



# STUDENT GUILD

## Student Club Handbook



# ACKNOWLEDGEMENT OF COUNTRY

**We acknowledge the  
Traditional Owners of the land.  
We pay our respects to their  
Elders, past and present, and  
the Aboriginal Elders of other  
communities.**



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## Clubs @UniSQ

Student clubs at the University of Southern Queensland (UniSQ) are where the magic happens! From knitting ninjas to football champs, our clubs unite students from all walks of life under one awesome banner.

Students can gain valuable experience through serving on a club committee and have a heap of fun as well. So why don't you dive right in for the chance to forge friendships, make unforgettable memories, and even pick up skills that could turbocharge your career!

This handbook is your ticket to kickstarting and steering a UniSQ Student Club. Got queries or need an extra boost? The Student Guild C&S Team are just a message away!

## Walk-in Hours

Talk to the Club Coordinators about their flexible walk-in hours. Walk-in appointments are best for short, simple, easy to attend to issues. Walk-ins are always encouraged!

If you require a longer catch up, or have a lot of questions, shoot through an email to formally book a meeting. Alternatively, reach out via the phone on the number listed below.

## Contact C&S Team

**Address:** 20 Baker Street,  
Darling Heights Toowoomba

**Phone:** (07) 4688 0700 - Option 4

**Email:** [Clubs@StudentGuild.com.au](mailto:Clubs@StudentGuild.com.au)







**STUDENT  
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# Starting a **NEW CLUB**



**Connect, Unite, and Ignite  
your Passion: Start a Uni  
Club Today with these 3  
Easy Steps.**

# Starting a New Club

Follow these steps!

1



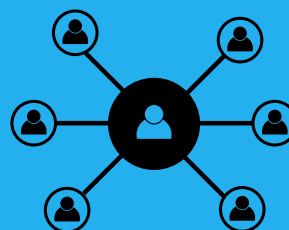
Idea  
Submission &  
Club  
Application

2



Ratification

3



Affiliation

There are three easy steps to follow to start a new club at UniSQ.



# Step 1 - Idea submission

The first step is that your idea for a club must not conflict with, or be recognisably similar to, an existing club. A current list of clubs & societies can be found on our website: [studentguild.com.au/clubs-societies/](http://studentguild.com.au/clubs-societies/)

If you have any questions or concerns we suggest you contact the club's coordinator as soon as possible to discuss your idea .

To be accepted, a new club must (at a minimum):

- be open to all students & be member led,
- have an achievable mission,
- be financially responsible, and
- be sustainable, in terms of ongoing membership attraction.

If you believe you meet these criteria, then it's time to look at the process of affiliation and the obligations that your club will need to consider. If you make your application after the 1st of October each year your club will be considered for the following year.

## Why affiliate?

There are a variety of benefits of club affiliation. These benefits include:

- Potential use of the UniSQ name and/or logo;
- Public Liability Insurance coverage for approved activities;
- Access to UniSQ facilities, grounds, courts and other areas at no cost;
- Use of approved sporting and other equipment at no cost;
- Listing on UniSQ SG website;
- Assistance with graphic design, membership attraction and event management;
- Training and other resources for club executives;
- Stall at UniSQ Student Expos on all three campuses free of charge; and
- Advertising of club events and recruitment activities on university and SG noticeboards, social media and QPAY apps.



# Step 2 - Ratification

If you think you meet the basic requirements and are ready to proceed, then here is what you need for the next step in the process:

- A club name;
- A club email account;
- Contact information (phone, email and student number) of the person applying for the club;
- A list of at least 10 potential current students who wish to be members (with their Student ID information); and
- An idea of the club's mission, vision and values. (A template for this can be found here).

**Don't think you can meet these requirements? Do not fret!**

In Student Guild terminology, a society is the title we give groups of students who share an interest, wish to meet regularly (or semi regularly) to explore those interests, using university facilities, but who don't yet meet the requirements to be considered a club.

If this sounds more like what you had in mind, then contact the C&S team to discuss your needs and how the Student Guild can assist and support you until you get enough momentum to start the full club affiliation process.

If you are ready to get your club started, and you have all the information needed, you need to head over to our club management platform: QPay.com. The student guild uses the QPay platform to manage all club correspondence, information and resources.

Sign up your new club and submit your information through the "New Club Idea Submission and Application" form, located under the Forms tab.

The forms are considered at the monthly Student Guild Club's Meeting. If the committee has more questions, then you will be invited to attend a Teams meeting to provide clarity and additional information.

There are two possible outcomes of the meeting. The first is that your club idea is ratified, which then allows you to progress to the final stage of the affiliation process.

