



STUDENT ACTIVITIES POLICY

BY LAW of

CHESTER STUDENTS' UNION

Passed at Trustee Board on 29/9/17

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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 Sports and Societies have a common law 'duty of care' to participants. If this is not implemented then the Students' Union or Sport Captain/Presidents 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 relevant legislation and appropriate national governing body guidelines.

The policy will be reviewed on an annual basis at which time a report will be submitted to the Trustee Board on progress in Student Activity Safety over the course of the year. Additional review may also occur in the light of incidents or changes in legislation. CSU reserve the right to add to this policy.

In the case of doubt of interpretations to any aspect of this policy, the decision of the Trustee Board or their representative will be final.

2. Definitions

- 2.1 For the purpose of this document, a student activity is defined as any organised activity that involves collective group of student sport/society members who are utilising Union and/or University facilities and equipment.
- 2.2 A sport 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 sports and societies is available from the Student Activities staff or from the Students' Union website www.chestersu.com.
- 2.5 TeamChester is the corporate name for all CSU sports and societies.
- 2.6 SAM stands for Student Activities Manager.

3. Membership

- 3.1 Any current student at University of Chester who is a member of CSU, life member of CSU, CSU staff member or University of Chester staff member may join sports and/or societies. Each member must pay the relevant annual subscription, provide duty of care information and abide by all CSU policies and procedures. Refer to the code of conduct section for expulsion from membership.

- 3.2 Only current students at University of Chester are permitted to hold committee positions.
- 3.3 All potential sport/society members are entitled to annually specified 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 by the SAM.
- 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 staff 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 sports/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 sport or society, unless express permission is granted by the SAM. Such permission may be granted dependent upon:
 - a. It may not result in CSU funds being spent disproportionality on past students rather than current students,
 - b. the decision shall be reviewed annually
 - c. the decision may be subject to certain restrictions dictated by SAM
- 3.8 The Sabbatical Officers shall be honorary members of every sport and society, and as such will receive a complementary membership.
- 3.9 Membership shall run from 1st September to 31st August each year.
- 3.10 All spectators are representatives of their sport/society, Students' Union and University and should behave in a manner befitting this before, during and after the events. Unsporting behaviour will not be tolerated by either Students' Union or University and any incidents will be investigated which may result in a member, sport or society under investigation.
- 3.11 It is the sport or society responsibility to ensure the spectators follow the rules and procedures of the session and any students misbehaving should be reported to the SAM. Failure to report could lead to the sport or society being under investigation.

4. Setting up a new Sport or Society

- 4.1 Any current student may endeavour to start a new sport or society within CSU. To be accepted by CSU, that said sport or society must submit the new society booklet and a signed sheet of at least 2 current students who intend to join. This sheet must contain the students' names, signatures and student numbers.
- 4.2 The SAM will forward the proposals to the Sabbatical Officers for approval. If approved, CSU will provide a new sport/society pot of money for all new sports/societies in the academic year.
- 4.3 Once passed by the Sabbatical Officers at least 2 members must have paid their subscription within four University working weeks. No expenditure over £50 will be spent until this is achieved.
- 4.4 The proposal is passed to the SAM to ensure that it meets the following criteria: The proposal clearly states a justifiable activity.

- 4.4.1. The proposed sport or society differs from any already existing.
- 4.4.2. At least 2 current students have completed the interest sign-up sheet. Sport proposals for team sports must have enough students for a full team plus substitutes e.g. football would need at least 14 current students.
- 4.4.3. The new sport proposal must have the facility availability to be passed as a new sport.
- 4.4.4. The SAM will forward the proposals to the Sabbatical Officers for approval. If approved, CSU will provide a new sport/society pot of money for all new sports/societies in the academic year.

5. Sport & Society Activity

- 5.1 Each activity that costs the Union money may only take place if at least 2 members of the sport or society actively participate. CSU can reserve the right to cancel the facilities if 2 members are not in attendance to the activity.

6. Sport or Society Dissolution

- 6.1 If a sport or society has less than 2 members in any academic year, then they will be given four University working weeks to increase membership. If unsuccessful then they will be suspended for the remainder of that year with the hope to re-establish in the following year. If this is not achieved, then the sport or society will assume to have been dissolved. All assets will be suitably transferred, stored or sold as deemed appropriate by the SAM.
- 6.2 The possibility of subscription refunds will be discussed by the SAM, and dealt with on an individual basis.

