



AFFILIATED CLUB HANDBOOK



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Introduction

This handbook has been prepared to assist ANU Sport and Affiliated Clubs' officials in effective administration and development of their Clubs.

All current and incoming Club executives must read this handbook carefully and familiarise themselves with the sections relevant to their role within their club. All Club executives should also familiarise themselves with the necessary procedures relating to communication between Affiliated Clubs and ANU Sport.

If you are unsure or need further information regarding any contents of this handbook, ANU Sport has a dedicated team available to support all clubs and their executives. Please contact the ANU Sport team with any queries that are not covered within this handbook.

The Australian National University

The Australian National University (ANU) is unlike any other university in Australia. Founded in 1946, in a spirit of post-war optimism, our role was to help realise Australia's potential as the world recovered from a global crisis.

That vision, to support the development of national unity and identity, improve our understanding of ourselves and our neighbours, and provide our nation with research capacity amongst the best in the world, and education in areas vital for our future, has been our mission ever since.

It can be difficult work, but it's work we proudly do because connecting talented people with diverse perspectives, equipping and encouraging them to address the most complex of tomorrow's problems, and ensuring Australia's future is not just our approach, it's also our national role and international responsibility as Australia's national university, and it's a responsibility from which we'll never waver.

ANU Sport and Recreation Association

We are the home of sport, fitness and wellbeing on campus.

The land on which ANU Sport operates belongs to Traditional Custodians, the Ngunnawal and Ngambri People.

At ANU Sport, we are an inclusive, not-for-profit, community organisation. Our team focuses on delivering subsidised services of wellbeing to ANU Students and the wider ANU community. We also welcome members of the general public into our facilities and to participate in our programs. As members of Pride in Sport and signatories to Racism it Stops with Me, we are committed to providing a safe and welcoming environment for all people.

Definitions

ANU Sport	Australian National University Sport and Recreation Association Incorporated
ANU	The Australian National University
Affiliated Club	A sport club who satisfies all requirements as outlined in the affiliation agreement
Student Member	Club members who are current students of the ANU
Associate Member	Club members who are not students of the ANU – note Club Life members are classified as Associate Members of ANU Sport
Staff	Employees of ANU Sport or the ANU
Alumni	Graduate of the Australian National University
Executive	President, Vice President, Treasurer and Secretary
Volunteer	Any person who works for an organisation without pay
General Public	All non-ANU Sport patrons
Junior	Any person under the age of 18 years old

ANU Sport Contacts

A list of ANU Sport contact emails can be found by [clicking here](#).

This contact list is updated as applicable by the ANU Sport staff members responsible for managing this handbook.

ANU Sport Affiliated Clubs

ANU Sport has 29 affiliated clubs, covering a wide range of interests and activities.

2025 Affiliated Clubs are as listed below:

AFL	Aikido	Badminton
Basketball	Boat (Rowing)	Caving
Cheer & Dance	Cricket	Fencing
Football - Men's	Football - Women's	Futsal
Hockey - Men's	Hockey - Women's	Judo
Jujutsu	Kendo	Kung Fu
Mountaineering	Netball	Rugby Union
Sailing	Scuba	Snowsports
Swimming & Water Polo	Table Tennis	Tennis
Ultimate Disc	Volleyball	

Affiliation Agreement

The ANU Sport Club Affiliation Agreement identifies the benefits and obligations of being an Affiliated Club of the Australian National University Sport & Recreation Association (ANU Sport). Clubs must renew their affiliation annually by completing the affiliation requirements outlined in the agreement. To become an Affiliated Club or maintain annual affiliation with ANU Sport, all Clubs must read, complete and sign the declaration annually by 5:00pm, 31 January. The Term of Affiliation is January – December.

The Affiliation Agreement consists of 4 parts, agreed to and submitted via an online form [found here](#). The four parts are;

- 1) [What are the benefits of being an ANU Sport Affiliated Club?](#)
- 2) [What are the obligations of an ANU Sport Affiliated Club?](#)
- 3) Annual Acknowledgement and Opt-in for Support
- 4) [Declaration by Affiliated Club](#)

Affiliation Procedure: How to Affiliate and Disaffiliate

Affiliating with ANU Sport

Potential new Clubs seeking to apply for affiliation to ANU Sport are required to prepare an application, to be reviewed and approved by the ANU Sport Board. The application for affiliation must include:

1. A cover letter outlining the benefits the unaffiliated club would have for the ANU Sport community; here are some questions you should answer in the cover letter:
 - Why is this club important to the ANU Sport community?
 - How will the club be financially sustainable?
 - How will your club attract strong membership numbers?
 - What are the operational requirements for running club activities?
2. A current copy or draft copy of the unaffiliated club's constitution ([Click here for Constitution Template](#));
3. Proof of Access Canberra Incorporation status – note: the use of the ANU / ANU Sport / the Australian National University / the Australian National University Sport and Recreation or any similar name, image and likeness cannot be used for incorporation until Affiliation status has been approved.
4. Current membership list (with at least 20 members, 50% of which need to be ANU Students).
5. Club must provide a budget that details projected expenses and revenue for a period of a year. The Club can also indicate where they may need initial financial support from ANU Sport. This support is not guaranteed but may be considered.

The following items are required before affiliation can be ratified but may not be in place before an initial application is made:

1. Minutes of the unaffiliated Club's most recent AGM;
2. Contact details of elected Club executive committee members (position, name, email, phone).
3. Selection policy for teams and competitions, where relevant; and
4. Proof of a bank account in the Club's name.

Clubs must submit their affiliation application to the Sport Manager – Clubs & Athletes. The Sport Development Unit will review all submitted applications and will make a recommendation to the Board if the application meets all the requirements. The Board at its discretion may recognise that entity as an affiliated Club. The Sport Manager – Clubs & Athletes will notify the Club of the Board's decision. A Club that is not successful can reapply once reservations raised by the Unit and/or the Board have been addressed. For further details about Club affiliation, see the [ANU Sport Constitution](#), clause 16.1.

If you are starting a Club from scratch, please refer to the '[Creating a club guide](#)' document.

Disaffiliating with ANU Sport

Clubs seeking to disaffiliate from ANU Sport are required to provide written notice to the Chief Executive Officer and Sport Manager – Clubs and Athletes regarding the Clubs' intention to disaffiliate.

The management and procedure of disaffiliation is managed by ANU Sport on a case-by-case basis.

Club Incorporation

All Clubs are required to be an incorporated association by December 31, 2026. From the commencement of 2027, it will be a requirement of affiliation that all ANU Sport Clubs are incorporated. Clubs that are not willing to do so may be eligible to apply to be a program but will not enjoy the benefits that affiliated Clubs do.

Refer to [Club Forum](#) slides for the outline of Club incorporation requirements.

