



Tonight's Presenters

Alex Affleck

(Director, MUS)

Rechelle Martinez

(Clubs Coordinator)

Jean-Luc Garlick

(Business Manager)

Rod Warnecke

(Sport Development Manager)



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Workshop Agenda

- Memberships
- Injuries/Accidents
- ClubFit Memberships
- Venue/Facility Bookings
- Communication
- Funding & Finance
- Risk Management
- Coaches & Instructors
- Donations
- Scholarships & Grants
- Team Melbourne
- 2009 and Beyond



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Injuries/Incidents

- Important to get membership forms in to CC
- If injured – fill in incident report
- Hand in to MUS
- Processed – sent to Risk Mgt Office (RMO)
- If necessary, claim form sent to RMO
- RMO contact CC to confirm status of applicant
- Claim processed or not (depending on status)
- Details on Insurance coverage can be provided





ClubFit Memberships

- 2009 ClubFit memberships are now available for :
MU Students - \$380 and Non Students - \$480
- Available to the following competition-based clubs only :

Athletics

Boat

Futsal

Rugby

Volleyball

Baseball

Cricket

Hockey

Soccer

Water Polo

Basketball

Football

Netball

Tennis

Weight/Powerlifting



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ClubFit Memberships

- A min of 10 applications are submitted and paid for at the same time (cash / cheque only)
- The aim of this membership is to support participation in regular competitive/representative sports.
- All participants are current members of the same club
- Clubs cannot send members to MUS to apply. These must come from the club and be endorsed by the club





ClubFit Memberships

- If clubs (unable to get 10) contact CC
- The Director can use his discretion under exceptional circumstances
- Procedure
- Does not include Pilates & Yoga
- Not to be used as a recruitment tool – i.e. clubs must not advertise club membership as a means of cheap gym membership.



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Venue/Facility bookings

- A venue bookings form must be filled out for ALL bookings (3 contacts)
- All venue bookings applications must be forwarded to Clubs Coordinator in the first instance. Once approved, this is then forwarded to the Venue Bookings person, who will make the booking and confirm with the club via email
- You **MUST** forward all bookings, giving at least one week's notice. (phone calls and emails just before, will not be accepted)
- Clubs, **MUST** notify the bookings Coordinator if a booking is to be cancelled / changed
- Any club who does not will be charged



Communication

- Communication with your members
 - update members re: events, newsletters & MEETINGS
- Club website....

Communication with MUS

- database
 - www.sports.unimelb.edu.au website
 - electronic communication through CC
- MUSA Council Meetings
 - Communication with stakeholders
 - ABR, Corporate Affairs etc



Club Funding Program

- \$160,000 in 2009 (*\$130,000 operational funding + \$30,000 Club Project Fund*)
- Operational funding to assist in “regular seasonal competitive opportunities”
- Criteria includes: Club profile; financial situation; level of competition; level of membership, etc.
- Allocations to be reviewed at end 2009



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Club Funding Program

- Club Funding :
 - For those Clubs that did receive subsidy, MUS to pay for purchases until subsidy is fully spent
 - Clubs need to continue to fundraise to fund full year's purchases
- Account keeping



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Club Project Fund

- \$30,000 has been made available for clubs in the Club Project Fund in 2009
- Funds available to assist club growth/sustainability through new initiatives → aim is to assist clubs improve their sustainability
- Projects should align with Club's Development and Planning strategies
- MUS will contribute a maximum of 50% of the total cost





Club Project Fund

To be eligible to apply for funds through this Fund, Clubs:

- Need to have satisfied all requirements for their club funding application
- Must have no outstanding debts to Melbourne University Sport at the time of applying (apart from invoices within their normal payment period)
- Must have no outstanding administrative requirements – eg membership lists, inventory etc.
- Applications must be endorsed by the Club President



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Purchasing through MUS

- Purchase items *should* be administered through MUS Finance
- To process payments, provide MUS Finance with:
 - **Tax Invoice** and
 - **2009 Purchase Order/Payment Request Form.**
- University credit card can be used for quick purchases up to \$1,000 for assets and \$5,000 for services.
- Any single or combined purchase from the same supplier over \$60,000 will require tender board approval.



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Purchasing through MUS (Cont)

Before submitting payment requests please confirm the Supplier's status as below:

1. Has the supplier been paid before? **Yes**
Payment can be processed.
2. Has the supplier been paid before? **No**
Does the supplier accept Credit Card payment? **Yes**
Payment can be processed.
3. Has the supplier been paid before? **No**
Does the supplier accept Credit Card payment? **No**
A New Supplier Request/Amendment Form must be completed and lodged with the invoice and Payment Request form so that payment can be processed, allow 4 weeks for approval.





Purchasing through MUS

- **University Payment Terms:** 30 days from the end of month invoice date
 - An invoice dated 10th April 09 will not be paid until 31st May 09
- Invoices addressed to:

The University of Melbourne
Attention: Melbourne University XYZ Club
- **Keep copies** of all invoices!