7. Meetings

- 7.1 **Committee Training**
A detailed training session is provided at the start of each academic year which explains the policies and procedures involved in CSU sports and societies. The training is compulsory for sport captains/presidents.
- 7.2 **Sports & Societies Forums**
The Vice President, ~~Campaigns~~ & Activities will co-ordinate regular meetings with sport captains/presidents to discuss issues and enhance communication between sports/societies and CSU. A member of sport or societies must attend the forums.
- 7.3 **Sports & Societies Working Group**
Four sports and societies representatives are elected at the start of the academic year (2 sports & 2 society's rep). The rep will attend the Sport & Societies Working Group and Union Council. The meetings are held throughout the year, the dates of which are given to each sport and society representative well in advance of each meeting. Members include relevant University and Students' Union staff, and it is chaired by the Vice President, ~~Campaigns~~ & Activities.

8. Code of Practice

- 8.1 Each sport 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/president. Each participant will sign an online declaration to say that they will abide by it when joining a sport/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 Code of Conduct will refer to the aims of the sport/society and committees commitment to abide by Union policies and procedures.
- 8.5 All sporting sports 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 sport/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 by email.
- 9.2 The chair shall be the Sport Captain/President, 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 be invited to attend the AGM, and act as returning officer for the elections. This can be done remotely.
- 9.3 Quorum is 50% + 1 member of the current student membership. The sport/society membership is frozen when AGM notice is communicated.
- 9.4 Life members, Union and University staff members of the Sport/Society may observe with speaking rights. Life members do not have voting rights.
- 9.5 Coaches/Instructors may observe with speaking rights.
- 9.6 Only current student members may vote.
- 9.7 The AGM will:
 - 9.7.1. Receive the minutes of the last AGM
 - 9.7.2. Receive a report from its Committee
 - 9.7.3. Elect a Committee for the following academic year
 - 9.7.4. Agree the budget form for the following academic year
- 9.8 CSU has the right to call an EGM if deemed processes or policies were not adhered to.
- 9.9 CSU produce an AGM guidelines document that should also be referred to.

10. Extraordinary General Meetings (EGMs)

- 10.1 An Extraordinary General Meeting can be called by the SAM and also by the sport/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 50% + 1 of the current student membership. The sport/society membership is frozen when AGM notice is communicated.
- 10.3 Life members of the Sport/Society may observe with speaking rights. Coaches/Instructors may observe with speaking rights.
- 10.4 Only current student members may vote.

11. Committee

- 11.1 Each sport/society will annually elect a committee consisting of a President/Sport captain, Vice President/Sport captain and Communications Officer. Democratic Elections will be held during the sport/society AGM, for positions beginning on July 1st of that year. All current student members 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 as a student led organisation.
 - 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 sport 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, sport, half and full colours.
 - 11.2.6. Ensure that the sport/society is conducted in accordance with Chester Students' Union's Articles 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 Sport and Society shall be permitted, subject to the written approval of the SAM, to have a Sport or Society Honorary President who shall be a member of the University staff, and who shall be elected by the membership of that Sport or Society 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 sport/society.

- 12.3 The Honorary President shall be bound to undertake their respective duties within the CSU Articles of Association.
- 12.4 The Honorary President shall be bound to acquire a Duty of Care for their term of office.

13. One Off Match Fee

- 13.1 Current students may participate in two competitive matches for a team, during an academic year, after completing the following:
 - 13.1.1. Payment of £10 which may not be subsidised by the sport grant or social account
 - 13.1.2. Completion of Duty of Care information
 - 13.1.3. Attended at least two sport 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.
- 13.3 The One off Match Fee MUST only be used twice by a current student for all sports.

14. Individual Competitors

- 14.1 Students wishing to participate in an event for which there is no sport 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 Duty of Care.
- 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 All support is given at the discretion of the SAM of Chester Students' Union.
- 14.5 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.
- 14.6 Each request for financial support should be accompanied by
 - 14.6.1. Entry form for authorisation by the Student Activities Administrator,
 - 14.6.2. Receipts attached to expenses claim form,
 - 14.6.3. Short report on competition.