Club Membership Structure

ANU Sport Affiliated Clubs are required to self-manage memberships for any individual (ANU Student or otherwise) who wish to join and participate in Club sanctioned activities, in accordance with the Club Member Structure Policy ([link the policy](#)). The purpose of this policy is to define membership types that Clubs may wish to offer as part of their membership structure and any associated controls that must be in place. This policy should be read in conjunction with the ANU Sport Constitution.

A Club member is an individual who actively engages with sport and/ or recreation activities that are provided by an Affiliated Club, on a regular basis and can benefit from the support and benefits that are provided to a Club that is affiliated with ANU Sport (i.e. grants, insurance, club

rate facility hire, market day, promotion, etc.). These individuals must be registered on the UniOne platform and be a financial member of ANU Sport to be recognised as an official Club member.

The ANU Sport Constitution provides three categories of membership:

- Student
 - An individual who is currently enrolled at the Australian National University and can provide proof of enrolment upon request.
- Associate
 - An individual who falls into a minimum of one of the six identified criteria for membership, see below;
 - Alumni of the University (The Australian National University)
 - Graduate of a registered higher education provider listed on the Tertiary Education Quality and Standards Agency's National Register or any successor body recognised by the University
 - Staff of the University
 - Staff of other organisations whose place of employment is at the University campus within the Australian Capital Territory
 - Club coaches; and
 - someone whom (or a class of persons whom) is (or are) not eligible for admission under the Student Membership category but, in the opinion and at the discretion of the Board, would be a suitable Member (or Members) of the Association. This category includes Junior Members.
- Life Member
 - a person who has rendered distinguished services to the Association and has been so designated by the Association from time to time. *Note: these are ANU Sport Life Members, not Life Members of Clubs.*

All categories of membership must be verified as requested by the ANU Sport Constitution. Further information about Club Membership can be found in the [Club Membership Structure Policy](#).

UniOne User Guide

All clubs are required to use UniOne to facilitate their memberships and Club administration. To assist with this, further instructions and information can be found in the [UniOne User Guide](#).

ANU Sport Membership Terms and Conditions

The terms and conditions apply to any individual who wishes to become a member of ANU Sport and / or an Affiliated Club. Members of an Affiliated Club must also become members of ANU Sport. In accordance with the ANU Sport Constitution, all current ANU students are considered members of ANU Sport, however they are required to verify their membership

through an online declaration at the time of purchasing a Club membership. Non-students are required to purchase an ANU Sport membership and verify their membership status at the time of purchasing a Club membership. If an individual has not completed the purchase and verification of an ANU Sport membership, they are not considered a financial member of ANU Sport or any Affiliated Club.

Click here for full [Membership Terms and Conditions](#).

Member Protection Policy

The main objective of the ANU Sport (“our”, “us” or “we”) [Member Protection Policy](#) (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in our organisation. This policy outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment, and abuse. Our policy informs everyone involved in our organisation of their legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our organisation’s activities.

This policy had been endorsed by the ANU Sport Board, and the policy commences on Friday 21 May 2021 and will operate until updated or amended by the Board from time to time. Copies of the current policy and its Attachments can be obtained from the ANU Sport Website or by contacting the ANU Sport Office: Building 19, North Road ACTON, ACT, 2601 Phone: (02) 6125 2273

This policy applies to everyone involved in the activities of our organisation whether they are in a paid or unpaid / voluntary capacity, including:

- Persons appointed or elected to ANU Sport / Affiliated Club boards, committee/s, subcommittee/s, working group/s, or advisory panel/s;
- Employees of ANU Sport;
- Athletes, coaches, officials and other personnel (e.g., assistant coaches, managers, physiotherapists, psychologists, masseurs, sport trainer) participating in events, competitions and activities, including camps, tours, competition and training sessions, held or sanctioned by ANU Sport;
- Referees, umpires and other officials involved in the regulation of our sport;
- Members, including any life and associate members;
- ANU Sport Board directors; and
- Any other person including spectators, parents / guardians, students, and staff of ANU, who agree to be bound by this policy by participation in an ANU Sport sanctioned event.

All clubs are expected to read through and familiarise themselves with the content included in the [Member Protection Policy](#).

Junior Membership and Child Safeguarding

ANU Sport is committed to the safety and wellbeing of children and young people who participate in our activities and / or use our services. ANU Sport Affiliated Clubs are permitted to accept juniors into their membership, once they have met all the requirement outlined to be a Junior Approved Club and the junior has been approved for membership by ANU Sport Board. The purpose of this policy is to outline the requirements that must be achieved prior to a junior participant being admitted as member to any ANU Sport Affiliated Club.

A junior or child is any person under the age of 18. Current ANU Students who are under the age of 18 will be treated in accordance with the ANU Policy: Underage Student Management. If a junior member is a current ANU Student, Clubs are advised to follow appropriate Child Safe guidelines, and in accordance with the ANU Policy: Underage Student Management, parents or guardians act as guarantors and honour all obligations under any contracts with the University that the student enters into prior to turning 18 years of age.

Any ANU Sport Affiliated Club wishing to admit junior members must follow the procedure outlined in the document Procedure – Managing Junior Members, located in the [ANU Sport Junior Membership and Child Safeguarding policy](#).

Privacy and Data Collection

The Privacy Policy outlines the personal information handling practices of the ANU Sport & Recreation Association Inc. ('ANU Sport').

The Privacy Act 1988 (Cth) ('Privacy Act') requires the ANU Sport & Recreation Association Inc. to have a privacy policy. We will update this Privacy Policy if our personal information handling practices change. The specific legal obligations of ANU Sport when collecting and handling your personal information are outlined in the Privacy Act and in particular in the Australian Privacy Principles ('APPs') in Schedule 1 of that Act. The APPs are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is collected, used, disclosed and managed.

Affiliated Clubs are required to adhere to the ANU Sport Privacy and Data Collection policy as it concerns to the storage and handling of sensitive personal information.

See the full [Privacy and Data Collection Policy](#) for more information.

Facility Hire

ANU Sport offers a range of sporting facilities across the ANU campus. Open to both students and the general public, facility hire is available all day for anyone.

- Clubs can make bookings for both training sessions and matches throughout the year, pending availability. See the [Facility Hire Page](#) for a list of facility availability, fee

structure and terms. To confirm your bookings please contact the Sport Manager – Clubs & Athletes, and the Sport Administrator.

Facility Booking Procedures

Regular Bookings

Each year, Affiliated Clubs are allocated a booking based on the existing regular booking times and facilities used during the most recent calendar year. Each club is granted the first right of decline for their currently held booking times.

Should a club wish to make alterations to their existing booking allocations, they will be provided a booking request form, along with a submission date deadline. If the request is provided after this deadline, the request will not be considered.

Requests are not confirmed bookings. Each Club must await a formal confirmation of the following year's bookings prior to commencing their use of the facilities.

