PROBUS CLUB INFORMATION SHEET

Club Websites hosted by PSPL

Effective: 15 October 2026

PSPL provides every Club with a public Club Page in the Find a Club section of PSPL's website. Clubs are encouraged to have their own website in addition to their public Club page as a Club website assists in showcasing what a particular Club can offer potential members.

A website can provide information to members about upcoming events and be used to distribute newsletters and share photos which can also assist in promoting Probus. To help Clubs maintain an online presence, PSPL can provide Clubs with a website, known as a microsite, that is hosted within PSPL's website and infrastructure.

The microsite that PSPL provides is known as a Standard Microsite that is a 6-page template which we believe is sufficient for a Club to maintain an effective online presence. PSPL offers the following options:

LEVEL 1 – Once the Standard Microsite template has been created by PSPL, each Club is responsible for adding their initial content including images, documents and any other appropriate information, to their website. The Club is also responsible for ongoing updates to their microsite under this level.

Clubs are able to add additional pages as required. However, caution should be exercised as too many pages can make a website unattractive to a potential member. The microsite is accessible by Management Committee members via the Members' section of the PSPL website for content to be added. PSPL provides easy to follow instructions on how to upload content to microsites. There is no establishment cost for a Level 1 microsite.

LEVEL 2 – This is also based on the Standard Microsite as provided in Level 1. This level is provided as an option for Clubs that do not have the ability to update their microsite. A Club's initial content is added to its microsite by PSPL based on the Standard Microsite template. It is then updated by PSPL on behalf of a Club at an annual cost of AUD$250.00. This annual cost includes one update per month using information supplied by the Club. There is no establishment cost for a Level 2 microsite – just an annual fee.

LEVEL 3 – This is also based on the Standard Microsite provided in Level 1. This level is provided as an option for Clubs that do not have the ability to update their microsite. A Club's initial content is added to its microsite by PSPL based on the Standard microsite template. It is then updated by PSPL on behalf of a Club at an annual cost of AUD$400.00. This annual cost includes three updates per month using information supplied by the Club. There is no establishment cost for a Level 3 microsite – just an annual fee.

LEVEL 4 – Clubs can also choose to develop and maintain their own independently hosted website. Once the website is established, it can be linked to a Club's Public Page via Online Updates in the Members' section of PSPL's website.

As PSPL's website is owned by PSPL, access to, and use of the microsites is subject to the following Terms and Conditions. Clubs that request a microsite are deemed to have agreed to these Terms and Conditions.

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Microsite Terms and Conditions

These Terms and Conditions apply to the provision and use of microsites made available by PSPL. By requesting, accessing or continuing to use a PSPL microsite, the Club agrees to these Terms and Conditions. Note that references to Clubs in this document includes Probus Associations that elect to have a microsite hosted on PSPL's website.

1. Responsibility for Content

Although Club microsites are hosted on PSPL's website, PSPL accepts no responsibility for the Content provided, uploaded or published on a microsite**.** "Content" includes any information added to a microsite which includes text, images, videos or documents.

Each Club is solely responsible for ensuring that its microsite Content:

- is accurate, current and appropriate;
- does not contain misleading, defamatory, offensive or unlawful material;
- does not contain any statements or other material that may be injurious or damaging to the reputation of Probus, the Probus community or the Probus brand;
- has all necessary permissions and consents for the publication of photographs, images, personal information or other material.

The inclusion of Club-provided Content on a microsite does not constitute PSPL's endorsement, verification or approval of that Content.

2. Access to Microsites

As access to microsites is provided to all Committee members via the Members' section of PSPL's website, Clubs should ensure that PSPL is advised of any changes to the Committee as soon as practicable via the Online Update module. This will ensure that members who are no longer on the Committee do not have access to change or remove Content on the microsite.

3. Backup and Storage

Please note that these microsites are not backed up due to storage restrictions. However, an export function has been provided within the microsite to allow text to be exported prior to any changes. This is a basic export function which does not include images or documents.