The second outcome, is that your club idea is not ratified, and the Student Guild will work with you to improve your idea and application to be reconsidered at the next meeting.





# Step 3 - Affiliation

If your idea for a new club is ratified, you will receive notification on your Qpay email address along with any additional information that will be required for affiliation.

You need to organise the following to be affiliated:

- Hold an Inaugural General Meeting (IGM) - the Student Guild can assist with this;
- Adopt the UniSQ SG Model Constitution and Code of Conduct;
- Elect a club executive team (minimum of President, Secretary, and Treasurer); and
- Submit the documentation and evidence for affiliation through the QPay portal.

## Ratified & Affiliated

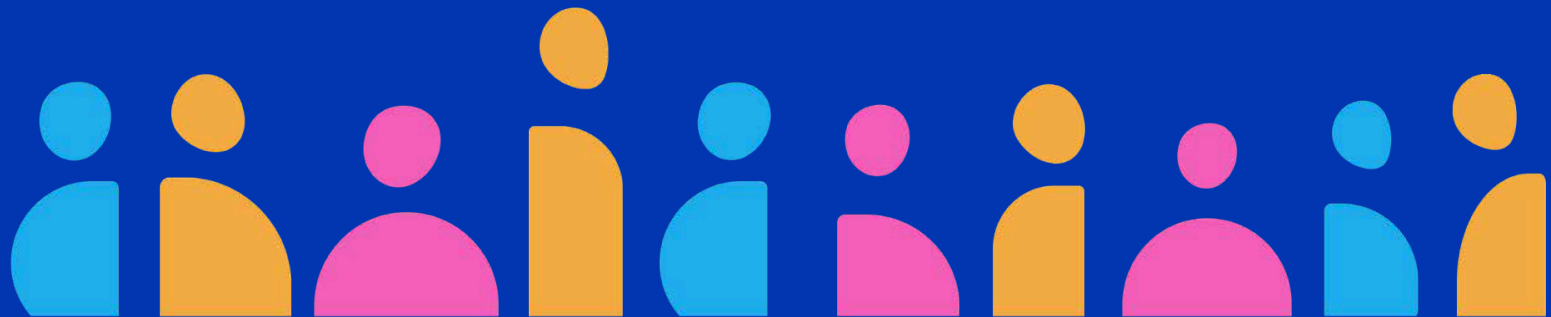
Once the application has been submitted and all documentation is in order, then you will be notified of the club's successful affiliation along with the relevant terms and conditions.

It is not unusual for clubs to have to resubmit their applications a few times if the documentation is not quite complete.

Following the notification of affiliation success, then it's time to finish the process.

This involves:

- Applying for and then submitting details of a club ABN;
- Updating the QPay Club profile;
- Setting up bank details; and
- Recruiting members.





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GUILD**

# Reaffiliation & **GOVERNANCE**



**Reignite, Reconnect and  
Reaffiliate your Club.**

**Fun Today and Skills for  
Tomorrow.**

# Re-affiliation

Clubs that are affiliated will need to renew that affiliation each year. This process is known as re-affiliation. As most of the information is already in the QPay portal for affiliated clubs, the process of re-affiliation is very straight forward.

The following is required to be submitted through the Qpay app along with the re-affiliation form:

- Audited bank Statements for the previous year (see the audited bank statement section for more information);
- Updated copy of the club's constitution;
- Updated agreement to abide by the SG Code of Conduct;
- Meeting minutes for AGM with proof of student attendance;
- Updated contact details for the executive & committee members; and
- Completed re-affiliation checklist (this is a dynamic questionnaire that will determine your new affiliation level).

All re-affiliation documents and applications need to be submitted by the middle of June of each calendar year (the exact date will be displayed in the Qpay App).

The C&S Team will provide assistance with the process if needed. Clubs that decide not to re-affiliate will be removed from the QPay app and have their information and assets returned to the Student Guild until such time as the club revives.

## For Incorporated Clubs

Incorporated clubs need to follow a slightly different process for both affiliation & re-affiliation. These clubs need to provide an updated and valid certificate of incorporation, and UniSQ brand use agreement, along with their affiliation or re-affiliation documentation.

Incorporated clubs who successfully affiliate with UniSQ SG will also be bound by all UniSQ SG policies, Codes of Conduct and terms and conditions for club affiliation with UniSQ SG.



# Obligations

The Student Guild has a responsibility to ensure that all affiliated clubs operate safely, legally, and ethically. It is therefore important that clubs understand the obligations that come with being affiliated. These obligations are grouped into 2 main areas: club governance and club management.

