can be called by either the executive body or a club member. This could be to elect an office holder if an executive member has resigned, or if one or more members have a concern about the management of the club.

An Interim General Meeting (IGM) is generally called by a club just starting out, and would include items such as putting a constitution together, and getting ideas from prospective members.







## Financial responsibility

Executives are in a position of trust. You are responsible for handling, and accounting for, other people's money.

### There are two distinct areas of responsibility:

- Accountability to your members that you are managing the funds correctly.
- An obligation to the University to reconcile grant funding expenditure, and provide receipts showing that spending matches the budget items that were approved.

## Treasurer's Report

At your AGM, your members will expect to see a report on the financial transactions that have taken place over the previous year. This can be in the form of a balance sheet, or a simple Income vs Expenditure account. A paragraph or two commenting on the club's performance and expectations for the coming year is usually expected.

The University facilitates training, covering the importance of accounting information, accounting terms and concepts, and how to prepare an income statement and balance sheet.

## Bank account information

In order to be able to receive funding from the University, we need a statement showing who the authorised signatories are. Clubs generally select two signatories who are registered with the bank; these are usually the president and treasurer.

### Acceptable banking proof:

- Bank deposit slip
- Bank statement
- Void cheque
- Letter from the bank confirming the bank account number and the account holder details, date stamped (less than six months old) and signed by the bank
- Screenshot of the internet banking page clearly showing the bank URL



## Special statuses

- **Non-profit**

Most clubs are non-profit, that is, they are not commercial in purpose, and do not distribute profits to a set of directors or stakeholders. Non-profit organisations can generate surpluses in the course of their operations, but these surpluses must be reinvested in the objectives of the club to pursue or further their goals.

- **GST Registration**

You must [register for GST](#) if you carry out taxable activity (i.e. you sell items that include GST in the pricing), and your turnover is greater than \$60,000 over a 12 month period. If you are registered for GST, you must file GST returns. Note, University grants do not include GST. To register for GST, you must also have an IRD number.

- **IRD Number**

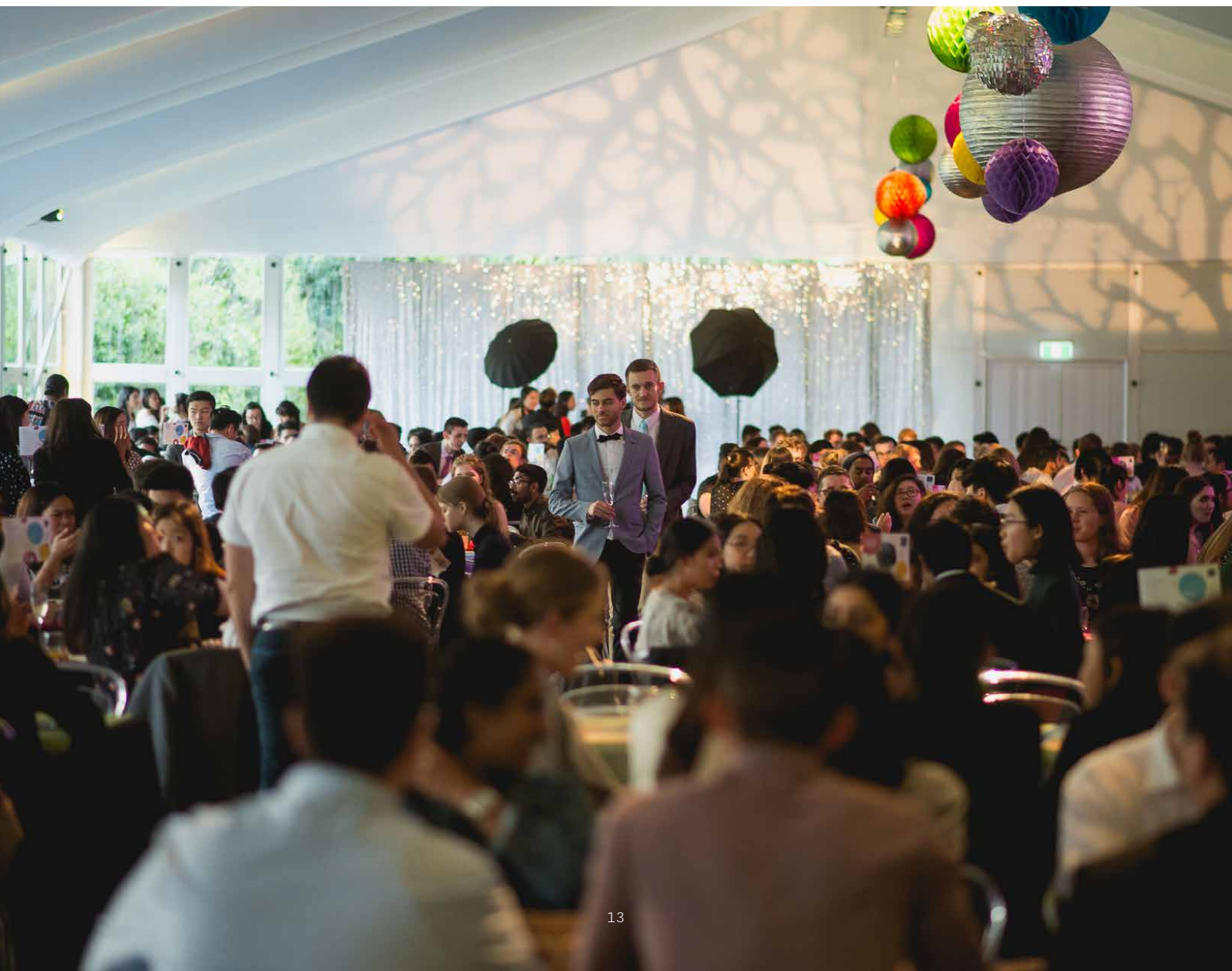
You do not [need an IRD](#) number unless you plan to become GST registered (see above). You would also need an IRD number if you plan on selling goods or services.

- **Registered Charity**

There are both benefits and obligations to [becoming a registered charity](#). If your student group is involved in charitable acts and you think you should register, we suggest you thoroughly investigate the implications first.

- **Incorporated Society**

An [incorporated society](#) is a group or organisation that has been registered under the Incorporated Societies Act 1908 and, when incorporated, is authorised by law to run its affairs as though it were an individual person. This means that the members are not personally liable for the society's debts, contracts, or other obligations. Likewise, members do not have any personal interest in any property or assets owned by the society.



## Complaints and appeals

Clubs, societies, and associations are an important part of University life. Should you experience behaviour that concerns you, or have questions in relation to a group, you may contact a variety of support services or follow the processes outlined below. These processes directly relate to the Official Recognition Principles.

These processes do not negate other University policies and procedures, in particular those on [bullying and harassment](#). Please let us know if you are uncertain about where to direct your complaint.

