######



**STARTER PACK**



If you have any questions or require any help in filling in the form, please do not hesitate to get in touch with the SU Activities Team (suactivities@chi.ac.uk). Once the form has been completed, please forward an electronic copy to the SU Activities Team.

## Check List

To set up a University of Chichester Students’ Union Club you will need to complete the following:

1. Have a meeting with a member of the Activities team to discuss the initial idea behind the club
2. Elect a student-led committee of 3 current students (minimum mandatory roles are President, Vice-President and Welfare Officer)
3. A signed code of conduct which outlines what is expected of your club and also what you can expect from the Students’ Union in supporting your Club
4. Completed UCSU Club Constitution
5. Completed the Facilities Request form
6. Completed the Budget Proposal
7. Submit to Activities Committee for approval

Once you have filled in a starter pack and have been ratified, you will be assigned a mini site on (ucsu.org).

## Contacts

At the Students’ Union there are a number of dedicated student officers and staff to support you in running your Club.

**Elected Officer**

**Izzy Page** President (

supresident@chi.ac.uk)

Activities Officer

**Full Time Staff**

**Qurry-Kim Ansell** Activities & Student Experience Coordinator (q.ansell@chi.ac.uk)

**Louise Waghorn** Sports and Activities Coordinator (l.waghorn@chi.ac.uk)

## SU Clubs Resources

Additional information and resources aimed at supporting the running of your Club can be found on our [UCSU website](https://www.ucsu.org/activities/committeecorner/)

## Publicising your SU Club

There are many ways you can promote your SU Club including our UCSU.org website and social media. It is a great was to publicise upcoming events or to advertise achievements to new members or the local community. However, please be aware of what you are posting as you are representing the Students’ Union, the University and most importantly yourselves!

## UCSU.org Mini-Site

To update your information on your UCSU.org mini-site please forward the information on a word document to the SU Activities team (suactivities@chi.ac.uk) and it will be updated as soon as possible.

## Instagram

Instagram is a great tool to publicise your events, weekly session or BUCS scores. You can tag the @ucsu. Make sure that any account is named UCSU <insert club name>.

## TikTok

TikTok is a great tool to reach a larger audience quickly as it shows more casual content such as behind the scenes to your club/society. Make sure that any account is named UCSU <insert club name>.

## Election Process

Once you have got a group together based around a common interest, you need to elect a Committee. It is mandatory that you elect these 3 roles which are President, Vice-President and Welfare Officer. This should be done democratically via a free and fair election by all members of the SU Club.

You must have your 3 Committee positions filled, but you may also decide on additional roles that you would like to assign that are specific to your activities, e.g. social secretary, kit officer, media officer, list these here.

It is important that those in charge of the SU Club are elected fairly. You will need to provide details of the method of election signed by two members of the club who are not on the Committee to state that this has been the case.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Committee Role** | **Full Name** | **Student No.** | **Contact Email** | **Mobile No.** | **No. votes**  |
| **President** |  |  |  |  |  |
| **Vice-President** |  |  |  |  |  |
| **Welfare Officer** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |

|  |
| --- |
| How were members given the information about vacancies and how they can stand? (e.g Facebook group, word of mouth, posters) |
|  |

Please fill out the below information detailing the number of votes each elected official recieived. Please also include any other committee roles that were elected.

*We also require 2 Club members signatures below who are NOT Committee members to indicate that they are happy to support the Committee’s election.*

We the undersigned certify that the method of election detailed above was true, accurate, fair and democratic and the results outlined were the true outcome and all members had the opportunity to participate and vote.

Print Name: Print Name:

Sign: Sign:

Date: Date:

#

# Code of Conduct

This code of conduct is to be adhered to in conjunction with the Students’ Union Constitution, By-Laws and Equality and Diversity Policy, Safeguarding and Prevent Policy, Guest Speaker Policy and Sexual Assault and Sexual Misconduct Policy.

All committee members must read, agree to and abide by this code of conduct and be aware of the repercussions of any breaches prior to the Club President, Vice-President and Welfare officer signing the document on behalf of the Club.

