



ANU Sport and Recreation Association Inc.
The Australian National University
19 North Road
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Get Active @ ANU Sport

Short Course & Introductory Program Club Structure

Get Active @ ANU Sport aims to provide non-traditional and innovative avenues for students, staff and the wider Canberra community to stay fit and healthy. In addition to short courses, ANU Sport provides group programs delivered to local businesses, ANU Academic Colleges and ANU Residential Halls, in addition to the broader Canberra community, ANU Sport can tailor almost any program to the desires of our community.

ANU Sport Affiliated Clubs

ANU Sport collaborates with affiliated clubs to run short courses and introductory programs for the ANU campus and wider community. ANU Sport offers two options for affiliated clubs. The benefits and requirements for each option are outlined below.



Option 1: Managed by the club

The club is responsible for the organisation, promotion, management of ticket sales and delivery of the course.

Benefits to the club:

1. ANU Sport will share the club's pre-existing Facebook event to the ANU Sport Facebook page.
2. The course details are displayed on the ANU Sport website along with a link to purchase tickets.
3. The course will include ANU Sport Get Active branding and will be advertised as part of the Get Active program. All co-branding must be approved by ANU Sport.
4. The club will be provided with the ANU Sport Get Active logo for use on all course promotional material. All advertising material must be approved by ANU Sport.
5. The course will be included in ANU Sport's anonymous Short Course survey. The club will be provided with the survey results and feedback once the survey closes. NOTE: all completed surveys go in the draw to win an ANU Sport prize pack each semester; the club can add their own incentives or prizes for their participants who complete the survey.

Requirements:

1. The club must provide ANU Sport with all relevant information, links and images for the promotion of the course at least 3 weeks before the start of the course. This includes:
 - Course information (outline, dates, times and costs).
 - Website links for ticket sales.
 - Facebook event details.
 - Advertising images and logos.
2. The club pays normal facility hire for the duration of the program at the Club Rate, including any additional set up and pack up time required. NOTE: extra fees *will only apply if the course is run outside of normal club training hours*.
3. The club must provide a discount for ANU students. The discount must be at least \$20.00 cheaper than the non-ANU student ticket option. NOTE: to be an eligible ANU student the individual must be enrolled at the ANU in the same calendar year.
 - a. *If the club does not reduce the student ticket price, they will be charged \$20.00 for every student enrolled in the short course.*
4. The club must provide ANU Sport with the following details of the course participants, at least 2 weeks after the course concludes. This includes:
 - The total number of registrations.
 - Participant's first and last names.
 - Participants Student number (if applicable).
 - Participant's date of birth.
 - Participant's email address.
 - Participant's gender (male, female, other, unspecified).
 - Participant's ticket type.
5. The club to ensure qualified instructors (where relevant) attend all course activities and manage all risk mitigation required to deliver the course.
6. ANU Sport will send the Short Course feedback survey to all course participants at the conclusion of the course. The club must encourage all participants to fill out the survey.
7. The club to ensure all participants are medically fit to participate via a participation waiver or medical form.



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8. Participants under the age of 16 will only be able to participate with permission from ANU Sport. This will only be granted if the instructor(s) have a current WWVP check.



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Option 2: Managed by ANU Sport

ANU Sport administers the course and pays a facilitator fee to the club, that covers their instructor costs. ANU Sport is responsible for all administration and operational costs of the course and will retain all income from ticket sales. The club is responsible for the delivery of the course.

Benefits to the club:

1. ANU Sport will pay a facilitator fee to the club that covers their instructor costs. This will be at the rate of \$35.00 per hour, based on 1 instructor per 30 course participants.
2. The club will not be charged a facility hire cost during the dates of the short course.
3. ANU Sport will manage the registration and ticket sales of participants online.
4. ANU Sport will manage all promotion of the program (promotional material can include the club logo). This includes but is not limited to:
 - An ANU Sport produced course information poster in line with our style guide, to be displayed on ANU Sport bulletin boards and other promotional events.
 - The course details being listed on the ANU Sport website including a link to purchase tickets and information about the club.
 - A Facebook event for the course to be created and shared on ANU Sport's Facebook page which the club is encouraged to share through its own communication channels.
 - The course promotion material to be provided to interested ANU academic colleges and residential halls.
 - Course promotional material to be provided to ANUSA, PARSa and other relevant groups on campus to cross-promote.
5. The course will be included in ANU Sport's anonymous Short Course survey. The club will be provided with the survey results and feedback once the survey closes. NOTE: all completed surveys go in the draw to win an ANU Sport prize pack each semester; the club can add their own incentives or prizes for their participants who complete the survey.
6. Upon approval from ANU Sport, the club may conduct its own promotion of the course and any additional services on offer during the course.
7. Upon approval from participants, the club will be provided with a list of participant contact details to receive digital promotional material.
8. The course provides an entry opportunity for new members to join the club.



