

Bye-law 4

Activities

Owned by: Vice President, Activities

Date passed by Board of Trustees:

Date passed by Student Senate: xx/xx/2021

Review Required: xx/xx/2024

1. Overview

- 1.1. Winchester Student Union (the Union) is a democratic body elected by the student population at the University of Winchester. The Union is the heart of the student experience and strives to have a positive impact on each of its student members. It is the mission of the Student Union to empower students, through student led and student delivered activity, and to this end the Student Union supports an extremely diverse range of extra and co-curricular activities.
- 1.2. It is the policy of the Student Union to provide and maintain, as far as is reasonably practicable, a safe and healthy environment, equipment and systems of work for all student activities, and to provide information and training for this purpose.
- 1.3. The Union and individual sports, societies and representational networks have a common law 'duty of care' to participants. If this is not implemented then the Student Union or Captain/Chair/activity leader can be regarded in law as negligent and subsequent legal action can be taken. This bye-law acts to ensure that this does not occur.
- 1.4. This bye-law is guided and bound by the Equalities Act 2010, Health and Safety at Work Act 1974, subsequent regulations made under the act, Management of Health and Safety at Work regulations 1999 and the Safety in Sport Guidance for UK National Governing Bodies by UK Sport. In addition, the recommendations of Student Union staff, Trustees and officers have been implemented.
- 1.5. The Union reserve the right to add to this bye-law subject to the normal process for amending bye-laws.

2. Definitions

- 2.1. For the purpose of this document, a student activity is defined as any organised activity that involves a collective group of student sport/society/representational network members who are utilising Union and/or University facilities and equipment.
- 2.2. Activity group is the collective name for sports, societies and representational networks.
- 2.3. A sport is a group of students who participate in a particular sporting activity. What constitutes a sporting activity shall normally be defined by the *Council of Europe definition of sport*; where doubt exists, the interpretation of the Vice President, Activities shall prevail.
- 2.4. A society is a group of students who participate in a particular non-sporting/specialist interest activity. What constitutes a non-sporting/specialist interest activity is defined as activity that does not fit into the above definition of sport; where doubt exists, the interpretation of the Vice President, Activities shall prevail.
- 2.5. Representational networks are student-led groups, similar to societies, which are safe spaces for students from underrepresented groups. Representational networks have an increased focus on advocating equality, diversity and

accessibility within specific underrepresented student groups to directly improve the experience of students from the background they represent. What constitutes a representational network is defined in section 7.3 of this bye-law; where doubt exists, the interpretation of the Vice President, Activities shall prevail.

- 2.6. 'Clubs': A sport activity group that has multiple teams may be considered a club. A 'club' differentiates from a singular team in that it can be managed from a club level by a Chairperson with decisions made as a whole on behalf and for the benefit of each individual team.
- 2.7. A full updated list of activity groups is available from the Vice President, Activities and shall be maintained on the Student Union website;
www.winchesterstudents.co.uk/groups
- 2.8. Team Winchester is the collective name for all Union sports.
- 2.9. Union, the Union, both refer to Winchester Student Union
- 2.10. Kit; any equipment or garment purchased for the purpose of - playing, training, or participation in an activity group.
- 2.11. Coach; any individual(s) who provides professional or semi-professional advice, guidance or training for the advancement of skills of activity participants or the activity group as a whole.
- 2.12. Activity leader; most often , a Captain, Chair or committee member; – any individual who has responsibility for guiding an activity (such as a workshop, session or social).
- 2.13. Volunteering; a student-led group, or individual, taking part in activities in the university, local and wider community to bring about positive change, affiliated to or led by, the Student Union.
- 2.14. Fundraising/Raising and Giving (RAG); student-led charity fundraising activities and campaigns. RAG is the designated charity fundraising wing of the Student Union.
- 2.15. Activity group member; any student who has officially joined an activity group by completing joining information and having paid any relevant membership fee.
- 2.16. Associate member: any individual who is not a student of the University of Winchester, but who been given permission to participate in/join activity groups.
- 2.17. Committee; student elected from the activity group membership to administer, guide and be responsible for, the activities of the group (see point 12).

3. Membership

- 3.1. Any current member, associate member or honorary member of the Union may join sports, societies and representational networks. Each member must join via the Union website, pay the relevant annual subscription or membership fee, provide duty of care information and abide by all Union policies and procedures.

- 3.2. Only ordinary members (current students enrolled at the University of Winchester) of Winchester Student Union are permitted to hold committee positions or represent the University/Union in competition.
- 3.3. All activity groups should seek to provide a free or subsidised taster session for prospective members, after which prospective members must fulfil any financial/admin requirements of joining. Activity groups should record the name and student number of those participating in taster sessions, for duty of care purposes. These free sessions will not normally include any trip that involves going off campus or taking part in any competitive activity unless given written permission by the Vice President, Activities.
- 3.4. A student under 18 years of age shall not normally be permitted to participate in activity groups; where such permission is granted by the Vice President, Activities they would need to fill in a Consent Form. This needs to be signed by their parent or legal guardian and given to the Vice President, Activities before they commence their first activity.
- 3.5. Students from other HE institutions or University/Union staff may be given access to activity group associate membership only where such membership has been approved in writing by the Vice President, Activities and is of benefit to the activity group. Such approval for students is not required if a separate access agreement is in place with a partner institution. These 'associate members' may not represent the University/Union in competition. Associate members are still required to join activity groups via the process detailed herein.
- 3.6. The combined number of associate membership should not exceed one third of the total membership of a particular activity group.
- 3.7. Unless specified, Membership shall run from point of joining to 30th to the end of the academic year.

4. Setting up a new sport or society

- 4.1. Any current student may endeavour to start a new sport or society within the Union. To be accepted by the Union, that said prospective sport or society must submit a proposal stating what their aims and objectives are, their resource requirements, any proposed membership fees, a basic risk assessment and details of at least 15 current students who intend to join. This must contain the students' names, year of study and student numbers. It is the responsibility of the proposer to ensure that they have permission to share prospective member details with the Union for the purposes of stating the activity group. The proposal is passed to the Vice President, Activities to ensure that it meets the following criteria:
 - 4.1.1. The proposal clearly states a justifiable activity.
 - 4.1.2. The proposed activity does not contravene allowable activity as defined by law or governance documents of the Union.
 - 4.1.3. The proposed sport or society differs sufficiently from any already existing.
 - 4.1.4. At least 15 current students have completed the interest signup sheet.

- 4.2. The Vice President, Activities will present the proposals to the Executive Committee for approval. If approved, a standard grant (sum set annually by the Vice President, Activities) will be applied. Where further funds are required/requested, such requests will be taken to Executive Committee for approval as part of the proposal.
- 4.3. Once passed by the Executive Committee at least 10 members must have paid their subscription/Joined the sport or society within four University working weeks. No expenditure will be permitted until this is achieved.

5. Sport and society activity

- 5.1. Each activity that has an intrinsic attached cost to the Union or sport/society may only take place if at least 4 members of the sport or society are expected to actively participate.

6. Sport or society dissolution

- 6.1. If a sport or society has less than 10 members in any academic year, then they will be given four University working weeks to increase membership. If unsuccessful then they will be suspended for the remainder of that year with the hope to re-establish in the following year. If this is not achieved, then the sport or society will assume to have been dissolved. All assets will be suitably transferred, stored or sold as deemed appropriate by the Vice President, Activities.
- 6.2. The possibility of any subscription refunds will be discussed and approved by the Union's Trustee Board, by way of the Vice President, Activities and dealt with on an individual basis.
- 6.3. Temporary or total dissolution might occur as product of disciplinary action taken against a sport or society committee, as defined in section 26 of this bye-law.
- 6.4. Temporarily or total dissolution might occur as a result of activity group committee's failure to attend mandatory training, as stated at 8.1 of this bye-law.
- 6.5. Temporarily or total dissolution might occur as a result of activity group membership failure to manage finances, as stated at 14.4 of this bye-law.

