######





**HANDOVER 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. Once the form has been completed, please forward an electronic copy to the SU Activities Team (suactivities@chi.ac.uk)

## Useful Information

To ensure your Club continues to be affiliated to the University of Chichester Students’ Union (UCSU or Students’ Union) you must have:

* A student-led committee of at least three students. This election must have been run formally through club’s AGM (mandatory roles are President, Vice-President and Welfare Officer). They must have membership to the club
* A signed code of conduct that outlines club expectations and what your club can expect from the Students’ Union
* Completed the Equipment Inventory Form
* A handover meeting with the SU Activities Team

## Contacts

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

**Elected Officers**

**Izzy Page** UCSUPresident (2023-24)

supresident@chi.ac.uk

**Lilly Besser** UCSU Activities Officer

suactivitiesofficer@chi.ac.uk

**Full Time Staff**

**Qurry-Kim Ansell** Activities & Student Experience Coordinator

**Louise Waghorn** Sports & Activities Coordinator

suactivities@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

You will need to elect a new committee for your club to continue. It is mandatory that you elect a President, Vice-President and Welfare officer (as minimum requriement). You may decide on additional roles that are specific to your activities, e.g. social secretary, kit officer, media officer. Please include these in your committee details.

It is important that the committee are elected fairly and all paid members are given the opportunity to stand and vote. All elections will be run through the club/society page on ucsu.org.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee Role** | **Full Name** | **Student Number** | **Contact Email** | **Mobile Number (whatsapp)** |
| **President** |  |  |  |  |
| **Treasurer** |  |  |  |  |
| **Secretary** |  |  |  |  |
| **Welfare Officer** |  |  |  |  |
| **Insert role** |  |  |  |  |
| **Insert role** |  |  |  |  |
| **Insert role** |  |  |  |  |
| **Insert role** |  |  |  |  |

*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 all members had the opportunity to participate and vote.

Print Name: Print Name:

Sign: Sign:

# 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, SU Activities COVID-19 Guidance 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-FY22.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 external 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: |
| **SU Activities Officer** |
| Signature: | Name: | Date: |
| **SU Activities Staff Member (UCSU Office)** |
| Signature: | Name: | Date: |

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

# Year Club Development Plan

|  |
| --- |
| **Year 3**  |
|  |
|  |
| **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, ensure 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.

## Equipment Inventory

Any equimpment should remain in the Club indefinitely as they are a part of the Students’ Union’s assets which are on loan to the Club.

Any items that are damaged, unusable/unsafe due to wear & tear should be reported and returned to the SU Activities team for correct disposal

|  |  |  |
| --- | --- | --- |
| Description of Item | Quantity | Estimated Value (£) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Proposed Budget / Spending

Please provide details of what your club are proposing to spend. It is extremly important you fill out the information with as much details as possible as it will be used to generate our overall SU Activities budget and will dictate what level of membership your club will be next year.

|  |  |  |
| --- | --- | --- |
|  | Essential Equipment | Desired Equipment |
|  | Description; including amount and quantity | Description; including amount and quantity |
| **Equipment** |  |  |
| **Other expenditure** | *Please provide details of other expenditure you require* |  |

## Proposed Coaching

Please provide details of your proposed coaching for the following academic year. Please contact the SU Activities 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 SU SPORT 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.

## 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |