

Final Info Sheet: Training & Policies

Arc affiliated Clubs, and their members are expected to adhere to all Arc Clubs policies and procedures. Arc Clubs provides additional training on these policies, and general information on how to succeed in your Executive role. This info sheet outlines available training for Club Executives, and all relevant Arc Clubs policies and procedures.

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Executive Training

Arc provides **Executive Training** to ensure Club Executives understand the responsibilities and obligations of their roles. Through a combination of **online and in-person training**, Executives gain the knowledge and resources needed to effectively manage their Club, including governance, financial management, compliance, and the support services available through Arc, while meeting Arc's affiliation requirements.

Training Overview

Training	Who MUST Complete it?	Deadline/ Frequency	Requirement
Online Executive Training	All Club Executives	Within 4 weeks of being added as an Executive in Rubric	Mandatory
Online Gendered Violence Training	All Club Executives	Completed as part of the online training requirements	Mandatory
In-Person Onboarding Training	Minimum 2 Executives per Club	Annually in Term 3	Mandatory
Student Welfare Training	Minimum 1 Executive per Club	Annually	Mandatory

Online Executive Training

All mandatory online Executive training is delivered through **Rubric**.

Once your **AGM, EGM or IGM** has been approved by the Arc Clubs Team and you have been added as an Executive in Rubric, your training modules will automatically be assigned to your account.

Accessing Your Training

1. Log in to **Rubric**.
2. Navigate to **Administration > Training**.
3. Select **View** on your assigned training modules.

Training Content

The online training consists of **10 mandatory modules**, covering topics including:

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- Executive roles and responsibilities
- Club governance
- Financial management
- Event planning
- Risk management
- Club administration
- Arc policies and compliance
- Safe and inclusive Club environments

Deadline: All Club Executives must complete the online training **within four (4) weeks** of being added as an Executive in Rubric.

For more information and Executive training resources, visit the [Club Executives Training page](#) on the Arc website.

Online Gendered Violence Training

As part of the online training requirements, all Club Executives must complete the **Online Gendered Violence Training**.

This training aims to help Executives:

- understand gendered violence and its impacts
- recognise inappropriate or harmful behaviour
- respond appropriately to disclosures
- contribute to creating safe and respectful Club environments

Access the Training

The training can be completed through Rubric or directly via:

https://campus.hellorubric.com/form_group?gid=170

If you already have a Rubric account, log in using your existing account so your completion is recorded against your profile.

Proof of Completion

Training completion is automatically recorded in Rubric.

If you are required to provide evidence of completion (for example, when attending a Club camp or other higher-risk activity), submit a screenshot of your Rubric profile showing your

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completed training status. Ensure your name and account details (displayed in the top-right corner) are visible.

For additional information, visit the **Online Gendered Violence Training** page on the Arc website.

In-Person Onboarding Training

Arc delivers mandatory **In-Person Onboarding Training** during **Term 3 each year**.

These sessions provide practical guidance on:

- Club operations
- Executive responsibilities
- Arc policies and procedures
- Governance and compliance
- Available Arc support and resources
- Best practice for running successful Clubs

Attendance Requirements:

- **Minimum attendance:** Two (2) Executive members from each affiliated Club must attend.
- **Full attendance:** Executives must attend the **entire session** for their attendance to be recorded.

Student Welfare Training

Arc's annual **Student Welfare Training**, held during **Term 3 each year**, equips Club leaders with the knowledge and confidence to support the wellbeing of their members, understand the boundaries of their role, and identify appropriate referral pathways.

Topics may include:

- Supporting student wellbeing

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- Recognising when a member may need help
- Responding appropriately to disclosures
- Referral pathways and available support services
- Creating safe, respectful and inclusive Club environments

Attendance Requirements:

- At least **one (1) Executive member** from every affiliated Club must attend each year.
- The **Welfare Officer is encouraged to attend**, however any Executive member may fulfil this requirement.
- Clubs are welcome to send additional Executive members.

Registration, Attendance & Communications

Registration details, session information, announcements and reminders for both training programs will be communicated through official Arc Clubs channels, including:

- **Arc Clubs Newsletter**
- **Arc Clubs Discord**
- **Arc Clubs Instagram**

Clubs are expected to monitor these channels regularly to ensure they do not miss important training information or registration deadlines.

Attendance at mandatory training forms part of a Club's affiliation requirements. **Failure to meet the required attendance may affect your Club's affiliation with Arc.**

If your Club or required Executive member(s) are unable to attend, please contact the **Arc Clubs Team** at clubs@arc.unsw.edu.au **as soon as possible**. Early communication allows the Clubs Team to understand your circumstances and determine whether alternative arrangements can be made.

Policies

This section includes all relevant Arc Clubs policies and procedures. Our policies are subject to change annually following internal reviews. Policy changes will always be communicated to all Club Executives via the Clubs Newsletter.

