



# **STUDENT ACTIVITIES POLICY**

CONSTITUTION APPENDIX H

**Passed by Union Council 19<sup>th</sup> November 2007**

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## **1. General Statement of Policy**

Chester Students' Union (CSU) is a democratic body elected by the student population at the University of Chester. The Union is the focal point for student representation, information, guidance, entertainment and services. It is the mission of the Students' Union to enhance the student experience and to this end the Students' Union supports an extremely diverse range of activities.

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.

CSU and individual Clubs and Societies have a common law 'duty of care' to participants. If this is not implemented then the Students' Union or Club Captain/Chairperson can be regarded in law as negligent and subsequent legal action can be taken. This policy acts to ensure that this does not occur.

This policy is guided and bound by the Health and Safety at Work Act 1974, subsequent regulations made under the act, Management of Health and Safety at Work regulations 1999 and the Safety in Sport Guidance for UK National Governing Bodies by UK Sport. In addition the recommendations of an 'Audit Safety Report' carried out by Rob Llewelyn for Chester Students' Union in 2002 have been implemented.

CSU reserve the right to add to this policy.

## **2. Definitions**

- 2.1 For the purpose of this document, a student activity is defined as any organised activity that involves a collective group of student club/society members who are utilising Union and/or University facilities and equipment.
- 2.2 A club is a group of students who participate in a particular sporting activity. What constitutes a sporting activity is defined by the Department of Culture, Media and Sport.
- 2.3 A society is a group of students who participate in a particular non sporting activity. What constitutes a non sporting activity is defined by the Department of Culture, Media and Sport.
- 2.4 A full updated list of clubs and societies is available from the Student Activities staff or from the Students' Union website [www.chestersu.com](http://www.chestersu.com).
- 2.5 TeamChester is the corporate name for all CSU clubs.
- 2.6 DGMMS stands for Deputy General Manager (Non Commercial).

## **3. Membership**

- 3.1 Any current student at University of Chester with a current CSU Membership Card, life member of CSU, CSU staff member or University of Chester staff member may join clubs and/or societies. Each member must pay the relevant annual subscription, provide a passport photograph, provide duty of care information and abide by all CSU policies and procedures. Refer to the disciplinary section for expulsion from membership.
- 3.2 Only current students at University of Chester are permitted to hold committee positions.

- 3.3 All potential club/society members are entitled to two free sessions, after which they must join. These free sessions may not include any trip that involves going off campus, or taking part in any competitive activity unless given permission of the DGMMS.
- 3.4 If a student is Under 18 years of age, they need to fill in a Consent Form. This needs to be signed by their parents or legal guardian and given to the Student Activities Assistant before they commence their first activity.
- 3.5 Any student who is from the USA and is under 21 years of age must also fill in a consent form and have it signed by their parents or legal guardian.
- 3.6 Students from the Warrington campus may only join Chester campus clubs/societies if that particular activity is not represented at Warrington, and vice versa.
- 3.7 The combined number of life members, University and Union staff should not exceed one third of the total membership of a particular club or society.
- 3.8 The Sabbatical Officers shall be honorary members of every club and society, and as such will receive a complementary duty of care/membership card.
- 3.9 Membership shall run from 1st September to 31st August each year.

#### **4. Setting up a new Club or Society**

- 4.1 Any current student may endeavour to start a new club or society within CSU. To be accepted by CSU, that said club or society must submit a proposal stating what their aims and objectives are, and a signed sheet of at least 12 current students who intend to join. This sheet must contain the students' names, signatures and student numbers.
- 4.2 The proposal is passed to the DGMMS to ensure that it meets the following criteria:
  - 4.2.1 The proposal clearly states a justifiable activity.
  - 4.2.2 The proposed club or society differs from any already existing.
  - 4.2.3 At least 12 current students have completed the interest sign up sheet. Club proposals for team sports must have enough students for a full team plus substitutes eg. football would need at least 14 current students.
- 4.3 The DGMMS will forward the proposals to the Executive Committee for approval. If approved, a grant request will be taken to the Finance Committee for approval.
- 4.4 Once passed by the Executive Committee at least 10 members must have paid their subscription within four University working weeks. No expenditure over £50 will be spent until this is achieved.

#### **5. Club and Society Activity**

- 5.1 Each activity that costs the Union money may only take place if at least 4 members of the club or society actively participate.

#### **6. Club or Society Dissolution**

- 6.1 If a club or society has less than 10 members in any academic year, then they will be given four University working weeks to increase membership. If unsuccessful then they will be suspended for the remainder of that year with the hope to re-establish in the

following year. If this is not achieved, then the club or society will assume to have been dissolved. All assets will be suitably transferred, stored or sold as deemed appropriate by the Finance Committee.

- 6.2 The possibility of subscription refunds will be discussed by the Finance Committee, and dealt with on an individual basis.

## **7. Meetings**

### **7.1 Captains' and Chairpersons' Training**

A detailed training session is given at the start of each academic year which explains the policies and procedures involved in CSU clubs and societies.

### **7.2 Captains' and Chairpersons' Meetings**

The Clubs and Societies representative will co-ordinate regular meetings with club captains/chairpersons to discuss issues and enhance communication between clubs/societies and CSU.

### **7.3 Student Activity Sub-Committee**

Three Student Activity Sub-Committee (SASC) meetings are held throughout the year, the dates of which are given to each club/society well in advance of each meeting. Members include relevant University and Students' Union staff, and it is chaired by the Clubs and Societies Representative.