PSPL will be providing a more comprehensive back-up solution at a later stage. It is important to note that PSPL cannot guarantee that microsite Content can be recovered if it is accidentally deleted, corrupted, lost or otherwise becomes unavailable. PSPL is not responsible for any loss, damage or inconvenience arising from loss or deletion of microsite Content.

Clubs should not use microsites as a storage option for Club related documents as too much Content on a website can impact the speed of the site. It can also detract from the microsites objective which is to showcase the Club to potential members. Clubs should consider Google as a storage option for Club documents. An Information Sheet on how to use Google storage is available from PSPL.

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4. Availability of the Service

PSPL will endeavour to maintain the availability and operation of the microsite service but does not guarantee that the service will be uninterrupted, error-free or continuously available.

Access may occasionally be affected by maintenance, technical issues, security requirements, systems and software upgrades or circumstances outside PSPL's reasonable control. PSPL is not responsible for any loss, damage or inconvenience arising from lack of access to a Club's microsite.

5. Changes, Suspension or Withdrawal of the Service

PSPL reserves the right to withdraw, vary, replace, restrict or suspend the microsite service, or any feature of the service, at any time without notice.

This may include changes to functionality, features, storage capacity, hosting arrangements, service levels, eligibility requirements or the manner in which microsites are provided.

PSPL may also suspend or remove a microsite or particular Content where PSPL reasonably considers this necessary for legal, security, operational or reputational reasons, or where a Club has failed to comply with these Terms and Conditions.

6. Intellectual Property

There may be occasions where Clubs would prefer to use professional images on their microsite. While there are a wide range of images available online, these may be subject to copyright restrictions. Caution should be exercised when accessing such material as it is the Club's responsibility to ensure no inadvertent infringement of copyright occurs.

Clubs must only upload Content that they own or have permission to use and publish. Responsibility for obtaining any necessary copyright permissions, licences, releases or other approvals remains with the Club.

To access safe-to-use images, consider using:

- Royalty-free sources with clear usage terms such as Unsplash or Pexels.
- Canva which allows for a selected range of photos to be used with a free Canva account.

7. Privacy and Personal Information

Clubs are encouraged to publish their own newsletter to keep members informed about what is happening in their Club. While being an excellent communication tool among members, consideration needs to be given to what information is being included in newsletters – particularly if they are published on the internet.

Displaying contact information and/or Club bank account details in the public domain increases the risk of this information being used for unwanted spam or theft. Clubs should either remove this information from the newsletter or publish a ''public'' version of the newsletter without the sensitive information.

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Clubs are responsible for ensuring that any personal information published on their microsite is collected, used and disclosed appropriately and that any necessary consent has been obtained before personal information or photographs identifying individuals are published.

8. Compliance with PSPL Requirements

Clubs must use the microsite service consistently with the purposes and values of Probus and any reasonable guidelines, policies or instructions issued by PSPL from time to time.

PSPL may request that Content be amended or removed where it is inconsistent with these requirements or where PSPL reasonably considers that its continued publication may create legal, security, operational or reputational risks.

9. Payment for Level 2 and 3 microsites

These levels are provided as an option for Clubs that do not have the ability to update their own microsite. Payment is required prior to commencement of work by PSPL.

Refunds for Clubs that have paid for a level 2 microsite and elect to transfer to either a level 1 microsite or level 4 website will be considered on a case by case basis. However, a minimum payment of AUD$150 is required.

Clubs that have paid for a level 2 microsite and elect to transfer to a level 3 microsite within 12 months will be charged a pro-rata amount based on the level 3 annual payment of AUD$400.

Refunds for Clubs that have paid for a level 3 microsite and elect to transfer to either a level 1 or level 2 microsite or a level 4 website will be considered on a case-by-case basis. However, a minimum payment of AUD$250 is required.

10. Acceptance of Terms

By using a PSPL microsite, the Club acknowledges that it has read and accepted these Terms and Conditions and accepts responsibility for the Content published on its microsite.

PSPL may update these Terms and Conditions from time to time. Continued use of the microsite service following an update constitutes acceptance of any revised Terms and Conditions.

If you have any questions about this Information Sheet, please contact our Team.