Arc Membership Terms & Conditions

All students participating in Arc Clubs should be familiar with the Arc Membership Terms & Conditions. Arc membership provides access to a wide range of services, programs, clubs, events, and exclusive member benefits.

Key points include:

- **Membership Eligibility:** Arc offers different membership types for UNSW students and non-UNSW community members, with varying benefits and entitlements.
- **Member Conduct:** Members are expected to behave respectfully, responsibly, and inclusively at all Arc activities. Harassment, discrimination, bullying, and unsafe behaviour are not tolerated.
- **Member Responsibilities:** Members must comply with Arc's Terms & Conditions, provide accurate membership information, and ensure their membership is used only by themselves.
- **Participation & Safety:** Members participate in Arc activities voluntarily and are expected to follow all safety instructions and event requirements.
- **Privacy:** Personal information is collected and managed in accordance with Arc's Privacy Policy and is used to administer membership and related services.
- **Suspension or Termination:** Arc may suspend or revoke a membership if a member breaches the Terms & Conditions or engages in behaviour inconsistent with Arc's values and policies.

For Club Executives: As representatives of your club, you should encourage all members to familiarise themselves with the Arc Membership Terms & Conditions. By becoming an Arc member, individuals agree to abide by these conditions and uphold Arc's values of respect, inclusion, integrity, and responsible participation.

For the full Membership Terms & Conditions, please visit:

<https://www.arc.unsw.edu.au/join/member-benefits/membership-terms-and-conditions>

The Arc Clubs Procedure

The Arc Clubs Procedures outline the rules and requirements that all Arc-affiliated clubs must follow. They should be read alongside your club's constitution, the Arc Clubs Affiliation Agreement, and any other relevant Arc or UNSW policies.

Key areas covered include:

- **Club Affiliation:** Clubs must maintain their affiliation with Arc to access club funding, resources, bookings, training, and support.
- **Club Membership:** Clubs must be primarily run by and for UNSW students. Club membership records should be accurate, current, and managed appropriately.
- **Executive Responsibilities:** Club Executives are responsible for managing the club, following its constitution, completing required training, maintaining appropriate records, and ensuring the club complies with Arc requirements.
- **General Meetings and Elections:** Clubs must conduct Annual General Meetings and Extraordinary General Meetings in accordance with their constitution, including meeting notice, quorum, voting, elections, and accurate meeting minutes.
- **Reaffiliation:** Clubs must reaffiliate annually by submitting the required documents, including AGM records, executive details, financial documents, an updated constitution, and the signed Affiliation Agreement.
- **Financial Management:** Clubs must manage their funds responsibly, maintain accurate financial records, keep appropriate receipts and bank statements, and ensure club funds are only used for legitimate club purposes.
- **Grants and Funding:** Affiliated clubs may apply for Arc grants, subject to eligibility requirements, annual funding limits, supporting documentation, and the relevant grant conditions.
- **Events and Activities:** Clubs must plan and conduct events safely, responsibly, and inclusively. This includes following applicable risk management, venue, alcohol, overnight event, and incident-reporting requirements.
- **Member Conduct and Wellbeing:** Clubs must provide an environment that is respectful, inclusive, and free from bullying, harassment, discrimination, and

gender-based violence. Club Executives may also be required to complete relevant mandatory training.

- **Compliance:** Clubs that do not comply with the Procedures, their constitution, or Arc and UNSW policies may have their access to funding and resources restricted or may have their affiliation suspended or terminated.

Club Executives should refer to the complete Procedures whenever making decisions about club governance, finances, elections, events, membership, or other club operations.

For the complete Arc Clubs Procedures and more detailed information, please visit:

<https://www.arc.unsw.edu.au/uploads/Arc%20Clubs%20Procedures%20V29%20July%202024.pdf>

Arc Clubs Alcohol Policy

- Arc affiliated Clubs must comply with the requirements of the Arc Clubs Alcohol Policy at all Club activities. Any breaches by a Club may result in the Club becoming disaffiliated.
- Alcohol expenses for events will not be funded by the Arc Clubs Grant, except for alcohol expenses incurred at a licensed venue held on the UNSW Kensington, Paddington or Canberra campuses.
- Arc encourages moderation and a responsible attitude towards the safe consumption of alcohol and aims to create a climate that enables individuals to make a free and informed choice as to the level of their alcohol consumption in an environment free of inducement and social pressure to drink alcohol. Arc recognises that alcohol consumption is enjoyed by many members of the University community and that Arc clubs may want to incorporate alcohol into their activities, and while Arc will not attempt to stop drinking at club events, our specific goals are to:
 - minimise alcohol-related harm to the individual;
 - minimise alcohol-related damage to property;
 - preserve the reputation of Arc in the community.
- Arc reserves the right to reject any grant application if Arc determines that the Arc Alcohol Policy has been breached. Breaches may also lead to the club's disaffiliation from Arc and denial of AHEGS for Executives.