## Affiliated Club Governance

Club governance is all about ensuring that the club and its members operate within the legal, fiscal and ethical boundaries of a not-for-profit organisation and according to the UniSQ SG code of conduct.

Good governance starts with good leadership, and all affiliated UniSQ clubs must fulfil these leadership requirements.

- Appointment of a club executive that consists of (at a minimum) a president, a secretary and a treasurer.
- The executive roles must be held by current UniSQ students or staff, with the term of office being at least one calendar year.

Changes in the club executive can only be made at the AGM or via a Special General Meeting (SGM). The C & S team need to be immediately notified of any changes to the club executive.

All club executives are expected to work as a team in collaboration with the Student Guild, to benefit their club and its members in pursuing its purpose.

All club executives and their members need to be aware of, and adhere to, the UniSQ Student Guild policies and procedures in relation to: the code of conduct; information privacy; data security; and bullying and harassment.

Club executives need to ensure that all financial dealings are well documented and that the club's financial statements are audited annually through the ATO. It is a requirement to submit a copy of these audited statements with the re-affiliation process.

## Club Handover

Outgoing club executives are expected to complete a sufficient and proper hand over to the new executive by no later than December 31st of each year.



## Club Handover

A good handover will not only ensure that the new executive understand their roles and are prepared for the following year, but also to ensure that the club operates as efficiently and effectively as possible.

A proper handover can entail but is not limited to:

- a review of SG procedures;
- an overview of previous events;
- changes to bank account details and passwords;
- updating relevant contacts; and
- reflections and advice on filling the role.

## Data Privacy

An affiliated club may hold private and identifying information of its members and executive. All data is to be handled in accordance with the UniSQ SG privacy and data security policies and cannot be shared without expressed permission.



## Membership

Each club must have a base of financial members who have paid the respective clubs' membership fee.

The minimum membership fees that an affiliated club must set are:

- an annual membership fee of at least \$5 per UniSQ student/ staff member; and
- at least \$25 for non-UniSQ students or staff.

(A current UniSQ Student/Staff member is one who holds a valid UniSQ ID).

Club membership must be managed through the QPay website and must be valid for one calendar year, expiring on the 31st of December for that year. After this period, an individual will need to renew their membership.

Each club must have a membership that is comprised of at minimum of 20% current active UniSQ Students or staff to maintain their affiliation status.

It is expected that the club executive will work with the student guild to maintain and grow their student membership each year.



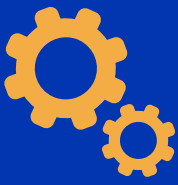


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# Club MANAGEMENT



**How to run a successful club: Be open to new experiences, make new friends, and don't be afraid to step outside your comfort zone.**



## Club management

All UniSQ Student Guild affiliated clubs need to adopt and implement good management practices to ensure the success of the club and the safety of their members.

Clubs and societies are invited to attend a variety of club specific events each year that can help to boost their profile and attract new members. These events include, Student Expo, orientation days and other student engagement events organised by the Student Guild team.

Clubs will be notified when these events approach and the C & S team will help out with stalls and other equipment needs.

The club executive teams are also required to attend training to help them utilise the full functionality of the QPay app and to upskill their governance and leadership capacity. These sessions will also be promoted well in advance to ensure maximum attendance.



## SG Club News

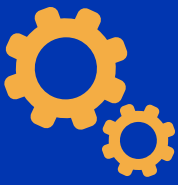
To stay updated on UniSQ SG Club News we recommend:

1. All club executives to join UniSQ SG Clubs Hub.
2. Using the club's shared email for all club-related communications (e.g. bookings, funding, events planning, sponsorships)
3. Club executives check club emails regularly.
4. Monitoring UniSQ SG social media.
5. For internal communications use QPay so club members to stay informed about meetings, events and changes.

## Sponsorships & Partnerships

Clubs have the opportunity to secure additional income through sponsorships and partnerships. To establish these relationships with external organisations and businesses, clubs need to have a sponsorship prospectus prepared that details your value proposition, benefits to the organisation and evidence, citing past event statistics, that you can deliver.

Your C & S team can assist you to prepare this.



## How to Run a Successful Club

Success in managing a club at UniSQ hinges on design, collaboration, and strong leadership. Historically, effective clubs have ensured they:

- Offer compelling benefits to members.
- Maintain proper bookkeeping and governance documentation.
- Engage in regular marketing to maintain a favourable brand perception among potential sponsors

## Club Constitution

The club's constitution serves as a foundational governance document and is important for all SG Clubs. Constitutions define the core activities and principles that will govern club management and goal facilitation. Constitutions address the general principles of club operation including the purpose of the club along with guidance on how the club will consider issues such as gender & cultural balance, access and inclusivity, codes of conduct and responsibilities.