7. Representational networks

- 7.1. Representational networks at Winchester Student Union are student-led groups which have an increased focus on advocating equality, diversity and accessibility within specific underrepresented student groups to directly improve the experience of students from the background they represent.
- 7.2. Through the establishment of representational networks, the Union recognises the importance of creating safe spaces where underrepresented student voices can be heard; building student communities and creating positive change through collective action, aiming to nurture and support, break down barriers, and ensure all students feel they belong.

- 7.3. Representational networks represent self-identifying students belonging to student groups with protected characteristics specified within the Equality Act 2010 (including sexual orientation, gender identity, race, ethnicity, disability and age), as well as other relevant student groups currently underrepresented in higher education, which includes but is not limited to:
- Liberation groups as defined by the National Union of Students (NUS)
 - Students with more limited access to campus (e.g. commuting students and part-time students)
 - Mature students
 - Young adult carers
 - Care leavers
 - Students from areas of low higher education participation, low household income or low socioeconomic status
- 7.4. Representational networks are student-led and run in much the same way as a society is run, working to provide a welcoming and safe space for students who self-identify as belonging to an underrepresented group to meet each other and socialise whilst at university; running events and developing campaigns to ensure that all students are able to engage and develop at Winchester.
- 7.5. Representational networks observe all requirements and guidelines outlined for societies in this bye-law, however it is recognised that some networks will be minority student groups, and as such, representational networks have the following additional membership allowances:
- 7.5.1. Setting up a new representational network
Students wishing to set up a new representational network must complete the requirements outlined in section 4 of this bye-law, however their activity group proposal requires at least 5 interested students (instead of the usual 15 for societies). If a student wishes to set up a representational network but does not have the required interest, they can contact the Vice President, Activities who will set up a 'register your interest' form on their behalf and promote to members.
- 7.5.2. Representational network dissolution
Section 6 of this bye-law applies if a representational network has less than 5 members in any academic year (instead of the usual 10 members for societies). If a representational network is in danger of suspension or dissolution due to lack of membership, at the request of the network Winchester Student Union will undertake additional targeted promotional work of the network to the wider student body with the aim to boost membership.
- 7.6. Representational networks will receive additional support from Winchester Student Union, including to campaign on issues of concern, interest and relevance in relation to the student group they are representing.

8. Meetings

- 8.1. **Training:** Detailed training sessions are given at the start, of and during, each academic year, that explain the policies, procedures and practices involved in Winchester Student Union activity groups. Attendance at committee training is mandatory for at least two committee members per activity group. Attendance at other training is mandatory for the relevant committee member(s) (e.g. Wellbeing Reps attending wellbeing training) Failure to attend may result in activity being cancelled or trigger dissolution of that activity group.
- 8.2. **Captains, Chairs and committee members meetings:** The Vice President, Activities will co-ordinate regular opportunities for Captains/Chairs/committee members to discuss issues and enhance communication between sports/societies/networks and Winchester Student Union.
- 8.3. **Activities Zone Committee:** For the purposes of gaining feedback and communication with activity groups and their members, there will be at least two Activities Zone Committee meetings per academic year, which may include relevant University and Student Union staff.
- 8.4. **Union AGM:** The Union holds an Annual General Meeting (AGM) to discuss and present financial accounting, affiliations and other matters of interest to its members. As these matters can often pertain to sport, society and network activity, it is in the best interests of each sport, society or network, and therefore advisable that at least one activity group leader of each activity group attend the above meeting, and that attendance at the AGM is promoted by activity groups to their wider membership.

9. Code of Practice

- 9.1. Each activity group must submit a Code of Practice annually to Winchester Student Union, the timing of which will be agreed annually by the Vice President, Activities. This document will contain a Constitution, Action Plan, Budget Plan, Risk Assessment and Code of Conduct (expectation(s) from members). Template documents and assistance on their completion will be made available to activity group committees.
- 9.2. All participants in student activities are to be made aware of the contents of the relevant Code of Practice, and or any other terms of being a member, during the induction period by the Captain/Chair (or their delegate) and will be made aware that by joining they will abide by any stipulations therein.
- 9.3. The Code of Practice will refer to the organisation of the activity, training, local level complaints procedures and any national governing body recommendations, as applicable.
- 9.4. The Constitution will refer to the aims of the activity group, the committee structure and that committee's commitment to abide by Union policies and procedures.
- 9.5. All activity groups should abide by the rules and regulations of the related National Governing Body, as applicable.

- 9.6. Winchester Student Union will carry out spot checks on student groups to ensure that they are following their Codes of Practice and will keep records of such checks.

10. Annual General Meetings (AGMs)

- 10.1. The Annual General Meeting is the sovereign body of the sport/society/network, subject to Winchester Student Union's Constitution. An AGM for each activity group (or club) should be held annually each year with at least 7 days' notice being given to all members.
- 10.2. The chair of the AGM shall be the Captain/Chair, unless deemed inappropriate by Winchester Student Union; in such cases, the chair will be taken by the most appropriate committee member or Winchester Student Union representative.
- 10.3. A suitable member of the activity group's committee shall record minutes of the meeting; such minutes shall be made available to all members.
- 10.4. A Winchester Student Union officer/staff member may attend the AGM, in the capacity of an observer, or to provide advice or information, at the request of the activity group committee.
- 10.5. Quorum is 25% of the current student membership of the given activity group.
- 10.6. Life members and University and Union staff members of the activity group may observe with speaking rights.
- 10.7. Only current student members may vote.
- 10.8. The AGM will:
- 10.8.1. Receive the minutes of the last AGM
 - 10.8.2. Receive a report from its committee detailing progress against goals, current financial health and other matters as deemed relevant to membership
 - 10.8.3. Seek ratification/seek feedback from members regarding the Code of Practice.
 - 10.8.4. Confirm the arrangements for committee elections; these will usual be conducted via the Union's website in the spring.
- 10.9. Elections will be held as per section 12 of this bye-law and under the principles of Bye-law 3 – Elections Regulations.

11. Extraordinary General Meetings (EGMs)

- 11.1. An Extraordinary General Meeting, of an individual sport, society or network can be called by the activity group committee, Student Union Executive Committee or Activities Zone Committee, if a serious problem arises and all members need to attend and be made aware of a situation. A member of Union staff will attend all EGMs.
- 11.2. Quorum is 25% of the current student membership.
- 11.3. Life members and University and Union staff members of the activity group may observe with speaking rights.
- 11.4. Only current student members may vote.

- 11.5. An EGM will normally be called with 5 working days' notice granted to members.
- 11.6. In the case of a Financial Extraordinary General Meeting, refer to section 14.4.1.6 of this bye-law

12. Committee

- 12.1. Each activity group will annually elect a committee consisting of (as a minimum) a Chair/Captain and Vice Chair/Vice Captain.
- 12.2. The Union strongly recommends that each activity group also elect a Wellbeing Representative, the role of which is to have an awareness of wellbeing services available to students, and to encourage activity group members who may be struggling to access support. Training on this role will be provided by the Student Union Advisor at the start of each academic year, and at other times as relevant.
- 12.3. Activity groups may also choose to elect other committee posts as defined by their Constitution/as agreed with the Vice President, Activities. Democratic Elections will be held at an appropriate time as agreed with the Vice President, Activities, for committee positions for the following academic year. Elections will normally be held via transferable vote on the Union's website, with any specific requirements communicated to activity group committees annually by the Vice President, Activities. All current student members of the activity group, who are not in their final year of study, are eligible to stand for election.
- 12.4. The committees' functions are to:
 - 12.4.1. make all decisions on behalf of its membership;
 - 12.4.2. be responsible for all items of kit, equipment and resource;
 - 12.4.3. be responsible for the duty of care of their members during any organised activity.;
 - 12.4.4. hold formal committee meetings, and keep minutes of such, at least three times per semester;
 - 12.4.5. agree the activities of the activity group and work towards aims and objectives;
 - 12.4.6. ensure that the activity group is conducted in accordance with Winchester Student Union's Constitution, Bye-laws and Policies;
 - 12.4.7. liaise on a regular basis with Winchester Student Union;
 - 12.4.8. keep all membership details and communications up to date and in accordance with the Union's Privacy Policy and the General Data Protection Regulations.
- 12.5. At the end of each year, outgoing committees, through a process of 'handover' must pass on all appropriate information to the incoming committee members.
- 12.6. Members may hold the committee to account by triggering a vote of no confidence in any or all standing committee members. Such a vote should be tabled as an agenda item in an Extraordinary General Meeting (see section 11 of this bye-law) and detail the grounds for considering removal of

a committee member/committee. A vote of no confidence must receive a 66% majority of those in attendance of a quorate EGM.