## The Club Committee will

* Make a commitment to provide a quality service to all Club members
* Fulfil committee roles to the best of their ability. Role and responsibility found at <https://www.ucsu.org/pageassets/activities/committeecorner/clubhandover/rolespec/Committee-Job-Descriptions-FY23.pdf>
* Act professionally and responsibly in all matters regarding their Club and the Students’ Union and treat members, fellow committee members, Students’ Union officers and staff with respect at all times
* Promote and facilitate the activities and interests of the Club above their own, especially where these are inconsistent with the constitution of the Club.
* Ensure their duty of care to their members within all activities undertaken by the Club whilst working within the Health and Safety guidelines of the Students’ Union and the University
* Abide by the Students Union’s Equality and Diversity Policy and not discriminate against any members or potential members on the base of their age, disability, race, sex, sexual orientation, gender assignment, religion or belief, cultural origin, care responsibilities, employment status, marriage/civil partnership, political beliefs, pregnancy/maternity, social class, unrelated criminal convictions or any other relevant distinction
* Abide by the Students Union’s Safeguarding and Prevent Policy and protect students’ welfare and to prevent people being drawn into terrorism by reporting any concerns to the Students’ Union
* Abide by the Students’ Union policy on Guest speakers and to not be affiliated or associated with extremist groups or organisations
* Shall abide by the University and the Students’ Union’s Social media policies and act responsibly in the presentation of their-selves and the Club thereon
* Abide by the Students’ Union policy on Sexual Misconduct and Sexual Assault and treat all members with dignity and respect, whilst maintaining and promoting a safe environment free from sexual assault and sexual misconduct
* Hand over the Club to a newly elected Executive at the end of their term of office with the purpose of ensuring that the Club continues to function well for the following year.

## The Students’ Union and SU Activities will

* Provide support and aid in the development of the Club
* Provide training in Committee roles and relevant changes in policy
* Advise and assist the Club on matters relating to the Club and its members
* Liaise with National Governing Bodies, external partners and stakeholders on behalf of the club as required
* Provide support in the organisation of externa events, including external trip and BUCS fixtures.

I have read and understood the above Code of Conduct and agree to abide by it and the directives outlined in the other documents to which it refers.

|  |
| --- |
| **Club President (On Behalf of Club)** |
| Signature: | Name: | Date: |
| **Committee Member** |
| Signature: | Name: | Date: |
| **Activities & Student Experience Coordinator (UCSU Office)** |
| Signature: | Name: | Date: |

***Scanned or word typed signatures are acceptable***

# Club Constitution

Your club constitution outlines what your club aims to achieve and sets out the future direction. All club activities must fall under your constitution so it is very important you ensure you discuss this with all potential members of your club.

Club Constitutions will be reviewed each year to ensure your club is being run in line with what originally was set out, this also provides a opportunity for clubs to make changes to any aims and objectives (subject to members approval through a vote).

**UNIVERSITY OF CHICHESTER**

**STUDENTS’ UNION**

# SU Club Constitution

1. **TITLE**

The Club shall be called the University of Chichester

<insert Club name>

Hereinafter referred to as “the Club”

**2. AIMS/OBJECTIVES OF CLUB**

1. <Insert overall aim of Club >
2. <Insert overall aim of Club >
3. <Insert overall aim of Club >
4. <Insert overall aim of Club >

**3. MEMBERSHIP**

1. Ordinary membership of the Club shall be open to all members of University of Chichester Students’ Union who are not opposed to the aims and objectives of the Club.
2. Membership shall last from the payment of membership dues till the end of the academic year

**4. OFFICERS**

1. The Officers of the Club shall be the President, Vice-President and Welfare Officer.
2. The President shall be main spokesperson for the Club, shall direct the Club and be responsible for its activities and it’s finances
3. The Vice-President shall be responsible for the organisation and administration of the Club and assume the role of the President in their absence.
4. The Welfare Officer shall be responsible for members conduct within the club and to liaise with the Union regarding welfare of members.
5. The Officers must be Ordinary Members of the Union. The Officers shall be the recognised spokespersons and signatories of the Club. All Officers are expected to attend the Student Unions’ Clubs AGM.

**5. COMMITTEE**

1. The Committee shall consist of all the Officers, plus the following positions (delete and amend as needed):

	* 1. President (Mandatory)
		2. Vice-President (Mandatory
		3. Welfare Officer (Mandatory)
		4. <Insert Committee Position Tittle>
		5. <Insert Committee Position Tittle>
		6. <Insert Committee Position Tittle>

1. All Committee members shall be elected at the Club’s Annual General Meeting from the ordinary members using a method approved by the members and the Students’ Union.
2. The Committee may co-opt an ordinary member of the Club to fill in any casual vacancy on the Committee which may arise.
3. The function of the Committee shall be to control generally all matters pertaining to the social, and financial aspects and purposes of the Club, and to carry out the wishes of the membership as expressed by resolution of the General Meeting
4. At all meetings of the Committees, half the officially filled posts shall constitute a quorum. Each member of the Committee shall have one vote with the President having the casting vote in the event of a tied vote.

**6. FREQUENCY OF MEETINGS**

Meetings will be held at least once every two to four weeks. A period of no longer than six weeks shall pass between Club meetings.

**7. ANNUAL GENERAL MEETING**

Once per academic year the Club shall hold its Annual General Meeting. The Agenda shall include:

1. Overview of Club achievements of current year
2. Presentation and Approval of Club Accounts
3. Election of Officers and Committee

**8. EMERGENCY GENERAL MEETING**

An Emergency General Meeting of the Club shall be convened after at least one week’s notice by the President of the Club on receipt of a request signed by 5 members or as many as the Officers deem necessary. The quorum for a general meeting shall be half the registered members of the Club plus one.