Each club will have a constitution that is fit for the club's purpose and this is generally one of the first things a new club needs to establish. Changes to a constitution can only be made at an AGM or at a special general meeting of the members.

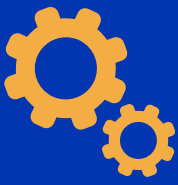
## Governance Documents

Success in club operations depends on maintaining essential governance documents, including the:

1. Club Constitution
2. Executive Meeting minutes
3. The Code of Conduct
4. Receipt books for all club purchases
5. Up-to-date Profit and Loss Statement
6. Up-to-date Asset Register

To ensure the accessibility and regular upkeep of these documents, we require that all SG clubs use a sharing platform like Google Drive to organise the information annually.





## Club Bank Account

Once a club has held their IGM, submitted their affiliation application, and received an approval email, the C & S team will assist in the process of setting up a bank account for the club.

The account's management and operation will remain the clubs' responsibility, however each club account needs to be audited annually by the ATO. The club executive training will cover how to manage the finances in an ethical and responsible manner.

It is important that clubs use and keep appropriate records and documents to meet the ATO audit requirements such as: invoices, reimbursement information and spending approval forms.

## Insurance

Clubs require public liability insurance for their members to cover them in case of accidents whilst they are engaged in club-related activities.

While we do not discourage clubs from engaging in higher-risk activities (eg. rock-climbing, skiing, motorbike sports), we strongly recommend taking measures to reduce and manage risks effectively. In some cases the Guild will require a Risk Assessment Plan prior to the undertaking of these activities to get confirmation that the insurance cover will still be valid.

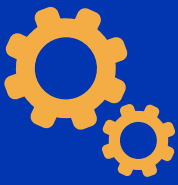
Part of the affiliation process requires clubs to complete a declaration of activities to ensure that PLI is approved.

When clubs are operating off campus, sometimes there will be a requests to provide a PLI certificate.

In these cases please email the C&S Team at [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) with a completed risk assessment plan. The team will assess the request and submit the PLI Certificate directly to the venue on your club's behalf.

If a club needs to make a claim for injuries, please complete the Student Guild Incident report and Sport Injury Claim Form found on QPAY and send to [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au)





## UniSQ SG Auditing and ATO reporting

Maintaining good financial accountability and transparency of decision making and money handling is crucial. Clubs raise funds from membership fees, event tickets, and fundraisers and this money needs to be accounted for and spent according to the club's constitution.

Ensuring transparency and legitimacy of club expenses is a critical for club executives and the annual audit by the ATO helps to keep everything compliant.

Helping the club executive with this task will form part of the compulsory training.

The ATO has new reporting requirements for NFPs, including clubs, societies and associations. Any club/society/association with an active Australian business number (ABN) need to lodge an annual NFP self-review return to continue accessing income tax exemption.

You need to lodge your first NFP self-review return for each financial year, between 1 July and 31 October of the that year. There is a flowchart at the end of this handbook to assist you.

[How to prepare a self review](#) (LINK)

[Not-for-profit self review](#) (LINK)

ATO Not-For-Profit advice service

Phone: 1300 130 248

Email: [atoendorsements@ato.gov.au](mailto:atoendorsements@ato.gov.au)

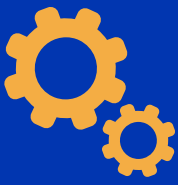
### The importance of keeping accurate records

The club treasurer should maintain a record of all purchases and receipts. It is important that this can be produced at any time to show the financial position of the club both to the Student Guild and to the ATO.

Clubs that fail to comply with good financial practices risk not only dis-affiliation but also potential legal action.







## Examples of non-legitimate club expenses include:

- Paying yourself to perform executive (volunteer) duties;
- Paying for services that are classified as a conflict of interest (e.g., paying a friend to perform a website upgrade);
- Purchasing merchandise or consumables for the purpose of income, where the profit does not go into the club's bank account;
- Bar tabs where your entire membership isn't invited;
- Reimbursing a club executive or club member, where they cannot provide receipts and/or where the purchase has not been authorised.

## Using QPay to assist with good record keeping

QPay helps streamline financial and membership management for clubs, ensuring transparency and accuracy.

Examples of how QPay can help to manage financial transactions are:



## Payments to Suppliers

When you've made a payment directly to a supplier, Qpay requires that you provide a tax invoice and a tax receipt to ensure that there is a record of the payment and that it has been approved by the executive.