Before the end of each year an ANU Sport representative will contact Club Executive Committee members to accept each club's booking allocations for the following year. This is usually sent out in late September or October.

Facility hire timeslots are provided in half hour increments commencing on the hour or half past the hour. Requests outside these allotted time periods will not be accepted.

Prices for each Club's recurring bookings will be confirmed each year in their confirmation email. The prices are based on our facility price guide online.

Cancellation of bookings

All Clubs must provide 72 hours' notice for any cancellations or changes to their existing bookings. Failure to provide the relevant notice may result in the Club still being charged for the booking.

In the instance a booking is cancelled by the ANU or ANU Sport due to circumstances out of the club's control (i.e. wet weather, court maintenance, field closures, etc.), no cancellation fee will be applied.

Making additional or adjustments to existing bookings

Bookings can be added, or adjusted throughout the year, pending availability.

To make any adjustments to existing bookings, please contact both the Sport Manager – Clubs & Athletes, and Sport Administrator with details of your request. When making adjustments, allow up to 72 hours prior to when the booking would take place to allow time for the request to be actioned.

Storage

ANU Sport has a finite amount of storage space available for Clubs to store their equipment. The Chief Operating Officer and Facilities Manager allocate storage space on a needs

assessment basis. If your Club has storage requirements, please contact the ANU Sport Chief Operating Officer.

Clubs with an existing storage allocation will be provided with a Storage Hire Agreement annually. This will be provided to the club after the submission due date for the Affiliation Agreement.

TRAKA/Key Management System

ANU Sport Affiliated Clubs who require frequent access to ANU Sport facilities are provided with access to the relevant keys for these spaces. This is inclusive of facility access (Cricket nets, Willows oval, etc) and storage space access (New Hall Mezzanine storage, Pavillion spaces, etc.).

All access keys are managed through the ANU Sport TRAKA key management system, located in the ANU Sport reception area. Club executives are able to nominate up to four (4) club representatives who can be granted access to the clubs specific set of keys. Nominated people can be inclusive of Club Executive members, coaches, trip leaders, or other relevant persons needing access. It is the responsibility of the club to keep record of who currently has access, and to inform ANU Sport of any required changes to add or remove a persons access.

[The TRAKA club member nomination form can be found here.](#)

ANU Sporting Facilities

Fields	Surface Type	Usage Type
Fellows Oval – Field 1	Grass	Multi-Sport
Fellows Oval – Field 2	Grass	Multi-Sport
North Oval - Changeroom		
North Oval – Field 1	Grass	Cricket, Rugby, Ultimate Disc
North Oval – Field 2	Grass	Cricket, Rugby, Ultimate Disc
South Oval - Changeroom		
South Oval – Field 1	Grass	Cricket, AFL, Ultimate Disc
South Oval – Field 2	Grass	Cricket, AFL, Ultimate Disc
Cricket Nets	Synthetic Turf	Cricket
Willows Oval – Field 1	Synthetic Turf	Soccer
Willows Oval – Field 2	Synthetic Turf	Soccer
Willows Oval – Grass Area	Grass	
Halls	Surface Type	Usage Type
Old Hall Court 1	Hardwood floor	Multi-Sport
Old Hall Court 2	Hardwood floor	Multi-Sport
Old Hall Court 1A	Hardwood floor	Multi-Sport
Old Hall Court 1B	Hardwood floor	Multi-Sport
Old Hall Court 2A	Hardwood floor	Multi-Sport
Old Hall Court 2B	Hardwood floor	Multi-Sport

Old Hall BM Court 1	Hardwood floor	Badminton
Old Hall BM Court 2	Hardwood floor	Badminton
Old Hall BM Court 3	Hardwood floor	Badminton
Old Hall BM Court 4	Hardwood floor	Badminton
Old Hall BM Court 5	Hardwood floor	Badminton
Old Hall BM Court 6	Hardwood floor	Badminton
Old Hall BM Court 7	Hardwood floor	Badminton
Old Hall BM Court 8	Hardwood floor	Badminton
New Hall Court 1	Hardwood floor	Multi-Sport
New Hall Court 2	Hardwood floor	Multi-Sport
New Hall Court 1A	Hardwood floor	Multi-Sport
New Hall Court 1B	Hardwood floor	Multi-Sport
New Hall Court 2A	Hardwood floor	Multi-Sport
New Hall Court 2B	Hardwood floor	Multi-Sport
New Hall BM Court 1	Hardwood floor	Badminton
New Hall BM Court 2	Hardwood floor	Badminton
New Hall BM Court 3	Hardwood floor	Badminton
New Hall BM Court 4	Hardwood floor	Badminton
New Hall BM Court 5	Hardwood floor	Badminton
New Hall BM Court 6	Hardwood floor	Badminton
New Hall BM Court 7	Hardwood floor	Badminton
New Hall BM Court 8	Hardwood floor	Badminton
Rooms	Surface Type	Usage Type
North Oval Pavillion 1	Rubber	
North Oval Pavillion 2	Vinyl	
Blue Room	Carpet	Yoga, meditation, small seminars
Dojo	Padded floor	Martial Arts
Level 3	Gym area	Multi-sport
Studio 1	Hardwood Floor + stage	Dance, Cheerleading, Kendo, Group Fitness
Studio 2	Hardwood Floor	Reformer Pilates
Squash and Tennis		Usage Type
Squash Court 1	Hardwood Floor	Squash
Squash Court 2	Hardwood Floor	Squash
Mills Road Tennis	Synthetic Turf	Tennis
Old Canberra House Tennis Court	Synthetic Turf	Tennis
South Oval Tennis Court 1	Synthetic Turf	Tennis
South Oval Tennis Court 2	Synthetic Turf	Tennis
South Oval Tennis Court 3	Synthetic Turf	Tennis
South Oval Tennis Court 4	Synthetic Turf	Tennis

Committee of Office Executive

All elected committee members will need to be endorsed by ANU Sport Management. Endorsement of committee members by ANU Sport Management will be conditional on:

- Capability to perform the role they have been elected to;
- Ability to contribute positively to the culture of the ANU Club;
- Ability to foster a safe and healthy environment for club members;
- Ability to work collaboratively with ANU Sport Board, Management and the Sport Development Unit; and
- Willingness to follow reasonable management direction and adhere to the policies, procedures and Affiliation Agreement outlined by ANU Sport.

Where ANU Sport Management has concerns with a proposed member of the Executive, the Executive will be advised and given the opportunity to discuss ANU Sport's concerns and possibly mitigation to alleviate concern, which may include the need to re-elect a different member to the position. ANU Sport's decision is final.

Roles

Club members elect the office executive of the club committee annually. It is recommended that the club executive, at minimum, consists of the following:

- President
- Vice President
- Secretary
- Treasurer

Clubs, at their discretion, may choose to appoint executives in other positions, such as:

- Sponsorship Manager
- Communications Manager
- Welcome Officer
- Committee Member

Clubs must also appoint a [Member Protection Information Officer](#), as contained in the Affiliation Agreement. This can be a person already elected to one of the above stated positions, or other existing role on the Club Executive.

