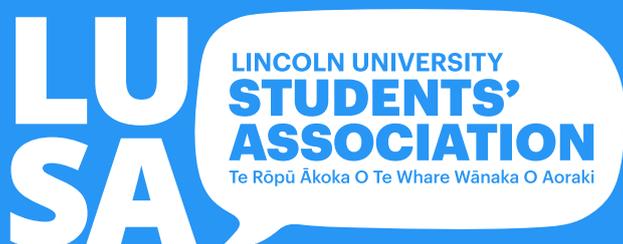


**Lincoln University  
Students' Association's**

# **CLUBS KICKSTART GUIDE**

Treat this guide as your go-to manual for all things LUSA Clubs!  
If there is anything you can't find in here, email [clubs@lusa.org.nz](mailto:clubs@lusa.org.nz)  
or pop into LUSA's office in Forbes for help.



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# 2026 Key Club Dates

<b>Semester One</b>	
<b>NOW</b>	<b>Reaffiliate your club</b>
Jan 2026	Regos open for Ori Clubs Market Day 2026
Monday 12 January	Open Grant Round & Grant Round 1 Applications Open Ori Clubs Market Day Grant Applications Open
Wednesday 11 February	Ori Clubs Market Day 2026 Registrations close
Tuesday 17 February	Clubs Market Grant submissions close
<b>Thursday 19 February</b>	<b>Ori Clubs Market Day 2026</b>
<b>Wednesday 25 February</b>	<b>Grant Round 1 Applications Close</b>
<b>Wednesday 4 March</b>	<b>Club Hui (1pm – 2:30pm, Grounded Theatre)</b>
Friday 6 March	Open Grant Round Closes Grant Round 1 Outcome Notifications Sent Out
Monday 9 March	Grant Round 2 Applications Open <i>RAM (2) Content Due (Magazine released on 24 March)</i>
<b>Tuesday 10 March</b>	<b>Club Exec Workshops</b>
<b>Sunday 29 March</b>	<b>Open Grant Round Deadline to Claim Back Funds</b> <b>Grant Round 1 Deadline to Claim Back Funds</b> <b>Ori Clubs Market Day Grant Deadline to Claim Back Funds</b>
<b>Wednesday 1 April</b>	<b>Grant Round 2 Applications Close</b>
<i>Thursday 2 April</i>	<i>RAM (3) Content Due (Magazine released on 21 April)</i>
Friday 10 April	Grant Round 2 Outcome Notifications Sent Out
Monday 13 April	Grant Round 3 Applications Open
<b>Tuesday 21 April</b>	<b>Club House Open Day + RAM Launch</b> <b>(12:30pm – Until Food Runs Out, LUSA Club House)</b>
<i>Monday 18 May</i>	<i>RAM (4) Content Due (Magazine released on 2 June)</i>
<b>Sunday 21 June</b>	<b>Grant Round 2 Deadline to Claim Back Funds</b>
<b>Wednesday 24 June</b>	<b>Grant Round 3 Applications Close</b>
<i>Monday 29 June</i>	<i>RAM (5) Content Due (Magazine released on 13 July)</i>
Friday 3 July	Grant Round 3 Outcome Notifications Sent Out
Monday 6 July	Grant Round 4 Applications Open
<b>Semester Two</b>	
<b>Friday 10 July</b>	<b>Re-Ori Clubs Market Day Grant Applications Close</b>
<b>Thursday 16 July</b>	<b>Re-Ori Clubs Market Day 2026</b>
<b>Tuesday 21 July</b>	<b>Club Hui (12pm – 1:30pm, Grounded Theatre)</b>
<i>Monday 27 July</i>	<i>RAM (6) Content Due (Magazine released on 11 August)</i>
<i>Monday 10 August</i>	<i>LUSA Student Exec 2027 Nominations Open</i>

<b>Sunday 23 August</b>	<b>Grant Round 3 Deadline to Claim Back Funds Re-Ori Clubs Market Day Grant Deadline to Claim Back Funds</b>
<i>Monday 24 August</i>	<i>RAM (7) Content Due (Magazine released on 8 September)</i>
<b>Wednesday 26 August</b>	<b>Grant Round 4 Applications Close</b>
<b>September</b>	<b>Make sure your AGM is scheduled, and reminders sent out</b>
<i>Friday 4 September</i>	<i>Grant Round 4 Outcome Notifications Sent Out</i>
<i>Sunday 13 September</i>	<i>LUSA Student Exec 2027 Nominations Close</i>
<b>Tuesday 15 September</b>	<b>Club Hui (12pm – 1:30pm, Grounded Theatre)</b>
<b>Sunday 20 September</b>	<b>Community Day (Club led activities for Lincoln community)</b>
<i>Wednesday 23 September</i>	<i>LUSA Student Exec - Meet the Candidates</i>
<i>Monday 28 September</i>	<i>LUSA Student Exec 2027 Voting Opens</i>
<b>October</b>	<b>Hold your AGM and elect your 2027 executives Start the 2027 executive induction. Reaffiliate your club on Rubric</b>
<i>Monday 5 October</i>	<i>LUSA Student Exec 2027 Voting Closes</i>
<i>Wednesday 7 October</i>	<i>LUSA's Best Awards</i>
<i>Monday 12 October</i>	<i>RAM (8) Content Due (Magazine released on 23 October)</i>
<b>Sunday 6 December</b>	<b>Grant Round 4 Deadline to Claim Back Funds</b>

## Support that LUSA provides:

### Set Up

- Rubric—clubs platform with email/text tools
- Club email setup (with LU address)
- Templates—AGMs, events, minutes, etc.

### Club Finances

- Club bank accounts
- Club grants—4 rounds per year

### Events

- Room Bookings (on or off campus)
- Online ticketing platforms
- Event Planning Support
- H&S, logistics, transport, catering

### Promotion

- Design support
- Social media content, logos, posters, membership cards
- Marketing & comms
- Including promotion on LUSA socials
- RAM Magazine
- Event or club spotlights
- Printing—flyers, posters & more

### General

- Support from our Student Communities Coordinator

## What's The Point?

**This handbook is all about how to set up and run a successful club. It's a one stop shop no matter whether you've been a club executive for three years, or you're setting up a new club for the first time. Refer here for any questions you might have.**

# Starting A New Club

It all starts with an idea. At the core of every club is a passion, purpose or common interest that brings the members of the club together. A simple interest can often develop into a successful club.

## Step One: Figure Out The Goal

Ask yourself things like:

- What is the purpose of the Club?
- Why will people want to join?
- How will the Club bring people together?
- How will members join?
- Who will run it?

## Step Two: Recruit

To get started you'll need at least ten members. You could find these by:

- Asking friends to join
- Approaching classmates
- Bribing your flatmates with snacks
- Putting up posters
- Advertising in RAM
- Word of mouth is the best form of marketing at this point, so get the word out.

You can chat to our Communications Coordinator about getting some stuff put on our social media channels too — [comms@lusa.org.nz](mailto:comms@lusa.org.nz) or refer to Marketing and Communications on page 11.

## Step Three: Run an AGM

Hold an Annual General Meeting (AGM) to figure out all the details of how the club will run. You'll need to set a date, invite your members, set an agenda, and take minutes.

### Things to talk about

- What is the club's purpose?
- What do you want to achieve this year?
- What events and activities will you hold?
- What is expected of club members?
- How will you communicate as a club?

### Decisions to make:

- Who will take the Executive Roles?
- How often will the Club meet? Eg. Monthly, quarterly, bi-yearly
- Will you have a membership fee?
- How will you recruit more members?
- Club activities and events calendar

## Booking a Room

LUSA have access to a range of venues of varying sizes. Submit a booking request via LUSA's website under 'Services > Room Bookings' or pop into the office to chat with us about booking a space for your meeting.

## Setting an Agenda

A meeting agenda is a list of topics or activities you want to cover during your meeting. The main purpose of the agenda is to give members a clear outline of what should happen in the meeting, who will lead each task, and how long each step should take. Sending this information out to members before the meeting and having it available during, will ensure the meeting runs smoothly and efficiently. See our template on page 7.

## **Post a greeter at the door**

Appoint a member to greet attendees at the door, creating a welcoming atmosphere.

## **Taking Minutes**

Minutes are notes taken during a meeting to keep a record of what was discussed and agreed. They don't need to be long or complicated. The purpose of minutes is to record clearly and accurately what decisions were made at the meeting and who is responsible for carrying them out. Using the Agenda template on page 7, fill the table out with your minutes as they occur. A downloadable Minutes template is also available at [lusa.org.nz/clubs](https://lusa.org.nz/clubs)

## **Welcoming Attendees**

Open the AGM with a formal greeting and distribute agenda and reports. Officially declare the meeting open, including club name and AGM number. Welcome members and special visitors and lead a karakia or mihi whakatau.

## **Provide refreshments**

Provide water and a variety of refreshments, including cold and hot drinks (water, iced tea, lemonade, coffee, and hot tea). Depending on the time, consider light snacks like cheese and crackers, or even run a BBQ!

## **Handling Apologies**

Mention absent officers or members and invite others to apologise on their behalf. Formally move to accept the apologies.

## **Reviewing Previous Minutes**

Confirm receipt of last year's AGM minutes. Summarise action items, discuss whether they were achieved and by whom, review and amend minutes if needed before formal acceptance. Chairperson signs off on accepted minutes.

## **Addressing matters arising**

Address topics related to previous AGM minutes without formal motions.

## **Reviewing reports**

Discuss president's, secretary's, and treasurer's reports. Make formal motions to adopt each report. Present previous year's finances during the treasurer's report.

## **Conducting Elections**

Hold Executive committee elections after reports but before general business. Prepare materials and clarify the voting system. A neutral party should count the votes, and minute detail nominations and outcomes

## **Discussing General Business**

Address informal issues and concerns raised by attendees without motions or votes.

## **Invite a guest speaker**

Invite a guest speaker to address important club issues, either after general business or at the end of the meeting.

## **Setting next meeting date**

Announce the date and location of the next AGM if planned.

## **Closing the meeting**

Declare the AGM closed when all agenda items are covered. Upload finalized minutes to the Club's SharePoint folder. Arrange a handover meeting for outgoing and incoming committee members if applicable. Deliver a Karakia if appropriate.

## **Bookend the meeting with a social event**

Keep the formal AGM brief and start or follow with a social event for attendee interaction. For budget-conscious options, consider a potluck!

## AGM Agenda Template

Remember, an AGM doesn't have to be complicated. Use this template as a practical guide to simplify your AGM planning and execution.

Agenda <b>Club Name</b>	Meeting number: Time: From: Location:	Date: To:
<b>Item</b>	Presented By	
<b>Administration</b>		
<b>1. Welcome, Karakia</b>	President/Meeting Chairperson	
<b>2. Apologies</b>	Secretary	
<b>3. Review of minutes from previous AGM</b>	President/Meeting Chairperson	
<b>1. Acceptance of minutes from previous AGM</b>	President/Meeting Chairperson	
<b>5. President's Report of the year that's been</b>	President/Meeting Chairperson	
<b>6. Treasurer's report</b>	Treasurer	
<b>7. Proposed Resolution #1</b>	Moved By	President/Meeting Chairperson
<b>8. Proposed Resolution #2</b>	Moved By	
<b>9. Proposed Resolution #3</b>	Moved By	
<b>10. Acceptance of Financial Statements</b>	Treasurer	
<b>11. Acceptance of Annual Report</b>	President/Meeting Chairperson	
<b>12. Election of New Executive Committee</b>	President/Meeting Chairperson	
<b>13. Success stories from the year/guest speakers etc.</b>	Guest Speakers	
<b>14. Meeting Close, Karakia</b>	President/Meeting Chairperson	

## Step Four: Affiliate!

To become an official club, you will need to affiliate with LUSA. Affiliation gives you access to our Student Communities Coordinator, event planning support, venue hire, and financial assistance through the LUSA Club Grant Fund.

During the affiliation process, you will also be granted access to LUSA's club platform, Rubric (previously known as QPay), and added to the Club Directory on our website making it easier for students to find you.

In order to affiliate with LUSA, you will need:

- 10+ members, the majority being current Lincoln University students. Your first 10 members must be current Lincoln University students.
- Minutes of your AGM which evidence the election of your exec roles (President, Vice President, Secretary and Treasurer)
- A Constitution & Code of Conduct signed by your exec (found on LUSA's website)
- Completed affiliation form (found on LUSA's website)
- Once you have all of these boxes ticked, head to [lusa.org.nz/clubs](https://lusa.org.nz/clubs) to complete your affiliation documentation. The LUSA Student Community Coordinator will review your application within 10 working days and advise whether more information is needed.

If your application is accepted, congratulations! You are now an official LUSA Club.

## Next Steps

Once you're officially affiliated as a club, the next steps are:

- Design a logo — talk to our LUSA designer to get some help with this. Find further details about this on page 11.
- Set up your club's Registration Form — this is how you register members and keep a record. Find further details about this on page 20.
- Join LUSA's Exec Community group on Facebook/Instagram:
  -  [www.bit.ly/ClubExecFb](https://www.bit.ly/ClubExecFb)
  -  [www.bit.ly/ClubExecInsta](https://www.bit.ly/ClubExecInsta)
- Create a generic email for your club — this ensures consistency as your exec changes each year. Email [clubs@lusa.org.nz](mailto:clubs@lusa.org.nz) and we will assist you in setting it up.

## The Roles

Your club exec is the driving force behind your club. They work with LUSA to make your club awesome! Every exec member should contribute. At a minimum, you need a President, Secretary, and Treasurer. Don't forget — everyone in your executive should drive the Club and pitch in, not just one person!

### President

The President is the club's leader. They set the tone, delegate tasks, and keep the club focused on its goals. They:

- Provide overall leadership and vision for the club
- Set the annual agenda and prioritise goals
- Represent the club at internal and external events
- Chair club meetings
- Ensure the club operates within its constitution and LUSA guidelines
- Oversee the club's finances (in conjunction with the treasurer)
- Build and maintain positive relationships with members and stakeholders
- Delegate tasks and support the Vice president and other executive members
- Communicate effectively with members and the wider community

### Vice President

The Vice President is the President's right-hand person, fully engaged in club activities. They:

- Provide leadership and support to the club
- Maintain a positive club culture
- Ensure compliance with LUSA policies, the club constitution, and code of conduct
- Chair meetings in the President's absence

## Starting a Club

- Coordinate event information with the secretary
- Recruit and mentor new members and executive candidates

### **Secretary**

The secretary should be organised and efficient at managing their time to coordinate the administration duties of the club. They will:

- Handle communications (e.g. emails, newsletters, meeting invites)
- Maintain official records of meetings including taking minutes
- Coordinate important documents such as agenda, post-meeting minutes, reminders etc.
- Keep the membership database up to date

In bigger clubs, the communications aspect may be managed by a separate role.

### **Treasurer**

The treasurer should be financially minded and know their way around a spreadsheet. This person needs to be trustworthy and honest, as they will be handling the club's funds. They will:

- Keep accurate financial records that meet LUSA guidelines, and maintain a relationship with LUSA's accounts administrator to track the club's bank balance (held by LUSA)
- Develop budgets for events and the year and source and manage sponsorship
- Manage and track club transactions, and pay club bills on time

### **Optional Additional Roles**

While not compulsory, some clubs choose to add additional members to their exec who are responsible for a key task on the club or may be learning the ropes to step into a leadership position next year. Having additional exec members can be useful if your club is very large or active as this means more hands on deck, more diverse voices contributing to decisions, and an improved ability to deliver your club's objectives.

