

JCUSA Clubs and Societies Policy

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1 Purpose:

The Clubs and Societies Policy brings structure and governance to the management and organisation of Clubs and Societies in both Townsville and Cairns and ensures compliance with the James Cook University Student Association (JCUSA) Constitution and Regulations.

2 Scope:

This policy applies to the JCUSA Student Council, the JCUSA Clubs and Societies Committee (CaSC) and all Clubs/Societies (in Townsville and Cairns) that are affiliated with JCUSA.

3 Policy Statement:

JCUSA conducts its business with integrity, honesty and fairness and in compliance with all relevant laws, regulations, codes and corporate standards and the same is expected from affiliated Clubs/Societies.

The CaSC can refuse an application for affiliation or disaffiliate any Club/Society which:

- Engages in any criminal activity ;
- Engages in any fraudulent representations with JCUSA, JCU or the wider community;
- Engages in or prints any remarks that could result in defamation ;
- Acts in any way that could be interpreted as discriminatory and/or prejudice;
- Engages in any anti-social behaviour causing property damage or destruction;
- JCUSA believes has been provided with manifestly false information in order to gain an unfair advantage;
- JCUSA believes, upon inspecting the accounts of the Club/Society, financial; mismanagement has occurred;
- Repeatedly fails to carry out the directives of the JCUSA, provided that such directives are allowed under the JCUSA Regulations concerning clubs and societies; and/or
- Fails to carry out its obligations under its constitution or the JCUSA Regulations relating to the operation of JCUSA affiliated Clubs/Societies.

4 Responsibilities:

The JCUSA Student Council is responsible for the health, safety and wellbeing of Club/Society members and as such takes the duty of care seriously and will not compromise on safety issues with Clubs/Societies.

JCUSA Council has ultimate responsibility for all Club/Society members to comply with approved policies, procedures, safe work procedures that

- support and align with current legislation, regulations and codes of practice;
- are implemented and monitored; and
- are reviewed to evaluate the continuing effectiveness and currency.

JCUSA Management will:

- Ensure the business complies with all legislation relating to health and safety;
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- Provide information, instruction and training to enable all Club/Society members to work safely;
- Supervise Club/Society members to ensure work activities are performed safely;
- Consult with and involve Club/Society members on matters relating to health, safety and wellbeing;
- Lead by example and role model their serious commitment to their own and others health and safety;
- Promote safety as a high priority;
- Allocate time and money to meet safety responsibilities;
- Provide appropriate safety equipment and personal protective equipment; and
- Provide a suitable injury management and return to work program.

JCUSA CaSC is to:

- a) To review and approve/disapprove funding applications based on a set criteria approved by the committee;
- b) To review the acquittal of expenditure of clubs/societies to ensure the expenditure of funding complies with student services and amenities fee (SSAF) Guidelines;
- c) To Ensure Clubs/Societies Remain Compliant In Order To Maintain Affiliation With JCUSA;
- d) To maintain a register of registered Clubs/Societies;
- e) To impose penalties on Clubs/Societies who fail to comply with policy;
- f) To report to JCUSA Student Council on all issues in a timely manner;
- g) To ensure requests for the use of the University's name or initials by an affiliated Club/Society, has received the required prior approval from the University;
- h) Manage the process of affiliation, re-affiliation, disaffiliation, dissolution and inactive clubs/societies;
- i) As per JCUSA Regulation 7.1 c, annually notify the University of the names of affiliated Club/Societies; and
- j) Meet at least four (4) times per semester.

Campus Officers are to:

- a) Be the main point of contact for all Clubs/Societies including organising and facilitating the information nights;
- b) Provide correct information and documentation when grant application are open;
- c) Process affiliation forms;
- d) Communicate with clubs on the outcome of their grant applications;
- e) Make room and/or vehicle bookings;
- f) Make any changes to Club/Society details (e.g. When there is a change in executives);
- g) As per JCUSA Regulations 7.1 c, keep on file the names of affiliated Clubs/Societies; and
- h) Assist in the management of any issues that occur within the Clubs/Societies domain.

JCUSA Student Councillors, staff and members of Clubs/Societies are responsible for the following:

- a) Taking reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- b) Following safe work procedures, instructions and rules;
- c) Participating in safety training;
- d) Reporting work related incidents, near misses and hazards;
- e) Implementing risk control measures within their control to prevent injuries or illnesses;
- f) Using safety equipment and personal protective equipment as instructed;
- g) Complying with this policy;
- h) Ensuring that clubs are filling out/providing the correct paperwork, including risk assessments;
- i) If clubs are conducting events on campus, ensuring that prior approval from the CaSC has been obtained and that a satisfactory risk assessment has been completed;
- j) Ensuring that the Clubs/Societies have completed the correct training to utilise JCUSA equipment;
- k) Adhering to policies, procedures, safe work procedures and legislation; and
- l) Ensuring Club/Society members attend JCUSA Induction program/s.

