

ACTIVITY GROUP COMMITTEE HANDBOOK

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GENERAL INFORMATION—KEY CONTACTS

Below are some of the key union staff who you will be in contact with throughout your time as a member of a committee for an Activity Group.

VICE PRESIDENT, ACTIVITIES & COMMERCIAL (VPAC)

The VPAC for 2024-25 is [George Watkinson- Biddulph \(He/Him\)](#)

Contact details:

- ✉ george.watkinson-bid@winchester.ac.uk
- ☎ 01962 827414
- f [George Watkinson-Biddulph VPAC](#)
- t [@WinchesterVPact](#)
- ig [@WinchesterVPAC](#)



The Vice President Activities and Commercial is an elected position. Their primary role is to represent and champion student voice.

The VPAC' roles and responsibilities include, but are not limited to:

- Developing Sports Teams & Clubs, Societies, and Representational Networks.
- Leading on Volunteering & Community Action.
- Coordinating RAG (Raising and Giving) efforts.
- Promoting Activity Groups.
- Celebrating Success (e.g., End of Year Awards, Weekly Celebrating Success).
- Student Voice/celebration aspects of events, such as Winton and Varsity.
- Ensuring events, bars, shops, etc continue to meet the needs of students.

ACTIVITY GROUPS COORDINATOR (AGC)

The Activity Groups Coordinator is [Holly Crowther \(She/Her\)](#)

Contact Details:

- ✉ holly.crowther@winchester.ac.uk
- ☎ 01962 826376 (07415271726)
- f [Holly Crowther AC](#)



The Activity Groups Coordinator is a full-time permanent member of SU staff who is not elected and works behind the scenes to support activity groups.

This role's responsibilities include, but are not limited to:

- Administrating the Sports, Societies & Representational Networks
- Monitoring health & safety policy, including reviewing risk assessments
- Organising the use of **facilities** (sport and room bookings), **travel** (trips, matches, and competitions), and booking **officials** for competitive sport events.
- Updating website info (e.g. activity group pages), as requested by committees.
- Co-ordinating large scale, and cross-Activity group events, such as Winton, Varsity, and team photos.
- Acts as the Institutional Administrator for BUCS
- Facilitates Intramural Sports, External Leagues, Fixtures, and Competitions.
- Organisation of Tours

GENERAL INFORMATION—KEY CONTACTS

ACTIVITIES ASSISTANT

✉ suactivities@winchester.ac.uk

The Activities Assistant is a part-time student-staff role, working 15 hrs a week. The role's responsibilities include, but are not limited to:

- Supporting the development of activity groups through focussed administrative support.
- Providing specific administrative assistance to representational networks, (e.g., administrating the commuters' lounge).
- Supporting with Union Equality, Diversity and Inclusion work.
- Providing general support for the Activities Zone as a whole.

COMMUNICATION

Should you wish to get in contact with the Activities team, please do so through the channels outlined below.

Email:

- Emails are your first point of contact. You are guaranteed a response **within 3-5 working days within office hours** (10am-5pm).
- During exceptionally busy periods, such as our Freshers Period, the team will have high volumes of competing demands. If your email is urgent, please mark it as high importance and send to SUActivities@Winchester.ac.uk.

Facebook:

- You can contact the Activities Team through their professional Facebook accounts. **Please note**, you are NOT guaranteed a response (even if your message appears read) and your request may be missed! Using Facebook does NOT mean you will get a response outside of office hours.
- We also have Facebook pages for our Chair/Vice-Chairs/Captains/Vice-Captains. To stay up-to-date with Union activities, make sure that you have access to these accounts.

In Person/Face-to-Face:

- The Activities Office can be found on Level 3 of the King Alfred Centre, by the Food Hall. Feel free to come and chat to us!
- If you are coming in for more than a quick question, please do email first to book an appointment. Please only stop by between **10am and 4pm**.



COMMUNICATION

Phone Numbers

Listed earlier in the committee handbook were the VPAC and AGC's desk phone numbers, please feel free to call these numbers during working hours (10am-4pm). Be aware that our roles can often require that we are away from the office, so calls may go unanswered.

For teams competing in BUCS, if you have an urgent issue on a match day, please call the AGC via their mobile phone number (see pg 3).

If you have an urgent issue in a session, such as the building or room is locked or there is a first aid emergency, please ring the Site Stewards on the number below.

In an **EMERGENCY** contact: **01962827666 (Site Stewards)**

STUDENT UNION RULES AND POLICIES

The Student Union is run according to a set of governing articles - our constitution and 5 bye-laws, as well as additional policies. Information regarding how your activity groups should be governed and the policies and procedures you must follow can be found in these bye-laws

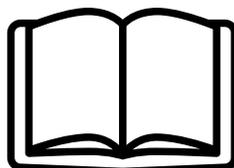
There are two Bye-Laws we recommend you should read as committee members, Bye-Law 2 and 4.

Bye-Law 2 covers our Code of Conduct - disciplinaries, complaints and appeals. Bye-Law 4 is our Activities bye-law, which will have the most relevant information for the governance of your activity groups.

It is important that you read these bye-laws to ensure you follow the correct practises and do not bring the union, university or yourselves into disrepute.

These bye-laws can be found on our website [here](#)

The bye-laws are reviewed often and updates are made. Decisions made by the activities team are guided by these bye-laws.



