



MUSA CLUB HANDBOOK 2008



INTRODUCTION

This handbook has been developed to assist all Melbourne University Sports Association (MUSA) Clubs to run their affairs. It has been designed as a guide for Clubs in matters of administration, finance, policy, competition, University and Melbourne University Sport (MUS) procedures.

Each Club should ensure to utilise this document for all administrative matters. The handbook will be revised on a regular basis by MUS staff who will notify Club members of any updates. A copy of this document can be found and downloaded from the MU Sport website in PDF format.

Melbourne University Sport seeks to aid Club administration, to help Clubs understand MUS procedures, and to help Clubs reach their full potential and fully utilize what is available to them. Any recommendations concerning this handbook are welcome and should be brought to the attention of the Clubs Co-ordinator.

1. GENERAL INFORMATION

ELIGIBILITY TO PARTICIPATE IN CLUBS

The following extracts from the Sports Association Constitution define eligibility for membership of the Sports Association Clubs.

MEMBERSHIP OF CLUBS

Eligibility for membership of the Sports Association Clubs is limited to:

- (a) enrolled students of the University;
- (b) those other persons in the following categories
 - (i) graduates of the University or any other university with which the University has reciprocal rights;
 - (ii) members of staff on the payroll of the University;
 - (iii) members and staff of the University's affiliated residential colleges and halls of residence;
 - (iv) persons not on the payroll of the University but who are employed on the University site by an organisation which has a permanent office on the site of the University;
 - (v) any former member under **(a)** for a period not exceeding four years from the date on which that member ceased to be eligible under that clause.
- (c) where competition in a league or association requires a Club to be involved in the training of juniors, those juniors are Junior Members of the Sports Association on the completion of the appropriate membership form; and
- (d) Life Members and Honorary Life Members.

Membership is also available to individuals granted "Director's Discretion" – see next page for more information.

Club members are subject to the constitution, rules and regulations of that Club and must pay any fees or charges required by that Club from time to time.

Members of a Club may, subject to directions by the Director and the payment of any applicable charges, use the facilities and equipment as are available to that Club for the purposes of training and competition for that Club.

DIRECTOR'S DISCRETION

Clubs can apply for "Director's Discretion" membership for potential members who do not satisfy any of the eligibility criteria above.

The basis under which Director's Discretion can be provided is for:

A person who can bring outstanding guidance and/ or standard of excellence in participation to the University sporting community, and as such would be a valuable member of the University sporting community.

This could apply in the following examples:

- (a) a Club may make an approach to continue the participation of an ex-student (as distinguished from a graduate) because of the outstanding guidance that the individual may bring to enrolled students,
- (b) a Club may wish to appoint a playing coach who has never attended this or any university.

Director's Discretion can only be granted up to a maximum period of 12 months, and application for renewal must be made annually.

Clubs seeking Director's Discretion must apply in writing outlining their case for each person for whom they are applying. An outline of the person's sporting background should be provided.

In all cases, approval is subject to the condition that there is no exclusion of an eligible member from the activity of their choice in favour of an applicant admitted under Director's Discretion.

Clubs should ensure that the focus of their recruiting activities is with students. Whilst not an absolute requirement of clubs, it is suggested that clubs aim at a benchmark of 80% student membership as a minimum.

CLUBS' OBLIGATIONS REGARDING MEMBERSHIP

1. Only club members may participate in club activities. The only exception is where clubs provide 'try-out' sessions for prospective members, and these should be an absolute minimum.
2. Clubs are required to have each club member complete a MUSA Club Membership Form and forward these to the Melbourne University Sport office..
3. Clubs must furnish this information for all club members by 1 June each year ("winter" sports) or 1 December each year ("summer" sports). For Clubs where no single season exists, the lodgement date must be determined in consultation with the Director.

Once the membership forms have been processed, they will be returned to the Club and the club will need to advise their members to collect their membership card from the Sports Centre reception. Note that each membership card includes a photo, so each member must personally collect their own card.

Club members must ensure they have their student card or membership card available to present to MUS staff when using club facilities. Spot-checks are carried out to ensure all persons participating in club activities are eligible. Membership cards will be necessary to gain access to the facilities in the Sports Centre. Only clubs who use the facilities regularly are required to have this membership card. (In particular those clubs who use the stadiums for training.) It is not always necessary for other members to have this card.

DUTIES OF CLUB OFFICE BEARERS

There are no specific requirements on how a Club should structure its committee. However, most Clubs tend to favour a format involving a President, Secretary and Treasurer as a starting point, and building the committee around this format. Recommended positions and duties are as follows:

President

The president is the principal leader and has overall responsibility for the organisation's administration.

The President should:

- be well informed of all organization activities
- be aware of the future directions and plans of members
- have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Act as spokesperson for the Club
- Be a supportive leader for all organization members
- Act as a facilitator for organization activities
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

Secretary

The Secretary is the chief administration officer of the organisation. The Secretary should:

- attend to administrative affairs of the Club
- ensure that Club communication is effective and efficient
- conduct all correspondence, check club mail-boxes
- keep up-to-date membership lists
- ensure club representation at Council meetings
- to submit a report for inclusion in the MUS Annual Report
- to pass on correspondence to relevant club delegates

In meetings s/he should:

- prepare agendas, supporting papers and minutes
- book meeting rooms
- ensure a minutes book is maintained

Treasurer

The Treasurer is the chief financial management officer for the organization. The Treasurer's tasks include preparing the annual budget, planning for the organisation's financial future, regularly monitoring revenue and expenditure and helping other committee functional areas with financial matters.

Club Delegate to Council

This person is the liaison between the Club and MUSA. In conjunction with the committee, this person ensures that the Club's views are represented at Council.

Some responsibilities of the Council Delegate;

- to read all Council and other relevant correspondence
- to attend all Council meetings and report to the committee
- to vote at Council in accordance with the Club's wishes

Training for New Office Bearers

Early in Semester I, MUS invites newly appointed or inexperienced Club Office Bearers and others to attend an Information Session.

The objective is to provide newcomers with an overview of the support and assistance available by MUS and the procedures which Clubs must follow to attain these benefits.

These sessions provide a valuable opportunity to meet with key MUS staff, especially the Clubs Co-ordinator. This person is the first point of contact for all Club matters.

INCORPORATION

Information or requirements for incorporation under the Associations Incorporation Act can be obtained from the Consumer Affairs Victoria website.

Clubs considering incorporation should discuss this with the Director or Sports Development Manager before proceeding.

CLUB PROMOTION OPPORTUNITIES

Many Club promotion and recruitment opportunities exist for MUSA clubs. Clubs should take full advantage of this chance to make people aware of Club activities.

Orientation / Mid Year Orientation

Participation by Clubs during Orientation has been excellent in previous years. It is the best opportunity for recruiting new members. Clubs and Societies Days are planned for Orientation before the beginning of each academic year, as well as the winter break. All Clubs have the opportunity to set up a table (usually in North Court.) It is recommended that all clubs taking part bring along posters, brochures, membership details, relevant sporting equipment, training times, banners and if possible, try to organize demonstrations. If Clubs are wishing to take part in any of the Orientation Program they MUST ensure to hand in relevant documentation by the deadline. This is usually set by the Orientation Committee for December of the previous year. Clubs are given approximately two months in which to return all forms for this event.

Melbourne University Open Day

The Open Day generally falls on a Sunday in August and attracts a large number of visitors (potential students) to the University. MUS ensures plenty of visual displays and welcomes Club involvement. This event is not a direct membership recruitment opportunity, but one that provides exposure.

Annual Report

Each year Melbourne University Sport publishes its annual report which circulates widely on campus. Each Club is asked to contribute a summary of the highlights of activity during the year.

The report also covers other aspects of the Melbourne University Sport's operations.

Display Board

This board is situated in the reception area of the Sports Centre and is available for all Clubs to use as a means of promotion for the Club, by means of brochures, fixtures, club information etc.

Photographs

Clubs are encouraged to submit high quality photographs to the MUS Marketing & Communications Officer for use in printed and electronic promotional materials. A photo consent form is available to download in pdf format at:

<http://www.sports.unimelb.edu.au/sportsclubs/musaindex.htm>

MARKETING

The Melbourne University Sport logo is the brand image that represents the Department of Sport and Physical Recreation at the University of Melbourne. The logo is characterised by a large M symbol with a Winged Victory graphic (representing the University of Melbourne) within it and a distinctive 3-colour Melbourne University Sport branding name as text.

The Winged Victory is the English name given to the winged Greek goddess Nike (Greek Νίκη, pronounced Nee-kay, meaning "Victory").

For competitive sport, the traditional University colours are royal blue and black. The MUS blue is Pantone Colour Matching System (PMS 2728C). The Orange is (PMS 7163) and the grey is Cool Grey (PMS 9C).



Clubs' use of MUS logo

All clubs have access to a club-specific version of the following logo:



All clubs must incorporate this brand into their club logo, as above, even if it means transforming a traditional club logo.

If designing merchandise, uniforms etc – approval must be sought in all instances from the Clubs Co-ordinator where your club intends to include all or part of the MUS logo.

Signage

The font used for ALL signage is Arial. In printed material, reference to Melbourne University Sport should be in full or abbreviated to MUS.

Letterhead/Stationary

Club letterhead should display the club logo that incorporates the MUS logo at the top left-hand corner. At the base, centred using arial font, should be:

Club Name

Address

Telephone

Fax

Email

Web address

If your club has its own logo in conjunction with the official logo, it can be placed at the bottom right-hand corner.

COMMUNICATION

Mail boxes (pigeon holes)

In most circumstances, club committee members are sent correspondence electronically.

Memorandums, letters and other types of correspondence are sometimes placed in the Club mail boxes in the corridor of the main Sports Centre building, where each Club has its own mailbox.

Internet

All MUSA Clubs are given the opportunity to set up a website account. These accounts are strictly for Club use only and will require a password for login. Once a Club's web account is set up, Clubs can send and receive email to the account. All clubs are encouraged to ensure that all contact information especially email addresses are current as this is a major means of communication between MUSA staff and Clubs. It is also a means of contacting members, suppliers, and others.