5 Definitions:

Affiliate	An affiliated Club or Society is a body whose affiliation application has been approved by the Association Council.
Annual General Meeting	A meeting that happens once every year in which an organisation discusses the past year's activities and elects new officers.
Asset	A reusable item of property owned by JCUSA but being acquired and/or utilised by a Club/Society.
Association	Means the James Cook University Student Association
Association Council	Means the Council of the James Cook University Student Association constituted under this Constitution as approved by the University Council.
Australian Business Number	An ABN is a unique 11 digit number that identifies a business to the government and community. An ABN can be used to identify a business to others when ordering and invoicing.
Campus Officer	Honorary Office Bearers who will be elected or appointed in accordance with this Constitution and the Regulations. Cairns Campus Officer, an Ordinary member of the Association, who is enrolled at the Cairns Campus of James Cook University, elected by and from the Ordinary members enrolled at the Cairns Campus. Townsville Campus Officer, an Ordinary member of the Association who is enrolled at the Townsville Campus of James

	Cook University, elected by and from the Ordinary members enrolled at the Townsville Campus.
Cleaning	Means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.
Club	A Club is a group of like-minded individuals, the majority of whom are currently enrolled JCU, who gather to hold events and engage in activities for the mutual benefit of members and the wider JCU student cohort.
Clubs and Societies Committee	As defined in clause 5.11 in the JCUSA Regulations.
Competency Based	Competency-based training is a method of training which develops the skills, knowledge and attitudes required to achieve competency.
COVID-19	COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, a sore throat and shortness of breath. The virus can spread from person to person. As at 28/05/2020 there is no treatment for COVID-19.
COVIDSafe App	The COVIDSafe app helps find close contacts of COVID-19 cases. The app helps state and territory health officials to quickly contact people who may have been exposed to COVID-19. The COVIDSafe app speeds up the current manual process of finding people who have been in close contact with someone with COVID-19.
Disaffiliation	Occurs when the Clubs and Societies Committee (CaSC) in conjunction with the Student Council deems that club or society has engaged in inappropriate conduct and withdraws its support and funding.
Dissolution	Occurs when a club or society collapses through member attrition or disbands for various reasons.
General Manager	Means the officer(s) with responsibility for the overall general management of the Association.
JCUSA Student Council	Means the Council of the James Cook University Student Association constituted under this Constitution as approved by the University Council.
Policy	Is a statement of the principles, values and key provisions governing decision-making at JCUSA and which sets out the position of JCUSA on key aspects of operation or direction.
Procedure	The act or manner of proceeding in a process described under a Policy, Rule, Statute or Enterprise Agreement.
Portable and attractive item	Are items that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. For example: laptop computers, mobile phones, cameras, data

	projectors, label printers, televisions, power tools, DVD/video players and kitchen appliances.
Reaffiliate	The process of the annual renew of affiliation with JCUSA
Safe Work Procedure	A means of briefly documenting the risks associated with a work task and incorporating appropriate controls into a sequence of steps for doing the task safely.
Social distancing	Also called physical distancing: <ul style="list-style-type: none"> • keep 1.5 metres away from others wherever possible; • avoid physical greetings such as handshaking, hugs and kisses; • avoid crowds – if you see a crowded space do not enter; • avoid large public gatherings; • practise good hygiene; and • stay at home if you have any cold or flu symptoms. Seek medical advice and get tested for COVID-19.
Society	Refer to Club
Sponsor	A person or company that supports a person, organisation, or activity by giving money, encouragement, or other help.
Sponsorship	Occurs when an external organisation, person or entity creates a formal arrangement in which a Club/Society is provided with goods, services or other support for the mutual benefit of both the sponsor and the Club/Society.
Student	Means a person who has been admitted and enrolled in a course or subject at the James Cook University and whose enrolment for that course or subject has not lapsed or been cancelled.
Student Association	James Cook University Student Association
Student Services and Amenities Fee	The Student Services and Amenities Fee (SSAF) is charged to students in addition to assists funding non-academic services and amenities for the student cohort, such as: <ul style="list-style-type: none"> • Clubs and Societies; • Student advocacy; • Sport and recreation; • Campus amenities SSAF must be distributed and utilised in according with the Student Services, Amenities, Representation and Advocacy Guidelines and the Higher Education Support Act 2003.
Test and Tag	The process of checking the safety of portable electrical appliances. Once tested, a tag is attached to the equipment to confirm that it has in fact been tested, along with showing who tested it, the test date and when the next test is due.