13. Individual Competitors

- 13.1. Students wishing to participate in an event for which there is no activity group may apply for financial assistance from the Union as an Individual Competitor.
- 13.2. Students may be required to pay an administration fee of £20, which would be deducted from any grant.
- 13.3. Upon receipt of a written application, each Competitor may be allocated a grant which can be used against entry fees, affiliations, travel, regulation kit, and accommodation. Personal kit and equipment expenditure is not permitted.
- 13.4. If this grant is exhausted, then the student must cover any and all additional costs.
- 13.5. All support is given at the discretion of the Vice President, Activities
- 13.6. Each competition entry will be looked at on its own merits; consideration will be taken as to whether the student is of a suitable standard to enter the competition on behalf of Winchester Student Union/the University of Winchester.
- 13.7. Each request for financial support should be accompanied by:
 - 13.7.1. Entry form for authorisation by the Vice President, Activities,
 - 13.7.2. Receipts attached to an expenses claim form,
 - 13.7.3. Short report on competition.

14. Finance

- 14.1. Each sport, society and network have a financial account for the reception of any grant allocation, membership fees and any other self-generated income; accounts are run through the Student Union by the office of the Vice President, Activities.
- 14.2. It is not permitted, and is unlawful, for any transactions relating to activity group business to be conducted through externally held bank accounts (either a personal account or one in the activity group's name).
- 14.3. Grant and funds
 - 14.3.1. Winchester Student Union annually allocate a variable grant sum to every activity group to aid in the facilitation of their activity. This grant is held in the activity group's account, together with the annual subscription fees (if any) paid by the members and any other funds raised.
 - 14.3.2. Such grant of funds will be allocated on the basis of the following principles;
 - 14.3.2.1. Need,
 - 14.3.2.2. Number of members,
 - 14.3.2.3. Efforts to promote participation,
 - 14.3.2.4. Efforts to promote diversity of membership,

- 14.3.2.5. Sustainability of activity,
- 14.3.2.6. Work to improve the reputation of students in the community.
- 14.3.3. Additionally, grants can only be made subject to the activity group submitting a sufficiently detailed Code of Practice (which includes the Budget Plan) when requested; the activity group's continued adherence to this or any other relevant policy/paper/bye-law of the Union; and the activity group not being dissolved or subject to any action as per the 'depleting accounts' section below (14.4).
- 14.3.4. The Union will make every effort to ensure the grant application process is fair, including taking steps to ensure that committees understand their activities spending and budget.
- 14.3.5. Access to monies granted to and raised by the activity group will only be granted to an authorised elected committee member(s) of that activity group (normally the treasurer or Captain/Chair). The authorised committee member should confirm with the Vice President, Activities (or their authorised delegate) that sufficient funds exist before committing to any expenditure. Any member of a sport, society or network who spends money on behalf of their activity group without authorisation will be personally responsible for that cost.
- 14.3.6. Members who personally pay for items which have been authorised need to complete an expenses claim form to be reimbursed. It may also be possible to complete this form in advance so that payment can be paid direct to the supplier.
- 14.3.7. If transport costs are to be reclaimed, this rate is determined by the Paper: Travel Rates & Recharges (Bye-law 5: Appendix D).
- 14.3.8. It is recognised that budgeting for transport costs is a difficult process when fixtures have not been agreed at the time of budgeting, and assistance can be given to ensure accurate estimation.
- 14.3.9. Internal transport costs (use of Winchester Student Union vehicles) are charged to the activity group account. This is charged at a flat rate as determined by the Paper: Travel Rates & Recharges (Bye-law 5: Appendix D). The driver/s must log the correct mileage into the transport folder so that the correct amount is debited from the account (see Appendix A of this bye-law: Policy – Student Union Vehicles). Failure to follow this procedure may result in a fine or withdrawal of minibus usage.
- 14.3.10. If a driver pays for minibus fuel for a journey, then they can fill out a claim form to be fully reimbursed. This cost will not be charged to the grant account, as the activity group will still be charged per mile.
- 14.3.11. In order to ensure that an activity group is adequately funded, their committees should consider charging a membership subscription fee or 'subs' . Where such funds are being considered activity groups should seek confirmation with the Vice President, Activities as to the appropriate level of fee. The rationale for such fees should also be made clear to prospective and current members.

14.3.12. All funds gathered for subs, sponsorship, one-off member fees and any other monies collected from members, must be paid into the Union and credit the activity group's account before such sums can be expended. Failure to do so is a serious breach of trust and will be investigated as potential theft.

14.3.13. Expenditure of funds must benefit the majority of the activity group membership.

14.3.14. Funds of an activity group may not be used to purchase alcohol without the written authorisation of the Vice President, Activities.

14.4. Depleting accounts

14.4.1. If an activity group account is depleting at a rate which indicates the fund will not last for the duration of the active year, the following actions will be taken:

14.4.1.1. Vice President, Activities to contact the Captain/Chair to discuss the situation looking at possible reasons for its occurrence and solutions (each case will be dealt with on an individual basis). Solutions could include using sponsorship money to fund forthcoming activities, seeking sponsorship from external organisations, fundraising, revising the forthcoming activities, reviewing subs/membership fee levels.

14.4.1.2. Vice President, Activities to inform relevant Union staff of actions taken so expenditure is only arranged where appropriate.

14.4.1.3. No kit or equipment will be purchased until sufficient funds remain in the account to pay for essentials such as transport to fixtures/events. An exception may be made if Health and Safety equipment is required.

14.4.1.4. If the funds continue to be insufficient for the year and it is the view of the Vice President, Activities that the activity group committee has not been negligent in their management of the group/due to circumstance outside of the committee's reasonable control, they may (subject to availability) allow for a grant of monies from the activities development fund to cover any such shortfall.

14.4.1.5. If, in the view of the Vice President, Activities, an activity group committee is deemed to have been negligent in their management of the group, s, forthcoming events that require funding will cease; and

14.4.1.6. The Vice President, Activities will call a Financial Extraordinary General Meeting of the activity group within 7 working days. The members will be reminded of their right to place a vote of no confidence in the committee. The President will chair the meeting and remain impartial. The Vice President, Activities will attend to provide information and enquiry.

- 14.4.1.7. any imposed financial restrictions will continue to apply until the end of the Winchester Student Union financial year (31st July annually).
- 14.4.1.8. The Vice President, Activities will contact each external provider (i.e. external facilities and coaches) to inform them of the situation.
- 14.4.1.9. Unless there are exceptional circumstances, no subscription fee refunds will be given.
- 14.4.1.10. Activity group events that do not require funding may continue.
- 14.4.1.11. If sufficient additional funding is secured, activities may resume.
- 14.4.1.12. If activities are stopped in any one year, this does not affect the ability of the activity group to apply for a grant the following year. However, the committee may need additional support in completing a realistic budget.

