

**ADELAIDE
UNIVERSITY
SPORT**

Policy Manual

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Scope

This Policy Manual outlines the purpose, mission and vision of Adelaide University Sport and Fitness (AUSF), the legislative and governance principles that apply to the organisation and how these are met.

Purpose, Mission and Vision

Established in 1896, Adelaide University Sport (trading name of the Adelaide University Sport and Fitness) is directly affiliated with The University of Adelaide and has been incorporated in its own right since 1979. It is administratively autonomous and has full control of the allocation of expenditure from its budget. AUSF is primarily funded by Student Service Amenities Fee (SSAF) allocation.

Vision

To be the leader in developing and promoting a healthy and active lifestyle throughout the University and wider community.

Mission

To facilitate high quality sport and recreation programs through University engagement, advocacy and development by:

- engaging effectively with our members
- the university and the broader community
- promoting sports participation to the student community
- supporting member clubs to achieve their potential
- building key stakeholder relationships that facilitate effective club development
- and influencing the development of pathways for elite athletes

Role and Service Delivery

As a member organisation, AUSF facilitates sport and recreation for The University of Adelaide and the broader community through the follow key pillars:

Affiliated Sporting Clubs

Clubs are affiliated according to the Constitution and the Affiliation Policy, and each has an Affiliation Agreement and Club Service Commitment. The Constitution includes provisions for revocation and resignation of affiliation where required. Affiliated clubs are eligible for facilities, insurance, governance and sport development support, and ongoing funding support.

Intersarsity and elite athlete support programs

AUSF provide intersarsity sporting opportunities for members and clubs. In addition, AUSF provide opportunities and support to elite athletes in conjunction with The University of Adelaide Elite Athlete Office. As part of this pillar of activity, AUSF manage the Roma's women's rugby team.

Social sport, on campus events and engagement, and school holiday programs

As campus life evolves, AUSF have identified students wish to engage in a less structured form of recreational sport. Social sport provides students and the university community with the opportunity to connect through sport and fitness on campus.

AUSF have begun the management and delivery of school holiday programs with the intention of serving the university and broader community, engaging with families and potential future students inviting them onto campus. These programs have created an additional independent income stream.

Facilities and services management including the Fitness Hub

AUSF own, manage, and support the maintenance of multiple facilities (fields and buildings) including:

- The Fitness Hub
- Thebarton
- West Beach
- Waite
- North Adelaide – Park 10 and 12
- Morgan
- The Graduates Clubhouse
- Stonefield Gliding Facility
- The Irene Watson room
- The Adelaide University Boat Shed

Facility hire is an important source of income for AUSF and a benefit for clubs affiliated with AUSF. As defined in the Affiliation and Club Service Policy, AUSF Clubs have access to facilities or financial reimbursement of hire fees. Facilities processes are defined in the Facilities Procedure, Facility Hire Terms and Conditions, Facility Hire Agreement Schedule (as specific to the hirer), and where relevant Affiliation Agreements.

AUSF work with The University of Adelaide to maintain sporting grounds and facilities. Further detail regarding maintenance activities can be found in the Facilities Procedure, 012.

The Fitness Hub Procedures and Operations can be found in the AUSF Fitness Hub file.

Legislative Requirements

AUSF is an incorporated body according to the Incorporations Act and holds Liquor Licensing which is governed by Consumer Business Services (CBS). In addition, AUSF complies with Child Protection Legislation and requires all affiliated clubs to comply accordingly.

To comply with these requirements, AUSF relies on a system of procedures and policies. A register of these policies and procedures can be found in the Document Register, 019.

Governance Principals

In addition to legislative requirements, AUSF complies with the industry standard governance principals defined by the Australian Institute of Sport (AIS).

- a strategic planning framework identifying core organisational values, goals and performance management indicators
- clearly documented board/management interaction, including appropriate delegations and authority of all parties
- a thorough process for identifying and monitoring legal, compliance and risk management requirements
- a thorough system of audit, including internal and external processes

- performance management system to provide evidence and ensure monitoring of legal compliance and performance against plans.

Constitution

The AUSF Constitution defines AUSF and its purpose and ways of achieving this. The Constitution ensures that AUSF has a structure in place for selecting individuals to act on behalf and for the mandate of AUSF. Surpassed only by legislative requirements, the Constitution is the primary tool for governing AUSF.