RUNNING YOUR ACTIVITY GROUP

Firstly, congratulations on being elected to your committee role! It is key to remember that, as a committee member, you may be held responsible by both your activity group members and the Student Union for your actions. This may sound quite daunting, but please don't worry, the Activities Team is here to help you with this! It is also key to remember that all committee members have a duty of care for their members and that decisions must be made in their best interest.

If there are any significant changes to the Activity Group or its committee, such as someone stepping down from their position, the Chair/Captain **must** inform the Vice President, Activities and Commercial.

It is important to remember that all committee roles must be elected by members of the team/society/network, via an online election overseen by the Vice President, Activities and Commercial.

You CANNOT conduct your own elections or delegate roles without the Vice President, Activities and Commercial approval.



RUNNING YOUR ACTIVITY GROUP

COMMITTEE ROLES AND RESPONSIBILITIES - SPORT SPECIFIC

CHAIRPERSON (SPORTS CLUBS ONLY)



The main roles of the chairperson are:

- A 'Club' is made up of more than 1 playing team, and is managed from a club level where decisions are made by the overarching committee.
- You are our first point of contact for any club matters, please ensure that you are always communicating relevant information to the Captains/Vice-Captains of each team.
- The Chairperson is responsible for club finances, but may work with Captains/Treasurers regarding its administration.
- The Chairperson makes decisions on behalf of the club as a whole and oversees individual teams within the club.
- To liaise with committees and the Student Union
- If any disputes within the club arise, it is your responsibility to handle this, bringing it to the attention of the Student Union where necessary. Although you have overall responsibility, you **MUST** take advice and guidance from the team Captains within the club.
- To attend all welcome and training sessions, communicating effectively with the captains if this is not possible for any reason.

CAPTAIN:

The main roles of the Captain include but are not limited to:

- As a Captain, you have overall responsibility for the group and are our first point of contact for team matters.
- You are also responsible for ordering any kit/equipment that your team may need, as well as booking any required facilities and transport.
- To make decisions on behalf of group, ensuring that you are listening to the opinions of **all** members (committee and non-committee) before doing so.
- To structure all sessions effectively, with the assistance of the committee.
- To organise taster sessions and trials.
- To lead the administration of the group (Code of Practice Forms)
- Liaise with the committee, as well as, Vice President, Activities & VPAC, Activity Groups Coordinator and the Activities Assistant.
- On match days, host the opposition and umpires appropriately.

RUNNING YOUR ACTIVITY GROUP

COMMITTEE ROLES AND RESPONSIBILITIES - SPORT SPECIFIC

VICE-CAPTAIN:

The main roles of the Vice-Captain include but are not limited to:

- You are our second point of contact for any team matters.
- To assist in the decision making of matters relating to your activity group. To take on role of Captain in their absence.
- Liaise with the Captain to organise responsibilities within the committee and between yourselves.
- To assist with the administration of the group (Code of Practice Forms).
- To assist with booking transport and the submission of trip forms (pg. 16)

COMMITTEE ROLES AND RESPONSIBILITIES SOCIETIES AND REPRESENTATIONAL NETWORKS

CHAIR:

The main roles of the Chair include but are not limited to:

- As a Chair, you have overall responsibility for the group and are our first point of contact for group matters.
- You are also responsible for ordering any stash (merch, hoodies, etc.), equipment, transport for trips, and facility/room bookings booking that your activity group may need.
- To make decisions on behalf of group, ensuring that you are listening to the opinions of all committee members and members before doing so.
- To structure all sessions effectively, with the assistance of the committee.
- To organise taster sessions.
- To lead the administration of the group (Code of Practice Forms)
- Liaise with the committee, as well as, Vice President, Activities & Commercial, Activity Groups Coordinator and the Activities Assistant.

VICE-CHAIR:

The main roles of the Vice-chair include but are not limited to:

- You are our second point of contact for group matters.
- To assist in the decision making of matters relating to your activity group. To take on role of Chair in their absence.
- Liaise with Chair to organise responsibilities within committee and yourselves.
- To assist with the administration of the group (Code of Practice Forms).
- To assist with booking transport for trips.

RUNNING YOUR ACTIVITY GROUP

COMMITTEE ROLES AND RESPONSIBILITIES - GENERAL

WELLBEING REPRESENTATIVE:

The main roles of the Wellbeing Representative include:

- You are to attend mandatory training delivered by the Student Union.
- To be aware of well-being services available to students.
- To **listen** to members' concerns & **signpost** them appropriately.
- To raise concerns with the VPAC, and Advisor & Wellbeing Coordinator.
- You may work closely with the Inclusion rep.
- You are to attend **mandatory training** to avoid going beyond what is expected of your role and to fully equip you.



INCLUSION REPRESENTATIVE:

The main roles of the Inclusion Rep are:

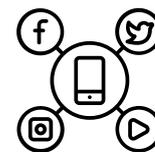
- To ensure equality, inclusivity, and accessibility are important aims of your activity group.
- To ensure all feel welcome, are supported and represented by your activity group.
- To ensure your activity group is including inclusive practices within everything you do.
- To signpost reporting processes and support services to members of your activity group
- To create, gather, and implement ideas on how to make your activity group more inclusive and accessible, e.g. ensuring the group's social media is inclusive by captioning videos, including descriptions of photos, etc.
- To work with the rest of the committee as part of a team to ensure that your activity group is as inclusive as it can be, and all your fellow committee members are aware of how to be inclusive.
- You are to attend mandatory training to avoid going beyond what is expected of your role and to fully equip you.

You may want to work closely with the wellbeing rep in order to fulfil these responsibilities.