### Complaints

Complaints, concerns, or questions about an officially recognised student group can be directed to [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) in the first instance where, if appropriate, a response and action may be taken by Student Group staff. The Club Support Committee will be kept aware of complaints and intervene if required. Depending on the nature of the feedback, the group in question may have additional requirements or recommendations made.

The group in question will usually be made aware of the details of the complaint and given a chance to respond. Intentionally false accusations of a frivolous or vexatious nature, or allegations that are found to be unsubstantiated, are not appropriate and will be dismissed.

### Appeals

Appeals go beyond a complaint and call into question whether a group should remain recognised. There are limited grounds for this action and it is generally reserved for serious cases.

Note:

- The appeal must be in relation to the Recognition Principles, namely not meeting the requirements of student groups outlined in this document and other University policies and procedures.
- The appeal must be raised within the same academic year that the incident occurred.

**Please also note that appeals without just cause will not be submitted to the Club Support Committee for consideration and that only recognised groups can have their status contested.**

Once an appeal is accepted for consideration, the following timelines are in place to ensure the matter is dealt with in a timely manner.

- The student group in question will be notified of the appeal within three working days and will then have ten working days to respond to the request.
- The Club Support Committee will respond to the appeal request within 15 working days of submission.

The decision of the Club Support Committee is final and is expected to have one of the following outcomes:

- The appeal is upheld - the student group will no longer be recognised and will be unable to access services provided. The student group could apply to become recognised again in the next academic year.
- The appeal is not upheld - the student group will continue to be recognised and may access services provided. An appeal on the same grounds cannot be submitted within the same academic year.
- The Committee could also offer advice, provide guidance, or add requirements to the student group to meet any issues raised by a complainant.

Appeals can be lodged with the Club Support Committee via [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz).



## Support for solving disputes

Disagreements between executives, amongst members, or receiving complaints can be distressing and harmful for the long term stability of a club. There are several ways to resolve disputes and you could start by considering what conflict management style you, and other parties involved, have.

In the first instance you should consult your constitution to check if there are any guidelines in place and work together to find a resolution. If you are interested in more support, there are third parties within the University that can assist in resolving issues. All these services are free.

- **Student Engagement Team**

The University has dedicated team of staff who work with all student groups. They can provide advice and learnings from other similar situations, act as a neutral party, and recommend ways to move forward. The team should be your first port of call if you are experiencing a conflict. Contact the team on [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz). There are also student engagement staff across faculties who can help.

- **AUSA Engagement Vice President**

Independent to the University, the Engagement Officer is a current student who can act as a neutral third party with advice from a student association perspective. Contact them on [engagementvp@ausa.org.nz](mailto:engagementvp@ausa.org.nz).

- **AUSA Advocates**

Independent to the University, student advocates can offer a safe space to discuss your concerns and assist with general legal advice. Contact the [Student Advice Hub](#) on [cityhub@ausa.org.nz](mailto:cityhub@ausa.org.nz).

- **Proctor**

The Proctor is the primary reference point in the University for matters relating to student non-academic misconduct, including complaints against students, or disputes between students. The Proctor 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. Contact the [Proctor](#) on [proctor@auckland.ac.nz](mailto:proctor@auckland.ac.nz)

- **Counselling service**

The counselling service is available for individuals who are interested in talking through any matters in a confidential forum. There are no matters too small. If whatever is worrying or distressing you is preventing you from achieving your academic goals and enjoying your life, then it is important. Addressing a problem before it gets too big is often a more effective way of dealing with difficulties. See the [counselling website](#) to make an appointment.

Student groups are considered external to the University with their own constitution and aspirations. However when on campus, operating under the University name, or on a University-related activity, all students must ensure their behaviour is in line with the [Student Disciplinary Statute](#).



## Insurance FAQs

When establishing or reviewing your organisation's constitution, bank accounts and other details, it's worth considering insurance and how you will manage possible scenarios. The following are some frequently asked questions regarding insurance.

### Should our club be insured?

All clubs are exposed to risks as they conduct their activities. The level of risk varies depending on the nature of the activity, but risk exists for all clubs, regardless of their size, how long they've been around, and their purpose. Your Club Executive is responsible for identifying the risks the club faces from its operations and prioritising them based on the likelihood and severity of impact that a risk could have on the club. Some of that risk can be mitigated by having good insurance coverage in place, but insurance doesn't absolve the club from having poor health and safety practices. Clubs must adhere to legislation (e.g. Health & Safety, Trade Practices, Sale of Goods etc). Insurance is not a replacement for poor controls and practices.

It is up to your club to assess the risks and decide if insurance cover is required. We strongly recommend that clubs that participate in high risk activities (e.g. mountain climbing, snowboarding, skiing etc.) have adequate insurance coverage.

### What sort of things can go wrong?

- Injury, serious injury, or death to people taking part in club activities caused by failure in health and safety systems.
- Loss, damage, or theft of club equipment.
- Events cancelled due to extreme weather events or other reasons (e.g. could you refund those that have paid to attend a club event?).
- Travel plans can get disrupted. (e.g what would happen if flights to your club competition were cancelled?)
- Defamation, libel, or slander.
- Contractual disputes with venue providers (e.g. if you hold your club ball at a hotel).
- Club officers may be personally liable if they act outside the club's rules and objectives – such as breaches of trust or failure to perform their fiduciary duty (acting in the best interests of the assets they are in charge of).

### Isn't our club covered by the University's insurance?

No. Clubs are separate legal entities and are responsible for their own activities.

### What if the incident occurred at the University? Doesn't the University have insurance?

The University's material damage and business interruption insurance policy has an excess of NZ\$500k. So if a club was responsible for causing damage to University property, the club would be liable for the first \$500k of costs.



## What type of insurance should our club have?

It is up to your club to decide. Here are some common types of insurance to consider:

- **General Liability Insurance:**

Covers claims from third parties for third party property damage or bodily injury arising out of the activities of the insured club. Generally though, the policy will exclude claims relating to the insured's own product or parts worked on.

- **Statutory Liability Insurance:**

Coverage for any fine payable and defence costs arising out of any act, error, or omission occurring in the course of club activity that gives rise to, or may give rise to, an action under an Act of Parliament.

- **Contents or Material Damage Insurance:**

Covers claims for any physical sudden, and unforeseen damage to any asset owned by the club including stock, plant and equipment and buildings. The intention of the Material Damage policy is to replace or repair the assets that have been damaged. Any claims will be subject to the terms and conditions of the policy.

- **Motor Vehicle Insurance:**

Covers claims for any sudden and accidental damage to motor vehicles owned by the club. It also covers any legal liability arising from damage caused by your motor vehicle to any third party property. The policy excludes any mechanical damage to the vehicle. Any claims will be subject to the terms and conditions of the policy.