The AUSF Constitution can be found in the AUSF governance file.

Code of Conduct

The AUSF Code of Conduct, 002 is designed to outline expectations for conduct for AUSF members, employees, volunteers, and other community members. AUSF members and employees and volunteers are required to demonstrate professional ethical behaviour at all times - in their responsibilities to AUSF, in their relationships with each other, and in their service to the community, and will be required to adhere to this Code of Conduct, 002. No behaviours that are abusive in any manner will be tolerated. This will include verbal abuse, physical abuse and emotional abuse.

The AUSF Code of Conduct, 002 can be found in the AUSF governance file.

Strategic Planning and Innovation

AUSF use a 4-year planning cycle. The current strategic plan is the 2021 – 2024 Strategic Plan. This can be found in the AUSF governance file. . Strategic planning and innovation practises are a shared responsibility between the AUSF General Manager and the [Board of Management](#). As a member organisation, members have the constitutional provisions to influence the strategic direction of AUSF through Annual General Meetings, the [Sports Council](#), and [Board of Management](#) representation.

Risk Management

Risk is inherent in the nature of the operations and undertakings of AUSF, its affiliated clubs, and its members. Identifying and mitigating these inherent risks is a vital element of AUSF practices. It ensures AUSF and affiliated clubs provide sport and recreation opportunities in a safe and responsible manner.

AUSF identify, mitigate, and monitor risks relating to the work of AUSF according to the Risk Management Procedure, 004. A Risk Register, 005 is used to record identified risks and the mitigation.

AUSF also provide support to affiliated clubs to assess, mitigate and manage risks specific to their club.

Organisation Chart

The Organisation Chart can be found in the in the AUSF governance file.

Board of Management

The AUSF Board of Management support the performance and compliance of AUSF to defined strategic directions and legislative requirements. In practice, the role of the board includes governing, directing and monitoring AUSF business, affairs and operations in two broad areas, being:

Overall organisational performance: ensuring AUSF develops and implements strategies and supporting policies to enable it to fulfil the objectives set out in the AUSF constitution. Day to day operations of AUSF are delegated to AUSF staff, however the board remain accountable to members for the organisation's performance. The board monitors and supports management in an on-going way.

Overall compliance/conformance: ensuring AUSF develops and implements systems, processes and procedures to enable it to comply with its legal, regulatory and industry obligations (complying with the law and adhering to accounting, sport and recreation, and membership organisation standards) and ensure the AUSF assets and operations are not exposed to undue risks through appropriate risk management.

Specific requirements for the AUSF board and board members can be found in the Constitution. Board Members shall complete the Board Induction module at commencement of appointment to the AUSF board.

Sports Council

The AUSF Sports Council represents all AUSF Affiliated Clubs and supports the strategic direction of the AUSF Board. The role of Sports Council is further defined in the Constitution as the following:

The Sports Council is the representative body of the AUSF, with each Sports Council Member representing the members of his or her Club.

The Board shall ensure that the Sports Council is advised of:

- the affiliation and disaffiliation of all Clubs;
- the creation and termination of all In-House Clubs;
- all AUSF policies (with all policies being reviewed at least annually); and
- the allocations of annual AUSF budgets.

