

Arc Clubs Policy

General Clubs and Sport Clubs affiliated with, or seeking affiliation with, Arc

Version	Approved by	Approval date	Effective date	Next review
V30	Director of Student Engagement	1 October 2026	1 October 2026	Annually or as required

Policy Statement

Purpose	To establish the overarching principles, expectations and standards applying to General Clubs and Sport Clubs affiliated with, or seeking affiliation with, Arc.
Scope	Prospective and affiliated General Clubs and Sport Clubs, their Executives, members and other persons acting on behalf of a Club, as specified in this Policy.

Policy Provisions

1. Purpose

- 1.1 The Arc Clubs Policy sets out the principles, expectations and standards that apply to Clubs affiliated with, or seeking affiliation with, Arc@UNSW Limited (Arc).
- 1.2 The purpose of this Policy is to support a safe, inclusive, democratic and student-focused Club environment that enhances student life and contributes positively to the UNSW community. It establishes the overarching framework for Arc affiliation, including the responsibilities of affiliated Clubs, the standards they are required to uphold and the support available through Arc.
- 1.3 This Policy forms part of the Arc Clubs Governance Framework and must be read together with the documents applicable to the Club's affiliation stream:
 - 1.3.1 The following documents apply to both General Clubs and Sport Clubs:
 - (a) the Arc Clubs Conduct, Complaints and Compliance Procedure;
 - (b) the Arc Clubs Handbook;
 - (c) the Arc Membership Terms and Conditions, where applicable;
 - (d) other relevant Arc and UNSW policies and requirements, including the UNSW Code of Conduct and Values and UNSW Campus Policy; and
 - (e) applicable Commonwealth, State and Territory law.
 - 1.3.2 For General Clubs, the framework also includes:
 - (a) the Arc Clubs Affiliation and Operations Procedure;
 - (b) the Arc Clubs Affiliation Agreement 2027; and
 - (c) the Arc Clubs Model Constitution.
 - 1.3.3 For Sport Clubs, the framework also includes:
 - (a) the Arc Sport Clubs Affiliation and Operations Procedure;
 - (b) the Arc Sport Clubs Affiliation Agreement 2027;
 - (c) the Model Sport Clubs Constitution; and
 - (d) applicable Arc Sport governance documents.

2. Scope

- 2.1 This Policy applies to:
 - (a) all General Clubs and Sport Clubs affiliated with Arc;
 - (b) all prospective Clubs, and any General Club holding temporary or provisional affiliation status where recognised under the applicable Arc process;
 - (c) Executive members and other office holders;
 - (d) Club members when participating in Club activities or acting on behalf of a Club; and
 - (e) any other person acting on behalf of a Club in connection with Club activities, Arc or UNSW.
- 2.2 Prospective Clubs and their proposed Executive members are subject to this Policy throughout the affiliation and onboarding process.
- 2.3 This Policy applies across both the Arc Clubs and Arc Sport affiliation streams.

3. Definitions and Acronyms

Term	Definition
Affiliation	The process by which a Club becomes officially associated with Arc through Arc Clubs or Arc Sport, as applicable.
Affiliation Agreement	The Arc Clubs Affiliation Agreement 2027 or Arc Sport Clubs Affiliation Agreement 2027 applicable to the Club and its Executive members, as relevant to the Club's affiliation stream.
Arc	Arc@UNSW Limited (ACN 121 239 674).