**9. FINANCE**

1. Accounts
	1. The President and Vice-President shall be jointly responsible for all monies of the Club. Accounts will be regularly checked with the Students’ Union against budgeted expenditure.
	2. All Club monies shall be held in Students’ Union accounts only, no external bank accounts shall be held by the Club.
	3. The Club will ask the Students’ Union to hold any funds it may raise and any cheques must be made payable to UCSU. The President or Vice-President must authorise all requests for Club money. All requests must be countersigned by a UCSU Site administrator.
2. Ordering Goods and Services
	1. Club equipment shall be ordered through the Activities & Student Experience Coordinator and the UCSU. If the officers or members of the Club orders equipment without prior approval from the Clubs Federation and the Students’ Union, those individuals who ordered the equipment may become liable for the purchase.
	2. Services for an event shall be invoiced to UCSU with reference to which event it refers to. This invoice is to be sent to the Activities & Student Experience Coordinator so it can be approved and paid.
3. Equipment
	1. The President and Vice-President shall be jointly responsible for maintaining a list of equipment owned by the Club. A copy of this list shall be submitted to the Students’ Union annually, along with any other relevant information to enable the correct level of insurance for Club equipment.
	2. If any equipment needs replacing and removed the Club must inform the Activities & Student Experience Coordinator so the relevant equipment lists are updated and the equipment be disposed of correctly.

**10. AMENDMENTS TO CONSTITUTION**

A resolution passed by a two thirds majority of members at a Club General Meeting may amend this Constitution. At least five working days’ notice of the proposed amendments shall be given by the President to all members. Any amendment which is in breach of the Students’ Union’s Constitution, By-Laws or policies will be void.

**11. RESPONSIBILITY**

The Club and its officers are responsible to the Students’ Union for their conduct in all matters, and its constitution may not be interpreted in such a way as to break University Regulations or the Students’ Union Constitution, By-Laws and policies

**12. ASSETS**

All assets of the Club shall remain the property of the Students’ Union whether the Club exists or disbands.

# Year Club Development Plan

|  |
| --- |
| **Year 3**  |
| INSERT 3 YEAR GOAL  |
|  |
| **Year 2**  |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |
|  |
| **Year 1**  |
|  | Who is taking the lead?  | How are you going to measure your success? | When are you planning to complete the goal? |
| **Participation** |  |  |  |
| **Diversity** |  |  |  |
| **Quality** |  |  |  |
| **Resources** |  |  |  |

When setting you goals for the upcoming academic year, make sure they are balanced and there is a goal that relates to each of the following four areas: Participation, Diversity, Quality and Resources. These goals should also consider a long term pathway in how you would like to see you club progress.

## Proposed Sessions

Please provide details of any regular facilities required for training or your regular activity (delete or add where needed):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Team | Venue Name | Day | Time |
| Session 1 |  |  |  |  |
| Session 2 |  |  |  |  |
| Session 3 |  |  |  |  |

## Proposed Budget / Spending

Please provide details of what your club are proposing to spend. Please provide as much detail as possible.

|  |  |  |
| --- | --- | --- |
|  | Essential Equipment | Desired Equipment |
|  | Description; including amount and quantity | Description; including amount and quantity |
| **Equipment** |  |  |
| **Other expenditure** |  |  |

## Proposed Coaching

Please provide details of your proposed coaching for the following academic year. Please contact the SU Activities team for further guidance around if you are able to pay your coach.

|  |
| --- |
| **Coach 1** |
| Name of coach |  |
| Level of Qualification |  |
| Are you proposing to pay the coach  |  |
| Projected cost per training session |  |
| Projected cost per match |  |
|  |
| **Coach 2** |
| Name of coach |  |
| Level of Qualification |  |
| Are you proposing to pay the coach  |  |
| Projected cost per training session |  |
| Projected cost per match |  |

# THIS SECTION IS FOR COMPETITIVE SPORTS CLUBS ONLY

The SU Sport reviews our competitive programme on a yearly basis. As we are currently running at capacity (in resources; facilities; referees and finances) teams are not guaranteed for the following academic year. It is important to highlight we are currently one on one out and each new team request will be considered in terms of demand and the capacity to be able to facilitate the team.

## Team Entries

Please provide details below of the number of teams you are requesting and how they are planning to travel to your weekly matches or competitions? (Please note in the table if you are able to drive)

|  |  |  |
| --- | --- | --- |
| **Team Name / Description**(e.g women’s 1st Team) | Are they a new team? | Travel Arrangements |
|  |  |   |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## External Competition (inc. BUCS Individual Championships)

If you are planning to compete in any competitions outside of BUCS competitions, please provide details below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Competition | Date of competition | Location of competition | Approx. number of members attending | Approx. entry cost | Travel cost |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |