

Affiliation Agreement

The Club agrees to the following requirements of Arc @ UNSW Limited (“Arc”) affiliated Clubs:

- To comply with Arc Clubs Policy & Procedures
- To adhere to Arc’s membership requirements that all executive members must be Arc members
- All executive members must be over the age of 18.
- To uphold respect and safety in all activities of the club.
- To have a Constitution that complies with Arc’s minimum requirements
- To attend all Clubs Briefings and read all official Arc emails
- To submit membership lists for auditing when requested
- To display the Arc Clubs logo on all Club publicity material and publications, including the Club’s own website (if the Club has a website), and at all events the club holds.
- To update Arc on any changes to the Club Executive
- To not cover or remove official in-date Arc promotional or information material
- To allow Arc representatives access as an observer to all AGMs, EGMs
- To keep financial accounts up-to-date and open for inspection by Arc for spot audits (2 weeks’ notice will be given)
- To abide by any reasonable requests and/or recommendations by Arc related to a complaint regarding the Club
- To comply with any reasonable requests and directions made by Arc that are necessary to ensure compliance with the Club Policy & Procedures and/or for the proper governance of the Club
- To allow Arc the right to monitor any Club activity
- To allow Arc the right to use images of your Club (including but not exclusive to photos posted on Facebook and submitted in grant applications) in its marketing and publications.
- To adhere to all decisions of the Clubs Tribunal, should a case involving the club, its executive or its members be referred to the Clubs Tribunal.

The individual agrees:

- That they have read and understand the Arc Clubs Alcohol Policy, will ensure that the Club abides to this Alcohol Policy at all events, and acknowledge that breaches of the policy may result in Arc suspending the Club’s affiliation or disaffiliation.
- That they have read and understand Arc’s Club incident reporting requirements and acknowledge that breaches of the policy may result in Arc suspending the Club’s affiliation or disaffiliation (this would mean that the Club temporarily or permanently loses Arc’s support).
- That they have read and understand Arc’s Club Grievance policies and procedures and acknowledge that they may be referred to the Clubs Tribunal, or directly to Arc Clubs Management and that decisions made by the Tribunal or Management could result in their removal from the club.
- That they are aware that the information they collect about individual members is confidential and cannot be given or sold to any other person without the written permission of the individual member(s).
- That they will attend or complete any mandatory training as required by Arc.
- That they will notify their club executive by email if they decide to resign from their Executive position.
- That Arc may disclose to the current Executive, in limited circumstances, any formal adverse findings by Arc against them which may render them unsuitable for holding an Executive position.

Work Health & Safety (WHS) Requirements

Clubs are required to comply with the Club Executives must ensure that all Club events and activities are conducted in a manner that is compliant with Work Health & Safety (WHS) legislation of the national, state and/or territorial jurisdiction their event or activity is taking place in. Compliance is mandatory, and breaches may result in the Club becoming disaffiliated.

Responsibilities of an Executive member of an Arc affiliated Club include, but are not limited to:

- Taking reasonable care for the Health & Safety of themselves and others, including engaging in safe work practices and managing psychological risks.
- Completing a risk assessment before every event or activity.
- Adhering to risk assessments during all events and activities.
- Participating in discussion and consultation on the management of WHS risks that may affect them and/or their Club members.
- Developing and adhering to a Work Health & Safety Policy which forms part of the larger Risk Management Policy for the Club.
- Cooperating with Arc and/or UNSW to ensure compliance with WHS legislation, including cooperating with Arc and/or UNSW WHS policies and procedures when conducting events involving Arc or UNSW facilities.
- Seeking WHS information or advice from Arc where necessary, particularly before carrying out new or unfamiliar work or for the purpose of Club events or activities.
- Ensuring Club activities, decisions and practices are free from psychosocial hazards or other harms to well-being, including bullying, harassment, discrimination, or anything which may embarrass, offend or humiliate.
- Ensuring that executive members participate in WHS education and training as provided by Arc where possible.
- Wearing appropriate clothing, footwear and protective equipment for all work being done and properly use relevant safety devices while on Arc premises or when participating in Arc-run events and activities.
- Ensuring whilst on any Arc premises that they are familiar with Safe Working Procedures that are relevant to the tasks they are undertaking.
- Familiarising themselves with Arc, local and University-wide emergency procedures and cooperate with directions of emergency wardens.

Insurance

- Arc does not provide any personal accident, property or indemnity insurance cover for Club members.
- It is the responsibility of each Club Executive to manage the risks associated with club-run events and seek advice where necessary. Clubs are encouraged to use risk waivers and Terms & Conditions where appropriate.
- Executives of unincorporated Clubs will be personally and legally responsible for any commercial contracts and/or sponsorship agreements entered into on behalf of the Club. Clubs which frequently enter into large commercial contracts should consider incorporation under the Associations Incorporation Act 2009.
- Limited public liability insurance may be available in relation to third party claims. Cover will not be extended for overnight events where Clubs do not choose to accept additional requirements as set out by Arc for overnight events.



Affiliation Agreement

Club Name: _____

I, the undersigned, verify that I have read the Arc Clubs Affiliation Agreement and will comply with the requirements set out therein.

This declaration takes effect from the date of signing the agreement or the start of your term on the Executive (whichever is the later), and is effective for any period before the Club's next AGM (or when the new Executives elected at that AGM officially take their position) where you hold an Executive position within the Club. This includes resigning from your current Executive position/s and holding one or more new Executive positions during this time, or continuing in your current Executive position/s and being elected to one or more additional Executive positions during this time. It does not include any period during this time when you do not hold any Executive Positions within this Club.

Executives

Name: _____

Executive Position: _____

zID: _____

Phone Number: _____

Signature: _____

Date: _____

Name: _____

Executive Position: _____

zID: _____

Phone Number: _____

Signature: _____

Date: _____

Name: _____

Executive Position: _____

zID: _____

Phone Number: _____

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Executive Position: _____

zID: _____

Phone Number: _____

Signature: _____

Date: _____

Name: _____

Executive Position: _____

zID: _____

Phone Number: _____

Signature: _____

Date: _____

If you require more than one page for Executive signatures, please print out another copy of this page or use the back.