



2025 National Conference Playbook



Image credit - Fernanda Pedroso

Vision

To build vibrant, sustainable and healthy communities.

Mission

UniSport will deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners.

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Introduction

Welcome to the 2025 National Conference Playbook.

In line with our Unisport value of being Innovative we have developed this Playbook to help delegates takeaway some hard copy materials that supports the information highlighted throughout the Conference.

There are four sections to this Playbook;

First up is the UniSport Strategy 2025-28 which serves as a blueprint for an organisation's future, outlining a clear path towards achieving our long-term goals and objectives

Secondly is the UniSport Advocacy tool kit which is a customised resource aimed to be effective in the university environment. The Advocacy 101 framework covers the basic principles of advocacy and highlights the key points to consider when building an advocacy strategy. You will also find some tips and hacks that your colleagues in the university sport sector have implemented successfully in their Advocacy strategies across many years.

The third section highlights the value of sport, physical activity and wellbeing to the higher education sector which is a core pillar of the UniSport 2025- 2028 Strategy. Taking a whole of institution approach to building and supporting healthier campuses is already paying dividends for many of the current signatories to the FISU Healthy Campus platform. Wondering where to start? No worries. This Playbook contains the Healthy Campus Implementation Pack as well as example of its application at a university.

Finally, one of the trending issues affecting all parts of our community is the need to address the societal issue of Gender Based Violence. Sport has a great opportunity to be part of the solution and UniSport Australia has worked with sector experts to develop a suite of tools with the first one being launched with this playbook: the GBV Good Practice Guidelines for University Sport

Electronic copies of these documents can be found on the new UniSport website and I would encourage you to visit this regularly for updates.

Mark Sinderberry
Chief Executive Officer
UniSport Australia

Notes





STRATEGIC PLAN 2025 - 2028

unisport.com.au



Acknowledgement of Country

UniSport Australia (UniSport) acknowledges the Traditional Custodians of the lands on which head office is located, the lands of the Turrbal and Jagera people, and those with connections to the lands of Meanjin (Brisbane). UniSport also recognises and acknowledges the Traditional Custodians of the lands on which all its other offices are located.

UniSport further extends this acknowledgement to all the Traditional Custodians of the lands throughout Australia and would like to pay its respects to all Elders past, present and emerging.

UniSport recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.





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 - Members
 - Pathways, Leagues & International Opportunities
 - Strategic Partnerships
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Introduction

It is with great pride that we present the UniSport Australia Strategic Plan for 2025–2028 — a roadmap shaped by collaboration, reflection, and a deep commitment to strengthening the role of sport within Australia’s university sector.

Our vision — to build vibrant, sustainable, and healthy communities — is the foundation of this plan. It reflects not just what we aspire to achieve, but why we exist. At the heart of this work lies our mission: to deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners.

We’ve developed this plan in close consultation with our members, student-athletes, staff, and strategic stakeholders. Rising costs, Student Services Amenities Fee uncertainty, and growing concerns around student and staff wellbeing were all central themes. So too was a collective ambition to revitalise the student experience — through expanded UniSport Leagues, more divisional competitions, increased representation opportunities, and continued support for dual-career athletes.

Our principles guide our approach: integrating the student perspective into every program and ensuring that inclusion and diversity strategies underpin all that we do — across administration, events, and programs.

Members clearly expressed their desire for UniSport to lead boldly: to be a strong advocate for sport and wellbeing, foster deeper relationships with National Sporting Organisations (NSOs), and continually improve operating procedures to support a more unified and effective sector.

A defining opportunity ahead is the Adecco/ADF project, which will see almost \$2M annually invested into universities to deliver the program and create a surplus to enable strategic investments to strengthen our impact and bring our vision to life.

This Strategic Plan is built around five key pillars: Healthy Communities, Members, Student Pathways & Opportunities, Strategic Partnerships, and Governance. It lays out a path for UniSport to support thriving campus communities, develop leaders, and ensure every student has the chance to benefit from the transformative power of sport.

To our members and partners — thank you. Your insight and support have been instrumental in shaping this direction. We look forward to working together as we build the next chapter of UniSport — vibrant, inclusive, and future-focused.

Chair/CEO UniSport Australia



Lisa Gowthorp
Board Chair



Mark Sinderberry
Chief Executive Officer

Vision

To build vibrant, sustainable and healthy communities.

Mission

UniSport will deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners.

Principles

- Integrate and ensure the student perspective is considered in all programs
- Inclusion and diversity strategies and processes underpin all that we do across our administration, events and programs

Values

- Collaborative
- Respectful
- Committed
- Authentic
- Innovative

Strategic Pillars

1

Healthy Communities



Promote the value of sport , physical activity and wellness to the higher education sector

2

Members



Co-operating with Members, and relevant groups, organisations, and agencies to assist Members to promote and support sport, fitness and related activities.

3

Pathways, Leagues & International Opportunities



Provide a framework for the higher education sector to compete through a range of opportunities locally, nationally and internationally.

4

Strategic Partnerships



Identify and invest in strategic partnerships that commercially underpin UniSport's mission to deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners.

5

Governance & Business Operations



Operate efficiently, responsibly and sustainably

6

People & Culture



Create an environment that facilitates personal growth and the delivery of the UniSport mission

1

Promote the value of sport , physical activity and wellness to the higher education sector.




Higher Education & Partner Focus	Overall success
Deliver quality ongoing research programs to support the value of physical activity, sport and wellness in delivering university outcomes	Collaborate with members to complete a nationwide research project to underpin the value of sport
Deliver a communication and marketing strategy that supports and promotes the Healthy Campus	Develop and implement an annual communication plan supporting healthy campuses
Advocate for the inclusion of university sport related metrics into national surveys such as the Quality Indicators for Learning and Teaching (QILT) Student Experience Survey (SES) to strengthen the value of sport, physical activity and wellness at university	The student experience across the whole university experience is measured in two of the QILT survey questions
Monitor and positively contribute to the debate on current issues that directly impact the sector	UniSport is sought as a valued contributor to relevant industry issues
Promote and engage members to enrol in the FISU Healthy Campus program	75% of members achieve gold status

Strategic Pillar 2

Members

Co-operating with Members, and relevant groups, organisations, and agencies to assist Members to promote and support sport, fitness and related activities.

2

Member Focus 	Overall success 
Develop and evolve the structure and servicing of UniSport members	Exceed a member satisfaction level of 80% annually Student representation on governance and decision-making groups Identify, evaluate and action further opportunities to support members
Support Members' delivery against equity and inclusion objectives	75% Members have implemented a sport specific inclusion program
Develop the capability of member staff/volunteers	Annual program of relevant training
Offer free or low-cost opportunities for all students (including international) to represent their university, at a local/regional level across a range of sports.	Regional program of affordable activities across the sector that enhances existing programs

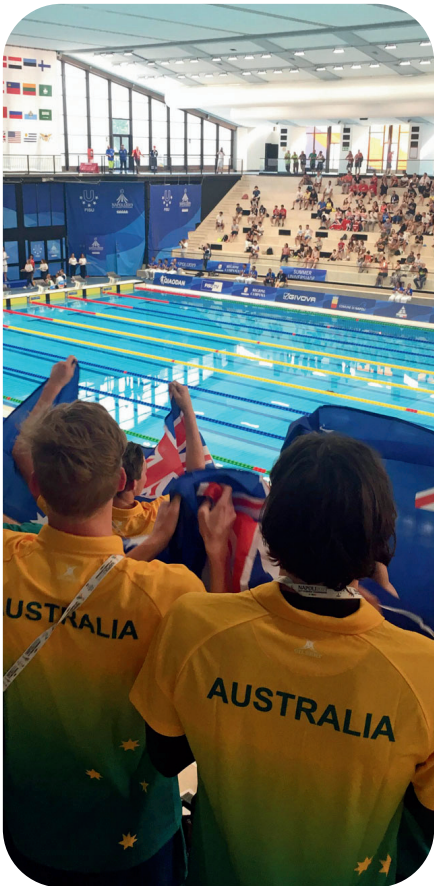




Pathways, Leagues & International Opportunities

Strategic Pillar 3

3

Provide a framework for the higher education sector to compete through a range of opportunities locally, nationally and internationally.