Some examples of additional exec members include:

- **General Rep** — provide general support to the other club exec members and an extra set of hands to help with delivering events and activities
- **Social Media or Communications Rep** — handles club's social media accounts, designs event posters and advertising collateral, answers online enquiries
- **Junior Rep** — provides insight into different year group's point of view on matters and ensures continuity of the club as they gain better understanding of the leadership roles and often move into president or VP role in future years.

# Running Your Club

## Recruiting Members

There are several different ways to recruit new members for your club, including a few ideas below:

### **Set up your Membership Link on Rubric**

This is the first step to recruitment, as your members details will be held in your club's Rubric account so that you can easily keep track of who is registered, paid their registration fee if you have one, and makes communications with members much easier. If your club was affiliated in the previous year, it can be helpful to reach out to old members and ask whether they want to register with your club again.

Your membership link will also be added to LUSA's Club Directory making it easier for students to find your club organically, and automatically appears on the Rubric App under LUSA.

For tips on setting this up, head to page 20.

### **Hold a stall at LUSA's Clubs Market Day**

On the first Thursday of each semester, LUSA organise a market event where student clubs can register to hold a stall. Up to 2,000 Lincoln students attend these events each year, so it is a great opportunity to network with other students and recruit new members.

You can decorate your stall however you wish, and a small budget is allocated to this each year to help clubs make their stalls interesting, which you can access by applying to the Clubs Market Grant (more on this on page 13).

### **Hold a recruitment event**

Many clubs choose to hold their own recruitment events, such as a bake sale, food sale fundraiser, or activity/gathering for interested members. Holding these somewhere visible like Forbes Lawn or in Grounded is a great way to engage people who may be walking past and provides an opportunity to promote your club.

### **Hang posters**

Go old fashioned, put some posters up. Remember to include key information like what your club does, who should join, and how to get in contact. It can be useful to add a QR code that links to your Rubric registration form — if you need help doing this ask LUSA!

### **Put an ad in RAM**

Another great way to reach students is by utilising student media. Every month LUSA publishes a new issue of the student magazine which is accessible both in print and online. Reach out to [comms@lusa.org.nz](mailto:comms@lusa.org.nz) if you want to include a club ad!

## Holding Regular Meetings

Holding regular meetings with your club is a great way to keep the club active, connect with your members, and ensure that your club's mission is met. Depending on how active you intend to be will determine how regularly you choose to meet.

Clubs can opt to meet:

- Fortnightly
- Monthly
- Bi-monthly
- Once per term
- Sporadically/as required

LUSA recommend that your club decide on how regularly to meet at the beginning of the year, and then come up with a schedule for your meetings so that all club members are aware of the meeting dates. We suggest you choose a schedule that can be repeated easily, such as the first Wednesday of every month, week 2 of each term or a consistent day of the week etc.

## Sub-Meetings

Clubs can also organise sub-meetings in between main club meetings. These can be a great idea to allow your Exec, sub-groups or task-specific groups to meet and stay on top of actions which they may report back on at club meetings.

If you would like to book a venue to hold your meetings, head to [lusa.org.nz/room-bookings](https://lusa.org.nz/room-bookings) where you can check room availability and fill out the form to reserve one of our bookable spaces.

## Marketing & Communications

Marketing and communications are an incredibly important part of running your club, as this is how you build a perception of your club both within members and the wider student body. Communication is particularly important to the running of your club.

LUSA have a team of dedicated staff who are here to assist. Below are some of the things we can help with.

- Designing a logo
- Design of posters, social media content, membership cards etc.
- Printing
- Merchandise
- Social media

# Club Design & Comms Notice Requirements

## 15

**working days\***

A design that requires multiple outcomes (e.g. poster, social media tile and/or a social media story)

## 10

**working days\***

A design for one single club poster, tile or social media story

## 5

**working days\***

Social media post (no design required)

**\*This notice period should be until the date you wish to begin advertising your event, not your actual event date.**

## Design

We have an incredible in-house graphic designer who can help you with designing artwork for events, posters, social media content, a club logo, flag banners, membership cards or even merchandise. Email your design request with ideas including sketches or images to [design@lusa.org.nz](mailto:design@lusa.org.nz). Our designer needs at least 2–3 weeks' notice to assist with any of the above design work, on top of the required turn around time required by external suppliers (if applicable).

## Printing

Email a PDF file to [design@lusa.org.nz](mailto:design@lusa.org.nz) with the quantity and paper size you'd like. We can usually turn this around in 24–48 hours (business days only).

## Merchandise

Many clubs wish to purchase club merchandise for their members, which we are happy to assist with. Our Club Merch Guide outlines what LUSA can assist with supplying, however you are welcome to source merchandise independently. You can download our Club Merch Guide from LUSA's website under the Clubs tab.

Please note, all merchandise must be paid for in full prior to placing an order.

## Social Media

Our social media & communications guru, Julia, is available to help you with creating social accounts, designing a communications plan, or any other communications-related queries. Julia works four days a week from the LUSA office, so flick her an email on [comms@lusa.org.nz](mailto:comms@lusa.org.nz) to book an appointment.

## RAM Student Magazine

Writing an article for RAM is a great way to promote some of the cool stuff your club is doing, events or trips you've been on, or even just to promote yourself and encourage other students to join. Check out what other clubs have written for past issues to get some inspo by heading to [www.theram.org.nz](http://www.theram.org.nz) or to submit a piece email [comms@lusa.org.nz](mailto:comms@lusa.org.nz).

## Finances

Financial planning and budgeting are important parts of running a club and are usually overseen by the club treasurer. LUSA's Accounts Administrator is available to assist you with any budgeting enquiries you have and processes funding reimbursements for all clubs.

### Bank Account

To make continuity easier for your club, LUSA holds a bank account for all affiliated clubs meaning that you do not need to open a bank account for your club. We will store your money for you, and can process outgoing payments when required to suppliers or to reimburse your club members if they pay for things.

If you would like to request a financial summary, for example for an AGM, or have any questions related to club finances, you can reach out to Bridget on [accounts@lusa.org.nz](mailto:accounts@lusa.org.nz).

### Funding Your Club

There are a number of funding options available to clubs, including:

- Charging a membership fee
- Charging an event ticket fee
- Asking for a 'gold coin' donation from members
- Sponsorship from a business that aligns with your club
- Sponsorship from community funds such as Selwyn District Council
- Fundraising with a bake sale, sausage sizzle etc.
- Participating in Community Day
- LUSA Clubs Grant Fund

## Clubs Grants

LUSA set aside a portion of money each year to support clubs to achieve their goals and enhance student experience on campus.

### Grant Round Deadlines

#### Open Grant Round:

Closes Fri 6 March (Claim back funds by Sun 29 March)

#### Grant Round One:

For events/expenses occurring before semester 1 midterm break (16 February–27 March)

Applications Open	Applications Close	Outcome Notifications Sent Out	Deadline to Claim Back Funds
Mon 12 January	Wed 25 February	Fri 6 March	Sun 29 March

#### Grant Round Two:

For events/expenses occurring before the midyear break (20 April–19 June)

Applications Open	Applications Close	Outcome Notifications Sent Out	Deadline to Claim Back Funds
Mon 9 March	Wed 1 April	Fri 10 April	Sun 21 June

### Grant Round Three:

For events/expenses occurring before semester 2 midterm break (13 July–21 August)

Applications Open	Applications Close	Outcome Notifications Sent Out	Deadline to Claim Back Funds
Mon 13 April	Wed 24 June	Fri 3 July	Sun 23 August

### Grant Round Four:

For events/expenses occurring before the end of the year (7 September–6 November)

Applications Open	Applications Close	Outcome Notifications Sent Out	Deadline to Claim Back Funds
Mon 6 July	Wed 26 August	Fri 4 September	Sun 6 December

### Clubs Market Grant — Semester 1

Ori Clubs Market Day 2026 will be held on Thursday 19 February. You can apply for a Clubs Market Grant (up to \$100) to help make your stall stand out. This can be for decorations, treats, giveaways etc. Please note that Clubs Market Day grants are not part of Grant Round One, so applications must be submitted by Tuesday 17 February.