RUNNING YOUR ACTIVITY GROUP

COMMITTEE ROLES AND RESPONSIBILITIES - GENERAL

SOCIAL SECRETARY/MEDIA REPRESENTATIVE:



The main roles of a Social Sec/Media Rep are:

- To encourage the recruitment and retention of members through the promotion of your activity group and updating of any social media accounts.
- To oversee and plan any Fundraisers/Sponsorships.
- To organise Campaigns, tours and events for your activity group.
- To plan and run Social Events for your activity group, and to create a social environment for your members.
- We highly encourage any social sec or media rep to read Student Union Bye-Law 4 to ensure you are abiding by our social media policies, and to ensure you do not bring the Student Union, or your activity group, into disrepute.

TREASURER/FUNDRAISER:

The main roles of a Treasurer/Fundraiser are:

- You are to oversee your activity group accounts, including the budget.
- To lead fundraising events, both charitable and/or non-charitable for your activity group
- To oversee any sponsorship contracts with the assistance of the Vice President, Activities and Commercial.
- To ensure you have the necessary funds for any prospective purchases within your group's budget plan before spending.
- You are to NOT let your group go into debt.



Each Activity Groups Committee will work differently. We have outlined our general expectations for each role, but you may allocate responsibilities differently.

If you wish to create additional committee roles, be sure to speak to the Student Union's Activities Team.

RUNNING YOUR ACTIVITY GROUP

FACILITIES

SPORT FACILITIES

Facilities are booked, and coordinated by the AGC. At the beginning of the year we will distribute the training timetable. We have a limited amount of facilities and do our best to ensure all teams have a fair amount of facility use. If you would like an extra sport facility booking please email holly.crowther@winchester.ac.uk

Every Wednesday, we have access to certain facilities within the Winchester Sport and Leisure Park (Bar End) from 12-7pm. Facilities include, the swimming pool (12-4pm primarily used by our swim team); x2 Sports Hall courts; and x2 Squash courts.

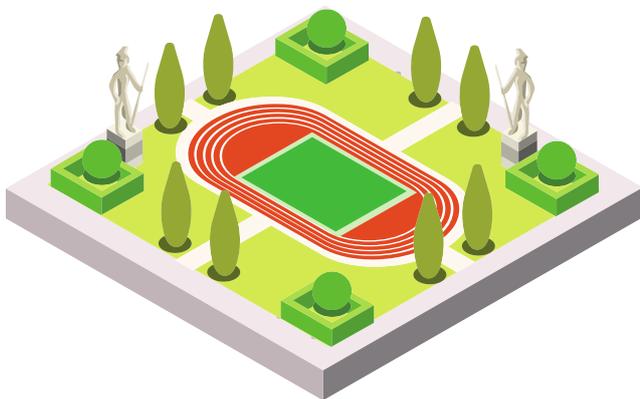
This space will be used mainly for BUCS fixtures however there will be a chance to book these facilities on an ad-hoc basis. Please email the AGC for availability, or check the Facebook page.

ROOM BOOKINGS

All room bookings **must** go through the Student Union. This is to ensure risk assessments are in place, and so that we can celebrate your successes.

Looking to set up a regular booking? Email SUActivities@winchester.ac.uk and we will send across a room booking form.

For ad-hoc bookings, let us know the date, expected capacity and requirements (e.g., computer use) and we will do our best to find a suitable room!



RUNNING YOUR ACTIVITY GROUP

Guest Speakers and Freedom of Speech

Universities, and by extension students' unions, have a duty to allow lawful freedom of speech. This broadly means that those who are invited to speak cannot be cancelled or disallowed because of their ideas and views. However, the important consideration above is the term 'lawful'.

Speakers can be prevented from attending or speaking if they are, or are likely to be, in contravention of law - this is most likely by breaching a lawful act (e.g. Equalities Act) which prevents hate speech, acts of terrorism, inciting hatred or violence or calling others to break the law.

Speakers have the right to complain and take legal action against an institution or individual, if they are invited and later prevented from speaking, for any reason other than lawful exceptions noted above - this includes cancelling if a space or room is not available, or other logistical considerations.

For this reason, Winchester Students' Union has put in place a process to request external speakers, and this process must be followed to ensure we, and you, are protected from fines and other legal action. This process allows us to review all elements of the request, from resource requirement to risk of unlawful speech, before an invitation is made. We would not withhold permission to invite unreasonably.

The policy and process for requesting an external speaker can be found on the activity groups committee resource pages of our website and/or we would urge you to speak to the Activities Team if you are considering inviting an external speaker.



RUNNING YOUR ACTIVITY GROUP

OFFICIALS AND TRANSPORT

OFFICIALS

For BUCS fixtures, all officials are organised through the Student Union. This is undertaken by the AGC.

If you would like an official for a friendly, please get in touch and we can look to find you one from our pool of contacts.

If a student on your team is a qualified official, and is willing to officiate games, please let us know and we can contact them to arrange opportunities.



TRAVEL AND MINIBUS

If you need to travel to a fixture or need transport for a trip – let us know. We are able to book transport on your behalf, but we must be given plenty of notice to do so.

We have one minibus for our Activity Groups usage: Bus Lightyear (17 seats). To be eligible to drive the minibus, you must be over the age of 21 years, and have been driving for two years. You must also have had a clean UK driving license for the past 2 years. If you or a member of your activity group would like to book a test, please email suactivities@winchester.ac.uk.

The minibus **must** be booked well in advance. Please note, the bus is often in high demand, so we cannot guarantee that it will be available for your group's use when you make a request.