## Reimbursements

At times, it may be convenient for a club member, typically an executive, to cover club expenses and later get reimbursed from club funds. However, to receive reimbursement, the member must provide valid tax invoices or receipts. It's essential to be diligent with documentation for reimbursement purposes as this is something that the ATO will carefully scrutinise.

## Income into Club Account

As with expenses, all sources of income need to be clearly specified for transparency. For example, receipt of membership fees during Welcome Week, or revenue from a barbecue.



## Club Meetings

To maintain open lines of communication and to achieve club objectives, regular club meetings are crucial. There are generally three types of meetings that clubs need to have. These are:

- **Annual General Meetings:** These meetings are legally required once per year. It is at these meetings that the club executive positions are ratified, any changes to the club constitution are voted on and decisions are made about the goals and activities for the club for that year.
- **General meetings.** Most clubs will hold a several general meetings per year where members are updated about club activities and where they can vote on club decisions.
- **Special General Meetings.** These are the same as AGM's but are called out of the annual cycle for members to vote and/or discuss important changes or decisions. For example if a club executive leaves a Special General Meeting would be needed to elect a new executive member.

## Executive Meetings

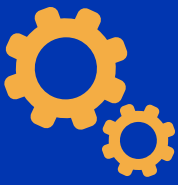
From time to time it may also be necessary for the club executive to meet. It is important that these meetings do not take precedence over general meetings where all members are able to provide their input to decision making.

## Meeting Minutes

Accurate minutes of meetings are crucial for keeping track and providing evidence of club decisions. Meeting minutes are often also required by authorities such as banks, the ATO and the Guild to ensure that due processes have been followed when it comes to the management of clubs and use of funds.

It is important that all meetings have a published agenda that includes; the day, date, time and location of the meeting (whether virtual or physical), along with an outline of what will be discussed.

Meeting minutes need then need to record any apologies, attendees, what was discussed and a brief outline of decisions and discussion points. It is also important that minutes are reviewed by members to ensure that they are accurate. Minutes need to be kept, along with agendas for audit purposes.

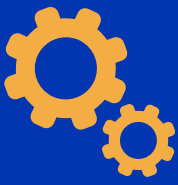


## Meeting schedules

Most clubs will find it easier to manage if they agree on (and then publish) a schedule of meetings at the beginning of the year (usually at the AGM). This means that all members can diaries the meeting dates and it also ensures a more consistent approach to decision making. It is also important that members and the C & S team are notified in advance of meetings. The table below provides a guideline of appropriate meeting notification times for SG affiliated club meetings.

Meeting schedule notification	Club Members	C&S Team
Executive Meeting	n/a	n/a
General Meeting (GM)	7 Days	n/a
Special General Meeting (SGM)	7 Days	7 Days
Annual General Meeting (AGM)	14 Days	14 Days
Inaugural General Meeting (IGM)	7 Days	7 Days
Constitution Amendments	n/a	14 Days





# Annual General Meeting (AGM)

The AGM is a club's annual cornerstone gathering to shape its future. It reviews the past year, sets the tone for the upcoming year, and addresses outstanding matters. Clubs use AGMs to report income/ expenditure, elect new executives, and confirm their desire to continue affiliation with the Student Guild.

## AGM Dates

AGMs should take place between August 1 and October 31 each year. It is not recommended that an AGM be conducted outside of this timeframe.

Failure to hold an AGM by October 31 may lead to a club losing their affiliation.

## AGM Documentation

Here is your list of documents you need to host a valid AGM:

### 1. AGM Agenda

The meeting agenda should be sent to [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) 14 days prior to the meeting.

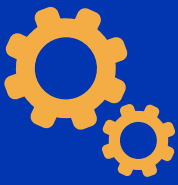
### 2. AGM Attendance List

This list must include attendee names, student numbers, current UniSQ student status, and student email addresses. It is essential to note who attended the meeting and to ensure that quorum has been met.

### 3. Executive Contact Details

This list should be kept updated with the Guild. It must include details like names, student numbers, faculty, student email addresses, and the best contact number.





# Annual General Meeting (AGM)

**NOTE:** All meeting templates and resources can be found here: [\(LINK\)](#)

## AGM Documentation

Here is your list of documents you need to host a valid AGM:

### 4. Membership List

To record your members' details and ensure club compliance within the Guild policies, we strongly recommend that all student clubs as of 2024 adopt a membership list that is up to date and membership payments are recorded.

### 5. Asset Register

This helps keep track of what the club owns and where club assets are stored.