Student Focus 	Overall success 
Identify, evaluate and action gaps and opportunities for university sports through the Australian sport ecosystem.	Implemented agreed partnership with NSO following consultation between ASC and UniSport members, including NSO support for athletes
Develop and implement University leagues that underpin national leagues	Collaborate with committed NSOs to delivery three new leagues
Grow UniRoos brand and value in line with international strategy	Financially partner with members to increase annual participation and affordability at International events
	NSOs supporting UniSport international programs
	A regular program of Asia/Pacific regional events (inbound and outbound) for members
Deliver competition opportunities at the national level, improved affordability and equity for a diverse range of competitors.	Provide both coach & management opportunities for Members and NSOs
	Build on UniSport's annual calendar of events to over 10,000 registrations, providing opportunities for all students
	Achieve 80% annually participant satisfaction from all events, through increased participant experience

Strategic Pillar 4

Strategic Partnerships

Identify and invest in strategic partnerships that commercially underpin UniSport’s mission to deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners.

4

UniSport Focus 	Overall success 
Produce quality and sustainable outcomes for Adecco and ADF over and above expectation	Successfully deliver the ADF Testing and Training program on behalf of Adecco, leading to an extension and potential expansion of the partnership
Deliver the biannual Australian Masters Games on behalf of the Confederation of Australian Sport	Consistently meet contracted objectives
Identify, evaluate and action further opportunities to develop Strategic Partnerships	Secure two additional partnerships that enable the delivery of UniSport’s mission



5

Operate efficiently, responsibly and sustainably.



UniSport Focus	Overall success
Ensure appropriate governance, policy and decision making at all levels of UniSport to support and drive strategy, opportunity and organisational transformation, embracing innovation and always striving for best practice	Strategic plan objectives reached or surpassed 100% of Sport AUS governing principles achieved
Together with CAS build the strategy and capability of the World Masters Games team to deliver a world class event in 2029	Build an appropriate Board and Structure ready to deliver the event in 2029
Ensure long-term financial sustainability through responsible financial management and appropriate risk mitigation strategies	Build Investment portfolio to \$3M
Continue to build UniSport brand health supporting all of UniSport's strategic priorities.	Annual Marketing & Communications with measurable deliverables contributing to UniSport's success
Commercial program supporting and growing UniSport's strategic priorities	Delivers an additional \$100,000 in net income annually
Build digital capabilities to be a high-quality underpinning platform of UniSport communications	Achieve 30,000 annual subscribers to UniSportTV

Strategic Pillar 6

People & Culture

Create an environment that facilitates personal growth and the delivery of the UniSport mission.

6

UniSport Focus 	Overall success 
Develop and implement a positive and collaborative culture of learning and growth for all staff	Exceed a staff satisfaction level of 75% annually
Board and Committees	Retention of Board and Committee members



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Advocacy Toolkit



Notes

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Advocacy 101 – a UniSport Australia Toolkit for Sport Delivery Agents

Introduction

The best advocates for any business are the people who work in it. That's you and your staff. It's your best customers and colleagues. However not everyone starts as the best advocate they can be or even knowing where to start with developing their customised Advocacy Strategy. Some inhibitors can include lack of time, or confidence, or experience or even just knowing the first steps.

Working on the principle that everyone must start somewhere, UniSport Australia (UniSport) has considered member feedback regarding their Advocacy strategy-or in many cases not having a formal one- and have developed this Advocacy toolkit to support university sport delivery agents with the development and implementation of their advocacy strategy.

The UniSport Advocacy tool kit is customised to be effective in the university environment. The Advocacy 101 framework covers the basic principles of advocacy and highlights the key points to consider when building an advocacy strategy. You will also find some tips and hacks that your colleagues in the university sport sector have implemented successfully in their Advocacy strategies across many years.

Developing an advocacy strategy can be a daunting thought. Don't worry! UniSport is here to help. If you need some support and advice, please reach out and contact **martin.doulton@unisport.com.au**.

This Tool Kit is structured into four parts:

What is Advocacy and why an Advocacy strategy is beneficial

- Questions to consider before starting strategy development

The Advocacy 101 Checklist

- The 5 basic steps to building an effective advocacy strategy

What UniSport can do for you

- Information regarding the services UniSport can provide to support advocacy strategy development and implementation

UniSport Australia Resources Hub

- Evidence and information to support your strategy

Part 1. What is Advocacy?

“A targeted set of coordinated activities to influence policies and practices based on reliable documented evidence aimed at a defined audience of decision makers”

Sounds great, and easy in theory, doesn't it? If only getting what you wanted when you needed it was that simple. However, as hard as one might try, most decisions are impacted by some form of political and/or emotional influence rather than hard facts and well researched evidence.

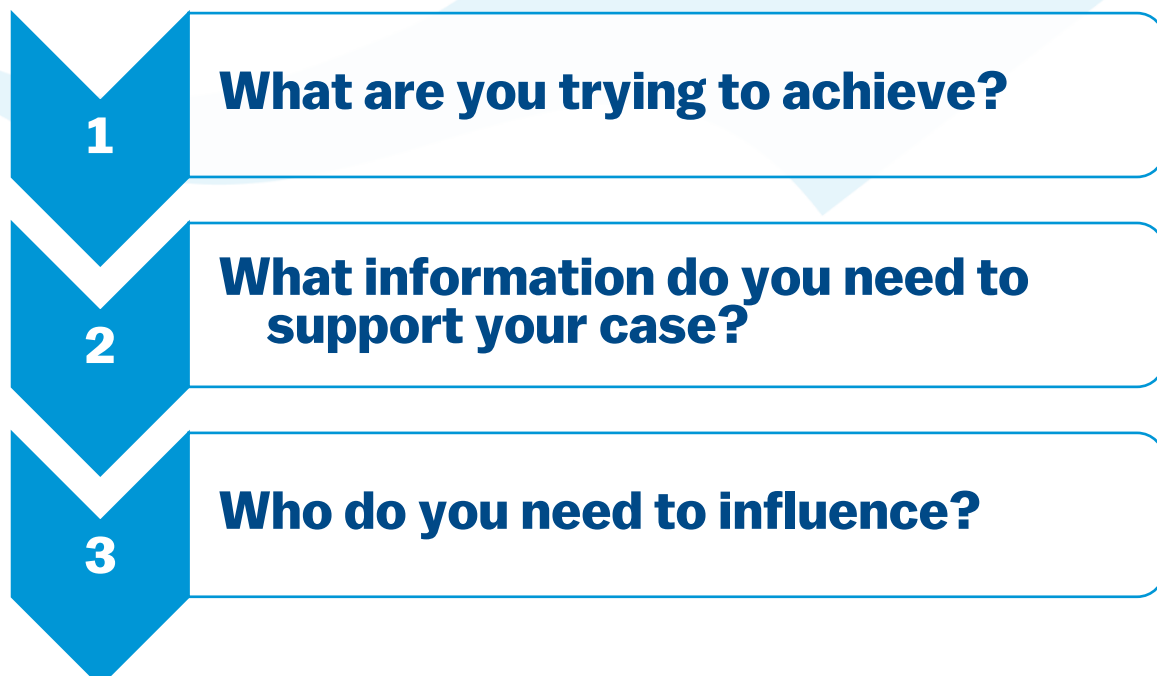
As an advocate, how do you mitigate these influences and guide decision makers towards recognising and more importantly supporting your project, program or service? With finite resources always under pressure how do you ensure that your ask gets greater support from the decision makers than another area competing for a piece of the same pie?

