COMMITTEE HANDBOOK

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

TABLE OF CONTENTS

STUDENT ACTIVITIES

Student Activities is the department within the Students' Union that supports sports clubs, societies, volunteering, transport, Give it a Go, and Student Media. We're based on the 3rd floor of the Students' Union building.

Our aim is to work closely with each student group to help them be the best they can be for their members— supporting committees and providing resources throughout the academic year.

Your Elected Officer team represent the student voice and are elected every academic year in the Spring Elections. As a committee member you'll hear most from Vice President Societies and Volunteering and Vice President Sport and Athletic Union President. You can find out more about your elected officers and how to contact them here.

GUILD OF SOCIETIES

The Guild of Societies is the home to all 200+ Societies that are affiliated with Cardiff University Students' Union. To get in touch with the Societies team you can visit us in the SU or email societies@cardiff.ac.uk. Make sure you're following @cardiffsocsandvol on Instagram too!

ATHLETIC UNION

The Athletic Union is the home to all 70+ sports clubs that are affiliated with Cardiff University Students' Union. To get in touch with the Athletic Union team you can visit us in the SU, email athleticunion@cardiff.ac.uk . Make sure you're following @cardiffstudentsport on Instagram too!

STUDENT-LED SERVICES

If you are a Student-Led Service, your central point of contact is the Student-Led Services inbox within the advice team. They are here to support you with your activity throughout the year- you can contact them at studentledservices@cardiff.ac.uk.

AFFILIATION

As an affiliated group, your group becomes entitled to:

- A webpage on cardiffstudents.com and promotional opportunities e.g. stall at Freshers Fair
- Committee training and development opportunities
- Staff support
- Use of Students' Union facilities and resources, such as meeting rooms and vehicles

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

- A 'bank account' held by our Finance department
- Storage, subject to availability and specific requirements
- An official club or society e-mail address
- Some direct funding in the form of grants, available throughout the academic year
- Indirect funding, such as payment of credit card fees and the hosting of your webpage
- Insurance; third party liability cover, personal accident cover and equipment insurance depending on the activity.

All rights of affiliated groups are outlined in the Activities Laws

To remain affiliated with the Students' Union, there are a few things we expect from every group. These are known as the affiliation requirements:

- Adhere to the Activities Laws
- Minimum of 20 members
- Core committee must consist of a democratically elected President, Treasurer and Secretary
- All committee members must have a membership to their group and the respective Guild of Societies or Athletic Union membership.
- Register all activity with the Students' Union.
- All participants are registered as standard members.
- All committee members attend all compulsory training.
- Keep all funds in the Students' Union bank account and keep a constant positive balance, unless pre-agreed.
- Seek approval from the SU for all contracts signed by the group.
- Adhere to a valid constitution (your agreement between the SU and the group).
- Run a democratic committee election, hold an AGM, take minutes of your AGM, and submit these to the Activities Team.
- Submit all requested documents by the deadlines set by the Activities Team.
- Adhere to the Activities Code of Conduct and share this with all members.

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

THE ROLE OF COMMITTEE

What does a committee member do?

The committee is responsible for leading their group, delivering its core aims and objectives, and ensuring it consistently moves in a direction that benefits its members. All decisions must be made with the members' best interests in mind.

As an elected committee member, you have both a moral and legal obligation to ensure the safety and wellbeing of your members.

Committees are also expected to represent the needs and interests of their members within the wider university community. This includes working with the Vice President Societies and Volunteering or the Vice President Sport and Athletic Union President, ensuring that members' voices are heard and contributing to the enhancement of the broader student experience.

A well-organised and proactive committee can significantly boost a group's reputation—leading to increased sponsorship opportunities, stronger membership numbers, and greater recognition within the Students' Union and University.

In accordance with the Activities Laws, all groups must have at least a President, Secretary and Treasurer. Their roles and responsibilities are as follows:

President

The President acts as the principal officer, spokesperson, and main point of contact between the group and Cardiff University Students' Union. They are responsible for leading and coordinating the committee and wider membership.

They oversee the planning, organisation, and chairing of committee meetings, and ensure that the group operates in line with its stated aims and objectives.

Key Responsibilities (include but are not limited to):

- Develop and communicate a clear vision for the group—both current and future—and steer it toward success
- Ensure the committee remains active, engaged, and that all members understand and fulfil their roles
- Provide support and guidance to committee members when needed
- Plan and chair regular committee meetings
- Act as the primary contact and representative of the group
- Ensure the group's aims and objectives are being actively pursued

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Secretary

The Secretary is responsible for the administration and coordination of the group's activities. This includes maintaining accurate records, managing documentation, and ensuring effective communication within the committee and with the wider membership.

Key Responsibilities (include but are not limited to):

- Prepare agendas and keep accurate written minutes of all committee meetings
- Coordinate the completion and submission of **Risk Assessments** for group activities
- Book rooms for activities, meetings, and events
- Maintain key documents such as the **Development Plan**, **Widening Access Policy**, and **Inventory**
- Support clear communication between the committee and group members

Treasurer

The Treasurer is responsible for managing the financial affairs of the group and ensuring full compliance with the relevant financial sections of the Activities Laws. They are also required to present a financial overview at the group's Annual General Meeting (AGM).

 Key Responsibilities (include but are not limited to):

- Attend all required Finance and Fundraising training and complete relevant online modules
- Ensure all income (e.g. membership fees, ticket/product sales, sponsorship, and fundraising) is collected promptly and correctly
- Organise the payment of goods and services and submit finance requests for member reimbursements

- Maintain accurate and up-to-date financial records
- Work with the committee to complete and submit grant applications on time

Wellbeing Officer

As per the Activities Laws, all groups are required to elect a Wellbeing Officer. The role of a Wellbeing Officer is limited to supporting the committee in ensuring any activities and events are run with student wellbeing in mind and to provide signposting support to students who may need it. **Attending Wellbeing Officer training is a compulsory requirement for this role**.

You may have other roles specific to your club or society; these should be outlined in your Constitution and ratified at a general meeting. To add or amend roles get in touch with your staff contact first.

Committee Meetings

Committee meetings are an essential part of running your club or society. They provide a regular opportunity for the committee to come together, review progress, discuss upcoming events and activities, and ensure the group remains aligned with its goals.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Meeting Frequency

- It is recommended that you hold at least one committee meeting per month.
- Setting a regular day and time helps build consistency and makes planning easier.
- You may need more frequent meetings during busy periods (e.g. before a major event), or fewer meetings during quieter times (e.g. during exam periods/after May). This can be decided at the committee's discretion.

Structure and Style

- Meetings can be formal or informal depending on your group's style and needs.
- What matters most is that they are productive, inclusive, and focused on the group's aims.
- As per the Activities Laws, members may be granted permission to attend committee meetings.

Meeting Minutes

- The **Secretary** is responsible for taking minutes during committee meetings.
- Minutes should be clear, accurate, and made available to members within a reasonable time frame to ensure transparency and accountability.

Committee Training

In person and online training opportunities will be available throughout your time as a committee member. It is a requirement that committee members attend the relevant in-person sessions and complete the relevant online modules.

You will receive further information and a full timetable of these training opportunities via email once elected.

Online training modules will be available via the student portal, and you can find further help and resources on Committee Resources.

Core Documents

As a committee member, you're responsible for producing and maintaining core documentation for your group, particularly as a President or Secretary. No matter your role, it's important to have some awareness about the documents that are vital to the running of your group.

You shouldn't need to start from scratch each year, simply review and update the forms passed down by the previous committee. Templates for these documents can be found on Committee Resources.

Constitution

Your Constitution is the governing document of your group, covering the agreement between you and the Students' Union. It covers your aims, your committee structure and democratic processes.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Your Constitution should be ratified every year at your Annual General Meeting (AGM), or you can host an Emergency General Meeting (EGM) if you need to alter it more frequently than this; you should have received a copy of your Constitution from your previous Committee.

Follow the steps here to make constitutional amendments.

Equipment Inventory

Your Equipment Inventory is a list of all equipment owned by your group. All your group's equipment is owned by the Students' Union and may be insured provided it is included on your inventory and meets necessary requirement.

Your outgoing committee should give you an inventory at the start of your term, but it is your responsibility to ensure this is kept as up to date as possible

General Risk Assessment

Your general risk assessment should cover all your group's regular activities. This could include regular meetings, rehearsals, sporting activities etc. Any activity that occurs on a regular basis should be included in this document.