### 6. Receipt Book

The receipt book is essential for the Treasurer to keep updated on any purchases or any incoming funds. The receipt book can be accessible by all club members for transparency

### 7. Profit & Loss Statements

This document notes the total revenue and total expenditure of the club over the year

### 8. Constitutions

Important in setting up and running the AGM as it outlines quorum, proxies, and entails each executive's duties and responsibilities.

### 9. Executive Reports (President & Treasurer)

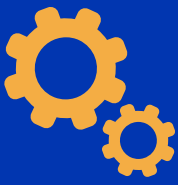
It is mandatory for both the President and Treasurer to present reports at an AGM. Each report should be transparent and respectful in detailing their roles recorded.

### 10. AGM Minutes

The Secretary should take meeting minutes and complete the necessary sections of the AGM submission application.







## Cessation of Activity and Closing of Accounts

If a club ceases to be active or is to be disaffiliated, the Clubs Coordinator **MUST** be notified, and the following documentation will need to be submitted:

- Signed statement by each member of the club executive stating their intent to cease activity along with a copy of the minutes of an AGM or special general meeting where members voted to cease club operations.
- The latest list of club members with relevant contact details;
- Income and expenditure statements;
- Bank statements and reconciliation receipt books, cheque books and any petty cash;
- Copies of any sponsorship agreements; and
- A list, and location, of any capital items.

Upon notice of Cessation of Activity or failure to re-affiliate, UniSQ SG will close that club's bank account and transfer any remaining balance, plus any remaining petty cash and club assets to UniSQ SG.





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# Events & MARKETING



**Social, professional, and industry-based events are one of the major value offerings that all affiliated clubs provide to the UniSQ student community.**



# Event Planning & Annual Calendar

During your initial executive meetings or IGM, we recommend creating an annual calendar to set expectations regarding time commitments and plan club events for members. To increase awareness, create your events on QPay as this will ensure they get added to the events calendar on [unisqguild.com/events](http://unisqguild.com/events).

# AGM Documentation

To successfully run these events, UniSQ student clubs may require funding from outside parties. The Guild recommends preparing the following:

**Event Summary and Run Sheet with all relevant contact details for the event**

**Risk Assessment Post Event Debrief Form (completed after the event)**





# How to Plan a Successful Event

Planning events can be a difficult task, but with the right tools, support, and attitude you can create a memorable event for your members. We have compiled a step-by-step guide to assist your club in making memories!

## 1. Executive Meeting Planning

Meet to discuss and think about the purpose, budget, location, and timeline of the event. Set pricing of tickets and confirm availability.

## 2. Event Documentation

Complete an event summary, run sheet and risk assessment.

## 3. External Outreach

Reach out to relevant suppliers and venues and request quotes. If applying for funding for these events, keep all quotes on hand.

## 4. Social Media & Marketing

Create a QPay event. Market and share your event to the UniSQ Student Community. This can be done through physical advertising, emailing your members, or by reaching out to the UniSQ Student Guild for Marketing,

## 5. Ticket Sales

Keep a track of all ticket sales leading up to the event. Use QPay as a platform for this management. We also suggest using staged and discounted pricing to drive sales.

## 6. Pre-Event Meeting

Organise a meeting in the days prior to the event, to finalise the timeline, executive roster, and venue contact.

## 7. Event Day!!!!

On the day, we recommend arriving an hour early to ensure all is in order. Remember to have fun!!

## 8. Post-Event Actions

After the event, complete a 'Post-Event Brief', we have supplied an example on our resource page. Additionally, update the profit & loss statements and asset register.





# Branding, Advertising, & Merchandise

A strong club brand is vital for attracting new members, sponsors, partners and promoting club activities.

## Social Media

We suggest using platforms like Instagram, Facebook and Canva to create branded content and raise awareness of your club. Remember to tag @unisqstudentguild on instagram stories and we will re-share it on our stories!

## Branded Merch

Club branded merchandise such as T-shirts, tote bags, water bottles, stationery etc. are also a good way to increase visibility of your brand on campus.

### \*Colour Hex Codes Example



### \*Merch Example







## Facility Booking @UniSQ

A significant advantage of being a SG Affiliated Club is the free booking of campus rooms and spaces. With this privilege, responsibilities apply. Bookings for indoor spaces must be made at least 14 days prior to the event, and for outdoor spaces (including club houses), a minimum of 30 days notice is required.

## Types of Spaces & Activities

### Teaching Spaces

Suitable for meetings, games nights, trivia, networking events and information sessions. They are not suitable for activities such as dancing, singing, acting rehearsals, painting or exercise.