As an effective advocate, you don't have to be in a position of power to make effective change or to get a positive outcome, but you do need to be proactive and know how to get your story across.

Often practitioners spend most of their time in the trenches and have little energy or time left after constantly fighting fires to keep up with even building or delivering a comprehensive advocacy campaign.

However, by taking a bit of time to understand the lay of the land, the relationships you need to develop and consider some out of the box options to solve others' problems and issues, you may well enjoy more success than if you are not proactive.

Some key questions to consider before you start an Advocacy Strategy:



For further support in developing a customised advocacy strategy, connect with [Martin Doulton](#), UniSport General Manager - Advocacy

Part 2. Advocacy 101 - the 5 basic steps to building an effective advocacy strategy



1. Know the facts.

- **Map out what you do and when you do it.** Put together an outline of every activity, program and service your area is involved with, who does it and why?

Advocacy Hack #1

Put together a list of every activity, service and program you deliver outlining what, why, when, where and who.

- **Know your business unit numbers.** Be able to list KPIs - how many, how often, how big and how it is funded. Ensure everyone in the business unit knows these key numbers too- everyone is an advocate.

Advocacy Hack #2

In the (virtual or physical) staff room list the business KPIs on a whiteboard and ask each responsible manager to update the numbers on a regular (monthly?) basis. That way everyone who comes into that room can see the progress against key numbers and get to know more about all parts of the business. It also means if you get asked a question from senior management you have that information on hand.

- **K the university's statistics.** How many students, staff, alumni, graduation rates, staff recruitment, engagement, retention, the carbon footprint? Where does the university rate in the global rankings, which ones, what has impacted this rating and what are the university's aspirations?

Advocacy Hack #3.

Go to the university's key data page on the website for the numbers that matter

- **Know what really matters to the university.** What are the key areas of the university business that are important? e.g. student recruitment, engagement, retention, employability, university culture, community impact. *Refer to Advocacy hack #3 for this data.*
- **What are the key problem areas for the university?** Understand the key trends impacting on graduation rates, student satisfaction, staff recruitment, campus community health (physical, mental, social, financial, cultural, geo-political).

Advocacy Hack #4

Keep up to date with the announcements on university rankings that matter to the senior decision makers (the UA QILT Survey, Time Higher Education and Quaccareli Symonds are a few of many important rankings all Universities are interested in promoting)

- **Map programs and activities that positively influence and support the university's goals.** E.g. Which UN SDGs does the program/activity support? How many students volunteer, are supervised and /or employed in sport? Source relevant and current research to underpin your argument!

Advocacy hack #5

With the programs listing in #1 identify the key SDGs supported and add to the report. Not sure about the fit? The university's sustainability department may be able to assist.

- **What are the key university dates to be aware of/ consider and why?** E.g. Budget planning cycle, student census dates, global ranking release dates. Understand the funding cycle.

Advocacy Hack #6

Check the university website for the corporate calendar and key dates. Overlay into your planning calendar to ensure you are prepared in advance of urgent requests.

2. Build relationships.

- **Map out the decision makers who will ultimately have control over the business operations and decisions and do some research.** For instance, who has responsibility for SSAF decisions and who influences that funding stream? Connect with them on LinkedIn, find out who they barrack for (AFL/NRL/ Soccer/Netball/Basketball/Rugby) or not? How do they get their news? What is their professional passion/interest?

Advocacy Hack #7

Review the university senior management lists and departmental/faculty lists. Identify and map organisational connections with sport. Connect/Follow on LinkedIn. Set up a relationship database and record emails and contact numbers.

- **Map out and understand allies and objectors?** Rank the strength of relationships with the health service, OHSE, COO office, VCs office, DVCs and PVCs, alumni, faculties and colleges, media, other specialist groups. Also include external groups such as sports clubs (professional and community levels), charities, professional bodies, local government etc. Importantly find local champions and connect with them regularly!

Advocacy Hack #8

Build different levels of relationship listing and contact groups to ensure only relevant and important news is being shared with the intended audience.

- **Get to know the senior executives' PA/EAs and build a strong, genuine rapport with them- they are the gate keepers to the university senior management team.**
Refer to Advocacy hack #7

3. Work out what you want to achieve.

- **Consider from the decision makers perspective - what's their What's in It For Me (WIIFM)?**

Your advocacy strategy needs to understand what priorities and what influences the decision makers are focussing on this month/quarter/year.

Advocacy Hack #9

Research the key issues impacting University decision makers such as the Universities Accord including SSAF legislation as well as the impacts of the changes to international students' visas.

- **How can the program/activity/initiative support the University's aspirations?** Use research and evidence from the sector to support assertions as to why (continued and/or new) support is needed.

Advocacy Hack #10

UniSport has a dedicated section on its website showcasing relevant research on its website and is adding to the body of research monthly.

- **Is the ask best done in conjunction with the support of someone else more powerful in the University?** Partnering with other parts of the university – or often just the process of exploring opportunities to work together- often unlocks new ways of thinking and identifying resources that you didn't have access to previously.
- **If it's a new program or additional funding request find out if anyone else in the sector has done this before?** If yes, was it successful and what were their learnings? Do you need sector support to help your case? We have a list of sector experienced mentors who are only too willing to share their knowledge and learnings. You don't have to reinvent the wheel!

Advocacy Hack #11

Check in with UniSport for relevant examples, case studies and research that could relate to your specific program and activity.

4. Share the news. Build the case.

- **What are the communications tactics?**
 - **Good news stories about the University**, especially when the general university news isn't positive, are often more favourably viewed by internal media teams and remembered by others. Finding a link with a 'winner' or success story can drive interest/ involvement from key departments or leaders.

Advocacy Hack #12

Build a portfolio of good news stories available to share when the timing is right e.g. Olympic/FISU World University Games athlete selection, club officers, inclusion program success. If you haven't got a budget for media support, try the university's media school - they may have a volunteer or WIL placement program that can provide the resources to help.

- **Medium-** personal email, newsletter, LinkedIn post, social media post, phone call, casual chat. One size doesn't necessarily fit all when it comes to impactful communication.
- **Frequency-** random/ad hoc/ as it happens, regular/ scheduled around key events and cultural activities e.g. Olympics, Paralympics, Pride week, Green week, AFL/NRL Finals etc.

Advocacy Hack #13

Put these key sporting/cultural events on your annual calendar and, if it fits with your advocacy strategy, plan how you might communicate initiatives in advance.

- **Supported and supportive.** If it's in anticipation of a future ask, ensure your key assumptions/arguments are supported by evidence and research. Be careful not to invoke a swift and reactive decision. *Refer to #10 for sector case studies and research.*
- **Targeted or Broad?** Check the communication reaches is the intended audience.
- **Check the communications** via the lens of value, relevance, potential to offend.

5. Don't give up.

- Sometimes the timing just doesn't work and efforts to influence policy and practices aren't successful. It takes time to build and nurture relationships. Take the long game view as to how relationships might work for what you are trying to achieve.
- Maintain positivity.
- Reflect on why the desired outcome wasn't achieved and consider when its best to either try again or make the decision to postpone the matter until conditions change.
- It takes time to build a relationship and a reputation. It takes no time at all to destroy both. Be persistent but not annoying.

Part 3. What UniSport can do to assist

UniSport can support your advocacy strategy through the following:

- Provide advice and experience in strategy development
- Provides a resource Hub on all things UniSport related
- Access to cutting edge research
- Connect with sector colleagues
- Provide sector related stories with impact
- Support and lobbying on key issues
- A friendly voice when you need help

Part 4. The UniSport Healthy Campuses Resources Hub

UniSport Australia believes that universities should be an enabling environment, a gateway encouraging its attendees to practice a healthy and sustainable lifestyle where access and opportunity in the areas of physical activity, health and nutrition are a daily part of campus life.