University	Means the James Cook University (JCU) as established under the James Cook University Act 1997.
University Council	Means the Council of the James Cook University as established under the James Cook University Act 1997.
Work, Health and Safety	Is a discipline that pertains to protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from activities.

6 Acronyms

ABN	Australian Business Number
AGM	Annual General Meeting
CaSC	JCUSA Clubs and Societies Committee
JCUSA	James Cook University Student Association
SSAF	Student Services and Amenities Fee
WHS	Workplace health and safety

Policy

7 Affiliation

It is through affiliation that JCUSA can support educational, social, cultural, sporting and recreational Clubs/Societies for activities among all James Cook University (JCU) Students. JCUSA will support Clubs/Societies in order to promote interest in the life, activities and progress of Students and the University community which generally further supports the aims and objectives of the University community as a whole.

Affiliations are checked by the Campus Officer and the Clubs & Societies Committee (CaSC).

Affiliation occurs every calendar year for each club and society, and can take several weeks to complete.

Eligibility

To be eligible to be affiliated with the JCUSA the Club/Society must have:

- Clear aims and objectives for the Club/Society and it must not duplicate an existing affiliated Club/Society;
- A minimum of 20 currently enrolled student members (Townsville) and 15 currently enrolled student members (Cairns);
- The best interests of the students, the university and the student association;
- Membership must be open to current James Cook University Students; and
- If applying for grant funding, a \$5 membership fee must be paid by each member (or sponsor or equivalent).

For a club/society to affiliate with the Student Association, they must complete and submit an online application via the JCUSA website and provide the following documents:

- Current Executive and Membership list (Form 368) that includes members name, email and Student ID Number. Note that must be a minimum of 15 members in Townsville and 10 in Cairns for a newly affiliated club or a club that has not been affiliated for 3 academic years.
- Form 198 Clubs/Society Induction Checklist_Own Members must be completed by a minimum of 10 members for a Cairns club/society or 15 members for a Townsville club/society;
- The most recent Annual General Meeting (AGM) Minutes (Form 165);
- Constitution (Form 173);
- A word processed brochure that includes:
 - The Club/Society logo, overview of the Club/Society, an explanation of what the Club/Society does and/or will do in the future, contact details for the Club/Society and any social media platform names, e.g. name of their FaceBook group.
- Any constitutional changes; and
- A Letter of Introduction (Form 174) to the student council stating why the club has been formed, the types of activities to be conducted by the club, its benefit to the JCU community, and how the club or society plans to stay viable and grow.

The request to approve affiliation is made by the Campus Officer and via the JCUSA Student Council at the next Student Council meeting or by a Council Flying minute for consideration and approval.

If the application has been rejected, the Campus Officer will inform the Club/Society via email of the information required to gain approval.

Once affiliation has been approved via email, the Club/Society can then:

1. Apply to gain approval to facilitate events/activities for its members;
2. Request bookings of University spaces via their Campus Officer and therefore have access to JCU rooms free of charge;
3. Use the name James Cook University in their title;
4. Apply for JCUSA SSAF funding via a grant application process;
5. Participate in JCUSA events and generate interest in your club;
6. Be covered under JCUSA's public liability insurance;
7. Borrow and use JCUSA facilities/equipment to conduct fundraising or to hold functions;
8. Hire sporting facilities at a reduced cost; and
9. Have events promoted through JCUSA publications and social media platform.

Bank Account

All affiliated Clubs and Societies must open a bank account within 14 days of affiliation in order to maintain affiliation and to receive JCUSA SSAF funding grants.

JCUSA recommends a financial institution that has a branch close to the campus.

In order to open an account, the Club/Society will require:

Minutes from a meeting stating:

- a) Full name of the Club/Society;
- b) Full names of the trustees, their respective positions and authorisation to operate on the account;
- c) Method of account operation of two to sign to access funds;
- d) Whether you require a cheque book and/or deposit book and statement frequency; and
- e) A request that a new bank account be opened.

Maintaining Affiliation

All clubs and societies are required to renew their affiliation with the JCUSA annually to be eligible for future funding and benefits. Implications for disaffiliation and dissolution apply to all clubs or societies.

To maintain affiliation, Clubs/Societies are to:

- Complete the online JCUSA Clubs and Societies Affiliation form for approval;
- Hold regular meetings and retain minutes of the meetings;
- Hold an Annual General Meeting (AGM) each year to elect a new committee and complete the requirements for re-affiliation;
- Have at least one student exclusive event on campus per semester. Clubs that do not have the practically to do so are exempt. For example, Water Polo cannot happen on campus with no pool. Examples of on student exclusive event includes but is not limited to co-hosting a free breakfast/brunch with JCUSA, a performance, a debate/talk/presentation, sale of products approved by JCUSA and a come and try event; and
- Sporting Clubs are to complete and submit Form 359 Affiliated Sporting Club Monthly Student Engagement Report to the relevant Campus Officer via the email address of either clubsandsocieties.tsv@lists.jcu.edu.au or clubsandsocieties.cns@lists.jcu.edu.au.

Naming Rights

Affiliated Clubs/Societies have the option of including “James Cook University” (JCU) in the Club/Society name. If a Club/Society elects to do this, all printed advertising material must visibly display the Clubs/Societies name in full.

Please refer to JCU Statement of the Use of Corporate Identifiers document available on the JCU website.

Please note that incorporated Clubs or Societies need permission from the JCU Council to use “JCU” in their name.

Mail

Clubs/Societies can use the JCUSA postal address of:

Bebegu Yumba Campus, Townsville
Building 133
1 James Cook Drive
JAMES COOK QLD 4811

Nguma-bada Campus, Cairns
A24
1/14-88 McGregor Road
SMITHFIELD QLD 4878

8 Reaffiliation

For a Club/Society to reaffiliate with the JCUSA Student Association, they must complete and submit an online application via the JCUSA website and provide the following documents to reaffiliate:

- Club/Society Executive List (Form 191/356);
- Current Executive and Membership list (Form 368) that includes members name, email and Student ID Number. Note that must be a minimum of 20 members in Townsville and or 15 in Cairns;
- Form 198 Clubs/Society Induction Checklist Own Members must be completed by a minimum of 15 members for a Cairns club/society or 20 members for a Townsville club/society;
- The most recent Annual General Meeting (AGM) Minutes (Form 165), including the election results of office bearers;
- Presidents Report (Form 172);
- Treasurers Report (Form 166) which includes:
 - Balance of the bank account as at November 1st;
 - A ledger of all income and expenditure including copies of tax invoices/receipts for all transactions;
 - List of transactions from 30th November previous year to date of submission of records; and
 - Copy of the most recent club or society bank statement.
- Any constitutional changes , which must include a copy of the constitution with:
 - The changes clearly marked on it;
 - Underlining of the new content; and
 - Rule a line through the old/removed content; and
- Clubs/Society Induction Checklist Own Members (Form 198). Note that must be a minimum of 20 members in Townsville and or 15 in Cairns.

9 Dissolving Affiliation

JCUSA Student Council can at its own discretion or upon advice from the CaSC disaffiliate a Club or Society, if a Club/Society has engaged in inappropriate conduct. Upon disaffiliation, JCUSA will withdraw support and funding.

Depending on the type and severity of the misconduct the CaSC or the JCUSA Student Council can take further action under the JCU Student Misconduct Policy which could lead to further penalties for the student/s involved.

Policy POL091 Disaffiliation Policy provides additional information.

10 Dissolution

A Club/ Society can be dissolved by a decision of the current membership at a general meeting or when the Club/Society ceases to operate or the club or society ceases to function through natural member attrition.

If a Club or Society decides to dissolve the committee it must, as per its constitution and dissolution clause, transfer any excess assets, property, funding or money remaining (after all debts and liabilities are paid) to JCUSA.

JCUSA will hold all monies or equipment in trust until the same or similar club is reformed and seeks affiliation, or it shall be redistributed amongst remaining clubs or societies who may make use of such monies or equipment.

No assets, property or funds can be given to members and members cannot benefit from the sale of any assets or property.

The JCU Student Council may recover assets from any affiliated Club/Society who have not engaged in any activities for more than six (6) months, have not attempted to re-affiliate, and have not dissolved by committee decision.

11 Inactive Clubs and Societies

If the CaSC deem that a Club/Society has been inactive for a period of six (6) months, the JCUSA Vice President or Campus Officer will contact the Club/Society via their designated contact email address requesting an explanation.

If no response is received four weeks post this email, the CaSC is to be informed so they can determine if the Club/Society will be dissolved.

