

Bye-law 4

Activities

Owned by: Vice President, Activities & Commercial

Date passed by Board of Trustees: 29/10/24

Review Required: *October 2027*

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 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 guidance from relevant national governing bodies. In addition, the recommendations of Students' 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 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, 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 Vice President, Activities & Commercial 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 & Commercial 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 Vice President, Activities & Commercial 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.
- 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. 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 & Commercial 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 & Commercial before they commence their first activity.
- 3.5. Students from other HE institutions, University staff, and Union staff, Officers and Trustees may be given access to activity groups through an Associate Membership, only where such membership has been approved in writing by the Vice President, Activities & Commercial (or the Students' Union President in the case of the Vice President, Activities & Commercial accessing Associate Membership). Evidence of status as a student at another HEI, or status as a staff member or Trustee, must be sent to the Vice President, Activities & Commercial, 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 competition, unless allowable by competition regulation. Associate members are still required to join activity groups via the process detailed herein, including payment of any fees. Unless otherwise specified, membership 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 Vice President, Activities & Commercial 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 Vice President, Activities & Commercial will review the proposal to ensure it meets the following criteria for approval:
 - 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 activity group differs sufficiently from any already existing activity group.
- 4.1.4. There is sufficient interest from students who intend to join the new activity group.
- 4.1.5. The proposal clearly outlines any resource requirement, and such resource is not outside the prevailing capacity of the Union to provide.
- 4.1.6. The proposal outlines how the activity group will promote access, equality and diversity of membership.
- 4.2. Once satisfied that the criteria for approval have been met, the Vice President, Activities & Commercial will present the proposal to be ratified by the Executive Committee; such ratification will be based solely on the criteria named above.
- 4.3. 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.
- 4.4. Once ratified by the Executive Committee, 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 Vice President, Activities & Commercial). No expenditure will be permitted without prior authority of the Vice President, Activities & Commercial, 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.

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 Vice President, Activities & Commercial. *(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 Vice President, Activities & Commercial 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.

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
- 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 & Commercial 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 mandatory for the relevant committee member(s) (e.g. Inclusivity & Wellbeing Reps attending inclusivity and 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 & Commercial will co-ordinate regular opportunities for Captains/Chairs/committee members to discuss issues and enhance communication between sports/societies/networks and Winchester Students' Union. This may be in person or remotely.
- 8.3. **Activities Zone Open Forum/s:** For the purposes of gaining feedback and communication with activity groups and their members, there will be at least two Union Open Forums per academic year which all members are invited to attend, as defined in Bye-law 1. These forums may be combined or run simultaneously with other Zones.
- 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 activity groups, 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 Students' Union, the timing of which will be agreed annually by the Vice President, Activities & Commercial. This document will contain a Constitution (including expectation(s) of conduct from members and activity group leaders), Budget Plan, and Risk Assessment. Template documents and assistance on their completion will be made available to activity group committees.
- 9.2. The Code of Practice must include a written commitment from each activity group to adhere to the Union's Equality Policy and to encourage and welcome a diverse membership.
- 9.3. All participants in student 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.
- 9.4. 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.
- 9.5. 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.
- 9.6. All activity groups should abide by the rules and regulations of the related National Governing Body, as applicable.
- 9.7. Winchester Students' Union may carry out 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 activity group, subject to Winchester Students' 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, 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 Winchester Students' 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.
- 10.7.4. Confirm the arrangements for committee elections; these will usually be conducted via the Union's website in the Spring.
- 10.8. 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, Students' 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 of that activity group.
- 11.3. Associate 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 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 Vice President, Activities & Commercial. Democratic Elections will be held at an appropriate time as agreed with the Vice President, Activities & Commercial, 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 & Commercial. 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 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 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. 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 Vice President, Activities & Commercial
- 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 Vice President, Activities & Commercial,
 - 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 by the office of the Vice President, Activities & Commercial.
- 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 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 Vice President, Activities & Commercial (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 Vice President, Activities & Commercial 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 may not be used to purchase alcohol without the written authorisation of the Vice President, Activities &

Commercial.

