



## Starting a DUSA Club

This document explains all of the important information relating to starting a new club and submitting your application to DUSA for review. Please ensure you have read the full document and understand the process prior to submitting a new club application.

### Part 1. About DUSA Clubs

#### **1.1. Club Executives**

Club Executives are a group of three currently enrolled Deakin students that take on the core positions (President, Treasurer and Secretary) of the Club from time of affiliation until the Club AGM period in Trimester 2. During the executive term, the club executives oversee the day-to-day operations of the Club. The Executive team make all of the key decisions that maintain the functioning of the Club (with DUSA's support & approval) including organising events, managing the membership list/club communications, hosting OWeek stalls and engaging with prospective and existing Club members. Clubs should aim to have an odd number of Executives (minimum of three) because a majority Executive vote is required when making decisions relating to the Club. Club Executives must be a currently enrolled Deakin student for the duration of the Executive term and be willing/able to fulfil the responsibilities of their Executive role for the full Executive term.

#### **1.2. Clubs Support Coordinator (CSC's)**

The Student Engagement department at DUSA has staff members called Clubs Support Coordinators (CSC's).

CSC's advise clubs (and new applicants) about the policies, procedures and guidelines relating to running a club and are responsible for approving events, finances, grants and overseeing other daily club functions.

### Part 2. Benefits of Affiliation

Clubs affiliated with DUSA enjoy many benefits. The following are a few examples:

#### **2.1. Legal Status and Protection**

##### **2.1.1. Insurance**

Clubs affiliated with DUSA have access to Deakin's public liability insurance, free of charge. This protects Clubs and their Executives, saving thousands of dollars in general fees and premiums.

##### **2.1.2. Australian Taxation Office**

DUSA manages your Club finances, so you are not required to register with the ATO. GST is paid on all required items aside from donations.

##### **2.1.3. Accountability**

DUSA audits all Clubs regularly, helping them maintain accountability both to their members and to DUSA/Deakin.



## 2.2. Resources

### 2.2.1. Knowledge and Experience

Everyone working at DUSA has knowledge and experience of Clubs at Deakin. Club Executives have first-hand experience running Clubs at Deakin and understand the process very well.

CSC's work during business hours (specific times may vary depending on the staff member). Club Executives can call, email or arrange an appointment during business hours to seek assistance and advice on all Club related matters.

### 2.2.2. Office Equipment

The DUSA office is full of equipment that affiliated Clubs can use. Items that may be available for booking and/or use are tables, giant games, extension cords a popcorn machine and a heavy-duty commercial colour printer/photocopier.

### 2.2.3. Deakin Venues

Affiliated Clubs can book Deakin on-campus venues through their CSC (lecture theatres, tutorial rooms, multipurpose rooms etc.) free of charge. Some venues (such as the Deakin stadium) incur a fee, but Clubs get a 50% venue hire discount compared to unaffiliated groups. All venues are subject to availability. Contact your CSC for more information.

## 2.3. Promotion

Affiliated Clubs are included in the annual *Clubs Guide*. This is distributed to thousands of Deakin students, including every newly enrolled student.

There is also information about each Club on the DUSA website, and can be promoted through the DUSA Facebook page upon request (if content is approved by your CSC).

Affiliated Clubs are guaranteed a stall at the T1 and T2 Orientation Week market days. Market days are an event attended by thousands of students and are the single biggest membership drive for most Clubs. It is compulsory for clubs to have a stall at T1 Orientation Week, whereas T2 Orientation Week club stalls are optional.

Clubs are also able to display posters on campus on designated poster poles and pin-boards to promote their events. All advertising materials must be approved by your CSC before being used for any promotion.

## 2.4. Grants

DUSA affiliated Clubs have access to a wide variety of DUSA Club Grants, up to an annual total of \$2500-\$3500 to assist with partially covering the cost of club expenses that benefit your club members. The Club Grant tier allocated to your club is dependent on the size of the Club and the timely submission of your applications. Grant money is approved on a case by case basis and is not automatically received by clubs.

There are various grant categories, including events and activities, learning and development, promotional items, and venues and equipment.

The amount granted for a particular event (in the case of social functions, camps and conferences) is based on a variety of factors; the effort your club has put in to fundraise, ticket sales income, current club funds, the type of event, as well as the total amount spent by the



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Club so far. Grant funds cannot cover the full cost of an event, they are targeted towards subsidising costs for your current members and cannot be spent on alcohol. New Clubs are also eligible for a one-off \$500 start-up grant to help them become established.

Sporting Clubs also have access to an additional \$500 of funding to assist with covering the cost of venue hire, registration fees, equipment, etc.

*Note – the actual \$ amount allocated to clubs through the grant tiers is subject to DUSA funding/may change.*

### **Part 3. Initial Application to start a Club**

Everything you need to do to submit the initial application to start a Club is detailed below. Please ensure you read everything carefully and that you follow all the instructions, before you fill out and submit the *Starting a Club – Initial Application* form.

If you need help, you can get in touch with your campus CSC.