### Clubs Market Grant — Semester 2

Re-Ori Clubs Market Day 2026 will be held on Thursday 16 July. You can apply for a Clubs Market Grant (up to \$100) to help make your stall stand out. This can be for decorations, treats, giveaways etc. Clubs Market Day grants can be separate from Grant Round Three, so applications need to be submitted by Friday 10 July.

### Tips for Applying for Club Grants

- **Plan Ahead:** Gather your club's executive team early to plan the term or semester.
- **Complete and Clear Applications:** Ensure your applications are thorough, clear, and accurate.
- **Make Your Case:** Each application will be reviewed by the LUSA Club Grant Panel. Be sure to explain why your club should receive funding, highlighting factors like:
  - How many students will benefit
  - How the event aligns with LUSA's values
  - The club's contribution
- **Separate Applications for Each Request:** You must submit a separate application for each event, activity, or purchase. However, if you're applying for funding for a recurring event (e.g., weekly movie nights), you can include all related requests in one application.
- **Don't Worry if Plans Change:** If you didn't have time to hold all the events you received grants for, the unused funds will return to the grant pool. If you decide to hold the event later, just submit a new application for the next grant round.
- **Grant Claims:** If you don't submit your Grant Claim (for reimbursement) by the cut-off date, we will assume you didn't use the funds, and they will be returned to the pool. If you need an extension, please contact our Account Administrator at [accounts@lusa.org.nz](mailto:accounts@lusa.org.nz) before the cut-off date.
- **Share Your Success:** If you were granted funds for a club event or activity, remember to write an article about it for RAM!

### Other Funding Ideas

Unfortunately, we can't fund every club activity. To help support your club, consider other ways to raise money, such as:

- Charging a membership fee
- Fundraising (e.g., sausage sizzle, bake sale)
- Selling tickets or charging an entry fee for events

If you need help brainstorming fundraising ideas, come see us!

### Important Notes About Grants

- **Funding for Future Events and Purchases:** Grants are only available for events or items planned for the future. You cannot apply for funding for past events or items that have already been purchased.
- **Quotes for Items Over \$500:** If any item in your grant request costs more than \$500, you must provide at least two quotes to show that your preferred supplier is offering a competitive price.
- **Article for RAM:** If your grant is for \$250 or more, your club must submit an article for RAM.

- **Use of Funds:** Grants must be used for the specific event or item they were approved for. If you decide not to go ahead with the event or change your plans, you will need to make arrangements with the Accounts Administrator or apply for the grant again.
- **Grant Evaluation:** All applications are reviewed by the LUSA Club Grant Panel, who will consider factors like:
  - How many students will benefit from the grant
  - Whether the event aligns with LUSA's values
  - How much your club is contributing
  - How much your club has already been granted this year

We assess each application on a case-by-case basis, aiming to give all clubs an equal opportunity to access funding. We may approve all, part, or none of the requested amount and will notify you of the outcome.

You can apply for a club grant via LUSA's website at [lusa.org.nz/clubs](https://lusa.org.nz/clubs).

## Reimbursements

When you purchase items for your club, you can apply for reimbursement from your club funds (please check your account balance prior to any expenditure to make sure you have the funds to cover it). If you have a pre-approved grant, you can submit a Grant Claim form.

If you have not submitted your Grant Claim (for reimbursement) by the cut-off date for that round, we will assume that you did not use those funds and they will go back into the grant fund. If you require an extension contact [accounts@lusa.org.nz](mailto:accounts@lusa.org.nz) before the cut-off date.

It is crucial that you supply a GST receipt with your Reimbursement form and Grant Claim form. You cannot provide a screen shot of your bank account or an eftpos receipt — these will not be accepted and we cannot reimburse you.

It is also important that the person submitting the reimbursement form is not the same person receiving the funds into their account as this is a conflict. If you purchased items on behalf of the club and would like to be reimbursed, please ask the Treasurer or another member of the Exec to submit the request.

To apply for a reimbursement head to [lusa.org.nz/clubs](https://lusa.org.nz/clubs) or go to Rubric > Forms > Grant Claim/Clubs Funds Reimbursement. See reimbursement deadlines on page 12.

## Insurance

Sometimes it is a good idea to arrange insurance. Handy Landys, as an example, have public liability insurance to cover them when they are working on farmland and around farming equipment.

If you have any particularly expensive assets or you are working in similar spaces to the example of Handy Landys above, it could be worth exploring. You can ask the Student Community Coordinator or the Accounts Administrator for further support.

## Policies

Policies are a great way to formalise and keep track of the procedures your club uses to ensure the exec, members and club overall are operating in a way that aligns with your goals. To read LUSA's Policies, including the Clubs & Societies Governance Policy, head to [lusa.org.nz/official-documents](https://lusa.org.nz/official-documents).

Putting your own club policies in place helps you to:

- Formalise processes and procedures
- Protect you from liability
- Ensure members know what is expected of them
- Avoid conflict and assist in conflict resolution
- Keep everyone safe

Some examples of policies you may need to develop/revise (especially if your club has a large membership base or engage in risk-adverse activities) are explained below.

## Members Code of Conduct

A code of conduct for members is a great way to ensure you communicate with your members what is expected of them and what acceptable behaviour looks like, especially while out in public. You can ask members to sign a code of conduct when they sign up as a requirement of their registration. It can even be embedded in your Rubric Memberships. If a member acts in a way that conflicts with the code of conduct that they have agreed to, you will have grounds to remove them from the club, or initiate other proceedings as you see fit.

A great example is the Hunting Club Code of Conduct for members, which stipulates:

1. Responsible actions as per the seven basic rules of firearm safety contained in the Arms Code published by NZ Police;
2. Responsible firearms storage requirements;
3. Compliance with the Arms Act 1983 at all times;
4. License requirements;
5. Conduct in relation to trips;
6. Firearms on campus; and
7. Limitation on liability for the club.

The Code of Conduct also outlines the responsibilities and consequences associated with non-compliance.

If you would like to develop a Code of Conduct for your club, or are unsure whether you need one, contact the

The below excerpt is a great example of a club Health & Safety Policy from Lincoln Snow Department.