Operating Procedures

This document is intended to communicate the findings of your risk assessment and outline your health and safety procedures to all members. It should clearly explain the safety measures in place and what members can expect during your activity. All members must have access to this document.

Other Documents

The below three documents are not compulsory but will support your development and can be extremely useful to ensuring your group remains on track throughout the academic year.

Templates for these documents can be found on Committee Resources.

Risk Assessment Matrix

A Risk Assessment Matrix is a quick and simple way to assess the risk level of one-off activity. This document is a tool used to score your activity against the descriptions in the template. If you score higher than 'minimal risk', you will be required to complete a full risk assessment

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Development Plan

A Development Plan outlines the committee's intentions for your group's growth over the academic year. It should include SMART targets (Specific, Measurable, Achievable, Relevant, and Time-bound), methods for measuring progress (e.g. goals for new members), and how the committee will work together to achieve these objectives.

Sports clubs can contact vpsports@cardiff.ac.uk to discuss their development.

Societies should complete the Development Plan template found on Committee Resources and book a development plan meeting with their staff contact each semester here.

Widening Access Policy

A Widening Access policy outlines the steps undertaken by your group to ensure it is as accessible for all those who wish to participate. Clubs and societies can often help students who may otherwise feel isolated, and can build communities for students to feel safe in. Certain students may feel there are barriers to their participation, and a Widening Access Policy acts as a working document to help Committee members identify these barriers and create action points to overcome them.

Social Media and Marketing Plan

A Social Media and Marketing Plan outlines key targets and strategies for growing your presence and reputation online and across the university. This is another valuable tool that is designed by your committee at the start of the year to plan strategies, ensuring your group remains on track and grows effectively.

Handover

All outgoing committee members should arrange a comprehensive handover for their incoming committee. This will ensure that the incoming committee have the best possible start.

Throughout the year, we recommend making notes about events, activities and challenges that you face, and keeping a handover document and file live and regularly updated so that this can be passed on to next years' committee.

A good handover will include but is not limited to:

- Timeline of the year
- Key tasks for each committee member
- Key events and activities and how to facilitate these
- Key contacts for sponsorships and venues
- Order process for group specific kit and merchandise

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

- Log-in details for all society social media accounts

You can find out more about handover [here](#).

Health and Safety

As an elected committee member, you have a moral and legal obligation to ensure the safety and wellbeing of your members.

Presidents are **required** to attend the Health and Safety in-person committee training sessions and complete the online training module. Other committee roles are encouraged to attend.

You can find further Health & Safety information and resources [here](#).

The SU offers First Aid training courses for committee members, and you can contact them at FirstAidCourses@cardiff.ac.uk to register your interest.

Instructor Registration

Whilst committee members are responsible for the organisation of an event, they may not necessarily lead it. In many cases, it may be required for a group to recruit an external coach or instructor to lead their activities. Instructors are employed by the group and are effectively managed by the committee.

Instructors must be registered with the Students' Union, whether paid or voluntary, at the start of the academic year. This is vital to ensuring the insurance cover we have covers the activity that is led by the instructor.

Sports Clubs should register their Coaches/Instructors via the Student Portal 'Coach Registration' tab.

The Guild of Societies and Athletic Union maintain a list of registered instructors for each group and will not authorise finance requests to pay an instructor that is not registered.

It is also vital to note that committee members **cannot be paid** to deliver services for the group **under any circumstances**. This would constitute a conflict of interest. Any committee member found to have been paid by their group will be investigated and will likely face removal from the relevant committee.

You can notify your staff contact if you would like the Students' Union to liaise with your instructors on your behalf on any issues. If you are having difficulty with your instructors around levels of responsibility and what their role is, then please let us know.

TIER SYSTEM FOR SOCIETIES AND SPORTS CLUBS

The Tier Structure is a framework to running your group and is a way of measuring and monitoring your progress and development throughout the year. It provides a range of criteria (both core and optional) to help you build a development package that works for your group and ensures you are striving to provide the best experience for your members.

The Tier Structure levels are Affiliated (**this is mandatory for ALL groups to exist**), Bronze, Silver, Gold and Platinum! We expect all groups to complete affiliation requirements and Bronze however Silver, Gold and Platinum tier achievements are completely optional.

