

# Clubs and Societies Handbook 2018-19



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## Introduction from Lauren

First things first, congrats on being elected onto an LUU Committee! Being on Committee is a super exciting opportunity to develop your skills, create opportunities for your members and effect real change in LUU.

Your team of committee members should coordinate regular committee meetings so that you can plan ahead, talk about any concerns and talk about new projects and ideas. You should also ensure that you are being as inclusive as you can, that your members are engaged and cared for, and that they are having the best possible time as a member of your society.

We pulled together the information we think you need to run your club or society into this handbook so have a read and hopefully this will help make things clear. There is more information on the LUU website - there's loads of links in this document to useful pages - and we run face to face inductions which all committee members should attend to help set you up for the year ahead.

There's loads of people in LUU who are able to help with almost anything you want to do, or if you are having any challenges in your role. Please do get in touch and let us know how we can help (we're all lovely, I promise)!

## Key Contacts

Lauren Huxley - Activities Officer - [l.r.huxley@leeds.ac.uk](mailto:l.r.huxley@leeds.ac.uk)  
Student Activities Admin - [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) / 0113 3801 206  
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Melissa Kirby - Clubs & Societies Coordinator (Engagement and Participation) - [m.kirby@leeds.ac.uk](mailto:m.kirby@leeds.ac.uk) / 0113 3801 207  
Harry McCagherty - Clubs & Societies Coordinator (Digital and Compliance) - [h.l.mccagherty@leeds.ac.uk](mailto:h.l.mccagherty@leeds.ac.uk) / 0113 3801 203  
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Jamal El-Kalawy - Sports Clubs Manager - [j.el-kalawy@leeds.ac.uk](mailto:j.el-kalawy@leeds.ac.uk) / 0113 3801 217  
Rob Fairley - BUCS Coordinator - [r.fairley@leeds.ac.uk](mailto:r.fairley@leeds.ac.uk) / 0113 3801 217  
Rachel Knott, Carla Douglas and Jo Paul - Student Engagement Coordinators (Academic) - [r.knott@leeds.ac.uk](mailto:r.knott@leeds.ac.uk) / [c.douglas@leeds.ac.uk](mailto:c.douglas@leeds.ac.uk) / [j.m.paul@leeds.ac.uk](mailto:j.m.paul@leeds.ac.uk)

## Activities Exec

The Activities Exec are 13 elected students who represent each category of society to LUU and the University. They put the needs of their societies at the forefront of their work, and will lobby the Union to make changes that affect how your society operates. They have been key innovators in projects such as the LUU Dance Show, the LUU Fringe and the Women's Self Defence classes, to name a few! They have also pushed for active change in LUU and across campus. From campaigning for women-only gym sessions at the Edge to helping direct the new spaces in LUU as part of the Union Upgrade. So, if you have an idea, a problem or need some general support, your Rep is your first port of call.

To find out who your Rep is and get in touch, check out their [page on our website](#).

## Executive Category Meetings (ECMs)

### **What even is an Executive Category Meeting?**

An ECM is a meeting your committee attends 3 times a year that is chaired by your Activity Rep. This is a space where you can bring up any issues or concerns affecting your society; make suggestions on how to make things better for societies or LUU in general; and to feed in the opinions of your members about [Better Forum Ideas](#). It is also a great space to meet like-minded committee members, and talk about possible collaborations and knowledge-sharing.

### **Why bother?**

Attendance at each ECM is compulsory, as it is one of the most important democratic processes in place here at LUU. You can drive real change at an ECM so don't miss out. It gives you the chance to hold the Student Exec to account, pushing for changes that will improve life for your society members. Plus, there are normally snacks and a chance to network with like-minded people!

### **When are they?**

You will be told at least two weeks in advance where and when your ECM will be, so be sure to read the Committee Newsletter that comes out every Friday for updates. Your Rep should share the agenda in advance to give you a chance to prepare for the ECM, and gather feedback from your members.

### **Questions?**

Contact your rep, or get in touch with the Clubs and Societies Coordinator Shona Henley on [s.henley@leeds.ac.uk](mailto:s.henley@leeds.ac.uk)

## AGMs and EGMS

This is a summary of everything that you need to know in regards to running an Annual General Meeting (AGM). Please ensure that you follow these rules and guidelines. You can find the full AGM rules in your Constitution.

### **An AGM?**

An Annual General Meeting (AGM) is a compulsory meeting your society must hold each year. It is in place to ensure that your society is democratic; giving your members the opportunity to stand and vote for a new committee, change the constitution and hear the annual report from the President and Treasurer.

### **How and when?**

Your AGM should take place no later than a year after your previous AGM. You can hold your AGM online or in person, and minutes need to be sent to [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) before we register your new committee. The minutes should include the President and Treasurer reports, a list of candidates, the result of the election and a full list of attendees (if done online, number of voters should be included here). Your new committee should then complete our online committee contacts form (please see below for more info).

The basic rules are...

- **At least 10 days notice** must be given to your members of the date of your AGM.
- All your members must be informed of the positions that are available to stand for.
- Your AGM date must be advertised on your LUU webpage as well as your preferred Social Media platforms.
- You must hold an AGM even if you only have one person running for each position.
- Your meeting's **agenda must be available online 5 days before** your AGM.
- Only full members are allowed to vote in your election. A full member is a member who is a current University of Leeds student.

### **Candidates?**

- You must be a University of Leeds student and member of your society to stand for an exec position (president, treasurer or secretary).
- Each candidate must provide a manifesto (this can be distributed before the AGM or simply presented at the AGM).

- Members should always be given the option to vote RON (Re-Open Nominations) should they wish to do so.
- Members are allowed to stand for more than one executive and one non executive position maximum.

All AGM-related queries should be directed to our Admin team on [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk).