- 7.4 It is compulsory that at least one member of each club and society attend the above meetings.

## **8. Code of Practice**

- 8.1 Each club and society must submit a code of practice annually to CSU. This document will contain both a generic Constitution and Code of Conduct.
- 8.2 All participants in student activities are to be made aware of the contents of the relevant code of practice during the induction period by the captain/chairperson, and will sign it to say that they will abide by it when joining the club/society.
- 8.3 The Code of Conduct will refer to the organisation of the activity, training, complaints procedures and governing body recommendations.
- 8.4 The Constitution will refer to the aims of the club/society and committees commitment to abide by Union policies and procedures.
- 8.5 All sporting clubs must abide by the rules and regulations of the related National Governing Body.
- 8.6 CSU will carry out spot checks on student groups to ensure that they are following their codes of practice and will keep records of such checks.

## **9. Annual General Meetings (AGMs)**

- 9.1 The Annual General Meeting is the sovereign body of the club/society, subject to Chester Students' Union's Constitution. An AGM will be held before May each year with 7 days notice being given to all members.
- 9.2 The chair shall be the Club Captain/Chairperson, unless deemed inappropriate by CSU. In this case, the chair will be taken by the most appropriate CSU representative or staff

member. A member of the Student Activities staff will attend the AGM, take brief minutes and act as returning officer for the elections.

- 9.3 Quorum is 25% of the current student membership.
- 9.4 Life members and University and Union staff members of the Club/Society may observe with speaking rights.
- 9.5 Only current student members may vote.
- 9.6 The AGM will:
  - [i] Receive the minutes of the last AGM
  - [ii] Receive a report from its Committee
  - [iii] Elect a Committee for the following academic year
  - [iv] Agree the grant request form for the following academic year

## **10. Extraordinary General Meetings (EGMs)**

- 10.1 An Extraordinary General Meeting can be called by the Students' Union Executive Committee and also by the club/society committee, if a serious problem arises and all members need to attend and be made aware of a situation. A member of the Student Activities staff will attend all EGMs.
- 10.2 Quorum is 25% of the current student membership.
- 10.3 Life members and University and Union staff members of the Club/Society may observe with speaking rights.
- 10.4 Only current student members may vote.

## **11. Committee**

- 11.1 Each club/society will annually elect a committee consisting of a Chairperson/Club captain, Vice Chairperson/Club captain and Communications representative. Democratic Elections will be held during the club/society AGM, for positions beginning on July 1st of that year. All current student members who are not in their final year of study are eligible to stand for election. A list of the committee will be submitted to the Student Activities staff by the date prescribed annually.
- 11.2 The committees' functions are to:
  - 11.2.1 Make all decisions on behalf of its membership.
  - 11.2.2 Be responsible for all items of kit and equipment.
  - 11.2.3 Be responsible for the Duty of Care of their members during club and society activities, excluding social events.
  - 11.2.4 Meet at least three times a term.
  - 11.2.5 Agree on the awarding of playing, club, half and full colours.
  - 11.2.6 Ensure that the club/society is conducted in accordance with Chester Students' Union's Constitution and Policies.
  - 11.2.7 Liaise on a regular basis with the Student Activities Staff.

11.2.8 Keep all membership communications up to date.

11.3 At the end of each year committees MUST pass on all appropriate information to the incoming committee members.

## **12. Honorary President**

12.1 Each Club and Society shall be permitted, subject to the written approval of the Union Executive Committee, to have a Club, Society, Forum Honorary President who shall be a member of the University staff, and who shall be elected by the membership of that Club, Society or Forum annually, exempt from any payment of subscription fee.

12.2 The Committee members will always be the first point of contact for both members and the Students' Union and is responsible for making the decisions on matters affecting the club/society.

12.3 The Honorary President shall be bound to undertake their respective duties within the Constitution of Chester Students' Union.

12.4 The Honorary President shall be bound to acquire a Duty of Care card for their term of office.

## **13. One Off Match Fee**

13.1 Current students with a CSU Membership card may participate in one competitive match for a team, during an academic year, after completing the following:

- Payment of £5 which may not be subsidised by the club grant or social account
- Completion of Duty of Care information
- Attended at least two club training sessions, or have at least 6 months experience in the sport

13.2 The team captain will be responsible for ensuring that the student has had all the relevant essential health and safety information.

## **14. Individual Competitors**

14.1 Students wishing to participate in an event for which there is no club may apply for financial assistance from the Union as an Individual Competitor.

14.2 Students must pay the Individual Competitor subscription charge of £20 and obtain a Duty of Care card.

14.3 Each Competitor will be allocated an initial grant of £60 (plus subscription of £20 = £80 in total) which can be used against entry fees, affiliations, travel and accommodation. Personal kit and equipment expenditure is not permitted.

14.4 If this grant is exhausted, then the student may pay an additional £20 to receive a further, final grant of £60.

14.5 All support is given at the discretion of the Finance Committee of Chester Students' Union.

- 14.6 Each competition entry will be looked at on its own merits, consideration will be taken as to whether the student is of a suitable standard to enter the competition on behalf of Chester Students' Union.
- 14.7 Each request for financial support should be accompanied by
- Entry form for authorisation by the Student Activities Administrator,
  - Receipts attached to expenses claim form,
  - Short report on competition.

