

Bye-law 4: Activity Groups

Owned by: Head of Membership (Deputy CEO)

Lead officer: President (Student Engagement)

Date passed by Board of Trustees: 23/06/26

Review Required: *June 2029*

1. Overview

- 1.1. Winchester Students' Union (the Union) is a democratic body represented by officers elected by the student population at the University of Winchester, alongside a Board of Trustees. 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 Students' Union to empower students, through student led and student delivered activity, and to this end the Students' Union provides and supports an extremely diverse range of extra and co-curricular activities.
- 1.2. It is the policy of the Students' 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 teams, societies and representational networks have a common law 'duty of care' to participants. If this is not implemented then the Students' Union or Captain/Chair/activity leader are at risk of being regarded in law as negligent and subsequent legal action can be taken. This bye-law establishes procedures intended to support the Union and activity groups in meeting their duty of care obligations. This bye-law is guided and bound by the Equality 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 guidance from relevant national governing bodies. In addition, the recommendations of Students' Union staff, Trustees and Officers have been implemented.
- 1.4. 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 group 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 groups' are the collective name for sports teams/clubs, societies and representational networks.
- 2.3. A 'sport' or 'sports team' 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 President (Student Engagement) 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 President (Student Engagement) 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 of this bye-law; where doubt exists, the interpretation of the President (Student Engagement) 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 and shall be maintained on the Students' Union website at:
<http://www.winchesterstudents.co.uk/activitygroups>
- 2.8. 'Team Winchester' is the collective name for all Union sports teams.
- 2.9. 'Union', 'the Union', both refer to Winchester Students' 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. 'Committee'; students elected from the activity group membership to administer, guide and be responsible for, the activities of the group (see point 12).
- 2.14. 'Fundraising'/'Raising and Giving (RAG)'; student-led charity fundraising activities and campaigns. RAG is the designated student led charity fundraising wing of the Students' Union.
- 2.15. 'Activity group member'; any student who has officially joined an activity group by completing the joining process via the Union website 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 has been given permission to participate in/join activity groups and by having completed the joining process via the Union website and having paid any relevant membership fee.

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. For the avoidance of doubt, Sabbatical Officers are student members as defined by the Union's Articles of Association.
- 3.2. Only ordinary members (current students enrolled at the University of Winchester) of Winchester Students' 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 ('Give it a Go') for prospective members, after which prospective members must fulfil any financial/admin requirements of joining. See section 20 for further information about 'taster' sessions.
- 3.4. Due to complex issues relating to national governing bodies and other external agencies, a student under 18 years of age shall not normally be permitted to participate in activity groups. In rare case where such permission is granted by the Activities Team, Students under 18 may may only participate subject to appropriate safeguarding measures, parental/guardian consent and any additional risk controls required by the Union.
- 3.5. Students from other HE institutions, University staff, and Union staff and Trustees may be given access to activity groups through an Associate Membership, only where such membership has been approved in writing by the Activities Team. Evidence of status as a student at another HEI, or status as a staff member or Trustee, must be sent to the Activities Team, who will also ensure that the Associate Membership is of benefit to the activity group. The combined number of associate memberships should not exceed one third of the total membership of a particular activity group. Such approval for students is not required if a separate access agreement is in place with a partner institution. Associate members may not represent the University/Union in any competition. Associate members are still required to join activity groups via the process detailed herein, including payment of any fees.
- 3.6. Unless otherwise specified, all membership types shall run from point of joining until the next 30th June after joining.

4. Setting up a new Activity Group

- 4.1 Any current student may endeavour to start a new activity group within the Union. To be accepted by the Union, a prospective activity group leader(s) must submit a proposal (via the Activity Group Proposal Form), detailing their contact details, name of proposed activity group, confirmation that no existing activity group caters for the activity being proposed, and an outline of the purpose, aims, objectives, associated costs/fees, and resource requirements of the proposed activity group.
- 4.2 Once the Activity Group Proposal Form has been completed, the prospective activity group leader must gather 15 students (5 for representational networks: see 7.5.1 *Setting up a new representational network*) who intend to join the activity group once set up. If required, the Activities Team may go back to the prospective activity group to clarify/improve proposal as needed. Students can register their interest via the 'New Activity Group Interest Form'. This interest must be gathered within six University teaching weeks of the interest from the date of being emailed to the prospective committee.
- 4.3 The Activities Team will review the proposal to ensure it meets the following criteria for approval:
 - 4.1.1. The proposed activity does not contravene allowable activity as defined by law or governance documents of the Union.
 - 4.1.2. The proposed activity group differs sufficiently from any already existing activity group.