UniSport Australia has developed this content hub to share resources amongst its members across a variety of topics from the University Sport sector.

Go to <https://healthycampuses.unisport.com.au/> for all the latest information in these three linked information zones. You can search by topic, by subject and by university.



**Healthy
Campuses**

**Trending
Issues.**

Research

Advocacy Hacks Checklist

#	The Hack	Your Notes. Where can you find these documents in your files?
1	Put together a list of every activity, service and program you deliver with the what, why, when, where and who.	
2	In the (virtual or physical) staff room list the business KPI's on a whiteboard and ask each responsible manager to update the numbers on a regular (monthly?) basis. That way everyone who comes into that room can see the progress against key numbers and get to know a bit more about all parts of the business. It also means if you get asked a question from senior management you have that information on hand without scrambling for it.	
3	Go to the University's key data page on the website for the numbers that matter	
4	Keep up to date with the announcements on where your university sits with the various rankings that matter to the senior decision makers (the UA QILT Survey, Time Higher Education and Quaccareli Symonds are a few of many important rankings all Universities are keen to improve their place in)	
5	With the programs listing in #1 identify the key SDGs that they support and add them to the report. Not sure about the fit then go to your Sustainability department and ask for help.	
6	Check your university website for the corporate calendar and key dates. Overlay them into your own planning calendar so you don't get blindsided with a request for information that was required yesterday	
7	Go to the University Senior management lists and then into departmental/faculty lists. Identify their organisational connection with Sport and then map that connection. Connect/Follow them on Linked in. Set up a relationship data base so you have their emails and contact numbers	
8	Build different levels of relationship listing so you are not bombarding senior people with basic irrelevant news.	
9	Research the key issues impacting University decision makers such as the Universities Accord including SSAF legislation as well as the impacts of the changes to International Students visa changes.	
10	UniSport has a whole section on its website showcasing relevant research on its website and is adding to the body of research monthly.	

11	Check in with UniSport Australia for relevant examples, case studies and research that could relate to your specific program and activity.	
12	Build a portfolio of good news stories that you have on hand to be able to share when the timing is right e.g. Olympic/FISU WUG athlete selection, Club officers, Inclusion program success. If you haven't got a budget for media support, try the University's media school to see if they have a Volunteer or WIL placement program that can provide the resources to help?	
13	Put the key sporting/cultural events on your annual calendar and- if it fits with your Advocacy strategy- plan how you might communicate initiatives supporting them well in advance with the target audience.	





Healthy Campus Implementation Guide

Australia Version 4.0



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Purpose

The purpose of this Guide is to aid new and prospective Australian Healthy Campus Signatories starting their journey along the Healthy Campus process.

Written in conjunction with FISU Healthy Campus crew this Guide has been edited to meet Australian operating condition and terminologies which has been sense checked by current Australian signatories at UWA, UNE, MDU and LTU.

However, this is not a definitive guide covering all questions a university may have so for more information please contact Martin Doulton GM -Advocacy directly.

Email: martin.doulton@unisport.com.au

About: FISU Healthy Campus program

- Built upon a bespoke digital platform that enables universities to track and improve student and staff health and wellbeing.
- Comprised of thirty world experts in student health make the program an unprecedented global network for universities to share knowledge, expertise, and best practices and insights.
- Looks at student health with a holistic view on fitness, mental health, nutrition, social responsibility and sustainability.

Proposed and developed by the International University Sports Federation, the FISU Healthy Campus program aims to enhance all aspects of wellbeing for students and the campus community at large. Looking to reverse the well-established trend of young adults compromising their health during their academic careers, the initiative is already having a positive impact on the lives and lifestyles of university students around the world.

The program holds steadfast to the belief that universities should be an enabling environment, a gateway encouraging its attendees to practice a healthy and sustainable lifestyle where access and opportunity in the areas of physical activity, health and nutrition are a daily part of campus life.

Since FISU's founding in 1949, the Federation has been a key driver to expand the role and reach of university sports worldwide. Best known for its sporting and educational events, the Healthy Campus program helps expand FISU's social responsibility to reach a larger number of students, schools, and university employees.

To cater to the diverse demands of students and staff, the program has established a cross-cutting approach that includes not only physical activity but also healthy campus management, mental and social health, nutrition, disease prevention, risk behaviour, environment, social responsibility and sustainability.

With the Healthy Campus (HC) program, universities embed concrete health and wellness resources into all aspects of campus life and culture.

Healthy Campus Scope

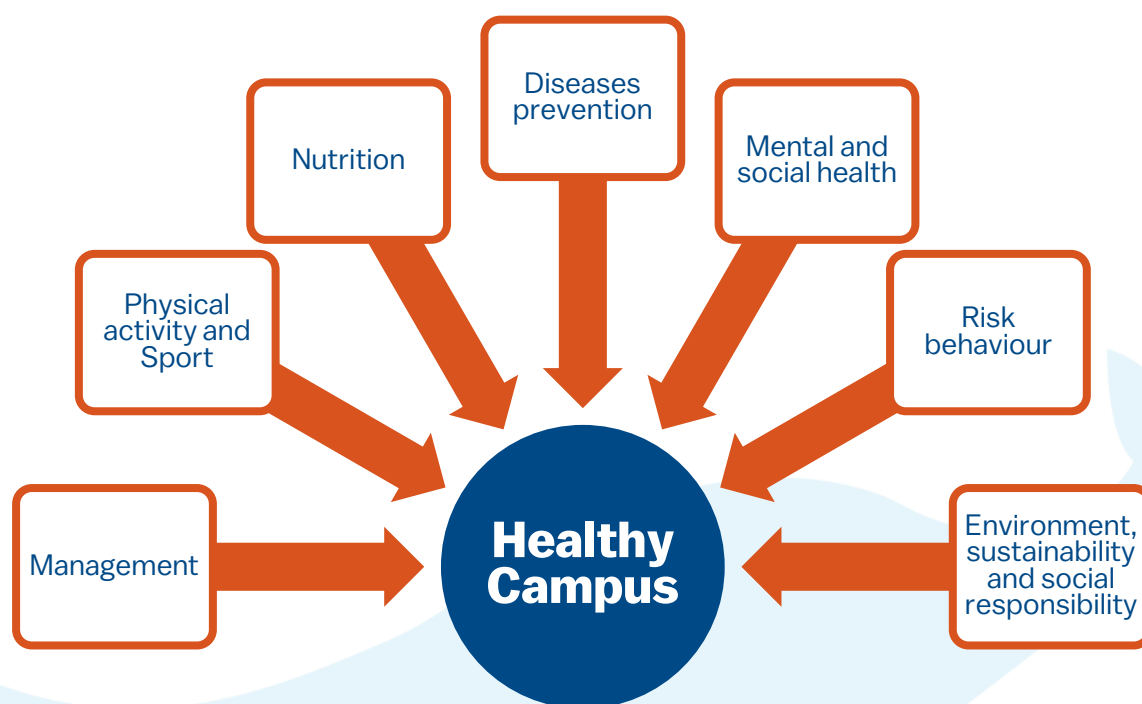
The International University Sports Federation (FISU) aims to provide opportunities for all students to participate in physical activity for their health and well-being. FISU and its stakeholders would therefore like to reach even more students, with educational projects such as the International Day of University Sports (IDUS), recreational, cultural and educational events, and most importantly the Healthy Campus project.

The main goal of Healthy Campus is to provide a framework that can support, implement and promote a healthy lifestyle within the campus. The Healthy Campus project aims to raise awareness among students and to engage them in health literacy, which they can apply more generally in their personal life but also in society on a larger scale, long after their university studies.