## Committee Contacts

Once you have held your AGM and elected a new committee you need to let us know about it. We need two things from the outgoing committee before registering the new team:

- To ensure the new committee complete the Committee Contacts Form
- For you to send your AGM minutes to [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk)

### **Committee Contacts**

Our online Committee Contacts should be filled out by the new committee so that we can register you with our Finance team, grant you admin rights for the website and add you to our committee mailing list. It is a super quick online form that you can access [here](#).

## Your Committee

### **Who is on your committee?**

Your committee is made up of three core members.

#### President

- Organising and overseeing the running of the Club/Society
- Chairing Committee Meetings, AGM and EGMs.
- Ensuring the production of an annual report
- Website regularly updated

#### Secretary

- Maintaining membership records
- Producing agenda documents and minutes for all meetings
- Ensuring only full society members are given the opportunity to vote in society elections

#### Treasurer

- Responsible for the finances of the Club/Society
- Ensuring all society transactions go through the LUU bank account

- Submitting subsidy applications to the Activities Exec
- Produce a termly report and a yearly budget
- Submitting a detailed statement of accounts for the year to the club/societies annual general meeting.

## **Other possible positions**

You can have any position in your society so long as it is voted in at an AGM or EGM by your society. Some examples of extra committee positions are below:

- Events Officer
- Equality & Inclusion Officer
- Equipment officer
- Fundraising Secretary
- Open Seat

## **Handover**

### **What exactly is a handover?**

This is when the outgoing committee get together with the incoming committee to prepare them for their year as a committee member, and introduce them to their individual roles. All groups should have a typed handover document that they can update year-on-year, which will help retain all knowledge even when committee members leave the University.

### **Why is it important?**

It ensures that there is continuity between outgoing and incoming committees so that there can be long term plans and development opportunities for the group. It prepares the new committee to pick up where the old committee left off with projects and plans, and also limits the risk of repeating mistakes made by previous committees. It's also the space for sharing contacts and knowledge, and for inspiring your successors.

### **When should we do a handover?**

Ideally the handover should be done within a fortnight of the AGM. The latest a handover should be done is by the end of May, so that you can prepare the incoming committee in time for the summer.

## Tips and tricks to a hell-of-a-handover

- Different people respond/interact in different ways, so where possible, tailor the handover to different committee members.
- Write down the ideas and knowledge in your head throughout the year - this will help you when it comes to typing up the full document.
- Be honest. Whether that be about the realities of your particular role, or barriers you have faced this year. Honesty goes a long way!
- Give them ideas and suggestions but don't hang over them.
- Think of all the things you wish you'd know when you took over in the role.
- Don't just hand over lots of text, make it visual - add in photos, videos, awards.
- Look bigger and produce a historical log and collect examples of good practice over the years.
- Using Google Apps will enable you to collaborate on the handover with the rest of your committee.
- Include key contacts in LUU and the University that you have built up relationships with this year. Having a 'Yellow Pages' will save the incoming committee a lot of Googling of staff in September...
- Share all your minutes and documents from the past year with them, so that they have solid examples of best practice and Society history, for reference.

## Closure and Inactivity

Should your group no longer continue to be active, or you are unable to provide enough committee members to function then this is the process:

**AGM/EGM:** Hold an AGM. If no one stands or you fail to meet the necessary requirements to hold a democratic AGM (meeting quorum), hold an EGM. If the same thing happens again, your group will be deemed inactive, with accounts being frozen and activity halted.

**Freshers/Refreshers:** This will be the opportunity to recruit a potential committee and members. From this an EGM can be held. If it is fair and democratic and the a committee voted in, they will be reactivated and can start operating as a group again.

### What then?

Should the group have no activity for over 12 months, it will become dormant and we will remove the page from the website and close your bank account. The money will be kept for a further 24 months, and if the society still remains closed the remaining money will be added to the LUU Grant which goes towards supporting Clubs & Societies.

### Back to life, back to reality

If someone comes to our office wanting to restart the society within 12 months of it becoming dormant, we will support that committee to get going and get some

momentum. If people want to restart the society after 12 months of it becoming dormant, they will need to go through the Society Formation Process.

### **To Qualify as a Society**

There are certain requirements you must meet to remain an official LUU Club or Society:

- Minimum of 25 University Leeds student members
- Committee must be led by an executive of University of Leeds students that are members of your group. Non University of Leeds students are able to hold other, non-executive committee roles.
- You are allowed external people to be members of your group, as well as graduates, Leeds Beckett students, and members of the public, but there must be a 80:20 split.

## **Give it a Go**

The aim of Give it a Go is to give students the chance to try out new things, see new places and have new experiences without committing to joining a club or society. It is designed to help introduce new students to life at University and provide existing students with exciting opportunities.

As the committee of a club or society, you have the opportunity to run one of these sessions. As well contributing to this great programme, you will also potentially gain many new members and may be eligible for up to **£160 in semester one and £80 in semester two** in incentive funding.

Your committee must decide what activity you could do that represents you as a society. For some, such as Sports and Martial Arts groups this is straightforward but for others, you may need to be creative. You may find you are running a popular activity which other groups are also hosting such as bowling or a pub quiz so try and do something unique and be different!

If you are planning a trip away, e.g. to the zoo or to an attraction, think carefully about your transport and ticket prices. If a person can do the same activity cheaper than what you're offering it for, then they are significantly less likely to attend. You can charge people to attend your session, but ensure that this is reasonable. Once session fees go beyond £5, attendance figures noticeably decrease; if you are charging, make sure it is value for money.

In order to receive the incentive funding, you must mail a completed Give it a Go sign up sheet to **giag@leeds.ac.uk within 2 weeks** of your session. If you fail to do so, or return this late, then you will not receive any funding.

Sign up sheets are available from [giag@leeds.ac.uk](mailto:giag@leeds.ac.uk)

The signup sheet must be completed by **everyone that attends the session** including members, non-members and committee. If no one attends your session, please add the details of those who ran it and email the sign up sheet as usual.