## **15. Finance**

- 15.1 Each club and society has a grant account and a social account, and both accounts are run through the Students' Union by the DGMMS.
- 15.2 It is not permitted for any transactions relating to club or society business to be conducted through externally held bank accounts (either a personal account or one in the club/society's name). In addition, students may not collect money from other members.

### **GRANT ACCOUNT**

- 15.3 CSU annually allocate a grant to every club and society for purchasing items they require such as transport, kit and hire of facilities. This grant is held in the Grant Account, together with the annual subscriptions paid by the members.
- 15.4 A club or society may choose to be non-fee paying which means that they do not receive a monetary grant nor do the members pay subs. They are required to purchase a Duty of Care card to affiliate their club or society.
- 15.5 To access money from this account, the Club Captain/Chairperson must speak to the DGMMS who manages the account, and who must authorise all proposed expenditure. Any member of a club or society who spends money on behalf of their club or society without authorisation from the DGMMS is personally responsible for that cost.
- 15.6 Members who personally pay for items which have been authorised by the DGMMS need to complete a Club and Society Claim Form to be reimbursed. It is also possible to complete this form in advance so that payment can be paid direct to the supplier.
- 15.7 External transport costs are invoiced directly to the Union. When two or more groups use the same coach, the cost is split between the grant accounts accordingly.
- 15.8 It is recognised that budgeting for transport costs is a difficult process when fixtures have not been agreed at the time of budgeting.
- 15.9 Internal transport costs (use of CSU vehicles) are charged to the grant account, unless they are used for social purposes. This is charged at a flat rate of 50p per mile. The drivers must log the correct mileage into the transport folder (see Students' Union Transport) so that the correct amount is debited from the account.
- 15.10 If a driver pays for 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 club/society will still be charged per mile.

### **DEPLETING GRANT ACCOUNT**

- 15.11 If a grant 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:

- DGMMS to contact the Club Captain/Chairperson to discuss the situation looking at possible reasons for its occurrence and solutions (Each case will be dealt with on an individual basis). These could include using sponsorship money to fund forthcoming activities, seeking sponsorship from external organisations, revising the forthcoming activities.
- DGMMS to inform Student Activities staff of actions taken so expenditure is only arranged where appropriate.
- 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.
- If the funds continue to be insufficient for the year and it is deemed that the club/society are not responsible, the DGMMS will approach the Finance Committee for a grant increase to fully cover the anticipated deficit.
- If the funds continue to be insufficient for the year and it is deemed that the club/society are partially responsible, the DGMMS will approach the Finance Committee for a partial grant increase to partially cover the anticipated deficit.
- If a club/society is deemed to be fully responsible for the insufficient funds, forthcoming club/society events that require funding will be ceased.
- The Clubs and Societies Representative will call an Emergency General meeting of the club/society within 7 working days. The members will be reminded of their right to place a vote of no confidence in the Committee. The campus VP will chair the meeting and remain impartial. The DGMMS will be asked to attend as an information reference.
- If a new committee are elected, the imposed financial restrictions will continue to apply until the end of the CSU financial year.
- The DGMMS will contact each external provider (i.e. external facilities and trainers) to inform them of the situation.
- Unless there are exceptional circumstances, no subscription refunds will be given as the offending committee would have been duly elected by the membership.
- Club/society events that do not require funding may continue.
- If sufficient additional funding is secured, the club/society activities may resume.
- If activities are stopped in any one year, this does not affect the ability of the club/society to apply for a grant the following year. However, the Club Captain/Chairperson may need additional support in completing a realistic budget.

## **SOCIAL ACCOUNT**

15.12 The Social (Fundraising) Account is where any sponsorship money, or money the club members have raised, is held. This account is also used to bank any money members of individual clubs/societies pay towards social clothing, tours or meals.

15.13 The following rules must be adhered to in relation to Social Accounts:

- The DGMMS must authorise every proposed expenditure. Members who spend money on behalf of their club/society without authorisation from the DGMMS are personally responsible for that cost.

- The expenditure must benefit the majority of the club/society membership.
- The money may not be used to purchase alcohol.

## **END OF YEAR ACCOUNTS**

- 15.14 The CSU financial year runs from the 1st of August to the 31st of July.
- 15.15 If a club/society Grant Account shows a negative balance, money from that club/society Social Account will be transferred over to cover the deficit. Where there are insufficient funds in the social account to cover the deficit, the remainder may be written off, if it is deemed to be justified expenditure. If not, the deficit will be carried over to the next year.
- 15.16 All Social Account balances are carried over each year.
- 15.17 A club/society, which has been inactive for a period of two years, will have any outstanding social account balance transferred to central CSU funds.

## **16. Further Individual Representation**

- 16.1 Current students of The University of Chester who are members of a CSU Club or Society, or an individual competitor may apply for a contribution towards the expenditure incurred for selected trials, regional and national representation.
- 16.2 All applications must be supported by a copy of the selection letter detailing the costs to the individual.
- 16.3 All applications submitted will be held until an annual advertised closing date. At the next available finance committee, the money will be allocated, not exceeding the budgeted amount allocated for the year.
- 16.4 If an individual represents at a high level after completing their studies, applications for funding will be accepted providing that the selection was made when they were a current student. In this case, the application will be processed outside of the annual allocations.
- 16.5 CSU will not contribute toward the cost of personal kit and equipment such as team tracksuits.
- 16.6 The following funding is available:
- 16.6.1 Selected Trials - £40 per academic year. No funding will be given to students attending open trials.
  - 16.6.2 Regional Selection defined as representing a region of a country - £100 per academic year.
  - 16.6.3 International Selection defined as representing your country - £200 per academic year.
- 16.7 Funding will only be released if the member submits a report to inform of their progress.