14.5. End of year accounts

- 14.5.1. Winchester Student Union's financial year runs from the 1st of August to the 31st of July.
- 14.5.2. If a sport, society or network account shows a negative balance, where there are insufficient funds in the account to cover the deficit, the remainder may be underwritten by the Union, only in the instance that this has been discussed and agreed with the Vice President, Activities. If not, the deficit will be carried over to the next year.
- 14.5.3. All positive account balances are carried over each year to form part of the available resource for the activity group. For the purposes of accounting, activity group funds are deemed as restricted funds.
- 14.5.4. An activity group which has been inactive for a period of 12 months or more, or which has been formally dissolved, will have any outstanding account balance transferred to central Winchester Student Union funds.

15. **Communication**

- 15.1. All sports, societies and networks will be allocated a space on Winchester Student Union's website, for which they will have editorial access along with the functionality to facilitate membership via the website.
- 15.2. Activity group committee members must seek to undertake website training before admin access can be granted; such training will be arranged by the Union at multiple points during the academic year.
- 15.3. Committee members must ensure that all membership details are held securely and under the rules of the General Data Protection Regulation, and the Union's [Privacy Policy](#). No member will be contacted using personal details held for any reason other than those agreed with the individual; for the administration of their participation in the activity group and/or as outlined in the Union's Privacy Policy.

- 15.4. Activity groups are encouraged not to have external websites, so as to make access to information for prospective members easier, but may have social media channels, such as a Facebook/Twitter/Instagram page.
- 15.5. To assist with communication efforts, the Student Union should be formally notified of all social media channels or external web pages that are set up by activity groups.
- 15.6. The activity group committee must resolve to ensure that no policies of the Union are contravened, nor reputation damaged, by any activity or content on any website, social media channel or other communication channel.
- 15.7. All complaints about content of any activity group communication will be treated as a potential breach of conduct, and will be investigated by the Student Union, and taken through the complaints/disciplinary procedures, as necessary.
- 15.8. No information, activity, communication, or action may bring the name of the Union or University into disrepute. Disciplinary action may be taken against activity groups that breach this.
- 15.9. The Captain/Chair has a mandated responsibility to ensure that the Student Union has up to date information about the members, and the activities of the activity group they administer, and should further seek to maintain clear communication channels both with their members, and the Union.

16. Kit and equipment

- 16.1. All kit or equipment purchased by an activity group (rather than by an individual participant) or donated/sponsored externally for an activity group, should be made known to Winchester Student Union so it can be listed as 'custodially owned kit/equipment', for the purposes of insurance.
- 16.2. 'Kit' can be defined under three separate contexts: playing, training, and social:
 - 16.2.1. *Regulation kit* refers to any kit worn by competing sports teams representing the University of Winchester in formal or friendly competitions. Any kit worn to fixtures must also comply with the league requirements for kit specifications.
 - 16.2.2. *Training kit*, whilst not having regulations governed by 'BUCS' or any other external party, should fall in line with the same colour and design specifications.
 - 16.2.3. *Social kit/leisure wear* can be defined as any clothing not defined as above.
- 16.3. All kit/equipment owned directly by the Union will be inventoried annually by the Activities team and will be covered by the Union's insurance and depreciation practices.
- 16.4. All kit/equipment is signed out to the Captain/Chair at the beginning of each academic year. They are therefore responsible for its security and are held responsible for its return to the Union at the end of the academic year (date will be specified). The committee/activity group will be invoiced for any unreturned items.

- 16.5. Kit and equipment purchased by the activity group may only be used for student activity by activity group members.
- 16.6. If Union kit or equipment becomes damaged, broken, lost or stolen, it must be reported to the Union as soon as possible.
- 16.7. All playing kit will conform to the established Team Winchester colours of Navy, Burgundy and White. Written permission is required from the Vice President, Activities for the use of any logos or trademarks (including the Winchester Student Union logo, the Team Winchester logo, the University of Winchester logo and the University of Winchester crest)
- 16.8. Winchester Student Union may have a main supplier for regulation, training and leisure wear. All activity groups will be advised of this supplier and the process of placing orders at committee training in September annually. All activity groups should order through this supplier, though allowances to source outside of this agreement may be made for specifically approved reasons.
- 16.9. It shall usually be the responsibility of individual participants to secure the correct clothing to wear for competition, training, or other representational activity of the activity group. This to be sourced as per 16.8.
- 16.10. Activity groups may subsidise the cost of kit if they have budgeted for such expenditure.

17. Health and safety responsibilities

- 17.1. Individual participants' responsibilities under health and safety shall be;
 - 17.1.1. to take reasonable care for the health and safety of themselves and others involved in student activities;
 - 17.1.2. to follow the Student Union's systems and procedures for the management of health and safety, including but not limited to the Union's Health and Safety Policy;
 - 17.1.3. to follow the reasonable instructions of activity leaders/Captains/Chairs;
 - 17.1.4. to wear suitable clothing and footwear for the activity;
 - 17.1.5. to elect suitable committee members, commensurate with the needs of the role
- 17.2. Activity leaders/committee members responsibilities under health and safety shall be;
 - 17.2.1. to implement the Student Union's systems and procedures for the management of health and safety;
 - 17.2.2. to attend all relevant training and briefing sessions provided by the Union;
 - 17.2.3. to read training briefing materials provided by the Union and/or National Governing Body;
 - 17.2.4. to undertake completion of, and regular updating of, risk assessments;
 - 17.2.5. to disseminate health & safety information, including actions under the risk assessment, to all activity group members;
 - 17.2.6. to report any concerns, accidents or incidents to the Union, via accident/incident report forms;

- 17.2.7. where appointing coaches or other external activity leaders, to liaise with the Union to ensure they are suitably qualified and competent
- 17.3. Student Union staff responsibilities under health and safety shall be:
 - 17.3.1. to develop and monitor systems and procedures for the management of health and safety in student activities;
 - 17.3.2. to devise and implement the policy as it relates to activity groups.
 - 17.3.3. to seek out training and distribute information which enables activity leaders to effectively discharge their responsibilities for health and safety;
 - 17.3.4. to obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities, e.g. climbing;
 - 17.3.5. to provide adequate public, professional and personal insurance for authorised activities;
 - 17.3.6. to monitor and review the development and implementation of the policy and to make recommendations to the Union's Health and Safety Committee about the improvement of the policy;
 - 17.3.7. to implement, review and enforce a Health and Safety Policy for student activity at least every three years.
- 17.4. University of Winchester responsibilities under health and safety shall be:
 - 17.4.1. Ensure that any facilities/equipment managed by the University which are used for student activities meet the minimum safety standards for their intended purpose.
- 17.5. Open and regular correspondence between Student Union staff, University facilities staff and activity leaders/committees is essential to ensure the success of this practice.

18. First aid

- 18.1. All sports, societies and networks should strive to have at least one qualified First Aider within their committee.
- 18.2. Winchester Student Union organises and subsidises a First Aid Course, which is run in the first semester of each year. One member from each activity group should attend. Wherever feasible this should be a 1st or 2nd year student.
- 18.3. Activity leaders are responsible for checking that adequate first aid provision is available at the location of activity.
- 18.4. In any instance of first aid being given (even when given by another institution or individual), a record of that incident must be kept and passed to the Student Union as soon as is practicable. Details of the Accident Report Form and requirements can be found online at:
www.winchesterstudents.co.uk/accident

19. Risk assessment

- 19.1. Activity leaders/committees assume responsibility for the Health and Safety of their participants during their activity. Therefore, all participants must be

made aware of the health and safety implications prior to partaking in an activity to protect both the individual members and the activity leader.