15. Finance

- 15.1 Each sport and society has a grant account and a social account, and both accounts are run through the Students' Union by the SAM. SAM is the budget holder for all sports and societies accounts.
- 15.2 It is not permitted for any transactions relating to sport or society business to be conducted through externally held bank accounts (either a personal account or one in the sport/society's name).
- 15.3 Students may not collect money from other members, this MUST be through the Students' Union.
- 15.4 If a sport/society is in breach of the following finance guidelines they will occur an instant suspension.
- 15.5 Sport/society should follow the 'Raising Money for Charity Guide' to ensure rules and procedures are followed when collecting charity money.

GRANT ACCOUNT

- 15.6 CSU annually allocate a grant to every sport and society for purchasing items they require such as transport, kit, affiliation, equipment, coaches/instructors and hire of facilities. This grant is held in the Grant Account, together with the DOC (Duty of Care) subscriptions paid by the members.
- 15.7 To access money from this account, the Sport Captain/President must speak to the SAM who manages the account, and who must authorise all proposed expenditure. Any member of a sport or society who spends money on behalf of their sport or society without authorisation from the SAM is personally responsible for that cost.
- 15.8 There is a minimum price of £5.00 for DOC membership for all sports and societies to ensure the basic costs are covered eg. Insurance.
- 15.9 Members who personally pay for items which have been authorised by the SAM need to complete a CSU Expense 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. The CSU expense claim form MUST be signed off by Sport Captain/President.
- 15.10 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.
- 15.11 It is recognised that budgeting for transport costs is a difficult process when fixtures have not been agreed at the time of budgeting.
- 15.12 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.
- 15.13 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 sport/society will still be charged per mile. The driver MUST obtain a VAT receipt on purchase of fuel.

DEPLETING GRANT ACCOUNT

- 15.14 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:

- 15.15 SAM to contact the Sport Captain/President 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.
- 15.16 SAM to inform Student Activities staff of actions taken so expenditure is only arranged where appropriate.
- 15.17 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.
- 15.18 If the funds continue to be insufficient for the year and it is deemed that the sport/society are not responsible, or only partially responsible, the SAM will approach the CEO for a grant increase to fully cover the anticipated deficit.
- 15.19 If a sport/society is deemed to be fully responsible for the insufficient funds;
- 15.18.1. Forthcoming sport/society events that require funding will be ceased and an EGM may be called.
 - 15.18.2. The SAM will contact each external provider (i.e. external facilities and trainers) to inform them of the situation.
 - 15.18.3. Unless there are exceptional circumstances, no subscription refunds will be given as the offending committee would have been duly elected by the membership.
 - 15.18.4. Sport/society events that do not require funding may continue, unless disciplinary sanctions have been enforced.
 - 15.18.5. If sufficient additional funding is secured, the sport/society activities may resume.
- 15.20 If activities are stopped in any one year, this does not affect the ability of the sport/society to apply for a grant the following year. However, the Sport Captain/President may need additional support in completing a realistic budget.

SOCIAL ACCOUNT

- 15.21 The Social (Fundraising) Account is where any sponsorship money, or money the sport members have raised, is held. This account is also used to bank any money members of individual sports/societies pay towards meals or social events.
- 15.22 The following rules must be adhered to in relation to Social Accounts:
- 15.21.1. The SAM must authorise all proposed expenditure. Members who spend money on behalf of their sport/society without authorisation from the SAM are personally responsible for that cost.
 - 15.21.2. The expenditure must benefit the majority of the sport/society membership.
 - 15.21.3. The money may not be used to purchase alcohol/drugs/tobacco.

END OF FINANCIAL YEAR

- 15.23 The CSU financial year runs from the 1st of August to the 31st of July.
- 15.24 If a sport/society Grant Account shows a negative balance, money from that sport/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.
- 15.25 All Social Account balances are carried over each year. The grant accounts are not carried over each year.
- 15.26 A sport/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 Sport 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 budget meeting, the money will allocate, 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 sport and society will be allocated a page on the CSU website. It is the responsibility of sport/society to update their page through the relevant procedures.
- 17.2 Sports and Societies are not permitted to have an external website unless express permission is granted by SAM, but may have a social community networking site, such as Facebook, Twitter, YouTube channel and external blog. SAM has the right to report or delete pages that don't follow the Chester Students' Union policies and guidelines.

- 17.3 SAM can ask for access to any social media networks at any time.
- 17.4 The Student Activity staff must be formally notified of all addresses of any social community networking sites that are set up. It is the responsibility of the committee to ensure that only sensible members have access to the social media and previous committee are deleted.
- 17.5 The Student Activity Staff must be given editorial access to the social community networking sites so that inappropriate material can be removed.
- 17.6 The Student Activity staff will make every effort to check the social community networking as often as possible.
- 17.7 Online Admin Tool will be managed by SAM and committee will have access. Training will be given at the start of the year including guidelines and procedures for sports and societies.
- 17.8 Any request for internet communication forms not covered in this policy will be considered on an individual basis.
- 17.9 All complaints about content on any sport/society communication will be treated in a serious manner, and investigated as soon as possible by the SAM, and taken through the disciplinary procedures if necessary.
- 17.10 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/sports/societies that breach this.

18. Colours and Awards

- 18.1 Colours and awards are presented annually to recognise commitment and achievement in sports and societies.
- 18.2 The Union will award sports and individuals annually for their achievements and commitment to sports. The awards are decided by CSU in a fair and transparent system.

19. Kit and Equipment

- 19.1 All kit or equipment purchased by Chester Students' Union or donated / sponsored externally for a sport/society/student activity is defined as Chester Students' Union owned kit/equipment.
- 19.2 All kit **MUST** be supplied by the current CSU authorised provider. SAM orders all playing kit.
- 19.3 Any personal kit or equipment which is used by the sport and not collected by the owner for 6 months is deemed to have been donated to CSU.
- 19.4 All kit and equipment is logged on an inventory by the SAM.
- 19.5 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.
- 19.6 Any keys which are signed out by members will be charged £5 for non-return of each key.

- 19.7 Without express permission SAM, no Union funded kit or equipment can be personalised with members' names or external sponsors.
- 19.8 CSU kit and equipment may only be used for student activity by sport/society members of Chester Students' Union.
- 19.9 If CSU kit or equipment becomes damaged, broken, lost or stolen, it must be reported to CSU as soon as possible.
- 19.10 All playing kit will conform to University of Chester colours being Red, White and Black and display the University and Chester Students' Union logo. All sponsorship logos MUST be approved by Chester Students' Union.
- 19.11 CSU will have an authorised supplier for playing and social clothing to get the most competitive price. All sports and societies must order these through CSU and this sole supplier.
- 19.12 Sports/societies may subsidise the cost of personal clothing if they have enough money in their social account.
- 19.13 Sports/societies may order their tour tops from a different supplier. The tour tops must not contain the University of Chester, Chester Students' Union or anything related to Chester or Warrington.

20. Health and Safety Responsibilities

Party	Responsibilities
Individual Participants	To take reasonable care for the health and safety of themselves and others involved in student activities. To follow the Students' Union's systems and procedures for the management of health and safety. To follow the reasonable instructions of activity leaders /captains/president. To wear suitable clothing and footwear for the activity. To follow NGB's guidelines and regulations.
Coaches / Activity Leaders / Instructors / Captains / Presidents	To implement the Students' Union's systems and procedures for the management of health and safety. To have a suitable qualifications to run the activity.
Student Activities Staff	To develop and monitor systems and procedures for the management of health and safety in student activities. To devise and implement the policy as it relates to sports sports and societies. To seek out training and distribute information which enables activity leaders to effectively discharge their responsibilities for health and safety. To obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities such as climbing. To provide adequate insurance for authorised activities. To seek appropriate assurances and documentation to ensure that any facilities/equipment managed by the University of

	Chester which are used in the course of student activities meet the minimum safety standards for their intended purpose.
CEO	To monitor and review the development and implementation of the policy, reporting any serious incidents to the Trustee Board.
Trustee Board	Approve this policy and receive reports on any serious incidents.

- 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.
- 20.2 If a sport or society feel members would benefit from Manual Handling training to make things safer the committee should contact SAM as will able to help arrange a course for members.
- 20.3 Alcohol consumption is not permitted before or during any activity session.

21. First Aid

- 21.1 Every team and society must have at least one qualified First Aider.
- 21.2 CSU organises and funds 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 1st or 2nd year student.
- 21.3 Every team captain/president 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 sport/society/activity sessions.
- 21.4 It is this first aiders responsibility to ensure that the first aid kit is fully stocked at all times. The captain / President will also be held financially responsible for the kits return at the end of the year.

22. Safeguarding Children and Vulnerable Adults

- 22.1 This policy shall be read alongside CSU's Safeguarding policy.
- 22.2 Sports/societies working unsupervised with children or vulnerable adults will complete a Disclosure & Barring System Check. Members with an existing DBS check will show this to the SAM review. Disclosure numbers will be recorded.
- 22.3 DBS checks revealing convictions, cautions, reprimands and warnings will be reviewed on a case-by-case basis.