## **17. Communication**

- 17.1 Each club and society will be allocated a page on the CSU website, for which they will have editorial access.

- 17.2 Clubs and Societies are not permitted to have an external website, but may have a social community networking site, such as Facebook or MySpace page.
- 17.3 The Student Activity staff must be formally notified of all addresses of any social community networking sites that are set up.
- 17.4 The Student Activity Staff must be given editorial access to the social community networking sites so that inappropriate material can be removed.
- 17.5 The Student Activity staff will make every effort to check the social community networking as often as possible.
- 17.6 Any request for internet communication forms not covered in this policy will be considered on an individual basis.
- 17.7 All complaints about content on any club/society communication will be treated in a serious manner, and investigated as soon as possible by a member of Student Activity staff, and taken through the disciplinary procedures if necessary.
- 17.8 No information on these sites or notice boards may bring the name of the Union or University into disrepute. Disciplinary action will be taken against individuals/clubs/societies who breach this.

## **18. Colours and Awards**

- 18.1 Colours and awards are presented annually to recognise commitment and achievement in clubs and societies.

### **18.2 Playing Colours**

**18.2.1 Criteria:** May be awarded to final year students who played in Chester Students' Union Clubs throughout their time as a student at University of Chester. They must have attended at least 75% of practises and matches, and displayed the appropriate club spirit and sportsmanship.

**18.2.2 Note:** This award has been specifically designed for students who transfer Clubs during their studies, and are therefore not eligible for Club Colours.

**18.2.3 Process:**

18.2.3.1 Nomination by committee at the end of Busa season.

18.2.3.2 Criteria checking and agreement by Student Activities Working Group.

18.2.3.3 Ratified by Student Activities Sub Committee AGM.

### **18.3 Club Colours**

**18.3.1 Criteria:** May be awarded to final year students who have played for the same CSU Club throughout their time as a student at University of Chester. They must have attended at least 75% of practises and matches, and displayed the appropriate club spirit and sportsmanship.

**18.3.2 Process:**

18.3.2.1 Nomination by Club Captains.

18.3.2.2 Criteria checking and agreement by Student Activities Working Group.

18.3.2.3 Ratified by Student Activities Sub Committee AGM.

#### **18.4 Half Colours**

**18.4.1 Criteria:** May be awarded to final year students who fulfil the criteria for Club Colours and have been selected for Regional representation during their time as a student at University of Chester.

**18.4.2 Note:** Members may be considered for Half Colours if their external club or regional squad prevent them from playing for a CSU Club.

**18.4.3 Process:**

18.4.3.1 Nomination by Club Captains

18.4.3.2 Criteria checking and agreement by Student Activities Working Group

18.4.3.3 Ratified by Student Activities Sub Committee AGM

#### **18.5 Full Colours**

**18.5.1 Criteria:** May be awarded to final year students who fulfil the criteria for Club Colours and have been selected for National representation during their time as a student at University of Chester.

**18.5.2 Note:** Members may be considered for Full Colours if their external club or national squad prevent them from playing for a CSU Club.

**18.5.3 Process:**

18.5.3.1 Nomination by Club Captains

18.5.3.2 Criteria checking and agreement by Student Activities Working Group

18.5.3.3 Ratified by Student Activities Sub Committee AGM

#### **18.6 Society Award**

**18.6.1 Criteria:** May be awarded to final year students who participated in the same Chester Students' Union Society throughout their time as a student at University of Chester. They must have attended at least 75% of activities, and displayed the appropriate society spirit and attitude.

**18.6.2 Process:**

18.6.2.1 Nomination by Society Chairperson

18.6.2.2 Criteria checking and agreement by Student Activities Working Group

18.6.2.3 Ratified by Student Activities Sub Committee AGM

#### **18.7 Inter Society Award**

**18.7.1 Criteria:** May be awarded to final year students who participated in a Chester Students' Union Society throughout their time as a student at University of Chester. They must have attended at least 75% of activities, and displayed the appropriate society spirit and attitude.

**18.7.2 Process:**

18.7.2.1 Nomination by Society Chairperson

18.7.2.2 Criteria checking and agreement by Student Activities Working Group

18.7.2.3 Ratified by Student Activities Sub Committee AGM

**18.8 Outstanding Achievement**

**18.8.1 Criteria:** May be awarded to a student who has shown outstanding dedication and participation to their Club or Society and Chester Students' Union.

**18.8.2 Process:** Nominated and selected by Student Activities Working Group.

**18.8.3 General:** All applications will be viewed on an individual basis.

**18.9 Special Recognition Award**

**18.9.1 Criteria:** Awarded to a Club or Society for their outstanding contribution to CSU.

**18.9.2 Process:** Nominated and selected by Student Activities Working Group.

**18.10 Sports' Club of the Year**

**18.10.1 Criteria:** Each Club will be marked on: Sporting Achievement, Attendance at CSU meetings, Health and Safety Compliance, Communication (inc. website, notice board, source articles), Disciplinary Record, Committee Organisation, Involvement in Union activities, and Freshers' Week Organisation.

**18.10.2 Process:** Points allocation for each Club by Student Activities Working Group. The Club with the highest points will be selected for the award.