Healthy Campus domains

The seven domains of Healthy Campus approach have been defined by considering the difficulties that may rise among the campus community. They are underpinned by and directly contribute to the Sustainable Development Goals (SDGs) 2030 established by the United Nations (UN) to build a better world for people and our planet. Through work in those seven domains, the university will create a global impact on well-being and enhance the student's lifestyle and overall campus community.



The Healthy Campus approach aims at ensuring that universities develop strategies and activities through a transversal and collaborative approach using sport and physical activity, nutrition, diseases prevention, mental and social health, risk behaviour, environment, sustainability and social responsibility, and what already exists (in terms of organisational structure, distribution of resources and responsibilities, offer of activities in the field, etc.). To create synergies, it is necessary to create opportunities for cross-cutting work and collaborations between departments and professionals already in place.

Healthy Campus Label application and renewal

Labelling cycles occur every two years.

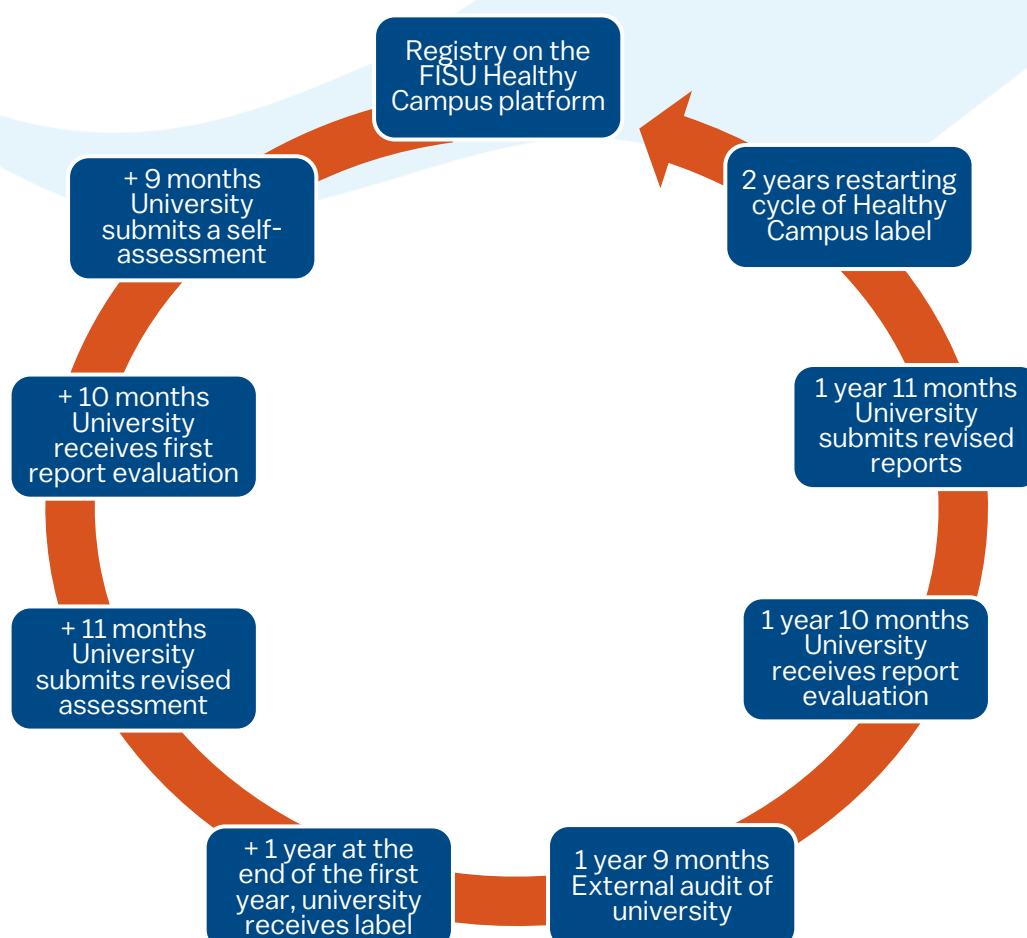
During the first year, after registration, each university has nine months to reply and work on the criteria in the FISU Healthy Campus platform.

After the nine-month period, FISU has one month to send the evaluation report, propose the classification, and label level attribution. Universities have one month to send their feedback, agree or contest the evaluation. After the university feedback, FISU awards the university with the label and certificate.

The odd years correspond to a process of continuous improvement and maintenance of the label. The second year and during the even years, external audit process will be done with report and label renewal.

UniSport Australia signed a Memorandum of Understanding (MOU) with FISU in January 2025 to promote the values and benefits of Healthy Campus. In addition to access to additional FISU resources all AUS signatories' 2nd years fees will be reduced by 50%. This means the total fees applicable for the 2 year cycle is €2500 (comprising €1000 in year 1 and €1500 in year 2).

UniSport Australia has set up a dedicated section on its website (unisport.com.au) as it drives support for Healthier Campuses across its member Universities. The website includes practical tools, research supporting each domain as well as features from AUS Healthy Campus signatories and their internationally recognised Best Practice examples.

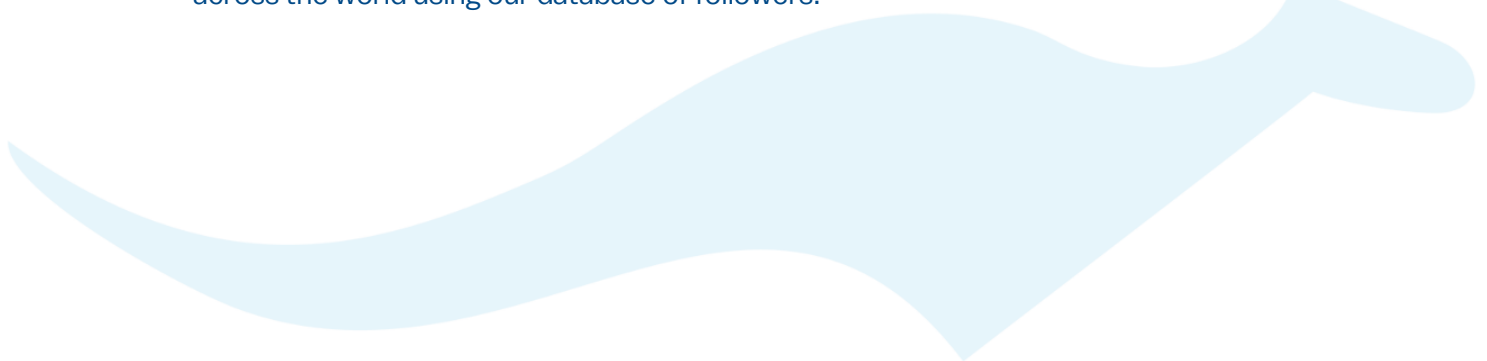


Why your university should take part

Launching FISU Healthy Campus at your university will inspire the community, students and staff to work with a common goal and direction in the scope of well-being.

The long-term proposal of Healthy Campus program is to foster a positive university environment and set the foundations for the entire community of a lifetime of positive personal well-being, both physically and mentally.

- This initiative is instrumental in the fact that it is initiating a universal network of worldwide universities with commune interest and extraordinary experts in all domains of the HC scope.
- The HC program will also boost the sharing of knowledge, experiences and Best Practices between universities involved in the program. For example, we already established many partnerships and funding applications consortium, between universities involved in the program.
- Implementing the HC program will also help the University to work towards the 17 SDG's from UN. Considering that the HC program was created to be completely aligned with the 17 goals, once the University starts implementing the HC program, it will automatically be aligned with UN 17 SDG's.
- We believe that the HC program can be a catalyzer to promote scientific research in the scope of Well-being, with concrete data between universities involved in the program.
- The HC program can and should be seen as synergistic booster, as we can also promote all the positive events, or programs already in place at each university with our global reach across the world using our database of followers.