The Internet has become an essential means for publicising a club, attracting members and disseminating important club information. In recognising this, MUSA offers a range of useful applications and services to help support Sport clubs.

The musa.net.au website and its services are free of charge. Each service with a brief description is listed in the following section. If there are any questions or concerns about the system please contact Rechelle Martinez.

Web hosting

Description of service -

The MUSA web hosting offers the features listed below:

- Your own subdomain address for your club eg. <http://aikido.musa.net.au>
- A minimum storage space of 20Mb (more is negotiable if genuinely required)
- FTP access
- Access to PHP and CGI scripting languages and also MySQL databases on request

Usage instructions –

Once your account has been set up, you can upload your website via FTP (File Transfer Protocol) using an FTP client. The login details will be issued to you upon request.

MELBOURNE UNIVERSITY SPORT WEBSITE

MUS has a general website which also includes basic contact information regarding each of the clubs. Separate club websites can also be linked in with these standard pages. Only MUS staff can alter the information regarding each of the Clubs contact information. It is imperative that these details are checked regularly and updated as required. The MUS website can be located at: www.sports.unimelb.edu.au

2. CLUB OBLIGATIONS

DONATIONS

Seeking donations from club alumni can be an effective means of raising funds for specific purposes such as equipment, scholarships or other club programs.

The University of Melbourne has a “Deductible Gift Recipient (DGR)” status, and use of this status is governed by the Australian Tax Office. The DGR status provides for donations or gifts made to the organisation to be tax deductible under certain conditions.

To be a tax deductible gift, the gift must have the following characteristics:

- it is made voluntarily
- it does not provide a material benefit to the donor, and
- it essentially arises from benefaction and proceed from detached and disinterested generosity.

Not all payments to DGRs are gifts. For example, the following payments are not gifts:

- purchases of raffle or art union tickets
- purchases of chocolates, pens etc
- the cost of attending fundraising dinners, even if the cost exceeds the value of the dinner
- membership fees
- payments where the person has an understanding with the recipient that the payments will be used to provide a benefit for the ‘donor’.

In addition, gifts must be solicited by and paid to the DGR. This means clubs cannot solicit directly for gifts and all gifts must be paid directly to the University.

Therefore, if your club wishes to seek gifts from club supporters, the following process must be followed if you want donors to be able to claim a tax deduction for their gift:

1. The solicitation (via letter or newsletter) **must** come from the University. As Melbourne University Sport is a department of the University, this means that the Director of MUS is able to make the request.
 - If your club is mailing a letter seeking donations, it must be signed by the Director. A suggested letter can be provided. The letter cannot be printed on club letterhead, especially if the club’s ABN appears. Clubs can use MUS letterhead, and there will be a small cost to cover the cost of the stationery.
 - If the solicitation is included in a newsletter, then the ‘ask’ should come from the MUS Director.
2. The approved Donation Form must accompany all payments and can be obtained from MUS website under club resources.

Donations must be made payable to the University of Melbourne and sent directly to:

The Advancement Office
The University of Melbourne
Victoria 3010

4. The Advancement Office will issue an acknowledgement letter and receipt.
5. Funds derived from donations are held by Melbourne University Sport for the club and must be expended through MUS. Cash grants cannot be made available to Clubs.

To avoid embarrassment to the University, clubs and donors, clubs should ensure they follow the procedures above. The Advancement Office will require a copy of the letter used to solicit donations prior to receipting any donations.

CLUB INVENTORY

Clubs must satisfy University inventory and disposal requirements. Each year Clubs are requested to provide an inventory list. Only non-consumable items valued over \$500 are required to be listed although a club should list any attractive items under that value. Inventory lists are vital in verifying Club's assets in the event of a fire or theft and enabling reimbursements and insurance claims to be made where appropriate. Spot checks will be carried out during the year.

Consumables include such items as uniforms, first aid supplies, catering items, furniture. Attractive items cover such items as mobile phones, digital cameras, etc.

Computerised sheets of the previous year's inventory are provided for the club to check and update.

DISPOSAL OF ASSETS

Clubs disposing of equipment must consult with the Finance Officer.

The Equipment Disposal & Transfer Update form is located at http://www.sports.unimelb.edu.au/clubs/club_resources.html

Items of equipment with a value of \$500 and over purchased on behalf of sporting Clubs are to be disposed of in the following way:

(Note: disposals of equipment are defined as the sale, trade-in, loss, destruction, theft and write-off of equipment)

SALE

The sale of all equipment is to be handled through Melbourne University Sport for receipting, record keeping and insurance purposes.

TRADE-IN

Clubs are to seek the approval of the Director of Melbourne University Sport for items of equipment being traded-in.

LOSS, DESTRUCTION, THEFT & WRITE-OFF

Clubs are to notify the Finance Officer of all items of equipment lost, destroyed, stolen and written-off. For items that are stolen, a police report must be submitted to make any insurance claims.

REGISTERED VEHICLES

Boats and trailers must be registered in the name and address of 'University of Melbourne'. On disposal a Vicroads vehicle disposal form must be completed and lodged with MUS.

HOW TO ORDER EQUIPMENT OR A SERVICE

If a club wishes to make a purchase, the following process should be followed:

1. A Purchase Order/Payment Request Form is to be completed by all Clubs seeking to make a purchase or payment of an invoice. These are available from the administration office of Melbourne University Sport or in the MUSA Club Resources Section of the MU Sport website at: http://www.sports.unimelb.edu.au/clubs/club_resources.html. A supplier form may be required if the supplier is not a current supplier on the University accounting system or they do not accept payment by credit card.
2. Types of payments
 - 2.1 Internal Order for goods supplied from another University Department.
 - 2.2 Purchase Orders

If the goods are to be ordered from a new supplier, a new supplier form is to be completed by the supplier. Forms available at: http://www.sports.unimelb.edu.au/clubs/club_resources.html. If it is a once off purchase from a supplier and they accept payment by credit card, this form is not required.

Complete a Purchase Order/Payment Request form and attach either the quote from which to raise the order, or the invoice so that payment can be processed.

For items over \$5000 3 quotes must be obtained and attached to the paperwork.

Goods may then be collected from the supplier, or sometimes delivered to the Club via Melbourne University Sport and checked against Purchase Order.

Invoice for goods to be endorsed by the person collecting goods who confirms that goods are received in good order.

A copy of the signature of club officials authorised to collect goods should be placed on file with Finance Officer.

Invoices must be addressed to "Melbourne University Sport, attention: Joe Bloggs " – Club" (insert appropriate information) and must be forwarded to the Finance Officer. **Invoices must not be paid directly by the Club.**

2.3 Requests for payments. These may include:

- Affiliations, entries, registrations and levies
- Contract coaching and support services (e.g. medical support, coaching accreditation).
- Coaching and administration by casual employees
- Training and accreditation of officials
- Minor equipment less than \$10,000 and consumables
- Repairs and maintenance of equipment.

See the Finance Officer if you have any questions about eligibility of items.

2.4 Invoices will be paid by University of Melbourne corporate credit card if the supplier accepts Visa card.

General Points

It is essential to notify the Finance Officer if any order is cancelled.

Clubs are not reimbursed for expenses incurred outside of the formal procedures outlined here.

Exemptions

Clubs need to take responsibility for a number of matters that are not the concern of Melbourne University Sport and for which subsidy does not apply.

- Fines
- Entertainment, social levies, alcohol
- Travel

- Stationery
- Magazine subscriptions
- Newsletters - invitations, programs etc.
- Printing expenses
- Trophies and engraving
- Uniforms - clothing is regarded as a personal expense
- Bonds/Deposits - payable at some venues
- Insurance - covered by the University and will not be paid if part of affiliations Fines incurred by Clubs within local associations
- An expense associated with team uniforms - sporting clothing is regarded as a personal (or Club) responsibility.
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Note that the Personal Accident Insurance cover purchased by the University covers Club members.

COACH, INSTRUCTORS & OTHER SUPPORT STAFF PAYMENTS

It is essential that engagement of all voluntary or paid coaches, support staff, instructors or contractors follow the process below **PRIOR** to commencing work.

1. Coaches & support staff can only be engaged under one of the following categories:
 - **Volunteer** (no payment for services)
 - **Casual staff** (payment will be made by the University of Melbourne, under a contract of employment for casual staff)
 - **Independent Contractor** (person must satisfy conditions of a bona-fide company)
2. Clubs wishing Melbourne University Sport (MUS) to consider the engagement of a person as a coach or support staff, must complete an "Application By A Melbourne University Sport Club For Engagement Of Coach/Support Staff By The University" form, HR 20P, HR 15 and provide proof of right to work in Australia (usually a copy of the birth certificate) These forms are located in the MUSA Club Resources section of the MU Sport website at http://www.sports.unimelb.edu.au/clubs/club_resources.html
3. The "Application for Engagement" form identifies additional forms that are to be completed by the casual staff member or Independent Contractor. All forms must be signed by an authorized officer of the Club and returned to the Finance Officer at MUS for final approval and processing.
4. Please Note: When budgeting for a person engaged as a casual staff member, an additional 14.65% is added to their hourly pay rate to cover on-costs. This comprises of payroll tax, superannuation and Workcare.
5. If the person is to be engaged as an Independent Contractor, MUS will need to establish the bona-fides of the arrangements, and then establish a contract with the contractor's company. Independent Contractors are required to show

proof of insurance cover of \$5m Public Liability and \$5m Professional Indemnity. Payments to contractors are initiated by the contractor issuing an invoice to MUS under the terms of the agreed contract.

HIRE OF EQUIPMENT

There is a limited range of sporting equipment (racquets, balls, cricket gear) stored at the Melbourne University Sport Reception Desk. These may be utilised by Clubs. There is a hire fee attached to these items which is payable on issue. A student/membership card or photo id must be left in exchange for the item borrowed. This will be returned once equipment is returned.