**18.11 Society of the Year**

**18.11.1 Criteria:** Each Society will be marked on: Attendance at CSU meetings, Health and Safety Compliance, Communication (inc. website, notice board, source articles), Disciplinary Record, Committee Organisation, Involvement in Union activities, Freshers' Week Organisation, and Level of activity.

**18.11.2 Process:** Points allocation for each Society by Student Activities Working Group. The Society with the highest points will be nominated for the award.

**18.12 Sports' Man and Woman**

**18.12.1 Criteria:** Awarded to a male and female current student for outstanding sporting achievement. The student must be a member of a CSU club.

**18.12.2 Process:** Nominated and selected by Student Activities Working Group.

**18.13 Male and Female Sports' Personality of the Year**

**18.13.1 Criteria:** Awarded to a male and female student with the best personality displayed through their Club. As voted by the TeamChester club committees

**18.13.2 Process:** Nominated by Each Club, with one vote per Club (not per team)

18.13.3 The Student Activity Administrator shall act as Returning Officer

#### **18.14 Players' Team of the Year**

**18.14.1 Criteria:** Awarded to the CSU Team that players believe merit the award.

**18.14.2 Process:** Nominated by Each Club, with one vote per Club (not per team).

18.14.3 The Student Activity Administrator shall act as Returning Officer.

### **19. Kit and Equipment**

19.1 All kit or equipment purchased by Chester Students' Union or donated / sponsored externally for a club/society/student activity is defined as Chester Students' Union owned kit/equipment.

19.2 Any personal kit or equipment which is used by the club and not collected by the owner for 6 months is deemed to have been donated to CSU.

19.3 All kit and equipment is logged on an inventory by the Student Activities Safety Co-Ordinator..

19.4 All kit/equipment is signed out to captains/activity leaders at the beginning of each academic year. Individuals who sign out kit/equipment are personally responsible for its security, and therefore, are held legally responsible for its return to the SU at the end of the academic year (date will be specified). The individual will be personally invoiced for any unreturned items.

19.4.1 Due to the reordering requirements of the kit suppliers, the following charges are applied for unreturned kit:

<b>Number of shirts not returned</b>	<b>Number of shirts charged for</b>
1	1
2 - 6	6
7 +	Number of shirts not returned

19.5 Any keys which are signed out by members will be charged £5 for non return of each key.

19.6 Without express permission from DGMMS, no Union funded kit or equipment can be personalised with members' names or external sponsors.

19.7 CSU kit and equipment may only be used for student activity by club/society members of Chester Students' Union.

19.8 If CSU kit or equipment becomes damaged, broken, lost or stolen, it must be reported to CSU as soon as possible.

19.9 All playing kit will conform to University of Chester colours being Red, White and Black and display the University logo.

### **Social/Personal Clothing**

- 19.10 CSU will have a sole supplier for playing and social clothing. All clubs and societies must order these through CSU and this sole supplier.
- 19.11 Clubs/societies may subsidise the cost of personal clothing if they have enough money in their social account.
- 19.12 Clubs/societies may order their tour tops from a different supplier, however, these must still be ordered through the Students' Union.
- 19.13 Any personal clothing not collected by the owner for 6 months from date of delivery is deemed to have been donated to CSU.

## **20. Health and Safety Responsibilities**

<b>Party</b>	<b>Responsibilities</b>
Individual Participants	<ul style="list-style-type: none"><li>- To take reasonable care for the health and safety of themselves and others involved in student activities.</li><li>- To follow the Students' Union's systems and procedures for the management of health and safety.</li><li>- To follow the reasonable instructions of activity leaders /captains/chairpersons.</li><li>- To wear suitable clothing and footwear for the activity.</li></ul>
Activity Leaders/ Captains/Chairpersons	<ul style="list-style-type: none"><li>- To implement the Students' Union's systems and procedures for the management of health and safety.</li></ul>
Student Activities Staff	<ul style="list-style-type: none"><li>- To develop and monitor systems and procedures for the management of health and safety in student activities.</li><li>- To devise and implement the policy as it relates to sports clubs and societies.</li><li>- To seek out training and distribute information which enables activity leaders to effectively discharge their responsibilities for health and safety.</li><li>- To obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities such as climbing.</li><li>- To provide adequate insurance for authorised activities.</li></ul>
Students' Union President	<ul style="list-style-type: none"><li>- To monitor and review the development and implementation of the policy and to make recommendations to Union Council about the improvement of the policy.</li></ul>
Students' Union Council	<ul style="list-style-type: none"><li>- To implement, review and enforce a health and safety policy for student activity at least every three years.</li></ul>
University of Chester	<ul style="list-style-type: none"><li>- Ensure that any facilities/equipment managed by the University which are used in the course of student activities meet the minimum safety standards for their intended purpose.</li></ul>

- 20.1 Open and regular correspondence between Students' Union staff, University facilities staff and activity leaders is essential to ensure the success of this policy.

## **21. First Aid**

- 21.1 Every team and society must have at least one qualified First Aider.
- 21.2 CSU organise and fund a First Aid Course, which is run in the first semester of each year. One member from each team and society must attend. Wherever feasible this should be a 1<sup>st</sup> or 2<sup>nd</sup> year student.
- 21.3 Every team captain/chairperson will collect and sign out a fully stocked first aid kit from CSU at the start of each year. This first aid kit must be available at all club/society/activity sessions.
- 21.4 It is this captain / chairperson's responsibility to ensure that the first aid kit is fully stocked at all times. They will also be held financially responsible for the kits return at the end of the year.