### Outdoor Spaces

Suitable for activities such as insured sports activities, dancing, gatherings, and exercise.

### Indoor Sport Spaces

Suitable for all the same activities as outdoor spaces but exclude painting and activities that could damage the facilities.

### Room Layout

Clubs should take a photograph of the room upon entry to document furniture and equipment placement. Failing to restore the room may result in the loss of booking privileges.

## UniSQ Facilities Terms and Conditions

Clubs must adhere to the rules set by UniSQ and the Student Guild, which include:

- Compliance with the site license & terms
- Safe and appropriate conduct on campus
- Obtaining approval for product sales
- Obtaining a Food Safety Certificate and practicing food safety
- Allocating time for setup and packdown within their bookings

The full terms can be found [here](#).

## Food & Drink

No food or drink is allowed in UniSQ rooms, except in rooms designated for catering. Eating outside the room is encouraged to avoid a \$90 Room Hire Cleaning Fee. Alcohol is only permitted in licensed UniSQ venues.

## Non-Compliance Consequences

Failure to comply with these rules may result in receiving a formal warning letter from UniSQ and the Guild due to its negative impact on their reputation & affiliated clubs.

## How To Book A Room on Campus

Visit [studentguild.com.au/venue-hire/event-hire-enquiry-form/](http://studentguild.com.au/venue-hire/event-hire-enquiry-form/) and fill out the form with as much information as possible.





## BBQ Bookings @UniSQ

SG Affiliated Clubs can book BBQs on campus to raise funds for club activities and to promote their club on campus.

### BBQ Locations

The Guild offers multiple portable BBQs at the Toowoomba campus. The spaces these can be used are but not limited to:

- The Quad
- CBRC
- Near Allison Dickson
- at Club Houses & Outdoor Fields

At the Springfield and Ipswich Campus, there are fixed BBQs which can be booked. These are located near D Block on Springfield and near the Library at Ipswich.

### BBQ Booking Form

BBQs can be booked via the expression of interest form on QPay. Please register your preferred dates and upon success you will be notified on the date you can operate.

### Food Handling Certificate

Prior to your BBQ event, make sure all individuals involved complete the Food Handling Certificate that is provided in the BBQ booking form.

Send the certificates to the C&S Team via the QPay Submission form, 7 day at least 7 days before the BBQ.

### Supplies

The Guild is looking to expand the assistance that can be provided to clubs in terms of provisions. Currently the Guild can provide sauce and essential utensils (gloves, jhand santiser, tongs, and serviettes)

### Promotion

Enhance your club's visibility by bringing your club banner and marketing materials to the BBQ. You can also share your materials with our marketing team for social media promotion.

Don't forget to tag @UniSQStudentGuild in your posts!

### Duration

Club BBQs typically run from 11:00am - 2:30pm. Club members running the BBQ must arrive at least 30 mins prior to allow time for set-up.

### Payments & Pricing

To handle transactions, you can bring a club square reader or a petty cash box. In case Square Readers encounter issues, we recommend printing QR codes with links for membership sales or event ticket sales.

For sausages, we recommend setting the starting price at \$2.50. Consider offering attractive deals.





## SG Equipment Hire

The Guild provides communal equipment for club operations, including marquees, tables, chairs, square readers, first aid kits, and more. These are free for hire and are available to all SG affiliated clubs

### Terms & Conditions

When hiring our equipment, clubs must abide by the following general terms and conditions:

1. You acknowledge that the borrowed equipment must be returned in the same condition as when borrowed, fit for future use by the agreed “return date.”
2. The club is responsible for any damages or lost items during the borrowing period.
3. Cleaning fees will apply if the equipment is returned damaged or uncleaned.
4. Notify the Guild of any damage or concerns before taking the equipment.
5. In case of damage, theft, or loss of equipment, the Guild may repair or replace the equipment at full cost, with the decision at the discretion of the Guild.
6. Late returns may incur hire fees to cover equipment needed by the Guild.

You can find the complete T&Cs here.

### Equipment Hire Process

Please submit a Equipment Hire Application Form via QPay.

We are constantly updating our equipment list. If you have specific equipment inquiries, please email [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au).

### Loss/Damage Reporting

If the equipment you’ve rented is lost or damaged, promptly email [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) with event/booking details, your contact information (name, email, phone, and role), and detailed descriptions/images of the damage or loss.

### Club Storage

Club Storage is free for all clubs looking to store equipment & merchandise on campus.