- 19.2. A risk assessment should be carried out by the committee for foreseeable activity and submitted as part of their Code of Practice. In addition, immediately prior to activity taking place, any given activity leader should consider fluctuating conditions, participants and standard of the facilities used, to undertake further risk assessment where deemed pertinent. The result of such risk assessment will also provide immediate feedback of facility difficulties to Winchester Student Union.
- 19.3. Periodically completed, amended or additional risk assessments undertaken by the committee or activity leader must be returned to Winchester Student Union within 24 hours of the activity taking place, or 12pm on the next working day following a weekend event. Failure to do so may result in personal liability and/or disciplinary action.
- 19.4. The Union defines a suitable and sufficient risk assessment for student activities as one that correctly and accurately identifies a hazard; determines the likelihood of injury or harm arising; quantifies the severity of the consequences and the numbers of people who would be affected; takes into account any existing control measures; provides sufficient information to enable activity leaders to decide upon appropriate control measures; and identifies any specific legal duty or requirement relating to the hazard. Further information, including a risk assessment guide and templates can be located on the Union's website, www.winchesterstudents.co.uk/activity-risk
- 19.5. It is the responsibility of the committee and activity leader to 'risk manage' and enforce any control measures identified as part of the risk assessment process and make Winchester Student Union aware of more serious risks as soon as practicably possible.
- 19.6. Winchester Student Union will provide adequate information, training, and advice to ensure that those conducting risk assessments can do so competently.
- 19.7. It is the responsibility of individual activity group members to inform the Student Union of any medical conditions that may be relevant to their participation (including pregnancy), so that appropriate adjustments and risk assessments can be undertaken.

20. Introduction to an activity group: 'taster sessions'

- 20.1. Each activity group should provide introduction activity. Such activity to be agreed by the Vice President, Activities, and subject to a risk assessment before the sessions are undertaken. Activity leaders should account for the likelihood of having 'total beginners' to 'very experienced members' within their group.
- 20.2. Captains/Chairs are responsible for ensuring that all new members attending throughout the year are given the appropriate health and safety information and training.

- 20.3. Activity groups should record the name and student number of those participating in taster sessions securely, for duty of care purposes: this can be accomplished by utilising the Union's website.

21. Activity duty of care

- 21.1. It is the responsibility of activity leaders to ensure that, other than allowed for taster sessions, every person who partakes in a recognised Union Activity Group must have completed a membership sign up via the Union's website. With the exception of taster sessions, no person should be permitted to in any way participate or take part in (including meeting, training or competing) with sport, society, or network activity, without membership.
- 21.2. Each member will be asked to provide emergency medical/next of kin information for use in case of an emergency. Members will also be required to confirm that they will abide by all the rules and regulations of Winchester Student Union and accept the risks of the activity they undertake as well as confirm that they are fit and able to participate without risk to themselves or others. Participants have a requirement to inform the Union if their information or circumstances, relating to the above, change. It is the individual members' responsibility to let the Union know of these changes.
- 21.3. Medical/next of kin information provided will be kept in accordance with the General Data Protection Regulations and will only be accessed by relevant activity leaders or Union's authorised staff for legitimate and vital interests.
- 21.4. An individual's membership status should be known to the activity group committee. Any activity that takes place with participants for whom they are unable to provide proof of membership, may face disciplinary action and possible dissolution.
- 21.5. Students will not be permitted to travel on any Winchester Student Union authorised vehicles in relation to their activity group unless they have provided proof of membership.
- 21.6. When an individual has joined an activity group, by means of completing the relevant joining instructions via the Union's website, the participant will automatically be covered under the Union's activities insurance policy, whilst taking part in legitimate organised activity of the activity group of which they are a member.
- 21.7. The Union will conduct a census of membership, normally by end of October of Semester 1. At this point all Activity groups must be able to submit a full list of participants to the Union, on request. Where relevant, the Union may request a full list of membership at any point throughout the academic year.

22. Trip registration

- 22.1. For all off-campus trips, including away matches, the activity group must submit a Trip Registration Form prior to the trip taking place.
- 22.2. The form will ask the activity leader to complete the following information: name of activity group, name of activity leader, date of trip, exact location and contact details of destination, full names of attendees, mode of transport, name of first aider and name of driver.

- 22.3. This should be submitted to the Union where possible at least; 24 hours in advance of a day trip (must be submitted before departure), 5 days in advance of an overnight stay and 4 weeks in advance of an excursion, trip, or 'tour'. A Student Activities team staff member will ensure that the form is complete and authorise the trip by signing and dating it.
- 22.4. A copy will be retained by Winchester Student Union. Another copy will be kept by the activity organiser.
- 22.5. For any trip involving outdoor pursuits, the trip organiser must ensure that their copy is left at the base of the activity (i.e. campsite, parked minibus/car), in case of emergency.
- 22.6. Once signed, the form may not be altered in any way. Any changes must be resubmitted and handed into the Union before leaving campus.
- 22.7. For all outdoor pursuit trips or similar (e.g. outdoor activities where an address is not readily available such as orienteering, rambling, geocaching etc), ordnance survey maps and grid references, a '[what 3 words](#)' reference are required and must be submitted with the Trip Registration Form for trips to be authorised.
- 22.8. If the Trip Registration Form needs amending when the trip has left campus, the group must email through the changes to suactivities@winchester.ac.uk, marked 'urgent'.

23. Accident and emergency procedures

- 23.1. Winchester Student Union's Senior Manager (or their delegate) is 'on call' throughout the year, except for when the University is closed during the Christmas and New Year period. This is to support members who are in an emergency situation.
- 23.2. An emergency is; any situation in which one or more activity members are seriously injured; or are at imminent risk of serious injury; or a situation that is beyond the reasonable boundaries of the member to resolve; or within the context of these procedures, any other self-defined reason that the member feels constitutes an emergency.
- 23.3. In the event of an emergency during a student activity, the following procedure must be followed:
 - 23.3.1. Member contacts the emergency services if required.
 - 23.3.2. Member rings University of Winchester site stewards (01962 827666) who will enact University procedures if necessary. They will also contact the 'on call' Student Union staff member.
 - 23.3.3. The 'on call' staff member will take appropriate actions to assist with the situation.
 - 23.3.4. Student information will only be passed to appropriate authorities when the authority's identity has been established.
 - 23.3.5. Detailed records of actions will be kept at each stage.
- 23.4. The accident and emergency procedures will be printed on the back of each trip registration form.
- 23.5. On or off campus accidents and incidents, however minor, must be reported to the Student Union as soon as is possible but certainly no later than 24 hours

after the event. This can be done via the accident report form found on the Union's website, www.winchesterstudents.co.uk/accident.

- 23.6. The Student Union will review circumstances around the accident/dangerous occurrence and if necessary, they shall take immediate action to prevent further incidents.
- 23.7. In extremely serious cases an investigation to gain more information about the incident will be undertaken by the Union. Appropriate action shall then be taken.
- 23.8. The 'on call' staff member will ensure they have access to updated contact lists for the relevant Union and University individuals.
- 23.9. All media enquiries must be directed to the President.
- 23.10. No member should discuss legal liability with other parties.

24. Transport

- 24.1. An activity group may only apply to use Winchester Student Union transport if 5 or more members will be using it for any given trip.
- 24.2. Restrictions will apply to the use of Union transport for transporting members (except in case of access) for distances that could reasonably be walked – this might include between Quarters of the University.
- 24.3. The drinking of alcohol in any vehicle is strictly forbidden, and anyone reported to be doing so by the coach company or fellow players will face serious disciplinary procedures.
- 24.4. All serious accidents must be reported through the emergency procedures stated in section 23 of this bye-law.
- 24.5. All transport-related accidents must be reported to the Student Union as soon as practicably possible. Activities staff will then contact the Insurers and hire company if appropriate; the Senior manager will carry out an investigation into the cause of the accident and the outcome of this will determine who pays for the excess cost. Each case will be examined on an individual basis.
- 24.6. All other conditions of use, including who can drive, how to book and other important procedures can be found in the Policy – Student Union Vehicles (Appendix A of this bye-law).
- 24.7. Activity groups should strive to seek and put forward for training, at least one driver from amongst their number.
- 24.8. To ensure Union transport is sustainable, all activity groups who use Union transport for their activities should put forward at least one volunteer to drive a shift of the Safety Bus after Union nightclub events.