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Requirements:

1. ANU Sport to retain all income from ticket sales.
2. The club must provide ANU Sport with all relevant information, links and images for the promotion of the course at least 3 weeks before the start of the course. This includes:
 - Course information (outline, dates, and times).
 - Website links for the club.
 - Facebook event details.
 - Advertising images and logos.
3. The club must provide ANU Sport with the relevant instructor contact details.
4. ANU Sport will determine the ticket sale prices based on the operational and administrative costs.
5. ANU Sport reserves the right to cancel the course up to 2 business days prior to the start date if there are insufficient participants enrolled.
6. The club to share any promotional information through their communication channels and complete other advertising as requested by ANU Sport.
7. The club to ensure qualified instructors (where relevant) attend all course activities and manage all risk mitigation required to deliver the course.
8. The club to ensure all participants are medically fit to participate via a participation waiver or medical form.
9. Participants under the age of 16 will only be able to participate with permission from ANU Sport. This will only be granted if the instructor(s) have a current WWVP check.



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Option 3: Administered by ANU Sport- Delivery via Club.

ANU Sport administers the course online and sets up the payment- for the **club** to retain all income. ANU Sport is responsible for all administration of the course and will be paid an administrator fee from the club. The club is responsible for the delivery of the course.

Benefits to the club:

1. ANU Sport completes all online set up.
2. The club retains all ticket sales- via Uni One account or bank account details provided.
3. The club will not be charged a facility hire cost during the dates of the short course. *NOTE: ANU Sport will only waive the facility hire fee if; the usual club trainings are **not** run in the short course period.*
4. ANU Sport will manage the registration and ticket sales of participants.
5. ANU Sport will manage all promotion of the program (promotional material can include the club logo). This includes but is not limited to:
 - a. An ANU Sport produced course information poster in line with our style guide, to be displayed on ANU Sport bulletin boards and other promotional events.
 - b. The course details being listed on the ANU Sport website including a link to purchase tickets and information about the club.
 - c. A Facebook event for the course to be created and shared on ANU Sport's Facebook page which the club is encouraged to share through its own communication channels.
 - i. The course promotion material to be provided to interested ANU academic colleges and residential halls.
 - d. Course promotional material to be provided to ANUSA, PARSAs and other relevant groups on campus to cross-promote.
6. The course will be included in ANU Sport's anonymous Short Course survey. The club will be provided with the survey results and feedback once the survey closes. *NOTE: all completed surveys go in the draw to win an ANU Sport prize pack each semester; the club can add their own incentives or prizes for their participants who complete the survey.*
7. Upon approval from ANU Sport, the club may conduct its own promotion of the course and any additional services on offer during the course.
8. Upon approval from participants, the club will be provided with a list of participant contact details to receive digital promotional material.
9. The course provides an entry opportunity for new members to join the club.



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Requirements:

1. ANU Sport to be paid a \$300.00 administration fee for the organisation of the online course and registration.
2. The club must provide ANU Sport with all relevant information, links and images for the promotion of the course at least 3 weeks before the start of the course. This includes:
 - Course information (outline, dates and times).
 - Website links for the club.
 - Facebook event details.
 - Advertising images and logos.
3. The club must provide ANU Sport with the relevant instructor contact details.
4. The club will determine the ticket sale prices.
5. The club to share any promotional information through their communication channels and complete other advertising as requested by ANU Sport.
6. The club to ensure qualified instructors (where relevant) attend all course activities and manage all risk mitigation required to deliver the course.
7. The club to ensure all participants are medically fit to participate via a participation waiver or medical form.
8. Participants under the age of 16 will only be able to participate with permission from ANU Sport. This will only be granted if the instructor(s) have a current WWVP check.