If you would like to book a coach, please email the Activities Team with details of the date of departure, times of pick ups, and the address of the destination. Email us well in advance for a coach booking.

For any trip, whether you are travelling by car/coach/minibus you MUST fill out a trip form.

For a day trip, this must be sent 24 hours before.

For an over-night trip, this must be sent 1 month in advance.

Trip forms can be found under committee resources on the SU website.

RUNNING YOUR ACTIVITY GROUP

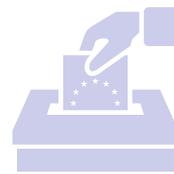
BYE ELECTIONS

Bye-Elections arise when a committee member steps down from their position, or if a role that was not filled in the general committee election needs filling. A bye-election allows other members to run for any open committee roles and be duly elected by their peers within the Activity Group.

If a member of your activity group steps down, you need a position filled, or if you want to introduce a new position, you **MUST** inform the VP, Activities & Commercial. You **CANNOT** conduct your own elections or delegate roles without informing us.

In Bye-Elections, as with normal elections, all roles must be elected by members of the group online via our website. You must be a member to run in elections and/or vote.

All groups must have a Chair/Captain and Vice-Chair/Vice-Captain. Ideally, we would like all activity groups to have a Well-being Representative and Inclusion Representative as well.



FORMS AND CONTRACTS



CODE OF PRACTICE FORMS

Each activity group must complete and submit a Code of Practice (COP) to the Student Union each year. This document contains your activity group's Constitution, Action Plan, Budget Plan and Risk assessment forms.

CONSTITUTION

The Constitution form outlines a set of rules that set out how your activity group is governed and run. This includes what your activity group is, why you are running it, your aims, and how you are planning to complete these aims. It is your guiding principles and is also where you can add committee members or adapt the roles of existing positions.

Examples of items you could include in your constitution are:

- We aim to grow interest in our chosen subject area across the student body.
- We aim to create a community of students in an inclusive space for those interested in our passion.
- Provide members an opportunity to develop their personal skill sets.

ACTION PLAN

The Action Plan lays out your goals/aims for the activity group for the year ahead. You will outline the main goals for your activity group for this year and explain your plan for how you will achieve these goals.

These goals could come from the ideas and promises you made in your manifestos. They could also come from the aims set in your constitution.

Examples of what could be aims in your action plan are as follows:

- **Sport** – Win Varsity, secure a sponsor, play competitively, hire a coach, etc.
- **Society** – Grow membership, have regular sessions, grow social media engagement, etc.
- **Representational Network** – run a campaign in aid of our underrepresented group, grow membership, collaborate with our activity groups, etc.

FORMS AND CONTRACTS

CODE OF PRACTICE FORMS



BUDGET PLAN

The Budget Plan is completed to help you manage your activity group's funds. You must consider your expenditure and income, and consider any fundraising you plan to do, both for your activity group and for charity.

Things to consider when you are creating a budget plan:

- Your budget **MUST** include all expected expenditure/income for the upcoming year – this includes subscription fees, facility hire, ref fees, etc.
- You **MUST** be realistic regarding how much money you are going to spend vs. how much income you will be receiving.

We are able to send last year's budget plans over to you for reference , but this should also be covered by your current committee's handover.

Please also refer to the finance section of this document for more advice and guidance on creating a budget plan (pg. 17).

RISK ASSESSMENT

The Risk assessment is a health and safety document that ensures all hazards associated with the running of your activity group have appropriate control measures and precautions in place in order to minimise any risks and ensure your activity group is safe to run. You will be unable to have any in-person sessions without having an approved risk assessment.

There is a guidance document for risk assessments located on the Student Union website, including examples of risks you should consider.

If you need to make any changes to these throughout the year you will need to re-submit to SUActivities@winchester.ac.uk for approval.

These forms can be found on the Student Union website under 'Take Part', then 'Activity Groups', before scrolling to the relevant 'Committee Resources' button.

For sponsorship contract information please see p.18.

FORMS AND CONTRACTS



EVENT PROPOSAL FORMS

You must complete event proposal forms at least one month in advance of the event. This **must** be emailed to SUActivities@winchester.ac.uk.

You need to complete an event proposal form for fundraising events, as well as any events you plan to hold in our venue. These forms need to be completed in addition to a risk assessment. We require event proposals **at least one month in advance**.



COACHING/TEACHER CONTRACTS

Before any coaches or teachers (including student coaches) can lead a session, there must be a signed contract in place between them, the committee, and the Student Union. The contract outlines codes of conduct, duty of care, expectations, and pay (if applicable). A template contract can be found under Committee Resources on the Student Union website.

TRIP FORMS

As we have previously mentioned if you are planning to go on a trip or travel to a match or competition you will need to submit a trip form. This allows us to know where you are going and who is going with you. If cars are being taken we also know who is driving so they can be reimbursed.

We need trips forms at least 1 day before you leave for a day trip, and 4 weeks before an overnight stay.

ACCIDENT REPORTING

If an accident/injury takes place in a session you need to submit an accident report form. This can be found on our website:

<https://www.winchesterstudents.co.uk/accident>

Please submit the form as soon as the accident has occurred (we don't want to hear about it two weeks later!).



FORMS AND CONTRACTS

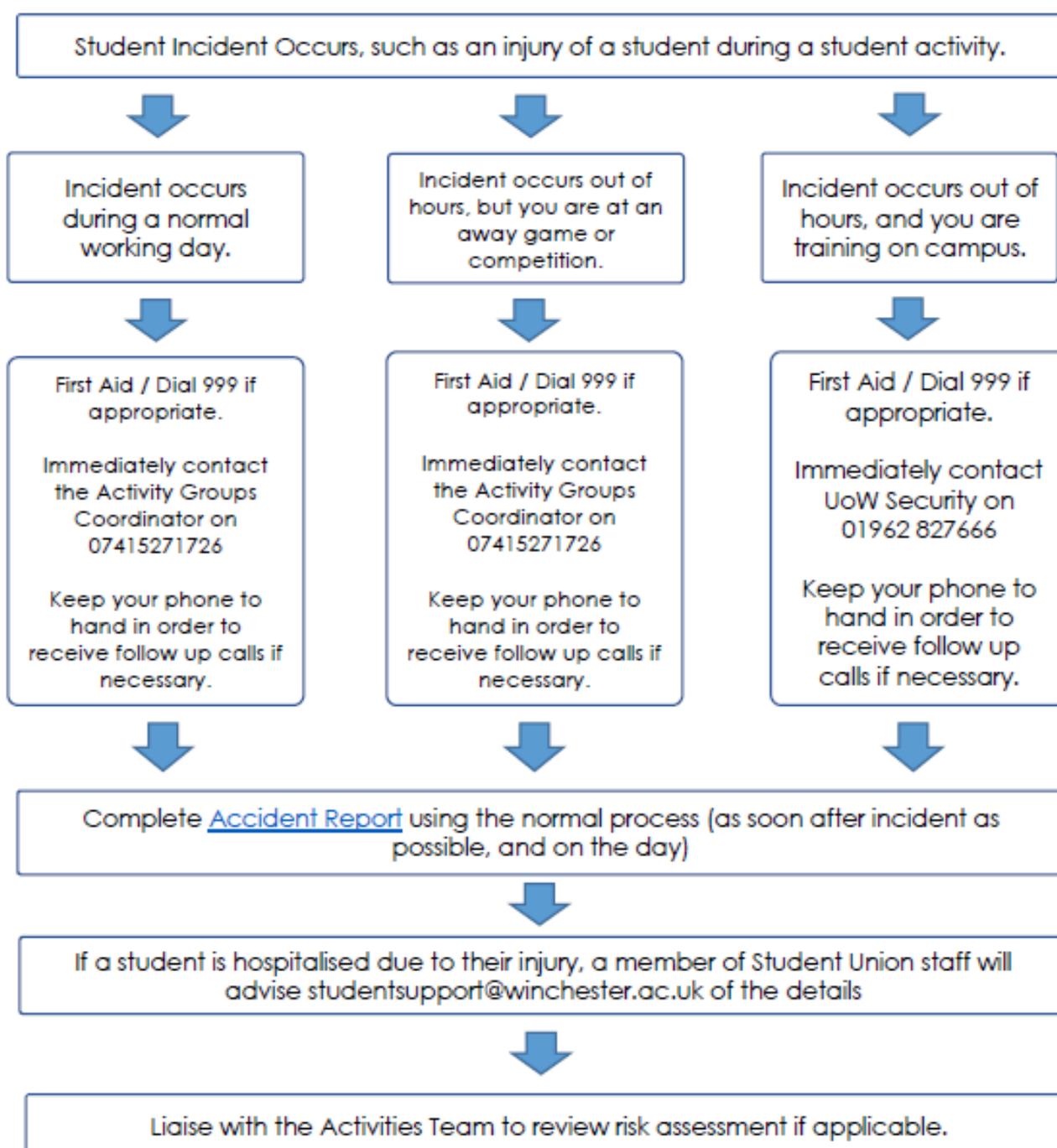


Flowchart - Student Process for escalating an incident

Following on from our accident report section, we have put together a clear flowchart in case of an incident in an activity group session

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 student union immediately. Use your judgement however if in doubt we advise you to air on the side of caution and follow the steps below.

In all other situations, ensure to complete an accident report form and inform the student union at the most appropriate time.



FINANCES

EXPENDITURE – HOW TO SPEND MONEY

You can spend money from your group's account as long as your spending falls in line with your Code of Practice.

Expenses may include:

- Kit
- Equipment
- Awards
- Events
- Facilities
- Transport



HOW DO I SPEND THE MONEY IN OUR ACCOUNT?

Firstly, it is good practice to consult with your committee before any purchases are made – large spends in particular need to be approved.

Once you have agreed as a committee, and ensured you have sufficient funds, you have three options:

- Spend your own money and make a claim
- Invoice orders directly to the SU (e.g. a big kit order, facilities, hotels, competitions)
- Ask us to order things for you (e.g. amazon orders, links to other websites, etc)

If you make purchases you cannot afford, you may be held responsible and not be reimbursed. **Social events cannot come from your budget.**

HOW TO MAKE A CLAIM

If you have spent money for your activity group and need to claim back money, you must fill in an **expenses form** ASAP. This is done via a typeform which can be found under committee resources. You must attach a receipt.

Forms are processed on Thursday mornings.

Forms will be processed within 1 week. Refunds may take up to 14 days.



FINANCES

INCOME



Do not deposit any money for your activity group into a personal account, this is considered money laundering (and is illegal)!

Ways to raise funds for your group

SU Grant – We will deposit this straight into your account.

Subs/Membership fees – We will set up your 'join us' button on the website and members will pay via this. The money will be in the activity group's account within a month.

Payment button – This is a button on your account which members can use. Money will be deposited directly into your account. Ask us at any point if you wish to set up a payment button.