25. Social events and initiations/initiation like behaviour.

- 25.1. It is an individual's choice whether they attend any social event. Non-attendance must not act as a barrier within the activity.
- 25.2. No 'peer pressure' (intended or not) is to be placed on any member to do anything that they may not enjoy (i.e. drinking games or challenges). Winchester Student Union considers such action to be bullying, and as such will take appropriate disciplinary action.

- 25.3. All members of Student Union activities must show respect towards their peers, other members of the University and towards members of the public at all times.
- 25.4. Sports, societies, and networks are not permitted to carry out initiation ceremonies in any capacity, under any circumstance, either on or off University premises.
- 25.5. An initiation ceremony is an event, in which members (often new members) of an activity group are expected to perform a task or tasks as a means of gaining credibility, status or entry within that activity group. This may involve peer pressure (though not explicitly) exerted on students and may compromise a person's inherent dignity as a person by forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity, and behaviour that may be deemed humiliating.
- 25.6. Individuals who organise events in breach of this bye-law will be subject to serious disciplinary action in line with the Union's Disciplinary Procedures and may also be subject to disciplinary sanctions under the University's policies.

26. Discipline, complaints and appeals

- 26.1. All matters of discipline, complaints and appeals will be dealt with via the processes and procedures outlined in the Union's [Bye-law 2: Code of Conduct](#).

27. Sponsorship

- 27.1. The Student Union encourages activity groups to seek financial sponsorship from ethical and environmentally friendly organisations that do not contravene the mission, vision and principles of Winchester Student Union.
- 27.2. Any potential agreement must benefit the activity group without making unreasonable request on its members.
- 27.3. All potential agreements must be agreed by the Vice President, Activities to ensure equity across sponsorship deals, and the appropriateness of proposed sponsors.
- 27.4. All potential agreements with commercial businesses that are in direct competition with Winchester Student Union must be agreed by the Union; this includes but is not limited to bars and nightclubs
- 27.5. All potential agreements must be confirmed in the form of a simple contract which clearly states the precise details of the agreement, signed by the activity leader/committee member, the Vice President, Activities and authorised representative from the sponsor organisation. Sponsorship templates will be made available to activity groups.
- 27.6. Any sponsorship sum should be carefully considered to ensure that the sum gained is commensurate with the obligations required by that sponsorship.
- 27.7. There is no limit to the number of sponsors that one activity group may have, subject to the terms of the individual agreements.
- 27.8. Activity groups should not seek to 'poach' sponsors from other sports/societies/networks.

- 27.9. Sponsorship funds must be paid into the Union and credit the activity group account (as appropriate) before such sums can be expended. Failure to do so is a serious breach of trust and will be investigated as potential theft.

28. Tours

- 28.1. The Union may from time to time organise trips away in either the UK or Europe for activity group members to engage in social and sporting activities.
- 28.2. Tour participation will require confirmation from an activity leader of active membership.
- 28.3. As participation is part of the activities of the Union, all policies and codes of conduct always apply during the Tour. Failure to comply with these policies and practices may result in your expulsion and repatriation from Tour.
- 28.4. Individuals who are banned from the Union or our licensed premises, and where such ban persists over the dates of the Tour, may not participate in Tour. Individuals who have paid for Tour and who later receive such a ban will not be able to participate. If this occurs any financial penalty and/or liability will usually be borne by the individual.
- 28.5. Tours will normally be accompanied by responsible individuals from the Union. Such responsible individuals will normally be present in a ratio of not less than 1:50. These individuals are there to help with the administration, communication and safety of the trip and their reasonable request should therefore be followed.

29. Clubs and Chairpersons

- 29.1. A Student Union sports team may be considered a 'club' if they operate with more than two playing teams and have a Chairperson. Sports teams operating with more than two playing teams, who are not already considered to be a 'club', can speak to the Vice President, Activities to discuss their suitability to become a 'club'.
- 29.2. A 'club' differentiates from a singular team in that it can be managed from a club level with decisions made as a whole on behalf of each individual team.
- 29.3. In order for a club to be managed, a Chairperson will be elected by the sports teams to which the Chairperson will be appointed.
- 29.4. The role of a Chairperson is to be the key contact between the Student Union and their club, allowing for the management and organisation of several teams as a whole. They will be the first point of contact for the Student Union unless contact is related to a single-team matter, in which case they will be copied in to any correspondence. The Chairperson will be asked to make decisions for the club as a whole following advice from the Student Union and individual team Captains.
- 29.5. A Chairperson is also responsible for resolving, at informal level, disputes between individual teams and also disputes between ordinary members and committee members. They are also responsible for the finances of a club as a single entity.

- 29.6. A Chairperson must always take advice from, and be guided by, democratically elected team Captains and should only make decisions that benefit and concern the club as a whole.
- 29.7. Members may hold Chairpersons to account by triggering a vote of no confidence. Such a vote should be tabled as an agenda item in an Extraordinary General Meeting (see section 11 of this bye-law) and detail the grounds for considering removal of the Chairperson. A vote of no confidence must receive a 66% majority of those in attendance of a quorate EGM.

30. Coaches, mentors and external facilitators

- 30.1. Any activity group may appoint a coach, mentor, teacher or facilitator to assist in the development of playing skills, group performance or personal skill development. Any person situated to this role shall be considered a coach.
- 30.2. The appointment of any coach will be subject to a recruitment, selection and appointment process as defined by the Vice President, Activities and will culminate in a 'coaching contract' with the Student Union which outlines the arrangement between the coach and the activity group.
- 30.3. Coaches will only be appointed if they hold the required knowledge skills training and insurance (where relevant) to provide professional or semi-professional advice. Such requirements will be set and agreed with the Vice President, Activities and confirmed in the coaching contract.
- 30.4. It is the responsibility of each committee to ensure that their annual budgets allow for the payment of any agreed expenses and/or subsistence allowances agreed. Such agreed sums and payment intervals should be clearly set in the coaching contract.
- 30.5. As coaches are appointed by Winchester Student Union, any change in activity, new appointments, or any disputes should always be brought to the attention of the Vice President, Activities. The coaching contract will stipulate the grievance process that may be followed by any party privy to any coaching agreement.

31. Volunteering

- 31.1. The Union shall seek to promote volunteering amongst its members and shall strive to establish voluntary opportunities on and off campus as necessary to support; the work & goals of the Union; the needs of the membership.
- 31.2. All such opportunities shall be open to all Union members and shall be clearly defined in terms of defined roles, title, purpose, responsibilities, time commitment and end-date if relevant.
- 31.3. The Union shall establish such policies as necessary, outside this bye-law, to define voluntary opportunities, positions and any recognition or award schemes that are established.

32. Fundraising/RAG

- 32.1. All fundraising activities organised by the Union for charities other than the Student Union shall be administered through Raising and Giving (RAG).