- **Directors and Officers Insurance:**

Insures directors, senior executives, and employees for their personal liability arising out of their duties as directors and officers, and the reimbursement to the company where it has indemnified its directors. Costs may fall to a separate policy or have a separate limit. Any claims will be subject to the terms and conditions of the policy.

- **Professional Indemnity Insurance:**

Professional indemnity insurance is designed to respond, predominantly to third party claims against the firm/individual, alleging a breach of duty by the insured in the provision of their professional services. Any claims will be subject to the terms and conditions of the policy.

- **Business Interruption Insurance:**

Covers claims for the financial loss to the club due to a valid material damage claim. This policy is valid for a specified period of time or until the business is back up and running as if the loss had never occurred and there is no further financial impact to the business due to the claim. Any claims will be subject to the terms and conditions of the policy.

## How much does insurance cost?

It varies from club to club. To get a quote, you should contact an insurance broker.

To find out more, email: [riskoffice@auckland.ac.nz](mailto:riskoffice@auckland.ac.nz)

### **Disclaimer:**

*The information provided in this resource is general in nature and needs to be considered against your club's own risk profile and particular circumstances. For more specific advice, you should contact an insurance broker.*





# Grants

This guide is designed to help you better understand how and when you can apply for funding from the University.

The Club Support Committee allocates \$400,000 annually to recognised student groups to help them create a vibrant and engaging campus community. The funding for grants is from the [Compulsory Student Services Fee](#), which is sometimes called the Student Levy.

## What are the types of grant available to us?

### Major Grants

These grants are offered twice a year and are usually large sums of money.

### Small Grants

These grants are offered many times throughout the year and are for smaller amounts of money (max \$1,000).

## When can we apply for a grant in 2020?

Round	Application deadline	Approximate payment date*
Major Grant One	Monday 13 January	Friday 21 February
First Small Grant	Friday 14 February	Friday 28 February
March Small Grant	Friday 27 March	Thursday 11 April
April Small Grant	Friday 24 April	Friday 8 May
Major Grant Two	Monday 25 May	Friday 3 July
May Small Grant	Friday 29 May	Friday 12 June
June Small Grant	Friday 26 June	Friday 10 July
July Small Grant	Friday 31 July	Friday 14 August
August Small Grant	Friday 28 August	Friday 11 September
September Small Grant	Friday 25 September	Friday 9 October

\*Note: Please note that the speed of payment is dependent on your group having received the previous year's funding and being set up by the University to receive payment (you have this if you have received funding previously).





## What can we use a grant for?

### Major Grants

- Large events and activities, particularly those that contribute towards the creation of a vibrant, diverse, and engaging campus. Limited catering is supported.
- Partial coverage of registration fees to help members participate in activities. This is *not* membership fees.
- Campaigns centred on students' issues, concerns, or causes.
- Health and safety equipment or training.

### Small Grants

- Banners, flags, and other marketing materials.
- Start-up costs for fundraising activities.
- Small on-campus events and activities.
- Minor equipment that can be monitored with an asset register.
- Rewarding sponsorship relationships by matching sponsorship funds (not items) up to \$500.
- Assisting new clubs with an establishment fund of up to \$100.

## What are grants NOT to be used for?

Grants are not intended to be used for the following:

- Ongoing payment of a person (e.g. sports coaches).
- The purchase of alcohol, or for events where alcohol is a feature, like 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, like a uniform.
- Travel for conferences or trips off campus.
- Printing (to align with University sustainability policy).
- Website hosting fees or Google Drives.

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.



## How do we qualify for a grant?

Student clubs are required to meet the following criteria to be considered for funding:

- You must be a recognised student group belonging to the University of Auckland.
- Seventy percent of the group's membership must be made up of current students or alumni (up to three years).
- Group records must be up to date, including a bank account in the group's name, which is shown through an active portal on the University site.
- Funding receipts from the previous year must have been submitted.

## How much can we apply for?

The table below gives an indication of amounts approved by the committee. However, these grants are driven by the amount of funding available, the number of applications received, and the quality of these applications. Clubs requested more than \$1 million worth of funding in 2019.

Number of members	Amount of funding
20 -70	Up to \$4,000
70 - 150	Up to \$10,000
150+	Up to \$15,000

## How do we apply for a grant?

- Plan your year's vision or list of activities with your executive team. It is not a given that you will receive a grant every year, so make sure you have a backup plan as well.
- Articulate your idea for a grant in writing, bearing the funding guidelines in mind. Include the date, time, and place your event will take place (if applicable), and also outline the benefits to club members and the wider student community.
- Demonstrate your financial capability by providing receipts for the previous year's funding and preparing a considered and itemised budget for your new funding request. You can also prove your ability to manage funds by seeking and declaring alternate revenue streams, such as membership fees, sponsorship, ticket sales, fundraising, and donations.
- Ensure your portal is up to date with key documentation, like a constitution and bank details.
- Prove your membership is made up of 70% current students or alumni (up to three years) by collecting student IDs and membership fees (if applicable).
- Prepare for your application by ensuring you have the appropriate permissions (listed as an administrator) to complete the application, and you know how to use the website.





## What happens after we receive funding?

Once you have received funds from the University, it is expected to be reconciled, so that you can demonstrate that money was spent where allocated. You can submit your receipts on the 'Grants Funding Receipt Submission' form on Engage.

### What do we do if our receipts don't match our spending?

That's okay. Your original request was a budget and we expect that some things might cost a bit more or a bit less. Make a note of the difference and we'll be in touch if we have any questions.

### What if we don't spend all of our grant?

Contact us on [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) to request a reallocation of funds and we will formally record it on your budget. Ideally you will be able to reallocate the extra funds to another project or event your group has in mind.

### What do we do if we have lost our receipts?

If you have tried everything you can to retrieve a missing receipt, but have had no luck, you could highlight your bank statement to show the spending.

It is really important to ask for, and keep, receipts. We strongly recommend taking a photo and saving it to a shared location, as providing receipts proves that your group has spent funds appropriately. If you have lost receipts, we may speak with your group about how it manages funds overall.

### What if we used petty cash to make the purchase?

Please talk to us on [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) if this your situation and we can work out a plan to ensure similar problems don't arise in the future. Your petty cash process should include passing receipts to the treasurer for safe keeping, although this may depend on your constitution.

### What if we are a new club?

Obviously if you are new you will not be able to provide evidence of responsible spending from previous years. Just ensure that as you start out, you keep organised and accurate details of your budgeting, petty cash, and overall spending. And hold on to those receipts!







**Events**



# University of Auckland policies and procedures

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

## Risk assessments, floor plans, and run sheets

Planning is a vital part of running an event, and whether you are hosting activities on or off campus, you are responsible for ensuring that your event is a safe and suitable one.