12 Disputes

Disputes between a Club/Society and a Campus Officer or JCUSA employee will be managed in accordance with the below:

1. The Club/Society is to email the relevant campus Clubs/Societies email address or the JCUSA President. The Club/Society is to detail any concerns in this email. The JCUSA President will provide a response to the Club/Society within ten (10) business days, via a reply email.
2. If the Club/Society deem that their concerns have not been satisfactorily addressed then they are to email the JCUSA General Manager (GM).
3. The GM will then, after taking action they feel is appropriate, advise the club of the outcome within 10 business days.
4. Should the Club/Society disagree with what action has been taken by the GM then they are to contact the JCUSA Council Secretary in order for the matter to be provided to the JCUSA Student Council. The JCUSA Student Council will make a decision regarding the situation.
5. The JCUSA Student Council's decision regarding action to be taken will be final.

13 JCUSA Clubs and Societies Induction Program

Executive Committee members of each Club/Society must attend both of the bi-annual JCUSA Clubs and Societies Induction Program following their appointment once during the year.

This program must include:

- Governance;
- Roles of the Executive;
- WHS, including COVID-19 hygiene practices, social distancing, contact tracing (when possible), ensuring number of attendees is within health directions, managing people attending events unwell or becoming unwell at an event, reporting a confirmed or

suspected case of COVID-19, and managing person who do not follow COVID-19 controls;

- Legislation;
- Assets;
- Insurance and Liability;
- Audits;
- Finance;
- Consent and sexual safety;
- Financial management and recordkeeping;
- JCUSA Clubs & Societies Code of Conduct;
- Policies and procedures for own club/society, JCUSA and JCU; and
- Adherence to legislation.

Club/Society Induction

The President of each Club/Society is responsible for providing their own induction program to their members and documenting the outcomes. This is to ensure the health and safety of Club/Society members, adherence to legislation and the JCUSA Code of Conduct for Clubs and Societies.

This means that the President is responsible for ensuring all members have completed an induction program that includes but is not limited to information on:

- Ethics and integrity;
- Consent and sexual safety
- Financial management and recordkeeping;
- JCUSA Clubs & Societies Code of Conduct
- Policies and procedures for own club/society, JCUSA and JCU;
- Adherence to legislation
- WHS including;
 - duty of care;
 - COVID-19;
 - Promoting use of the COVIDSafe App;
 - Safety Data Sheets;
 - Risk assessments to ensure management of risks;
 - Discrimination, bully and sexual harassment;
 - Evacuation of the building they meet in;
 - Safe Food handling;
 - Water based activities;
 - Hazardous manual handling; and
 - Use of JCUSA equipment such as BBQs, tables etc.

Form 198 Clubs/Society Induction Checklist_Own Members must be completed by a minimum of 15 members for a Cairns club/society or 20 members for a Townsville club/society.

14 Funding

Clubs/Societies are to be proactive in obtaining funding to remain solvent and they can:

- seek sponsorship from external sources and request financial contributions and/or items that could be used either for the benefit of the members or as an item to generate further income, e.g. a donated prize for a raffle;
- apply for an Australian Business Number (ABN) in order to acquire grants and funding from non-JCUSA organisations;
- fundraise and run profitable events to generate surplus cash;
- register with funding sources to be notified of grant opportunities; and
- apply to Bunnings to hold a sausage sizzle.

Clubs and Societies must not sell food:

- in an exclusion zone of a campus retail outlet who has a lease with JCU;
- without completing JCUSA Safe Food handling training;
- without written approval from JCUSA;
- without submitting a JCUSA approved risk assessment;
- without undertaking any required COVID related training;
- that JCUSA does not have an approved COVID Safe Plan for, e.g. dining in; and/or
- meeting local government requirements pertaining to food safety and licensing.

JCUSA SSAF Grants

Affiliated JCUSA Clubs and Societies are eligible to apply for JCUSA SSAF grants.

There are two application rounds for funding and they commence at the start of each Semester.

The funding amounts are capped based on the amount of SSAF the JCUSA received from the University.

Upon receipt of the JCUSA SSAF Grant application, the CaSC will assess each application and will decide on amounts for funding to be approved based on criteria.

Grants can be used for goods and services including preparation/organising of events, purchasing and/or of equipment. There are financial caps on certain items.

Policy POL092 Club and Society JCUSA SSAF Grants provides additional information.

Sources of Grants

- Local council;
- Queensland Mental Health Week;
- Bendigo Bank Community Enterprise Foundation;
- Stockland;
- Community Benefit Fund (Gambling Fund);
- Get In the Game;
- RACQ Foundation;
- Wilmar;

- Glencore;
- Strategic Grants;
- The Grants Hub;
- Grant Guru;
- Queensland Community Foundation;
- Coles Nurture Fund;
- Althea Projects – Reconciliation Grants;
- Cowboys (NRL);
- Yamaha – Great Starts Grant;
- Tech Ready Women Academy Blog;
- Regional Arts Development Fund.

