Club Definition Policy

Aim

The aims of this policy are to define AUSC's information/details.

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1 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

2 Application

This policy applies to all club members, administrators , spectators and volunteers of AUSC.

3 Purpose

The purpose of this policy is to give clarity and consistency to how the club operates. Whereas the constitution documents how the club is run and changes must first be agreed upon with AUSF and voted in at an AUSC Annual or Special General Meeting (AGM/SGM) then registered with Consumer Business Services (CBS), the club code of conduct and policies detail specific aspects of club operations and the committee can change these following standard committee processes.

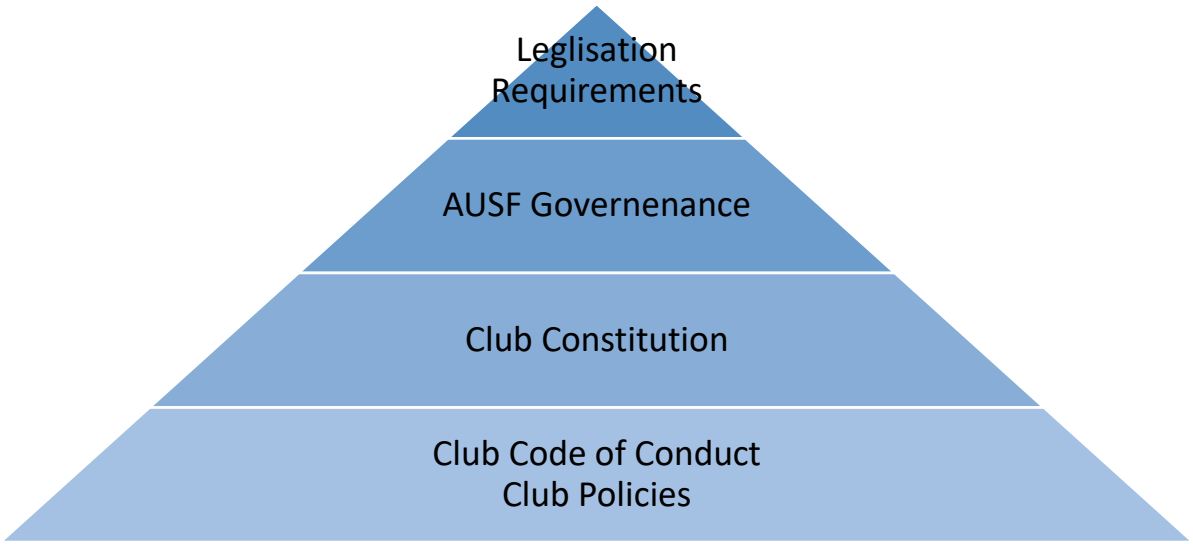

Figure 3-1 Governance documentation hierarchy

4 Official name

The official name of the club is *Adelaide University Scuba Diving Club, Incorporated*. For branding purposes, the full name should be spelt out: *Adelaide University Scuba Diving Club*. It is acceptable to abbreviate the club's name to AUSC.

5 Incorporated status

AUSC was registered as an incorporated club under the Associations Incorporation Act 1985 (SA) on 12/04/1979, with incorporation number A6369. The name was changed from Adelaide University Skindiving Club on 28/05/2003, as per the club's incorporation details contained within Appendix A.

AUSC as such has a separate legal identity and can enter into contracts, own property, and commence or defend legal proceedings in its own name. Committee members and other volunteers are generally protected from personal liability for debts, obligations, or damages incurred by AUSC, provided they act in good faith and within the scope of their responsibilities.

Additional governance requirements, protections, and considerations include:

- Having a Public Officer (over 18 years of age) appointed in accordance with the rules of the AUSC constitution that is registered with Consumer Business Services (CBS);
- CBS must be notified of changes to AUSC's Public Officer within 28 days;
- AUSC must notify AUSF of changes in office bearers within 14 days;
- AUSC must have perpetual succession, i.e. AUSC goes on regardless of changes in members;
- Name of the club with the word "Incorporated", or "Inc." must be on every legal document;
- The Club must not operate for the purpose of making a profit for its members, and no part of the Club's income or assets may be distributed, directly or indirectly, to members except as reimbursement for authorised expenses or services;
- The requirement to exercise appropriate care when conducting business with members or office bearers. Any actual, potential, or perceived conflicts of interest must be appropriately managed, documented, and disclosed as required;
- Prescribed associations including (but not limited to) those having gross receipts exceeding $500,000 in a financial year or being declared as such by the Corporate Affairs Commission are subject to additional legal obligations, including audited financial reporting and specified timelines for Annual General Meetings;
- The Club must keep and maintain a register recording past and present Public Officers; and
- Minutes must be prepared and maintained for all meetings of the Club.

