

CLUB SUPPORT OVERVIEW


Student clubs and groups operating at Victoria University can access a partnership support model for assistance.

The Victoria University clubs support team (sitting within Victoria Recreation) takes the lead with all club support matters, and works closely with the VUWSA clubs officer to provide advice and direction to the many clubs on campus.

Visit www.victoria.ac.nz/students/get-involved/clubs to find out everything you need to know about running a student club at Victoria.

If you would like to speak with someone face to face, visit 6 Waiteata Road to see the clubs support team.

Alternatively, email the shared clubs email VictoriaClubs@vuw.ac.nz

<p>Asti Farrell Interim Clubs Manager Victoria Recreation – Clubs asti.farrell@vuw.ac.nz 04 463 5538</p> 	<p>Peter McDonald Clubs Administrator Victoria Recreation – Clubs peter.mcdonald@vuw.ac.nz 04 463 6711</p> 	<p>Connor MacLeod Clubs and Activities Officer VUWSA activities@vuwsa.org.nz 04 463 7406</p> 
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SUPPORT SERVICE	PROVIDER		PROCESS/INFORMATION
General Advice and Support	Clubs Manager & Clubs Administrator	VUWSA Clubs Officer	<ul style="list-style-type: none"> • General guidance, support and direction to club officials and prospective club members • Specific advice relating to club registration and sponsorship processes • Guidance on how to start a club and run events
Clubs website and clubs directory	Clubs support staff		<ul style="list-style-type: none"> • Visit www.victoria.ac.nz/clubs for all information relating to the support available for clubs, club officials and students looking for clubs • The clubs directory is where you can search through all the clubs in operation at Victoria. If your information needs updating, email VictoriaClubs@vuw.ac.nz

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Club Registrations	Clubs Manager & Clubs Administrator			<ul style="list-style-type: none"> All clubs need to register each year. This helps the support team understand club particulars that shape the support services provided Information captured through registrations includes; club contact details, insurance information, student numbers, identifies clubs who operate in high risk areas, what support they require during the year, financials, equipment use/storage etc Updating all club contact details on website, club publications, newsletters Circulating annual registration letter to clubs for bank signatory change over etc Providing annual club insurance detail for Insurance department Names of students collated into excel eg Pasifika students Club Registration form can be found here
Sponsorship Applications	Clubs Manager			<ul style="list-style-type: none"> Clubs and individuals can access sponsorship provided by the Student Service Levy Information and application forms The club support team can guide applicants through the process Sponsorship applications are decided by the Sponsorship Panel who meet monthly The club support team oversees the administration of all applications, the payments process, reporting of expenditure and all sponsorship reconciliation
Room bookings (social and recreation spaces and equipment)	Clubs Administrator			<ul style="list-style-type: none"> Clubs support manage all use of the HUB and courtyard, SUB, Recreation, Kirk and BW Field spaces. Booking information and forms can be found on the clubs website The Clubs support team will liaise with security, technicians, cleaning and others to ensure spaces are ready, safe and suitable for clubs Extra support staff available in the weeknight evenings for club bookings Equipment for hire upon request
Club training & development	Clubs Manager & Clubs Administrator			<ul style="list-style-type: none"> The Clubs Manager oversees the club executive training and development. In addition, adhoc and drop in support for all club operations and matters are welcome Club training, development and support may include; funding, starting & running a club, finance (including sponsorship and fundraising), job/volunteer role descriptions, club recruitment, fundraising, health and safety, and much more Training and development opportunities are aligned with the Vic Plus Leadership programme to recognize student contribution
Blues Awards & Gold Awards	Clubs support staff	VUWSA	Events team	<ul style="list-style-type: none"> The Blues Awards recognizes students who are excelling in their sporting fields through performance or administration The Gold Awards recognizes students who are excelling in club development on campus Information and application forms on Awards can be found on the VUWSA website Supporting administration support for both events

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Tertiary Sports	Baylee Mitchell		<ul style="list-style-type: none"> The new tertiary sports model is built on competitive sports only, with university's competing against each other across the year University and Tertiary Sport NZ is the governing body for tertiary sport and the calendar of events Any student wishing to participate in a team should email the clubs support - Baylee.Mitchell@vuw.ac.nz It is expected that Victoria University sporting clubs play a vital part in the forming of teams to represent Victoria in these tournaments
Club storage	Club support staff	VUWSA	<ul style="list-style-type: none"> Speak with the clubs support team about your clubs storage requirements. Limited storage is available in the SUB and recreation, both space have areas managed by VUWSA and Victoria Recreation
Mail Service	VUWSA		<ul style="list-style-type: none"> General mail service and boxes at VUWSA
Noticeboards & Newsletters	Clubs Administrator & Club support team		<ul style="list-style-type: none"> The clubs support team update the dedicated club noticeboards in the HUB, SUB, Pipitea Recreation Centre weekly Send your posters through to VictoriaClubs@vuw.ac.nz, or drop them off at 6 Waiteata Road General student noticeboards around are maintained fortnightly by the club support staff A monthly newsletter
Health and safety, risk management	Clubs Manager		<ul style="list-style-type: none"> The Clubs Manager is available to support and advise clubs on process relating to offsite trip planning, event management, fraud, student code of conduct, club/member behavior Clubs Risk Management Template and guidelines available on the clubs website under the templates section An instructional guide for trip leaders is available for clubs, work with the clubs manager directly on this to help make your trip safe and enjoyable for all involved
BBQ Hire	Clubs Administrator		<ul style="list-style-type: none"> One BBQ is available for clubs and groups to hire, email VictoriaClubs@vuw.ac.nz Supplied are mats, cleaning products, and utensils. A \$15 fee
Van Hire	VUWSA		<ul style="list-style-type: none"> Van hire (one only) available from VUWSA. Email kelburn@vuwsa.org.nz for more information Alternative option is Hireace Rentals, 45 Abel Smith Street, Wellington 04 384 0134 or website: www.hireace.co.nz
Clubs Council	VUWSA Club Activities & Club Administrator		<ul style="list-style-type: none"> Attending club council meetings and working with the VUWSA Clubs Activities officer on requirement for clubs.