In order to be eligible for **incentive funding** the following information is **compulsory** and **must** be collected and handed in on the official Give it a Go signup sheet : 1) First and last name; 2) Student ID 3) If the attendee is a member of your group or not. Failure to collect this information and hand in an official Give it a Go sign up sheet will result in the loss of funding. No makeshift or non-official forms will be accepted.

### **The incentive funding is allocated as follows:**

#### **Term 1** (September - December)

- 0-14 non-members : **£80**
- 15+ non-members : **£160**

#### **Term 2** (January to March/April)

- 0-9 non-members: **£80**
- 10-14 non-members: **£130**
- 15+ non-members: **£160**

To apply for a GIAG [please visit our website](#). Any GIAG queries should be sent to our Engagement and Participation Clubs & Societies Coordinator Melissa Kirby on [m.kirby@leeds.ac.uk](mailto:m.kirby@leeds.ac.uk)

## Venues and Technical Support

### **Venues to book**

We have loads of fab, newly renovated spaces in LUU, that your club can use free of charge! From fully functioning theatres to a cosy place to have a social, we've got you covered. You can find a full list of our bookable venues [on the LUU website](#) as well as the online form you need to book them. Think big and be creative - our experienced venues and tech teams are happy to take on new challenges and work with you towards holding an amazing event.

Please note that our spaces get booked out super quickly, so get your requests in as early as possible and we will do our best to accommodate you.

### **What we can do**

If you want your space to be jazzed up a little, then our Technical Services team are here to help. They can provide you with tech support for all kinds of events, so dream big, they are very experienced and happy to help! All the room booking forms will ask about if you have any tech requirements, but all general enquiries should be sent to [unitechs@leeds.ac.uk](mailto:unitechs@leeds.ac.uk) and they will get back to you as soon as possible.

Please note that one technician is included free of charge in all room bookings, but should your event require more hands on deck they will charge you for the hours that the extra technician works. But don't worry, they will check this all over with you in advance.

Our Building Maintenance team can also PAT test electrical equipment for you - just pop into the Activities Office and ask.

### **Equipment hire**

Whatever equipment you need from sound systems for a party to projectors for a film screening, we will be able to sort you out. Below are few examples of equipment most commonly needed and some advice on what to ask for:

- PA System - A sound system! From a live music event to speeches
- DJ Equipment, Mixers and Decks – Whether you mix CD, vinyl or mp3.
- Projectors and Screens – From presentations to film showings.
- Lighting - To suit all event themes, environments and moods.
- Special FX – Smoke Machines, Lasers, Confetti, Pyrotechnics all the fun stuff.

## External Speakers

### **Who counts as an External Speaker?**

An external speaker is anybody who is not a student or member of staff at eh University of Leeds who is invited to do a talk, hold a workshop, host an event or debate an issue.

There are two exceptions to this rule. University staff invited to speak on an issue unconnected with their field of study may need to be treated as external speakers. University staff or students taking part in panel discussion with external speakers need to be listed on the external speaker form. If in doubt fill in the form, it only takes five minutes.

### **Why do we have an External Speaker Form?**

This process exists to make sure you can invite a diverse range of speakers onto campus. We've revised our external speaker process to make it easier for clubs and societies, staff and reps to arrange for an external speakers to do a talk, hold a workshop, host an event or debate an issue.

### **Where can I get an External Speaker Form?**

Lucky for you, all our External Speaker Forms are done online now. Just [complete this Google Form](#) in as much detail as possible and we will get back to you shortly after submission. Please note, that if you are hosting a panel event with multiple speakers, they should all be requested in one Google Form.

### **What happens next?**

Once you have completed Section 1a of the form, a member of our Student Engagement Team will check and assess your submission. If they are happy for the speaker to come onto campus with no further investigation, then we will let you know ASAP that your speaker has been approved. **This must be filled out a minimum of 2 weeks prior to your event.**

If your speaker is seen as *potentially controversial*, we will get in touch asking you to complete a second section of the form, which will involve you providing a detailed risk assessment for the event. At this stage we would also invite you in to meet with our Political Engagement Manager so that they can chat to you about the event and see if they can support in any way.

### **Any questions?**

Pop us an email on [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) and we will get back to you.

## Transport

If you want to book some transport as part of a society trip, that's great! There are just a few things we need from you first.

If you want to drive a car yourself, you will need to be an Authorised Driver so that you are insured on our policy. To become an authorised driver, [please complete this online](#) form **at least one week before you need to drive the vehicle.**

Once you have signed up as a driver, you can use our online booking forms to book a car, van, MPV or coach. To book a vehicle, please follow [this link](#). To book a coach, please follow [this link](#). From there, our Student Activities Administrators will book your vehicle for you, and send through a confirmation once the hire companies have confirmed the bookings. All transport booking requests should be submitted **at least two weeks prior to the booking.**

A few key pointers:

- If you have booked a self-driven vehicle, ensure that you do a thorough walk-around of the vehicle before you take it out on the road.
- Ensure that you fill your self-driven vehicle up with fuel before returning it.
- If an incident happens while driving, no matter what it is, you **must** inform the Digital and Compliance Coordinator immediately. You can either call them on 0113 380 1203 or email them on [H.L.McCagherty@leeds.ac.uk](mailto:H.L.McCagherty@leeds.ac.uk).
- Please ensure that all vehicles are returned as you found them, i.e. all belongings are removed, no dirt or rubbish is left inside and all the fixtures are in the same place.

All transport queries should be sent to our Admin team on [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk).