- 32.2. RAG functions as a student-led society working to provide opportunities to learn about citizenship and community through raising funds for charitable purposes; running events and developing campaigns to ensure students are able to engage with raising and giving. RAG observe all requirements and guidelines outlined for societies in this bye-law, with the following additional membership allowances:
- 32.2.1. RAG dissolution - section 6 of this bye-law applies if RAG has less than 5 members in any academic year (instead of the usual 10 members for societies). If RAG is in danger of suspension or dissolution due to lack of membership, Winchester Student Union will undertake additional targeted promotional work of RAG to the wider student body with the aim to boost membership and ensure sustainability.
- 32.2.2. Interim stewardship – to ensure continuation of RAG, the Union's Executive Committee may oversee the society, the Vice President, Activities as acting Chair, for such time as to prevent RAG's dissolution or to provide for the recruitment of a committee.
- 32.3. Activity groups and individual members may undertake activities with RAG in pursuit of raising funds to be donated to registered charities external to the Union in line with the following:
- 32.3.1. No Union funds or resources may directly subsidise activities in pursuit of raising funds to be donated to registered charities external to the Union;
- 32.3.2. Union accounts will hold sums of money in escrow for RAG, which may then be donated to registered charities external to the Union;
- 32.3.3. No activity group will be able to enter into deficit in the pursuit of raising funds to be donated to RAG registered charities external to the Union.
- 32.4. The Union shall produce in its annual report a summary of charities supported by RAG and a report of funds donated.

Appendix A:

Policy – Student Union Vehicles Minibus Driver Information Vehicle Declaration Form

POLICY – STUDENT UNION VEHICLES

*Winchester Student Union Activities Zone:
Vice President, Activities and Sports & Societies Coordinator*

Winchester Student Union transport consists of one 14-seater minibus and one 17-seater minibus, both accessible for use within day-to-day running of the Student Union's activities and services provided on a yearly basis. The provisions of these vehicles are for the use of students and staff at Winchester Student Union to help support provision of activities and services organised or supported by the Student Union.

The two vehicles are under the direct supervision of the Vice President, Activities. Any enquiry regarding any of these vehicles should be directed to SUActivities@winchester.ac.uk

The following document will state the policy and procedures of the general use of both vehicles and will be used in all enquiries regarding the use of either of them.

Who can use a Student Union vehicle?

Both minibuses are available to all current students at the University of Winchester. Priority is given to Student Union groups and activities, resulting in certain days not being available for use by outside groups.

The minibuses can be used by staff of the Student Union in accordance with business or an affiliated sport, society or network or for social, domestic use in relation to a Winchester Student Union authorised individual.

Any use of the bus is dependent upon an authorised driver which is explained below.

Who can drive a Student Union vehicle?

Any student or member of staff of Winchester Student Union and/or the University of Winchester are eligible for driving the minibuses if they meet the following criteria:

- 21 years of age or over
- Hold a current UK driving licence
- Have held a current UK driving licence for at least 24 months
- Have no driving convictions or offences within the last 2 years
- Drivers must be medically fit to drive a vehicle as per the DVLA's advice and agree to abide by Student Union policy
- Have taken a test with the Student Union Sports & Societies Coordinator or Vice President, Activities or have completed a MIDAS test with the University.

All drivers must have filled in the Student Union minibus declaration and comply with all regulations set down by the Student Union.

A test drive is available on request by contacting the Activities Zone on SUActivities@winchester.ac.uk

How can I book a Student Union vehicle?

Minibuses can be booked by contacting the Activities Zone by email on SUActivities@winchester.ac.uk within 48hrs of needing the vehicle. A response will be

provided with a confirmation of availability or not. The Activities Zone is not responsible for providing a driver of the vehicle.

Trip registration

If your booking is successful, a Trip Registration Form will need to be completed prior to the trip taking place. The form will ask the activity leader to complete the following information; name of sport, society or network, name of activity leader, date of trip, exact location and contact details of destination, full names of attendees, mode of transport, name of first aider and name of driver.

This should be submitted to the Union where possible at least; 24 hours in advance of a day trip (must be submitted before departure), 5 days in advance of an overnight stay and 4 weeks in advance of an excursion, trip or 'tour'. A Student Activities staff member will ensure that the form is complete and authorise the trip by signing and dating it.

A copy will be retained by Winchester Student Union. Another copy will be kept by the activity organiser. For any trip involving outdoor pursuits, the trip organiser must ensure that their copy is left at the base of the activity (i.e. campsite, parked minibus/car), in case of emergency.

Once signed, the form may not be altered in any way. Any changes must be resubmitted and handed into the Union before leaving campus. For all outdoor pursuit trips, ordnance survey maps and grid references are required, and must be submitted with the Trip Registration Form in order for trips to be authorised.

If the Trip Registration Form needs amending when the trip has left campus, the group must phone through the changes to the Union (01962 827418).

Terms and conditions of use

Winchester Student Union is committed to ensuring that all aspects of its services are both safe to use and environmentally friendly. Whilst all efforts are made prior to use ensure all vehicles are in full working order and are safe to use, the following is required from all users and responsibility is held with the driver and the person making the application for booking the vehicle.

- A full visual check of the exterior and interior must be made prior to starting the engine. Any problems must be reported to the Sports & Societies Coordinator immediately and prior to use of the vehicle.
- All vehicles must be driven to the conditions stated in the below guidance regarding efficient driving.
- It is the responsibility of the driver to complete the minibus mileage log found in the minibus folder. If the folder is not present the driver must immediately inform the Sports & Societies Coordinator and not use the vehicle until the folder is present. If refuelling using the fuel card provided, all receipts must be placed in the folder for later inspection.

- It is the responsibility of the driver and the person booking the vehicle to ensure the vehicle is left in a clean and tidy state and may be held responsible if the bus is found to be messy after use of the vehicle.

Any breach of the above regulations may result in the following measures being taken:

- Loss of rights to using any vehicle in the future
- Evidence of poor or incorrect driving standards may require a retest to be taken at the request of the Vice President, Activities or Sports & Societies Coordinator.
- Possible fine for damage or misuse of any vehicle
- Loss of rights within all Student Union licensed premises

Any complaints regarding use of any vehicle from the Student Union should be made to the Activities Zone by email to SUActivities@winchester.ac.uk.

How can I arrange a test for a Student Union vehicle?

If you meet the requirements set out above, booking a test for a Student Union minibus can be done by emailing the Activities Zone on SUActivities@Winchester.ac.uk with dates/times of availability.

A test will take between 60 – 90 minutes dependent on time of day. Potential drivers are required to bring their driving licence and National Insurance Number with them on the day of their test.

Any other requests or questions

If you have any queries or requests that are not covered anywhere in this document please do not hesitate to contact the Activities Zone on SUActivities@winchester.ac.uk.

All information for drivers is attached to this document.

MINIBUS DRIVER INFORMATION

The following information is given by Winchester Student Union to all drivers for their information and peace of mind. For further details regarding driving minibuses safely please refer to: <https://www.gov.uk/browse/driving/highway-code-road-safety>

Why Weight?

It is important to know that under the terms of driving licensing law, any driver may drive a minibus for a non-commercial organisation, such as the Union, as long as they conform to the above driver requirements, do not drive to make money and

the laden vehicle weight is below 3.5 tonnes. For this reason our minibuses may only carry up to 13 and 16 passengers and associated essential luggage. With these loadings both LDV minibuses will remain under 3.5 tonnes. If you are in any doubt as to the weight of your load, do not drive the vehicle and seek advice from the Student Union. **Never overload your vehicle.**

Belt up!

Safety belts must be worn at all times and it is the driver's responsibility to check that all passengers are safely seated and belted. Signs in the minibuses that inform passengers to belt up should be checked by the driver and any missing signage should be reported to the Student Union.

Checks checked? Check.

Before setting out on any journey it is wise to give the vehicle a visual inspection. Any faults or damage must be reported to the Student Union prior to your use. Whilst the Student Union checks water, tires and oil every week, you are also asked to check these prior to use and report any abnormalities as above. Please also check lights, mirrors and wipers and ensure that the radio is tuned into the station you want prior to moving the vehicle.

How fast?

You are probably aware that some vehicles have different speed limits to those of a car. A minibus is one such vehicle. Minibus speed limits are: Single carriage way roads (where no lower limit applies) **50mph**, Dual carriageways **60mph**, Motorways **62mph**. You may **not** drive in the **3rd lane** (fast) of a Motorway.

