

1. Find people who are interested in your sport/recreational activity.

The Sports and Recreation Department of Student Services has various ways of contacting students who are interested in a wide range of sporting or recreational pursuits that may not have a club already established at RMIT Vietnam. You can use these resources to identify other potentially interested students.

2. Starting a Club

- See the Student Clubs Support Officer or the Sports and Recreation Activities Manager to discuss the club you are interested in starting. A similar club may already exist.
- Advertise around RMIT Vietnam campus for students interested in your proposed club.
- Contact all those who respond and set up a meeting to brainstorm the ideas and vision of the club.
- At the meeting, club representatives need to be elected/appointed i.e. Club Chairman, Vice Chairman, Secretary, and Treasurer (called the Club Committee) to run the club.
- The Club Committee then needs to determine an appropriate membership fee and decide the appropriate classification the club falls under (sports, leisure, or life wellness).
- All those interested then need to join the club by completing the Generic Clubs Membership form and pay the decided Club membership fee to the club.
- The Club Committee then applies in writing to the Student Clubs Support Officer and the Sports and Recreation Activities Manager. This application must state the type of sporting or recreational club the group wishes to pursue, number of members, cost of decided membership, and the aims and vision of the club. This document should not be more than 2 pages.
- If the proposed club is not accepted for provisional affiliation, the proposed club will be notified in writing by Sports and Recreation Activities Manager outlining why the decision was made. The proposed club may resubmit their application after consultation with the Sports and Recreation Activities Manager.
- Once accepted, the proposed club will be provisionally affiliated for a period of 1 semester or 3 months at the end of which time they may then apply for full affiliation to RMIT Vietnam Sports and Recreation Clubs.
- Clubs must adhere to the RMIT Vietnam Clubs Charter and the SSD policies and guidelines whilst provisionally affiliated.

3. Affiliation: RMIT Vietnam Sports & Recreation

Only after a period of one semester of provisional affiliation and being financially independent for this period can a provisionally affiliated club apply to the Sports and Recreation Manager / Director, Student Services for full affiliation.

It is suggested that the Club Committee sets up a meeting with the Student Clubs Support Officer and the Sports and Recreation Activities Manager before formally applying for full affiliation to discuss and set up the following:

- Individual Club Charter
- Club Logo
- Bank Account for Club

- Development Plan
- Annual Plan
- Financial Plan

At the end of provisional affiliation the club is eligible to become formally affiliated and can obtain this by providing the Sports and Recreation Manager / Director, Student Services with the following:

- Detailed explanation of clubs past and planned activities
- 3 year strategic development plan, including aims and objectives
- Copy of most recent membership list
- Current finances
- Budget submission
- Minutes from last meeting
- Complete Club Executives form

Affiliated Club

An affiliated club has the following privileges:

- To be listed on the RMIT Vietnam Clubs web site and to have a web site of their own.
- To use RMIT Vietnam resources, including duplications, office supplies, club locker, etc.
- Increased visibility and accessibility by use of the reception desk and notice boards.
- Opportunity to participate in the Club Day, Information day and Orientation Day.
- To use the university name and logo in conjunction with club activities.
- To use university services and facilities, including classrooms, meeting spaces, sports facilities and maintenance support.
- To request money from Student Services within their annual budget.

Responsibility of Affiliated Clubs

- Follow the RMIT Vietnam Clubs Charter.
- Follow RMIT Vietnam SSD policies, procedures and guidelines.
- Accept responsibility for the supervision and safe operation of all sponsored programs and events.
- Accept responsibility for reimbursing the university for damage(s) to university owned property or facilities, including such items as clean-up costs, damaged property, or other contingencies related to the utilization of university-owned property of facilities.
- Assure that all promotion and advertising of events involving the use of university-owned property or facilities will identify the group sponsor of the event.
- Maintain active and updated files with the Student Clubs Support Officer (membership information, charter, change in officers, etc.)
- Compliance with the university policies and procedures as defined in the RMIT Vietnam Handbook as well as all government laws.
- Follow all procedures and policies regarding sponsorship and use of RMIT Vietnam Logo.

If this application is not complete, has not come through the advised procedures or does not meet the sufficient requirements, the Club Committee will have the opportunity to resubmit only once.

After the above criterion has been approved by the Sports and Recreation Manager / Director, Student Services for affiliation, correspondence from the Sports and Recreation Activities Manager to the Club Committee notifying the committee of their affiliation will occur. The Club Committee is then required to set up a meeting with the Student Club Support Officer and the Sports and Recreation Activities Manager to go over the Club's semester and year action plan and any other requirements.

4. More information or assistance

Contact the Student Clubs Support Officer at uyen.vien@rmit.edu.vn or
The Sports and Recreation Activities Manager at Tuyet.phan@rmit.edu.vn