Term	Definition
Arc Clubs	The Arc department responsible for the affiliation and support of General Clubs.
Arc Clubs Governance Framework	This Policy, the applicable Affiliation and Operations Procedure, the Arc Clubs Conduct, Complaints and Compliance Procedure, the applicable Affiliation Agreement and any other document expressly identified by Arc as forming part of the framework.
Arc Sport	The Arc department responsible for the affiliation and support of Sport Clubs.
Arc Sport governance documents	Governance or operational documents issued or approved by Arc and expressly identified as applying to Sport Clubs alongside the Arc Clubs Governance Framework.
Club	A not-for-profit entity affiliated with Arc, or seeking affiliation with Arc, through Arc Clubs or Arc Sport.
Club activity	An event, program, meeting, communication or other activity conducted by, or on behalf of, a Club. For the purposes of this Policy, "Club activity" is broader than "Activity" as defined in the applicable Affiliation and Operations Procedure.
Constitution	The Constitution of the Club.
Executive	The body responsible for overseeing the governance, administration and activities of a Club under its Constitution. A Club may refer to this body by a different name.
Executive member	An individual who holds an office-bearing position on the Executive.
External Governing Body	For Sport Clubs, any national, state, controlling, accreditation or other recognised sporting body relevant to the Club's sport, that the Club needs to be affiliated, registered or formally connected with in order to compete in its intended competitions or to align with the Club's aims.
General Club	A Club affiliated with, or seeking affiliation with, Arc through Arc Clubs rather than Arc Sport.
Member	A person who holds membership of a Club in accordance with its Constitution and the applicable Affiliation and Operations Procedure.
Screening	A formal check, registration or clearance used to determine whether a person is eligible to undertake a particular role or activity. Screening may include a Working With Children Check, Working With Vulnerable People registration or another screening or clearance required by applicable law or by Arc having regard to the nature or risk of the role or activity.
Sport Club	A Club affiliated with, or seeking affiliation with, Arc through Arc Sport.
UNSW	The University of New South Wales.
WWCC	Working With Children Check.

4. Policy Principles

- 4.1 Arc recognises Clubs as an important part of student life. The following principles guide Arc's support for Clubs and the conduct expected of affiliated and prospective Clubs:
- (a) student-led communities and initiatives that support participation, leadership and belonging;
 - (b) equitable access to funding, resources and administrative support, subject to applicable eligibility requirements and available resources;
 - (c) safe, respectful and inclusive environments, including child-safe practices where Club activities involve children or young people;
 - (d) lawful and responsible collection, use and protection of personal information;
 - (e) democratic, transparent and accountable governance; and
 - (f) responsible use of Arc resources and representation of the UNSW student community.
- 4.2 Clubs are expected to operate consistently with these principles and uphold the reputation and integrity of Arc and UNSW.

5. Affiliation and Recognition

- 5.1 Arc may affiliate a Club where it satisfies the requirements applying to its affiliation stream under the Arc Clubs Governance Framework.
- 5.2 Affiliation is conditional on the Club:
- (a) maintaining a current Constitution approved by Arc and compliant with the applicable Procedure and other mandatory requirements;
 - (b) completing the applicable Affiliation Agreement or other affiliation acknowledgement requirements specified by Arc;
 - (c) operating democratically and transparently;
 - (d) meeting applicable membership and Executive member eligibility requirements;
 - (e) complying with applicable law and relevant Arc, Arc Sport and UNSW policies, procedures and reasonable directions;
 - (f) completing annual affiliation or reaffiliation requirements; and
 - (g) operating consistently with the purposes of Arc and the interests of the UNSW student community.

- 5.3 Affiliation is not automatic or permanent. Arc may review a Club's affiliation and take action where the Club does not meet the conditions of affiliation, in accordance with the applicable Affiliation and Operations Procedure.
- 5.4 Arc-affiliated Clubs are independently governed under their Constitutions. Arc's role is to establish and administer conditions of affiliation, provide support and oversee compliance with the Arc Clubs Governance Framework. Affiliation does not make Arc responsible for managing a Club's internal affairs.
- 5.5 For Sport Clubs, applicable Arc Sport governance documents operate alongside the Arc Clubs Governance Framework where those documents are identified as applying to the Club.

6. Club Responsibilities

- 6.1 Affiliated and prospective Clubs must:
 - (a) comply with this Policy, the applicable Affiliation and Operations Procedure, the applicable Affiliation Agreement, the Arc Clubs Conduct, Complaints and Compliance Procedure and any other mandatory requirement applying to the Club;
 - (b) comply with relevant UNSW policies and procedures, including the UNSW Code of Conduct and Values and UNSW Campus Policy, and reasonable Arc, Arc Sport or UNSW directions applying to the Club;
 - (c) conduct Club activities lawfully, safely, respectfully and inclusively;
 - (d) comply with applicable child-safety and Screening requirements, including any WWCC or equivalent Screening required by law, the applicable Procedure, the applicable Affiliation Agreement or Arc as a condition of a role or activity;
 - (e) maintain accurate governance, membership, financial and operational records;
 - (f) handle personal information lawfully and securely in accordance with the applicable Procedure and privacy requirements;
 - (g) use Arc funding, services, facilities and resources appropriately and for Club purposes;
 - (h) conduct elections and decision-making processes fairly, democratically and in accordance with the Club's Constitution and applicable requirements;
 - (i) identify and manage risks associated with Club activities;
 - (j) report incidents and provide information where required; and
 - (k) cooperate with any Arc or Arc Sport review, investigation or compliance process.
- 6.2 The Club Executive is collectively responsible for taking reasonable steps to ensure that the Club complies with its obligations under the Arc Clubs Governance Framework and operates in accordance with its Constitution.

