Student Organisations Procedure - Clubs

Section 1 - Key Information

Policy Type and Approval Body	Governance – University Council
Accountable Executive – Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager – Policy	Director, Integrity and Partnerships
Review Date	29 September 2029

Section 2 - Purpose

(1) This Procedure outlines the requirements for the establishment, affiliation, and operation of clubs at La Trobe University.

(2) More detailed information concerning the operation of Student Clubs is maintained in the Clubs Handbook.

(3) More detailed information concerning the operation of Sporting Clubs is maintained in the La Trobe Sport Clubs Resource Hub.

Section 3 - Scope

(4) This Procedure applies to:

a. all Affiliated Clubs (as defined in this Procedure) operating on any La Trobe University campus or online
b. staff within the Integrity and Partnerships team who support Student Clubs
c. staff within La Trobe Sport who support Sporting Clubs
d. students and student groups seeking to establish or affiliate a Student Club or Sporting Club.

(5) The provisions for the formal recognition of student-led organisations are outlined in the Student Organisations Procedure - Recognition.

Section 4 - Key Decisions

Key Decisions	Role
Approval of Student Club affiliation and re-affiliation	Director, Integrity and Partnerships (Student Clubs)/Senior Manager, Infrastructure and Operations, La Trobe Sport
Approval of Clubs Handbook (annual)	Director, Integrity and Partnerships
Approval of La Trobe Sport Clubs Resource Hub (annual)	Senior Manager, Infrastructure and Operations, La Trobe Sport

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Key Decisions	Role
Disaffiliation of Student Clubs/Sporting Clubs	Director, Integrity and Partnerships (Student Clubs)/Senior Manager, Infrastructure and Operations, La Trobe Sport

Section 5 - Policy Statement

(6) Refer to the Student Organisations Policy.

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

(7) The following table outlines the roles and responsibilities for the governance and support of Affiliated Clubs.

Roles	Responsibilities
Recognised student-led organisations/La Trobe University Sport	• administer the distribution of affiliation grants and other approved funding to Affiliated Clubs, within approved budget and in accordance with any Funding Agreements and University requirements • maintain appropriate financial controls, records and reporting for all grant payments
Integrity and Partnerships	• provide governance, event and finance compliance support to Student Clubs • maintain and update the Clubs Handbook annually • identify and deliver required training for Club Executive roles • maintain central records of all Student Clubs • support Student Clubs with risk, event registration, financial processes and compliance • assess Student Club affiliation and reaffiliation applications and submit recommendations to Director, Integrity and Partnerships
La Trobe University Sport	• provide governance, event and finance compliance support to Sporting Clubs • maintain and update the La Trobe Sport Clubs Resource Hub annually • identify and deliver required training for Club Executive roles • maintain central records of all Sporting Clubs • support Sporting Clubs with risk assessment and management, event registration, financial processes and compliance • assess affiliation and reaffiliation applications and submits recommendations to the Senior Manager, Infrastructure and Operations, La Trobe Sport • manage Sporting Club affiliation arrangements and requirements in accordance with the La Trobe Sport Clubs Resource Hub
Clubs Executives (supported by recognised student-led organisations for Student Clubs)	• adopt, maintain and operate in accordance with their governing documents (e.g., constitution) • ensure compliance with University requirements, funding agreements and legislative obligations • apply for affiliation grants and other funding in accordance with established processes and timeframes as set out in the Clubs Handbook (Student Clubs) or La Trobe Sport Clubs Resource Hub(Sporting Clubs) • manage operations, communications, finances and membership records • complete mandatory training for their role • act in good faith and maintain transparency with members

Part B - Establishment and Affiliation of Clubs

(8) Students proposing a new Student Club must meet minimum requirements set out in the current Clubs Handbook. Students proposing a new Sporting Club must meet the requirements for affiliation set out in the La Trobe Sport Clubs Resource Hub.

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(9) To seek initial affiliation, or annual re-affiliation, Student Clubs must make a submission, via email, to the Integrity and Partnerships Team, outlining their capacity to meet the governance and other requirements of affiliation, as outlined in the Clubs Handbook. Sporting Clubs must apply for affiliation or re-affiliation in accordance with the requirements and processes set out in the La Trobe Sport Clubs Resource Hub.

(10) Affiliation recognises a club as having a formal association with La Trobe University. Only Affiliated Clubs may:

a. represent themselves as being affiliated with the University;
b. use the University's name and registered trademarks (including "La Trobe University" and "LTU") in accordance with this Procedure.

(11) Unaffiliated groups of students must not represent themselves as having a formal connection or association with the University.

(12) Affiliated Clubs may use the University's name and registered trademarks solely for purposes consistent with their approved activities and affiliation, and subject to the following conditions:

a. use must comply with all University branding, marketing and communication requirements as advised or published;
b. any use of the University's name or trademarks must be approved by the University in advance, unless otherwise authorised;
c. use must not imply endorsement of the University beyond the fact of affiliation;
d. the University may, at its discretion, withdraw, restrict, or vary permission to use its name or trademarks at any time.

(13) Affiliated Clubs must include "La Trobe University" or "LTU" in their name in a format approved by the University (for example "LTU [insert name] Club", "La Trobe [insert name] Society") as set out in the Clubs Handbook (Student Clubs) and La Trobe Sport Clubs Resource Hub (Sporting Clubs).

(14) Affiliated Clubs can either be Financial or Non-Financial clubs. Financial clubs are clubs that receive funding (see Part C) to support their activities across the year.

(15) The Integrity and Partnerships Team reviews submissions for Student Clubs and recommends affiliation or re-affiliation to the Director, Integrity and Partnerships. La Trobe Sport reviews Sporting Club affiliation and re-affiliation applications and makes recommendations to the Senior Manager, Infrastructure and Operations, La Trobe Sport.

Part C - Club Funding

Student Clubs

(16) Financial Student Clubs are eligible to receive an annual affiliation grant amount based on club size.

(17) Additional funding for Student Clubs may be made available via competitive grants rounds.

(18) Student Clubs are encouraged to seek sponsorship arrangements and partnerships to help fund activities and to build links in the community in accordance with the Clubs Handbook.

Sporting Clubs

(19) Sporting Clubs must comply with any sponsorship, funding, grant and partnership requirements set out in the La Trobe Sport Clubs Resource Hub.

Part D - Financial Governance

(20) Financial processes for Affiliated Clubs are governed through the University's internal finance systems.

(21) Student Clubs must comply with financial governance, reporting and funding requirements outlined in the Clubs Handbook.

(22) Sporting Clubs must comply with financial governance, reporting and funding requirements outlined in the La Trobe Sport Clubs Resource Hub.

Part E - Events and Activities

(23) All Affiliated Club events and activities must:

a. be registered using the Event Registration Form available via the Clubs Resources webpage or, for Sporting Clubs, through the processes specified by La Trobe Sport;
b. comply with mandatory notice periods as set out in the Clubs Handbook (Student Clubs) or the La Trobe Sport Clubs Resource Hub(Sporting Clubs);
c. include a risk assessment and mitigation plan;
d. comply with conduct, safety and alcohol requirements;
e. maintain attendance records for all events (including a Working With Children Check for external guests);
f. use only approved venues, vendors and processes.

Part F - Complaints

(24) Student Clubs must have processes to address complaints through their Constitution and seek support from the Integrity and Partnerships Team where required.

(25) Sporting Clubs can make or escalate complaints through the Representative Sport Officer.

Part G - Disaffiliation

(26) An Affiliated Club may be disaffiliated if it:

a. fails to submit their application for affiliation or re-affiliation in accordance with timelines specified in the Clubs Handbook (Student Club) or the La Trobe Sport Clubs Resource Hub (Sporting Clubs);
b. fails to meet the minimum requirements for affiliation at any time as set out in the Clubs Handbook (Student Clubs) and the La Trobe Sport Clubs Resource Hub (Sporting Clubs);
c. engages in unsafe activity or the misuse of Student Services and Amenities Fees (SSAF);
d. fails to manage its financial position (e.g. accrues unmanaged or unapproved debt);
e. ceases operations.

(27) Disaffiliation decisions for Student Clubs are made by the Director, Integrity and Partnerships. Disaffiliation decisions for Sporting Clubs are made by the Senior Manager, Infrastructure and Operations, La Trobe Sport.

Part H - Clubs Right to Review of Decisions

(28) Clubs may seek a review of decisions made in relation to their club from the Pro Vice-Chancellor (Student Experience and Employability) (Student Clubs) or Representative Sport Officer (Sporting Clubs) where they believe they have grounds that this Procedure has not been correctly applied.

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(29) Clubs who are dissatisfied with the outcome of any review may lodge a complaint with the University Ombudsman under the provisions of the Ombudsman Statute 2009.

(30) Clubs that remain dissatisfied after all University processes have been exhausted may choose to lodge a complaint with the National Student Ombudsman.

Part I - Maintenance and Annual Approval of Clubs Information

(31) The Integrity and Partnerships Team maintains the Clubs Handbook as the central source of operational guidance and templates for Student Clubs. La Trobe Sport maintains the La Trobe Sport Clubs Resource Hub as the central source of operational guidance and templates for Sporting Clubs.

(32) The Clubs Handbook must be reviewed annually and approved by the Director, Integrity and Partnerships by 30 September of each calendar year. The La Trobe Sport Clubs Resource Hub must be reviewed annually and approved by the Senior Manager, Infrastructure and Operations, La Trobe Sport.

(33) Interim updates to the Clubs Handbook may be made with the Director, Integrity and Partnerships approval. Interim updates to the La Trobe Sport Clubs Resource Hub may be made with the Senior Manager, Infrastructure and Operations, La Trobe Sport approval.

(34) The current Clubs Handbook and the La Trobe Sport Clubs Resource Hub must be published on the LTU website.

Section 7 - Definitions

(35) For the purposes of this Procedure:

a. Affiliated Club: a student-led club that has been formally affiliated with the University under this Procedure and includes both Student Clubs and Sporting Clubs.
b. affiliation: the formal recognition by the University of a Student Club or Sporting Club that meets prescribed eligibility, governance and operational requirements as outlined in this Procedure.
c. financial clubs: clubs that receive funding to support their activities and engagements across the year.
d. non-financial clubs: clubs that do not require funding to support their activities and engagements across the year.
e. Sporting Club: an Affiliated Club administered through La Trobe Sport in accordance with the La Trobe Sport Clubs Resource Hub.
f. Student Club: an Affiliated Club administered through the Integrity and Partnerships Clubs Program and does not include Sporting Clubs.

Section 8 - Authority and Associated Information

(36) This Procedure is made under the La Trobe University Act 2009.

(37) Associated information includes:

a. Higher Education Support Act 2003 (Cth) and the Student Services, Amenities, Representation and Advocacy Guidelines 2022 made under that Act.
b. Student Behaviours Policy
c. Student Charter

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Status and Details

Status	Current
Effective Date	7th October 2026
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Expiry Date	Not Applicable
Responsible Manager - Policy	Darren Holland Director, Integrity and Partnerships
Author	Darren Holland Director, Integrity and Partnerships
Enquiries Contact	Student Experience & Employability

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