Considering risks, seeking advice, and adjusting plans if necessary helps to keep everyone safe. Your plans should take the level of risk associated with the event into account. For example, a board game evening has significantly less risk than running a student ball.

Activities that fall outside of 'business as usual' usually require one or all of the following:

- **Run sheets:**

These breakdown an event to show exactly what is happening at a specific time and who is responsible. A run sheet helps to remove confusion around who is doing what and when.

- **Floor plans:**

These are a layout of the physical space, which show where items are located. They help with easy setup and keeping egress and exit points clear.

- **Risk assessments:**

These give you an opportunity to discuss how you can address risks associated with your activity.

## Five steps to assess risk:

1. Identify the hazards – consider the event and what could reasonably be expected to cause harm (physical, financial, or even reputational).
2. Decide who might be harmed and how – consider each hazard and how this may relate to executives, attendees, and members of the public.
3. Evaluate the risks and take precautions. In the case of a BBQ for example, this could include:
  - a. Trying a less risky option (swapping raw chicken for pre-cooked sausages)
  - b. Preventing access to a hazard (keeping gas bottles outside in a locked area)
  - c. Reducing hazard exposure (placing mats down to prevent any oil slips)
  - d. Providing protective equipment (using gloves or hand sanitizer)
  - e. Providing facilities (make cleaning kits available)
4. Record your findings and implement them – it's important to document your plan to share with your team. Make sure you agree on an approach to minimising risk.
5. Review the risk assessment and update if necessary – take time to debrief after the event and make notes for future executives.



## Incidents and accidents

Accidents and incidents can cover more than just physical harm and could include unwanted behaviour and environmental damage. While we prioritise considered event planning, there can be situations where the unexpected arises.

***In the event of an emergency (fire, crime, or accident), phone 111.***

The University is here to support you and your executive, and the wellbeing of all club members is a high priority. If an incident or accident does occur, please get in touch as soon as possible to let us know.

**Contact Security on campus on (09) 373 7599.**

- Read more about [safety on campus](#).
- Contact the team on [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) or (09) 923 8017

***In any case, in the first instance, seek first aid or medical treatment if required.***

### Serious accidents

If someone is seriously hurt, immediately ring 111 and get them medical aid. Once they are taken care of, preserve the scene for an accident investigation (or take plenty of photos). The University Health and Safety Manager should be informed on 027 801 2042, as well as the relevant Student Centre.



#### Reporting an incident on campus

All accidents or incidents involving physical harm, whether they cause injury or not, must be reported and recorded. Contact the nearest Student Centre, lecturer, reporting supervisor, host, or [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz). You will be asked to complete this [form](#).

Reporting all incidents helps the University identify hazards, which can be addressed for future activities.

## Fire warden duties

At any activity or event your organisation is responsible for attendees' safety. In the event of a fire, a nominated person from your organisation is responsible for getting others to safety by:

1. Warning people and instructing them to leave
2. Checking areas such as toilets and showers, if possible
3. Appointing helpers to assist those who need assistance to evacuate
4. Closing smoke stop doors
5. Noting the location of those left behind in stairwells
6. Reporting to the evacuation point, and passing on any relevant information to the building warden, fire service team leader, or any other person who is co-ordinating the evacuation.
7. Making sure that people do not re-enter the building until the 'all clear' has been given

Each room on campus has information about the evacuation point for you to check. If you are hosting a larger event across multiple rooms you should announce the location as part of welcoming speeches.



#### Reporting an incident off campus

The procedure for reporting an incident off campus will depend on the location. In most cases, venues will want to know of accidents and near misses so they can address any issues.

All incidents should also be reported to your faculty or [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz). There is a range of support available.



# Alcohol and drug protocol

## Protocols off and on campus

Alcohol may feature at a range of events, including networking functions, parties, and other social gatherings.

As per the Sale and Supply of Alcohol Act 2012:

- the sale, supply, and consumption of alcohol should be undertaken safely and responsibly.
- the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

## Meeting acceptable standards

- Make sure you hold events at licensed venues with a duty manager present.
- Apply for a special license with Auckland Council if alcohol will be served at a hired location or on a bus trip.
- Ensure there is food, water, and non-alcoholic options available for guests.
- Discourage drinking games and other activities that promote the consumption of alcohol.

## Risk assessment

Completing a risk assessment is a great opportunity to consider how you will manage alcohol consumption at your event or on a trip.

You can also check out the tips at [Host Responsibility!](#)

## Alcohol on campus

You can serve alcohol at your on campus events by engaging a duty manager from one of three approved University caterers, or by holding the event in a licensed venue. You cannot bring, store, or provide alcohol yourself.

A duty manager doesn't cover serving staff, so appropriately trained executive members may be able to cover this.

Contact us at [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) to talk through the details of booking a duty manager and the costs involved.

## Licensed venues

Licensed venues on campus include Shadows, Strata Café, Superfino Cafe and Shaky Isles. Individual pricing varies between venues, [contact](#) each directly to discuss details.

## Drugs overview

It is not acceptable to promote, consume, or trade illegal drugs. Set the tone of your event, especially trips, by being explicit in the sign up that drugs are not a welcomed part of your activity.

Should you notice someone at your event engaged in this activity, you may then ask them to leave, or contact the police or [University Proctor](#) for further support.

*If they appear to be in medical distress, do not hesitate to call 111 and ask for an ambulance.*



## Transport

Events often require some form of transportation. If your organisation is arranging this, or it is an essential part of the event, then it is the organiser's responsibility to consider any risks and create a management plan around them.

### International travel

International travel has a unique set of challenges that are dependent on the individual, activity undertaken and destination. Travel insurance and emergency processes must be in place for every international experience your club undertakes. Check out the [Travellers Checklist](#) to get started.

If your activity relates to an individual's academic or professional development your organization may be eligible for free travel insurance. The University can also help with connecting you to emergency assistance providers. Contact [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) for more information.



#### Travel to and from the location

This could include flights, boat trips, public transport, driving University vehicles ([Sport and Recreation have a van you can hire!](#)), or private vehicles.

When using private vehicles, the driver must ensure:

- the vehicle is roadworthy and appropriate for the activity
- the vehicle is insured
- they drive within the conditions of their licence
- If cars are travelling in a convoy, agree on a route and check-in procedure. Consider how you will track all vehicles as part of your risk assessment plan and arrange a meeting point.



#### Transport onsite or part of an activity

This could include boats, buses, motorcycles, all-terrain vehicles, tractors and other specialist vehicles.

These pieces of equipment often require special licenses, or come with trained operators. Make sure you have the necessary licenses and understand the expectations of operators around capacity, behaviour, timeframes and consequences for any delays.



#### Walking or hiking

You may be required to walk or hike when accessing remote locations. Assess your participants' access requirements beforehand and then plan routes and rest breaks accordingly.