Duties and responsibilities

The duties of Club executives should be replicated across all Clubs. Clubs, however, may wish to delegate specific duties to some committee members, or create new positions based on the specific needs of the Club.

President

The role of the President is to provide the principle leadership and responsibility for the Club and the committee. The President is primarily responsible for ensuring the Club sets and meets its goals and objectives, is administered according to the Club Constitution, Rules, Regulations, and meets all legal and compliance obligations.

Primary responsibilities for the role of President include:

- To be well informed of all Club activities.
- Have a good working knowledge of the Club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.
- Strong understanding of the legal and compliance obligations of running the Club and ensuring that these are adhered to.
- Ensuring the Club has a clearly defined purpose, vision and set of values to guide decision-making, Club culture and behaviour.
- Facilitate planning and ensure the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season.
- Work with the Treasurer to implement strong financial controls to protect the cash and assets of the Clubs.
- Ensuring the necessary policies and procedures are in place to protect the health and safety of all Club participants.
- Work with the Member Protection Information Officer to ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Work with the committee and relevant office holders to ensure all club documentation is regularly reviewed and in line with industry standards and the Club strategic direction.
- Manage and Chair all committee meetings and the Club annual general meeting with efficiency and effectiveness.
- Regularly liaise with committee members, managers and coaches to ensure they fulfil their roles and responsibilities.
- Work with the committee to ensure progress against strategic priorities by regularly reviewing Club activities and operational plans.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Serve as a spokesperson for the club when required.

Vice President

The role of the Vice President is to support the President in providing leadership to and responsibility for the Club and the committee. In the absence of the President, the Vice President will fulfill the President's roles. Duties include:

- To be well informed of Club activities

- Have a good working knowledge of the Club constitution, rules, by-laws, policies and procedures as well as they roles and responsibilities of all committee members
- Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to
- To be willing to step into the role of President as required
- Work with the President and the Committee to ensure the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year
- Regularly liaise with the President to ensure the Club is meeting its overall goals
- Work with the committee to ensure progress against strategic priorities by regularly reviewing Club activities and operational plans
- Serve as a spokesperson for the Club when required.

Secretary

The Secretary is the chief administration officer of the club. In partnership with the President, the Secretary is responsible for ensuring that the Club is run in accordance with the Club constitution, rules, by-laws, policies and procedures. Duties include:

- In conjunction with the President, convene all committee meetings and general meetings
- Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
- Maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled.
- Manage all general Club correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders.
- Manage and maintain the Club membership database.
- Maintain a register of the latest version of all Club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the Club constitution, Rules, By-laws, policies and procedures, terms of reference, etc.
- Assist the President and committee in its strategic planning and decision-making.
- With support from committee members, complete Annual Report.
- In the absence of an appointed public officer, act as a public officer for the Club, liaising with members of the public, affiliated bodies and government agencies.

Treasurer

The role of the Treasurer is to be responsible for the financial supervision and performance of the Club. The Treasurer is required to manage the financial obligations of the club including the preparation of budgets, record and management of accounts and preparation of reports to inform decision-making and mitigate financial risk. Duties include:

- Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.

- Maintain up to date records of all income and expenditure over the course of the year.
- Manage the club's cash flow including issuing receipts, depositing all monies received in the club's bank account and approving payments promptly.
- Prepare and distribute invoices/accounts for services rendered.
- Provide a financial report at each committee meeting to support strategic planning and decision-making.
- Submit tax returns and income tax payments for any paid employees as required.
- Manage employee payrolls if required.
- Report financial activities to the membership at the AGM.
- Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary).
- Be fully informed about the financial position of the club at all times.
- Prepare financial accounts for annual or more frequent auditing and provide the auditor with information as required.
- Acquit funds received from government grants and submit the necessary financial statements where requested.
- Prepare all necessary financial statements for inclusion in the annual report.
- Work with the Secretary to keep accurate record of all membership payments.

Member Protection Information Officer

A Member Protection Information Officer (MPIO) provides information and guidance on complaint procedures, and the rights, responsibilities and options available to individuals considering making a formal complaint or raising a concern in relation to any of a club's safe and inclusive policies or procedures.

The primary responsibility of the MPIO is to ensure the safety and welfare of club members by:

- Providing information and guidance to members on complaint handling procedures.
- Listening to complaints and concerns from members and assisting in the resolution process.
- Maintaining confidential records of complaints or concerns.
- Having an understanding on club policies and procedures in relation to complaints, Member Protection, Code of Conduct, Child Safety and Diversity and Inclusion.
- Liaising with members of the club, in particular the President and committee in regularly reviewing safeguarding policies to ensure they remain relevant and up to date with industry standards.
- Ensuring that the members who require a Working with Children Check have provided their current number, expiry date and verification result, as required.
- Managing documentation relating to child protection and Working with Children Check.

Sponsorship Manager

The Sponsorship Manager is responsible for managing the recruitment, retention and ongoing engagement and servicing of club sponsors.

The Sponsorship Manager is responsible for coordinating all aspects relating to the sponsorship of the club including:

- Adherence to the ANU sport sponsorship policy (contact ANU Sport for more information).
- Developing sponsorship categories and options to accommodate and service different prospective sponsors. These categories and options should be approved by the committee and aligned to the allocated budget and financial targets.
- Coordinating with the Treasurer, appropriate sales targets that are reflected within the annual budget.
- Coordinating with Marketing and Communication Manager (if applicable) to develop a Sponsorship Proposal and/or marketing material to attract and secure new and existing sponsors.
- Acting as the primary contact for all sponsorship matters and enquiries.
- In partnership with the Secretary, maintaining an up-to-date record of all sponsorship contracts and payments.
- Managing professional and ongoing relationships with sponsors including ensuring all sponsorship agreements are honoured and expectations and needs are met.
- Conducting an annual review of all sponsorship agreements including: assessing performance against financial targets and seeking feedback from sponsors to secure ongoing support and involvement and/or understanding where further value can be created for them.

Communications Manager

The Communications Manager is responsible for leading the club in its engagement with members, supporters, stakeholders and the local community through appropriate and effective communication efforts.

Primary responsibilities for the role of Communications Manager include:

- Maintaining an up-to-date communications plan including stakeholder list.
- Overseeing successful implementation of the club's communications strategy.
- Ensuring that all marketing material produced and promoted by the club is consistent with the club's editorial guidelines and at all times professional and appropriate to the audience.
- Managing the club's social media accounts and website including sourcing and developing content as well as monitoring engagement to ensure information remains relevant and current.
- Building and managing relationships with key stakeholders, including local newspapers, radio stations, television networks and businesses that can support and maximise the club's profile and awareness in the community.

