

Everything you need to know  
to set up a great club or sports  
team and make the most of  
your time here at Unitec.

# UNITEC CLUBS & SPORTS HANDBOOK







**THANK YOU FOR  
WANTING TO  
START A CLUB, OR  
SPORTS TEAM!**

**Belonging to a club is a great way to meet new people and make the most of your time at Unitec.**

We want to see clubs and societies become an integral part of student life at Unitec. Reaching out to other students is the key.

This handbook outlines everything you need to know about starting and running a successful club.



A photograph of three young people (two men and one woman) blowing colorful confetti into the air. They are all wearing sunglasses and smiling. The background is a soft-focus green, suggesting an outdoor setting. The confetti is in various colors including red, yellow, blue, and white.

# BENEFITS OF APPROVED UNITEC CLUBS

**The Clubs and Sports Team  
can assist with access to  
the following:**

- » Room bookings
- » Sports Equipment loan
- » Club listing on Unitec's official website ([unitec.ac.nz](http://unitec.ac.nz))
- » Social Media presence on the Unitec Student media channels
- » Student Initiated Events Funding
- » BBQ Equipment loan
- » Gazebo and table loan
- » Field bookings
- » Gym usage
- » Administrative assistance and advice.



# HOW CAN I START UP A CLUB?

Firstly, you will need to recruit at least 10 participating members to become an official club.

Check out these four simple steps and fill out the Clubs and Sports application through this link:

[unitec.wufoo.com/forms/start-a-unitec-club-or-group/](https://unitec.wufoo.com/forms/start-a-unitec-club-or-group/)

## 1. Create a plan of attack

- » What is the purpose of your club?
- » What services will you provide to your members?
- » Do similar clubs already exist?
- » What are your goals and objectives for the club?
- » What activities or event are you planning?

## 2. Decide on your leaders

Your leaders will be responsible for:

- » Running the club - administration
- » Club meetings - recording minutes
- » Communication - they will be the first point of contact for new members.

## 3. Submit your Club

- » Once you're ready, complete the above form and submit your application for approval.
- » All clubs are required to conduct themselves appropriately and professionally at all times, and not engage in any activity that is likely to bring Unitec into disrepute.

## 4. It's official

- » Once your club has been approved, you are officially ready to promote yourselves and start activities for your members.
- » Unitec Clubs Days during orientation are a great place to promote your club and sign up new members. Clubs are expected to attend all Clubs Days across both campuses.



# PROMOTING YOUR CLUB

The best way to promote your club is through Unitec's Student Media channels. Make your own posts, share event photos on the Facebook group page, or share stories on the website to show all Unitec students what your club is all about. Take part in events on campus, or create your own events.

## **Clubs Days:**

Each semester during orientation there is a 'Clubs Sign Up Day' across both campuses. This is the perfect opportunity for your club to recruit new members. We recommend that you think of an interactive activity to help attract students. At clubs day you will need to be able to provide the following information to the students:

- » What your club is about
- » When and where your trainings/meetings are held
- » Any upcoming events
- » A sign up process for new members
- » Club leader/s or administrator's contact details
- » Facebook or website details







# CREATING YOUR OWN EVENT/ ACTIVITY

**Clubs help to develop social connections and enhance the student experience at Unitec. We encourage clubs to hold regular events organised and led by you and your student members. As a club you are entitled to apply for Student Initiated funding for an event, or activity.**

Fill out this form online to request funding and other support for your Unitec event.

**[unitec.wufoo.com/forms/student-initiated-funding/](https://unitec.wufoo.com/forms/student-initiated-funding/)**

This form goes to Unitec Student Council for approval. Approved requests then go to the Unitec Student Events team who administer the funding and resources. They offer advice and support as you put your event plan into action.



# HOW TO RUN A CLUB MEETING

It is important that you hold regular meetings either, weekly, monthly, or once a semester. The key is to make sure you get your members together on a regular basis and support each other with events and activities you want to hold on campus.

The leader of the Club should run the meetings, keep minutes and monitor discussions between all members.

We expect this of all clubs to help you prepare for funding applications, track the progress of events and use of funding granted.

## 1. Book a room for your meeting.

Click here to [BOOK A UNITEC ROOM](#) for your meeting.

## 2. Create an Agenda

A list of what you need, or wish to discuss in your meetings.

The more structured your meetings are, the more productive and useful they will be for your club.

## 3. Take minutes

Choose a member to write down all the ideas and action points discussed in the meeting.

## 4. Send a copy of the minutes to the Clubs and Sports Team.



**Minutes are the written documentation of what is said and done in a meeting. The purpose of minutes is to accurately record what was discussed, including decisions and actions that need to be taken before your next meeting.**

The minutes should include:

- » The club name, room details, date and time of the meeting.
- » Names of the meeting participants should be recorded
- » Acceptance or corrections to previous meeting minutes:
- » Decisions made about each agenda item, for example:
  - › Voting outcomes
  - › Decisions approved or rejected
  - › Actions taken or agreed to be taken
  - › Next steps
  - › Items to be held over
  - › Next meeting date and time (if known)



**HOW TO  
KEEP  
MINUTES**





# HEALTH AND SAFETY

**Unitec is all about making sure its students, staff and visitors are safe while they are on Unitec grounds. If your club wants to host an event, or activity you will need to follow the health and safety guidelines to meet the required legislation, policies and processes that protect all students.**

## **Events**

An event Health and Safety Plan is an essential part of running an event. This plan helps reduce risks and detail what to do in the event something does go wrong. As a club you will need to collect the Health and Safety template from the Clubs and Sports Team and complete the form prior to your event. Once the Clubs and Sports Team has approved the plan, it will go to the Unitec Health and Safety team for final approval.



# HANDOVER

## CHANGES

**Once you complete your studies, we want to make sure all of the hard work you have put into starting and running your club carries on.**

Here's what you can do to help keep your club alive once you leave Unitec.

- » At Clubs Day try and recruit as many new students as possible so they can grow with the club.
- » Elect next year's Club leader, ideally around September or October. Make sure it is a well-promoted election that engages all of your members.
- » Ensure all club documentation and processes are handed over to the new Club leader.
- » Supply any past event and activity plans and learnings on how to improve for the following year.
- » Introduce the new Club leader to the members.
- » If there are financial club accounts, you will need to provide the details and processes the Club follows.







# KEY SUPPORT PEOPLE

## Clubs and Sports Team

**The Clubs and Sports Team will help and guide you through the set-up process, and provide ongoing support for your club.**

We are your primary contact, and will give you all the information you need. We can also help with fundraising ideas, room bookings, event planning, promoting your club, advice on club funding, and general administration.

### **Facebook:**

[facebook.com/groups/UnitecStudents](https://facebook.com/groups/UnitecStudents)

### **Email:**

[clubsandsport@unitec.ac.nz](mailto:clubsandsport@unitec.ac.nz)