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.

14.4. 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 & Commercial 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 & Commercial 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 & Commercial 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 & Commercial, 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 Vice President, Activities & Commercial 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 of Winchester Students' Union will chair the meeting and remain impartial. The Vice President, Activities & Commercial 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 Vice President, Activities & Commercial (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 Vice President, Activities & Commercial. 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 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. Activities groups must strive to ensure that all printed and digital 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.

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 playing kit will conform to the established Team Winchester colours of Navy, Burgundy and White. Written permission is required from the Vice President, Activities & Commercial 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) - when ordering from a Union-approved main kit supplier, such permission is deemed to have been given.
- 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;
- 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. 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.

- 18.4. 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 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: 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 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 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. Introduction to an activity group: taster sessions ('Give it a Go')

- 20.1. As outlined in section 3.3, all activity groups should provide introduction activity. Such activity to be agreed by the Vice President, Activities & Commercial, 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.
- 20.2. 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.
- 20.3. 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.
- 20.4. 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 Vice President, Activities & Commercial; this includes trials. See section

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 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.
- 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. 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.

- 21.5. 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.
- 21.6. 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 Semester 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.

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(s).
- 22.3. 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
- 22.4. A copy will be retained by Winchester Students' 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. 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.
- 22.7. Once signed, the form may not be altered in any way. Any changes must be resubmitted to the Union before leaving campus.
- 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 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.
- 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 incident flowchart procedure must be followed – see Appendix C of this bye-law.
- 23.4. The incident flowchart will also be printed on the back of each trip registration form and made available via committee resources hosted here: <https://www.winchesterstudents.co.uk/activitygroups>
- 23.5. 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
- 23.6. The Students' 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. All media enquiries must be directed to the President of Winchester Students' Union.
- 23.9. No member should discuss legal liability with other parties.

24. Transport

- 24.1. An activity group may only apply to use Winchester Students' 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 (except in case of access) for distances that could reasonably be walked.
- 24.3. The drinking of alcohol in any vehicle is strictly forbidden, and anyone reported to be doing so 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 incidents must be reported to the Students' Union as soon as practicably possible. 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 accident 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 Accident Form which can be found in the binder in all Union vehicles.
- 24.6. 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).
- 24.7. Activity groups should strive to seek and put forward for training, at least one driver from amongst their number.

25. Social events and initiations/initiation like behaviour.

- 25.1. 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.
- 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 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.
- 25.3. 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.
- 25.4. 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.
- 25.5. Individuals /activity groups who organise events that promote initiation-type behavior or allow it to occur, will be subject to serious disciplinary action in line with the Union's Disciplinary Procedures, this bye-laws terms on dissolution, 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](#) or Bye-law 6: Complaints, as relevant

27. Sponsorship

- 27.1. 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.
- 27.2. All potential sponsorship agreements must be agreed by the Vice President, Activities & Commercial to ensure equity across sponsorship deals, and the appropriateness of proposed sponsors.
- 27.3. 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.
- 27.4. 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 Vice President, Activities & Commercial and authorised representative from the sponsor organisation. Sponsorship templates will be made available to activity groups.

- 27.5. 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.
- 27.6. There is no limit to the number of sponsors that one activity group may have, subject to the terms of the individual agreements.
- 27.7. Activity groups should not seek to 'poach' sponsors from other sports/societies/networks. 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 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.
- 28.2. In such instances the Union may receive an advertising fee from the provider. This fee is used to further fund activities of the Union.
- 28.3. Tour participation will require confirmation of active membership.
- 28.4. 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.
- 28.5. 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.
- 28.6. Winchester Students' Union will act as an intermediary where relevant to resolve any issues members might have with the Tour provider and may be on site during the Tour for such purposes. 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.