#### **3.1. Relevant Policies**

It is essential that you familiarise yourself with relevant Clubs and Societies policies before you submit your application. The most important documents to read at this stage are the *Affiliation Agreement* and the *Club Constitution*. These can be found at <https://www.dusa.org.au/Clubs-Sport/Club-Resources>

#### **3.2. Applicants**

Club applications will only be accepted from currently enrolled Deakin University students. An applicant group made up of at least three currently enrolled Deakin University students (for the duration of the executive term), all of whom **must be current DUSA members**. Each applicant is required to submit the Club application along with their Student ID/Evidence of Enrolment via email to their CSC for review.

Each applicant group must nominate one of its members as *Club President*. The President is the person who DUSA will primarily communicate with in relation to the application.

Club applications must be driven and completed by the currently enrolled Deakin students wishing to affiliate the club. It is important for the sustainability of the club, that external organisations, other individuals or non-Deakin students/staff are not responsible for completing or submitting the new club application.

All Club Executives must attend a compulsory Club Executive training session held for all clubs prior to T1 commencing. These training sessions are held in February. If an Executive does not attend this training session, they will be unable to hold an Executive position.



### 3.3. Aims & Objectives

The first bit of work involved in applying to start a Club is to develop its *Aims & Objectives* – basically, the purpose of the Club.

The *Aims & Objectives* will be included at the beginning of the *Club Constitution*, and, as such, need to be precise, succinct, and written formally. Clubs generally have at least four aims and objectives.

*Aims & Objectives* must be substantial and achievable, and must distinguish a Club from all other existing Clubs. **Please note:** DUSA is unable to affiliate with a new club if its *Aims & Objectives* are similar or the same to those of any other existing affiliated Club.

Key reasons for DUSA club guidelines considering the nature of proposed new clubs is to reduce;

- the overlapping of target member cohorts
- the erosion of club membership bases
- the delivery of similar/same events
- duplication of resources
- the split of clubs due to disputes between executives or between factions within clubs

Remember to outline if your Club is going to be affiliated with any external (or umbrella) organisations.

The purpose of Clubs is primarily to engage with students, and they cannot be created with the intent to act as support groups, recruiting tools for external companies, or to offer academic support (e.g. study assistance).

*Aims & Objectives* commonly start with the following:

- to introduce students to...;
- to encourage...;
- to promote an interest in...;
- to provide a forum for...; and
- to provide students with opportunities to....

Clubs should be created with a sustainable plan for a minimum of two years. Often, Clubs that are more general in nature (e.g. a Movie Club) are more likely to be accepted/approved by DUSA, and be successful longer term than a niche or specific club (e.g. a Comedy movie club).

If there is a Club with a broader nature or purpose that is already affiliated with DUSA, DUSA will not accept applications for a subset of this Club. For example, if there is a Board Games Society on campus, a Monopoly Club application will not be approved.

Anyone can join a DUSA club, regardless if they are based at a specific campus, are a cloud student or are a non-Deakin student.

### 3.4. Course of Enrolment: Deakin

Only students currently enrolled in a course of study administered by Deakin University are eligible to start a new Club. To ensure that all students in the application are currently enrolled at Deakin, all prospective Club Executives must attach a copy of their 'Evidence of Enrolment' from Student Connect along with their Student ID.

**\*\*\*Please note:** Deakin College/DUELI students are **not** eligible to start a new club/hold an Executive role.



### **3.5. When to Submit the Application**

DUSA only accepts new Club applications to commence in Trimester 1 of each year.



The *Starting a Club – Initial Application* form will only be considered if it is submitted via email.

**Applications open on the 1<sup>st</sup> October and close on the 1st December. Late applications will not be accepted.**

### **3.6. Who Decides?**

In the first instance, the CSC reviews the application. At this stage, your CSC, a Student Council member and the Student Engagement Manager will review the application. They might provide some feedback to the Club President, if it is obvious that the Club documents require more work before a decision is made. Once a decision has been made, the CSC will inform the applicant group of the outcome of your application.



#### **Part 4. Starting a Club – Initial Application Form**

This form must be submitted by all members of the applicant group via email to your CSC. It is the responsibility of applicant groups to ensure that forms are completed correctly, legibly and submitted by the deadlines. When a form is not completed correctly, the application may be rejected.