## **22. Risk Assessment**

- 22.1 Individuals who stand for committee positions 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.
- 22.2 A risk assessment will be carried out by the activity leader immediately prior to every student activity taking place, regardless of the location and number of participants. This assessment is carried out prior to each activity due to the fluctuating conditions and standard of the facilities used. The result of the risk assessment also provides immediate feedback of facility difficulties to CSU.
- 22.3 The completed form must be returned to CSU within 24 hours of the activity taking place, or 12pm on the next working day following a weekend event. Failure to do so will result in disciplinary action.
- 22.4 The Students' 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.
- 22.5 It is the responsibility of the activity leader to 'risk manage' and enforce any control measures identified as part of the risk assessment process, and make CSU aware of more serious risks as soon as practicably possible.
- 22.6 CSU will provide adequate information, training and advice to ensure that those conducting risk assessments can do so competently.
- 22.7 Sport and Recreation Department will provide training on their facilities and equipment at the start of an academic year.
- 22.8 Female members are required to inform a member of Student Activity staff if they are pregnant so that appropriate risk assessments can be completed.

## **23. Induction to a Club/Society 'Taster Sessions'**

- 23.1 Each activity leader will have their first session written out on a 'Taster Session' form and signed off by CSU before the first practice to account for careful consideration as to the likelihood of having 'total beginners' to 'very experienced members' within their group.
- 23.2 No club/society is permitted to have a full 'game' situation in this first session. What constitutes a 'game' will be decided by the Student Activities staff.
- 23.3 Club captains/ chairpersons are responsible for ensuring that all new members attending throughout the year are given the appropriate health and safety information and training.

## **24. Duty of Care**

- 24.1 Every person who partakes in a recognised CSU student activity must hold a CSU Duty of Care/Membership Card. These must be purchased annually from the CSU when paying the subscription charge.
- 24.2 Each member will be asked to provide emergency medical information for use in case of an emergency. Members will also be required to sign a sheet confirming that they will abide by all the rules and regulations of Chester Students' Union and accept the risks of the activity they undertake.
- 24.3 The information provided will be kept in accordance with the Data Protection Act 1998 and will only be accessed by Student Activities staff.
- 24.4 Any changes to members' medical details must be relayed to Student Activities staff as soon as is possible to ensure that each individual's details are correct should they be needed.
- 24.5 The Duty of Care card must be carried to all student activities. Any student activity that takes place with participants who have neither temporary nor full duty of care cards on their person will face disciplinary action.
- 24.6 Students will not be permitted to travel on any CSU authorised vehicles unless they have a valid Duty of Care card on their person.
- 24.7 When duty of care information is received, the participant is considered a member, and will automatically be covered under the CSU Platinum Insurance policy whilst taking part in a recognised student activity.
- 24.8 Every person participating in free taster sessions must have completed a 'Temporary Duty of Care' Form and handed this form into the club captain/chairperson/activity leader prior to commencing the activity. These forms must be stored in accordance with the Data Protection Act 1998.
- 24.9 A temporary duty of care form may not be used for any competitive matches or away trips.

## **25. Trip Registration**

- 25.1 For every off campus trip (including training at Blacon, Kingsway, Northgate and Sealand, Birchwood and Crab Lane pitches) and all away matches and activities the club, team or society must submit a Trip Registration Form prior to the trip taking place.

- 25.2 The form will ask the activity leader to complete the following information; name of club/society, activity leader, date of trip, exact location and contact details of destination, full names of attendees and duty of care numbers, mode of transport, first aider and driver highlighted.
- 25.3 If two teams from one club travel off campus, two separate Trip Registration Forms must be submitted.
- 25.4 This must be submitted to student activities staff at least 24 hours in advance of a day trip, 5 days in advance of an overnight stay and 4 weeks in advance of a 'tour'. The staff member will ensure that the form is complete and authorise the trip by signing and dating it.
- 25.5 The top copy will be retained by CSU. The other copy will be kept by the activity organiser.
- 25.6 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.
- 25.7 Once signed, the form may not be altered in any way. Any changes must be submitted on the Trip Amendment Form and handed into the porters when leaving campus.
- 25.8 An Overnight Trip Registration Form must be submitted with the standard Trip Registration Form for all trips involving an overnight stay.
- 25.9 For all outdoor pursuit trips, Ordnance Survey maps and grid references are required, and must be submitted with trip registration forms for trips to be authorised.
- 25.10 If the trip registration forms need amending when the trip has left campus, the group must phone through the changes to the Student Activity Phone 01244 513395.

## **26. Accident and Emergency Procedures**

- 26.1 A member of CSU staff is 'on call' throughout the year, except for when the University is closed during the Christmas and New Year period. This is to provide a telephone support service to assist members who are in an emergency situation.
- 26.2 In the event of an emergency during a student activity, the following procedure must be followed:
  - a) Member contacts the emergency services if required.
  - b) Member rings Porters Lodge who initiate University procedures if necessary. They will also contact the 'on call' CSU staff member.
  - c) The 'on call' staff member will take appropriate actions to assist with the emergency situation.
  - d) If the situation is deemed an emergency, the 'on call' staff member will contact the DGMMS.
  - e) If the situation is deemed an emergency by the DGMMS, they will contact the Porters, President, General Manager and Corporate Communications to keep them informed of the situation.
  - f) Student information will only be passed to appropriate authorities when the authority's identity has been established.