7. Standards of Conduct

- 7.1 Clubs, Executive members, members and any person acting on behalf of a Club must, when participating in Club activities or representing the Club:
 - (a) treat others with dignity and respect;
 - (b) support inclusive participation and culturally safe environments;
 - (c) comply with the UNSW Code of Conduct and Values and not engage in bullying, harassment, discrimination, racism, modern slavery, foreign interference, religious vilification, intimidation, victimisation, hazing or gender-based violence; and
 - (d) comply with applicable Arc and UNSW conduct, anti-racism, anti-discrimination and anti-religious vilification requirements.
- 7.2 Conduct may be addressed under the Arc Clubs Conduct, Complaints and Compliance Procedure where it occurs:
 - (a) at or in connection with a Club activity;
 - (b) through official Club online platforms, accounts or communications;
 - (c) through another online platform where the conduct is sufficiently connected with Club governance, activities or representation;
 - (d) on or off campus; or
 - (e) in any other context sufficiently connected with Club governance, activities or representation.

8. Support Provided by Arc

- 8.1 Subject to applicable eligibility requirements, available resources and continued compliance with the Arc Clubs Governance Framework, Arc may make support available to affiliated Clubs through Arc Clubs or Arc Sport, as applicable, including:
 - (a) funding and grants;
 - (b) access to facilities, spaces and booking services;
 - (c) administrative and governance support;
 - (d) training and development opportunities;
 - (e) insurance arrangements where applicable to the relevant Club or activity;
 - (f) access to events and engagement programs; and
 - (g) guidance relating to governance, risk management, inclusion, child safety and compliance.
- 8.2 Access to particular support may be subject to additional requirements, approvals or conditions applying to the relevant affiliation stream.

9. Governance and Operational Requirements

- 9.1 Detailed requirements for the affiliation, governance and operation of General Clubs are set out in the Arc Clubs Affiliation and Operations Procedure.
- 9.2 Detailed requirements for the affiliation, governance and operation of Sport Clubs are set out in the Arc Sport Clubs Affiliation and Operations Procedure and, where applicable, Arc Sport governance documents operating alongside the Arc Clubs Governance Framework.
- 9.3 Those requirements may include:
 - (a) affiliation and reaffiliation;
 - (b) constitutions, membership and Executive member eligibility;
 - (c) general meetings, elections and decision-making;
 - (d) financial management, governance records and information management;
 - (e) training and Screening requirements;
 - (f) event planning, safety and risk management;
 - (g) child-safety and WWCC requirements;
 - (h) for Sport Clubs, relationships with External Governing Bodies and other external organisations;
 - (i) reporting and compliance obligations; and
 - (j) eligibility for funding, services and other Arc support.
- 9.4 The Arc Clubs Handbook may provide practical guidance, forms and administrative information to assist Clubs in complying with the Arc Clubs Governance Framework.
- 9.5 Clubs must comply with the Affiliation and Operations Procedure applicable to their affiliation stream, any applicable Arc Sport governance requirements and any reasonable operational directions issued by Arc or Arc Sport under those requirements.