Sponsorship – You need to complete a sponsorship contract. Once this is approved by the VPAC, we will invoice the sponsor for you. Once your invoice is sent, we will deposit money into your account. **If the sponsor fails to pay us, we will take the funds from your account at the end of the year.**

Charitable fundraising – Bank transfer – we will deposit the money into the RAG account. If you want to use a just giving/go fund me page, please let us know first.

Non-charitable fundraising – Bank transfer or payment button.



SPONSORSHIP

All potential agreements must be agreed by the Vice President, Activities & Commercial to ensure equity across sponsorship deals, as well as to ensure the appropriateness of any proposed sponsors.

Any potential agreement must benefit the sport, society or network without making unreasonable requests on its members. Any sponsorship sum should be carefully considered so as to ensure that the sum gained is commensurate with the obligations required by that sponsorship (i.e. it is fair). All potential agreements with commercial businesses that are in direct competition with Winchester Students' Union must be agreed by the Union. A sponsorship contact template can be found on the SU website.

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 Captain/Chair, the Vice President, Activities & Commercial, and an authorised representative from the sponsor organisation.**

FINANCES

Sponsorship **funds must be paid into the Union and credit the activity group account (as appropriate) before such sums can be expended.**

FUNDRAISING

You can raise money for charity through **RAG**. Doing this builds positive relationships with the community and means you are supporting a good cause.

Our RAG society focuses on raising money for charity and supporting Activity Groups in any charitable activity. They also approve the charities on our RAG list (link below), so if you want to raise money for a charity who isn't on the list, reach out to them.

<https://www.winchesterstudents.co.uk/groups/rag-society-c218/rag-approved-charities>

You can put on charitable fundraising events in collaboration with RAG (Raising and Giving), or independently. You will need to complete an event proposal and risk assessment form. Please remember to risk assess how/if you will handle cash in order to maintain safe practices around money. Consider setting up a virtual fundraising page – please let us know before you do this as we must be aware of any JustGiving pages.

HOW TO CONDUCT A FUNDRAISER'

Step 1: Choose a charity and ensure it has been **RAG approved**. All RAG approved charities can be found on our website (link above). If you wish to raise money for a charity that is **not** RAG approved, you need to contact the Vice President of Activities and Commercial.

Step 2: Complete an event proposal form. You can find the link to create a proposal form, [here](#).

You **cannot** create an online donation collection without first discussing this with the Vice President of Activities and Commercial.



FINANCES

GUIDE TO READING YOUR ACCOUNT

Here is a quick guide of how to read your account

Your nominal code

Your account balance

CR - Credit (+)

DB - Debit (-)

N/C: 66873		Name: Cosplay Society		Account Balance: 365.37 CR							
No	Type	Date	Account Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
137614	PI	18/09/2019	MISCSUPP 341	RAINBOW PRINT	0	T9	100.00	100.00		-	-
137834	JC	01/08/2019	66873 2	CLUB & SOCS GRANT	0	T9	200.00		200.00	-	-
137855	BP	30/09/2019	1200 BACS	K'THURMAN EXP - FRESHERS	0	T9	48.77	48.77		-	R
138705	JD	30/09/2019	66873 8	FRESHERS FAYRE	0	T9	10.00	10.00		-	-
139077	PI	30/09/2019	ONEVOIC 200450	ONE VOICE DIGITAL	0	T9	0.74	0.74		-	-
139644	BR	30/09/2019	T200 1909230	UNION CLOUD TRANSACTION	0	T9	20.00		20.00	-	R
140162	BR	23/10/2019	1200 1910130	UNION CLOUD RECEIPTS	0	T9	100.00		100.00	-	R
140178	PI	31/10/2019	ONEVOIC 2000646	UNION CLOUD TRANSACTION	0	T9	3.72	3.72		-	-
140612	PI	22/11/2019	LIFELINE 221119	LIFELINE TRAINIG	0	T9	30.00	30.00		-	-
143114	PI	25/01/2020	MISCSUPP 399	RAINBOW PRINT	0	T9	230.00	230.00		-	-
144594	PC	29/02/2020	ONEVOIC 2002511	ONE VOICE DIGITAL ONLINE	0	T9	95.00		95.00	-	-
144960	BR	20/02/2020	T200 BACS	ONE VOICE DIGITAL INCOME	0	T9	75.00		75.00	-	R
Totals:								423.23	490.00		
History Balance:									66.77		

Website fees

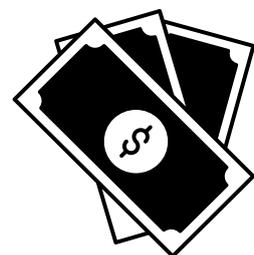
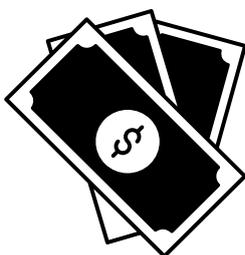
Outgoings

Income

You are able to request a copy of your financial activity at any point during the year (enquiries to SUActivities@winchester.ac.uk)

It is important to note, website transactions during one month are put into your account at once and it can take a few weeks for the website to process the money into your account.

Additionally, although you have an account within the union, it does not work like a typical bank account (e.g. having bank details or being able to withdraw money). If you would like to have money deposited into your account, please reach out to us.



FINANCES

MEMBERSHIP FEES/SUBS

These can be paid for on the Winchester Students' Union website. Those members attending your regular sessions **MUST** have signed up via the website and paid any applicable subscription fees.