- g) Detailed records of actions will be kept at each stage.
- 26.3 The accident and emergency procedures will be printed on the back of each trip registration form.
- 26.4 On or off campus accidents and incidents, however minor, must be reported to Student Activities staff as soon as is practically possible but certainly no later than 24 hours after the event, and recorded in the CSU accident book held in the SU office.
- 26.5 The Student Activities staff will review circumstances around the accident / dangerous occurrence and if necessary they shall take immediate action to prevent further accidents.
- 26.6 In extremely serious cases an investigation to gain more information about the incident will be undertaken by the DGMMS and the Union President. Appropriate action shall then be taken.
- 26.7 All 'on call' staff will be given updated contact lists for the relevant Union and University individuals.
- 26.8 All media enquiries must be directed to Corporate Communications or the President.
- 26.9 No member should discuss legal liability with other parties.

## **27. Transport**

- 27.1 A club/society may only use CSU transport if 5 or more members will be using it for any given trip.
- 27.2 Restrictions will apply to the use of Union transport for transporting members between campuses for training purposes due to the cost implications.
- 27.3 The drinking of alcohol on internal and external coaches is strictly forbidden, and anyone reported to be doing so by the coach company or fellow players will face serious disciplinary procedures.
- 27.4 To hire a CSU vehicle, the Club Captain/Chairperson must book it with Student Activities staff, stating the name of the driver. The driver will be given an authorisation note to give to the Porters in order to collect the keys at the commencement of their journey.
- 27.5 The driver must only drive for social purposes, providing a service on a voluntary basis. The vehicles will not be used for hire or reward.
- 27.6 The driver must ensure the transport folder form is filled out and signed immediately prior to the commencement of the journey. This involves a safety check of the vehicle and noting starting mileage.
- 27.7 The driver must ensure seatbelts are worn by all passengers at all times.
- 27.8 The driver must abide by all speed limits and driving laws.
- 27.9 All speeding tickets/parking fines must be reported to Student Activities staff and are the full responsibility of the individual driver.
- 27.10 The driver must never carry more persons on board than the legal limit of the vehicle.

- 27.11 Mobile phones must never be used whilst driving.
- 27.12 Satellite navigation systems must never be programmed whilst driving.
- 27.13 Emergency exits must be left clear at all times.
- 27.14 All passengers must accept that the driver is fully responsible and in charge of the vehicle, and all passengers must comply with their instructions, providing they are reasonable and within the law.
- 27.15 A driver can refuse to carry any passenger whose behaviour can be considered unruly.
- 27.16 The driver must ensure that all rubbish is removed from the vehicle after use.
- 27.17 The driver must note the total mileage post-journey on return to campus and return the vehicle keys to the location directed by Student Activities staff.
- 27.18 The vehicle may only be used for the purposes it has been booked for.
- 27.19 In the event of a breakdown, drivers must contact the 24hr breakdown service provided, and also the emergency CSU contact number if delays are expected on the return time to campus. The breakdown service number is written on the key ring of each of the vehicle keys. All incidents must be reported to Student Activities staff by 10am the following day.
- 27.20 All serious accidents must be reported through the emergency procedures stated in this document.
- 27.21 All accidents must be reported to Student Activities staff as soon as practicably possible. Student Activities staff will then contact the Insurance company and hire company if appropriate.
- 27.22 The DGMMS 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.
- 27.23 Transport Passengers must have a valid duty of care card, or be a permanent staff member of CSU.
- 27.24 DGMMS may authorise non student passengers to travel on CSU funded transport when it is in the direct business interests of CSU.

### **Driver Competency Assessment**

- 27.25 Any student wishing to drive a Students' Union vehicle must be a valid member of the Students' Union, be aged 21 years or over, have no more than 3 points on their driving licence, have a minimum of 2 years current driving experience and undertake the CSU Minibus Driving Competency Assessment.
- 27.26 Prior to any assessment of a student's driving competency, students will be required to produce both their driving licence card and the paper copy of their licence. They will also be required to complete and sign a Standard Driver Insurance Form.
- 27.27 Non British License holders will be required to produce their original driving license and complete and sign a Non Standard Driver Insurance Form. This form will then be submitted to CSU's Insurance Company for authorisation. Authorisation must be granted prior to the competency assessment.

- 27.28 The competency assessment will involve a demonstration drive by a member of Student Activities staff who will provide basic training in the skills and information one needs when driving minibuses. This will be followed by an opportunity for the student to drive the vehicle under supervision in order to receive on-road vehicle familiarisation. Thereafter, if the student and the assessor are confident for the assessment to take place, there will be a 20 minute assessment of the individual's competency in driving the minibus.
- 27.29 On successful completion of the assessment, drivers will be given a signed copy of the Driver Competency Assessment Form which will permit them to drive any CSU transport (authorised trips only).
- 27.29 If an individual is not deemed competent, they will be given an opportunity to retake the assessment within 6 weeks of the original assessment.
- 27.30 If an individual is not deemed competent after a second attempt they will not be re-assessed for at least 12 months so that they may gain confidence driving other vehicles.

## **28. Social Events & Initiation Ceremonies**

- 28.1 It is an individual's choice whether or not they attend any social event. Non-attendance must not act as a barrier within the activity.
- 28.2 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). CSU consider such action to be bullying, and as such will take appropriate disciplinary action.
- 28.3 All members of SU activities must show respect towards their peers, other members of the University and towards members of the public at all times.
- 28.4 Activity groups (including clubs and societies) are not permitted to carry out initiation ceremonies either on or off University premises.
- 28.5 An initiation ceremony is an event in which members (often new members) of the club/society are expected to perform a task or tasks as a means of gaining credibility, status or entry within that club/society. 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.
- 28.6 Individuals who organise events in breach of this code of conduct will be subject to disciplinary action in line with the Students' Union Disciplinary Procedures.

