



Arc Clubs Affiliation Agreement 2026

Affiliation is the process of becoming officially associated with Arc. We require that Clubs meet certain criteria before we can accept them as an affiliated Club.

Arc stipulates a minimum standard that Clubs must meet, including (but not limited to):

- *that your Club is run in a democratic fashion*
- *that all Club finances are being used solely for the benefit of all Club members*
- *the aims, objectives and activities of your Club must contribute to UNSW student life*
- *there are no other existing Clubs, programs or initiatives which have a similar name aims and objectives, activities or purpose currently affiliated with Arc*

The Club agrees to the following requirements of Arc @ UNSW Limited ("Arc") Affiliated Clubs:

1. Governance & Compliance with Arc and UNSW Policies

- Comply with all Arc Clubs Policy & Procedures and Arc's Membership Terms & Conditions.
- Maintain a Constitution that complies with Arc's minimum requirements.
- Attend all Clubs Briefings and read official Arc emails.
- Allow Arc representatives to attend AGMs and EGMs as observers.
- Allow Arc to monitor club activities.
- Follow any reasonable requests, recommendations or directions made by Arc relating to complaints, governance, or compliance.
- Comply with relevant UNSW policies, including any policy of UNSW in place in relation to the prevention and management of Gender-based Violence (GBV Policy), and any other policies notified by Arc from time to time as an ongoing condition of affiliation.
 - Code of Conduct and Values
 - Modern Slavery Prevention Policy
 - Health and Safety Policy
 - Smoke-Free Environment Policy

- Child Protection Policy
- Cyber Security Policy
- Information Governance Policy
- Adopt UNSW's policy on preventing and responding to Gender-based Violence and apply its principles in all in club activities, whether on- or off-campus, and including online environments.
- Provide satisfactory evidence of compliance with the UNSW Policies annually as part of the affiliation renewal process, or at any other time upon request by Arc or the University.
- Ensure that all members are aware of the requirements set out in this Affiliation Agreement and understand their individual obligations, including reporting mechanisms and behavioural expectations.

2. Maintaining Records & Compliance Monitoring

- Maintain accurate membership lists and submit them for auditing when requested.
- Keep financial accounts up-to-date and make them available for audits with 2 weeks' notice.
- Maintain accurate records of Working With Children Check (WWCC) clearances and provide them to Arc and UNSW upon request for compliance and auditing purposes.
- Keep records of completed mandatory training and provide them to Arc upon request for compliance monitoring or audits.

3. Executive Committee Requirements

- All Executive members must be Arc members and over the age of 18.
- Notify Arc of any changes to the Executive.
- Complete all mandatory training required by Arc, including Gender-based Violence training and ensure any general members who participate in higher-risk activities (for example, overnight trips, leadership or mentoring roles, or anyone with direct responsibility for participant safety) also complete the mandatory GBV training.
- Notify the club executive by email if they resign from their Executive position.
- Understand that Arc may disclose to the Executive any formal adverse findings that affect an individual's suitability for leadership and/or holding an Executive position.

4. Safety, Respect & Conduct

- Promote respect and safety in all activities.
- Follow Arc's Alcohol Policy.
- Comply with Arc's incident reporting requirements.
- Follow Arc's Grievance policies and procedures.
- Implement privacy best-practice standards consistent with the Australian Privacy Principles, to ensure that any personal information collected about members is kept confidential, used

only for legitimate club purposes, handled responsibly and securely, and never shared, disclosed, or sold without the member's consent.

- Maintain activities free from bullying, harassment, discrimination, or psychosocial harm. Ensuring Club activities, decisions and practices are free from psychosocial hazards or other harms to well-being, including bullying, harassment, discrimination, or anything which may embarrass, offend or humiliate.
- Ensure that any member (executive, directors, sub-committee, camp leaders, trainers or coaches, or any other person engaged in a leadership position) engaged in "child-related work" (as defined in the *Child Protection (Working with Children) Act 2012 (NSW)*) holds a valid WWCC clearance, with ongoing assessments for compliance. WWCC clearance is required for youth-facing programs, camps, mentoring, tutoring, and community engagement activities involving minors (involving direct, regular contact with children under 18). Examples of this include, but are not limited to:
 - Overnight events, including camps, overnight competitions and internal team building events
 - Overseas, interstate or regional activities or events
 - Any outreach programs or competitions that target, or includes, primary or secondary school students
 - Any conventions, showcases or workshops that involve those who are under 18.
 - Anyone that holds a leadership position within a residential college or housing.
 - People that run and moderate online gaming or social platforms that may include people that are under 18 years of age

5. Work Health & Safety (WHS) Requirements

Clubs must conduct all events and activities in compliance with relevant WHS legislation. Breaches may lead to disaffiliation.