After Week 4 of Semester 1, you must meet a minimum threshold of members in order to continue:

- This is 10 members for a sports team or a society, and 5 members for a representational network.

Make sure everyone has 'joined' the activity group via the website and paid their subs if necessary. This includes all committee members.

In order to 'join' an activity group you must sign into the Student Union website. We advise that you sign up using your university email address.

Select the activity group you want to join and select the membership type (if applicable). Then fill in your next of kin details – these cannot be your own details!

If you have had website training, you will be able to see who has bought which memberships – if you are unable to see this information, and require it, just ask and we can tell you.

MEDICAL CONDITIONS

- On joining, members are asked to declare any medical conditions that we (the Student Union, and activity leaders) should be aware of that may affect an individual's participation.
- Whilst we collect this information in Semester 1, we also rely on activity groups regularly reviewing this data and discussing with us/bringing to our attention any concerns they have about adapting group activities.
- This is one of the critical reasons why at least one member from each committee needs to be trained on the website.

General Data Protection Regulation (GDPR)

At any point during the year, you can request your membership numbers and details. When you make a request, you must consider GDPR.

- Personal/identifiable data must be kept secure (i.e. it isn't accessible to those who have no need to view it).
- Only use data for expected/lawful purposes (admin of the group).
- Keep it up to date (another good reason to do website training!).

RESOURCES AND SOCIAL MEDIA

STUDENT UNION WEBSITE

Our website is an incredibly helpful resource. It is not only where we host your activity group's information page, but it also where we have created a resource pool for our activity group committees, including many of the aforementioned forms, alongside other helpful information.

Links to the committee resources pages can be found here:

- Sports Teams: <https://www.winchesterstudents.co.uk/take-part-get-involved/sport-team-winchester-page/sports-committee-resources>
- Representational Networks and Societies: <https://www.winchesterstudents.co.uk/take-part-get-involved/societies-winchester-page/society-network-committee-resources>
- BUCS sport: <https://www.winchesterstudents.co.uk/bucsresources>

ACTIVITY GROUP PAGES

Every activity group has a page on the website where committees are able to add descriptions of their activity group, your logo, pictures, and a membership button. We highly recommend that you update these pages regularly and, if you feel comfortable, add an email address so any potential members can get in touch with you.

You are able to make edits by submitting them to suactivities@winchester.ac.uk or through being website trained.

MEMBERSHIP

We have previously outlined (p21) how to sign up as a member via the SU website. All students are entitled to one free session with any/all activity groups. Students do not need to be signed up as members in order to attend a free session. However, if they return to your group afterwards, they must have signed up online and have paid any membership fees, even if your activity group is free. Once they are a member, they are recognised by the Student Union, and are covered by our activities insurance.



SOCIAL MEDIA

SOCIAL MEDIA USAGE

To assist with communication, the Student Union should be formally notified of any/all addresses for any social community networking sites (including social media channels) or external web pages that are set up for your group.

Either the Student Union must be given editorial access to external sites so that inappropriate material can be removed; or the sport, society or network committee must resolve to ensure that no policies of the Union are contravened, nor reputation maligned, by any activity or content on external sites. Failure to do so will lead to disciplinary procedures (see Bye Law 2).

Winchester Students' Union will make every effort to check social community networking sites as often as possible.

All complaints about the content found in any sport/society/network communication will be treated seriously, and investigated as soon as possible by the Student Union. Where necessary, complaints will follow our complaints/disciplinary procedures.

No information, activity or communication may bring the name of the Union or University into disrepute. Disciplinary action may be taken against any individuals, or sports/societies/networks as groups, that breach this.

The Captain/Chair has a mandated responsibility to ensure that the Student Union has up-to-date information about the members and activities of the sport/society/network they administer, and must seek to maintain clear communication channels both with their membership and the Union.

FOLLOW AND TAG US

- Tell us what you are up to so we can celebrate and help you!
- Tag us using the links below

We have created a resource page with tips on how to market yourself as an activity group, which also hosts downloadable SU activity group logos. The page can be found here: <https://www.winchesterstudents.co.uk/take-part-get-involved/activity-groups/activity-group-marketing-and-advertisement>



@winch_su



@winchesterstudentunion



@winch_su



@winchestersu

MEETINGS

COMMITTEE MEETINGS

We strongly advise having regular meetings with your committee members. Whether these are online, or in-person is up to you.

Regular committee meetings can:

- Help to build relationships between committee members
- Ensure all members of the committee are kept up to date
- Give a space to voice and resolve concerns and issues
- Allow you to discuss current/future plans and ideas

ANNUAL GENERAL MEETINGS (AGMS)

An AGM for each activity group must be held before May of each year, with at least 7 days notice being given to all members.

What takes place before/during an AGM:

- Receive the minutes of the last AGM
- Receive a report from the last committee
- Ratify the Code of Practice
- Agree the grant request form for the following academic year

EMERGENCY GENERAL MEETINGS (EGMS)

An EGM is normally called by the Student Union when something extreme has happened. Whether your whole group, your committee or even just an individual needs to attend depends on a case-by-case basis. This is also when a vote of no confidence (VONC) can take place.

A VONC is usually a last resort and normally overseen either by the Student Union's CEO or the Student Union President.



KIT OR MERCH



SPORTS TEAM KIT

The Students' Union have a contract with STC Teamwear, who provide both match kit and leisure wear (off-field).