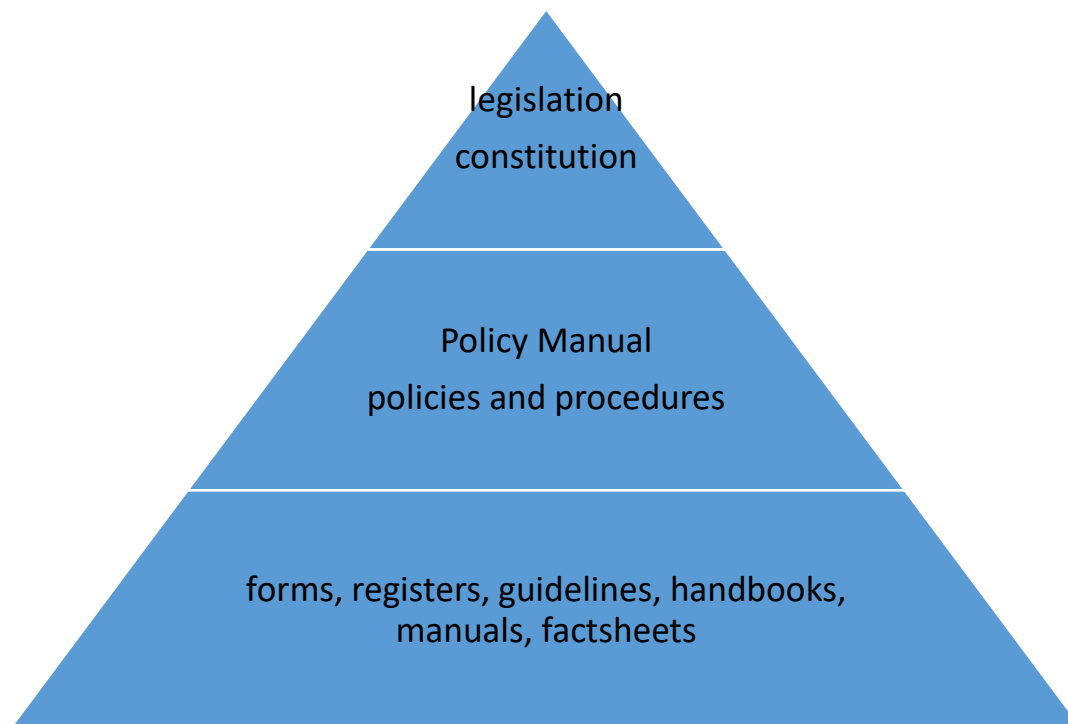
The Sports Council shall review AUSF's performance in achieving its objectives and/or policies, at the Sports Council's Ordinary General Meetings.

The Sports Council shall elect Elected Board Members at its Annual General Meeting.

Operational Requirements

In addition to this Policy Manual, AUSF operational requirements are outlined in the AUSF Operations Manual, 003 and specified policies and procedures.

Policy Hierarchy



Policies and Procedures

AUSF use policies and procedure to govern business practices and to provide consistent delivery of services.

Policy Development and Audit

AUSF Policies and Procedures and prepared and approved for use in according with the Document and Record Control Procedure, 010. Policies and procedures are audited according to the Internal Audit Schedule as defined in the Document and Record Control Procedure, 010.

Record Control and Privacy

Record Control is managed as defined in the Document and Record Control Procedure, 010 and the Privacy Policy, 025. AUSF complies with Privacy Act 1988 and the Privacy Regulation 2013. Requirements associated with this regulation are defined in the Document and Record Control Procedure, 010.

People and Performance Management

AUSF volunteers and staff are employed, trained, and managed according to individual Work Plans to be developed annually based on the current Strategic Plan.

AUSF employees and volunteers are encouraged to complete professional development and any financial contribution required can be determined by the AUSF General Manager upon application in writing by the team member.

Performance management processes are followed on a 6 month basis and are the responsibility of the General Manager and human resource support.

AUSF complies with all work place laws that apply to South Australian employees and workplaces including Workcover.

Membership

AUSF is a membership organisation and categories of membership are defined in the Constitution and described further in the Member Policy, 009. The Member Policy, 009 outlines the ways in which AUSF provides for and protects members.

Complaints Handling

From time to time, issues can occur relating to the operations of AUSF, when this occurs AUSF carry our processes defined in the Complaints Handling Procedure, 008.

Sport

On and off pitch, there are many processes that are specific to sport. The Member Protection -Smart Sport Policy, 015 defines how AUSF manage safety, substances, injuries, intervarsity, travel, selection of players, and equal opportunity.

Child Safe Environments

AUSF is committed to providing child safe environments for sport and recreation according to the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016. The Child Safe Environment Policy, 018 outlines commitments and requirements for AUSF and affiliated clubs. Each affiliated club provides minuted evidence and a compliance statement of adoption of the AUSF Child Safe Environment Policy, 018.

External Relationships and Partnerships

AUSF work in conjunction with many external bodies including the following:

- State and national sporting organisations specific to each sport. The recommendations, policies, and procedures of these organisations govern elements of the activities carried out by affiliated clubs.
- University Sport
- Adelaide City Council