



2022 Organisation/Club Registration Form

Organisation / Club / Society/ Entity Name:		
UTAS Club <input type="checkbox"/>	TUSA Club/Society <input type="checkbox"/>	External Club <input type="checkbox"/>
Club Email address:		
Club Facebook Page		
Website Address		
Other Social Media account/s		
Postal Address:		
Billing Address:		
ABN number:		
Name of Public Liability Insurer: (excluding UTAS and TUSA Clubs)		
External Clubs Only - Copy of Public Liability Insurance attached:	YES <input type="checkbox"/>	NO <input type="checkbox"/> Why has it not been provided:
	<i>A copy of your current public liability insurance must be provided, please refer to the Booking Agreement</i>	

Club Requirements	Tick here
Have you informed - All UTAS students and staff members that they are to be fully vaccinated toward COVID-19. UTAS: highly recommends that all other club members, officials, visitors, and any spectators coming onto UTAS campus be fully vaccinated towards COVID-19.	
Have you informed all club members, officials, visitors and any spectators of the current University of Tasmania COVID Guidelines and how to stay safe on Campus https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus	
Do you have a register for all people involved with each activity?	
Do you have an equipment cleaning plan? E.g. Has all equipment been cleaned / disinfected before, during and after training (if relevant)? All hirers are responsible for ensuring any litter is disposed of appropriately and they are responsible for the clean-up of facilities.	
Have you reviewed equipment levels to ensure sufficient provision of equipment without sharing (if relevant)? (e.g. bibs)	
Has your club briefed players and coaches and other members on staying away from club activities if feeling unwell?	
Are there likely to be any 'at risk' people in your club participating in your bookings and do you have a management plan?	
Have you communicated with your club the importance of social distancing and good hygiene? <ul style="list-style-type: none"> - Reminding club members of good hand hygiene - Keep that cough under cover - No sharing of drink bottles and towels 	

<p>Have you communicated with your club members on the following?</p> <ul style="list-style-type: none"> - We highly recommend that you attend approximately 15 minutes prior to the start of the activity and leave immediately after; - Where possible, warm-ups and pre-activity preparation such as strapping should be completed at home prior to arriving for any activities; - Minimise use of change rooms, bathrooms and communal areas. Where required, there may be a restriction on the number of people using the facility (e.g. toilet) at any one time. 	
<p>Have you developed a process for how to and who is responsible for managing any potential or actual breaches of the requirements and the communication process?</p>	

<p>Club Booking Officer: <i>(this person is your clubs nominated bookings officer who is responsible for all club bookings, amendments and cancellations)</i></p>	
Contact Name:	
Position within entity	
Contact Number:	
Email Address:	

<p>Finance Officer/Treasurer: <i>(Invoices)</i></p>	
Contact Name:	
Contact Number:	
Email Address:	

<p>Facility Hire Agreement</p> <p>I have read and agree to comply with and be bound by the Booking Agreement and any UTAS Staff, UTAS Sports Staff, Unigym staff or UTAS Ground Staff direction in accordance with this contract. The hirer agrees to pay all applicable fees and charges.</p>	
Name of Hirer	
Phone Number	
Email Address	
User Signature:	Date:

<p>Unigym Bookings Officer Contact Details</p>	
<p>Unigym Hobart Email Address: unigymhbt.bookings@utas.edu.au Contact Number: 6226 1923</p>	<p>Unigym Launceston Email Address: unigymltn.bookings@utas.edu.au Contact Number: 6324 3092</p>