Lincoln Snow Department Health & Safety Policy	
<p>This policy aims to identify key hazards imposed on the Lincoln Snow Department and its members during their operations throughout the year, and plan to mitigate the risks and/or consequences should these occur.</p> <p>The policy has been developed in collaboration with Lincoln University Students' Association to ensure the safety of all club members on and off the mountain.</p> <p><b>General Terms</b></p> <ul style="list-style-type: none"> <li>• While LSD put all reasonable procedures in place to maintain safety during trips, it is recognised that the activity of LSD members holds a level of risk that cannot always be mitigated.</li> <li>• It is the responsibility of every member to take reasonable care and not put themselves, other members or the general public in unnecessary danger.</li> <li>• Executive members will attend a Health &amp; Safety seminar with LUSA at the beginning of the year to ensure this policy remains current and applicable.</li> <li>• The policy will be reviewed on a yearly basis.</li> </ul> <p><b>Culture</b></p> <ul style="list-style-type: none"> <li>• LSD will at all times uphold a positive culture within the club that enhances the student experience for its members while providing an opportunity to engage in recreational sport.</li> <li>• Education of beginners will be a primary focus of the club, ensuring that the knowledge of experienced snow sports members is passed on to enhance the health &amp; safety practices of all.</li> <li>• Exec members will take all reasonable steps to ensure that members feel safe and supported for the duration of trips and events, and will acknowledge and seek a solution for any instances where this is not maintained.</li> </ul> <p><b>First Aid Training</b></p> <ul style="list-style-type: none"> <li>• At least one member of the Executive will be trained and hold a current First Aid Certificate at all times during the year.</li> <li>• If no person on the elected Executive holds a First Aid Certificate, a training course should be arranged with LUSA.</li> <li>• A First Aid Kit will be present on all club activities off campus.</li> </ul> <p><b>Trips &amp; Events</b></p> <ul style="list-style-type: none"> <li>• Prior to every trip, a compulsory gear check &amp; prep session will be held. This will include a safety briefing for trip attendees and provide an opportunity for education for beginners to the sport.</li> <li>• If an individual is unable to attend the prep session or any alternative briefing session arranged for them, they may be refused access to the trip.</li> </ul>	<ul style="list-style-type: none"> <li>• All members will be asked to sign a Trip Waiver informing them of the club's expectations of them for the duration of the trip prior to departure.</li> <li>• During any club trip off campus, a trip leadership team will be appointed and at any time at least two (2) members of the elected team will remain sober for the purposes of responding to emergency situations.</li> <li>• A Personal Locator Beacon (PLB) will be carried by a member of the Executive for the duration of every trip.</li> <li>• If at any point a sub-group separates from the main group for the purposes of alternative recreational activities, including during travel to, from and during the trip, they must carry a PLB.</li> </ul> <p><b>Accommodation</b></p> <ul style="list-style-type: none"> <li>• Lincoln University generously allows LSD to stay at the Craigieburn Hut for a small fee on the understanding that the club will undertake any necessary maintenance to ensure the hut is kept tidy.</li> <li>• LSD will hold a yearly trip to the hut for the purposes of maintenance, and will act in accordance with the Health &amp; Safety measures outlined below while doing such work.</li> <li>• LSD will report all major hazards and maintenance requirements to Facilities Management for arrangement of remedies which fall outside of the scope of the club's ability.</li> <li>• The lodge operations guide will be followed precisely during arrival and departure to ensure facilities are used correctly, hazards are mitigated and continued use of the lodge is possible.</li> </ul> <p><b>Alcohol Use</b></p> <ul style="list-style-type: none"> <li>• During trips with LSD, alcohol may be consumed during social occasions such as evenings at the lodge.</li> <li>• Consumption of alcohol will be undertaken responsibly, with supervision from Executive members to ensure no person becomes overly intoxicated resulting in harm to themselves or others.</li> <li>• Two (2) members of the leadership team will be elected to remain sober for the duration of the day/night and assume responsibility for responding to any hazards, incidents and accidents as required ("supervisor").</li> <li>• For the avoidance of doubt, the two (2) supervisors do not assume liability for any harm that occurs, only for the response that ensues eg. Driving a person to seek medical attention, coordinating an evacuation etc.  </li> <li>• Both of the supervisors for each day must remain under the legal breath alcohol limit for the duration of their elected timeframe. The elected supervisors may change throughout the trip.</li> <li>• Alcohol will be consumed in common areas only, reducing the risk of dangers posed by unlawful contact under the influence.</li> </ul> <p>Please see the Hazard Register and Response Strategies below for examples of what to do when hazards, incidents or accidents arise.</p>

If you would like to develop a Health & Safety Policy for your club, or are unsure whether you need one, contact the Student Community Coordinator to discuss this and for support in development of your document.

## Club Events & Activities

Club events and activities are a crucial part of student life on campus. LUSA love to support clubs in making these happen, whether that be an active adventure out in nature, a members-only social catch up, fundraiser or otherwise.

Events and activities are fun, but there are also risks associated with holding them which must be appropriately identified and planned for. Any time a club holds an event or activity, on or off campus, an event plan should be submitted for approval at least two working days prior to your event. **You can download a template to complete your event plan from [lusa.org.nz/info-for-clubs](http://lusa.org.nz/info-for-clubs).**

There are a number of ways LUSA can assist your event committee in planning your event or activity, including:

- Planning & logistics
- Booking a venue (on and off campus)
- Catering
- Transport — we can connect you with local bus and van hire companies
- Health & Safety planning
- Online ticket sales
- Marketing

If you would like support with any of the above aspects, email [clubs@lusa.org.nz](mailto:clubs@lusa.org.nz) for assistance.

## Event Registrations

Event registrations help make sure your event is well planned, safe, and supported. They allow LUSA to check Health & Safety requirements, inform key stakeholders, and support club recognition (including LUSA's Best nominations).

### When does an event need to be registered?

You **must** register your event if **any** of the following apply:

- There are significant Health & Safety risks
- The event is overnight
- The event is off campus
- You need to book a University room
- 20 or more people are attending

### When does an event not need to be registered?

You do not need to register:

- Small, regular club gatherings (e.g. weekly meetings or casual catch-ups)

### How to register your event

Event registrations are quick and simple on Rubric:

1. Log in to Rubric
2. Click Forms
3. Select LUSA Club Event Rego
4. Complete and submit the form

## Health & Safety

It is important that health & safety is considered in everything your club does, in order to prevent harm from occurring and avoid liability. Clubs are required to take all reasonably practicable steps to ensure the safety of all members, event participants and members of the public who may be put at risk by the actions of the club. Practical steps may include:

- Sourcing Public Liability Insurance
- Hazard Management planning which identifies and assesses all potential and existing hazards, and strategies to mitigate their potential harm
- Crowd Safety planning to manage and ensure safety of 80+ people
- Emergency Response planning to respond to a medical incident
- Crisis Management and Communication planning to ensure those in charge know the procedure to follow if harm/danger occurs
- Provisions to ensure health and safety of any person with a disability or impairment.

## Hazard Management Plans

Planning for the worst-case scenario in advance makes acting in the unfortunate situation that an incident arises a lot easier and provides an opportunity for you to consider all of the factors that may contribute to an incident occurring then coming up with ways to minimise them. There are a couple of ways you can do this, see examples below.

### Example One — from LUSA's Club Event Plan Template

Hazard 1	
Hazard	<i>Eg. Moving vehicles</i>
Potential Outcome	<i>Pedestrian hit by vehicle. Minor to serious injury.</i>
Risk rating	<i>Low, <b>Moderate</b>, High or Extreme</i>
Actions taken to mitigate the risk	<i>Limit pedestrian activity in areas where there will be moving vehicles. Enforce 10km/hr speed limit inside site. All moving vehicles to have hazard lights flashing. All pedestrians onsite during pack in to wear hi-vis vests. No vehicle movement inside site after event has begun.</i>

**Example Two — from LUSA's Afterglow Operations Plan**

**Risk Assessment**

The following table details the key risks that have been identified, the likelihood of them occurring and the control measures that will be put in place to mitigate harm. The below risk score key indicates the overall level of danger posed by this hazard as rated based on the impact and probability of the hazard occurring.

Risk Level Low 1 – 5		Risk Level Low – Mid 6 – 10		Risk Level Medium 11 – 15		Risk Level Mid – High 16 – 20		Risk Level High 21 – 25	
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Risk ID	Hazard	Causes	Outcome	Impact Rating	Probability Rating	Risk Score	Controls	Response
1	Pre-loading of alcohol prior to event	<ul style="list-style-type: none"> <li>Drinking culture and perceptions surrounding the event</li> <li>Cheaper to drink offsite</li> </ul>	Attendees presenting at the event either influenced or intoxicated and being denied access to the event, directed to the Support Zone for assistance and required to sober up	4	4	16	<ul style="list-style-type: none"> <li>Encouragement to register parties with Good One – incentivised by free food packs</li> <li>Promotion to attendees that they will be denied access if they arrive intoxicated</li> <li>Cut off time to enter the event after 2 hours</li> <li>Bag searches and pat downs on arrival to confiscate BYO</li> </ul>	If this risk happens despite the control measures, those affected will be directed to the Support Zone for assistance from Red Frogs and St John.
2	Alcohol consumption at event resulting in attendees becoming intoxicated	<ul style="list-style-type: none"> <li>Consumption levels exceed what attendee's body can process within consumption timeframe</li> <li>Consumption ration of alcohol to food is out of balance</li> <li>Environmental factor decreasing hydration increasing the effect of alcohol consumed</li> </ul>	<ul style="list-style-type: none"> <li>Impaired judgement</li> <li>Physical illness eg. Vomiting</li> <li>Reduced coordination leading to trips and falls</li> <li>Passing out</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>Predetermined strategy around the service of alcohol. See <i>Alcohol Management Plan</i>.</li> <li>Bag searches and pat downs upon arrival to confiscate BYO product</li> </ul>	If this risk happens despite the control measures, those affected will be directed to the Support Zone for assistance from the group that best matches their condition at the time of assessment.
3	Drug Usage / Dealing	<ul style="list-style-type: none"> <li>Peer pressure</li> <li>Addiction</li> </ul>	Impaired judgement	4	3	12	<ul style="list-style-type: none"> <li>Bag searches and pat downs upon arrival to confiscate BYO product</li> </ul>	If this risk happens despite the control measures, those affected

Afterglow 2022 Event Operations Plan

A Hazard Management Plan should be made for any event your club holds throughout the year where there is a risk of moderate or serious harm to members, guests, suppliers or the public. This can be completed using the LUSA Club Event Plan Template (available on [LUSA's website](#)). This should be submitted to LUSA for approval at least two working days prior to your event date via the Rubric Event Registration form or by email to [clubs@lusa.org.nz](mailto:clubs@lusa.org.nz).