- 4.1.3. There is sufficient interest from students who intend to join the new activity group.
- 4.1.4. The proposal clearly outlines any resource requirement, and such resource is not outside the prevailing capacity of the Union to provide.
- 4.1.5. The proposal outlines how the activity group will promote access, equality and diversity of membership.
- 4.2. If approved, the activity group leader will be sent the relevant Code of Practice forms to complete, and upon the completion of these forms (including Budget Plan) a grant will subsequently be given. Code of practice documents must be submitted four University teaching weeks from the date of being emailed to the prospective committee.
- 4.3. Once approved, at least 10 members (5 in the case of representational networks) must have paid their subscription/joined the activity group within four University teaching weeks (unless another timeframe is agreed by the Activities Team). No expenditure will be permitted without prior authority of the Activities Team, until this is achieved.

5. Activity group activity

- 5.1. Each activity that has an intrinsic attached cost to the Union, or an activity group, may only take place if at least 4 members of that activity group are expected to actively participate.
- 5.2. Activity that involves 4 or more members of an activity group shall normally be considered official activity of the group for the purposes of complaints and code of conduct.

6. Activity group dissolution or suspension

- 6.1. If a sport or society has less than 10 members in any academic year, then they will be given four University teaching 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 Students' Union. *(For representational networks, see 7.5.12 representational network dissolution)*
- 6.2. The possibility of any subscription refunds for dissolved or suspended activity groups will be discussed and approved by the Activities Team and dealt with on an individual basis.
- 6.3. Temporarily suspension or total dissolution or suspension might occur as a result of an activity group not adhering to the procedures as outlined in this bye-law, including but not limited to as a result of:
 - 6.3.1. disciplinary action taken against an activity group committee, as defined in section 26 of this bye-law; this might specifically include where an activity group has condoned or practiced in initiations or initiations-like behaviour
 - 6.3.2. an activity group committee's failure to attend mandatory training, as

stated at 8.1 of this bye-law.

6.3.3. an activity group failure to manage finances, as stated at 14.4 of this bye-law.

6.3.4. BUCS/competition 'walkovers' or removal from league, where relevant (see *Paper: BUCS Sports Teams and Clubs Walkovers*)

7. Representational networks

- 7.1. Representational networks at Winchester Students' 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
- For the avoidance of doubt, the Union does not determine identity eligibility*
- 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 Activities Team who can support the promotion of the proposed representational network more widely to Union members.

7.5.2. Representational network dissolution

Section 6 of this bye-law applies for all matters of dissolution, save 6.1; dissolution for membership number will occur as per 6.1 only where 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 Students' 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 Students' 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 Students' Union activity groups. Attendance at committee training is mandatory for at least two committee members (one of which must be the Captain or Chair) per activity group. Attendance at other training is also mandatory for the relevant committee member(s); for example attendance at Social Secretary Training and Inclusivity & Wellbeing Rep training will be mandatory for relevant role holders to attend. Failure to attend any mandatory training may result in activity being suspended/cancelled or trigger dissolution of that activity group or sanctions under the Union's prevailing disciplinary process.
- 8.2. **Captains, Chairs and committee members meetings:** The Activities Team and President (Student Engagement) will co-ordinate regular opportunities for Captains/Chairs/committee members to discuss issues and enhance communication between activity groups and Winchester Students' Union. This may be in person or remotely.
- 8.3. **Union Student Members Meeting:** The Union holds an Annual Student Members Meeting (SMM) 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 activity groups, and therefore strongly advisable that at least one activity group leader of each activity group attend the above meeting, and that attendance at the SMM 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 Students' Union, the timing of which will be agreed annually by the Activities Team. This document will contain:

- 9.1.1. a Constitution (including expectation(s) of conduct from members and activity group leaders);
- 9.1.2. Commitment to the Union's Bye-laws governing complaints, and disciplinary processes, including informal resolution where practicable;
- 9.1.3. Commitment from each activity group to adhere to the Union's Equality Policy and to encourage and welcome a diverse membership;
- 9.1.4. Budget Plan;
- 9.1.5. and Risk Assessment.