- Club activities must always comply with relevant Commonwealth and State laws, University Policies and Procedures and Arc Policies and Procedures.
- It is the responsibility of the Club Executive to ensure that everything is done to minimise the harmful effects of alcohol and that this Policy is adhered to.

General requirements of Club activities where alcohol will be served

- Attendance at the event must be by prior registration.
- Club members under the age of 18 must not consume alcohol;
- Club members must not be subjected to any pressure to drink;
- Desirable non-alcoholic drinks must be available in adequate quantities. Where drinks are being sold, non-alcoholic drinks must be available at lower prices than their comparable alcoholic alternative. Water must be available for free at all times;
- Drinking alcohol and becoming intoxicated must not be the primary objective of the Club activity;
- There must be food and other forms of entertainment at events where alcohol is served;
- Club members will not drink with the aim of becoming intoxicated;
- Club members who are intoxicated will not continue drinking;
- Club members who prefer not to drink will be supported;
- Alcohol serving practices are consistent with the "National Guidelines For Responsible Service Of Alcohol";
- Only licensed entities with licensed premises may sell alcohol as per Australian law.
- For any event where the ticket price structure factors in the inclusion of alcohol, Clubs must provide non-alcoholic beverages of equal value for attendees who will not be consuming alcohol.
- At least one activity organiser must be designated not to drink for the entirety of the event and must be responsible for the Club's adherence to relevant policies and procedures including this Policy;
- Activity organisers must make every reasonable attempt to ensure the safety of attendees at Club activities. This includes not allowing intoxicated Club members to continue drinking, assisting members to get home safely, monitoring the health and well-being of members and providing assistance where necessary;
- All activity attendees are subject to the same rights and responsibilities as Club Members under this Alcohol Policy;

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- Drinking must not interfere with the interests and welfare of others, damage property or bring the reputation of Arc or the University into disrepute.
- Club activities held in licensed venues must comply with venue policies and procedures as well as this Policy.

Club activities not held in a licensed venue

- Club members over the age of 18 must be identifiable by the use of coloured, plastic wristbands. It is the responsibility of the Executive (or their delegates) to verify the age of attendees by checking valid proof of age identification and distributing the wristbands prior to entry. The name used to register for the event must match the name on their valid ID.
- Only a Responsible Service of Alcohol (RSA) certified person can serve alcohol at the event. This person must use serving practices consistent with those learnt in an approved RSA training course. Student notes can be found at <https://www.liquorandgaming.nsw.gov.au/documents/collateral/nsw-rsa-course-handbook.pdf>;
- Alcohol is not permitted for sale. The University of New South Wales does allow consumption of alcohol on their campuses. UNSW Estate Management must approve all Club activities held on UNSW outdoor spaces. As per their conditions of use a license is required if alcohol is served and any fee is charged (<https://www.estate.unsw.edu.au/outdoor-events/outdoor-event-guidelines>);
- Conditions of Use for UNSW facilities can be found here www.facilities.unsw.edu.au/index.php/download_file/-/view/68;
- Food and drink are not allowed in UNSW Centrally Allocated Teaching Spaces (CATS);
- University Rules and Codes of Conduct for Students can be found here: <https://student.unsw.edu.au/conduct>. These do not relate specifically to the consumption or provision of alcohol; however, alcohol consumption may increase the risk that students engage in student misconduct. Activity organisers should familiarise themselves with these rules and codes of conduct and make every reasonable effort to ensure Club members do not engage in misconduct;
- Clubs must comply with the reasonable requirements, policies and procedures of the venue where the activity is being held.

Banned practices regarding alcohol include

- Promotional activities, including alcohol promotions conducted in cooperation with alcohol suppliers, which offer inducements or otherwise encourage drinking;
- Customs which exert social pressure on students to drink to excess including competitive drinking practices;
- No event is to advertise or promote the provision of an unlimited amount of alcohol (e.g. "all you can drink") or promote the event with alcohol consumption as the main activity of the event.
- Members of the University community who require further information about alcohol and its effects or who wish to seek help in connection with their drinking are invited to consult either the University Health Service or Counselling Service. A Government developed fact sheet is available at:
<http://positivechoices.org.au/teachers/alcohol> factsheet.
- If Club Executives are unsure about certain aspects of this Policy, it is their responsibility to seek advice from the Arc Clubs Team. A representative from the Clubs Team is available to answer questions about this Policy, its interpretation and implementation or the Club may seek further advice from Arc Legal and Advocacy.

Arc Affiliation Agreement

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 all applicable UNSW policies, including but not limited to the following:
 - Any policy of UNSW, or Arc, in place relating to the prevention and management of Gender-Based Violence (GBV Policy)
 - UNSW Campus Policy
 - Code of Conduct and Values
 - Anti-Racism and Anti-Religious Vilification Policy
 - Modern Slavery Prevention Policy
 - Health and Safety Policy
 - Smoke-Free Environment Policy
 - Child Protection Policy
 - Cyber Security Policy
 - Information Governance Policy
- 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.

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- 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.