## Finance and Funding

All full Clubs and Societies have at least two accounts with LUU; a Club/Society Account and a Grant Account. Sports clubs will also have a Kit Account. All accounts have a unique code which will be two letters followed by a number (example: **XX1**). You can find out your account codes via the Cash Office. Your Club/Society account is the main account for you to pay things in or out of. You can spend money from your club/society account on whatever you choose – providing it is for your club/society and its members. Your Grant Account is the account which will receive any grants/funding paid to your group by LUU (exc. GIAG Funding). This includes: LUU Grants and Sports Funding. This fund will normally be restricted so you can only spend it on certain things. Ask at the Cash Office for more information as this varies for each Club/Society.

You must pay into your account any money you receive for your group, and pay out all expenditure from your account. Part of the agreement of being a Club or Society within LUU is that your group do not have any external bank accounts. If it is discovered or flagged up that your group has an external bank account, the Clubs and Societies Manager and Activities Exec will investigate and decide on further action.

### **Becoming a Signatory**

Each group can have up to three committee members as signatories for their accounts. These are usually the President, Treasurer and Secretary but you can decide who is most suitable for your group. **In order to become a signatory you must first read through the online guide, and then complete an online test that will provide you with a certificate if you pass.**

When you have completed the test, you will need to bring a copy of the certificate (printed or a photo/screenshot) to the Cash Office Counter. We will need to see your student card before you can sign your group's signatory sheet, so remember to bring it with you. We cannot accept other forms of ID because it is the proof that you're a student we need!

Please be aware, you must be registered with Student Activities as a committee member before we will let you sign onto the accounts.

Once at least **two** people are signed on as signatories, you will be authorised to use your account.

**To find out more about paying into or out of your account and any other cash office functions, please visit our website [here](#).**

### **Funding**

There are four funding opportunities for existing Clubs and Societies. Groups must have been formed for at least 12 months to be eligible for the LUU Grant and

Footsteps Fund. Groups newer than 12 months old can apply for the New Activity Grant.

Check out the information below. **Further details and a link to the form are available on the cash office pages of the website [here](#), e-mail completed forms to [askfinance@leeds.ac.uk](mailto:askfinance@leeds.ac.uk).**

You'll be e-mailed to inform you of an outcome or if more information is required. This might take a couple of weeks depending on application deadlines.

- **LUU GRANT:** This is direct funding from LUU to support the operational running and development of your Club or Society. **Please find the guidelines on what this funding can be used for and what to include in your application [here](#).** The decision on whether you are awarded this funding is made by the Activities Exec and the Activities Officer. **\*\*Please note, your Club or Society is NOT eligible for this grant if you receive funding from Cost of Sport.\*\***
- **FOOTSTEPS FUND:** This funding comes from the Alumni and Development Team at the University, and is primarily from generous donations made by Alumni of the University. This funding supports projects of approximately £800+ which 'support the student experience'. There is great emphasis on the amount of people this funding will support. The funding does not support "business as usual" activity or food/drink. Please note, after the initial application to LUU, we meet with Footsteps to discuss the applications, and decide which will go forward to the Committee for review. There are normally two opportunities to apply each year, once in the Summer and once in the Winter (the actual date changes each year).

The next deadline will be in November 2018. We will send out further details in the weekly newsletters so keep checking them for more information including deadlines. Please note, the deadline is strict, anything received after this time will NOT be considered in the next round.

- **LEEDS FOR LIFE:** This funding also comes from the University. The aim of this funding is to develop your skills and benefit others. Examples include: Attending conferences, attending training courses and activism. The maximum amount you can apply for here is £500.00. For more information, please head to their [website](#).
- **LUU NEW ACTIVITY GRANT:** If you have formed a new society within the past 12 months you are eligible to apply for the New Activity Grant. This is a grant of up to £250 that can be used to establish yourselves within your first 12 months and become sustainable. Please find the guidelines on what this funding can be used for [here](#). It's the same application form given above as for the other funding pots, and still needs to be sent to [askfinance@leeds.ac.uk](mailto:askfinance@leeds.ac.uk). The decision on the outcome of any applications for this pot of funding is made by the Clubs & Societies Manager and the Activities Officer.

## Issues Within your Club/Society

Running a Club or Society can be very rewarding but it does come with some challenges. If you are having issues within your group there are a number of things you can do to resolve them:

- Meet as a committee to consider the issue as a group rather than reacting as an individual. This will enable you to think and act objectively and have a balanced approach to any problems. It will also mean you act as a united front and are able to support each other through the challenges
- If you are having club or society problems of a financial nature please speak to the Clubs and Societies Finance Coordinator or someone from the Clubs and Societies Team as soon as possible
- If you are having problems with a committee member and can't resolve this internally, speak to a member of the Clubs and Societies Team
- If you are having problems with a member of staff (LUU) then you can either speak to a member of the Clubs and Societies Team or make a complaint via the website <https://www.luu.org.uk/contact/complaints/>
- If you aren't sure how to proceed please contact the Activities Officer or the Clubs and Societies Manager

At any time please remember that there are a number of people here to help you. We'd be really surprised if we haven't encountered the problem you are experiencing already so please talk to the Clubs and Societies Team, your Activity Rep, the Activities Officer, the Student Activities Manager. We're here to help so please do come and speak to us.

## Disciplinary Procedures

LUU has expectations of behaviour by members of Clubs and Societies, and indeed the Club/Society as a whole, which if breached may result in disciplinary action. These expectations are laid out in various documents and policies - Social Guidelines, Club/Society Constitution, Club/Society Social Media Policy, Data Privacy Guidance for Clubs/Societies as well as the University of Leeds' Code of Practice on Student Health and Conduct and General University Discipline policy.

Any person or group may make a complaint against an individual member, or the Club/Society as a whole, but all complaints must be received within a reasonable time period of the situation occurring. A complaint may be made in person or in writing to a member of the Student Activities Team or to the Activities Officer.

## **Complaints/Allegations of misconduct against Clubs and Societies and/or individual members**

In the event that a complaint or allegation of misconduct is made against a Club/Society, a Committee member of an individual member on the basis of their behaviour/conduct in the course of their participation in Club/Society activity, it will be handled in the following way.