FACILITIES BOOKINGS

Melbourne University Sport caters for the needs of over 40 clubs. Many of whom seek prime training spaces and times.

The following criteria is used when allocating facilities:

- membership numbers
- maintenance of numbers over a period
- regular use of allocated space
- seasonal requirements
- equipment and storage needs
- facility availability.

Melbourne University Sport also accommodates casual users, college sport training/matches, campus sport, physical recreation classes/courses and a well-established group fitness program.

Towards the end of each year, Clubs are asked to identify the training and competition space and times that they require for the following year by filling out the appropriate form. This should then be forwarded to the Club's Co-ordinator.

Venues include East and West stadiums, Squash Courts, Tennis Courts, Swimming Pool, Group Fitness venues, Hockey Pitch, Athletics Track, Main Oval and Pavilion (limited access is available to the latter two).

The Clubs Coordinator will consult with all clubs, before making final recommendations for the following year. (This is not necessarily based on the previous year's allocations) Recommendations are then forwarded to the Venue Bookings person, for bookings to be made on the Booking System and confirmed with clubs electronically.

All of the above are on-campus. Nearby off campus training facilities (mainly pitches and ovals) are also available and have been used successfully in the past

Note that MUS does not cover the cost of hiring non-MUS and off-campus facilities for training and competition. However, clubs should still advise MUS of the extent of external facility hire needs as MUS may be able to assist in negotiating better hiring rates for the clubs.

STUDENT ACCIDENT INSURANCE

All currently enrolled University of Melbourne students and club members over the age of 16 years, are covered under a personal accident policy. The cover is worldwide and includes all personal accidental injuries incurred whilst undertaking university related activities.

A summary sheet is available providing details of the extent of the policy cover as well as the exclusions applicable. It should be noted that only non-Medicare items are covered. Therefore, any gaps between the actual cost of medical care and the Medicare rebate are not claimable.

It is strongly recommended that all club members take out their own medical insurance. A summary of the cover provided under the University policy can be found under “Student Personal Accident Insurance” at: <http://www.unimelb.edu.au/rmo/unimelb-only/inssum.htm>

Claim forms are available from the Risk Management Office, Old Geology South Building, 2nd Floor.

PARKING PERMITS

During December/January of each year, a reminder is sent to all Clubs inviting applications for parking permits. This allows a Club nominee(s) to park on campus for the purposes of accessing storage areas and equipment during the day.

Applications for parking permits must be in writing, stating reasons why the Club needs a permit and be submitted by the due date.

Only a limited number of parking permits are available and the Club’s Co-ordinator assesses each application on its own merits.

Successful Clubs are notified and must then complete a permit application form. Details of nominated club member(s) and car registration number(s) are needed. The Traffic Office issues a transferable parking sticker in the Club’s name for a 12-month period.

Students and club members are also able to purchase parking permits to gain access after 5pm on weekdays and all day on weekends. Details are available from the University’s Parking Office website:

ALCOHOL AT STUDENT EVENTS

GENERAL UNIVERSITY REQUIREMENTS

Binge drinking by University students on campus is a tradition that cannot be tolerated in an era of national health and safety regulations and increased litigation. If you are considering serving alcohol at an event, you will be expected to be aware of the national guidelines on alcohol consumption and it is a condition of the granting of consent by the University to allow alcohol on campus that these provisions are adhered to and enforced by event organisers.

All of the guidelines are taken from policies recommended by health organisations and included in alcohol policies of other universities and student organisations. They constitute accepted standard practice. The University's alcohol policy can be located in section 8.2.5 of the University's Environment Health and Safety Manual. This can be found at the University website: www.unimelb.edu.au/ehsm/ or www.unimelb.edu.au/ehsm/Alcohol_Policy_March04.pdf

MUS REQUIREMENTS

Alcohol provided but not sold

If the club intends to run an event where alcohol is provided at MUS facilities, then an "Alcohol Authorisation Form" must be completed and submitted to the Director for approval. The form is available at:
www.sports.unimelb.edu.au/clubs/pdfs/Alcohol_Authorisation_Form.pdf

Alcohol to be sold

If you intend to sell alcohol at an event in one of the MUS facilities, you MUST obtain the appropriate licence from Consumer Affairs Victoria www.consumer.vic.gov.au/ as well as completing the Alcohol Authorisation Form.

One-off events

If the event is a one-off event then the club will need to obtain a "Temporary Limited Liquor Licence". Applications can be done on-line and proof of the licence needs to be supplied to MUS at the time of booking the venue.

Series of events or a season

If the club intends to run a series of events (e.g. run an after match bar during the season), then the club needs to obtain a "Renewable Limited Licence". The requirements for this licence are more stringent, requiring police checks, plans for the premises, and nomination of responsible persons who have undertaken the Responsible Serving of Alcohol training. Clubs should therefore allow plenty of time to apply for one of these licences.

3. FINANCIAL SUPPORT

CLUB SUBSIDY SCHEME

Melbourne University Sport provides substantial financial support to some affiliated clubs through the “Club Funding Program” .

In 2008, costs for “eligible items” will once again be paid fully by MU Sport until the subsidy amount has been spent. Clubs will then be responsible for 100% of the remaining cost of purchases.

For example: a club with \$2,000 subsidy: All purchases up to \$2,000 will be paid for by MU Sport. After that, all costs will need to be covered 100% by the club following the usual purchasing procedures.

.Clubs will need to ensure that their fundraising continues as in previous years to ensure sufficient funds are available to fund the club’s activities.

Clubs should start fundraising at the beginning of the year to ensure they can cover 100% of their costs during the year. To ensure clubs actively fundraise, spot checks may be carried out during the year on cash flows and bank statements to satisfy MU Sport that enough funds have been raised towards meeting club costs.

Note that the Personal Accident Insurance cover purchased by the University covers Club members.

Where a Club pays an annual affiliation fee to a sports controlling body, and that fee includes personal accident insurance, MUS seeks to negotiate that annual fee downwards. This is done to try to avoid “double” cost. Only one insurance policy will ever respond in the event of an accident.

To maintain credibility in the provision of this program, MUS requires all Clubs to submit annual membership lists. Lists are checked against MUS and University records to ensure that only eligible persons are using the facilities, grounds, equipment, etc.

GENERAL CRITERIA

Note: These are guidelines only and may be used and altered at the discretion of Melbourne University Sport.

The following criteria will be used to assess funding allocations, and are in no particular order of importance:

1. **Club Profile/Club history** – how is the club viewed in the community/state/national sporting environment? Does the University of Melbourne derive recognition and profile from the club’s participation and/or successes? How long has the club been operating?
2. **Activity Cost Structure** – how much does it cost to participate in the like activities in the community?

3. **Level of Competition** – does the club provide regular opportunities for its members to compete in local, regional, state, national and/or international events?
4. **Level of Membership** – for how many active members does the club currently provide regular competitive activities?
5. **Membership Ratio** – what is the percentage of students/alumni/other members within the club?
6. **Facility Requirements** – what MUS and/or external facilities does the club require to operate?
7. **Adherence to MUS & MUSA Administrative Requests** – does the club attend MUSA Council Meetings, provide membership forms within a reasonable timeframe, return club inventory checklists as requested?
8. **Current Financial Position** – what is the club's financial position according to its Balance Sheet? If COSFP is not provided, would the club be viable?
9. **Future Membership Fee Structure** – how will the club generate future revenues via memberships? Will the club charge appropriate fees commensurate with its activities for individuals previously considered as ENS members?
10. **Rolling Strategic Plan** – how does the club plan to operate over the forthcoming three year period? What level of competition does the club aspire to be competing at? What impacts will operations have on membership and program fees?

2008 INNOVATION FUNDING - GUIDELINES

Innovation Funding is available to assist clubs improve their sustainability.

Innovation Projects should align with your Club Development and Planning strategies. Please note that MUS will only contribute a maximum of 50% of the total cost of the innovation project. Clubs must be able to demonstrate that they can match MUS' contribution dollar for dollar, prior to commencing the Innovation Project.

Applications for innovation project funding will be evaluated by a sub-committee based on the following guidelines:-

- Is the idea innovative – what is new or challenging to the status quo?
- Is it strategic – if it works out, how will it help your club, or MUS, get to where it wants to be?
- What are the aims of the project? A once-off event or a new service, new product, increased knowledge?
- Is it likely to work?
- Is the timeframe clear and realistic?
- Is the funding request reasonable?
- Has the club demonstrated the long-term viability of the Innovation Project by showing how the club can financially support the new initiative into the future?

- Is it likely that other resources required (usually volunteer time, but sometimes co-operation or services from other groups) will be forthcoming?
- Does it involve the collaboration of and provide benefit to multiple clubs?
- Is there a commitment to a report or present back to MUS?

The first round of applications will be accepted in early 2008, and a second round of applications can be made in mid-2008.

4. SPORT SCHOLARSHIPS AND OTHER STUDENT ATHLETE SUPPORT

MELBOURNE UNIVERSITY SPORT (MUS)
&
MELBOURNE UNIVERSITY SPORTS ASSOCIATION (MUSA)
SPORTS SCHOLARSHIPS PROGRAM
GUIDELINES

Scholarships and Grants have assisted Melbourne students to participate in events ranging from the Australian University Games through to World Championships and Olympic Games.

The University of Melbourne is also recognized as an **Elite Athlete Friendly University** by the Australian Institute of Sport, the Victorian Institute of Sport and various professional players' associations. As a member of this national network, the University is committed to providing flexible study options for its elite student-athletes.

Applicants are advised to read these guidelines in full. The Appendices outline each of the Scholarships and Grants offered as part of the 2006 program.

1. PROGRAM AIMS

Through the provision of Scholarships and Grants, Melbourne University Sport and the Melbourne University Sports Association aim:

- To support elite and aspiring student athletes to achieve sporting goals while a member of the University of Melbourne community
- To attract elite and aspiring student athletes to consider joining and competing for MUSA clubs, while enhancing their University experience
- To attract elite and aspiring student athletes to represent Team Melbourne at Australian University Sport (AUS) events, placing Melbourne University in a stronger position to be crowned National Champions
- To provide elite and aspiring student athletes with financial assistance, support and recognition for academic and sporting excellence
- To enhance the reputation of the University of Melbourne as a leader in both academic and sporting opportunities for prospective and current students

The sports scholarship program consists of the following **Student Scholarships and Grants**:

- Melbourne University Sport High Performance Scholarships
- Friends of the Sports Association Scholarships
- Vice Chancellor's Elite Athlete Support Grants

- MUSA World University Games/Championships Support Grants
- Team Melbourne Development Grants

The sports scholarship program consists of the following **Other Scholarships and Grants** available to both students and non-students:

- Club Coach Development Grants

Full details of each scholarship/grant are listed below.

2. Application Details

Application Forms are available from the Melbourne University Sport Administration Office in the Sports Centre during office hours (9.00am – 5.00pm) or can be downloaded from Melbourne University Sport's website: www.sports.unimelb.edu.au.

Applications open each year in February, and for most of the program need to be submitted by early March. Applications for the Vice-chancellor's Elite Athlete Support Grant and World University Games/Championships Support Grants can be made throughout the year (applicants are encouraged to apply at the earliest possible opportunity as applications are reviewed in order of submission).

Who is eligible?

Both new and existing University of Melbourne students (who are enrolled and currently progressing towards the completion of a course of study which is a diploma or higher) are eligible to apply for a Scholarship or Grant.

Other eligibility criteria are listed under each specific Scholarship/Grant.

Purpose

Financial aide and in-kind support are provided under the Scholarships and Grants program to offset the educational and sporting expenses of student-athletes at the University.

Important Advice

Students should make their own enquiries and seek independent financial advice about the consequences that receipt of a Scholarship or Grant may have for them, including any taxation consequences or reduction in Centrelink benefits that may result.

Other Considerations

In determining the level of support to be provided under each Scholarship/Grant, other sources of financial support being received by applicants will be taken into

consideration – these could be other scholarships or grants from the University or external organisations.

3. Scholarships & Grants Committee

Applications will be considered by a committee consisting of the Director, the President of MUSA and one other representative from MUSA, and the MUS Sport Development Manager.

Important Note

All decisions regarding the Scholarships & Grants program are at the complete discretion of MUS and MUSA on the recommendations of the Scholarships Committee.

These are guidelines only and may be amended or varied by MUS and MUSA at any time.

Further Information

Any questions in regards to these guidelines can be directed to the MUS Sport Development Manager on 8344 8891 or Email: rod.warnecke@unimelb.edu.au.

1: Melbourne University Sport High Performance Scholarship

Target: National and international student-athletes

Criteria: To be competing in National level competition, with the maximum financial benefit available only to those competing at the highest level in their sport internationally;

Applicants must make themselves available for selection to compete in the Australian University Games or Championships in their sport and be considered capable of making a significant impact on performance of team at the AUS event;

Preference for the athlete to be member of and competing for a MUSA Club;

Recipients must be available to participate in MUS/MUSA promotional events, and provide a detailed report on their sporting year (including digital photographs)

Scholarships may be limited to a maximum of one per club.

Benefits: Up to a maximum of \$5,000 including up to \$1,000 towards AUS event expenses (Cash payments are made in two installments to ensure ongoing student and sport status);

Complimentary MUS "Total Fit" 12 month Membership;

Note: Recipients of this Scholarship are not eligible for additional financial assistance under the Vice-chancellor's Elite Athlete Support Grants for international competition).

2: Friends of the Sports Association Scholarship

Target: Club/State level athletes and MUSA Club members

Criteria: Applicants must be a member of a MUSA Club

While competing at the level below elite, must have the potential to perform at elite level;

Applicants must make themselves available for selection to compete in the Australian University Games or Championships in their sport and be considered capable of making a significant impact on performance of team at the AUS event;

Recipients must be available to participate in MUS/MUSA promotional events, and provide a detailed report on their sporting year (including digital photographs)

Benefits: Up to a maximum \$1,500 including \$500 towards AUS event expenses;
Complimentary MUS “Total Fit” 12 month Membership;

3: Vice-chancellor’s Elite Athlete Support Grant

Target: Student-athletes competing at international sporting federation events, including FISU-endorsed events

Criteria: Applicants must provide evidence of selection for the event from the national/international selecting body

Events must be conducted by the recognized International Federation (as determined by the Australian Sports Commission or as evidenced by affiliation with the International Olympic Committee)

May include selection events to Olympic Games or Commonwealth Games teams

Applicants must make themselves available for selection to compete in the Australian University Games or Championships in their sport and be considered capable of making a significant impact on performance of team at the AUS event;

Recipients must be available to participate in MUS/MUSA promotional events, and provide a detailed report on their participation in the sporting event (including digital photographs)

Benefits: Up to a maximum \$1,000 towards event expenses;

Complimentary MUS “Total Fit” 12 month Membership;

Note: The availability of the Vice-chancellor’s Elite Athlete Support Grants is subject to yearly approval and cannot be guaranteed to be available)

4: MUSA World University Games/Championships Grants

Target: Student-athletes competing at a FISU endorsed event.

Criteria: Applicants must be selected by Australian University Sport

Benefits: Up to a maximum \$1,000 towards FISU event expenses.

5: Team Melbourne Grant

Target: Aspiring student-athletes competing at Club/State level, or financially disadvantaged athletes

Note: This Grant may include identified Team Melbourne Coaches

Criteria: Applicants must be competing at Club/State level in their chosen sport, and will make a significant contribution to the performance of Team Melbourne at the AUS event;

Applicants must make themselves available for selection to compete in both regional (Southern University Games or Championships) and national (Australian University Games or Championships) events in their sport.

Benefits: AUS event expenses up to the value of \$250;

Complimentary MUS "Total Fit" 12 month Membership.

6: Club Coach Development Grant

Target: Aspiring and current MUSA club coaches

Criteria: Must be coaching a MUSA Club team and has Level 1 NCAS accreditation;

Must be available to provide coaching services to Team Melbourne at AUS events;

Can demonstrate potential to coach at highest level.

Benefits: Up to a maximum \$750 towards coaching courses and resources, including \$250 towards AUS event expenses;

Clubs Access Fee waived (if a non-student).

5. AUSTRALIAN UNIVERSITY SPORT

TEAM MELBOURNE – UNIVERSITY SPORT

University Sport (also known under the more traditional term – Intervarsity) is controlled by Australian University Sport (AUS). The University of Melbourne is a keen participant in these events and has a long history of success.

TEAM MELBOURNE

Team Melbourne is the name of the teams that represent the University at approved AUS events. Eligible athletes must be currently enrolled University of Melbourne student. (Refer to section on Eligibility Rule at www.unisport.com.au).

Team Melbourne successes include 1997, 2004 2005 and 2006 Australian University Games Overall Champions, Australian University Games Runners-up in 2002, 2001, 2000 and 1998, and Southern University Games Overall Champions in 2005, 2004, 2003 and 2002 and 2000 ..

WHAT ARE THE EVENTS RUN BY AUS?

Each year a number of sports are involved in one or more of the following:

Southern University Challenge – this is a regional event consisting of competition in a number of sports by Victorian, Tasmanian and South Australian Universities. The event is normally held in Easter or July, depending on the sport.

Australian University Championships – where Universities around Australia compete against each other in one sport. These can be held at any time during the year.

Australian University Games – Held annually in late September, this event includes over 20 different sports and up to 5,000 student athletes, and has become one of the major multi-sport events in Australia.

The annual program for each sport is determined by AUS Details for each year are normally finalised by the commencement of each year, and are available through the AUS website at: <http://www.unisport.com.au> or from the Sport Development Manager.

SELECTION

Team selection is made by the individual MUSA sporting clubs, and each club should develop a selection policy that outlines the criteria for selection. It is not a requirement that selected students are members of the club concerned, but the club may decide to give preference to club members where athletes are considered equal on all other criteria.

FINANCIAL MATTERS

For the SUC and AUG, a number of package options are provided to enable students to pay the amount they can afford. The aim is to enable all students to participate without the worry of excessive cost.

If a sport wishes to cover the cost of their officials, this is a matter for the club to determine. The MUS Sport Development Manager will provide each sport with more detailed information for each event.

TEAM MANAGEMENT

University representative teams for the SUC, AUG, SUC's and AUC's are coordinated by the MUS Sport Development Manager, who becomes the Team General Manager at the event. This position is supported by a number of MUS staff as Liaison Officers who are assigned responsibility for a number of sports.

Also supporting the SUC and AUG Teams is a team of doctors, physiotherapists and massage therapists who run a clinic for the Team and provide medical support at matches.

MUSA Clubs also assist Team Management by nominating Coaches and Team Managers to coordinate promotion, recruitment and training of teams, together with administrative functions of communication and collection of associated participation costs.

INTERNATIONAL EVENTS

Australian University Sport coordinates selection of student athletes to Australian teams in all international University Sport events.

The World University Summer Games and World University Winter Games are held every two years (in the odd numbered years). World University Championships are also conducted in individual sports from time to time.

More information on these and other international representational opportunities can be obtained from the AUS website at: <http://www.unisport.com.au/> or from the Sport Development Manager.

Students selected to represent Australia in these events are eligible for financial assistance – see the section on Sports Scholarships for more information.

AUSTRALIAN UNIVERSITY SPORT - ELIGIBILITY RULE

1. Eligibility to represent a Member in a competition conducted under the jurisdiction of the Federation shall be restricted to persons listed on a fully completed Eligibility Certificate which has been presented to the host of the competition by the time and date specified by the host, provided that the person listed can at all times throughout the competition prove their identity. Only persons who, at the time of the competition, are currently enrolled students (as per clause 4) proceeding towards a Certificate or higher award offered by the Member's university, may be listed on an Eligibility Certificate. When an Eligibility Certificate has been received and processed by the host, eligibility is deemed to be finalised.
2. A completed eligibility or supplementary eligibility certificate is one which states :-
 - a. The gender specific sport for which the eligibility certificate applies, plus
 - b. The total number of persons listed, plus
 - c. Each person's first name, surname and student ID number, and
 - d. Is signed by the Member's Executive Officer or his/her nominee.