Step-by-Step FISU Healthy Campus Program

Step 0: Analyse the HC program internally with University Leadership

Go to FISU web page, search for the Healthy campus TAB ([Healthy Campus - FISU](#)) here you can find the goals and vision of the HC program along with the video explaining the certification process, the timeline and the main milestones, you can also find in the same page the HC Standard document and the Best Practices eBook in PDF.

Tips to Start:

Suggestion to the person that takes this first step, organise an internal meeting with the University leadership responsible for Well-being in the campus and to talk about the programme, to try to understand where it fits into the global strategy of the University in the short and long term perspective.

Step 1: Register on FISU Healthy Campus platform

Register on the HC platform (www.fisuhealthycampus.sport), universities will be able to access the conditions of participation and a detailed description of the program.

Step 2: Healthy campus preparation for certification

The operational and the institutional responsible should analyse and identify the current well-being strategy and framework (if existent) of the University and /or campus, through the elaboration of an internal audit of university regarding this scope. This analysis will serve to understand the current situation of this topic.

The HC Standard document can be used as a checklist to see what is already in place or can be put in place in the short, medium and long term.

Tips to Start:

The university should identify existing programmes related to the Healthy Campus scope in order to have an overview of what already exists as a base for implementing the approach.

Identify key University and community stakeholders comprising of all the campus community – scholars, undergraduate faculty staff, alumni, community partners – to be part on Healthy Campus working group/steering committee.

Identify a Working Group with all above-mentioned stakeholders including its values, objectives and time regularity of the meetings to be held.

Step 3: Healthy Campus leadership roles

The university steering committee is one of the corner stones of the Healthy Campus implementation.

Taking into consideration the overall campus stakeholders that compose of the university community an internal network shall be established.

This steering committee should be composed by at least a representative of students, staff, faculties and board of the university, they shall be determining the resources related to the programme (human resources, financial resources).

The university should name an institutional and operational responsible person to lead and support the Healthy Campus approach. The Healthy Campus operational responsible person(s) will play a leading role in ensuring the success of the program on campus.

Tips on where to start:

Gathering the support of university leadership. This support is essential to assist the initiative in an effective degree, such as, financial efforts and catalyse the involvement of each segment of the Campus. Each of the University stakeholders will have an incremental impact on the smooth implementation of Healthy campus vision.

Academic departments, communication and marketing department, sport recreation centres and healthcare providers, each of these groups will strengthen the Healthy Campus implementation and assist on the recruitment of participants.

The incorporation and collaboration with all University departments will enhance on the development of the educational material and concepts.

The sport recreation centre shall be ideally the turning point location of the Healthy Campus edification, accomplishments, and promotional events.

Students are role models to others around them, so they should become the showcase of Healthy Campus success stories.

Step 4: Healthy Campus Strategic plan

After registering on the FISU Healthy Campus digital platform and the internal audit analysis, your next step is to develop a strategic plan based on the strategic framework analysis developed previously. The activation plan shall be based on measurable objectives and indicators.

The conception process of the strategic plan should answer the following questions:

- How to build overall well-being within university stakeholders, and how to demonstrate its beneficial impacts?
- How to increase physical activity and sport on campus?
- How to boost proper nutritional habits?
- How to enhance diseases prevention conducts?
- How to alert for the mental and social health risk?
- How to encourage escaping risk behaviours?
- How to promote the environment, sustainability and social responsibility?
- How to connect students with the healthy campus program's future development?

Tips to Start:

Schedule sessions regularly with the Healthy Campus Steering Committee or responsible committee to identify priorities, engage on gatherings to collect feedback and propose brainstorm roundtables.

Develop and execute an internal audit and SWOT analysis.

Develop surveys to gather community opinion on what are their desires. Debate and develop ideas and concepts for each role, contributions, activity and partnership inside the activation plan.

Implement the Healthy Campus vision, mission and guidelines daily.

Collect and gather data related to facilities regarding health and well-being resources.

Gather specific data, for example the everyday average student's involvement in sports, type of services offered, what type changes can be executed, what can be improved or altered.

Propose the creation of focus groups connected to each of the domains. Analyse possibility of the creation of sub-committees for each domain.

Role of the Healthy Campus responsible person/s:

The Healthy Campus responsible person/s will oversee the implementation of strategic plan framework previously confirmed with the university leadership. The responsible person/s may have a suite of tasks that will require an appropriate time commitment to keep track of the ongoing activities and output indicators that the healthy campus programme aims to generate. Often these activities are already part of a person's role at a university. The discharge of the Healthy campus responsibilities can be with one person or with a group depending on roles and scope of activity. These may include:

- Liaison with university administration, academic departments, campus communications and marketing department, campus recreation department, student clubs and administrative groups.
- Responsible for bringing awareness, promoting and answering, each of the criteria devoted to the seven domains of FISU Healthy Campus Label.
- Coordinating strategies to promote and encourage students and faculty staff to stay active like walking and biking across campus or from home to work.
- Collaborate with the various discipline specific and marketing teams by promoting Health literacy, such as, diseases prevention, mental and social health, or risk behaviours.
- Support existing and/or generate new campaigns where the university community can participate in physical activity and sports challenges.
- Develop presentations to promote Healthy Campus initiatives inside the campus, departments, student organizations, international student gatherings, staff union workforce, official university leadership meetings, academic senate, academic department, wellness manager.
- Discuss ways to better integrate a Healthy Campus approach into current campus infrastructure, environment and practices.
- Engage with student associations and course clubs, this can spray the initiatives and activities all through campus.
- Enhance and amplify the positive impact of the cooperation between surrounding community partners and the University.
- Engage with Campus healthcare providers, transforming this department into a new vehicle of health education, bringing awareness and joining in activities.
- Detect the mobility problematics within the University campus.
- Develop partnerships with external stakeholders to implement social responsibility activities, promote social, and gender inclusion and cohesion.
- Every initiative of the strategic plan must be documented in some proven evidence, for example written documents, photos, videos, brochures, website or social media page, etc.

The UniSport Healthy Campuses Resources Hub

UniSport Australia believes that universities should be an enabling environment, a gateway encouraging its attendees to practice a healthy and sustainable lifestyle where access and opportunity in the areas of physical activity, health and nutrition are a daily part of campus life.

UniSport Australia has developed this content hub to share resources amongst its members across a variety of topics from the University Sport sector.

Go to <https://healthycampuses.unisport.com.au/> for all the latest information in these three linked information zones. You can search by topic, by subject and by university.



**Healthy
Campuses**

**Trending
Issues**

Research



Member Example Implementation Plan



FISU Healthy Campus: Implementation at Federation University

What is the FISU Healthy Campus Program?

The FISU Healthy Campus program is a global initiative by the International University Sports Federation (FISU) which provides a framework for universities to develop and implement comprehensive health and wellbeing programs across seven key domains: Physical Activity, Nutrition, Mental Health, Social Sustainability, Disease Prevention, Health Services, and Environment. It offers guidelines, assessment tools, and recognition upon achieving specific levels of implementation (bronze, silver, gold).

Benefits for Federation University:

- **Enhanced Student Wellbeing (Engagement & Retention):** Improving student physical and mental health is crucial in the Australian university context, where student stress and mental health challenges are significant concerns. A healthy campus can contribute to better academic performance, increased engagement, and improved retention rates, addressing key performance indicators for Australian universities.
- **Improved University Reputation (Attraction):** Demonstrating a commitment to student wellbeing enhances the university's image, attracting prospective students in a competitive Australian higher education market. A healthy campus aligns with the growing emphasis on student experience and wellbeing in university rankings and student choice.
- **Stronger Sense of Community (Retention & Engagement):** Fostering a sense of belonging is vital for student success, particularly for diverse student populations in Australian universities. Healthy Campus initiatives can contribute to a more inclusive and supportive campus environment, improving student connectedness and positively impacting retention and engagement.