23. Health and Safety Checklist

- 23.1 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.

- 23.2 A health and safety checklist 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 checklist is carried out prior to each activity due to the fluctuating conditions and standard of the facilities used. The result of the checklist also provides immediate feedback of facility difficulties to CSU.
- 23.3 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.
- 23.4 The Students' Union defines a suitable and sufficient health and safety checklist 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.
- 23.5 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.
- 23.6 Risk assessments will be sent to Sports and Societies before the start of the year by the SAM. SAM will arrange safety meetings with high risk sports at the start of the year.
- 23.7 CSU will provide adequate information, training and advice to ensure that those conducting health and safety checklists can do so competently.
- 23.8 Sport and Recreation Department will provide training on their facilities and equipment at the start of an academic year.
- 23.9 Female members are required to inform a member of Student Activity staff if they are pregnant so that appropriate risk assessments can be completed.
- 23.10 Activities run by external/provider organisations must provide all relevant documentation to the sport or society with copies provided to the SAM e.g. public liability insurance, NGB affiliation or organisation risk assessments.

24. Induction to a Sport/Society 'Taster Sessions'

- 24.1 At the start of each academic year there will be a defined period of taster sessions in which members of CSU can try out various activities.
- 24.2 After the start of the year, members may still try an activity before they purchase membership. This will be for a maximum of 2 attendances and may not include participation in any of the activities listed in 24.4
- 24.3 Each activity leader will have their first session written out on a 'Taster Session' form and authorised 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.
- 24.4 During a taster session period, no sport/society is permitted to have a full 'game' situation against an external opponent, overnight stay or occur outside of the usual activity venues in the taster session period. What constitutes a 'game' or 'venue' will be decided by the Student Activities staff.

- 24.5 Sport captains/ presidents are responsible for ensuring that all new members attending throughout the year are given the appropriate health and safety information and training.

25. Duty of Care

- 25.1 Every person who partakes in a recognised CSU student activity must hold CSU Duty of Care. These must be purchased annually from the CSU when paying the subscription charge.
- 25.2 Each member will be asked to provide emergency medical information for use in case of an emergency. Members will also be required to confirm that they will abide by all the rules and regulations of Chester Students' Union and accept the risks of the activity(ies) they undertake.
- 25.3 The information provided will be kept in accordance with the Data Protection Act 1998 and will only be accessed by Student Activities staff, although members with specific medical information will be encouraged to disclose this to sport/society committee members where appropriate.
- 25.4 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.
- 25.5 Students will not be permitted to travel on any CSU authorised vehicles unless they have purchased Duty of Care.
- 25.6 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.
- 25.7 Registration form must be completed at every taster session and the sport captain/president will hand the forms to student activities staff.

26. Trip Registration

- 26.1 For an activity not taking place on University of Chester premises, a sport, team or society must submit a Trip Registration Form prior to the trip taking place. This also includes activities between the Chester and Warrington campuses due to the distance travelled.
- 26.2 The form will ask the activity leader to complete the following information; name of sport/society, activity leader, date of trip, exact location and contact details of destination, full names of attendees, mode of transport, first aider and driver highlighted.
- 26.3 If two teams from one sport travel off campus, two separate Trip Registration Forms must be submitted.
- 26.4 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. The staff member will ensure that the form is complete and authorise the trip.
- 26.5 For any trip involving outdoor pursuits, the trip organiser must ensure they leave appropriate safety information at base of the activity (i.e. campsite, parked minibus/car), in case of emergency.
- 26.6 Once authorised, the form may not be altered in any way. Any changes must be submitted on the Trip Amendment Form.

- 26.7 An Overnight Trip Registration Form must be submitted with the standard Trip Registration Form for all trips involving an overnight stay.
- 26.8 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.
- 26.9 If the trip registration forms need amending when the trip has left campus, this can be amended on the online app.
- 26.10 Outside the UK trips must be approved by SAM 2 months before and extra information is needed from the sport or society.