29. Clubs and Chairpersons

- 29.1. 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 Vice President, Activities & Commercial 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 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.
 - 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. Therefore, the role holder of Chairperson is unable to also hold the role of Captain or Vice-captain of a team within their club.
 - 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. In this instance quorum is 25% of the current student membership of all sports teams within a club.

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 & Commercial and will culminate in a 'coaching contract' with the Students' 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, qualifications and insurance (where relevant) to provide professional or semi-professional advice. Such requirements will be set and agreed with the Vice President, Activities & Commercial 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 Students' Union, any change in activity, new appointments, or any disputes should always be brought to the attention of the Vice President, Activities & Commercial. The coaching contract will stipulate the grievance process that may be followed by any

party privy to any coaching agreement.

31. Fundraising/RAG

- 31.1. All fundraising activities organised by the Union for charities other than the Students' Union shall be administered through Raising and Giving (RAG).
- 31.2. 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:
 - 31.2.1. 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.
 - 31.2.2. Interim stewardship – to ensure continuation of RAG, the Union's Executive Committee may oversee the society, the Vice President, Activities & Commercial as acting Chair, for such time as to prevent RAG's dissolution or to provide for the recruitment of a committee.
- 31.3. 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:
 - 31.3.1. No Union funds or resources may directly subsidise activities in pursuit of raising funds to be donated to registered charities external to the Union;
 - 31.3.2. Union accounts will hold sums of money in escrow for RAG, which may then be donated to registered charities external to the Union;
 - 31.3.3. 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.
- 31.4. Activity groups wishing to raise money for charity must go through a RAG approval process in advance of any fundraising activity.
- 31.5. RAG committee members will be given appropriate guidance to ensure all fundraising adheres to Charity law and financial regulations.
- 31.6. The Union shall produce in its annual report a summary of charities supported by RAG and a report of funds donated.

Appendix A:
Paper – Winchester Students' Union BUCS Sports Clubs and Teams Walkovers

PAPER – WINCHESTER STUDENTS' UNION BUCS SPORTS CLUBS AND TEAMS WALKOVERS

Owned by: Vice President, Activities & Commercial

Date passed: 08/01/24, updated 09/09/24

Body passed by: Senior Leadership Team

Review Required: 09/09/27

Winchester Students' Union has a zero tolerance to voluntary Walkovers by Sports Clubs. At Winchester Students' Union we have an expectation that none of our teams competing in British University & College Sports (BUCS) leagues and competitions will give any voluntary walkovers during the season. As a Students' Union Activities Team (Vice President Activities & Commercial and Activity Groups Coordinator), we want our sporting teams to avoid giving away walkovers at all costs.

Competing in BUCS is a privilege and not a right. By competing in BUCS, our teams should demonstrate commitment to fulfil all of their fixtures, irrespective of whether or not the fixtures fall within reading week, exam period, outside of term or any other difficult circumstances.

Although the Activities Team can sympathise with last minute issues, there are a variation of ways and opportunities for Captains to contact the Students' Union in advance of issues to mitigate problems in advance. Through rearrangement of fixtures and speaking to opposition institutions as early as possible. With fixtures being posted in July, there is plenty of time for committees to plan and prepare for their season and to raise concerns in advance of the season beginning. If a team is unable to field a team the captain must notify the Activities Team as soon as possible so the Union can assist in mitigating the effects of a potential Walkover.

As well as the financial impact of a walkover, conceding a walkover has an adverse effect on your team and your opposition, additionally it impacts the staff involved from both institutions in the tedious planning and arrangement of BUCS fixtures. It further impacts on the overall BUCS total for Winchester therefore affecting all other teams and the institutions total score and placing. In most instances Walkovers are avoidable and we expect committees to mitigate the risk of them occurring.