Implementation Plan (Step-by-Step based on UniSport Guide):

- **Internal Analysis with Leadership (1-2 months):** Present the HC program to university leadership, emphasising its strategic fit and potential benefits. Secure buy-in and identify key stakeholders.
- **Step 1: FISU Platform Registration:** Officially register on the FISU Healthy Campus platform (www.fisuhealthycampus.sport) to access participation details and program resources.
- **Step 2: Healthy Campus Preparation for Certification (2-3 months):**
 - Conduct an internal audit of existing strategies and frameworks. Use the HC Standard document as a checklist.
 - Identify key university and community stakeholders (students, staff, faculty, alumni, community partners).
 - Establish a Healthy Campus Steering Committee with defined values, objectives, and meeting schedule.

Step 3: Healthy Campus Leadership Roles:

- Form the University Steering Committee, including representatives from stakeholder groups.
- Appoint an operational lead to oversee the program.
- Engage students and staff as role models and champions.

- **Step 4: Healthy Campus Strategic Plan (3-6 months):**

- Develop a strategic plan with measurable objectives and indicators, addressing key questions outlined in the UniSport guide (e.g., increasing physical activity, promoting nutrition, enhancing mental health, etc.).
- Conduct internal audits, SWOT analyses, and community surveys to inform the plan.
- Establish focus groups for each domain.
- The Healthy Campus lead will oversee implementation, liaising with various departments and documenting all activities.

Resourcing:**Dedicated Staff:**

- Based on feedback from other universities on average half a day per week is sufficient to lead the program from a staff member in their Sport & Recreation teams.
- Student: Explore opportunities to engage Exercise and Sport Science students in health promotion activities as part of their placement hours. Working through the audit and answering of criteria in step 2 of the implementation would be particularly helpful.

Budget:

- Leverage existing budgets where possible as many current programs will meet criteria.
- New Program Costs: Allocate budget for the development and implementation of new programs identified through the needs assessment.
- The certification process fees are as follow for the first 2 years cycle;

€ 1,000 first year, self evaluation

€ 3,000 2nd year, audit (via UniSport MOU with FISU , this would be discounted to € 1,500)

Cross-Departmental Collaboration:

- Engaging areas such as Health and Wellbeing, Commercial Services, Property and Infrastructure, the Institutes, and People and Culture to encourage cohesion and streamlining of efforts in the Healthy Campus domains.

Timeline (Starting February 2025):

- **Feb - May 2025 (Preparation & Planning):** Steps 0-3. Internal analysis with leadership, FISU registration, internal audit, stakeholder identification, and Steering Committee formation.
- **June - Sept 2025 (Strategic Plan Development):** Step 4. Develop the strategic plan, including needs assessments, goal setting, and action planning.
- **Oct 2025 - Dec 2025 (Initial Self-Assessment):** Complete assessment and receive report for revision. Receive certified label from FISU.
- **Jan 2026 - Dec 2026 (Ongoing Implementation & Evaluation):** Continue program implementation, monitoring progress, and evaluating effectiveness. Refine strategies based on feedback and data. Begin preparing for Bronze certification application.
- **2027 onwards (Continuous Improvement & Certification):** Ongoing program development, aiming for Silver and Gold certifications. Maintain momentum with approximately half a day per week dedicated to program management, potentially supported by student placements.



Conclusion:

The FISU Healthy Campus program offers a valuable framework for Federation University to create a healthier and more supportive environment, benefiting Australian university students and staff. By embracing this initiative, incorporating lessons learned from other universities (e.g., focus on marketing, track time spent, leverage student support), and aligning with national health priorities and the Australian higher education context, we can enhance student success, improve our university's reputation, and contribute to healthier communities.

Jason Slater
Coordinator, Sport and Recreation



Gender-Based Violence (GBV) Good Practice Guidelines



Framework for University Sporting Events

1. Purpose

UniSport Australia is committed to providing a safe, respectful, and inclusive environment at sporting events. This guideline document has been developed in accordance with the [Action Plan Addressing Gender-based Violence in Higher Education - Department of Education, Australian Government](#) and we encourage members to familiarise themselves with the Plan. The Practice Guidelines outline good practices to prevent and respond to Gender-Based Violence (GBV), ensuring all those contributing to University Sport including students, staff and officials can engage in and enjoy events equitably and free from harm.

Importantly, these Guidelines should be considered alongside university specific Policies and directives in relation to responding to and reporting gender-based violence. University staff and students should ensure they have familiarised themselves with their own University policies regarding gender-based violence response and reporting to ensure staff and student have complied with their obligations.

University Team Managers are encouraged to identify and reach out to your university's responsible entity for whole of organisation GBV support and reporting to discuss your obligations and to ensure you have up to date information on support, response and reporting mechanisms. In your university this could be the Safer Community Unit, the Integrity Office, the Diversity Equity and Inclusion Department and/or the portfolio responsible for People Experience / Work, Health and Safety.

#	The Checklist addressing GBV requirements at University Sport events
1	Ensure you are working with the appropriate University portfolio who can provide you with relevant GBV related information in your university context and familiarise yourself with your University's Policies and directives in relation to supporting, responding to and reporting gender-based violence.

2. Scope

The proposed Universities Accord (National Higher Education Code to Prevent and Respond to Gender-based Violence) Bill 2025 is expected to apply to all students and staff attending university-affiliated sporting events, irrespective of their role, including:

- Student-athletes and team representatives
- Spectators and supporters
- Event organisers and volunteers
- University staff and security

The proposed National Code emphasises the responsibility we have for our students and staff when they are participating and contributing to both on-campus and off-campus events, including domestic and international travel for sporting competitions. These Guidelines can be used to plan for all relevant activities outlined above.

3. Key Principles of UniSport Australia in creating and supporting safe events and spaces

a. Commitment to Addressing Gender-Based Violence

- All forms of GBV, including but not limited to sexual harassment and violence, discrimination, or intimidation, will not be tolerated.
- Uni Sport is committed to taking a trauma informed approach to supporting and responding to disclosures and reports of GBV.
- All reports of GBV will be taken seriously, and privacy of information, support and responses and reporting will be managed in accordance with Uni Sport policy and the specific University Policy of complainants and respondents.
- Student or staff members disclosing or reporting GBV will be informed and supported to consider internal and external reporting options including to Police where appropriate.

b. Respectful Behaviour and Language

- Students, staff and coaches must use inclusive and respectful language and actively demonstrate inclusive practices.
- Chanting, signs, or gestures that are sexist, homophobic, transphobic, or otherwise discriminatory behaviours are not allowed.

c. Safe and Inclusive Environments

- Uni Sport and host Universities must ensure sporting venues have clear and visible messaging regarding inclusive practice, inappropriate behaviour and procedures for responding and reporting safety concerns.
- Universities should ensure proper lighting, surveillance, and access to emergency support services.
- Alcohol consumption must be monitored and inappropriate behaviours addressed by Uni Sport and/or host universities to reduce the risk of inappropriate behaviours, violence and harm.

d. Active Bystander Intervention

- Uni Sport and University staff, team coaches, and managers are required to intervene safely if they observe GBV.
- Students are encouraged to intervene safely if they observe GBV (e.g., by reporting incidents, offering support, or seeking assistance from security).
- The university will provide training to all staff and students on bystander intervention strategies.

The Checklist addressing GBV requirements at University Sport events

2	As a host organisation or participant, ensure you have undertaken checks that the venue has appropriate messaging and responses including support and reporting mechanisms in place prior to event.
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4. Pre-Event Preparation

All students and staff attending sporting events, whether as participants or spectators, engage in their university's stipulated **GBV prevention training** requirement as part of and/or as complimentary to existing University Pre Event preparation requirements. It is important that educative material and discussions on roles and responsibilities is explicitly addressed with opportunity to engage in how this is applied in practice.