15 Sponsorship

All sponsorships must be entered into in good faith, for the purpose of providing a better experience for all Club/Society Members.

All sponsorships must be approved by the CaSC prior to the Club/Society formally accepting a sponsorship arrangement.

Benefits provided to the Club/Society must not conflict with the policies, procedures or leases of JCUSA and/or JCU.

Benefits must not take the form of cash, gift cards, pre-paid debit cards or any other similar prepaid voucher that can be exchanged for goods or services.

16 Use of JCUSA and SSAF Logos

Any SSAF provided by JCUSA to an affiliated club/society, must have the JCUSA and SSAF logo displayed on any relevant items, such as T-shirts and other clothing, marquees, pull out banners etc. The only exception pertains to items that are too small to have logos on them.

Before any of the above mention items can be made/ordered, approval that contains a copy of the proof of what the item will look like with the logos on, must be approved in writing by the JCUSA Marketing, Media and Administration Officer.

DOC035 JCUSA Branding and Merchandise Guidelines provides additional information to ensure clubs/societies use logos as and where intended and comply with this policy.

17 Events

For a Club/Society to host/hold any event they are to submit an online application (Form 179 Club/Society Event Application Form) to the relevant Campus officer. The form is to be provided 2 weeks prior to the event.

Form 120 Club Society Risk Assessment Form must be completed in full, documenting how identified risks will be mitigated and it to be submitted with the above mentioned Form 179.

The Campus Officer will review identified risks, risk controls control measures and approve and store them electronically in \\jcu-sa2.ad.jcu.edu.au\Data\Common\Sorted\WHS\Risk

Assessments\Clubs and Societies Events. The Club/Society is to be emailed the outcome of their submitted risk assessment.

If the risk assessment is not completed and/or not completed in time, then the Club/Society will be unable to hold the event. If the event is on campus, and Security may be notified.

Any contract tracing required by the Queensland government is to be undertaken,

Events held indoors on a JCU Campus as at 9th July 2021 are to ensure all attendees check in in via the Check in QLD app. Refer to <https://www.covid19.qld.gov.au/check-in-qld> for additional information on the app.

The Check in QLD app is to be used for all internal events.

Inclusivity

Events should be inclusive for all students and as such all students should feel welcomed, valued, and comfortable no matter their gender, sexual orientation, religion, cultural background, or any other reasonable factors. Inclusivity needs to be considered when selecting event locations, advertising and food options.

The Club/Society must ensure that respect, inclusion and safety for all is at the forefront of their minds and they foster safe, respectful communities free of discrimination, sexual harassment and sexual assault.

JCU Room Bookings

To book a room on campus, the Club/Society is to either complete Form 194 Club/Society Room Booking Form or email the clubs and societies email address and include the below mandatory information:

Club Name:

Booking Title:

Date:

Start time:

Finish time:

Number of attendees:

Preferred room or building:

Other room requirements:

Club contact name:

Phone number:

Is there an entrance fee being charged?

Does this event generate income for the Club/Society?

Bookings must be emailed in 1 week in advance otherwise the booking cannot be made.

Alcohol

Events that will have alcohol present are to comply with the Office of Liquor and Gaming Regulations legislation, including the advertising of the event. Information is available at this

website. <https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/compliance/advertising-promotions>

The event is to provide non-alcohol and low-alcohol beverages options and ensure the supply of alcohol is in standard quantities recognised by patrons.

Public Liability

Affiliated Club/Societies are covered by JCUSAs Public Liability insurance policy and this is available upon request from the Campus Officer.

Incidents

All accidents, incidents, injuries or hazardous situations are to be reported to JCUSA, for the General Manager to follow up on.

Sexual Harassment and Sexual Assault

JCUSA is committed the elimination of sexual harassment and sexual assault within all operations of the Associations, including Clubs and Societies.

If the incident pertains to harassment, sexual harassment or inappropriate sexual conduct, any incident of this behaviour it to be reported to the JCUSA General Manager, the University via a report or complaint which is available [here](#) and the police can be contacted.

Serving Food

All Club/Society members that touch food must complete Food Safety training via Form 060 Safe Food Handling. This training will provide information in:

1. Foodborne Illness;
2. Potentially Hazardous Food;
3. Contamination of Food;
4. Temperature Control;
5. Food Handling Skills and Knowledge;
6. Food Storage;
7. Health of Persons Who Handle Food;
8. Hygiene of Food Handlers; and
9. Cleanliness.