All training and match kit should be provided by STC, this is due to our contract with them. If you want to use a different provider, please contact the Activities Team first.

MATCH KIT

Match kit should be purchased through STC, we can send you the order form document where you can complete the document with the relevant sizes, names and numbers for the kit you are ordering.

The design on the kit can be the same as previous kit the team has ordered, or you can design your own shirts through STC's design system. The university crest must be on the front and the SU logo must be on the arm.

STASH

Many societies and representational networks like to order their own personalised clothing with their logo on the hoodies, etc. One website we recommend for these orders is Yazzoo clothing, however there are other companies who do similar work.

WHO COVERS WHAT COST?

You **cannot** pay for a personalised kit out of your activity group money. A separate button **must** be set up on the website for this. Please note that you **cannot** take payment from students into personal bank accounts and make the order on their behalf as this constitutes money laundering. The only exception to your group's budget being used is if the clothing will be passed down to subsequent cohorts (e.g. through costumes or some kit). However, due to likely wear and tear, it is worth having a small fee for each student to pay to fund replacement kit.

EQUIPMENT

Please use your budget for any equipment you need – using any of the payment methods mentioned in the finances section. Make sure the equipment you are looking for is compatible with your budget/account. For big orders, you can order it and invoice us or we can order this for you and take it straight from your budget.

INITIATIONS

Sports, Societies and Representational Networks are not permitted to carry out initiation ceremonies either on or off University premises.

Individuals who organise such events will be subject to disciplinary action in line with the Union's Disciplinary Procedures and may also be subject to disciplinary sanctions under the University's policies.

The Student Union and the University have a zero-tolerance policy on Initiation Ceremonies and Initiation type behaviour at any point in the year.

This is about culture change – not punishment.

What are initiations? - An initiation ceremony is an event, in which members (often new members) of a Sport/Society/Network are expected to perform a task, or tasks, as a means of gaining credibility, status or entry within that sport/society/network. 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/or behaviour that may otherwise be deemed humiliating.

EXAMPLES OF INITIATIONS INCLUDE (BUT ARE NOT LIMITED TO):

- Pressure to undertake activities against a persons will
- Forced consumption of large quantities of alcohol
- Humiliation of a person in public (i.e. setting someone up to fail)
- Forced acts of nudity/nakedness
- Victimisation of a group of individuals described as "freshers"
- Consumption of abnormal/unpleasant substances
- Bullying
- Discrimination
- Harassment and Sexual harassment
- Physical acts perpetrated against a person's body e.g. hair shaving
- Psychological torment
- Isolation or ostracisation of a person/persons through removal of their mobile phones, geographical remoteness or physical/psychological isolation



INITIATIONS

IMPACTS

- Death or serious injury to individuals.
- Physical or mental harm to individuals.
- Disciplinary action from the Student Union (such as a venue ban or team disbandment) AND/OR disciplinary action from the University (such as removal from course or housing).
- Arrest or imprisonment of those responsible.
- The reputation of your group, the Student Union, and/or the University may be permanently damaged.

The Student Union and University do not have to provide sporting opportunities, facilities or facilitate any activity groups for you. Do not jeopardise your recreational activities for something as harmful as initiations.

You have a choice and you are responsible.

Reminders:

- Do not break the law.
- It is ok to say no! Respect everyone's choices and do not force anyone to do anything they do not wish to do.
- Create a welcoming and inclusive atmosphere within your activity group
- Committee members may be held responsible for such events. You all have a duty of care towards the group's members.
- Please drink responsibly and look out for your members to ensure they are safe!

REPORTING

Please remember that there is a reporting system in place. All members of the University, Activity Groups and members of the public are able to report any misconduct or poor behaviour - this includes initiation ceremonies or initiation-type behaviour!

You can submit a report to the Student Union here:

<https://www.winchesterstudents.co.uk/report>

EQUALITY AND DIVERSITY

EQUALITY AND DIVERSITY

We are proud to represent all students, and we are committed to identifying and tackling gaps where students are being underrepresented in both the Student Union and the University, and to ensuring all students feel safe, welcome, and able to participate and feel that they belong to the Winchester community.

As Activity Group Committee members, you have a responsibility to ensure your activity group actively promotes equality and diversity, is inclusive of all student groups, and adheres to the Union's Equality and Diversity Policy.

Commonly underrepresented Student Demographic groups include (but are not limited to):

- Mature Students
- Part-Time Students
- International Students
- Commuting Students
- Students who are Parents
- Students who are Carers
- BAME Students
- LBGTQPIA+ Students
- Disabled Students
- Students who are Care Leavers
- Estranged Students
- Students who are Asylum Seekers

CULTURAL APPROPRIATION

Cultural appropriation is a term often used to describe when a tradition (e.g. a clothing, or hairstyle) from a culture is used in a different way/context.

Costumes that imitate race, culture, religion or health, and perpetuate stereotypes, can be deeply offensive and harmful to communities from around the world. Without realising, you could be wearing a costume that is fun to you, but perpetuates stigmas against someone's community, health or religion.

Cultural appropriation can be incredibly nuanced – it's okay to look back at something you have used as a costume/theme in the past and realise that actually, that isn't okay.

Take a moment to consider what is an 'appropriate' costume:

- Could it cause offence to someone?
- Is it mimicking someone's culture?
- Does it have negative religious connotations?
- Is it making fun of someone's mental health, disability or sexuality?

RESOURCES LINK

PLEASE FIND A LINK TO OUR RESOURCE PAGES BELOW:

Societies and Representational Networks



Sports Teams