Executives must:

- Take reasonable care for their own Health & Safety and that of others, including engaging in safe work practices and managing psychosocial risks.
- Complete a risk assessment before every event or activity.
- Adhere to the risk assessment during all events and activities.
- Participate in consultations on WHS risk management.
- Cooperate with Arc and/or UNSW WHS policies and procedures, especially when using their facilities, including following relevant emergency procedures.

6. Incident Reporting Obligations

- Ensure that any member who witnesses, experiences, or receives a disclosure of GBV in connection with Club activities must:
 - (a) immediately ensure the safety of any person at risk;
 - (b) report the incident to Arc via the Incident Report (deidentified unless consent is obtained) and/or the UNSW Gendered Violence Portal; and
 - (c) refer to relevant support services.

- Report other "notifiable" events (including but not limited to injuries, inappropriate behaviour, physical property damage, misuse of Club resources) within 5 days, even if not directly witnessed.
- If an incident involves serious criminal behaviour or death, an incident report must be made as soon as reasonably practicable.
- Incident reports must be submitted to clubs@arc.unsw.edu.au or via the Incident Report Form.

7. Insurance & Legal Liability

- Executives must manage the risks associated with club-run events proactively. Arc does not provide personal accident, property, or indemnity insurance for club members.
- Clubs are encouraged to use risk waivers and Event Terms & Conditions where appropriate.
- Executives of unincorporated Clubs are personally and legally responsible for commercial contracts and sponsorship agreements. Note: Clubs that frequently engage in high-value commercial activity should consider becoming incorporated under the *Associations Incorporation Act 2009*.
- Limited public liability insurance may be available for third-party claims, with restrictions (e.g., limited cover for overnight events unless additional Arc requirements are met). Where Arc has approved PLI cover for Club events, the Club must promptly report any matter within its knowledge that could give rise to an insurable loss or claims may be voided. Reports must be submitted to clubs@arc.unsw.edu.au or via the Incident Report Form within 24 hours of any incident that may result in a financial loss, including (but not limited to) incidents involving personal injury, property damage, or any other circumstance that could reasonably lead to a claim.

8. Publicity

- Display the Arc Clubs logo on all publicity material, publications, websites, and at all Club events.
- Not remove or cover official in-date Arc promotional materials.
- Allow Arc to use club images (e.g., photos from events, Facebook, grant applications) for its marketing and other promotional purposes.

9. Consequences of Non-Compliance

- Failure to comply with any requirements of this affiliation agreement constitutes a breach.
- Breaches may result in Arc suspending the Club's affiliation for a period or disaffiliation of the Club permanently.
- Members who breach individual obligations may be referred to Arc Clubs Management which could result in their removal from the Club.
- Any breach of Arc or UNSW policies by an Affiliated Club or its members may result in disciplinary action, including (but not limited to) suspension, disaffiliation and/or referral of the matter to the UNSW Conduct and Integrity Office for investigation.

By signing this agreement, the Club affirms its ongoing commitment to, and compliance with, the terms outlined herein.

I, the undersigned, confirm that I have read and understood the Arc Clubs Affiliation Agreement and agree to comply with its requirements.

This declaration takes effect from the date of signing the agreement or the start of your term on the Executive (whichever is later) and remains in effect until the next AGM or until new Executives officially take office. It applies for any period in which you hold an Executive position within the Club, whether by resigning from one position and assuming a new role, or by being elected to additional roles while retaining your current position(s). This declaration does not apply during any period in which you do not hold an Executive position.

Executives

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Executive Position:

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Phone Number:

Signature:

Date:

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Executive Position:

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