For any questions or assistance completing your Hazard Management form, please contact [clubs@lusa.org.nz](mailto:clubs@lusa.org.nz).

**Crowd Safety Plans**

Crowd safety plans can be useful:

- Where your event involves pedestrians and vehicles to operate in close proximity
- Where your event is held in a venue with capacity limits
- Where your event expects to draw a large crowd

For assistance in creating a Crowd Safety Plan ask LUSA.

**Emergency Response Plans**

It's important that you know what to do in an emergency so that you're able to lead a response and ensure the safety of attendees. This can include knowing where the emergency exits are, where fire extinguishers are located, where the nearest evacuation point is. This can also include ensuring someone on site is first-aid trained, and that you know where the nearest [AED Unit](#) is located.

**Crisis Management and Communications**

If despite your best efforts and planning, things go pear-shaped, it's great to have a plan in place to support your team to manage a crisis effectively. This could including things like:

- In high-risk environments such as up on the mountain, a list of potential risks and what to do if they occur
- Holding a next of kin/emergency contact details list for everyone involved
- Assigning a Personal Locator Beacon to groups
- Creating a Hazard, Incident & Accident Response Chart — evaluating the steps to take in an emergency vs non-emergency situation, who is responsible for responding and what reporting is required.

**Provisions for disability or impairment**

It's important to consider whether your chosen activity/event/venue is going to be appropriate for your audience. If you have members with a disability or impairment make sure you think about how to make the event accessible for them.

## Trip Waivers

Trip Waivers are necessary for any event, trip or activity taking place off-campus where risk is involved. The Trip Waiver outlines all expected behaviours, responsibilities and liability associated with the trip, including limiting liability for the club.

Trip Waivers should be issued to every attendee, signed, and returned to the Exec prior to departure. The best time to do this is at your pre-trip briefing if you are using a hard copy, or it can be embedded in the event "ticket" sale process on Rubric.

Some examples of items you may include in your trip waiver include:

*As a member of [Club Name] I understand, acknowledge and agree to respect the rules and health & safety guidelines set by the exec and trip leaders. If I am not sure what these are at any time, I will ask an exec member or trip leader.*

*Any damage or loss of my property on the trip is my responsibility and [Club Name] are absolved of liability.*

*On the way to and from the trip location, I will conduct myself in a manner that falls within the [Club Name] Code of Conduct, including adherence to any reasonable health & safety measures.*

*I will not engage in any behaviour that compromises the reputation of [Club Name].*

If you would like to develop a Trip Waiver for your club, or are unsure whether you need one, contact the Student Community Coordinator to discuss this and for support in the development of your document.

## Alcohol

If you are holding an event, trip or activity which involves alcohol, you are required to complete:

1. LUSA Club Event Rego Form

Available under 'Forms' on Rubric.

## On Campus

Consuming alcohol on university premises requires the permission of LUSA and the LU Catering Services Manager. If you would like to host an event on campus involving alcohol, you must request to have a qualified Duty Manager present. There is a cost associated with this, and you cannot use Club Grant Funds for alcohol supply. Only certain parts of the campus can be used for alcohol consumption even with a Duty Manager — you can ask LUSA for further information on this, and you'll require their support to do this process.

You cannot consume alcohol on campus for an event without a Duty Manager present.

## Off Campus: Licensed

If your event is held off campus at a licensed venue, e.g. at a Bar or Restaurant, you still need to complete an event rego form.

## Off Campus: Unlicensed

If your event is held off campus at an unlicensed venue, you will need to submit an Event Rego Form for approval by LUSA. This is to ensure that you have health & safety plans in place and access to any support you may need.

To apply for permission to hold an event with alcohol present on university grounds, please complete the Event Rego form on Rubric to at least five working days prior to your event. To book a duty manager, please ask the Student Community Coordinator to request this on your behalf from LU Catering. Booking a duty manager on campus requires a minimum of three weeks' notice.

## Room Bookings

LUSA manage the bookings for several locations on campus which you are welcome to use for events and meetings.

Check out our range of venues below.

<p><b>Wharekai</b></p> <p><b>Grounded Café Space</b></p> <p>150 pax after 5pm 30 pax during weekdays</p>	<p><b>Rūma Hui</b></p> <p><b>Glass Meeting Room</b></p> <p>20 pax Conferencing technology</p>	<p><b>Whare Tapere</b></p> <p><b>Grounded Theatre</b></p> <p>50 pax Projector Screen</p>
<p><b>Rūma Tākaro Ataata</b></p> <p><b>Games Room</b></p> <p>8 pax Meeting layout available</p>	<p><b>Forbes Lawn BBQ</b></p> <p><b>200+ pax</b></p> <p>Electric barbeque Outdoor lighting</p>	<p><b>LUSA Club House</b></p> <p><b>60 Ellesmere Junction Rd</b></p> <p>30 pax Full kitchen Various rooms &amp; layouts</p>

Booking requests can be made online at [lusa.org.nz/room-bookings](https://lusa.org.nz/room-bookings). Your request will be submitted to LUSA for approval. Once approved, your booking will appear on the digital calendar.

If your event is held on campus outside of hours (after 5pm weekdays or on a weekend), LUSA will notify Facilities Management and Security. You may be required to access venues with your ID card. Please do not wedge doors open.

If the above options do not meet your requirements or are unavailable on your desired date, the University has a few venue options that we are able to request on your behalf. Please contact the Student Community Coordinator to enquire about an alternative venue.

## Craigieburn Lodge

<b>Location:</b> In Craigieburn Ski Field	<b>Capacity:</b> 18 pax
<ul style="list-style-type: none"> <li>• 2026 Dates have not been set yet. Email <a href="mailto:clubs@lusa.org.nz">clubs@lusa.org.nz</a> to enquire.</li> <li>• LU Students receive a 43% discount (\$20 per night per students) when booking the lodge using the code: <b>LINCOLNSTU</b></li> </ul>	
<p>Students can book 1 bunk, multiple bunks or the whole lodge (sleeps up to 18 people), with the following utilities provided:</p> <ul style="list-style-type: none"> <li>• Toilet paper</li> <li>• Gas for the showers</li> <li>• Firewood</li> <li>• A CVSC staff member to check on it daily, (so no need for students to collect keys).</li> </ul>	<p>Students will need to:</p> <ul style="list-style-type: none"> <li>• Provide their own bedding (no linen provided)</li> <li>• Take away all rubbish and recycling</li> <li>• Self-cater</li> <li>• Clean up after themselves</li> </ul>
<p><b>How to book:</b></p> <ul style="list-style-type: none"> <li>• Head to: <a href="https://www.craigieburn.co.nz/stay">www.craigieburn.co.nz/stay</a></li> <li>• Click on 'Book Me A Bed'</li> <li>• Click on 'CLICK HERE TO BOOK ACCOMMODATION – SUMMER OR WINTER'</li> <li>• Enter the dates, number of adults and children for the stay and enter: LINCOLNSTU into the 'Offer Code'. Click 'SEARCH'</li> <li>• Scroll down until you see 'Winter Lincoln Lodge' – Click the date you wish to stay and select 'Add to Booking'</li> <li>• Check the details on the 'Online Booking: Summary' page – here you can also add ski passes, breakfasts and dinners (extra costs).</li> <li>• Once completed, click on 'NEXT'</li> <li>• Complete the booking details and enter payment information.</li> </ul>	

## Debriefing

It's a good idea after your event has concluded to debrief with your club executive and any volunteers about how the event went. As a rule, LUSA does this after most of our events, and we follow a format like the below:

- Successes
- Challenges
- Feedback from attendees
- Improvements for next time

# Rubric

Rubric (previously known as QPay) is your very own purpose-built online platform for University Societies which allows your club to track memberships, payments, events and merchandise all in a single place.