#### Luggage and other items

Luggage can often be overlooked when making travel plans. Don't forget to allow room for everyone's belongings and be clear about how much luggage people can bring with them. Don't forget about any supplies the club may be bringing too!



## On campus events

### Room bookings

#### Booking a room/space

There are a range of small and large spaces on the University's campuses that can be used for activities. Recognised student groups can book spaces by emailing [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz).

After you have submitted request, you will receive two emails; one acknowledging that your email has been received, and another confirming your request. Occasionally you will only receive the confirmation email, which will cite the reference number for the venue. Make sure you bring a copy of this email with you when you use the room.

If there are any issues with access, call Security (09 373 7550) and show them the email.

#### Booking tips

When booking a room, keep the following points in mind:

- The earlier you get your request in, the higher your chances of securing a room.
- Allow two working days' notice between time of booking and your planned event. This gives the team time to process your request and to liaise with the Room Administrator.
- If you plan on having regular catch-ups, book a room for an entire semester.
- You have a better chance of securing a venue outside of teaching times, so plan to have events in the evening or on the weekend.
- You can look beyond City Campus when booking a room. Epsom has free parking, which can be very handy!
- There is also plenty of outdoor space that you can book, so think about what would best suit your event before choosing a location.

#### Important note

The event organiser is held responsible for all aspects of an event, so should be present at all times. They must ensure the room is left clean and tidy, and that furniture is put back where it belongs. The event organiser must follow the University's space management and event policies, making sure that no signage is attached to walls, and that entrances and walkways remain clear. If policy rules are not followed, the club risks being charged for damages.



## Food and Beverages

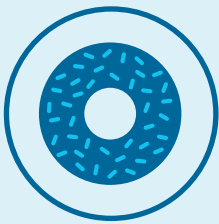
Offering food is a fantastic way to boost events and attract people to your meetings. Whether the food supplied is free or at a cost, you have a responsibility to ensure that it is safe and suitable - this means it must be safe to eat; no one should get sick from eating something your group provides.

Read more about your responsibilities on the [Ministry of Primary Industries website](#)

### Types of food

Here are some common food-related situations that your group may come across. Please note that [serving alcohol](#) on campus has its own specific processes. Please speak with the team at [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) for more information.

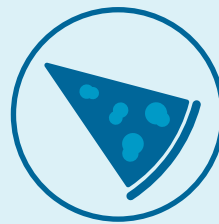
With all the situations below, your group needs to consider the expected number of attendees and the option that helps you to deliver a safe event.



#### Snacks

Snacks such as chips, biscuits, and other similar items you buy from the supermarket are considered 'shelf stable', meaning they can safely sit on the pantry shelf for at least one year\* and do not have to be cooked or refrigerated to eat safely.

*\*Make sure you are buying products within their best before date!*



#### Takeaway foods

Pizzas and other takeaways foods are a popular and easy way to provide food at an event, but please consider:

- Is the food coming from a reputable supplier with a good food rating?
- How is the food coming to campus? Does it need to be kept hot or cold?
- How will you achieve this?
- Some takeaway food is riskier than others, for example sushi with raw fish carries a high risk if not consumed directly
- Ideally, the time between purchase and consumption should be short, so consider choosing a supplier nearby or one that delivers.
- How will you dispose of the rubbish? A requirement of using on campus spaces is to leave them in a clean and tidy state for the following booking. Pre-plan how you will dispose of waste in an environmentally-friendly manner.
- Pizza boxes with food on them cannot be recycled. Try ripping off the tops and putting these in paper bins and the rest in rubbish bins.





## Fundraising

BBQs and bake sales can be a great way to generate extra income for your group. We have tables, a BBQ, and gas bottles that you can borrow for free! Things to note:

- There are different spaces around campus, usually outside, that you can reserve.
- Please complete the BBQ and bake sale request form to suggest the time and place. We will also check that there isn't any other fundraising activity happening nearby.
- The form will check that you understand the food handling requirements of preparing food. These include common sense requests such as washing hands and having different people dealing with food and money.
- Your group is responsible for ensuring that you are fundraising less than 20 times per year. More than this may require you to register under the Food Act 2014. Read more about this on the [Ministry of Primary Industries website](#).
- See the section on [BBQs and bake sales](#) for equipment hire.



## Potlucks

Potlucks are great opportunities for your members to share dishes they are proud of. As your group is running the event, you are still responsible for ensuring the food is safe and suitable, so consider the following:

- Setting a minimum standard for food preparation and cleanliness.
- Being clear with ingredients for allergies and dietary requirements.
- Consider how you will manage temperature control for a group of people to keep food in the safe zone. Safe temperatures are 5°C or colder, or 60°C or hotter.
- Plan how you will manage the different stages of food safety – the environment it is prepared in, how it is transported, and how it is served.
- Preparing a waste plan including how people will consume the food (do you need any utensils or paper plates?) and where rubbish will be disposed of.



## Food trucks and stalls

The use of food trucks and stalls may be approved to be a part of large events at the University.

These events are usually focused on engaging the wider student community and not just your members. Full plans including run sheets, floor plans, and health and safety information will be required. Please speak to [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) when you start your planning (and book the space early!). We will work with you on your plans and further discuss the requirements in conjunction with the retail team which organises food trucks on campus.

### Important note

Food trucks or stalls need to be licensed vendors with appropriate food certificates. They should be offering food that is not readily available from other suppliers already present on campus. There is a limited amount of space, so only a limited number of vendors can be present at once, depending on their set up.



## Catering

You may choose to use caterers for more formal events or because it allows your group to leave the details to trained professionals. The University has three providers who are approved to serve food on campus:

- *Dawsons* can be contacted on [info@dawsons.co.nz](mailto:info@dawsons.co.nz).
- *Flame Tree* can be contacted on [catering@auckland.ac.nz](mailto:catering@auckland.ac.nz). You can find Flame Tree catering at the Quad Café and being served at the University student accommodation.
- *Urban Gourmet* can be contacted on [orders@urbangourmet.co.nz](mailto:orders@urbangourmet.co.nz).
- All of these suppliers have an understanding of University procedures and space requirements.

### Important note

You may not bring other caterers to serve food onto the University campus.



## Food-friendly spaces

Eating and drinking is not permitted in spaces such as lecture theatres and tutorial rooms. However, other spaces on campus are suitable. See the table below for a guide on rooms where food can be served.