6 Australian Business Number (ABN)

The club's ABN is 57 278 341 440:

http://abr.business.gov.au/SearchByAbn.aspx?abn=57278341440

Goods and Services Tax (GST): Registered

Fuel Tax Credits (FTC): Registered

Not for Profit (NFP): NFP via ATO self-review

Australian Charities and Not-for-profits Commission (ACNC): Not Registered

7 Policy and Register Updates

It is recommended that policies with frequent updates are reviewed at minimum every two years and relatively static policies every five years. Registers for things such as boat handlers, key register and training should also be updated regularly as required. Updated policies must be consistent with the club's constitution, approved by the committee, loaded on to the AUSC website policy page, then communicated to members.

To ensure consistency, accuracy, and effective governance, AUSC maintains a Single Source of Truth (SSoT) for the club constitution, code of conduct, and policies. Members, volunteers, committee members, and external stakeholders must rely only on the current versions published on the AUSC website https://www.adelaidescuba.com/club-information/.

This approach minimises the risk of outdated or conflicting information being used, supports compliance with legislative and organisational requirements, and ensures that all users are relying on the same authoritative information. Any printed copies, locally saved files, emailed attachments, cloud documents and other copies must be regarded as uncontrolled document copies.

Document control

Revision (Date)	Person	Comments
0 (15/11/2009)	**Author:** David Warren, Treasurer **Reviewed:** Emily Moskwa, Secretary **Approved:** Mostyn Walker, President	Document released to club membership.
1 (13/10/2015)	**Author:** David Warren **Reviewed:** Committee (via Meeting 13/10/2015) **Approved:** David Warren, President	Separated from main policies document, and reformatted.
2 (22/12/2015)	**Author:** David Warren **Reviewed:** Committee (via Meeting 22/12/2015) **Approved:** David Warren, President	Added incorporation certificate within Appendix A. Also updated incorporation details to Section 5.
3 (9/02/2017)	**Author:** David Warren **Reviewed:** Committee (via Meeting 9/02/2017) **Approved:** David Warren, President	Added Appendix B AU branding agreement.
4 30 Mar 2023	**Author:** Tim Brown **Reviewed:** Committee (via Meeting Date) **Approved:** Committee (via Meeting Date)	Amended letterhead to AU Sport & Fitness
5 08 Jul 2026	**Author:** Jade Bruggeling **Reviewed:** Committee (via Meeting 13/08/2026) **Approved:** Committee (via Meeting 13/08/2026)	Update hierarchy pyramid to current club structure Modenese language on incorporation considerations Add GST, FTC, NFP, ACNC status information Add Single Source of Truth framework for club policy Clarify policy update schedules for rapidly changing policies 2 years and more static policies every 5 years

Appendix A Incorporated certificate

OFFICE OF
Consumer and Business Affairs
www.ocba.sa.gov.au

ADELAIDE UNIVERSITY SCUBA DIVING
CLUB INCORPORATED

13 SALISBURY STREET
UNLEY SA 5061

SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 24(5)(b)

Incorporation Number: **A6369**

Certificate of Incorporation on Change of Name

This is to certify that

ADELAIDE UNIVERSITY SKINDIVING CLUB INCORPORATED

an association which was on the twelfth day of April 1979
incorporated under the Associations Incorporation Act 1985
resolved on the twenty–eighth day of May 2003
to change its name to

ADELAIDE UNIVERSITY SCUBA DIVING CLUB INCORPORATED

Given under the seal of the Corporate Affairs Commission at Adelaide on this twenty–eighth day of May 2003

Commissioner for Corporate Affairs

Certificate

Corporate Affairs and Compliance
Incorporating the Corporate Affairs Commission ABN 30 652 402 747

Ground Floor Chesser House
91 - 97 Grenfell Steet
Adelaide SA 5000

GPO Box 1407
Adelaide SA 5001

Telephone: 1300 138 918
Fax: (08) 8204 9771
Email: businessnames@agd.sa.gov.au

Government
of South Australia

Appendix B University of Adelaide branding agreement

Note: AUSF has an agreement with the University where clubs only have to sign off on the branding once. The form has never been altered to reflect this.