Welcome Officer

The Welcome Officer is responsible for welcoming and supporting new members, volunteers and their families' transition into the club environment. This is achieved through formal orientation procedures, introductions, and the provision of relevant club-related information.

Primary responsibilities for the role of Welcome Officer include:

- Act as the club representative for new members and volunteers at registration days, club events and functions.
- Lead group orientation sessions and/or individual induction procedures for new members and volunteers.
- Provide all new members and volunteers with an Orientation Guidebook including all relevant information for further reference.
- Support new members and volunteers to settle into the club through frequent and ongoing engagement.

Conduct feedback among new members and volunteers to understand their experience and identify possible issues to be addressed.

Committee Member

The role of a general committee member is to provide support to the President, Secretary and other general committee members to ensure the club sets and meets its goals and objectives, is administered according to the club Rules and completes all legal and compliance obligations.

Primary responsibilities for the role of Committee Member include:

- Support the President and other committee members in the planning, development and implementation of strategic priorities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club.
- Undertake tasks relevant to individual portfolios as specified by the President or Committee
- Assist the President and Secretary in their duties as required.
- Attending and actively participating and contributing to committee meetings

Change of Executive

Notification of change in executive

It is compulsory that all clubs notify ANU Sport of changes to your Clubs committee through completing the [Change of Club Executive Committee Member Form](#) and [Club Executive Contact List](#).

Conducting an Executive Handover

A handover should be completed between the outgoing and incoming person in the same committee position (i.e. a President handover should be conducted between the outgoing President and elected incoming President). All handovers should include a discussion around key details of the role, outlining the responsibilities of the position as well as a sharing of learnings that have been accumulated throughout time in the position.

A thorough handover process should also include discussing all aspects of the Club Handbook to ensure incoming executive members know what is required of the Club in relation to its affiliation with ANU Sport.

Ensuring that a thorough handover takes place helps to provide a continuity in operations and sets up the new Club Executives for success into the future.

If you are unsure of how to conduct a thorough handover for incoming executive members, or need further support, please contact ANU Sport.

Club Administration

Constitution

A sport club constitution is a foundational document that sets out the rules, purpose, and governance structures of the club.

The constitution defines the club's objectives, membership rights, and management structure. It provides guidelines for conflict resolution and a framework for action to help the club accomplish its goals.

The club constitution outlines important matters including:

- Club purpose
- Club objectives
- Club management system
- Club meetings

All clubs must have a constitution in place to remain an affiliated club.

Any updates to a club's constitution must be approved by ANU Sport before it can be formally adopted by the club.

Meetings

A club is required to meet at least once a year for an Annual General Meeting (AGM) and the Board Executive should meet during the year for Committee meetings, as outlined in their club's constitution. The Committee should meet as often as necessary to properly manage the affairs of the incorporated association. Other meetings might include Special General Meetings.

Annual General Meeting (AGM)

An AGM must be held within 5 months after the end of the Club's financial year.

Your AGM must include the following:

- 14 days' notice must be given to each member
- Notice must be in writing (email or direct mail)
- You must collect an attendance record, including name and signature
- Minutes must be taken at the meeting
- Reports from outgoing office bearers (President, Secretary and Treasurer – financials must be included in Treasurers report).

Annual Reporting Requirements

Affiliated clubs are required to submit the following information within the appropriate time frame to ANU Sport to remain affiliated. All reporting requirements must be emailed to clubs@anu-sport.com.au and kyle.weekes@anu-sport.com.au

Documents to be submitted 14 days before Club's AGM;

- AGM notice and agenda

Documents to be submitted within 30 days of Club's AGM;

- AGM minutes
- AGM attendance list
- Annual report
- Change of club executive committee member's form
- Incoming club executive committee contact list
- Annual financial statements – ANU Sport can provide templates for reporting annual finances. Please contact accounts@anu-sport.com.au if you require these templates.
- All Bank statements
- Receipts
- Inventory

All documents must be submitted to ANU Sport by 28th February for the previous calendar year.

An Annual Club update for the prior calendar year is also required for all clubs by 14th March, for the previous calendar year (i.e. 2025 Club update will be due for submission by 14th March 2026). The club update is an opportunity to celebrate your club's achievements, to be highlighted in the ANU Sport Annual Report. This report should be around 300 words and include 2-3 images of a high quality.

ANU Sport may also require a meeting with Club Executives within 30 days of the Club AGM. This meeting will be at the discretion of the Sport Manager.

Club ABN Administration

All ANU Sport Clubs hold an active Australian business number (ABN) with the ATO. It is the club's responsibility to maintain accurate ABN details with the Australian Business Register, which is a subdivision of the ATO.

Accurate ABN details refer to:

- Authorised contact details (Must be a member of club executive)
- Club postal address
- Registered Club name

The authorised contact of the ABN is responsible for the submissions of any required documents on the club's behalf. At the time of writing, the only submission required by the ATO is the annual self-review return which is due on October 31 each year. Please contact the ANU Sport finance team on accounts@anu-sport.com.au for more information on ATO requirements.

Recording and Retaining Information

Club records must be kept up to date to ensure transparency, protect historical records and to provide access to essential information for future committee members.

It is required that each club:

- Record committee and club decisions and actions, primarily through minutes of meetings, and keep them in a location accessible to all committee members.
- Standardise record-keeping procedures by individual committee members.
- Retain financial records for a minimum of five years.

Financial and Asset Management

It is an important role of the Club Executive to sustainably manage the resources of the club. Resource management tasks can be grouped under Financial and Asset Management.

Financial Management should include:

- Be transparent and accountable when reporting and recording all finances
- Set and conform to an annual budget
- Regularly report finances to the club's committee and members
- Ensure club funds are only used to progress the Club's objectives and mission
- Produce an annual finance report to be presented by the Treasurer at the AGM.

Asset Management should include:

- Maintaining a register of all assets, including facilities and equipment
- Maintain plans for facilities and equipment, detailing scheduled maintenance requirements and anticipated replacement dates and costs. These costs should be reflected in the annual budget. Purchase details and warranties for all equipment should also be recorded.
- Ensure all members are educated on the correct use and maintenance of all Club assets using face-to-face training and procedures.

All Clubs must comply with the requirements of the [Club Financial Operations Policy](#).

Club Grants

Club Grants Framework

In 2018, ANU Sport commenced a review into the existing Grant Funding structure providing financial support to our Affiliated Clubs. The key reasons identified for changing the structure of financial grant allocation were the complexity of calculations; administrative burden on both Club Executive and ANU Sport staff; unreliability of Students Service and Amenities Fee (SSAF); differing needs of the Clubs; timing of the payments; and the implied highly regulatory relationship between ANU Sport and Affiliated Clubs. ANU Sport explored the structured used by other University Sport Delivery agents in the sector and came to the recommendation of a three-pool approach to funding – Base Pool, Project Pool and Operational Support Pool.