### Food-friendly rooms

Room number	Room name	Capacity	Additional information
107-G04	Maclaurin Chapel Hall	120 (50 seated)	The hall is a large open-plan space with flexible tables and seating. There is a fully functioning kitchen, some crockery/cups and limited cutlery. There is capacity for audio via an AUX input – please ask at the time of making your booking.
207-501	Pat Hanan	50 (50 seated)	Pat Hanan is a flexible seminar-style room with tables and chairs, as well as a large screen and computer interface with speakers.
260-310	Decima Glenn	60	Like other OGGB spaces, booking this room requires pre-planning and paperwork. There may be costs associated with room setup.
315-491	iSPACE	70 (50 seated)	This is one of the most popular social venues on campus. It has flexible seating, some tables, built-in projector and speakers, which can be connected to your device via HDMI cable.  There is a kitchen nearby with a microwave, some crockery, and a dishwasher.
315-441	Strata Cafe	100	Strata Cafe is a large open space located on level 4 of the Kate Edger Information Commons (building 315). Used as a cafe during the day, the space is opened on a limited and trial basis after hours for club activities. As a large flat area with multiple tables/chairs it is appropriate for quiz nights, board games, bible study, speed networking, or similar activities.  Strata Cafe will be closed during the booking unless you work with them to remain open for service - Strata has a liquor license and full kitchen available.



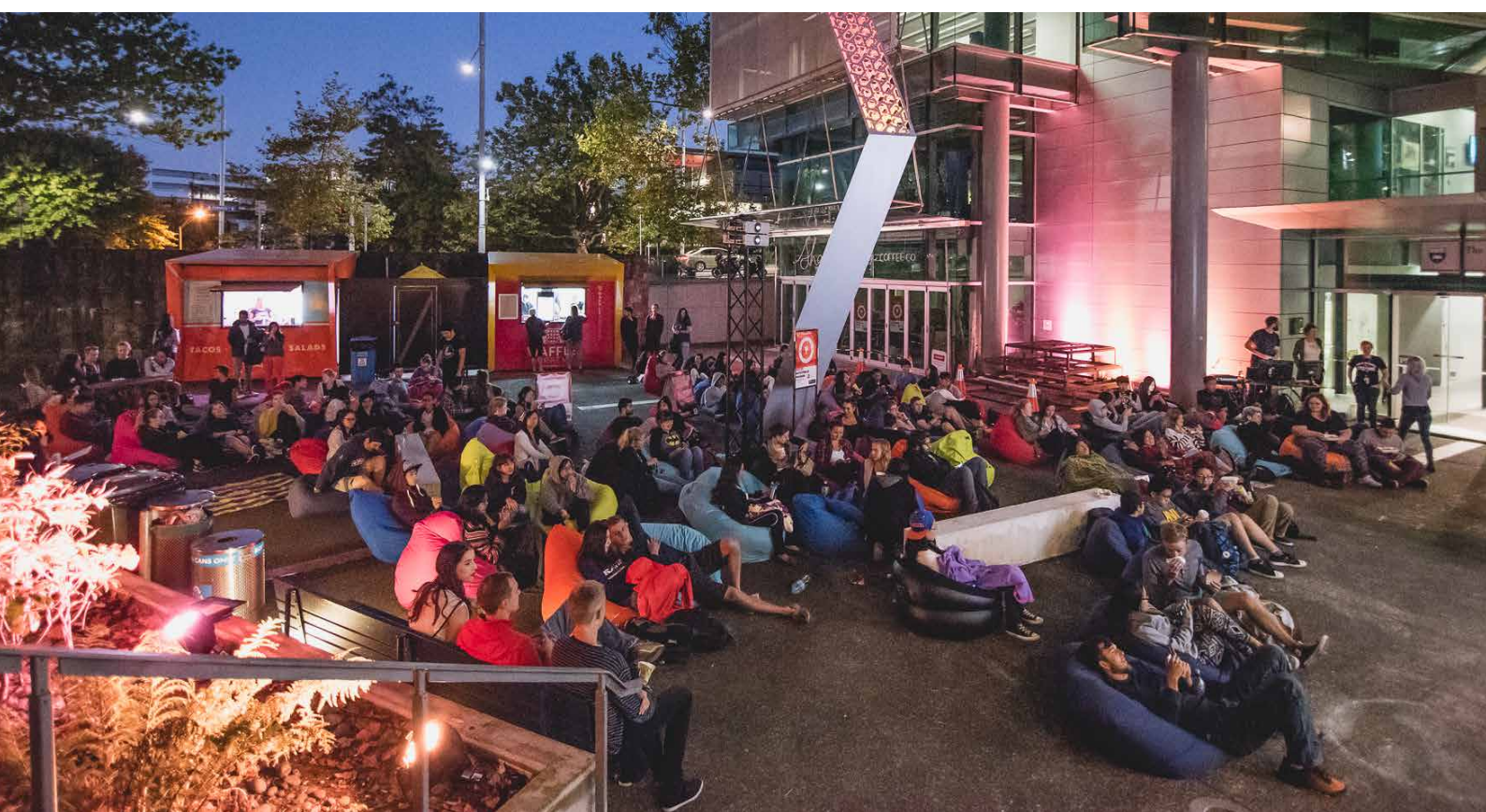
## Food-friendly foyers

Often you want to set out some refreshments or offer some form of catering for larger events. In these instances, consider the foyers adjacent to lecture theatres. Booking these spaces requires forward planning, as availability of any foyer space depends on activity in adjacent areas. For example, you will not be able to book the Library basement for mingling if there is a class in a neighbouring lecture theatre. Ask us and we'll look for the space that best fits your requirements.

## Food-friendly foyer spaces

Foyer number	Capacity	Adjacent rooms and capacity	Additional information
109-B00C1	146	109-B10 (218) 109-B15 (269) 109-B28 (419)	Library basement
260-071	200	260-051 OGGB5 (142) 260-072 OGGB4 (291) 260-092 OGGB3 (289)	The OGGB foyers are very flexible, but require the most pre-planning of any space on campus.  You will require a run-sheet, including a floor layout (templates will be provided), and these need to be finalised a minimum of <b>two weeks in advance</b> .
260-088	260-100		
260-101	350		
302-G60	450		Science foyer  This space is most often used as a stand-alone area for events like expos or networking events.  The furniture in these spaces is only to be moved by approved personnel. There is usually an associated cost.
302-G20	70		
302-G80	300		
401-400L4	50	401-439 (256)	Neon foyer in Engineering
423-300L1	50	423-340 (50) 423-342 (180)	Conference Centre between Engineering and Security

Note: Additional foyer space will become available in 2020!