Prior to participation in any university sporting event on or off campus, staff and students should engage in and be provided with basic information and educative materials which raises awareness of their role and responsibilities in relation to GBV and their University policy, procedures and mechanisms for supporting and reporting.

Before any off-campus or international sporting event this briefing staff and student **Pre-Departure Briefing** should include any additional information, which is relevant to the specific region or country the team are travelling to.

4.1 Pre-Event Education for Staff and Students (On Campus and Off Campus)

Pre-departure education should cover the following topics:

- Understanding definition and scope of GBV, real examples applicable to sport, and potential impact
- Raising awareness of university policies and reporting procedures and that these must be adhered to when engaging in university sport on and off campus
- Understanding First Responder role and responsibilities, particularly for staff and students who are undertaking a management, coaching or team captain role
- Practical Bystander intervention techniques
- Cultural sensitivity and respect
- Alcohol, consent, and safe socialising

This Participant Education may be conducted by the relevant experts within your university or through the University's approved provider and may consist of one or both of these opportunities:

- **In-person workshops** for student-athletes and team representatives
- **Pre-event briefing sessions** for all attendees

Online modules may be completed before event registration to sense check staff and student understandings and supplement the pre-departure training.

In addition to drawing on your university's educational resources it might be valuable to build your 'tool kit' and use other sector and industry resources such those developed by other Universities which can be shared, or those provided by Our Watch and Universities Australia.

#	The Checklist addressing GBV requirements at University Sport events
3	Ensure you have access to or developed appropriate pre departure training package with relevant educative resources and information to assist in supporting your staff and students to understand their responsibilities, identify and feel confident to be an active bystander.

4.2 Additional Pre-Departure Briefing For Off-Campus or International Events

Before any off-campus or international sporting event, students and staff must attend a **Pre-Departure Briefing** which includes all relevant education and information as per 4.1 and in addition cover:

- Emergency contacts and response procedures applicable to the specific event or region
- Event and Venue-specific safety measures
- Specific laws and cultural protocols which may be relevant to the region where this applies

4.3 Code of Conduct Agreement

All staff and students should be required to sign a University **Code of Conduct Agreement** acknowledging they have participated in and understand the briefing and relevant training and are committed to upholding the obligations and principles as per these Guidelines.

#	The Checklist addressing GBV requirements at University Sport events
4	University Team Managers should ensure that all staff and students who will be participating in events have attended and completed the relevant requirements, and that this is documented for the University's record should this need to be referred to later.

UniSport will ask all University Team Managers to sign and submit a Host Code of Conduct Agreement acknowledging that staff and students participating as part of their representative team have signed their Conduct of Conduct Agreement.

#	The Checklist addressing GBV requirements at University Sport events
5	Confirm all Host event pre-event requirements have been complied via formal sign off by the appropriate University authority

5. Reporting and Support at UniSport Event

5.1 Reporting Procedures

- In the event a disclosure or report of GBV has occurred and been disclosed or reported to UniSport Management at a UniSport sponsored event, UniSport will work in partnership with the relevant University/s taking a trauma informed approach using the actions outlined in with the event risk management plan.
- In addition, staff and students should adhere to their University Policy and follow the correct process for disclosing or reporting, which may include reporting to campus security, university integrity or support staff, or via an anonymous online reporting system.
- Clear reporting channels to Uni Sport Event Management will be displayed at sporting venues.

5.2 Support Services

- All Victim-survivors will have access to **counselling, medical support, and guidance** on internal and external reporting options through university-affiliated services.
- In the event UniSport Management are First Responders, the event critical incident management protocol will be enacted.

6. Event Organisers' Responsibilities

- Publicise the event expectations and code of behaviours via registration process including explicit reference to GBV.
- Ensure all Universities have prepared their teams in accordance with their University GBV/OHS/DEI policies.
- Ensure host event staff and security are trained in GBV prevention and response.
- Display signage and information about university policies on GBV at sporting venues.
- Monitor crowd behaviour and enforce consequences for misconduct, including removal from events.
- Have emergency and incident triage services arranged prior to event to ensure the availability if required

7. Consequences for Substantiated Violations

- Any member of a university team found violating these guidelines and the University policies covering these activities may face disciplinary action, including suspension from attending future events, referral to university conduct committees, or legal consequence.

8. Education and Awareness

- Regular workshops and education update opportunities supporting the prevention of and addressing GBV related behaviours should be provided to student-athletes, supporters, and event staff on a regular basis.

UniSport will continue to work in partnership with relevant expert partners within and external to universities in the development and promotion of relevant GBV educational materials. We encourage our members to take advantage of these resources in implementing the Guidelines.

9. Review and Continuous Improvement

- UniSport Guidelines will be reviewed on an annual cyclic basis, or more frequently should relevant national legislation or emerging good practice resources require.
- Universities are encouraged to review their processes, practices and educative materials prior to each event to ensure this remains up to date.
- Student and participant feedback should be actively sought as a means of continuous improvement at a local and national level.

#	The Checklist addressing GBV requirements at University Sport events
6	Ensure your University Sport Management Team has clear responsibilities and process for reviewing the information in these guidelines and your processes and practices prior to activities and events.

10. Contact Information

- For emergencies: 000 in Australia
- Follow the University incident management protocol **[Campus Security Contact]**
- To report incidents: [University Online Reporting System]
- For support services: [University Counselling & Support Contact]

#	The Checklist addressing GBV requirements at University Sport events
7	Ensure all emergency and incident management related numbers are at hand and available to all Team Managers, staff and students in attendance.

This template integrates **on-going cultural /safety training and pre-departure** components to ensure students and staff are well-prepared, informed, and held accountable for ensuring respectful behaviour at university sporting events.

11. Valuable Resources Section

UniSport Australia - National Integrity Framework Resources	<ul style="list-style-type: none"> • Member Protection • Child Safeguarding • Complaints, Disputes and discipline • Improper Use of Drugs and Medicine • Competition Manipulation and Sport Wagering • Anti Doping • Whistleblower
UniSport Australia - Nationals Events Policies and Guidelines	<ul style="list-style-type: none"> • Participation Agreement • Code of behaviour • Disciplinary and disputes • Use of alcohol at UniSport events • Breach of Code of Behaviour Form • Diversity, Equity and Inclusion • Volunteer agreement and code on conduct
Our Watch -Preventing Violence Against Women	https://www.ourwatch.org.au/
Universities Australia - Respect. Now. Always campaign	https://universitiesaustralia.edu.au/project/respect-now-always/
Monash University - Off Campus Guidelines	https://www.monash.edu/sport/clubs-and-varsity/resources/off-campus-guidelines

#	The Checklist addressing GBV requirements at University Sport events	Your Notes. Where can you find these documents in your files?
1	Ensure you are working with the appropriate University portfolio who can provide you with relevant GBV related information in your university context and familiarise yourself with your university's policies and directives in relation to supporting, responding to and reporting gender-based violence.	
2	As a host organisation or participant, ensure you have undertaken checks that the venue has appropriate messaging and responses including support and reporting mechanisms in place prior to event.	
3	Ensure you have access to or developed appropriate pre departure training package with relevant educative resources and information to assist in supporting your staff and students to understand their responsibilities, identify and feel confident to be an active bystander.	
4	University Team Managers should ensure that all staff and students who will be participating in events have attended and completed the relevant requirements, and that this is documented for the university's record should this need to be referred to at a later date.	
5	Confirm all Host event pre-event requirements have been complied via formal sign off by the appropriate University authority	
6	Ensure your University Sport Management Team has clear responsibilities and process for reviewing the information in these guidelines and your processes and practices prior to activities and events.	
7	Ensure all emergency and incident management related numbers are at hand and available to all Team Managers.	