**You must provide: your proposed Club Name and relevant details based on the criteria below.**

*Please provide detailed written responses (in a separate document) to the following criteria.*

*Applications must address each of the below statements and attach this to their application.*

- List a minimum of four dot points that set out substantial and achievable *Aims & Objectives* of your proposed Club.
- List and describe four specific events or activities that your Club is planning to hold. These cannot all be purely social functions. They must be examples of how your Club is planning to fulfil your *Aims & Objectives*.
- Include details (if any) of any external organisations/groups that the Club plans to be affiliated with. For example, if this Club is a “chapter” of a larger organisation.
- Explain how your Club’s aims, objectives and proposed activities would differ from those of any currently affiliated Clubs and/or DUSA/Deakin departments.
- Describe how your Club would make a positive contribution to the student experience at university.
- List the support services and resources the Club anticipates it will need to access from DUSA
- Attach a copy of your Evidence of Enrolment (from Student Connect)
- Attach a copy of your Deakin Student ID



- Complete the applicant details form (located below)

**Applicants' Details (1)**

**Lead Applicant – Club President**

**Name:**

**Deakin Student ID Number:**

\_\_\_\_\_

\_\_\_\_\_

**Mobile Phone Number:**

\_\_\_\_\_

**Deakin Email Address:**

*The CSC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.*

\_\_\_\_\_

I, the person listed as **Club President**, have read *Starting a Club or Society* and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a currently enrolled Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
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**Applicants' Details (2)**

**Applicant – Club Treasurer**

**Name:**

**Deakin Student ID Number:**

\_\_\_\_\_

\_\_\_\_\_

**Mobile Phone Number:**

\_\_\_\_\_

**Deakin Email Address:**

*The CSC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.*

\_\_\_\_\_

I, the person listed as **Club Treasurer**, have read *Starting a Club or Society* and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a currently enrolled Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
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**Applicants' Details (3)**

**Applicant – Club Secretary**

**Name:**

**Deakin Student ID Number:**

**Mobile Phone Number:**

**Deakin Email Address:**

*The CSC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.*

I, the person listed as **Club Secretary**, have read *Starting a Club* and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a currently enrolled Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### **Part 5. What Happens Next?**

Once the *Initial Application (Part 4)* has been approved by the campus CSC, and the proposed Club Executives informed, the Club must then begin preparing the following documents:

- 1) A draft Club Constitution – the model constitution is unable to be edited from its original form. Editable sections are highlighted and require completion by the Executive
- 2) A detailed events calendar – remember to include a mix of located and online events/initiatives
- 3) A detailed yearly budget
- 4) A sign-up list of 20 Deakin students willing to sign up to the club if its affiliation is approved (clubs are not permitted to sell memberships until their club is formally approved and set up)

These documents **must be submitted to your CSC within two weeks** of being notified of your *Aims and Objectives* approval. Your CSC will provide you with templates of the above documents to assist you.

The deadlines throughout the process are deliberately tight, to ensure that Clubs are established quickly and meet the start-up requirements. This means that applicants must ensure that they stay on top of everything, and maintain contact with their CSC during this process. CSCs use email as their primary communication method, so applicants must ensure that they check their email regularly (ideally daily) during the application process.

### **Part 6. Probationary period**

Once a club is approved and formally affiliated with DUSA, the club will enter their probationary period. The probationary period runs from the date of the new club's affiliation until the end of the T1 teaching period.

The key components considered in the new club probationary period are:

Stage 1: The new club must have a minimum of 20 paid club members prior to 31<sup>st</sup> March in the year of affiliation in order to proceed to operate for the remainder of the year

Stage 2: The new club must run a minimum of two events per trimester (not including OWeek events/the club AGM)

Stage 3: If the Club does not meet the following requirements; DUSA management will review the current status of the club and determine the affiliation status of the club moving forward;

- Alignment with the approved club constitution/purpose
- Delivery of the events specified in the events calendar
- Engagement with the club membership base
- Engagement/responsiveness to DUSA communications



## **Part 7. Contact Details**

### **6.1. CSC (Burwood)**

Name: Robert Gee  
Email: [robert.gee@deakin.edu.au](mailto:robert.gee@deakin.edu.au)  
Phone: 924 68122

### **6.2. CSC (Geelong & Warrnambool)**

Name: James Pountney  
Email: [james.pountney@deakin.edu.au](mailto:james.pountney@deakin.edu.au)  
Phone: 5227 8420

## **Part 8. Checklist**

This checklist is provided to help you complete the first part of your new Club application correctly. You are not required to submit this checklist, it is for your own use.

- We have read the booklet *Starting a Club*
- We have agreed on the Club name \_\_\_\_\_
- We have emailed a draft of our proposed Club's *Aims & Objectives* to the Clubs Support Coordinator on \_\_\_\_\_/\_\_\_\_/20\_\_\_\_\_
- We have finalised our proposed Club's *Aims & Objectives* and prepared responses to all questions in *Part 4: Starting a Club – Initial Application*
- We have included details of any external companies/groups that we will be affiliated with
- We are all Deakin students currently enrolled in a course and have attached our individual 'Enrolment Details' to verify this
- We have attached copies of our individual Deakin Student ID's
- We are all current DUSA members
- We have downloaded and read the *Affiliation Agreement (not submitted until after the club has been formally approved by DUSA)*
- We have downloaded and read the *Club Constitution template (not submitted until after the initial application has been approved by DUSA and part 2 has been requested by DUSA)*
- We have familiarised ourselves with the DUSA website – especially the 'About DUSA' section
- We have completed and signed the form *Starting a Club – Initial Application*
- We have completed and signed the form *Applicants' Details*
- We have made a copy of the completed form for our records
- We have each submitted the application and supporting documents via email to the CSC