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University Account Receivables

- When funding is exhausted all payments made on behalf of Clubs are payable at 100%. The University will invoice for outstanding monies:
 - Make sure funds are available to make payments – if you lack cash flow or cash reserves, don't incur liability!
 - Failure to pay University invoices on time without explanation will not be tolerated
- Got a problem? – speak with us!



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Club Banking

- Club accounts should be held with Commonwealth, National or Credit Union on campus (if possible)
 - Postal address: c/MUS, Sports Centre, The Uni of Melb. VIC 3010
- Must have minimum two signatures to sign cheques
 - Should have all Exec Officers eligible to sign/and or CC or SDM



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Financial Record-keeping

- Clubs must maintain accurate financial records
 - **Income/expenditure journal**
- Financial records must be submitted with each CARE application
- An **asset register** detailing all pieces/sets of club equipment
 - Asset audits to take place in May 2009

Need some help? Ask us!



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Coaches & Instructors

- All coaches and instructors (paid or volunteer) must have completed, submitted and **had all paperwork approved, before commencing duties**
- Clubs should develop Position Descriptions for all roles
- If not an Australian citizen or resident a current copy of working visa must be submitted





Casual Employee Forms

- Forms to be completed each year before duties can begin:
 - 2009 MUS Engagement of Coach/Support Staff Form
 - HR20P – Casual Employee Contract Form
 - HR15 – Health & Hazard Form
 - ATO Tax File Declaration Form
 - Allow 4 weeks for approval
- Casual employees are paid fortnightly via paysheets
 - Paysheets due Wed of pay period
 - Paysheets must be signed by a club Exec Officer





Casual Pay Rates

- Coaches and instructors must be paid according to an hourly rate:
 - See MUS Finance for available Themis HR Pay Rates
 - Add 14.65% On-costs for superannuation, Workcover and payroll tax.
- Fortnightly Paysheets must be submitted for the period worked by the Coach/Instructor
 - Lump sum payments will not be accepted. Please contact the Finance Officer to discuss alternative payment options.
 - The employee is taxed within the fortnightly period in which they are paid, regardless of when the work is carried out.





Club Contractors

- Forms/information required before work can begin:
 - 2009 MUS Engagement of Coach/Support Staff Form
 - Certificate of Currency (Insurance) certificate for period of contract - \$5m Public Liability and \$5m Professional Indemnity
 - Independent Contractor Agreement Form
- Payment via regular Tax Invoice





Risk Management

- Clubs should be documenting OHS policies and procedures
- Keep records: coach/instructor qualifications, maintenance of equipment, induction checklists, risk assessments, comply with relevant standards, first aid training



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Fundraising - Trusts

- The University Council has reviewed policies for the creation of new trusts, given the complexity and costs involved
- A single Trust for supporting student involvement in sport may be considered by Council, but not Trusts for individual sports
- Pledges of donation(s) of at least \$50,000 would be needed before the establishment of a new Trust can be considered by Council
- If this is to proceed, it will need to involve staff from the Advancement Office throughout planning and execution



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Fundraising

- Principle reason people do not give is – **they are not asked!**
- Regular communication with members/supporters assists with ongoing support → develop your 'case' – why will their donation make a difference to the educational experience of the student? *Use Club database – MUS can assist*
- VIPs or asking for amounts over \$10,000 – involve Advancement staff first (via Alex)
- Be organised – don't leave until last minute *ie. end of Financial Year*



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Scholarships & Grants

- Offered by MUSA and MUS
 - MUSA and MUS HP, Club and Coach CLOSED for 2009
 - VC Support and Team Melbourne OPEN year-round

- *www.sports.unimelb.edu.au/sport/scholarships.html*



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Team Melbourne University

- University Sport provides club members with the opportunity to represent the University and become part of 100+ years of tradition
- Clubs assist MUS in the promotion, recruitment, training and management of University Sport teams
 - Nominate Team Managers and Coaches to work with SDM
 - Blues and Half Blues are awarded for outstanding achievements in AUS events



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University Sport in 2009

- **Southern University Games - Melbourne:** 5-8 July
Sports: AFL; Badminton; Basketball; Football (Soccer); Hockey; Lawn Bowls; Netball; Tennis; Touch; Ultimate Frisbee; Volleyball; Water Polo
- **Australian University Games - Gold Coast:** 27 Sep – 2 Oct
Sports: AFL; Athletics; Badminton; Baseball; Basketball; Beach Volleyball; Cycling; Fencing; Football (Soccer); Golf; Handball; Hockey; Judo; Kendo; Lawn Bowls; Netball; Rugby Union 7s; Softball; Squash; Swimming; Table Tennis; Tennis; Ten Pin Bowling; Touch; Ultimate Frisbee; Volleyball; Water Polo
- **Other Championships:** Cricket; Distance Running; Orienteering; Rowing; Snow Sports; Triathlon;



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2009 Clubs Information Session

THANK YOU FOR ATTENDING



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