Template documents and assistance on their completion will be made available to activity group committees.

- 9.2. All participants in activity groups are to be made aware of the contents of the relevant Code of Practice, and/or any other terms of being a member, 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 informal complaints resolution 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 (or where relevant, international governing bodies), as applicable.
- 9.6. Winchester Students' Union may carry out checks on student groups to ensure that they are following their Codes of Practice.

10. Annual General Meetings (AGMs)

- 10.1. The Annual General Meeting (AGM) is the sovereign body of each activity group. 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, or in exceptional circumstances, a Winchester Students' Union representative. A suitable member of the activity group's committee shall record a written summary of the meeting; which shall be made available to all members.
- 10.3. A 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.
- 10.4. Quorum is 25% of the current student membership of the given activity group.
- 10.5. Associate Members of the activity group may observe with speaking rights.
- 10.6. Only current student members may vote.
- 10.7. The AGM will:
 - 10.7.1. Receive the written summary of the last AGM
 - 10.7.2. Receive a report from its committee detailing progress against goals,

current financial health and other matters as deemed relevant to membership

10.7.3. Seek ratification/seek feedback from members regarding the Code of Practice.

11. Extraordinary General Meetings (EGMs)

- 11.1. An Extraordinary General Meeting (EGM), of an individual activity group can be called by the activity group committee or the President (Student Engagement), 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 of that activity group. If quorum is not reached for two consecutive EGMs, then the President (Student Engagement) is authorised to deem quoracy has been reached with the number of members present during the second meeting.
- 11.3. Associate members of the activity group may observe with speaking rights.
- 11.4. Only current student members may vote.
- 11.5. A vote is passed where 50%+1 of those present vote in favour
- 11.6. An EGM will normally be called with 5 working days' notice granted to members.
- 11.7. 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 an Inclusivity & Wellbeing Representative, the role of which is: to champion equality, diversity and inclusion within the activity group and encourage diversity of membership; to spread awareness amongst activity group members of reporting procedures available for students to report harassment, bullying (including initiations and initiation-type behaviour) and discrimination to the Union; and to have an awareness of wellbeing services and encourage members who may be struggling to access support. Training on this role will be provided by the Students' Union at the start of each academic year, and at other times as relevant. In the absence of this role being filled, the Chair or Captain should take on this role and undertake the required training.
- 12.3. Activity groups may also choose to elect other committee posts as defined by their Constitution/as agreed with the Activities Team. Democratic Elections will be held at an appropriate time as agreed with the Activities Team, 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 Activities Team. All current student members of the activity group, who are not in their final year of study, are eligible to stand for election. Elections will

be held under the principles of Bye-law 3 – Elections Regulations, where relevant.

12.4. The committee's 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 a written record of such, at least three times per semester;
- 12.4.5. agree the activities of the activity group and work towards aims and objectives; to uphold the activity group's Code of Practice
- 12.4.6. ensure that the activity group is conducted in accordance with Winchester Students' Union's rules & regulations; including but not limited to the Union's [Equal Opportunities Policy](#) and [Bye-law 2: Code of Conduct](#);
- 12.4.7. liaise on a regular basis with Winchester Students' Union;
- 12.4.8. keep all membership details and communications up to date and in accordance with the Union's [Privacy Policy](#) and the UK General Data Protection Regulation (UK GDPR) 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. No student is able to hold more than one committee position per activity group.
- 12.7. A committee position can normally only be held by one student; positions cannot normally be "shared".
- 12.8. 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. If carried, a successful vote of no confidence will with immediate effect remove such individual(s) from a committee post, with a bye-election to be scheduled at the earliest convenience. In the instance that an entire committee is removed in such a way, or where no clear position is available to 'act up', the activity of the group will pause until such time that new role holders can be elected.

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 (usually not normally more than £120) 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. As an individual competitor, the student is responsible for the health and safety responsibilities of their activity (see section 17.1 and 17.2)
- 13.6. Any support is given at the discretion of the President (Student Engagement) and Activities Team.
- 13.7. 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 Students' Union/the University of Winchester; whether funds are available; whether participation will improve the standing of 'Team Winchester'.
- 13.8. Each request for financial support should be accompanied by:
 - 13.8.1. Entry form for authorisation by the Activities Team
 - 13.8.2. Receipts attached to an expenses claim form,
 - 13.8.3. Short written report on competition.