In addition the host may require that the Member nominate on an eligibility certificate the Manager of the team.

3. In order for an eligible person to prove their identity he/she shall have in his/her possession a photographic identification card issued by his/her university. When this is unavailable, the person shall have in his/her possession his/her university identification card plus some other form of photographic identification such as a driver's licence.
4. For the purpose of defining a currently enrolled student the following clarifications shall apply:
 - a. An enrolled student who has not commenced study or recommenced study after discontinuing, suspending or postponing study, is considered not to be proceeding and is not eligible to represent a Member
 - b. A student under a designated exchange scheme between an overseas university and the Member's university is eligible
 - c. A student who is enrolled for an award at one university but is studying at another is said to be doing complementary work at the second university and is only eligible to represent the university at which the student is enrolled for an award.
 - d. Where a university has more than one campus and those campuses have separate bodies controlling sport which are Members of the Federation, a student who is studying on more than one of the campuses is only eligible to represent the campus on which the student is enrolled for the majority of the workload. If the workload is equally shared between campuses then the student may elect to represent the campus of his/her choice.
 - e. Where a university has more than one campus and those campuses have separate bodies controlling sport which are members of the Federation, a student who studies on one campus (the Home campus) but is a financial Member of a club on the other campus for which he/she competes regularly in recognized competition, that student may, in instances where the Home campus does not field a team in an Australian University Sport competition, elect to represent the campus team in which he/she plays regularly.

- f. A person ceases to be considered a currently enrolled student
 - i. Immediately he/she discontinues, suspends or postpones study, or
 - ii. At the end of August, or at the end of an AUC which commences in August but continues into September, when final examinations are held at the end of the first semester, or iii. At the end of February, or at the end of an AUC which commences in February but continues into March, when final examinations are held at the end of second semester, or
 - iii. Two months following the submission of a post-graduate thesis

- 5. A Certificate is an award as defined by the register of Australian Tertiary Education (RATE) and is listed in the relevant legislation of the university.

- 6. Penalties for Breaches of the Eligibility Rule
 - a. If a person listed on an eligibility form is subsequently found not to be eligible then the team which the person was to compete in, or did compete in, shall be disqualified from the competition.
 - b. If, in a team sport such as basketball, netball, soccer etc, where the contribution of an individual participant is not quantifiable, the team uses a person who is not listed on the eligibility form or plays someone using the name of someone else who is listed on the eligibility form, then the team shall forfeit the game in which the breach was discovered and any other games in which the said player or person's name was recorded on a score/team sheet
 - c. If, in the team sport such as tennis, squash etc, where the contribution of an individual participant is quantifiable, the team uses a person who is not listed on the eligibility form, then the team shall forfeit twice the number of rubbers in which the said player or person's name was recorded on a score/team sheet.
 - d. If a person who is not listed on the eligibility form or a person who uses the name of someone else who is listed on the eligibility form, competes in a non team event eg. athletics, swimming, etc, then twice the number of points scored by that person will be deducted from the team's overall score. Events in which the ineligible person competed will not be re-scored.

6. MELBOURNE UNIVERSITY SPORTS ASSOCIATION

MELBOURNE UNIVERSITY SPORTS ASSOCIATION

The Melbourne University Sports Union was founded in 1904 by the affiliation or association of five sports clubs at the University of Melbourne.

The re-naming of the “Melbourne University Sports Union” to “Melbourne University Sports Association” was adopted by the Sports Union Council at a special meeting on Tuesday March 21st 1995, and was endorsed on Tuesday April 4th 1995 by the University Council.

The University Council recognises MUSA as one of the “student organisations” representing the interests of the University’s sports clubs.

The decision-making body of MUSA is the MUSA Council and every affiliated club is entitled to one representative on the Council.

The Council meets every second month, usually starting in February and every club is expected to be represented at the meetings.

Day to day administration of MUSA is carried out by the MUSA Executive. The Executive meets regularly to consider issues and makes recommendations to Council.

The MUSA Agenda

In 2004, MUSA developed a statement which summarises its vision. The vision informing the MUSA Agenda is:

1. *Sporting programs, facilities and clubs that are of world class standard and capable of attracting students to study at the University.*

This is achieved by:

- Clubs competing at the highest possible level;
- Quality of depth or sporting facilities that are world class;
- Promotion of sporting achievements;
- Sporting scholarships for students awarded in line with University policy;
- Development of fundraising initiatives from a range of sources;
- Examining merits of establishing a MUSA foundation.

2. *A sporting community comprised of clubs that have the resources and support necessary to provide outstanding sporting opportunities for elite and recreational athletes.*

This is achieved by:

- First class coaching, equipment and administration;
- Sports science and sports medicine “services” developed through links with faculties;
- Continuing interaction with MU Sport to provide programmes that support Club activities;
- Club environment that welcomes beginners and social members;
- Ensuring continuing success of University at AUS competitions.

3. A sporting program accessible to all who wish to participate, that allows students to enrich their University experience by developing the team and leadership skills required to be well-rounded graduates and leaders of the future.

This is achieved by:

- Clubs being run by their members with support from MUSA;
- MUSA ensuring good governance and best practice throughout clubs;
- Encouraging students to take up leadership roles within the University sporting environment;
- Fostering leadership opportunities/programmes.

4. A Sports Association that has a powerful network of influence both within and outside the University Community.

This is achieved by:

- Strong links forged with alumni;
- Continuing the development of the Blues tradition;
- Direct channels to decision makers within University for example Vice Chancellor, Council, University Administration and SPRC;
- Links outside the University to colleges, local, state and federal government, peak sporting bodies.

As a result, within 15-20 years, the University Of Melbourne will be recognised, both within and outside the University community, as a centre of sporting excellence through the facilities it provides, the athletes it produces and the results it achieves.

OBJECTIVES:

The objectives of MUSA are

- (a) in co-operation with the SPRC to ensure that the University is represented in sport honourably and at the highest level of achievement, and to hold and advance the University's distinguished record of performance in the Australian University Championships;
- (b) to represent the interests of the Clubs and Club members to the University;
- (c) to assist and encourage the provision of sporting and physical recreation opportunities of a high standard and wide range for all Clubs of MUSA;
- (d) recognizing the fundamental role of Clubs in the achievement of the preceding purposes, to foster and support Clubs;
- (e) to represent the interests of those enrolled students who seek physical recreation not associated with formal Club activity

- (f) to represent the interests of those deemed eligible by the University Council to have access to the sporting facilities upon payment of an annual access fee to MUS
- (g) to help promote with the University, an awareness of the importance of sport and physical recreation to physical and psychological well being
- (h) to promote an understanding of the scope of the University's role in the enhancement of sporting excellence and research into the function of sport and physical recreation
- (i) to help foster and encourage the development of new, innovative sporting and physical recreation activities within the University
- (j) to provide a forum for discussion of sporting and physical recreation issues
- (k) to advise and assist the University in providing facilities and resources desirable for the attainment of the objects of the MUSA and
- (l) to make recommendations to the University concerning other matters affecting the sporting and physical recreation interests of the University as may be deemed appropriate by the Council.

ESTABLISHMENT OF CLUBS AND ELIGIBILITY TO JOIN THE MELBOURNE UNIVERSITY SPORTS ASSOCIATION

1. Unless there are exceptional circumstances, the club must have been in existence for at least twelve months prior to application for membership.
2. Unless there are exceptional circumstances, the club must have a minimum of 15 current members.
3. The Club must forward with its application for admission to membership of the MUSA, the following information:
 - (i) Current membership list of the club, including the student enrolment number for all its members.
 - (ii) A list of the current club office bearers and their positions.
 - (iii) A copy of the constitution of the club.
 - (iv) A copy of the last Annual Report of the Club, including a copy of the statement of accounts for that year.
 - (v) The level of subscription paid by the club members to the club.
 - (vi) A copy of the Club's safety regulations.
4. Clubs which are recreational in nature and involve little or no physical component are ineligible for membership (and should affiliate with Student Union rather than the MUSA). Unless there are exceptional circumstances, the

club must be pursuing a sport with a parent association which is affiliated with or recognised by the Australian Sports Commission.

5. MUSA Council makes the final decision on admission to membership of the Sports Association. A club is admitted if it is approved by at least two-thirds of Council members present and voting at a Council meeting.
6. A Club admitted to membership of the MUSA will be added to the schedule of clubs.
7. Any funding for the newly admitted club is at the discretion of the Estimates Subcommittee.
8. Clubs operating outside the MUSA and/or applying for admission to the MUSA are strongly advised to ensure they have adequate public liability insurance to cover their activities.
9. Clubs are encouraged to incorporate under the Associations Incorporation Act.

CONSTITUTION OF THE MELBOURNE UNIVERSITY SPORTS ASSOCIATION

PREAMBLE

Whereas:

- A The Melbourne University Sports Union ("**the Sports Union**") was founded in 1904 by the affiliation or association of five sports clubs at the University of Melbourne.
- B The Constitution of the Sports Union was amended extensively and was replaced on 30 April 1985 at a General Meeting of the Sports Union Council.
- C At a General Meeting held on [21 March 1995] the Sports Union, all previous constitutions are revoked and the following constitution is adopted as from the date of approval by the University Council, 3 April 1995.
- D Any rights to Life or Honorary Membership conferred or subsisting under the previous constitution unless a contrary intention appears, continue to subsist under this new constitution.
- E The office bearers of the Sports Union elected under the old constitution continue in office until 31 December 1995.
- F The Clubs affiliated to the Sports Union continue to be affiliated until otherwise determined pursuant to the new constitution.

NAME AND COMPOSITION

- 1 The Melbourne University Sports Association ("**the Sports Association**") consists of the Clubs affiliated to the Sports Association and the Members.

DEFINITIONS

- 2 The following words and expressions have the following meanings unless contrary to the context:-
- "**Club**" means a Clubs affiliated to the Sports Association;
- "**Club Member**" means a member of a Club;
- "**Council**" means the Council of the Sports Association;
- "**Council Member**" means a person elected, appointed or nominated to the Council;
- "**SPRC**" means the Sport and Physical Recreation Committee of the University;
- "**Director**" means the person for the time being holding the office of Director of Sport & Physical Recreation of the University;
- "**Executive**" means the executive committee appointed by the Council under **clause 11**;
- "**Honorary Life Member**" means a person referred to in **clause 6**;
- "**Individual User**" means a person deemed eligible by the SPRC to use the sporting and physical recreation services of the University but who is not a Club member;
- "**Junior Member**" means a person referred to in **clause 5(c)**;

"Life Member" means a person referred to in **clause 6**;
"Sports Association" means the Melbourne University Sports Association;
"Sports Centre" means the headquarters of Sport and Physical Recreation within the University campus;
"Sports Fee" means the annual fee payable by an annual subscriber who is not an enrolled student as determined by SPRC from time to time;
"University" means the University of Melbourne.

OBJECTS

- 3 The objects of the Sports Association are:
- (a) in co-operation with the SPRC to ensure that the University is represented in sport honourably and at the highest level of achievement, and to uphold and advance the University's distinguished record of performance in the Australian University Championships;
 - (b) to represent the interests of the Clubs and Club members to the University;
 - (c) to assist and encourage the provision of sporting and physical recreation opportunities of a high standard and wide range for all Clubs of the Sports Association;
 - (d) recognising the fundamental role of Clubs in the achievement of the preceding purposes, to foster and support Clubs;
 - (e) to represent the interests of those enrolled students who seek physical recreation not associated with formal Club activity;
 - (f) to represent the interests of those deemed eligible by the University Council to have access to the sporting facilities upon payment of an annual subscription to the Sports Centre, as per Clause 5 of this Constitution.
 - (g) to help promote within the University an awareness of the importance of sport and physical recreation to physical and psychological well-being;
 - (h) to promote an understanding of the scope of the University's role in the enhancement of sporting excellence and research into the function of sport and physical recreation;
 - (i) to help foster and encourage the development of new, innovative sporting and physical recreation activities within the University;
 - (j) to provide a forum for discussion of sporting and physical recreation issues;

- (k) to advise and assist the University in providing facilities and resources desirable for the attainment of the objects of the Sports Association; and
- (l) to make recommendations to the University concerning other matters affecting the sporting and physical recreation interests of the University as may be deemed appropriate by the Council;

THE CLUBS

- 4.1 The Clubs affiliated to the Sports Association are set out in Schedule 1, as amended from time to time.
- 4.2 Clubs may be affiliated with the Sports Association provided that they fulfil the eligibility criteria in Schedule 2, as amended by Council from time to time.
- 4.3 Where a Club fails to satisfy one or more of these criteria, the Council, may by a special resolution, disaffiliate that Club.

MEMBERSHIP OF CLUBS AND ACCESS TO FACILITIES

5. Eligibility for membership of the Sports Association Clubs and access to Sports Centre facilities is limited to:

- (a) enrolled students of the University;
- (b) those persons in the following categories who have paid the Sports Fee (Annual subscription) for that category:
 - (i) graduates of the University or any other university with which the University has reciprocal rights;
 - (ii) members of staff on the payroll of the University;
 - (iii) members and staff of the University's affiliated residential colleges and halls of residence;
 - (iv) persons not on the payroll of the University but who are employed on the University site by an organisation which has a permanent office on the site of the University;
 - (v) any former member under **clause 5(a)** for a period not exceeding four years from the date on which that member ceased to be eligible under that clause; and
 - (vi) enrolled students of the Lincoln Institute while they are undertaking studies at the University;
- (c) where competition in a league or association requires a Club to be involved in the training of juniors, those juniors are Junior

Members of the Sports Association on the payment of the Sports Fee; and

- (d) Life Members and Honorary Life Members.

LIFE MEMBERSHIP AND HONORARY LIFE MEMBERSHIP OF THE SPORTS CENTRE

- 6.1 Any graduate of the University may become a Life Member of the Sports Centre upon payment of the Sports Fee which is payable upon application to be a Life Member.
- 6.2 The Sports Association may elect a person to be an Honorary Life Member of the Centre as recognition of that person's outstanding services to the Sports Association.
- 6.3 An Honorary Life Member is entitled to the privileges of a Life Member of the Centre but does not pay the Sports Fee.
- 6.4 (a) Following the nominations made by two Clubs in writing to the Council, the election of an Honorary Life Member of the Centre is by a special resolution of the Council at the next Annual General Meeting of the Council.
- (b) To be eligible for such nomination an Honorary Life Member must be a Member of a Sports Association Club for at least 6 years.
- 6.5 A Life Member or Honorary Life Member at the date of the adoption of this constitution, continues to be a Life Member or Honorary Life Member as the case may be.

SPORTS CENTRE ACCESS ENTITLEMENT

- 7.1 Those described in Clause 5 above (other than Junior Members) are entitled to use all sporting facilities and equipment provided by the University and controlled by SPRC subject to the payment of any charges imposed by SPRC for such use and upon the terms and conditions specified by the University, the SPRC and the Council or any delegate of those bodies.
- 7.2 A Club member is subject to the constitution, rules and regulations of that Club and must pay any fees or charges required by that Club from time to time.
- 7.3 Junior members of a Club may subject to directions by the Director and the payment of any applicable charges, use the sporting facilities and equipment as are available to that Club for the purposes of training and competition for that Club.
- 7.4 Enrolled students remain eligible to use the facilities controlled by the Sports Centre until the end of the semester which follows their successful completion of studies and cessation as an enrolled student.

SPORTS FEE (ANNUAL SUBSCRIPTION)

- 8 An application for access to the Sports Centre must be accompanied by the Sports Fee.

OFFICE BEARERS AND THE COUNCIL

- 9.1 The Patron of the Sports Association is elected by the Council.
- 9.2 The office bearers of the Sports Association are:
- (a) President;
 - (b) Four Vice-Presidents, including a nominee of the Vice Chancellor of the University; the President of the Academic Board or delegate; and two enrolled students;
 - (c) Honorary Secretary;
 - (d) Honorary Treasurer,
- and at least one of whom must be a woman and one must be a man, and they are elected at a meeting of the Council held in the second semester in the manner described in Clause 12.
- 9.3 The Council consists of:
- (a) the Office Bearers;
 - (b) the Patron;
 - (c) the Director by virtue of the office;
 - (d) one representative from each Club;
 - (e) one member from the Melbourne University Student Union; and
 - (f) one member from the University of Melbourne Postgraduate Association;
- 9.4 Each representative of a Club, the Melbourne University Student Union and the University of Melbourne Postgraduate Association are appointed by that Club, the Melbourne University Student Union and the Graduate Association respectively and a casual vacancy of a position must be filled by the appointing body for that position.
- 9.5 The Director does not have a vote at any meeting of Council or a Committee of Council.

MEETINGS AND POWERS OF COUNCIL

- 10.1 The Council must meet at least 4 times a year provided that the first meeting is within the first five teaching weeks of the first semester and at least two meetings are held in each semester.
- 10.2 The Honorary Secretary must cause a notice of a meeting of the Council to be prepared and published at least 7 days before the date of the proposed meeting.
- 10.3 Any five members of Council may, in writing, request that the Honorary Secretary call a meeting of the Council which meeting must be held within 10 days receipt of that request. The Honorary Secretary must cause a notice of this meeting to be prepared and published stating the purpose of the meeting.

- 10.4 The quorum for a Council meeting is 15 and where a meeting has less than 15 Council members present, the meeting must be postponed for one week and the Honorary Secretary must prepare and publish a notice to all Council Members advising of such postponement and giving details of the new date, time and venue.
- 10.5 The Council has the power to:
- (a) make and amend policy decisions as required under this Constitution which have the same force and effect as this Constitution save for any inconsistency in which case the Constitution prevails;
 - (b) constitute committees including the Executive with such powers and duties as the Council decides from time to time; and
 - (c) do all such things as may be exercised or done by the Sports Association except those matters specified in the Constitution or in any University statute, that must be done by the Sports Association at an Annual General Meeting.
- 10.6 Enrolled students of the University are entitled to attend meetings of Council as observers provided they have given the Director not less than 48 hours notice of their intention to attend.

THE EXECUTIVE

- 11.1 The Executive consists of:
- (a) the President;
 - (b) Honorary Secretary;
 - (c) Honorary Treasurer;
 - (d) the Director; and
 - (e) three other Council Members, of whom:
 - (i) at least two must be enrolled students;
 - (ii) at least one must be a woman and one must be a man;
- 11.2 The elected members of the Executive are elected in accordance with **clause 12**.
- 11.3 The Executive determines its own procedures and has the powers conferred on it by this Constitution and the Council.

ELECTIONS

- 12.1 Elections must be conducted in the following manner:
- (a) the Executive must appoint a returning officer who is a member of the Executive to conduct the election ("**the Returning Officer**");
 - (b) three weeks before the meeting, the Returning Officer must prepare and publish notices seeking nominations;

- (c) nominations will not be accepted after 5pm on the Friday before the meeting; and
 - (d) the conduct of the election must be in accordance with the rules adopted by Council from time to time, known as the rules for the conduct of elections.
- 12.2 Where a person elected by the Council, fails to satisfy any eligibility criteria specified by this Constitution or the Council at any time during the holding of a position, that person is not entitled to hold that position and a casual vacancy exists.
- 12.3 Where a casual vacancy exists for an elected position, the Executive must call for an election to be held for that position in accordance with **clause 12.1**.