Given Rubric is an online platform it is constantly being developed and improved. LUSA aim to update this guide yearly to ensure new updates are included, however if you are stuck on something that is not included in the following sections just reach out to the Student Community Coordinator for guidance or email [support@hellorubric.com](mailto:support@hellorubric.com).

## Instruction Videos

For a guided walk-through on how to use Rubric, see the videos below.

- [Introduction to Rubric Clubs](#)
- [Membership Management](#)
- [Event Management](#)
- [Merchandise Sales](#)
- [SMS & Email Communicator](#)
- [Setting up your Club Website](#)
- [Executive Management & Settings](#)
- [Forms & Club File Management](#)

## Setting Up Your Club Account

When you affiliate with LUSA as a new club, you will be asked to set up your Rubric account which will give you access to a range of features that help with running your club.

You'll need to enter a Society Name, how you'd like to be known, as well as a Society Email. We suggest using an email account that all of your Exec have access to, either request a club email account hosted by Lincoln University e.g. photography.club@lincolnuni.ac.nz or alternatively you can set up a gmail account. If you would like a LU-hosted account, get in touch with the LUSA Student Community Coordinator to arrange this.

If you are taking over a club that already exists, they will already have a Rubric account set up. You'll need to obtain the password from the previous Exec, or ask the LUSA Student Community Coordinator to reset the password for you. During Re-Affiliation, please select your club from the drop down menu rather than setting up a new account.

## Membership Function

Once affiliated, you'll need to set up your club's membership form for the year to allow students to join your club!

We require a new membership form to be set up year to year to make it possible for you to keep an accurate record of your active members and enforce membership fees if your club has one. We also take this record of your membership numbers into consideration when providing grant funds to your club.

In order to set up your membership function, you'll need to log into your club's Rubric Portal at <https://portal.hellorubric.com/login> using your registered email and Password, then head to the 'Memberships' tab. Select the 'Create/Edit Memberships' tab, which will bring you to your membership form home page. If you're a new club, you won't have any memberships showing here, but if you are taking over an existing club you will be able to see all membership forms for previous years. Please go ahead and tick the 'Deactivate this membership' box at the bottom of any previous membership forms to make them invisible to your potential members going forward.

To set up a new membership, scroll to the bottom and click 'Add Membership Type'. This opens a drop down menu that allows you to create the new membership form for the year by filling in the template. Please note: it doesn't have to be perfect, and you can always come back and edit this form later.

Please ensure that your 'Valid from' and 'Valid to' dates do not exceed the year in which you intend for this membership to be used. Eg. Valid from 1 Jan 2025; Valid to 31 Dec 2025.

Once you have finished setting up your membership form, you can easily share your Membership Purchase URL with other students via social media, a QR code on a poster, or see your membership in the Rubric App.

## Membership Pass

Rubric has added a new feature which will assist your members to identify themselves at club events or to claim discounts at businesses associated with your club — the Membership Pass. This pass can be saved to a member's Google or Apple Wallet, replacing the need for physical membership cards.

This pass requires you to upload a 'Hero Image' in PNG format. The easiest way to do this is to visit Canva, a free design & editing website, where you'll be able to create a custom design or re-size your desired image to the required dimensions for the Membership Pass. If you need assistance with this, reach out to the LUSA Student Communities Coordinator.

## Member Registration

When you recruit members at Clubs Market, your Club's Kick-Off event or in any other setting, it's a great idea to use Rubric to create a free QR Code that students can easily scan to sign up using their own device.

It's important to make sure each member enters their mobile number correctly, as this is the identifier used to link their account to your membership.

For a guided walk-through on creating memberships, view the video linked at the beginning of the Rubric section.

## Event Function

Rubric allows you to create events for your club, both paid and free, to manage attendance, collect payments, and share event details. Events created in Rubric will be listed on the LUSA website under "Club Events" and advertised on the screen outside the LUSA office at the start of each month. To have your event featured on the LUSA screen, it must be added to Rubric by the previous month.

To start, log in to your club's Rubric account and select 'Events' from the ribbon at the top of the portal.

On your events dashboard you will be able to see any events hosted in the past, as well as a summary for your events so far for the year.

To set up a new event, click 'Create New Event'. Move through the set-up process adding a time and date, location details, a description of your event, capacity, as many ticket types as you wish and publish. You can add questions for your guests to answer and set these as optional or mandatory. You can also link in your club's Facebook page or any associated links for the event. Once published, this event will become visible to your members, and anyone associated with Lincoln University on Rubric.

If you wish to review your event later or check how many tickets have been purchased, you can do this from your events dashboard too.

It can be beneficial to share the link to your event page with your club community via social media, email or other communication channel appropriate for your club. This link can be made into a QR code which is helpful to add to posters advertising the event too as this makes it simple for guests to find the tickets. You can share your socials link with [comms@lusa.org.nz](mailto:comms@lusa.org.nz) and we can share your event through LUSA channels.

## Fees

Events which generate revenue (paid tickets) incur a fee of \$0.49 + 3%. You can choose to absorb this fee or pass it on to the buyer. For example, if you sell a ticket for \$15 and pass the fee on, your guest will pay \$16.66. If you choose to absorb the fee, your guest will pay \$15 and you will receive \$13.41.

*Free Events do not incur a fee.*

This is standard practice for online ticketing platforms, and Rubric has the lowest fee structure in comparison to competitor ticketing platforms across NZ & Australia.

For a guided walk-through on using the event function, visit Rubric — Student Payments channel on YouTube.

## Merchandise Function

You can buy and sell merchandise to members via your Rubric Portal. While the option to use Rubric's merch supplier is available, we would recommend using LUSA's supplier or approaching your own locally-based supplier to avoid high shipping fees.

LUSA is able to assist with merch design & ordering of some items. You can find our merch guide at [lusa.org.nz/clubs](https://lusa.org.nz/clubs) to find pricing and items we order.

For assistance with design, reach out to [design@lusa.org.nz](mailto:design@lusa.org.nz).

For assistance with ordering, reach out to [accounts@lusa.org.nz](mailto:accounts@lusa.org.nz).

Please note: Any merchandise ordered with LUSA will need to be paid for in full prior to your order being placed. Orders take approximately 4 weeks from the time of confirmation (provision of design to supplier) to be ordered, printed and delivered.

## Communications

Rubric features a useful communication tool which can be used to contact your members or event attendees via email or text.

### Email

Email communications are great for:

- Welcome messages
- Newsletters
- Exciting announcements
- Event information
- AGM reminders
- Sharing documents

Rubric has a range of email templates available, or you can create your own from scratch. You can easily add images, files, links and other details to email communications before selecting the contact list you wish to send to. Email communications help to spread information and resources quickly and keeps members engaged and up to date with the clubs' activities.

### Text (SMS)

SMS communications are great for:

- Small messages
- Reminders
- Event updates
- Ticket sales notifications

SMS campaigns can take up to one (1) business day to be approved, so make sure you plan this in advance. You can schedule the campaign to be sent at a specific time in the future.