A member of staff from the Activities Team will investigate the matter within ten working days of being notified of an incident and will prepare a case to be heard by the Activities Executive or the Activities Officer. The Club/Society committee will be interviewed as part of this process, as well as any non-committee members involved. The Committee/individual will be given the opportunity to put their views in writing for the Activities Executive/Activities Officer.

The investigating staff member will make a recommendation to the Activities Executive/Activities Officer as per the LUU Bye Laws - Bye Law (16): Alleged Misconduct involving Activity Groups, p47.

The Activities Executive/Activities Officer will consider the recommendation at their next scheduled meeting and come to a decision. The Club/Society will be given written notification of this decision in by the Activities Officer within two working days of the date of the decision. The written notification will include details of the opportunity to appeal. For details on the appeals process see [LUU Bye Laws](#) - Bye-Law (17): Discipline and Appeals, p49.

Possible penalties for Clubs/Societies range from an apology for a minor offence to activity/match bans or freezing of the groups bank account for more serious offences. Consistent or serious failure to adhere to LUU's policies and procedures relating to Clubs and Societies could result in the group being disaffiliated from the Union.

Possible penalties for individuals range from an apology for a minor offence to expulsion from membership of LUU under article 11.4 of the Memorandum and Articles of Association, for the most serious offences.

For further information on complaints, disciplinaries and appeals see the [LUU Bye Laws](#).

### **Club/Society internal disciplinary procedures**

Club/Society committee members will sometimes be required to handle complaints/disciplinary issues relating to members of their Club/Society. If the situation is one in which the committee is unfamiliar or of a serious nature then please speak to a member of the Activities Team for advice and support in handling the process.

If a Club/Society committee is considering the suspension/expulsion of a member, the process they must follow is laid out in the Club/Society constitution.

In short, they committee must consult with the Head of Activities, or their nominee, at the earliest opportunity, for support in a disciplinary matter involving a member. The committee can expel or suspend any member of the group so long as they have taken explicit advice from the Head of Student Activities or their nominee *and* informed the individual affected of the reason/s for the decision in writing. The individual concerned can request the decision to be reviewed by the Activities Officer, if the decision is upheld, they have the right to appeal as per the appeals process outlined in the LUU Bye-Laws.

For more detail on handling suspensions/expulsions see the Club/Society Constitution. For support in handling any complaints/disciplinary issues speak to a member of the Activities Team.

## Incident Reporting

Even with the best planning and preparation, incidents do occur and it's important that you understand how to handle them effectively and sensitively. Below is some advice on how to do so, please do pop into the Activities Office or get in touch with the team on [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) if you want more advice/guidance in this area.

Incident management is much easier if you have all the details/information to hand. This is why it is essential that you complete a risk assessment prior to any activity taking places, as well as a trip form, a list of people travelling; their contact information, next of kin details and insurance details.

It is really important that any and all incidents and near misses are reported to LUU, regardless of whether someone was injured. This is not to apportion blame but so we can help you to resolve issues, handle insurance claims and ensure that problems are resolved in line with LUU policies and procedures. Please get in contact with us as soon as possible after the incident, if it is a serious incident or one in which you need advice/support with handling please contact us immediately. You can email [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) or pop into the office, for emergencies please call Geoff Banks (Head of Activities) on 07876 640806. You will also need to complete an incident report form (link) either at the time or after shortly after the incident - for help in completing this or if you have any questions contact [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk)

Incidents can include things like crashing a car/van, an injury to a member of your club/society, an issue during a club/society social, but can be very broad and hard to categorise so if in doubt, always check with the Activities Team.

### **Things to remember**

- Try to remain calm throughout, incidents can be stressful so it's important to focus on making clear, rationale decisions and not getting anxious or stressed

- Don't try to deal with an incident alone - get other committee members or experienced members to help out
- Don't apportion blame or worry too much about getting to the bottom of what happened. Deal with the incident, there's time after to review it all and look at handling the outcome/aftermath
- Wherever you are, ensure the person or organisation whose property you are on are aware of the incident
- If the incident is serious and requires police, ambulance or other emergency services, call 999 asap
- Report the incident to the Activities Team asap
- If anyone is injured, make sure someone stays with them at all times throughout the incident. If they need to be hospitalised, make sure someone goes with them to the hospital and stays with them until the situation is resolved, or family/friends arrive
- Don't feel that you need to handle all elements of the situation. We can support you to deal with things such as contacting a members next of kin in the event of a serious incident
- Make sure you stay in contact after the incident with any injured/affected person to ensure they are being supported effectively
- You will be asked to complete a report following the incident, so take a record of the following:
  - The full names of the people handling the incident
  - A reliable contact number for the person/people leading on handling the incident
  - The full name of anyone injured or particularly affected
  - The group(s) involved in the incident
  - Date, time and place of the incident
  - Details of the incident

### Sports Centre

If there is an incident at the Sports Centre whilst you're training, please report the incident to the Reception Staff who will notify the Duty Manager and a member of staff who is First Aid trained to assist your group. For all those who train at an external venues, check what provisions are in place and consider First Aid training for members or your group investing in a first aid kit.

### Vehicle Incident

All vehicle incidents involving hired vehicles from the Union, whether the vehicle is damaged or not **must** be reported to the Student Activities Admin Team as soon as possible following the incident. For more information on motor insurance and handling vehicle incidents get in contact with our Digital and Compliance Coordinator Harry McCagherty on [h.l.mccagherty@leeds.ac.uk](mailto:h.l.mccagherty@leeds.ac.uk)

## Insurance

All LUU Clubs and Societies are covered by the University's public liability insurance for their regular activity - providing we know what you're doing and when you're doing it. If you don't tell us about trips or activities **you might not be covered** so please do let us know what you have planned.