Remember, as the driver you are responsible for any traffic violations you make whilst driving Student Union vehicles, as well as the safety of all passengers. Drive sensibly and safely.

Take a Break!

It is important to remember that one of the primary causes of avoidable accidents on the roads is related to driver fatigue.

As such you should always be aware that you need to plan your trips carefully to include scheduled breaks. The following chart details the Student Union's recommended driving/break allowances. For any trips over 3 hours or 180 miles a second driver, where practicable, should be on board to alleviate the risk of driver fatigue:

| | Student Union recommended: Driving only | Student Union recommended: Driving and participating in activity/sport | UK Legal limits |
|--------------------------------------|--|--|-------------------|
| Maximum time driving without a break | 2 Hours (or sooner if tired) | 2 Hours (or sooner if tired) | 5.5 Hours |
| Minimum length of break | 15 Minutes per hour spent driving | 15 Minutes per hour spent driving | 30 Minutes |
| Maximum length of activity | 13 Hours | 9 Hours | 16 Hours |
| Of which, spent driving | 9 Hours | 6 Hours | 10 Hours |
| Daily rest period | 11 Hours | 11 Hours | 10 Hours |

| | | | |
|--------------------|----------|----------|-------|
| Weekly Rest period | 45 Hours | 45 Hours | ----- |
|--------------------|----------|----------|-------|

Efficient Driving

A lot of carbon emissions, petrol and money is used by vehicles for Union related activities. This document is not trying to dissuade you from using vehicles but helping reduce the waste of all three items.

Top ten 'Efficient Driving' tips, courtesy of Energy Saving Trust.

1. Use air conditioning sparingly as it significantly increases fuel consumption.
2. Remove accessories such as roof racks, bike carriers, and roof boxes because they significantly affect your car's aerodynamics and reduce fuel efficiency.
3. Avoid short journeys - a cold engine uses almost twice as much fuel and catalytic converters can take five miles to become effective.
4. If you're stuck in a jam, switch the engine off if you expect to be there for more than a minute or two. Cutting the engine will save fuel and reduce emissions.
5. Check your revs - change up before 2,500rpm (petrol) and 2,000rpm (diesel).
6. Anticipate road conditions and drive smoothly, avoiding sharp acceleration and heavy braking. This saves fuel and reduces accident rates.
7. The most efficient speed depends upon the car in question but is typically around 45 - 50mph. Faster speed will greatly increase your fuel consumption.
8. Drive away immediately when starting from cold - idling to heat the engine wastes fuel and causes rapid engine wear.
9. Plan your journeys to avoid congestion, road works and getting lost.
10. Check your tyre pressure regularly - under-inflated tyres are dangerous and can increase fuel consumption by up to 3%.

Following these ten rules, will greatly reduce the amount of carbon emissions, petrol and money, usually be produced, consumed and spent respectively.

Defensive driving

"driving to save lives, time, & money despite the conditions around you"

Adopting defensive driving techniques can keep you safe on the road and may even save you money. The Union asks you to drive defensively when using its vehicles. This can be achieved by following these steps:

1. Stay focused, keeping your hands on the wheel. Defensive drivers concentrate on the road, keeping their hands at the 10 o'clock-2 o'clock position. They don't do other tasks while driving, some of which are illegal. These include:
 - Eating

- Applying makeup
 - Changing a song/playlist
 - Talking to passengers
 - Operating a mobile phone
 - Texting
2. Keep your eyes moving. Continuously look in your mirrors and scan the road ahead, checking for hazards and slowing traffic so you can anticipate problems before they develop.
 3. Stay alert. Don't drive if you're tired or upset.
 4. Go with the flow. Most drivers know that speeding is a major cause of accidents, but driving too slow can be dangerous, too. Where safe/legal to do so, drive at speeds that most other vehicles are going.
 5. Use the 2 second rule on heavily traveled roads to maintain adequate spacing with the car in front of you.
 - Choose a fixed object on the road ahead of you.
 - Count "1 independence, 2 independence" when the car in front of you goes by the object. If you pass the same object before you're done counting, slow down a bit. The 2 second rule helps reduce the chance of a rear-end collision when cars in front make sudden stops.
 6. Make yourself visible. Many accidents occur because drivers didn't see the other car. There are a few simple ways to make your presence known, making the road safer for everyone. They include:
 - Indicators: Use your indicators to let other drivers know where you're going. Use them even if you wouldn't in your car.
 - Headlights: Turn on your headlights at dusk or anytime it is raining.
 - Brake lights: Operational brake lights are a safety must. They warn cars behind you that you're slowing down, signaling them to reduce speed, too.
 - Avoid blind spots: Don't linger in areas where the driver in front of you can't see you. Many people will only check their mirrors before making a lane change. If you're lurking slightly behind and a lane away from another vehicle, assume that the driver of that car can't see you. Either safely speed up or slow down to avoid this scenario, which often results in an accident. This is an important defensive driving technique.
 7. Resist road rage. Aggressive drivers may infuriate you, but retaliating with similar tactics is dangerous. Take a passive approach in dealing with road rage. Use these strategies in specific road rage scenarios:
 - Tailgaters: If the driver behind you is right on your bumper, tap the brakes a few times to let the driver know that he's not maintaining a safe distance. If he stays on your tail, slow down gradually.
 - Speeders: If you see a car speeding or aggressively changing lanes behind you, stay in your lane while maintaining your speed.
 8. Adapt to road conditions. Even light rain can produce dangerous conditions, particularly early in the season when the water picks up oil from the road

surface, making it slippery. Tyres lose their grip at higher speeds, so slowing down in inclement weather is a fundamental defensive-driving technique.

Driver's responsibility

In order to ensure that information about our drivers is current and that all drivers conform to our policies and the legal requirements for driving our minibuses, the Student Union will ask drivers to re-register with us each and every term. At this time we will need see both the paper and photo card elements of your driver's license. Drivers must ensure that all passengers are on a completed Trip Registration Form (see above) and that a copy of that list has been given to the Student Union.

VEHICLE DECLARATION FORM

Please read and confirm the below conditions to ensure your suitability for driving Winchester Student Union's minibuses:

- ☐ I am over 21 years of age
- ☐ I hold a current full UK driving license
- ☐ I have held a current full UK driving license for at least 24 months
- ☐ I have had no driving convictions or offences within the last 2 years
- ☐ I am driving the minibus on behalf of Winchester Student Union for business or an affiliated sport, society or network or for social, domestic use in relation to a Winchester Student Union authorised individual.
- ☐ I understand that it is my responsibility to do a full visual vehicle check before starting the engine. Any problems will be reported to the Sports & Societies Coordinator immediately and prior to use of the vehicle.

- ☐ I understand that it is my responsibility to complete the vehicle mileage log found in the minibus folder. If the folder is not present I will immediately inform the Student Union and not use the vehicle until the folder is present. If I use the fuel card I will ensure that the receipts are placed in the folder for later inspection.
- ☐ I understand that as a driver, it is my responsibility that the vehicle is left in a clean and tidy state and I may be held responsible if the vehicle is found to be messy after my use.
- ☐ I agree to drive the Student Union vehicles in a responsible manner, taking into account the efficient and defensive driving techniques, which I have read and understood.
- ☐ I volunteer to drive at least one shift of the Safety Bus during an academic year. Please again tick here to show that you acknowledge this responsibility: ☐

I have read and understood the above statement and agree that I conform to all points. I have read and understood the 'Policy: Student Union Vehicles' and 'Minibus Driver Information'. I have been given a verbal and visual introduction into the vehicle.

Name (printed): _____

Signed: _____

Date: _____

Mobile: _____

Email: _____

Student Number (If applicable): _____

SU OFFICE USE ONLY:

Authorised by: _____

Position: _____

Signed: _____

Date: _____

Practical assessment (see over):

PASS / FAIL

Tested by: _____

Date: _____