BUCS REGULATIONS

REG 13.7 Forfeited matches (Walkovers) A forfeited match will be deemed to have been caused by voluntary or involuntary circumstances. A voluntary walkover is deemed to have occurred when it is believed that reasonable actions undertaken by the team, club or Athletic Union (or equivalent) of the offending institution/Playing Entity would have prevented the forfeit. An involuntary walkover is deemed to have occurred when it is considered (whether by the BUCS Executive or the BUCS Disciplinary Panel) that a team has forfeited on a fixture through reasons beyond the reasonable control of that team, club or Athletic Union (or equivalent). In the first instance all walkovers will be deemed voluntary

REG 13.7.5 Penalties for conceding walkovers

REG 13.7.5.1 Leagues walkovers Unless indicated otherwise in sport specific regulations or Appendix 10 ('BUCS Promotion, Relegation and Knockout Information'), the following penalties shall apply:

	One walkover	Two walkovers	Three or more walkovers
Premier Tier	Loss of three league points and half of BUCS Points attained through final league position. * If finish bottom of league table, then ineligible to take part in playoff, i.e. automatically relegated.	Further loss of three league points and all BUCS points attained through final league position. Automatically relegated following season regardless of final league position. Not eligible to progress to knockout competition.	In addition to those listed to the left; loss of three league points per occurrence and having conceded three walkovers*, an automatic £250 fine, increased by an additional £100 per subsequent concession.
Tier 1	Loss of three league points and half of BUCS Points attained through final league position.	Further loss of three league points and all BUCS points attained through final league position. Ineligible for progression to, or automatic withdrawal from, the knockout competition through an involuntary walkover.	In addition to those listed to the left, loss of three league points per occurrence and having conceded three walkovers*, an automatic £100 fine, increased by an additional £50 per subsequent concession. Not eligible for promotion.
Tier 2 and below	Loss of three league points and half of BUCS Points attained through final league position.	Further loss of three league points and all BUCS points attained through final league position.	In addition to those listed to the left, loss of three league points per occurrence and having conceded three walkovers*, an automatic £50 fine, increased by an additional £50 per subsequent concession. Not eligible for

			promotion. Ineligible for progression to, or automatic withdrawal from, the knockout competition through an involuntary walkover.
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REG 13.7.5.2 Knockout competition walkovers Unless indicated otherwise in sport specific regulations or Appendix 10 ('BUCS Promotion, Relegation and Knockout Information'), the following penalties shall apply:

	One or more walkovers
National Championship and National Vase	An automatic £750 fine and loss of all BUCS Points allocated to the knockout competition.
National Trophy	An automatic £500 fine and loss of all BUCS Points allocated to the knockout competition.
Conference Cup/ Trophy/Shield	An automatic £250 fine and loss of all BUCS Points allocated to the knockout competition.

REG 13.7.5.3 Playoff walkovers Unless indicated otherwise in sport specific regulations or Appendix 10 ('BUCS Promotion, Relegation and Knockout Information'), the following penalties shall apply:

	One walkover	Two walkovers	Three walkovers
Playoffs	An automatic £300 fine.	An additional £300 fine.	An additional £300 fine.

Any fines imposed by BUCS for any walkover of a team, will be paid for by the team. It is up to the team how this is funded, but the fine will be taken from the team account. If there is not enough money in the team account to pay the fine to BUCS, the team will be given a period of time to raise the funds. If this timeframe passes, the fine will be carried forward and additional sanctions may be imposed.

Important Note: If a team within a club can't field a team, then all other teams will "play up". BUCS regulations state that the highest ranked team must play. The bottom ranked team within the club would concede a walkover.

WINCHESTER STUDENTS' UNION - CONSEQUENCES OF CONCEDED VOLUNTARY WALKOVERS

In addition to the sanctions incurred from BUCS, the Students' Union Activities Team will be enforcing consequences for conceding voluntary walkovers.

1. **One walkover** – Your team will be required to cover the costs following the walkover, costs incurred from the walkover will be removed from the team's account. If deemed necessary, you will be called into a meeting with the Activities Team to review why the walkover happened and formulate an action plan of how the team will avoid conceding any further voluntary walkovers.
2. **Two walkovers** - Your team will be charged £75 to contribute to the cost of the University of Winchester's affiliation to BUCS, in addition to any fines from BUCS. You will also be called into a meeting with the Activities Team to have a review meeting to assess why a second walkover took place and review how to mitigate these issues.
3. **Three or more walkovers** - Your team will be charged £150 to contribute to the cost of the University of Winchester's affiliation to BUCS in addition to all fines from BUCS. Additionally, the team will not be entered into BUCS for the following season. If more than three walkovers take place in a season the team will be withdraw from competition immediately and the team will pay any fines/penalties associated with their withdrawal.
4. **Knockout Competition walkovers** – The team will be required to cover the costs following the walkover, costs incurred from the walkover will be removed from the team's account. Additionally, the team will be withdrawn from the knockout competition for the following year, unless the reason for a walkover is deemed to be out of the control of the team by the Vice President, Activities & Commercial.

The Vice President Activities & Commercial will consider these sanctions on an individual case basis, and only in extenuating circumstances can a team avoid being sanctioned. An example of this could include an administrative error, which is outside of the team's control. Fixtures scheduled outside of term time will not be considered as extenuating circumstances, as they are pre-set by BUCS and are published over the summer period with opportunities for committees to request a fixture be moved in significant advance of the commencement of the season.

WINCHESTER STUDENT UNION: SU VEHICLE POLICY AND PROCEDURES

The Winchester Student Union Activities Zone:

Vice President, Activities and Commercial, and Activity Groups Coordinator

Winchester Student Union owns one 7-Seater car and one 17-seater minibus with accessibility 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 and Commercial. Any enquiry regarding any of these vehicles should be directed to SUActivities@winchester.ac.uk.

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

Who can use a SU Vehicle?

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

Any use of either vehicle is dependent upon an authorised driver which is explained below.

Who can drive an SU vehicle?

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

7-Seater:

- Age 18 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 two years
- Have taken a theory test and subsequent induction with the Activity Groups Coordinator or Vice President Activities & Commercial

Minibus:

- Age 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 two years
- Have taken a theory test and subsequent induction and practical test with the Activity Groups Coordinator or Vice President Activities & Commercial or have completed a MIDAS test with the University.

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

How can I arrange a test for a SU Vehicle?

If you meet the requirements set out above, the theory test is available on request by contacting the Activities Zone on SUactivities@winchester.ac.uk.

The formal induction will take approximately 30/45 minutes, the Activities Zone will contact you following a passed theory test. Potential drivers are required to bring their driving licence and national insurance number with them on the day of their induction.

A practical 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.

The theory test is available on request by contacting the Activities Zone on SUactivities@winchester.ac.uk.

How can I book a SU Vehicle?

Booking a vehicle for use is simply 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 are not responsible for providing a driver of the vehicle.

If your booking is successful, a trip form will need to be completed with a list of passengers and driver information. This will also include information of location. This is located on the Winchester Student Union Website.

Terms and Conditions for 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 a fully 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 Activity Zone immediately and prior to use of the vehicle.
- All vehicles must be driven to the conditions stated in the attached document regarding efficient driving.
- It is the responsibility of the driver to complete the vehicle mileage log found in the folder within the vehicle. If the folder is not present the driver must immediately inform the Student Union 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 driver and / or the person booking the vehicle to ensure the vehicle is left in a clean and tidy state and may be held responsible if the vehicle is found to be messy after use.

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 Activity Groups Coordinator or VPAC.
- 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.

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.

Appendix C:
Incident Flowchart Summary

Summary Flowchart – Student process for escalating an incident.

Please follow this flowchart if a serious incident has occurred which is a risk to life, hospitalisation or you believe it is necessary to inform the Students' Union immediately. Use your judgement, however if in doubt we advise you to err on the side of caution and follow the steps below.

In all other situations, ensure to complete an [accident report form](#) and inform the Students' Union at the most appropriate time.