See the full version of the [Club Grants Framework](#) for more information.

Base pool allocation

Providing financial support to our affiliated clubs, the Base Pool allocation will assist clubs with subsidising their operational needs, allowing the club to maintain a lower price for student members and remain competitive within the community sport market.

This is calculation based using separate metrics for students and associate members. The number of student members will contribute to a percentage that is allocated through the SSAF allocated to Grants, while associate members will be a direct reimbursement of a percentage of the annual CAF.

Project Pool

This grant pool provides an opportunity for clubs to apply to the Board for grants to cover the cost of significant 'one-off' events, activities and projects, where cost is above standard club operating costs.

Refer to the [Project Grant Application](#) for more information, and to apply.

Some examples of previously approved activities are:

- Purchase of protective face masks made compulsory for participation in competition
- Training course in the repair and upkeep of club equipment
- Safety equipment to provide greater accessibility to members
- New equipment to provide an additional activity option to members
- Development of a new club website to better engage members and external stakeholders
- New playing kits for a significant event round
- Storage container to improve accessibility to essential equipment
- First aid training courses

Project Grant applications are reviewed by the Club Development Subcommittee, who then provide recommendations to the ANU Sport Board.

Facilities & Hardship Pool

The facility grant assists clubs that do not have ANU Sport facilities suitable to the clubs needs i.e.; a swimming pool, watered hockey field, etc.

This grant is not available to clubs who have suitable facilities available to them through ANU Sport.

A link to apply for the [Facilities & Hardship Grant can be found here](#).

Club Grant Eligibility

Affiliated Clubs become eligible for grants, including the Base Grant following completion of reporting requirements as detailed above as well as attendance at the following events;

- Presidents Meeting One

- Presidents Meeting Two
- O-Week Market Day (Semester 1)
- ANU Sport AGM
- Other events as determined and notified by ANU Sport

Other Grant Opportunities

Student Equipment Grants

ANU Students with active enrolments may be eligible to receive funding for equipment needed to access a physical activity or wellbeing services by participating in any of the following ANU Sport programs:

- are a current member of ANU Sport Affiliated Club,
- a registered participant of Interhall Sport,
- a registered participant for UniSport Nationals
- a registered Elite Athlete with ANU,
- or a registered participant of Social Sport

Examples of eligible equipment include:

- Safety equipment
 - mouth guard, shin pads, head gear, helmets, safety harness
- Playing equipment
 - racquets, sticks, bats, sport specific shoes i.e. studded football boots
- Uniform
 - Martial arts uniform, UniNationals uniform, ANU Sport affiliated club uniform, sports bra

[The student equipment submission page can be found here.](#)

Sponsorship

ANU Sport encourages Clubs to acquire sponsorships to help lower their operational costs. This allows clubs to further the interests of sport, physical recreation and wellbeing among Students, other Members and the wider community.

Please note that:

- Clubs cannot have sponsorship or endorsement from competitors of ANU Sport.
- A Club is permitted to accept sponsorship from organisations external to ANU provided that the terms, nature and conditions of the sponsorship agreement are provided to and approved by ANU Sport.

- Where a sponsorship agreement requires advertising at any of the ANU sports facilities, ANU Sport may allow it provided that the advertising is not permanently fixed. Any such advertisement shall be on demountable signs and hoardings which may be set up and removed as necessary. Any exception to this requires the prior written approval of ANU Sport.
- Where a sponsorship agreement requires advertising on behalf of the sponsor on uniforms and other Club apparel, ANU Sport may allow it provided that it complies with the branding and identity requirements of this Affiliation Agreement and receives prior written approval of ANU Sport.

Our Sponsorship Policy is currently being updated. Please enquire for more information.

Disciplinary Action Against Clubs

ANU Sport has the power to fine, sanction or discipline an affiliated Club if the Club or one of its members contravenes [ANU Sport's Constitution](#), Affiliation Agreement or any Policy or Procedure.

- ANU Sport may consider a Club under review if it considers that the Club has breached the Club Affiliation Agreement.
- ANU Sport must provide the Club notice, in writing, for the reasons it has been placed under review.
- A Club under review will not receive any grant payments.
- ANU Sport will create a plan for the Club to rectify the breach in consultation with the Club.
- The plan will be sent to the Club in writing.
- The Club must implement the plan in order to remain affiliated.
- The plan will include a timeframe within which specified requirements must be met.
- If the requirements under the plan are not met within the specified timeframe, then this will be reported to the Board which will decide whether to disaffiliate with the Club or continue affiliation and extend the review period.
- If the Board decides to disaffiliate a Club, ANU Sport must provide the Club with notice, in writing, of the reasons for disaffiliation. The Club will have 14 days to respond before disaffiliation takes effect pursuant to clause 15.1 of the Constitution. If the Club fails to respond or the response is considered by ANU Sport to be inadequate, ANU Sport will cancel the affiliation of the Club.
- For information regarding disaffiliation, please see clause 16.8 of the ANU Sport Constitution

- The Club may appeal in writing to the ANU Sport Board in relation to the decision to disaffiliate the Club. The decision of the ANU Sport Board will be final.

Club Activity Approval and Risk management

Clubs are required to submit a Club Activity Approval form at least 72 hours before the commencement of any scheduled club activities.

This form should be completed by a Club Executive Committee Member.

See the [Club Activity Approval](#) form for more information.

See the [ANU Sport Risk Assessment template](#) for more information.

Incident Report Forms

Incident report forms are to be completed any time a behavioural or physical incident occurs (e.g. injury, verbal abuse) within 7 days of it occurring.

In the case of a serious injury, fatality or dangerous occurrence on campus, please immediately phone ANU Security on 6125 2249. For off campus incidents, call 000.

See the [Incident Report Form](#) for more information.

Insurance

All clubs should ensure that they are aware of requirements associated with ANU Sport Insurance, which [can be found here](#).

If you require a copy of our certificate for insurance, please contact ANU Sport at insurance@anu-sport.com.au

Sanctioned vs Unsanctioned Activities

ANU Sport is committed to ensuring a safe and supported environment for all participants. To help members understand how insurance applies to different activities, the following outlines when ANU Insurance coverage applies and the responsibilities of participants.

Sanctioned Events

A sanctioned event is any activity, program, competition, or event that has been formally approved by ANU Sport.

If an event is sanctioned:

- The event and all ANU members involved are covered under the ANU Insurance Program.

Coverage includes:

- Public liability for ANU-run events, protecting ANU for its legal liabilities that result in injury or third-party property damage.
- Note: illegal or criminal acts are never covered

Group personal accident insurance is for ANU Club members only.

Unsanctioned Events

An unsanctioned event is any activity, game, or competition not formally approved by ANU Sport or an ANU Sport Club.