Public liability insurance will cover payouts due to damage caused to a person or their property by you or your club or society in the course of your activity. It does not cover things such as damage to personal items, personal accident or travel and so if you require this either the members or club/society will need to purchase these - below is some information on these additional types of insurance.

Clubs/Societies who participate in 'risky' activities should be clear with members what is and isn't covered. It is worth highlighting to members types of insurance available and potentially some suggestions as to where to source it.

If you've got any questions or are planning on purchasing insurance for your Club or Society please get in touch with the Clubs and Societies Team on [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk).

### **Professional Indemnity insurance**

If you have a coach or instructor they will need this type of insurance. It protects them against claims for injuries or damage claimed against them through their instruction. For example, this could cover you if your coaching staff are found to have been negligent in some or all of the services that they provide. It will also cover legal costs.

### **Personal Accident insurance (includes loss of earnings and damage to personal equipment)**

This can compensate for personal injury, loss of earnings (e.g. if you can't go to work for a couple of weeks due to an injury) and/or personal belongings of the person, club or society that hold the policy.

### **Motor Insurance**

Motoring insurance - have a look at our transport webpages for more information.

### **Equipment/Contents Insurance**

This applies to groups who borrow things - such as expensive clothing for the RAG Fashion Show. You'll need to come into the Activities Office well in advance of the event/planned activity to get this in place, we will arrange it and the Club or Society will be invoiced for the cost of the cover.

### **Travel Insurance**

If you're planning a Club or Society trip abroad you'll need to make sure you have appropriate travel insurance in place. If you're travelling to Europe make sure you get an EHIC

planning a club or society trip abroad? You'll need to sort appropriate travel insurance in place, and don't forget to get an EHIC, apply here (<https://www.gov.uk/european-health-insurance-card>)

### **Sports Clubs Affiliation**

Most sports and activities have their own National Governing Body that can provide your club with support and also insurance. Check to see what cover you have available if you are already affiliated with an NGB, if you need cover and can't get it through them come and speak to the Clubs and Societies Team.

## GDPR

GDPR is a new regulation in EU Law that gives the individual more control over their personal data, thus requiring organisations and businesses to be more transparent about what they use their data for. All Clubs & Societies **must** abide by the EU Law so please read LUU's Data Protection Policy [here](#), and the Club & Society Data Protection Guidelines [here](#). It is essential that all Clubs and Societies abide by these regulations at all times.

### **What do you need to do?**

Put simply, you need to ensure that any data you collect is being stored securely, and that when you collect it you are being transparent about what you will do with it. A simple example is when collecting student emails at the Freshers' Fair. You will need to tell the students what you will use this data for, roughly how often you will contact them and ensure them that you will not pass it on to any other societies, companies or individuals. You will then need to stand by this commitment, and if you plan on changing anything you need to inform your members and give them the option to "opt-out" should they wish to stop receiving your comms.

### **Some simple GDPR do's and don'ts**

- **DO** seek consent every time you collect any personal data from an individual, and tell them what you intend to do with their data upon collection.
- **DO** password protect all your documents where you hold data.
- **DO** let your members know if you are going to be making changes to your communication content, and give them the option to "opt-out" of receiving these comms should they wish to.
- **DO** come and see us if you have any questions!

- **DO** always use a mailing system that hides recipients' email addresses, or if using Gmail or Outlook be sure to 'Bcc' all recipients in to protect their contact information.
- **DON'T** share personal data that you have collected with ANYONE. It is illegal to share personal data with other societies, LUU staff or any external individuals or companies.
- **DON'T** collect data on a sheet of paper any more. This has now become a breach of GDPR, as the people filling out their contact info would be able to see other people's details. All data collected should now be done through a Google form or similar. This includes sign-ups at the Freshers fair or Give it a Go session.

## Risk Assessments

Risk assessments are essential for your society to run safe events, and they're a lot easier than you might expect!

To start with, your society should have a yearly risk assessment that gets reviewed during every committee handover, this should cover the activities that your society will do throughout the year in your sessions. This needs to be sent to the activities admin desk at [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) and needs to be displayed in the relevant section of your webpage.

Please download and use [this template](#) for all annual risk assessments.

If you run any events that are out of the ordinary for your society then you'll need to fill out another risk assessment specifically for that event. This extra risk assessment will need to be sent to the activities admin desk as well at the above email address.

Please download and use [this template](#) for all extra risk assessments.

If you have any questions about anything you can get in touch with the activities admin desk at the above email address.

## Food Hygiene

So you want to feed your members - that's great! You just need to complete a Food Hygiene Level 2 Qualification before you do so. This will make sure that your kitchen and cooking are in line with the legal requirements in the U.K. You need a Food Hygiene if you are doing any food preparation, so anything from baking cakes to a bake sale to just slicing up a cake you bought at the supermarket requires the certificate.

### **So how do I get one?**

First you need to email [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) with your name, student ID and society name so that they can sign you up on the course. They will contact Food Safety Ltd to get you a login so that you can take the test. Once they have sent you the link, just take the online test as soon as you can. Your certificate will arrive to our office about 2 weeks after you have taken the test, so please plan ahead for your cooking adventures. The test costs £17.40 and we will process the payment for you through your LUU bank account.

## Website

### **www.luu.org.uk**

To edit your page on the new [luu.org.uk](http://www.luu.org.uk) website, head to [edit.luu.org.uk/umbraco](http://edit.luu.org.uk/umbraco) and login using your society username and password. If you do not know your login details, please contact [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) and they will be able to help.

From here you can add events, update your content, link to your social media channels and upload photos to your page. Be sure to update your website regularly so that members can head to one page and find out all they need to know about your group. All your main output should be on this website.

You should have been sent a Website Guide at the start of the year, but if you didn't receive this let us know and we can send one over to you! [There is also a handy online guide to your new website, check it out here.](#)

### **www.classic.luu.org.uk**

The "classic" LUU website is where you can view your membership list, send out emails, run elections, upload documents and view your sales reports. You should login using your ISS username and password, and heading to the 'Admin' section of your society page. This site should be used for administrative purposes only.