## BBQs and bake sales

### Free bookable equipment

- 4 burner BBQ with LPG gas bottle
- BBQ kit, including: cooking utensils, plastics gloves, hand sanitiser, BBQ cleaning products and scraper/scrubber
- Trestle tables and chairs
- A-frame sign for signage to identify your club

### Hosting a BBQ or bake sale

1. Plan a date and book space through via [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz)
2. Book the equipment you require with [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz)
3. Complete the BBQ and Bake Sale Request Form
4. Purchase food from a reputable supplier
5. Decide how you will collect money and keep those funds safe
6. Consider how you will keep food safe through your event. This may include keeping items hot or cold
7. Return any borrowed equipment in a clean and tidy manner

*It is important that you also read and understand the following guidelines:*

- **If you are using a BBQ:** University Gas Safety and Procedures and University Use of Barbeques Guidelines.
- **If you are serving food:** University Food Safety Guidelines and for food stalls additionally read University Food Stall Guidelines.
- **Other relevant policies** include those related to event management and Health





## Stalls on campus

Holding a stall on campus can be an opportunity to recruit new members, sell tickets, or promote events. Stalls usually involve a table and chairs in a public place, such as the Quad, outside the Library, Kate Edger Building, as well as other University locations.

Please reserve your stall location and request tables/chairs by contacting [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz) and keep the following guidelines in mind:

- Acknowledge and respect the activities of other people in the vicinity of your activity.
- Clearly identify who you are and who you represent.
- Respect the rights of any person who refuses any information or interaction.
- Be respectful and tolerant of other people's views.
- Keep to your allocated stall location, be aware of narrow or restricted areas such as egress routes (e.g. walkways, bridges, entry ways) and personal spaces such as cafes, offices, or study spaces.
- Clear away any rubbish.

## Hosting a VIP

Inviting speakers, presenters, and other VIP guests onto campus is a great way to generate interest and draw a crowd to your event. However, hosting a VIP means we need to take some extra precautions around security and risk management.

Check out the list below, and if you answer yes to any of the questions, get in touch with us for advice.

- Is the person relatively well-known?
- Does the person currently hold a political office in any nation, or have they held one in the past?
- Is the person a high-level officer in a major corporation or business?
- Has the person received threats within the last year?
- Has the sponsoring group received any negative feedback from anyone for wanting/deciding to invite this person?
- Is the person expected to draw a large crowd either for or against their views?
- Is it costing your group a lot of money to contract this person to come to campus?
- Are you feeling extremely lucky that this person was able to find time out of their amazingly busy schedule to come to campus?
- Is this person so entertaining that everyone must see them perform?
- Does the person have a manager, body guard, or personal security?

## Club equipment and support services

### Club equipment

The following clubs equipment is complimentary and available for clubs to use:

- A1 frames for signage
- Chairs
- Fairy lights
- First aid kit
- Extension cable
- HDMI cable
- Laminator
- Projector
- PA system
- Cable covers
- Trestle table
- Six-litre urn for hot/cold drinks
- **Cooking bundle:** BBQ 4 burner, gas bottle, cleaning kit
- **Seating bundle:** trestle tables, chairs
- **Electrical bundle:** power banks, extension cables, and cable covers

### Sport and Recreation services

Sport and Recreation also has facilities and equipment for event hire such as: sports hall, group fitness studio, dance studio, van and trailer hire, and PlayNow sports gear equipment hire. For more information please email: [recbookings@auckland.ac.nz](mailto:recbookings@auckland.ac.nz) or contact Rec centre reception on 09-373-7599 ext 84788



## Trips

Taking a trip off campus offers great opportunities for clubs to explore New Zealand, haerenga, or gather members to socialise and plan in a new and exciting setting. Your executive is responsible for ensuring that any event is appropriate and safe for all attendees.

If you need any help planning a trip away, refer to the following tips on planning and good practice, or get in touch with us at [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz). There are four phases to hosting a successful trip:

### 1. Planning

Planning needs to be at a level that is appropriate to the level of risk - alpine or underwater activities, for example, require more consideration than a discussion-based get away. The planning process should include:

- Gathering and providing essential information from participants who wish to participate in the activity
- Assessing the overall level of risk, and if necessary completing risk assessments, floor plans and run sheets
- Considering how you will manage alcohol and drugs
- Supporting distressed students
- Understanding the incident and accident reporting process
- Considering how you will manage remote or after hours activities
- Establishing emergency and first aid procedures
- Considering transport requirements
- Obtaining permission and permits (if needed)

One way to work through these factors is to complete a plan, check out a template, or look at your organisation's previous plan. Whatever method you use, we strongly recommend you document your plan.

### 2. Consultation

Discuss your plans with the wider executive team, other groups who run similar activities, and the University to ensure you have all your bases covered. Planning, and dealing with risk in particular, works best with different perspectives coming together to identify any gaps.

The University has a range of experts and experienced staff members who can help you, particularly when it comes to managing potential risk. Get in touch at [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz).

### 3. Execution

Executing the event is where all your hard work and planning pays off. Make sure your team knows the plan and make sure you continue to assess the event as it unfolds. If you're planning a hike for example, and the weather deteriorates, you need to rethink your departure time or even arrange an alternative activity until the bad weather blows through.

### 4. De-brief

Once your event is over, take time to consider what went well and what could be improved. Make notes for future executives documenting any recommended changes. Your planning document, once created, can easily be updated each time the event is held.

## FAQs on trips

- **Once we're finished with the scheduled activities, we can't be responsible for our member's actions, right?**

To a certain extent you are. You need to take **reasonable** steps to ensure participants are safe at all times. For example, on a trip you may identify one person who is on 'on call' during the evening for any incidents that may occur. They should feel comfortable with the responsibility and have access to key contacts in the area.

- **What if the University doesn't approve of our trip?**

Your organisation is independent to the University, however there is a duty of care for students and there may be unique situations where specific activities need to be adjusted to meet this standard.

- **Can we apply for funding for the trip?**

Funding for trips is not usually covered by the [Student Group Fund](#) and in most cases, trips are user-pay experiences.

- **How do I know if an activity is a club event or not?**

Are you advertising or organising this event through your organisation's communication channels? Are people signing up? If you have answered yes to these questions, it likely is a club event and all necessary precautions should be taken.

- **Can't we trust adults to manage themselves?**

Like any situation there is a degree of personal responsibility, but your organisation is responsible for creating the environment and managing risk. If you create a risk, you own that risk and must take reasonably practicable steps to ensure that people, the environment, and property are not harmed or damaged.



## Remote/after-hours activities

### Remote activities

An activity is considered remote when it is carried out in locations where it is difficult to summon help, or where emergency assistance is expected to be more than one hour away.

Remote activities should include as many first aiders as practicable and they should be trained to at least Level 2 Outdoor First Aid Unit standard 424, with additional modules as necessary. Whenever practical, groups of first aiders should not travel in the same vehicle.

<b>Groups of up to 15 people</b>	Two people trained in remote area first aid.
<b>Groups of 16-30 people</b>	Two people trained in remote area first aid, plus an additional person trained in Level 2 First Aid or higher.
<b>Groups of over 30 people</b>	Two people trained in remote area first aid, plus one person trained in Level 2 First Aid or higher, plus an additional person trained in Level 2 First Aid or higher for every additional 10 people or part thereof.