10. Complaints, Conduct and Compliance

- 10.1 Arc may receive, assess and respond to reports or complaints relating to:
 - (a) Club governance or compliance with the Arc Clubs Governance Framework;
 - (b) misuse of Club funds, information, services or resources;
 - (c) unsafe conduct or failures in risk management, including child-safety concerns;
 - (d) bullying, harassment, discrimination, racism, modern slavery, foreign interference, religious vilification, intimidation, victimisation, hazing or gender-based violence;
 - (e) conduct occurring online where it is sufficiently connected with Club governance, activities or representation;
 - (f) misconduct by Executive members, members or other persons acting on behalf of a Club; and
 - (g) breaches of applicable Arc, Arc Sport or UNSW policies, procedures or requirements.
- 10.2 Complaints and investigations relating to conduct or disciplinary matters, and any associated compliance action or appeals, are managed in accordance with the Arc Clubs Conduct, Complaints and Compliance Procedure.
- 10.3 Reviews and appeals relating to administrative affiliation decisions are managed under the Affiliation and Operations Procedure applicable to the Club's affiliation stream.
- 10.4 Where a breach is established, Arc may take proportionate action affecting the Club's affiliation or access to Arc support, services or activities, in accordance with the applicable Procedure. This may include suspension or disaffiliation and any additional outcome expressly available for the relevant affiliation stream.
- 10.5 Where appropriate, Arc may also refer a matter to UNSW or an external authority in accordance with applicable law and relevant procedures.

11. How the Arc Clubs Governance Framework Operates

- 11.1 This Policy establishes the overarching principles, expectations and standards applying to Arc-affiliated and prospective Clubs.
- 11.2 The supporting documents give effect to this Policy as follows:
 - (a) the Arc Clubs Affiliation and Operations Procedure sets out mandatory affiliation, governance and operational requirements for General Clubs;
 - (b) the Arc Sport Clubs Affiliation and Operations Procedure sets out mandatory affiliation, governance and operational requirements for Sport Clubs;
 - (c) applicable Arc Sport governance documents operate alongside the Arc Clubs Governance Framework for Sport Clubs where expressly identified as applying;
 - (d) the Arc Clubs Conduct, Complaints and Compliance Procedure sets out behavioural requirements and the processes for reporting, assessing and responding to alleged breaches;
 - (e) the applicable Affiliation Agreement records the obligations accepted by the Club and its Executive members as conditions of affiliation; and
 - (f) the applicable Arc Clubs Handbook provides practical guidance, forms and administrative information to assist Clubs in meeting their obligations.
- 11.3 A Handbook does not independently amend or override this Policy, either Affiliation and Operations Procedure, the Arc Clubs Conduct, Complaints and Compliance Procedure or the applicable Affiliation Agreement.
- 11.4 For Arc affiliation purposes, a Club Constitution does not override a mandatory requirement of the Arc Clubs Governance Framework that applies to that Club or, for a Sport Club, a mandatory requirement of applicable Arc Sport governance documents.

- 11.5 Where a requirement is specific to General Clubs or Sport Clubs, the Procedure, Affiliation Agreement and any other mandatory governance document applicable to that affiliation stream determine the requirement.
- 11.6 The documents forming or operating alongside the Arc Clubs Governance Framework should be read together and applied consistently.

12. Review and Amendments

- 12.1 Arc will review this Policy at least annually, and earlier where required, to ensure that it remains aligned with:
- (a) applicable law;
 - (b) UNSW requirements;
 - (c) operational needs;
 - (d) emerging risks; and
 - (e) best practice in student governance, safety and inclusion.
- 12.2 Arc will consult General Clubs and Sport Clubs, as relevant, on significant amendments affecting their respective affiliation streams.
- 12.3 Material amendments must be approved by the Director of Student Engagement or their delegate and communicated to affected Clubs as soon as reasonably practicable.
- 12.4 Where practicable, material amendments affecting conditions of affiliation or reaffiliation will be communicated before the relevant annual affiliation or reaffiliation process for the affected affiliation stream.

Accountabilities				
Responsible Officer		Director of Student Engagement		
Contact Officer		Clubs Manager and Sport Manager, as applicable		
Supporting Information				
Legislative Compliance		N/A		
Supporting Documents		Arc Clubs Affiliation and Operations Procedure Arc Sport Clubs Affiliation and Operations Procedure Arc Clubs Conduct, Complaints and Compliance Procedure Arc Clubs Affiliation Agreement 2027 Arc Sport Clubs Affiliation Agreement 2027		
Related Documents		Arc Clubs Handbook Arc Clubs Model Constitution Model Sport Clubs Constitution Arc Membership Terms and Conditions Applicable Arc Sport governance documents Applicable Arc and UNSW policies and requirements referred to in this Policy		
Superseded Documents		Arc Clubs Policy version 2026.1, subject to confirmation by Arc.		
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
Version 30	Director of Student Engagement	1 October 2026	1 October 2026	Whole document - updated to reflect the separated General Club and Sport Club operational procedures, current governance framework terminology and incorporated client review feedback.