Sara, Sports Development Officer by e-mail 6/12/2016.

AGREEMENT FOR THE USE OF
THE UNIVERSITY OF ADELAIDE'S NAME & LOGO

THE UNIVERSITY of ADELAIDE

BETWEEN: **The University of Adelaide** ABN 61 249 878 937 of North Tce,Adelaide SA 5005 (the ***University***)

AND: **Adelaide University Scuba Club** (the ***Licensee***)

The University is a research university offering postgraduate and undergraduate degrees, and was established by the *University of Adelaide Act 1971* (***"the Act"***). It is an offence under the Act, carrying a penalty of up to $20,000, to use the University's name or logo or to assume a name or description that includes the University's name or logo, except under a written agreement with the University.

The Licensee is a club associated with the University and/or its students. The Adelaide University SCUBA Club organizes local dives, dive trips, training, equipment hire and social events for students and members of the diving community. The Licensee wishes to use the University's Brand for the purposes of identifying and promoting itself, and has requested the University to grant it a licence to do so in compliance with the Act.

TERMS

1. The University grants the Licensee for the Term a non-exclusive licence to reproduce the Brand on Materials. The Licensee must comply strictly with all of the terms of this Agreement. All Materials must comply with the University's Brand and Visual Identity Policy and Visual Identity Guidelines. In addition, the Licensee must submit all Materials in the nature of clothing and merchandise to the University for prior written approval. The parties acknowledge that the licence granted by this Agreement includes the right for the Licensee to be named "Adelaide University SCUBA Club" and to be referred to as such in its constituting documents. The Licensee must submit any proposed change to its name to the University for prior written approval.

2. The Licensee must not use the Brand in any way which in the opinion of the University might bring the University or the Brand into disrepute or diminish its integrity and must not associate the Brand with any behaviour which is in the opinion of the University illegal or offensive. The Licensee indemnifies the University from all liability arising in respect of the Licensee's use of the Brand.

3. The University may terminate this Agreement if the Licensee is in breach of any of its terms provided the University first gives the Licensee 30 days' written notice within which to make good such breach. However, if the Licensee does anything that in the University's opinion damages or is likely to damage the reputation, image or goodwill associated with the Brand or the University then the University may immediately terminate this Agreement.

4. When this Agreement expires or if it is terminated pursuant to clause 3 the Licensee will no longer have any right to use the Brand and shall immediately destroy any Materials in its control which use or include the Brand and will cease to have any right to use the University's name or logo within the Licensee's name, description and/or constituting documents and shall immediately change its name, description and/or constituting documents to remove the University's name and/or logo.

5. All correspondence in relation to requests for approval under clause 1 must be directed to the University's Director of Marketing and Strategic Communications (Ben Grindlay). All other

correspondence in relation to this Agreement must be directed to the University's Executive Office of Student Services (Michael Physick).

6. In this Agreement:
   - **Brand** means all representations that identify the University, including its names, logos, trademarks, slogans, business names and domain names.
   - **Material** means all material produced to advertise or promote the Licensee or for use in the course of its operations (such as letterhead, stationery, posters, signage, creative and advertising material, clothing, merchandise, and promotional products).
   - **Term** means the period commencing when this Agreement is signed and expiring after 12 months.
   - A reference to the opinion of the University means its opinion in its absolute discretion.

SIGNED FOR THE UNIVERSITY

Signature: James A McMurtrie

Name: JAMES A MCMURTRIE

Title: VICE-CHANCELLOR AND PRESIDENT

Date: 29 NOVEMBER 2011

SIGNED FOR Adelaide University SCUBA Club

Signature:

Name: Sam Owen

Title: President

Date: 7/9/11