Any event that involves the preparation, storage, cooking, defrosting and/or serving of food must have the relevant Risk Assessment Forms completed and submitted for approval to JCUSA at least 7 days prior to the event. Failure to do so will result in the event being closed down.

Movie Licenses

If a Club/Society chooses to screen a film, television show or other copyrighted work at an event, it is the responsibility of that Club/Society to ensure the appropriate Public Performance License(s) has been obtained.

Travel

Wherever possible, Clubs/Societies should use a chartered bus for transportation.

If Club/Society funds are used to hire a vehicle to be driven by a Club/Society member, the hiring must include an appropriate level of insurance cover.

The driver of the hired vehicle assumes all liability associated with the trip and is responsible for any excess or damage charges incurred.

Clubs/Societies are discouraged from using personal vehicles for club-related travel. When a personal vehicle is used for event travel purposes, the driver assumes all liability associated with the trip.

Driver/s must:

- Hold a valid driving license
- Have adequate car insurance as required by law;
- Drive a vehicle that is registered and roadworthy;
- Ensure self and others use seat belts;
- Obey all road rules;
- Not drive under the influence of alcohol or an illicit substance; and
- Drive for no more than 2 hours without a 15 minute break.

18 Equipment Use

Before Clubs/Societies can borrow equipment from JCUSA they must have undergone training on how to use the equipment including gas bottles, BBQs, gas cylinders, tables, marquees, chairs, snow cone machine, fairy floss machine, pop corn machine, bain marie, and chairs. These training sessions are to be completed at the Clubs and Societies Induction program at the beginning of each semester.

If a club member has not completed the training, they will be unable to borrow the equipment. Also only those who have successfully completed the required training are allowed to operate the equipment. Failure to comply with this WHS instruction may result in that Club/Society having their event shut down and not being able to borrow future equipment.

BBQs

JCUSA does have BBQs and gas cylinders that Clubs and Societies can use, post training.

As part of borrowing equipment through JCUSA, Clubs/Societies are to provide a deposit and complete an online booking before they can use the equipment. The deposits will be returned in full as long as the equipment is returned with clean and undamaged.

Users of the BBQs and/or providers of food must complete Safe Food Handling before they can provide any food. There must be someone at the event who has completed this training or the event will be shut down. If this is not complied with, then the Clubs and Societies committee will not distribute any grants to that club.

If anyone is found holding a BBQ that has not been properly booked, Security may ask the group to shut down their BBQ.

Clubs/Societies must ensure they safety use equipment provided by JCUSA such as metal buckets and ground sheets to avoid oil spillage onto pathways.

The JCUSA accept no responsibility for any mess caused by a Club/Society and the Club/Society is will be responsible for either cleaning the area to the satisfaction of JCUSA/JCU or be sent an invoice for a commercial cleaner to rectify the situation.

The Club/Society is responsible for the safe and appropriate disposal of any rubbish and waste (including the contents of the drip tray) produced by the BBQ.

A charge of \$5 per gas bottle per hour can be charged to Townsville based Clubs/Societies.

Manual Handling

Manual handling training will be provided at the Club/Society Induction program and safe manual handling practices are to be used by all Club/Society members.

Extension Cords

Extension cords are to be tested and tagged prior to use. White cards are to be used internally only and red cords are for outdoor use.

19 Marketing

Club/Societies are to have their own email address, e.g. Hotmail or Gmail.

Personal email addresses should not be used as a main point of contact for the Club/Society.

If a Club/Society is going to have a Social Media account (e.g. Facebook or Twitter), they are to ensure that anything written on that account on behalf of the Club/Society is professional and not offensive/defamatory.

20 Related Legislation and Documents

People:

- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1991 (Qld)
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Workplace Gender Equity Act 2012 (Cth)

Operations:

- Copyright Act 1968 (Cth)
- Designs Act 1906 (Cth)
- Financial Accountability Act 2009 (Qld)
- Fire and Emergency Services Act

- Higher Education Support Act 2003 (Cth)
- Higher Education Legislation Amendments (SS&A) Bill 2010
- James Cook University Act 1997 (QLD)
- Patents Act 1990 (Cth)
- Police Powers and Responsibilities Act
- Privacy Act 1988 (Cth)
- Security Providers Act
- Student Services, Amenities, Representation and Advocacy Guidelines
- Trademarks Act 1995 (Cth),

WHS Act & Regulations

- Electrical Safety Act
- Work Health and Safety Act 2011
- Work Health and Safety and Other Legislation Amendment Act 2017
- Work Health and Safety and Other Legislation Amendment Act 2015
- Work Health and Safety Regulation 2011