If an event is not sanctioned:

- Neither the event nor the ANU members participating are covered under the ANU Insurance Program.

Participants involved in unsanctioned activities do so at their own personal risk.

Additional Important Information

Group Personal Accident cover applies only to ANU Club members. Staff, students, or members of the public must be registered ANU Club members to be eligible for this cover.

Non-ANU club members (e.g. visiting teams, social players, casual participants) must hold their own insurance, as they're not covered under the ANU Insurance Program.

Clubs and organisers are responsible for confirming whether an event is sanctioned and ensuring participants lists are accurate and up to date.

Club Events

Clubs must submit a Club Activity Approval Form prior to any event conducted by their club. This form should be completed by a Club Executive Committee Member or a designated Club Member who is responsible for organising Club activities and / or managing risk. For more information and to access the form please refer to the [Club Activity Approval Form](#).

Completing this form will assist with:

- Ensuring all Club activities are safe and well planned
- Assisting ANU Sport to monitor activities and provide support in the case of a serious incident
- Potential Personal Accident Insurance claims
- ANU Sport promotion of the club, matches the club is participating in, etc.

Functions on Campus

Functions on Campus (FoC) is the application process for holding functions on University grounds and within University facilities. Functions include staff, student or external organised social, cultural, fundraising or sporting events.

This application process applies to all University facilities (including rooms within buildings) and the placement of posters and other promotional material around campus. It also includes any external area of the campus grounds, such as ovals, the banks of Sullivans Creek, Kambri, barbeque areas and the Forestry Fire Pit. Refer to the [Functions on Campus Factsheet](#) for further information.

The use of outdoor spaces does not require a booking confirmation in most cases as the relevant approval is obtained through the Functions on Campus Team. Functions on Campus will consult with the grounds team to ensure there is no risk to the landscape or gardens as a result of the Function.

Exceptions for booking outdoors apply to the below listed areas:

- Kambri (University Avenue, Amphitheatre, Kambri Lawns)
- ANU Sport (South Oval (cricket nets inclusive), Fellows Oval, Willows Oval, North Oval)

Further information can be found via [Services and Functions on Campus](#).

Alcohol Management

ANU Sport understands the complex relationship between alcohol, sport and recreation activities and University culture. ANU Sport is committed to maintaining and promoting a healthy and responsible attitude towards the promotion, service and consumption of alcohol by its members, participants, clubs and the broader community involved with ANU Sport. This policy outlines the expectations of all members, participants, Clubs and the community conducting sport, recreation, and social events in line with the current Liquor ACT 2020 and promotes the responsible service and consumption of alcohol.

It is the responsibility of the organisers of any event sanctioned by ANU Sport to ensure that this policy is implemented at all events involving alcohol. When an event is hosted at a licensed venue, it is the responsibility of the venue to ensure they are complying with current liquor license legislation. The event organiser maintains the responsible service and consumption of alcohol as dictated by this policy.

Please refer to the [Alcohol Management Policy](#) for more information.

ANU Sport Events

Market Day

Before each Market Day, ANU Sport will send out a Market Day RSVP Form. This form will be followed with another email with details specific to the day.

Semester One Market Day is normally held outside on University Avenue while Semester Two Market Day is normally held in the ANU Sport Halls. Prior to Market Day, ANU Sport will give you a map detailing where your Club's stall will be set up.

Club set-up normally begins between 8am-10am. On arrival you will go to your allocated location where you will find your trestle table, two chairs, and a sign. If you cannot find your table, then talk to an ANU Sport Staff member. Clubs are encouraged to bring promotional material (e.g. flyers, tape/blue tac). If outdoors, it is important that you bring water, a hat, sunscreen, and sunglasses.

It is expected that all Clubs have at least two representatives at the stall at all times. It is highly recommended that you record expressions of interest electronically during the day.

Before your Club leaves, you will need to clean up any rubbish, pack down the table, and stack the chairs.

Blues Awards

The ANU Sport Blues Awards are the highest sporting accolade for students awarded at the Australian National University. The annual awards ceremony takes place every November. Below is the list of awards that are presented every year.

The following awards will be presented on the night:

- Blue Award
- Half Blue Award
- Indigenous Sports Award of the Year
- Outstanding Athlete with a Disability Award
- Sports Star of the Year
- Best Breakthrough Performance of the Year
- Best Individual Performance of the Year
- Best Team Performance of the Year
- Club Athlete of the Year
- Club Team of the Year
- Club Coach of the Year
- Club Volunteer of the Year
- Peter McCullagh Achievement Award
- Club of the Year
- Small Club of the Year

Please refer to the [Blues Awards Selection Guiding Criteria](#) for the eligibility of each award.

As of the 2026 Affiliation Agreement – Obligations, all ANU Sport Affiliated Clubs are required to submit a minimum of one (1) nomination for a Blues Award. This can be for any of the award categories listed above. All clubs are welcome to submit multiple award nominations, should they choose.

Nominations open in December, after the previous Blues Awards has been held and close in October. The award period shall encompass the sporting achievements over a 12-month period from 1 October through to 30 September the following year, to account for a full summer and winter season of sport.

The Athletes, Awards and Advancement Sub-Committee are responsible for determining the award recipients and will be bound by the 'Selection Guiding Criteria', when reviewing all award nominations.

The ANU Blues Awards are usually held middle-to-end of November. Tickets are available for purchase on the ANU Sport website.

Branding and Marketing

Please refer to the [Brand Guidelines](#) for further information regarding Branding and Marketing for ANU Affiliated Clubs.

Photography style

Aim for photos that:

- Suggest a feeling of community
- Are light and colourful
- Show diversity and inclusion
- Aligns with customer experience
- Ideally show people wearing ANU Sport or ANU Sport Affiliated Club merchandise/uniforms
- Customer segments: ANU students, staff, alumni, club members and general public (friends/referrals)
- Are relatable and personal to the viewer by capturing genuine people and experience

Avoid photos that:

- Suggest elitism
- Use dark and dramatic lighting
- Are corporate and not personal

- Show people wearing non-ANU Sport related merchandise

Use of Logos

When using the ANU Sport Logo, you must not:

- Cover the logo
- Change the colours of the logo
- Distort the logo
- Remove, modify or rearrange the logo

Colour Pallet

CYMK Values:

- Blue: C=100 Y=46 M=0 K=0
- Charcoal: C=0 Y=0 M=0 K=95
- Yellow (logo): C=0 Y=30 M=90 K=0

Typography

Helvetica is the primary typeface used. However, if Helvetica is not available it can be replaced using the more common San Serif typeface Avenir text.

Social Media

Social media refers to any online tool or function that allow people to communicate and/or share content via the internet.

The ANU Social Media Policy does not apply to the personal use of social media where it is not related to, or there is no reference to ANU Sport and/or any of its Affiliated Clubs and/or programs or their businesses, competitions, teams, participants, products, services, events, sponsors, members or reputation.