GENERAL MEETINGS

- 13.1 For the purposes of **clause 13 "General Meeting"** means the Annual General Meeting of the Council or a special general meeting of the Council.
- 13.2 An Annual General Meeting must be held in the teaching period of first semester for the purpose of receiving the Council's Annual Report and balance sheet.
- 13.3 A special general meeting may be called by:
- (a) the Council; or
 - (b) 15 member Clubs where a written request for the special general meeting is made to the Executive and Executive must decide on the place and time for such a meeting which must be held within 20 days receipt of the request.
- 13.4 The Honorary Secretary must cause a notice of a General Meeting to be prepared and published at least 7 days before the date of the proposed meeting and in the case of a special general meeting, a statement of purpose of the meeting.
- 13.5 The quorum for a General Meeting is 30 and where a meeting has less than 30 members of Council present, the meeting must be postponed for one week and the Honorary Secretary must prepare and publish a notice to all members of Council advising of such postponement and the subsequent date of the proposed meeting.
- 13.6 All resolutions passed at a General Meeting are binding on all Member Clubs.

VOTING AT MEETINGS

- 14.1 The President chairs each meeting and in the absence of the President, a Council Member nominated by the Council.

- 14.2 Except for voting at elections the chairperson has a casting vote and all resolutions at a meeting must be passed by at least half the Members of Council present at that meeting, except as otherwise provided for by this Constitution.
- 14.3 Voting is by a show of hands except where 15 Members of Council require a ballot in which case the ballot must be conducted in accordance with the rules set by the Council from time to time.
- 14.4 Where a special resolution is required by this Constitution, the resolution must be passed by 3/4 of the Members present and voting at that meeting.

AMENDING THIS CONSTITUTION

- 15.1 The Council may amend the Constitution by a special resolution at any meeting of the Council held during the teaching period provided that the Honorary Secretary has caused a notice to be prepared and published at least 10 days prior to the meeting stating the proposed amendments.
- 15.2 Any amendment to this Constitution will be effective on the date of approval by the University Council.

FINANCE

- 16.1 The Council has control of all money of the Sports Association and all money received by the Sports Association must be paid into an account at a bank or financial institution specified by the Council from time to time.
- 16.2 The Council has the power to expend, borrow and invest money in such manner and on such terms as the Council determines from time to time.
- 16.3 Any two office bearers of the Council, or an office bearer and the Director, are authorised to sign cheques and any other documents on behalf of the Council.
- 16.4 No liability for any purpose may be incurred by any Club unless moneys sufficient to cover such liability have been voted by the SPRC or are held by the Club for the particular purpose.
- 16.5 The financial year for the Sports Association commences on 1 January of each year.
- 16.6 The Council must appoint an auditor to audit the accounts of the Sports Association which must be presented at the annual general meeting each year.
- 16.7 The University auditor may have access to all financial statements and accounts of the Sports Association for the purpose of the University or any University statute.
- 16.8 Each Club must comply with the reporting requirements as specified by the Council from time to time.

SPORTS ASSOCIATION COLOURS

- 17 Member Clubs of the Sports Association must wear the colours of the Sports Association which are Black (80/2/2) and Royal (163A) when competing.

BLUES AND DISTINGUISHED SERVICE AWARDS

- 18.1 The Council may award Blues annually to Members for distinguished sporting achievement while representing the University at Australian University Championships and otherwise as determined by the Council.
- 18.2 The Council may award Distinguished Service Awards annually to Members for outstanding services to Clubs or to the Sports Association.
- 18.3 The Council determines the procedures and criteria for the award of Blues and Distinguished Service Awards.

AUSTRALIAN UNIVERSITY CHAMPIONSHIPS

- 19 All Australian University Championships must be played in accordance with the rules of the Australian Universities Sports Federation, and eligibility for such Championships is confined to enrolled students

Schedule 1

MELBOURNE UNIVERSITY SPORTS ASSOCIATION CLUBS

Aikido	Netball
Athletics	Rifle (inactive)
Badminton	Rugby League (inactive)
Baseball	Rugby Union
Basketball	Sailing and Windsurfing
Boat	Ski
Boxing (inactive)	Snowboarding
Cricket (Men)	Soccer
Cricket (Women)	Softball
Cycling	Squash
Dancesport	Surfriding
Fencing	Swimming (inactive)
Football (Men)	Table Tennis
Football (Women)	Tae Kwon Do
Futsal	Tai Chi & Wushu
Golf (inactive)	Tennis
Hockey	Triathlon (inactive)
Horseriding	Touch
In-Line Skating	Underwater
Karate	Ultimate Frisbee
Kendo	Volleyball
Kung Fu	Waterpolo
Lacrosse	Waterski
Mountaineering	Weightlifting & Powerlifting

Schedule 2

CRITERIA FOR ADMISSION OF CLUBS TO THE SPORTS ASSOCIATION AND FOR CONTINUED AFFILIATION

1. Unless there are exceptional circumstances, the Club shall have been in existence for at least twelve months prior to its initial application for membership.
2. Unless there are exceptional circumstances, the club shall have a minimum of 15 members who are currently enrolled students of the University of Melbourne.
3. The Club shall forward with its application for admission to membership of MUSA and for its annual re-affiliation to MUSA the following information;
 - (i) must incorporate within the first six months of affiliating with MUSA
 - (ii) must have completed the Active Australia Provider Model Checklist and be a current member of the Active Australia Club Network
 - (iii) adoption of the model constitution as approved by MUSA and furnish a copy of the signed Club constitution
 - (iv) current membership list of the Club, including the student enrolment number, or the Sports Association Membership number of all its members
 - (v) a list of the current club office bearers and their positions
 - (vi) a copy of the last Annual Report of the Club, including a copy of the statement of accounts for that year
 - (vii) a copy of the Club's safety regulations.
4. Clubs which are recreational in nature and involve little or no physical component are ineligible for membership (and should affiliate with Student Activities rather than the Sports Association). Unless there are exceptional circumstances, the club must be pursuing a sport with a parent association which is affiliated with or recognised by the Australian Sports Commission.
5. Sports Association Council shall make the final decision on admission to membership of the Sports Association, this decision shall be based on simple majority voting of Council members.
6. A Club admitted to membership of the Sports Association will be added to the schedule of Clubs (Schedule 1).
7. Any funding for the newly admitted club would be at the discretion of the applicable MUSA working party.
8. Should a Club not comply with all rules and regulations pertaining to the affiliation of a sports club to the University then MUSA may disaffiliate the club.
9. Only one Club per recognised sporting activity may be affiliated with MUSA.

7. ORGANISATION OF SPORT AT THE UNIVERSITY

ORGANISATION OF SPORT AT THE UNIVERSITY

The three bodies that work together for sport at the University are:

- Melbourne University Sport (MUS)
- Melbourne University Sports Association (MUSA)
- The Sport and Physical Recreation Committee (SPRC)

MELBOURNE UNIVERSITY SPORT

MUS is a department of the University, and part of the Academic Services division which provides the student administration and student support services.

The Director, Sport and Physical Recreation heads this department and is responsible for the management of the sport and recreation facilities, development and implementation of sport and recreation programs, and collection of fees.

Under University Regulation 17.1.R7:

“The Director of Sport and Physical Recreation (“the Director”) is responsible to the University Council for the administration of the Reserve consistently with the requirements of the Crown Grant and the Statutes and Standing Resolutions of the Council of the University and the rules general and specific, made hereunder.”

The “Reserve” refers to the Recreation Reserve, essentially all that land to the north of Tin Alley that is not College land, and the “Crown Grant” is the grant of this land to the University “for a recreation ground for the members of the University and of the affiliated colleges...”

MUS also provides secretariat services to MUSA and works cooperatively with MUSA in the development and implementation of sport programs and the support of clubs.

MELBOURNE UNIVERSITY SPORTS ASSOCIATION

The Melbourne University Sports Union was founded in 1904 by the affiliation or association of five sports clubs at the University of Melbourne.

The re-naming of the “Melbourne University Sports Union” to “Melbourne University Sports Association” was adopted by the Sports Union Council at a special meeting on Tuesday March 21st 1995, and was endorsed on Tuesday April 4th 1995 by the University Council.

The University Council recognises MUSA as one of the “student organisations” representing the sports clubs and carrying out all obligations imposed upon it.

MUSA provides advice on sport policy to the University, through its representation on the Sport and Physical Recreation Committee and otherwise. It also provides

support to individuals through “The Friends of the Sports Association” Scholarships and each year awards sporting Blues for outstanding sporting performance.

MUSA develops and monitors the criteria for affiliation of clubs to the Sports Association, develops criteria for eligibility for membership of clubs and is the representative of the University with Australian University Sport.

SPORT AND PHYSICAL RECREATION COMMITTEE

The SPRC is a committee of the University, established under Regulation 17.1.R17. Its primary functions are:

- To advise the vice-chancellor and Council on sport and physical recreation policy.
- To advise on medium and long term planning for the development and maintenance of University sport and physical recreation programs and facilities.
- To make recommendations on the annual budget for MUS, and to monitor expenditure of the approved budget.

The SPRC also approves the schedule of fees for use of the facilities and services, and specific rules for the use of sporting and physical recreation facilities provided by the University.

The SPRC membership consists of representatives from MUSA, the University administration, an academic staff member, a representative of the Colleges, the Student Union and UMPA, two external members and the Director.

8. SPECIFIC RULES FOR USE OF THE SPORT AND RECREATION FACILITIES

REGULATION 17.1.R7

UNDER STATUTE 17.1

17.1.R7 – SPORT AND PHYSICAL RECREATION RULES

1. General rules are approved by the Council of the University and specific rules are made by the Sport and Physical Recreation Committee (SPRC) by delegation from the Council in accordance with the following principles -
 - (1) The University Recreation Reserve (“the Reserve”) was granted to the University by the Crown Grant for use as a recreation ground. The reserve and its facilities are maintained by the University for the enjoyment of students and other members of the University community. Those using these facilities should respect them, use them in a manner appropriate to their purpose and avoid behaving in a way which damages them or which interferes with the enjoyment, health or safety of other users, spectators or adjacent Colleges.
 - (2) Specific rules relating to the use of particular areas and facilities will be determined from time to time by the SPRC and appropriately published.
 - (3) The Director, Sport and Physical Recreation (“the Director”) is responsible to the University Council for the administration of the Reserve consistent with the requirements of the Crown Grant and the Statutes and Standing Resolutions of the Council of the University and the rules, general and specific, made hereunder.
 - (4) The Director may, in writing, delegate authority in the matter of enforcement of specific rules for a particular area to an officer (“the authorised officer”) who must be obeyed by users.