## **29. Day Trips/Balls etc**

- 29.1 **Duty of Care:** All students must complete a temporary duty of care form for all organised CSU activities including balls and day trips out. This will be held by the Students' Union staff member organising the event.
- 29.2 All other procedures are as stated in this policy, with the exception of the grant and social accounts.
- 29.3 All money transactions must still adhere to CSU Financial Procedures.

### 30. Disciplinary

- 30.1 All clubs, societies, activity groups and their members must adhere to this policy handbook. Failure to do so will result in disciplinary action.
- 30.2 It is recognised that teams within clubs run separately, and therefore are individually treated for disciplinary procedures.
- 30.3 The punishments are severe to act as a deterrent, and CSU are trying to enable student activities to take place in as safe an environment as possible.

Offence	Result	Result if an additional offence repeated within same academic year
No representation at Captain's training	No freshers' fair stall	n/a
Failure to submit a Code of Practice on or before the given deadline	Team/Society suspended from all activity until a Code of Practice has been submitted	Team/Society suspended for one month
Individual found participating in activity (including training) without a valid Duty of Care card in their possession	Individual suspended until they join as an official member. Team/Society receive an official written warning.	Team/Society suspended for one month
Individual found participating in a competitive match/production, who is not a valid member of the team/club/society	Team/Society receive a one month suspension	Team/Society suspended for the remainder of the academic year
Failure to hand in a risk assessment within 24 hrs of the activity taking place	Team/Society receive an official written warning	Team/Society receive a one month suspension
Failure to abide by trip registration procedures	Team/Society receive a one month suspension	Team/Society suspended for the remainder of the academic year
Team/society that carries a non member without DGMMS permission on Union organised transport	Team/Society receive a one month suspension	Team/Society suspended for the remainder of the academic year
Students' Union minibus driver who does not abide by the CSU minibus regulations	Driver removed as valid driver	
Team/society found in breach of the SU transport procedures	Each situation will be investigated individually.	
Failure to return all kit and equipment by the advertised deadline	Individual charged for the replacement cost	Individual taken to small claims court and suspended from CSU membership

- 30.4 The above is not an exhaustive list and can be added to at the Students' Union's discretion.
- 30.5 Any team/society that receives a one month suspension during an academic year and commits another offence will be suspended for the remainder of the academic year.
- 30.6 Suspensions are implemented as soon as the DGMMS is made aware of the situation. The timescale is valid during normal periods of activity for that particular team or society. For example, a suspension applied just prior to Christmas will be suspended during the Christmas break and resume in January.
- 30.7 A suspension means that the team/society may not participate in any student activity, this includes competitive matches, competitions and training. All kit and equipment must be returned immediately.

- 30.8 Clubs and Societies have the right to appeal by stating their reasoning in a letter addressed to the President.

## **31. Sponsorship**

- 31.1 CSU encourages clubs and societies to seek financial sponsorship from ethical and environmentally friendly organisations that do not contravene the mission, vision and values of CSU.
- 31.2 Any potential agreement must benefit the Club or Society without making unreasonable request on its members.
- 31.3 All potential agreements must be agreed by the DGMMS to ensure equity across sponsorship deals, and the appropriateness of proposed sponsors.
- 31.4 All potential agreements with commercial businesses that are in direct competition to CSU must be agreed by the Finance Committee.
- 31.5 All potential agreements must be confirmed in the form of a simple contract which clearly states the precise details of the agreement, and is signed by the Club Captain / Chairperson, CSU President and authorised representative from the sponsor organisation.
- 31.6 Any kit sponsor must cover the cost of a full set of playing shirts which will be ordered and designed by CSU.
- 31.7 There is no limit to the amount of sponsors that one Club/Society may have.
- 31.8 Clubs/Societies may not poach sponsors from other Clubs/Societies.

## **32. Complaints**

- 32.1 Where possible complaints should be dealt with informally. The complainant should inform the activity leader of the nature of their complaint and ask for the issue to be investigated and resolved. This may be done verbally or in writing. The activity leader should keep a record of the complaint and how it was resolved, and also notify the DGMMS of the complaint.
- 32.2 If the complainant is dissatisfied with the response they receive from the activity leader, or if the complaint directly concerns the activity leader, or if the complaint is about a very serious matter such as an intolerable or substantial risk of harm, they should make their complaint directly to the DGMMS. This should be done in writing, but may also be done in person.
- 32.3 The DGMMS will acknowledge receipt of the complaint in writing within 3 working days. The DGMMS will investigate the complaint and make a response to the complainant within a further 7 working days.
- 32.4 If the complaint is in relation to the Student Activities staff, the complainant should indicate their dissatisfaction to the DGMMS.
- 32.5 If the complainant is dissatisfied with the response they receive from the DGMMS, or if the complaint directly concerns the DGMMS, they should indicate their dissatisfaction in writing to the General Manager.
- 32.6 The General Manager shall acknowledge receipt of the complaint in writing, institute an enquiry and respond within 7 working days of the complaint being lodged.
- 32.7 If the complainant is dissatisfied with the response they receive from the General Manager they should indicate their dissatisfaction in writing to the President who will follow the Union Complaints procedures.