If you would like any assistance with communications campaigns, contact the LUSA Student Community Coordinator or the LUSA Communications Coordinator. We're happy to assist with creating content, writing copy and writing/scheduling comms plans.

## Club Forms

Your Union Forms section is where you can see all of the forms submitted by your club in the past, their status (approved/rejected), details and more. You can also see all of the forms available with LUSA, and submit a new application form.

The main forms available with LUSA & their functions.

Form Name	Reason to Submit	Requirements
<b>Affiliation</b>	New club, not previously affiliated with LUSA.	<ul style="list-style-type: none"> <li>Completed contact details template (including exec details and members list)</li> <li>Signed Code of Conduct &amp; Constitution</li> <li>AGM Minutes</li> <li>Assets List</li> <li>Blurb about your club for LUSA's website</li> <li>Club objectives</li> <li>Support you'd like from LUSA</li> </ul>
<b>Re-Affiliation</b>	Renewing your club for another year with LUSA.	<ul style="list-style-type: none"> <li>Completed contact details template (updated)</li> <li>Signed Code of Conduct &amp; Constitution</li> <li>AGM Minutes</li> <li>Financial Statement</li> <li>Asset List</li> </ul>
<b>Grant Application</b>	Apply for funding for an event, project or item.	<ul style="list-style-type: none"> <li>Details of event /project /item</li> <li>Number of students expected to benefit</li> <li>Quote (if over \$500)</li> </ul>
<b>Grant Claim</b>	Request to reimburse student for funds spent on club activity/project /item.  This comes from a pre-approved grant.	<ul style="list-style-type: none"> <li>Submission must be made by someone who is not receiving the funds</li> <li>Details of funds being reimbursed</li> <li>GST receipt or invoice — this is mandatory</li> <li>Account holder details</li> <li>Request submitted before the due date, see page 12</li> </ul>
<b>Club Funds Reimbursement</b>	Request to reimburse student for funds spent on club activity/project/item.  This comes from club funds.	<ul style="list-style-type: none"> <li>Submission must be made by someone who is not receiving the funds</li> <li>Details of funds being reimbursed</li> <li>GST receipt or invoice — this is mandatory</li> <li>Account holder details</li> </ul>
<b>Event Registration</b>	If you plan to hold an event on or off campus you will need to submit a registration.	<ul style="list-style-type: none"> <li>Details of your event (date, location, time, capacity)</li> <li>Support you'd like from LUSA</li> </ul>
<b>Off Campus Overnight Trip Registration</b>	If you plan to hold an overnight trip off-campus you will need to submit an event registration.	<ul style="list-style-type: none"> <li>Details of your event (date, location, time, travel plans)</li> <li>Completed attendee details form (download via Rubric form, complete and upload)</li> </ul>

For any questions or assistance submitting a form for your club, contact the Student Communities Coordinator.

## Troubleshooting

If you ever have issues with Rubric or something isn't working, please take a screenshot of the issue and email along with details of the issue to [support@hellorubric.com](mailto:support@hellorubric.com) with [clubs@lusa.org.nz](mailto:clubs@lusa.org.nz) copied.

# Succession Planning & Handing Over

Succession planning is ultimately about ensuring your club will continue to succeed and achieve its objectives once your current Exec or members have moved on. This puts in a place a system to ensure that clubs are not left with a massive gap in knowledge and leadership when specific members leave and ensures there is always someone who has been trained and mentored to take over a role.

Succession planning is important because it:

- Allows for a smooth handover of key positions year to year
- Creates an appealing environment for members
- Ensures longevity of the club and aides in delivery of long-term goals
- Ensures the hard work put in by previous members is not wasted
- Improved LUSA's confidence in the Club that it will continue to survive and succeed, justifying financial and other support provided

An important step in the succession planning process is to first address what the club will aim to achieve in the next 12 months under its new leadership.

*An AGM is a useful platform for aiding in this process.*

## Step 1: Determine your club's position

Hold a meeting with the current exec to figure out who is leaving, and who will be sticking around.

Identify the critical roles within your club that need to be filled. This could include filling pre-existing roles such as the President or Secretary, or identifying the need for a new role focusing on a key output of the club such as social media or communications.

Discuss and identify members who have shown potential throughout the year who may be strong candidates for mentoring.

## Step 2: Identify key skills and update role descriptions

Discuss the key skills required to perform each of your roles identified in step 1 and identify ways to support new candidates to develop these skills.

It's a great idea to write a brief role description including key skills required and responsibilities for each position, so that members considering applying for exec roles have realistic expectations about what they are taking on.

## Step 3: Advertise and elect successors

Advertise the roles available, and ask club members to nominate themselves for leadership roles they are interested in. Members who were previously identified having shown potential to be a strong candidate may be shoulder-tapped and encouraged to nominate themselves.

Hold an election where candidates are given an opportunity to introduce themselves and explain why they are suitable for the role. Have club members vote for the candidate they support for each role.

## Step 4: Induction

Sit down with your new exec and brief them on their role. You may wish to do this together as an exec, or one-on-one with the person taking over your role.

The aim is to provide them with all the knowledge and experience you have accumulated during your time in the role. It may help to provide:

- A list of key tasks
- Relevant contacts you have developed relationships with
- Copies of documents you worked on in a shared OneDrive folder
- Passwords and usernames

It can be helpful to provide the above information both verbally and in writing to the person taking over your role.

It can be useful to ease the new exec into their role by co-leading your next club meeting or event. This gives the new exec a chance to observe your actions and build their confidence knowing you are there to support them if they forget anything.

## Club Handover Checklist

Complete	Task
	<b>Hold a meeting with current Exec to determine who will be staying and who is leaving.</b>
	<b>Discuss club members who have shown leadership potential who may be strong candidates for mentoring.</b>
	<b>Set a date for your AGM and advertise this to club members.</b> It's best to hold this towards the end of Semester 2 but make sure to leave yourself enough time to hand over as it's a busy time of year.
	<b>Ask for nominations.</b> Members can nominate themselves or each other for roles. The nominated person should be given the opportunity to give a short speech on why they would be suitable for the position.
	<b>Hold an election.</b> This can be done anonymously by paper vote during the AGM, using an online platform or any other suitable method.
	<b>Announce your new Exec.</b> Notify successful candidates and the rest of the club of their new leadership team.
	<b>Role Briefings.</b> Hold a group or individual meeting/s with the current and new Exec, allowing each person to connect with their counterpart. Discuss what the role entails, pass over any tips and tricks, and allow the new person to ask questions.
	<b>Co-lead a meeting.</b> If your timeline allows, it's a great idea to co-lead a meeting with your new Exec. This allows them to take the reins and practice their role knowing you are there to support them or jump in when necessary.
	<b>Documentation Handover.</b> If you have any records on file including budgets, quotes, event plans, members lists etc. from the current year, remember to pass this information on. LUSA can set up a team's portal for hosting documents on your behalf if requested.
	<b>Social Media &amp; Communications.</b> It's super important to remember to write down the passwords for all club accounts and pass these on – no one wants to have to make the 4th Insta profile for your club! Include Facebook, Instagram, Snapchat, email, Rubric etc.
	<b>Attend LUSA's Club Hui.</b> Both current and new Exec members should attend the Hui to provide feedback on the year, exchange knowledge and learn more about operating a club.
<b>New Exec</b>	
	<b>Re-affiliation</b> Head to LUSA's website to find the link to re-affiliate your club for the coming year.
	<b>Complete LUSA's Club Training</b> Attend LUSA's club training to learn about using Rubric and other operational aspects of your club.
	<b>Set up your Registration Link</b> Members can't register without it! Check out the LUSA website, Clubs Kickstart Guide or Rubric's FAQ section for help on how to do this.
	<b>Register for Clubs Market</b> This event is the best opportunity to recruit new members and connect with students, so make sure to register. It is held on the first Thursday of each semester, and the LUSA Student Community Coordinator will send you further information.

# Get in Touch



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