14. Finance

- 14.1. Each activity group has a financial account for the reception of any grant allocation, membership fees and any other self-generated income; accounts are run through the Students' Union
- 14.2. Due to prevailing charity law, 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 Students' 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 Union policy, rules and regulations; 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 Activities Team (or their authorised delegate) that sufficient funds exist before committing to any expenditure. Any member of an activity group 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).
- 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 Students' 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). The driver/s must log the correct mileage into the transport folder so that the correct amount is debited from the account (see Appendix B of this Bye-law: [Policy – Students' Union Vehicles](#)). Failure to follow this procedure may result in a fine or withdrawal of vehicle usage.
- 14.3.10. If a driver pays for vehicle 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'. Guidance of annual fees will be set centrally by the Union, and where such funds are being considered activity groups should seek confirmation with the Activities Team as to the appropriate level of fee. The rationale for such fees should also be made clear to prospective and current members. Where subs are charged, these will be set at a minimum of £5.
- 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, without acceptable circumstances, may not be used to purchase alcohol. Written authorisation of the

Activities Team must be sought before making such purchases.

14.3.15. Funds of an activity group can only be used for the purpose of the activity group as defined by the activity group's Code of Practice.

14.3.16. Funds of an Activity group (with the sole exception of RAG) may not be given to another charity (see section 31).

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 financial year, the following actions will be taken:

14.4.1.1. The Activities Team 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. The Activities Team 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 Students' Union 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 Students' Union, an activity group committee is deemed to have been negligent in their management of the group, forthcoming events that require funding will cease; and

14.4.1.6. The President (Student Engagement) 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 (Student Engagement) will chair the meeting and remain impartial. A member of the Activities Team will attend to provide information and enquiry.

14.4.1.7. Any imposed financial restrictions will continue to apply until the end of Winchester Students' Union financial year (31st July annually).

14.4.1.8. The President (Student Engagement) (or appointed

delegate) 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 Students' Union's financial year runs from the 1st of August to the 31st of July annually.

14.5.2. If an activity group 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 Activities Team and President (Student Engagement). 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 Students' Union funds.

15. **Communication**

15.1. All activity groups will be allocated a space on Winchester Students' 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 UK General Data Protection Regulation (UK GDPR), 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. Activities groups must strive to ensure that all published information about the activity group is current and updated; including but not limited to activity meeting times, locations, contact details and terms of joining.

15.5. To assist with communication efforts, the Students' Union should be formally

notified of all social media channels or external web pages that are set up by activity groups. 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.

- 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. 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.
- 15.7. All complaints about content of any activity group communication will be treated as a potential breach of conduct, and will be investigated by the Students' Union, and taken through the complaints/disciplinary procedures, as necessary.
- 15.8. The Captain/Chair has a mandated responsibility to ensure that the Students' 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.
- 15.9. All prevailing Union policy referring to online communications apply to activity groups.

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 Students' 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:
 - 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. 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. Activity groups will not usually subsidise the cost of kit for members unless they have budgeted for such expenditure, and the kit is not personalized or being kept by members.
- 16.7. If Union kit or equipment becomes damaged, broken, lost or stolen, it must be reported to the Union as soon as possible.
- 16.8. Winchester Students' 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. All kit will conform to the established Team Winchester colours of Navy, Burgundy and White. Colours may be reviewed in expectational circumstances with written permission from the Activities Team. Written permission is required from the Students' Union for the use of any logos or trademarks (including the Winchester Students' Union logo, the Team Winchester logo, the University of Winchester logo and the University of Winchester crest) – unless ordering from a Union-approved main kit supplier.
- 16.10. 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.

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 Students' 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, footwear and protective attire for the activity;
 - 17.1.5. to elect suitable committee members, commensurate with the needs of the role;
 - 17.1.6. to inform committee members of any medical conditions which may impact their participation in their activity group;
 - 17.1.7. to ensure they are fit to play under medical guidance where necessary, including post injury return to play. Where deemed necessary, the Union may request a note from a medical professional to ensure that a player is fit to play;
 - 17.1.8. to ensure they do not participate in activities if they are under the influence of alcohol or other substances. If suspected of being under the influence, activity group leaders must prevent their participation.
- 17.2. Activity leaders/committee members' responsibilities under health and safety (in addition to individual responsibilities as above) shall be;
 - 17.2.1. to implement the Students' 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 and 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 as quickly as practicable in line with the incident flowchart;
- 17.2.7. where appointing coaches or other external activity leaders, to liaise with the Union to ensure they are suitably qualified and competent
- 17.2.8. to ensure that no alcohol or other substances are present at any sporting events, including but not limited to trials, training sessions or competitive fixtures (including friendlies). This pertains to players, officials and spectators. If activity group leaders suspect a member is under the influence they must be prevented from participating.
- 17.3. Students' 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 seek out training and distribute information and resources which enables activity leaders to effectively discharge their responsibilities for health and safety;
 - 17.3.3. to obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities, e.g. climbing;
 - 17.3.4. to provide adequate public, professional and personal accident insurance for authorised activities;
 - 17.3.5. to implement, review and enforce a Health and Safety Policy for student activity at least every three years;
 - 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 as it relates to activity groups.
- 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 Students' Union staff, University facilities staff and activity leaders/committees is essential to ensure the success of this practice.

18. First aid

- 18.1. Activity leaders are responsible for checking that adequate first aid provision is available at the location of all activity.

- 18.2. Activity groups should strive to have at least one qualified First Aider within their committee.
- 18.3. Activity groups are responsible for ensuring that appropriate first aid kits are available where the nature of their activity deems this necessary.
- 18.4. Winchester Students' 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 where applicable and where resource allows. Wherever feasible this should be a 1st or 2nd year student.
- 18.5. 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 Students' Union as soon as is practicable, and on the day of the incident. Details of the Accident Report Form and requirements can be found online at: <http://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, and undertake further risk assessment. The result of such risk assessment will also provide immediate feedback of facility difficulties to Winchester Students' Union.
- 19.3. Periodically completed, amended or additional risk assessments undertaken by the committee or activity leader must be returned to Winchester Students' 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 being subject to 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 at: 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 Students' Union aware of more serious risks as soon as practicably possible (see timescale in 19.3).
- 19.6. Winchester Students' 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 activity group leaders of any medical conditions that may be relevant to their participation (including pregnancy), so that appropriate adjustments and risk assessments can be undertaken. The Union will help activity groups to facilitate such risk assessments.
- 19.8. The Risk assessment will include how the activity group will prevent use of alcohol or other substances by participants during activity group activity (including but not limited to, training, trials, auditions, matches and friendlies).

20. Safeguarding

- 20.1 Winchester Students' Union is committed to providing a safe, inclusive and welcoming environment in which all students can participate in activities free from abuse, neglect, exploitation, harassment, bullying, discrimination, coercion or harm.
- 20.2 All activity group members, committee members, coaches, mentors, volunteers, contractors and staff share a responsibility to promote the welfare and safety of participants and to take appropriate action where safeguarding concerns arise.
- 20.3 For the purposes of this bye-law, a safeguarding concern may include, but is not limited to:
 - 20.3.1 physical, emotional, psychological or sexual abuse;
 - 20.3.2 neglect or acts of omission;
 - 20.3.3 harassment, bullying, victimisation or discrimination;
 - 20.3.4 coercive, controlling or exploitative behaviour;
 - 20.3.5 initiation ceremonies or initiation-type behaviour;
 - 20.3.6 online abuse, cyberbullying, inappropriate communications or image sharing;
 - 20.3.7 concerns relating to the welfare of a child, young person or adult at risk.
- 20.4 For the avoidance of doubt, the definitions contained within the Students' Union [Safeguarding Policy](#) shall prevail.
- 20.5 Activity groups must conduct their activities in a manner which promotes participant welfare and minimises foreseeable safeguarding risks. This includes ensuring that activities are appropriately planned, supervised and risk assessed.
- 20.6 Activity group committees and leaders must take all reasonable steps to create an environment in which participants feel able to raise concerns and report inappropriate behaviour without fear of retaliation – this includes physical and digital spaces, closed and open group chats, social media and other platforms.
- 20.7 Any member who becomes aware of a safeguarding concern, disclosure or allegation must report it immediately to a Designated Safeguarding Officer in accordance with the Students' Union Safeguarding Policy. Where there is an immediate risk of harm, emergency services should be contacted first.
- 20.8 Activity group leaders must not seek to investigate safeguarding concerns themselves beyond obtaining sufficient information to make an appropriate referral and secure the immediate safety of those involved.
- 20.9 The Students' Union reserves the right to take immediate precautionary action, including temporary suspension of an individual's participation in activity group activity, where it is considered necessary to protect the safety or welfare of participants whilst concerns are investigated.
- 20.10 Any safeguarding concern involving a member of staff, Trustee, Officer,

- coach, contractor, volunteer or external facilitator must be reported immediately to the Chief Executive Officer or their nominated deputy.
- 20.11 Activity groups must cooperate fully with any safeguarding investigation undertaken by the Students' Union, University of Winchester, statutory authority, governing body or law enforcement agency.
 - 20.12 Where activity groups engage coaches, mentors, instructors, facilitators or other external individuals who may work with participants, the Students' Union may require evidence of qualifications, references, insurance, safeguarding training or Disclosure and Barring Service (DBS) checks, where appropriate to the nature of the activity. Such evidence (including DBS checks) will be provided at the individual's (not the Union's) expense.
 - 20.13 Activity groups organising overnight trips, residential activities or activities involving participants under the age of 18 must comply with any additional safeguarding requirements specified by the Students' Union.
 - 20.14 Personal information disclosed for safeguarding purposes shall be handled in accordance with UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Students' Union [Privacy Policy](#). Information may be shared where necessary to protect an individual from harm or where required by law.
 - 20.15 The Students' Union may refer safeguarding concerns to the University of Winchester Safeguarding Officer, police, local authority safeguarding teams or other relevant agencies where appropriate (vital interest).
 - 20.16 At least one committee member from each activity group should undertake safeguarding awareness training where provided by the Students' Union.
 - 20.17 Failure to comply with safeguarding requirements, failure to report concerns, or conduct which places participants at risk of harm may result in disciplinary action under the Union's disciplinary procedures and may result in suspension or dissolution of an activity group as provided elsewhere in this bye-law.

21 Introduction to an activity group: taster sessions ('Give it a Go')

- 21.1 As outlined in section 3.3, all activity groups should provide introduction activity. Such activity to be agreed by the Activities Team, and subject to taster sessions being included in the Code of Practice risk assessment. Activity leaders should account in such risk assessment for the likelihood of having 'total beginners' to 'very experienced members' within their group.
- 21.2 Captains/Chairs are responsible for ensuring that all prospective, and new members attending throughout the year, are given the appropriate health and safety information and training.
- 21.3 Activity groups must record the name and student number of all those participating in taster sessions securely, for duty of care purposes, prior to allowing participation: this may be accomplished by utilising the Union's website or other platform.
- 21.4 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 Activities Team; this includes trials.

22 Activity Groups duty of care

- 22.1 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.

- 22.2 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 code of conduct and rules and regulations of the activity group/Winchester Students' 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 activity group if their information or circumstances, relating to the above, change. It is the individual members' responsibility to let the activity group know of these changes. It is the responsibility of the activity group leaders to liaise with the Union to resolve any additional risks caused by medical disclosures.
- 22.3 Medical/next of kin information provided will be kept in accordance with the UK General Data Protection Regulation (UK GDPR) and will only be accessed by relevant activity leaders or Union's authorised staff for legitimate and vital interests.
- 22.4 Students will not be permitted to travel on any Winchester Students' Union authorised vehicles in relation to their activity group unless they have provided proof of membership.
- 22.5 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.
- 22.6 The Union will conduct regular checks to ensure only members are participating in activity group activity – this will include full a census of membership, normally undertaken in October of Term 1. Allowing participation without capturing member details as detailed in this section may result in activity group dissolution and/or disciplinary action against the activity group committee.

23 Trip registration

- 23.1 For all off-campus trips, including away matches, the activity group must submit a Trip Registration Form prior to the trip taking place.
- 23.2 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(s).
- 23.3 This must 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; or 4 weeks in advance of an excursion, trip, or 'tour'. An Activities team staff member will ensure that the form is completed and authorised.
- 23.4 A copy will be retained by Winchester Students' Union. Another copy will

- be kept by the activity organiser.
- 23.5 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.
 - 23.6 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, or a '[what 3 words](#)' reference are required and must be submitted with the Trip Registration Form in order for trips to be authorised.
 - 23.7 Once signed, the form may not be altered in any way. Any changes must be resubmitted to the Union before leaving campus.
 - 23.8 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'.