Any website related questions can be answered by our Admin Team, please contact them on [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk).

## Posters and Digital Screens

There are various channels for promotion around the Union and the University, many of them free. Even if you're not a graphic designer or don't have access to one, with all adverts – print or digital – it's worth remembering that less is often more.

### **Posters**

We have notice boards just outside the Exec office on Level 1 where you can put your society posters. Posters are not allowed to be stuck on the walls of LUU, so think digital! If you want to put posters up in a University building, you will need to ask the school themselves if this is ok. Just head to their main reception desk and they will be able to help.

### **Digital Screens**

Here at LUU, we are always looking for ways to be more digital and more environmentally friendly. We have installed some fab digital screens around the LUU building to advertise your event, performance or GIAG session.

To get your content on the Digital Screens, please email your poster to [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk) **at least four weeks in advance** of when you want the poster to be advertised. They will then liaise with the LUU Marketing Department to schedule your poster in. Please remember that your poster will be on a rotation with lots of other promotions, it will not be the sole image on the screen for that week.

Please send your image in in the following format:

- Width 1080 pixels
- Height 1920 pixels
- .PNG file format
- Max file size 8MB

## Ticket and Product Sales

### **Ticket Sales**

If you have an event with limited spaces, it is a good idea to sell tickets in advance, and we can help you with that. To put a ticket on sale on the LUU website, please complete [this form](#) and send it in to [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk).

Once a ticket is purchased on the website, the purchaser will receive an email receipt to their university email account. We can arrange printed tickets for you via our Events team, so just let us know if you want to sort these out.

You can see a full list of purchasers via the [classic.luu.org.uk](http://classic.luu.org.uk) website - just head to the Admin section of your page and click on 'Sales Reports'. Here you can see who has

bought a ticket, as well as if they have made any customisations (e.g. meal choices).

### **Product Sales**

To sell a product online you just need to complete [this form](#) and send it in to [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk). Please remember to let us know how many products you want on sale and what dates you want them to be available. To view who has purchased an item, head to your page on the classic.luu.org.uk site, click through to the Admin section and click on 'Sales Reports'.

## Coaches and Instructors

Any Club or Society who receive coaching or instruction from an individual, whether paid or unpaid, must ensure the coach/instructor is registered with LUU. There are guidelines to hiring, paying and registering your coaches, please see Appendix A as they are very long. You can find the appendix at the bottom of the handbook.

## Kit: Playing and Leisurewear

There are various guidelines to follow when ordering Club kit. For details please speak to a member of the Leeds Sport Team.

## Wednesday Afternoon

Pre-Wednesday:

- All **club** presidents/captains will have received a team sheet, playing under protest form, Wednesday afternoon waiver letter and fixtures list. Please make sure all **team** captains have a copy of these. Provide a list of contacts for all **team** captains, if something changes on game day or important information needs to be passed across (opposition delay for example). It's no good just having a contact for the club captain who may be involved in a different fixture.
- Check the BUCS website for away game detail and flag to Rob ([r.fairley@leeds.ac.uk](mailto:r.fairley@leeds.ac.uk)) if there are any inconsistencies with the spreadsheet. The BUCS website is the official details, however if it conflicts with our details this will need to be chased up with the opposition.
- If there are any issues with fixtures, such as being unable to make a start time or not enough availability, please get in contact ASAP. We may not be able to do anything about the situation however more notice gives us more chance!
- A hint to saving your club money -check the fixtures spreadsheet and see if another team is going to the same venue, it may be possible to share transport.

Wednesday pre-travel:

- If playing an outdoor sport and weather conditions are poor, please check with Rob ([r.fairley@leeds.ac.uk](mailto:r.fairley@leeds.ac.uk)) if the fixture is going ahead. If it's not, you probably already know, but better safe than sorry.
- Ensure that every team captain has the BUCS contact number 07547927601, if a team is travelling and its looking like they will be late, or there is unforeseen circumstances, call Rob to advise, who can then inform the opposition.

#### Wednesday pre-game:

- Fill out a team sheet, and present it to the opposition with your student cards, they can check everyone playing is on the sheet and a student, sign the form and hand it back. We will then do the same with theirs. This procedure must be followed in case ineligible players are competing. Without this, nothing can be done to follow up disputes.
- Any disputes that arise -Players, venues, officials for example, must be flagged before the game. A playing under protest form MUST be filled out, including the time and date the form and get the opposition to countersign it. If they don't, call Rob 07547927601. Again if this isn't done, we agree to play the game under conditions set and disputes cannot be followed up after.
- If the game starts and an issue arises mid game, you must fill a playing under protest form as soon as you realise a regulation has been contravened, flag your intention to the referee and follow the same procedure. Again, these cannot be filled out after the game.

#### Wednesday post game:

- Text your scores to Rob 07547927601, do this as soon as possible as people WILL forget if they leave it, scores should be uploaded Thursday morning by 12 noon.
- Bring team sheets to the activities office. This can be done by Friday, but it's easier to get it out of the way. This is a regulation and BUCS spot check. Teams with missing team sheets will be fined by BUCS, and there's nothing we can do about that unfortunately.
- Playing under protest forms need to be flagged to Rob and brought to the office by 12 noon Thursday. If we are to appeal, this needs to be done by 3pm the day following the game. If we don't get the form in we can't investigate, discuss with the opposition and appeal a result.