2. General Rules For Use of Facilities

- (1) Any person using the Reserve or the facilities, or equipment located thereon, who contravenes these rules or misuses the facilities or equipment may be excluded from the Reserve or any part thereof temporarily by the Director or an authorised officer or permanently by the SPRC and, where damage or loss is caused to equipment or facilities provided by the University, shall be liable to pay to the University the cost of replacement or repairs.
- (2) Smoking is not allowed inside, or within 10m of any buildings.
- (3) Food and drink (other than water) must not be consumed except in areas determined by the SPRC and specifically designated by signs for that purpose.

- (4) Casual footwear or dress shoes, must not be worn on specially prepared surfaces, or in indoor areas where sporting activities take place. Clean soft soled sports footwear appropriate to the activity must be worn in those areas.
- (5) Clothing appropriate to the activity must be worn at all times - SPRC will, from time to time, determine clothing requirements, including footwear, appropriate for users of each facility and will publish them in the specific rules, a copy of which shall be posted at the facility or available at the reception counters in the Beaurepaire and Sports Centres.
- (6) Any user considered to be a danger to him or her self or others must leave the area if requested to do so by the Director or by an authorised officer. The Director or authorised officer may refuse the use of the facilities to any person they consider to be under the influence of alcohol or drugs.
- (7)
 - (a) No activities may be take place in the Reserve unless they have been approved by the SPRC or the Director, and
 - (b) Where the SPRC determines that activities shall not take place in close proximity to other users the activities may not take place unless the relevant facility has been booked solely for that activity.
- (8) All portable apparatus must be carried or wheeled, not dragged, and returned to its storage area by the user(s) after use.
- (9) Bags, satchels or other containers or items, other than personal water bottles, must not be taken into the swimming pool or strength and fitness areas, unless they are stored in the lockers or storage spaces provided. Items left in passageways or other areas that are a hindrance to the health and safety of other users may be removed by the Director or authorised officer.
- (10) Any user who fails to pay the fee or charge prescribed for the use of a particular facility will not be permitted to use that facility until all fees or charges due by that user have been paid. Any user who purposely avoids entering any of the facilities through the designated access point may be removed from the facilities.
- (11) Users wishing to sell, distribute and/or consume alcohol within the Reserve or in any of the facilities must obtain the appropriate licence to do so, and provide a copy of the licence to the relevant MUS staff at the time the facility is booked. Users must also comply with the requirements of any University or SPRC alcohol policy that is in force from time to time.

- (12) Hirers/users are solely responsible for the supervision, control and behaviour of their group, including players, spectators, guests, visitors and officials. Behaviour likely to cause offence is not acceptable, and the Director or authorised officer may immediately terminate use of the facilities in such cases.

This regulation became a regulation by virtue of sub-section 7(2) of the University Acts (Amendment) Act 1994.

SPECIFIC RULES FOR USE OF THE SPORT AND RECREATION FACILITIES

To be read in conjunction with University Regulation 17.1.R7 – Sport and Physical Recreation Rules

1. Strength and Fitness Gym

- (1) All users of the Melbourne University Sport Strength & Fitness Gym must be authorised to use the facilities to the satisfaction of the Strength and Fitness Centre Manager.
- (2) All users of this facility must:
 - wear runners/sneakers (no bare feet, thongs or sandals)
 - wear clothing that covers their upper torso as well as their lower torso
 - not bring food or drink (except water for personal consumption) into the training facility.
 - not be under the influence of alcohol or drugs, and
 - use sweat towels at all times and remove their sweat from equipment after use.
- (3) Bags of any description are not permitted in the training facility (unless they are stored in the lockers or storage areas provided).
- (4) All free weights **MUST** be returned to their racks after use and not be left on the floor.
- (5) Assistance should be sought from staff when moving heavy bars/weights.
- (6) Equipment is not to be monopolised particularly during rest periods.
- (7) Users must observe all time limit restrictions on cardio exercise equipment.
- (8) Persons involved in wilful damage or theft of equipment will be prosecuted.
- (9) At all times, consideration for the comfort and safety of others is expected. Behaviour which offends, causes discomfort, embarrassment, injury or damage to another user is not acceptable. If the Director or an authorised officer considers that a person has exhibited such behaviour, they can immediately terminate that person's use of the facilities and require that person to vacate the facilities. The Director may also take further action under University Regulation 17.1.R7.

2. Sport Centre stadia

- (1) All activities within the stadia must be approved by SPRC or the Director.
- (2) Minimum clothing requirement is t-shirt/singlet or exercise/sports top and shorts.
- (3) All equipment (including but not limited to group fitness equipment, posts and nets, tables and chairs etc) must be returned to the appropriate storage areas after use.

3. Squash Courts

- (1) Minimum clothing requirement is singlet or T-shirt, shorts and clean soft soled, non-marking sports footwear.
- (2) Users must enter the court by the door to the court. Entry to or exit from the court by the gallery is forbidden. A person, who is not a user, may not enter the court.
- (3) No person may enter a court whilst play is in progress.

4. Beaurepaire Pool

- (1) Swimmers must shower immediately before entering the pool area.
- (2) Swimmers must follow the pool attendant's instructions at all times.
- (3) Only swimmers and staff may enter the pool area.
- (4) Only clothing specifically designed for swimming is permitted.
- (5) Sports shoes and dress shoes must not be worn in the pool area, except by authorised MUS staff.
- (6) Swimmers must observe the lane signs and swim in a lane appropriate to their swimming speed, or as directed by the pool attendant.
- (7) Swimmers must consider the safety and comfort of other swimmers while in the pool area.
- (8) No glass or food may be taken into the pool area. Plastic water bottles are permitted.
- (9) Bags must not be taken into the pool area. Lockers provided should be used to store personal belongings. Valuables or belongings should not be left unattended in the changerooms.
- (10) Staff members may refuse admission to any person who, in his or her opinion, is under the influence of alcohol or drugs.
- (11) Running along the pool concourse is not permitted.
- (12) Diving/bombing from the pool concourse is not permitted.

- (13) Ball games of any description are not permitted except as authorised by the Director.
- (14) Staff may remove any person from the pool, if they do not use the facility in a safe and considerate manner according to the rules.

5. University Oval

- (1) The Director may authorise the groundsman to determine when access to the oval is permitted. Users must comply with directions given by the groundsman.
- (2) The oval may be closed at the discretion of the groundsman, particularly in wet weather, and/or when repairs are being carried out. The groundsman may restrict access to parts of the oval when repairs are being carried out. The oval is closed when mowing is taking place.
- (3) No person is permitted onto the centre cricket wickets once they have been roped off – (generally the period from September to March).
- (4) All training activities and matches on the oval must be authorised by the Director;
- (5) Casual use is allowed at the discretion of the groundsman, but studded boots must not be worn.

6. Oval Pavilion

- (1) Use of the pavilion for social activities must be booked through the appropriate MUS staff.
- (2) Noise levels must be kept at reasonable levels so as to not cause disturbance to neighbouring college residents. All social activities must cease by 11.30 pm and the premises vacated by midnight. Persons departing the pavilion must do so quietly.
- (3) The pavilion must be left in a clean and tidy condition. Food scraps and spills must be cleaned from all kitchen surfaces and appliances and all rubbish disposed of correctly. Users may be charged a cleaning charge if extra cleaning is required.
- (4) Users must obtain the appropriate liquor licence if intending to serve or sell alcohol in the Pavilion and proof must be provided when making a booking. Users must comply with the University or SPRC alcohol policies that are in force from time to time.

7. Hockey Field

- (1) Hockey field participants must enter and exit the field via gates provided and with due regard to those using the athletic track that surrounds the field.
- (2) Players using the field must exercise great care at all times to ensure balls are contained within the fencing.

- (3) Only rubber-soled sporting shoes or approved hockey shoes may be worn on the field.
- (4) Use of the field is confined to uses as approved by the Director or his/her authorised officer. The Director may allocate priority use to the Melbourne University Hockey Club.

8. Athletics Track

- (1) The Director will take action to ensure that lanes 1 and 2 are not subjected to excessive wear.
- (2) Running spikes may not exceed 6 mm.
- (3) Starting block spikes must be a minimum of 10 mm.
- (4) The Director may allocate particular priority use to Melbourne University Athletic Club, and such other Clubs as appropriate.

9. Tennis Courts

- (1) Appropriate footwear as determined from time to time by the Director must be worn on the tennis courts.
- (2) The Director may allocate particular priority use to the Tennis Club as appropriate.

10. University Boatshed

- (1) The Boatshed is provided as a clubhouse for use by the Melbourne University Boat Club, but does not preclude its use by other clubs or users where authorized by the Director.
- (2) The Boat Club has delegated responsibility for ensuring the facilities are kept in a clean and tidy manner at all times, and that the building is kept secure.
- (3) The Boat Club must appoint responsible persons to ensure the building is used in an appropriate manner, consistent with the specific rules of the SPRC.
- (4) Use of the boatshed for other than the normal activities of the Boat Club must be approved by the Director.
- (5) The Boat Club must liaise regularly with the Director to ensure repairs and items of routine maintenance are addressed appropriately.

11. Mt Buller Alpine Lodge

- (1) The Director will generate and publish rules for the use of the alpine lodge at Mt Buller.

- (2) At the time of securing reservations, those making the booking will be given a copy of lodge rules and regulations.

12. Other facilities

- (1) Other facilities, such as meeting rooms, storage areas, kitchens, bbqs etc must only be used for the purpose authorised by the Director.
- (2) These facilities must be left in a clean and tidy state.
- (3) Equipment located in meeting rooms and kitchens must not be removed.

As approved by the Sport and Physical Recreation Committee 20 April 2004