1. Clubs must complete the QPay form 14 days before access. This form must be redone when your executive team changes.
2. Food and drink is not permitted to be stored club storage areas. If food and drinks are found during inspections, they will be removed and disposed of.
3. Clubs must ensure belongings in storage rooms are kept in a singular box, unless otherwise agreed upon with the Clubs Coordinator.



## High Risk Events (HREs)

High Risk Events (HREs) encompass activities that go beyond regular club events on-campus. These include remote travel, interstate trips, driving, adventure sports (e.g., skiing, abseiling, base jumping, parkour), sports involving heights exceeding 2 metres and speeds over 20 km/ph, and activities with significant physical contact.

## Managing HREs

If your club plans to participate in HREs, you must create and share a Risk Assessment with the Guild to ensure they are informed and adequately covered by insurance. Clubs should periodically review this document to align with the club's evolving needs.

*Note: Please find club Risk Assessment Templates [here](#).*







**STUDENT  
GUILD**

# Policies & **REGULATIONS**



**Social, professional, and industry-based events are one of the major value offerings that all affiliated clubs provide to the student community.**



# UniSQ SG Regulations

All Affiliated Clubs are required to adhere to the UniSQ SG policies. These guide the behaviours, decision making and processes for the UniSQ Student Guild operations. You can access a series of UniSQ SG governance documents at [studentguild.com.au](http://studentguild.com.au), including the UniSQ SG Constitution, UniSQ SG Regulations, Code of Conduct, other policies and Media Regulations.

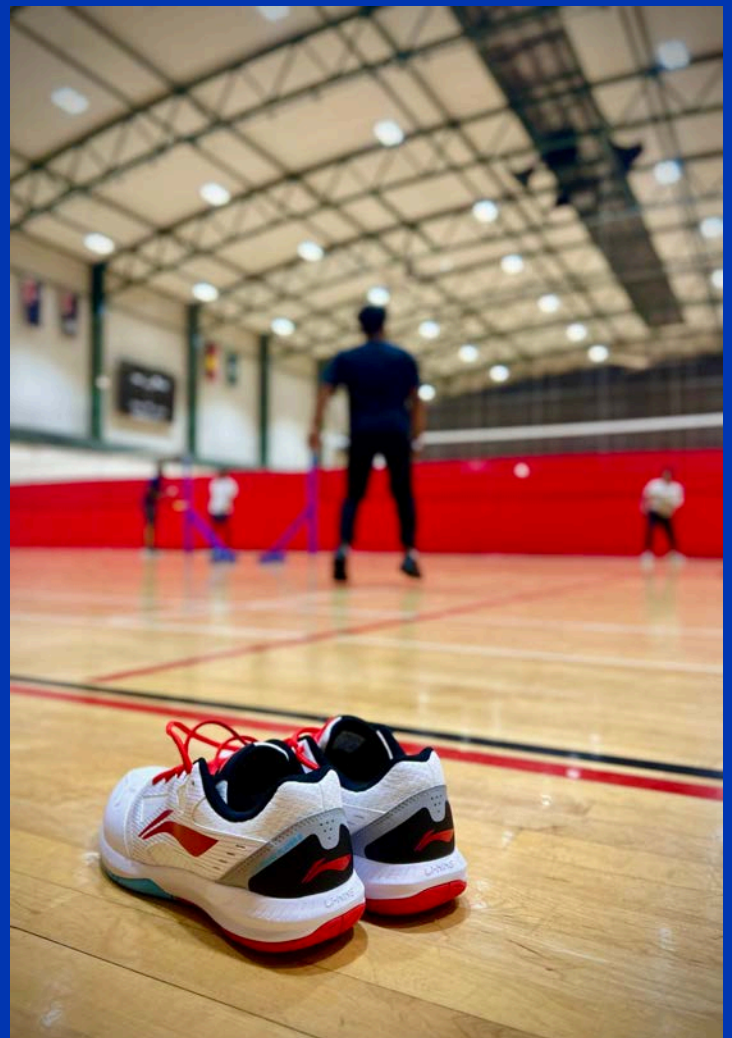
## SG Clubs and Societies Policies

The Clubs and Societies Policy is a comprehensive document that addresses essential club functions.

## Code of Conduct

According to UniSQ Regulations, all Affiliated Clubs must adhere to SG Code of Conduct as well as the following policies:

- [Alcohol & Drug Use](#)
- [Anti-Bullying Policy](#)
- [Complaints Handling](#)
- [Equal Opportunities](#)
- [Privacy](#)
- [Freedom from Harassment](#)
- [Work Health and Safety](#)



To access the links in this Handbook, please visit [studentguild.com.au](http://studentguild.com.au) or email [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) if you require a physical version.