Codes of Practise:

- First aid in the workplace Code of Practice 2014
- Hazardous Manual Tasks Code of Practice 2011
- How to manage work health and safety risks Code of Practice 2011
- Managing noise and preventing hearing loss at work Code of Practice 2011
- Managing the risks of falls at workplaces Code of Practice 2018
- Managing the risks of hazardous chemicals in the workplace Code of Practice 2013
- Managing the work environment and facilities Code of Practice 2011
- Managing risks of plant in the workplace Code of Practice 2013
- Work health and safety consultation, cooperation and coordination Code of Practice 2011

Chief Health Officer Public Health Directions

COVID Safe Event Checklist

Industry Framework for COVID Safe Events in Queensland

Queensland's COVID Safe Future for Stages 4 to 6

Restrictions on Businesses, Activities and Undertakings Direction/s

Roadmap to easing Queensland's restrictions – A step-down approach to COVID-19

Safe Work Australia:

- How to clean and disinfect your workplaces;
- Training – COVID-19 Good Hygiene Practices;
- How to keep workers safe – COVID-19;
- COVID-19 Cleaning checklist; and
- COVID-19 Workplace checklist.

Work Health and Safety Queensland Plan for COVID-19

Work Health and Safety Queensland COVID-19 Overview and Guide
 Work Health and Safety Queensland COVID-19
 3 Step Framework for a COVIDSafe Australia, Australian Government;

JCUSA Constitution
 JCUSA Regulations
 JCUSA Club & Societies Internet Handbook
 JCUSA POL003 WHS Policy
 JCUSA POL005 Safe Work Procedures Policy
 JCUSA POL011 Discrimination, Harassment and Work Place Bullying Policy
 JCUSA POL019 Emergency Preparedness Policy
 JCUSA POL021 Hazardous Manual Handling Task Policy
 JCUSA POL022 Incident reporting Policy
 JCUSA POL024 Notifiable Incidents Policy
 JCUSA POL025 Outdoor Work Policy
 JCUSA POL030 Safe Food Handling Policy
 JCUSA POL091 Disaffiliation Policy
 JCUSA POL092 Club/Society JCUSA SSAF Grants
 JCUSA POL094 Clubs and Societies Audit Policy
 Form 048 JCUSA WHS Risk Register

JCU Bullying, Discrimination, Harassment, and Sexual Misconduct Policy
 JCU Statement of the Use of Corporate Identifiers
 JCU Student Code of Conduct
 JCU Student Misconduct Policy

DOC007 Clubs & Societies Code of Conduct
 DOC012 Clubs and Societies Role of the President
 DOC013 Clubs and Societies Role of the Vice President
 DOC014 Clubs and Societies Role of the Secretary
 DOC015 Clubs and Societies Role of the Treasurer
 DOC016 Clubs and Societies Governance
 DOC017 Clubs and Societies Meetings
 DOC018 Clubs and Societies Finance
 DOC019 Clubs and Societies Legislation
 DOC020 Clubs and Societies Starting up a New Club or Society
 DOC035 JCUSA Branding and Merchandise Guidelines

Form 060 Safe Food Handling Training Instructions
 Form 062 Training Record - BBQs and Gas Leaks
 Form 104 Hazardous Manual Handling Tasks
 Form 120 Clubs and Societies Risk Assessment Form
 Form 121 Water Activities Declarations
 Form 122 Water Activities Checklist
 Form 165 Annual General Meeting Minutes
 Form 166 Treasurers Report
 Form 169 Club/Society Recordkeeping Template
 Form 172 Club/Society Presidents Report
 Form 173 Clubs and Societies Constitution Template
 Form 174 Letter of Introduction
 Form 175 Club/Society AGM Agenda Template
 Form 176 Club/Society Ordinary Meeting Agenda
 Form 177 Club/Society Ordinary Meeting Minutes

- Form 178 Club/Society Ordinary Meeting Attendance List
- Form 179 Club/Society Event Application Form
- Form 184 Payment Requisition Form
- Form 190 Club Society Risk Register
- Form 191 Club Society Reaffiliation and Affiliation Form
- Form 193 Club/Society_Website Content Update Request Form
- Form 194 Club Society Room Booking Form
- Form 322 Contact Tracing
- Form 359 Affiliated Sporting Club Monthly Student Engagement Report
- Form 368 Club/Society Executive and Membership List

Administration

Note: Printed copies of this policy are uncontrolled and currency can only be assumed at the time of printing.

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