# Appendix

## **Appendix A - Coaches and Instructors**

Any Club or Society who receive coaching or instruction from an individual, whether paid or unpaid, must ensure the coach/instructor is registered with LUU. The standards in the table below must be met by coaches and instructors prior to any activity. Coach/Instructor Registration forms can be found here (link to them being somewhere on the website)

	Sports Clubs	Dance Clubs
Voluntary coaches	<ul style="list-style-type: none"><li>• Completed Coach/instructor Registration form</li><li>• Coaching qualification or two references to demonstrate coaches are qualified/competent to the necessary level club requires</li><li>• Public liability insurance (£10,000,000 standard set by university or standard set by Sport's NGB)</li><li>• Risk assessment &amp; method statement</li></ul>	<ul style="list-style-type: none"><li>• Completed Coach/instructor Registration form</li><li>• Coaching qualification or two references to demonstrate coaches are qualified/competent to the necessary level society requires</li><li>• Public liability insurance (£10,000,000 standard set by university or standard set by Dance NGB)</li><li>• Risk Assessment and Method statement</li></ul>

Self Employed coaches who invoice club directly	<ul style="list-style-type: none"> <li>Completed Coach/instructor Registration form</li> <li>Completed Self Employed Starter Form</li> <li>Coaching qualification (which demonstrates coaches are qualified/competent to the necessary level club requires)</li> <li>Public liability insurance (£10,000,000 standard set by university or standard set by Sport's NGB)</li> <li>Risk assessment &amp; method statement</li> </ul>	<ul style="list-style-type: none"> <li>Completed Coach/instructor Registration form</li> <li>Completed Self Employed Starter Form</li> <li>Dance qualifications (which demonstrates coaches are qualified/competent to the necessary level society requires)</li> <li>Public liability insurance (£10,000,000 standard set by university or standard set by Dance NGB)</li> <li>Risk assessment &amp; method statement</li> </ul>
Joblink coaches	<ul style="list-style-type: none"> <li>Completed Coach/instructor Registration form</li> <li>Completed Booking and Starter Form</li> <li>Coaching qualification (which demonstrates coaches are qualified/competent to the necessary level club requires)</li> <li>Public liability insurance (£10,000,000 standard set by university or standard set by Sport's NGB)</li> <li>Risk assessment &amp; method statement</li> </ul>	<ul style="list-style-type: none"> <li>Completed Coach/instructor Registration form</li> <li>Coaching qualification (which demonstrates coaches are qualified/competent to the necessary level society requires)</li> <li>Public liability insurance (£10,000,000 standard set by university or standard set by Dance NGB)</li> <li>Risk assessment &amp; method statement</li> </ul>

### 3. How to register a coach/instructor

All voluntary self employed, and Job link coaches need to be registered with LUU Student Activities. In order to fully register a coach/instructor with LUU, each club or coach must submit all the relevant paperwork detailed above in its entirety to [activities@leeds.ac.uk](mailto:activities@leeds.ac.uk)

Sports coaches recruited and paid by the University will follow the University registration process. Once the coach has completed and submitted the relevant paperwork for the University, please follow the applicable administration process for each coach in point 4, 5 or 6 below.

### 4. Self employed Coaches who invoice club directly – Invoice Administration Process

If a coach wants to invoice a club directly, the coach must first satisfy the requirements in the table above for 'Self Employed coaches who invoice club directly'. Coaches can then invoice clubs by following the steps below:

- Coach completes work for club and sends invoice to Club/Society committee
- Core committee (President, Secretary or Treasurer) to pay invoice at the cash office
- After invoice has been submitted LUU Finance will check the coach is registered.
- If coach is fully registered, cash office will process invoice for payment
- Payment will be made to the coach account within 30 working days

NB: If coaches are not registered at time of submitting invoice, this will heavily delay payment to the coach.

### 5. Job Link Administration Process

Once coaches have satisfied all of the requirements in the table above for 'Joblink coaches' please follow the steps below to set up a coach on Job Link payroll:

- The club hiring the coach should fill in the Joblink booking form ([link here](#)) and send back to [joblink@leeds.ac.uk](mailto:joblink@leeds.ac.uk) to be checked and verified. The booking form should include the following information:

- i) Up to 3 signatures from the Core committee (President, Treasurer and Secretary only)
  - ii) An agreed pay and charge rate. The club should discuss the pay rate with Joblink to ascertain a breakdown of the charges as Joblink add an admin charge on top of the pay rate. The club need to understand the charges of using Joblink
  - iii) The agreed hours, weeks and length of coaching over the course of the year and how much their coaching budget is for the year – this needs to be specific and accurate so that the club can ensure they can pay for the coach for the time they specify on the form
- b) The coach then has to send a copy of their passport and new starters form to Joblink. This must be completed before the coach starts their first coaching session
  - c) Each week, the coach will need to submit an authorised timesheet showing the hours they have worked. Joblink works on a week running Monday to Sunday, and timesheets are due each Monday. For example, timesheets for week ending Sunday 22<sup>nd</sup> June must be submitted for processing by 12:00 on Monday 23<sup>rd</sup> June
  - d) Joblink will pay coaches on the Friday of that week (in the example above, this would be a pay date of Friday 27<sup>th</sup> June)
  - e) Once Joblink have paid the coach Joblink will raise an invoice and issue this to the club for payment. Joblink invoice weekly, and will attach a description of the hours the coach has submitted and the dates referred to.

NB: If the club wants to advertise a coaching position this may be possible also – the club must speak to the Student Activities first for the most appropriate course of action to be taken however.

The club and coach can speak to Joblink if they have any questions or just want to discuss the service in more detail on 01133801445.

#### 6. Expense Reclaim Process for Coaches and Instructors

If a coach needs to submit an expense reclaim form then please follow the steps below:

- a) Any expenses reimbursed to coaches will come directly out of clubs current accounts
- b) A Green Form must be completed and returned to the cash office signed off by a signatory on the club's account i.e. the President, Secretary, Treasurer, along with the relevant receipts within 28 days
- c) Coaches must check that whoever is signing the green form is a signatory on the club's accounts first before signing
- d) The cash office is open between the hours of 10am-4pm. Green forms are available from outside the cash office which is located on Level 1 of Leeds University Student Union building.