27. Accident and Emergency Procedures

- 27.1 The porters are '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.
- 27.2 In the event of an emergency during a student activity, the following procedure must be followed:
 - 27.2.1. Member contacts the emergency services if required.
 - 27.2.2. Member rings Porters Lodge who initiates University procedures if necessary. They will also contact the 'on call' CSU staff member.
 - 27.2.3. The CEO will take appropriate actions to assist with the emergency situation.
 - 27.2.4. If the situation is deemed an emergency by the CEO, they will contact the Porters, President, SAM and Corporate Communications to keep them informed of the situation.
 - 27.2.5. Student information will only be passed to appropriate authorities when the authority's identity has been established.
 - 27.2.6. Detailed records of actions will be kept at each stage.
- 27.3 The accident and emergency procedures will be accessed via the app and on confirmation email.
- 27.4 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 on an accident form held in the SU office.
- 27.5 The Student Activities staff will review circumstances around the accident / dangerous occurrence and if necessary they shall take immediate action to prevent further accidents.
- 27.6 In extremely serious cases an investigation to gain more information about the incident will be undertaken by the SAM and the Union President. Appropriate action shall then be taken.
- 27.7 All media enquiries must be directed to Corporate Communications or the President.
- 27.8 No member should discuss legal liability with other parties.

28. Transport

- 28.1 All use of CSU transport on Union Sport or Activity business shall be subject to the regulations laid down in the Driver handbook, and to any other such regulations as the SAM may from time to time publish, and to legal requirements.
- 28.2 All drivers must attend the driver training to be eligible to drive CSU transport.
- 28.3 All members driving their own private vehicle must complete a Vehicle Registration Form.

29. External Speakers

- 29.1. An external speaker refers to a person or organisation that is not part of the Union or the University who is invited to speak at any Sport event on or off campus.
- 29.2. Sports/societies must notify the Union of any events on or off campus that involve external speakers.
- 29.3. All external speakers are subject to approval by SAM.
- 29.4. No event will be publicised by the Union until it has been cleared by the Union.
- 29.5. CSU reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met.

30. Coaches/Referees/Leaders/Instructor

- 30.1. Sport Committees shall ensure that people undertaking the role of referee, instructor, coach or leaders are suitable.
- 30.2. In the case of external providers, whether paid or unpaid, sports will seek documentary evidence of the relevant National Governing Body award or recognition, or failing that, make and record a thorough investigation of the person's experience and standing; for example through C.V. and references.
- 30.3. All supporting documentation in either case should be lodged with the SAM and subject to their approval.
- 30.4. Please refer to Coaches handbook for rules, regulations and processes.

31. Training without qualified coaches

- 31.1. In some cases sport/society members may step in as a more experienced individual teaching more inexperienced members. This must be pre agreed with SAM.
 - 31.1.1. All parties should be sufficiently aware and experienced to make an informed choice about participation.
 - 31.1.2. Sport committees should monitor this mode of operation and act if they feel it is detrimental to safety. Concerns should be referred to the SAM.

32. Public Events / Large activities/Campaigning

- 32.1. If a sport/society wish to hold a large scale and/or public event they must seek permission as early as possible from SAM who will inform them of the appropriate procedures. All activities will be facilitated wherever possible, but health and safety will always take priority
- 32.2. Students' Union resources and funding cannot be used for party political campaigns.
- 32.3. If a sport or society is hosting a film showing as part of an event, you need to have the appropriate film license.
- 32.4. For insurance and legal reasons, committees cannot engage in the following with students or with the general public:
 - 32.2. 1. Counselling or self-help support
 - 32.2. 2. Advice or advocacy (written or spoken)
 - 32.2. 3. Information or guidance other than from official sources (e.g. NHS, government)
 - 32.2. 4. Slander, libel or defamation
 - 32.2. 5. Monetary donations to individuals or groups beyond the aims and objectives of the Students' Union.
- 32.5. Sports and Societies can engage in peer to peer activities, in other words, sharing and debating information between members of their own society or committee.

33. Food Safety

- 33.1. Due to increased litigation and concern regarding food hygiene and safety, sports/societies must seek advice and permission from CSU prior to any distribution of food or drink.

34. Room Booking

- 34.1. Room booking can be made for all sports and societies. This is subject to University availability.
- 34.2. Rooms must be cancelled 48 hours in advance. It is the activity leader responsibility to cancel the room by contacting Sports & Societies Administrator.
- 34.3. An additional room booking request must be made at least 48 hours in advance.
- 34.4. Rooms will not be booked for a sport/society has not been fulfilling room bookings.
- 34.5. Rooms must be left as found and if a sport/society is continually leaving the rooms in poor conditions will be suspended from booking rooms at the University.