Mobile phones are very convenient but are not always suitable as the only means of communication. Radio, GPS tracking, duress devices, or personal locator beacons (e.g. EPIRB or PLBs) are also required in some circumstances. As part of your risk assessment, you should also schedule check-ins with an emergency contact.

Locator beacons can be hired from as little as \$15 per day from [locator beacon hire](#) and other outlets.

Remote activities raise additional risks to consider in planning. These may include:

- Sunburn, heat stroke, and dehydration
- Hypothermia, altitude sickness, and frostbite
- Weather variability
- Natural events like fire and flooding
- Encounters with wild and domestic animals, insects, and sea life
- Exposure to disease and polluted water
- Potential stranding in snow, sand, or mud
- Poor infrastructure and lack of rescue services

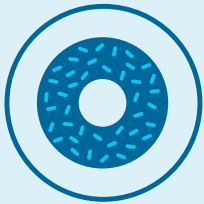
### After hours activities

At times, students may wish to sightsee, hang out socially, or leave a designated area for activities not directly supervised by your organisation. It is important that you are aware of these activities, so you can intervene if required. Make sure everyone looks after each other and encourage people to tell you where they are going and what their intentions are so your overall event is safe and successful.

Take reasonable precautions – if someone wants to go for a swim or short walk, ensure they tell someone where they are going, when they will be back, and ensure they do not go alone.

## Food off campus

Food often plays an important role in any event. As the providers of food, either free or at a cost to attendees, you have a responsibility to ensure that food is safe to eat and suitable for the occasion. Read more about your host responsibilities on the [Ministry of Primary Industries website](#). Common off campus food scenarios include:



### Providing snacks

These are shelf-stable grocery items, like biscuits and chips, which do not need to be cooked or refrigerated to eat safely. You have a responsibility to serve items within their best before date.



### Takeaways

Pizzas and other takeaway foods offer an easy way to provide food at an event. Make sure you consider the following:

- Will the food come from a reputable supplier with a good food rating?
- How will it be delivered to your venue? It may need to be kept hot or cold, so work out a way to manage this.
- Does your venue allow food to be brought in?
- Are you ordering a high risk food? Some takeaway food, like sushi with raw fish, carries a risk if not consumed relatively quickly. Make sure you know how to deal with potentially hazardous food here.
- Manage the time between purchase and consumption, so there's little time for food to sit around.
- How will you dispose of the rubbish? Pre-plan how you will dispose of waste in an environmentally-friendly manner.



### Restaurants

Dining out is a great way to celebrate an occasion and it leaves all food preparation to the professionals. When picking a restaurant, look at its food rating, and make sure it will meet everyone's dietary needs.



### Catering

Hiring a caterer can be useful when you have a venue that allows for food preparation onsite. When negotiating with a caterer, consider the following:

- What is their food rating?
- Are they a registered business?
- What kind of facilities do they need onsite to deliver the event?
- How many staff will attend and what will they do?
- How will they deal with any dietary requirements?
- Whose responsibility is it to deal with waste?
- Will they bring all serve ware?



### Homemade and self-prepared meals

- These are items like 'do it yourself' sandwiches, or potluck meals. This is often an affordable approach to serving food at an event, but bear in mind, you are still responsible for ensuring the food is safe and suitable.
- Set a minimum standard for food preparation and cleanliness and make sure that everyone who is preparing food is aware of these standards. Follow the [guidelines here](#).
- Label items clearly and informatively so that people with allergies and dietary requirements can make informed choices.
- Consider how you will manage [temperature control](#) of food to keep it in the safe zone. Safe temperatures are 5°C or colder, or 60°C or hotter.
- Plan how you will manage the different stages of food safety – the environment it is prepared in, how it is transported, and how it is served.
- Prepare a waste plan that includes consumption of the food and disposal of waste.

## Important note

When planning an event where food is a factor, your group needs to consider a number of variables, including the expected number of attendees, the type of venue, the time of the event, and the needs of guests. If you need help planning an event where food will be served, contact us at [studentgroups@auckland.ac.nz](mailto:studentgroups@auckland.ac.nz).



## Essential information for participants

When planning a trip, make sure you collect information about attendees during the registration process. This is a good time to set expectations around behaviour and provides a reference point if concerns are raised at a later date.

### Let attendees know:

- Date, time, duration of the activity, and cost involved.
- Transport, accommodation, and catering arrangements – outline your plans so your attendees' expectations match reality.
- Medical and first aid requirements – what level of fitness is required and first aid needs. It's a great idea to note that if someone needs personal medications, they must provide their own. They must also inform the organiser of any medical conditions that may need attention during the activity (e.g. diabetes, asthma, allergies, etc.)
- Personal supplies – provide a detailed list of items attendees need to bring with them on a trip, including safety gear, toiletries, and sanitary items.
- Responsibilities and obligations - include references to smoking, alcohol, drugs, or harassment.
- Information on compliance – make sure participants know what rules they must adhere to and the consequences of inappropriate behaviour.
- Repeat this information aloud at the start of the trip to remind participants of trip expectations.

You may also be interested in adding a code of conduct.

## Permissions required

### Important information from participants:

- Full contact details including name, student ID, address, phone, and address.
- Emergency contact information – a New Zealand contact, including name, phone number, and address.
- Dietary and medical conditions – factor this information into your risk assessment plan.
- An area for participants to update you on any specific requirements such as segregated sleeping arrangements.
- An agreement clause linked to your responsibilities and obligations.

Make this information available to event organisers online and as a hard copy.

If you are undertaking a risky activity or staying at a location overnight, give the information to an executive member who can make contact in the event of an emergency.

## Emergency response plan

All trips, whether day or overnight, should include a comprehensive emergency plan in case of injury, severe weather, or any event that could result in serious harm to participants.

### Emergency planning should include:

- Emergency protocols - naming a fire warden or first aider/s.
- Emergency procedures for participants who have disabilities, medical conditions, or impairments.
- Contact details of local emergency response units (including Coastguard, Mountain Safety, doctor, hospital, and police).
- Communication strategy and equipment – keep in mind that mobiles may not always be within service range. Radio, GPS tracking, duress devices, or personal locator beacons (e.g. EPIRB or PLBs) are also required in some circumstances.
- Missing persons procedure – head counts and alarm protocol.
- Emergency and survival equipment as required – straight forward trips may only need a first aid kit, as opposed to specialised equipment for remote or extreme travels.
- Utilising University support.
- Next of kin contact plan.
- Financial planning and insurance – does your organisation have the ability to pay for necessary goods or transport in the case of an emergency?

Make sure the executive and volunteers are aware of the emergency plan and know how to respond should an emergency arise.

Your emergency plan may need to be altered or updated as your event unfolds, as weather and other factors are constantly changing.



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