You must be expressly authorised by ANU Sport and/or one of its affiliated Clubs before engaging in social media as a representative of ANU Sport and/or one of its Affiliated Clubs.

It is the individual's responsibility to follow the guidelines outlined in the policy when using social media. If any guidelines are unclear, please contact ANU Sport for further advice.

Breaches of this policy may result in disciplinary action to the individual in breach.

Please refer to the [ANU Sport Social Media Policy](#) for more information.

Uniforms

All Club uniforms should be appropriate for the sport and comply with any rules and regulations of the relevant sporting body for that sport.

- No uniform should contain any inappropriate content such as nicknames, slogans, or team names.
- No uniform can promote the drinking of alcohol.
- All Clubs should ensure their uniforms comply with safety standards and include any relevant safety equipment as a part of the uniform.
- Clubs must notify and seek approval from ANU Sport regarding the use of the ANU Sport logo on all Club uniforms, merchandise and promotional material.
- The Club should look to develop an identity through the use of consistent image and branding across all aspects of the Club.
- Uniforms must display the correct ANU Sport logo as per the [Style Guide](#).
- Off-field apparel should also contain correct ANU Sport logos.
- Sports that are required by their governing body to compete in unbranded uniforms are exempt from the requirement to display the ANU Sport logo.
- All new uniforms must be approved by the Club Committee and ANU Sport.

Elite Athlete Program

ANU Sport is proud to have been supporting the University's elite athletes since 1954.

ANU Sport Elite Athlete Scholarship

The ANU Sport Elite Athlete Scholarship provides \$25,000 per annum to an individual who is recognised as an elite athlete (para or able bodied) or coach.

The objectives of the Award are to attract elite athletes to the University; strengthen and support the University's sporting community and empower athletes to pursue excellence in both their academic and athletic endeavours.

More information about the scholarship and how to apply [can be found here](#).

Elite Athlete Grant 2026 Application Information

Students registered with the [Elite Athlete Friendly University Program](#) at ANU Access and Inclusion can access up to \$1000 in funding.

Semester 1 applications must be for sporting events held between 1 January and 30 June, 2026. [The semester 1 application form can be found here](#).

Semester 2 applications must be for sporting events held between 1 July and 31 December, 2026. [The semester 2 application form can be found here](#).

AIS Scholarship

Athletes pursuing a higher education are encouraged to apply for the Australian Institute of Sport (AIS) Athlete Education Scholarship as the AIS furthers its investment in athletes to Win Well.

To find out more please refer to the [AIS Scholarship](#).

Timeline of Key Activities 2026

Month	Key Activities	
31 st January	2026 Affiliation Agreement Signed	Compulsory for Affiliation
16 th – 20 th February	Semester 1 O-Week	
17 th February	Semester 1 Pop Up Day	Recommended
18 th February	Semester 1 Market Day	Compulsory
2 nd March	Presidents meeting #1	Compulsory – All club Presidents (VP, Secretary, Treasurer also welcome)
16 th March onwards	Club Educational Sub-groups	Recommended
25 th May	ANU Sport AGM	Compulsory
May/June - TBC	MPIO Training	
June/July - TBC	ANU Sport 'Town Hall'	Recommended
20 th – 24 th July	Semester 2 Bush Week	
22 nd July	Bush Week Market Day	Recommended
16 th November	Presidents Meeting #2	Compulsory – All club Presidents (VP, Secretary, Treasurer also welcome)

Appendices

ANU Sport Contact Addresses	<i>ANU Sport Contact Addresses</i>
Affiliation Agreement – Part 1 (Benefits)	<i>Affiliation Agreement – Part 1 (Benefits)</i>
Affiliation Agreement – Part 2 (Obligations)	<i>Affiliation Agreement – Part 2 (Obligations)</i>
Affiliation Agreement Form	<i>Affiliation Agreement Form</i>
Club Constitution Template	<i>Club Constitution Template</i>
ANU Sport Constitution	<i>ANU Sport Constitution</i>
Creating a new club guide	<i>Creating a new club guide</i>
Club Incorporation Requirements	<i>Club Incorporation Requirements</i>
Club Membership structure policy	<i>Club Membership structure policy</i>
Club Membership Terms and Conditions	<i>Club Membership Terms and Conditions</i>
Member Protection Policy	<i>Member Protection Policy</i>
Club Junior members & Child Safeguarding	<i>Club Junior members & Child Safeguarding</i>
Privacy Policy	<i>Privacy Policy</i>
Facility Hire	<i>Facility Hire</i>
TRAKA Club Member Nomination Form	<i>TRAKA Club Member Nomination Form</i>
Facility Hire and Storage Guidelines	<i>Facility Hire and Storage Guidelines</i>
Change of Club Executive Committee Member Form	<i>Change of Club Executive Committee Member Form</i>
Club Executive Contact List	<i>Club Executive Contact List</i>
Club Financial Operations Policy	<i>Club Financial Operations Policy</i>
New Club Grant Model Framework	<i>New Club Grant Model Framework</i>
Project Grant Application	<i>Project Grant Application</i>
Student Equipment Grant	<i>Student Equipment Grant</i>
Sponsorship Policy	On request
Club Activity Approval Form	<i>Club Activity Approval Form</i>
ANU Risk Assessment Template	<i>ANU Risk Assessment Template</i>

Incident Report Form	<i>Incident Report Form</i>
Insurance	<i>Insurance</i>
ANU Sport Affiliated Club Activity Form	<i>ANU Sport Affiliated Club Activity Form</i>
Functions on Campus Factsheet	<i>Functions on Campus Factsheet</i>
Events on Campus	<i>Events on Campus</i>
Alcohol Management Policy	<i>Alcohol Management Policy</i>
Blues Awards Selection Guiding Criteria	<i>Blues Awards Selection Guiding Criteria</i>
ANU Sport Brand Guidelines	<i>ANU Sport Brand Guidelines</i>
Social Media Policy	<i>Social Media Policy</i>
Style Guide	<i>Style Guide</i>
Elite Athlete Friendly University Program	<i>Elite Athlete Friendly University Program</i>
ANU Sport Elite Athlete Scholarship	<i>ANU Sport Elite Athlete Scholarship</i>
ANU Sport Scholarship	<i>ANU Sport Scholarship</i>
AIS Sport Scholarship Information	<i>AIS Sport Scholarship Information</i>
Managing Junior Members Procedure (on request)	
Anti-doping and Illicit drug policy (on request)	
Member Protection Policy Attachments	<i>Member Protection Policy Attachments</i>
Club Traka Nomination Form	<i>Club Traka Nomination Form</i>
Project Grant Application Form	<i>Project Grant Application Form</i>
Facilities & Hardship Grant Application Form	<i>Facilities & Hardship Grant Application Form</i>
UniOne User Guide	<i>UniOne User Guide</i>