24 Accident and emergency procedures

- 24.1 Winchester Students' Union's Chief Executive Officer (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.
- 24.2 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.
- 24.3 In the event of an emergency during a student activity, the incident flowchart procedure must be followed – see Appendix C of this bye-law.
- 24.4 The incident flowchart is available via committee resources hosted here: <https://www.winchesterstudents.co.uk/activitygroups>
- 24.5 On or off campus accidents and incidents, however minor, must be reported to the Students' Union as soon as is possible and on the day of the incident. This can be done via the accident report form found on the Union's website, www.winchesterstudents.co.uk/accident
- 24.6 The Students' Union will review circumstances around the accident/dangerous occurrence and if necessary, they shall take immediate action to prevent further incidents.
- 24.7 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.
- 24.8 All media enquiries must be directed to the President (Student Voice).
- 24.9 No member should discuss legal liability with other parties.

25 Transport

- 25.1 An activity group may only apply to use a Winchester Students' Union vehicle for transport if 4 or more members will be using it for any given trip.

- 25.2 Restrictions will apply to the use of Union transport (except in case of access) for distances that could reasonably be walked.
- 25.3 The drinking of alcohol in any vehicle is strictly forbidden, and anyone reported to be doing so will face serious disciplinary procedures.
- 25.4 All serious accidents must be reported through the emergency procedures stated in section 23 of this bye-law.
- 25.5 All transport-related incidents must be reported to the Students' Union immediately. Activities staff will then contact the insurers and hire company if appropriate; the Chief Executive Officer will carry out an investigation into the cause of the incident and the outcome of this will determine who pays for the excess cost. Each case will be examined on an individual basis. To record the details of a vehicle incident in a Union vehicle, drivers must complete a Vehicle Incident Form which can be found in the binder in all Union vehicles.
- 25.6 All other conditions of use, including who can drive, how to book and other important procedures can be found in the Policy – Students' Union Vehicles (Appendix B).
- 25.7 Activity groups should strive to seek and put forward for training, at least one driver from amongst their number.

26 Social events and initiations/initiation like behaviour.

- 26.1 It is an individual's choice whether they attend any social event. Non-attendance at social events must not act as a barrier within the activity.
- 26.2 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 Students' Union considers such action to be bullying, and as such will take appropriate disciplinary action. All members of Students' Union activities must show respect towards their peers, other members of the University and towards members of the public at all times.
- 26.3 Activity groups are not permitted to carry out initiation ceremonies (howsoever called) or initiation-type behaviour in any capacity, under any circumstance, either on or off University premises. Furthermore, all activity groups must communicate their commitment to no initiations to their membership.
- 26.4 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.
- 26.5 Individuals /activity groups who organise events that promote initiation-type behaviour or allow it to occur, will be subject to serious disciplinary action in line with the Union's Disciplinary Procedures, this Bye-law's terms on dissolution, and may also be subject to disciplinary sanctions under the

University's policies.

27 Discipline, complaints and appeals

- 27.1 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](#) or [Bye-law 6: Complaints](#), as relevant.
- 27.2 Where appropriate, activity groups should seek to resolve concerns and disputes informally at a local level before progressing to formal procedures. Internal resolution should not, however, be used to discourage, delay, prevent or avoid the making of a complaint under Union processes, nor to conceal potential breaches of Union policy, procedure or bye-law.

28 Sponsorship

- 28.1 The Students' Union encourages activity groups to seek financial sponsorship from ethical and environmentally friendly organisations that do not contravene the mission, vision and values of Winchester Students' Union.
- 28.2 All potential sponsorship agreements must be agreed by the Activities Team to ensure equity across sponsorship deals, and the appropriateness of proposed sponsors.
- 28.3 All potential agreements with commercial businesses that are in direct competition with Winchester Students' Union must be agreed by the Union; this includes but is not limited to bars and nightclubs.
- 28.4 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 Activities Manager and authorised representative from the sponsor organisation. Sponsorship templates will be made available to activity groups.
- 28.5 Any sponsorship sum should be carefully considered to ensure that the sum gained is commensurate with the obligations required by that sponsorship. Any potential agreement must benefit the activity group without making unreasonable request on its members.
- 28.6 Any sponsorship sum is subject to the relevant expenditure regulation as specified in section 14.3
- 28.7 There is no limit to the number of sponsors that one activity group may have, subject to the terms of the individual agreements.
- 28.8 Activity groups should not seek to 'poach' sponsors from other activity groups. 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.