35. Postering and Flyering Policy

- 35.1. Only designated notice boards are to be used for postering and permission must be sought from the relevant University / Union / Association department. Exterior walls or pillars, windows or doors are not to be used.
- 35.2. The following must be adhered to:

- 35.2.1. All posters and flyers must clearly carry the name of the relevant sport/society and carry the Union logo. This logo must not be distorted or abridged in anyway.
- 35.2.2. All posters must be stamped and flyers approved by the Student Activities Staff.
- 35.2.3. All posters must be removed following an event that they are advertising.
- 35.2.4. Members must clearly display student ID when giving out flyers.
- 35.2.5. All posters in a foreign language must be accompanied by an English translation.

36. Social Events & Initiation Ceremonies

- 36.1. 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.
- 36.2. 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.
- 36.3. 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.
- 36.4. Activity groups (including sports and societies) are not permitted to carry out initiation ceremonies either on or off University premises.
- 36.5. An initiation ceremony is an event in which members (often new members) of the sport/society are expected to perform a task or tasks as a means of gaining credibility, status or entry within that sport/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.
- 36.6. 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.
- 36.7. Any social event that puts CSU in disrepute will be subject to Union disciplinary action. This includes clothing, conduct, reports from general public etc.
- 36.8. CH1 Bar Manager has the right to refuse entry to CH1 if clothing is deemed inappropriate.
- 36.9. Committee are expected to take full responsibility for the safety and behaviour of the social activities.

37. Tour

- 37.1. The Union does not promote or endorse any tour companies or activities, so if individuals attend these then there must be no use of union resources or names.

38. Equal Opportunities

- 38.1. Wherever possible, activities should be accessible to all students who wish to participate. This is in accordance with CSU's Equal Opportunities Policy which should be read alongside this document.

39. Sponsorship

- 39.1. CSU encourages sports and societies to seek financial sponsorship from ethical and environmentally friendly organisations that do not contravene the mission, vision and values of CSU.
- 39.2. Any potential agreement must benefit the Sport or Society without making unreasonable request on its members.
- 39.3. All potential agreements must be agreed by the SAM to ensure equity across sponsorship deals, and the appropriateness of proposed sponsors.
- 39.4. All potential agreements with commercial businesses that are in direct competition to CSU must be agreed by the SAM.
- 39.5. 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 Sport Captain / President, CSU President and authorised representative from the sponsor organisation.
- 39.6. Any kit sponsor must cover the cost of a full set of playing shirts which will be ordered and designed by CSU.
- 39.7. There is no limit to the amount of sponsors that one Sport/Society may have.
- 39.8. Sports/Societies may not poach sponsors from other Sports/Societies.

40. Disciplinary

- 40.1. All sports, societies, activity groups and their members must adhere to this policy handbook. Failure to do so will result in disciplinary action.
- 40.2. It is recognised that teams within sports run separately, and therefore are individually treated for disciplinary procedures.
- 40.3. 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 fresher's 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 their possession	Individual suspended until they join as an official member. Team/Society receives 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/sport/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 SAM permission on Union organised transport	Team/Society receive a one month suspension	Team/Society suspended for the remainder of the academic year
Students' Union driver who does not abide by the CSU driver manual. (Please refer to handbook).	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
Complaint of communications.	Each situation will be investigated individually.	

- 40.4. The above is not an exhaustive list and can be added to at the Students' Union's discretion. If disciplinary offence is not stated above the SAM and CEO will consult on the appropriate punishment deemed necessary for the severity of the offence.
- 40.5. 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.
- 40.6. Suspensions are implemented as soon as the SAM 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.
- 40.7. 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.

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

41. Complaints

- 41.1. 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 SAM of the complaint.
- 41.2. 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 SAM. This should be done in writing, but may also be done in person.
- 41.3. The SAM will acknowledge receipt of the complaint in writing within 3 working days. The SAM will investigate the complaint and make a response to the complainant within a further 7 working days.
- 41.4. If the complaint is in relation to the Student Activities staff, the complainant should indicate their dissatisfaction to the SAM.
- 41.5. If the complainant is dissatisfied with the response they receive from the SAM, or if the complaint directly concerns the SAM, they should indicate their dissatisfaction in writing to the CEO.
- 41.6. The CEO shall acknowledge receipt of the complaint in writing, who will then follow the CSU Complaints procedure.