

1. Clubs Handbook

Hi! Welcome to the Arc Clubs Handbook. The Clubs Handbook is your go-to guide for all your Club needs when it comes to starting a new Club or running an existing one.

We've included information about things you might do all the time (including signing up members, booking rooms for your events, running Executive meetings and printing), things that might only happen once a year (running elections, submitting your reaffiliation application, completing compulsory training for Executives), and sticky situations to avoid altogether (including the consequences, strategies avoid them and what to do if they happen). Although it is extensive, we have broken it up into sections so that you can look over it as you need.

Whenever we update this handbook, we will let all Clubs know via the Arc Clubs Newsletter. There is also a changelog on the website where we will keep track of what sections have been changed, and when.

If you can't find the answers you're looking for in this handbook, your first point of call for all general enquiries should be the Clubs Team.

About Arc @ UNSW

Arc @ UNSW is run by students, for students, and its sole mission is to provide services to its members (ahem, that's you - or, at least, it should be).

We provide and facilitate a huge range of services and facilities to our members and UNSW students in general, including:

- 300+ Clubs & Societies (That's you!)
- Parties & Events
- 30+ Volunteering Opportunities
- Student Publications (Blitz, Tharunka, The Student Cookbook, UNSweetened Literary Journal)
- Arc Sport (Clubs, Unigames and Social Sport)
- Legal & Advocacy Services
- Wellness Initiatives
- Innovation Support

- On-campus venues (The Greenhouse, The Whitehouse, The Roundhouse, The Grad Shop)
- Student Representation (SRC & PGC)

Arc Membership is free for current UNSW students and comes with plenty of benefits. Head to the Arc website (www.arc.unsw.edu.au) for more information on how to join us.

The Arc Clubs Team

The Arc Clubs Team are the key Arc staff tasked with supporting Arc affiliated Clubs, and it is made up of three full-time staff and three student Clubs & Grants Officers (CGOs).

The Clubs & Grants Officers are tasked with processing all your Clubs Grants, as well as offering general administrative assistance and support for Clubs. This includes membership audits, financial reviews, sending Clubs Newsletters, managing the storeroom as well as assisting with enquiries.

In the Clubs Space you'll either find a full-time member or a CGO at the front desk. They are responsible for resources, bookings, processing affiliation documents for the SDC and answering enquiries.

The Clubs Manager oversees the team, as well as looking after the policies and procedures that the team operates under.

The Student Development Committee

The Student Development Committee (SDC) is a subcommittee of the Arc Board that oversees particular aspects of Arc's support for Clubs including hearing appeals regarding affiliation issues and other Club issues and awarding the Club of the Year Awards. The committee is chaired by the Student Development Committee Convenor.

FAQs

Are you open during the holidays / uni break?

Arc is open throughout the year except for about 2 weeks over Christmas/New Year when UNSW is closed. The Arc Clubs Space is open during the term (8:30am-6pm), and available by appointment during other times of the year. Arc Reception is open 8:30am-6pm during the term, stuvac and the exam period, and open 9am-5pm during the rest of the year.

Help!

Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

Call Us

Call us at 9385 9840

Email Us

clubs@arc.unsw.edu.au

Office Hours

During Term: 8:30am-6pm Mon-Fri

Outside Term: 9am-5pm Mon-Fri (access to the Clubs Space by appointment only)

We are always more than happy to have a chat to you about any issues or ideas that you might have. In busy times we will set up an appointment with you, so we can ensure we have enough time to talk. The Clubs Space is also where you can access Arc Clubs Resources and the Clubs Storeroom.