29 Tours

- 29.1 The Union may from time to time seek to match activity groups with a holiday provider for trips away in either the UK or Europe, for activity groups to engage in social and sporting activities.
- 29.2 In such instances the Union may receive an advertising fee from the provider.

- This fee is used to further fund activities of the Union.
- 29.3 Tour participation will require confirmation of active membership of a relevant activity group.
 - 29.4 Tour is provided entirely by a third party. Whilst Winchester Students' Union will make every effort to ensure that any such company is vetted for suitability, reliability and safety, the Union is not responsible for Tour delivery.
 - 29.5 The Tour provider will have rules and regulations in place for the success and safety of the Tour on offer. It will be a condition of all participants to adhere to such. Failure to comply with these policies and practices may result in expulsion and repatriation from Tour, with all incurred costs the responsibility of the individual.
 - 29.6 Winchester Students' Union will act as an intermediary where relevant to resolve any issues members might have with the Tour provider. The Students' Union will act in the best interests of members participating in Tour; to help ensure they are provided with the product advertised, but will not assume responsibility for such.

30 Clubs and Chairpersons

- 30.1 A Students' 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 Activities Team to discuss their suitability to become a 'club'.
- 30.2 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.
- 30.3 In order for a club to be managed, a Chairperson will be elected by the sports teams to which the Chairperson will be appointed.
- 30.4 The role of a Chairperson is to be the key contact between the Students' 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 Students' Union unless contact is related to a single-team matter, in which case they will be copied into any correspondence. The Chairperson will be asked to make decisions for the club as a whole following advice from the Students' Union and individual team Captains.
- 30.5 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.
- 30.6 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. Therefore, the role holder of Chairperson is unable to also hold the role of Captain or Vice Captain of a team within their club.
- 30.7 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. In this instance quorum is 25% of the current student membership of all sports teams within a club.

31 Coaches, mentors and external facilitators

- 31.1 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, Subject to:
 - 31.1.1.1 coaches are not employees unless explicitly contracted as such
 - 31.1.1.2 coaches are responsible for their own tax/NI unless employed directly
- 31.1.2 coaches will be subject to satisfactory safeguarding/DBS checks (at their cost)
- 31.2 Where indicated, coaches must ensure they have relevant insurance.
- 31.3 The appointment of any coach will be subject to Union 'coaching guidelines' and will culminate in a 'coaching contract' with the Students' Union which outlines the arrangement between the coach and the activity group.
- 31.4 Coaches will only be appointed if they hold the required knowledge skills training, qualifications and insurance (where relevant) to provide professional or semi-professional advice. Such requirements will be set and agreed with the Activities Team and confirmed in the coaching contract.
- 31.5 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.
- 31.6 As coaches are appointed by Winchester Students' Union, any change in activity, new appointments, or any disputes should always be brought to the attention of the Activities Team. The coaching contract will stipulate the grievance process that may be followed by any party privy to any coaching agreement.

32 Fundraising/RAG

- 32.1 All fundraising activities organised by the Union for charities other than the Students' 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 Students' 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 may oversee the society, with the President (Student Engagement) 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 Activity groups wishing to raise money for charity must go through a RAG approval process in advance of any fundraising activity.

32.5 RAG committee members will be given appropriate guidance to ensure all fundraising adheres to Charity law and financial regulations.

32.6 The Union shall produce in its annual report a summary of charities supported by RAG and a report of funds donated.

APPENDICES: BYE-LAW 4: ACTIVITY GROUPS

See www.winchesterstudents.co.uk/governance for the most up-to-date links to all appendices.

Appendix A: [Paper – Winchester Students' Union BUCS Sports Clubs and Teams Walkovers](#)

Appendix B: [Policy – SU Vehicle Policy and Procedures](#)

Appendix C: [Paper – Activity Groups Incident Flowchart](#)