The Tier Structure may be changed slightly every year to ensure continued growth of those groups who routinely hit the higher tiers, and the incentives also regularly change so you are appropriately rewarded for your hard work!

Societies that achieve a tier are awarded with a certificate at the Societies, Volunteering and Media Awards (SVMAs). All group's tiers will be highlighted on their webpage.

Please send any feedback or questions about the tier system to VPSocieties@Cardiff.ac.uk/VPSports@cardiff.ac.uk.

The Societies tier system can be found on Committee Resources: here.

The Athletic Union tier system can be found on Committee Resources: here.

You can find an example tier tracker found here under '*Forms and Templates*'.

RULES AND REGULATIONS

Activities Laws

The Students' Union Activities Laws clarify the rights and responsibilities of student groups affiliated with Cardiff University Students' Union.

Part One outlines your rights in terms of resources that are provided to your Society, whereas Part Two outlines your responsibilities as an affiliated student group (and thus as a committee).

While a lot of the Activities Laws are covered in your constitution, it is important that you familiarise yourself of the contents of the Activities Laws themselves, so you are aware particularly of your responsibilities as a group.

You can find the Activities Laws under 'Policies and Procedures' in Committee Resources. If you would like to propose a change to the Activities Laws, or you think something should be done differently, you can do so by emailing vpsocieties@cardiff.ac.uk or VPSports@cardiff.ac.uk.

Code of Conduct

Members of a society are expected to behave in accordance with both the ***Activities Code of Conduct*** and the ***Students' Union Code of Conduct***, which can be found in *Section B – Code of Conduct and Discipline Procedure* of the Students' Union's Bye-Laws – Appendices.

Your group may also have its own Code of Conduct in place. This should complement the Activities Code of Conduct and must not contradict it. Members should be made aware of your group's Code of Conduct when they join, and it can be reinforced throughout the year—either verbally or digitally. If your group already has a Code of Conduct or is planning to create one, please contact the Activities Team for support.

As per Cardiff Students' Union's Code of Conduct:

"The Union expects members and guests of the Union to engage in a positive manner with students, staff and visitors to the University and Union when engaged in use of the services and activities provided or when recognisable as a representative of the organisation.

   The following (non-exhaustive list) would be considered instances of where the standard of behaviour of members is a concern, and therefore may result in disciplinary action if found to have taken place:

- *behaviour causing or likely to cause physical harm to others.*
- *any form of harassment, unlawful discrimination or bullying of others.*
- *drunken and disorderly behaviour.*
- *possession or sale of illegal drugs.*
- *bringing the Union into disrepute.*
- *theft or fraud.*

- *deliberate damage to property.*
- *breach of any terms of membership of the Athletic Union or Guild of Societies.*
- *breach of any Policies or Bye-Laws of the Union.*

These codes of behaviour apply to **all** members of student groups and any associated people connected to student groups including both paid and voluntary coaches and instructors. It applies without geographic restriction, can be applied whether activity is official student activity or not, and also relates to behaviour whilst travelling to and from student group activities.

All members and associated persons of Student Groups are expected to:

- *respect the rights, dignity and values of others.*
- *be fair, considerate and honest in all dealings with others.*
- *take responsibility for their actions.*
- *not encourage or pressure others into acting against the code.*
- *operate within the rules of the activity.*
- *be aware of how their actions may be perceived by others.*
- *maintain high standards of personal behaviour at all times.*
- *refrain from any form of harassment of others.*
- *refrain from any behaviour that may bring the University, the Union or the Student Group into disrepute.*
- *comply with all reasonable instructions issued by officials.*
- *not act in an unlawful manner.*

These expectations apply both at events and activities as well as online and on social media and any other time where individuals are deemed to be acting as or identified to be representatives of the student group.

Presidents and Social Secretaries are **required** to attend the Socials and Conduct in-person committee training sessions. Other committee members are encouraged to attend.

If you have any concerns regarding behaviour and conduct, please follow the steps outlined in the Activities Code of Conduct or contact societies@cardiff.ac.uk / athleticunion@cardiff.ac.uk.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

SOCIALS

Presidents and Social Secretaries (or equivalent roles) are required to attend the relevant Socials and Conduct Committee Training. As outlined in the [Committee Elections Guidelines](#), all committee positions are limited to one position per role meaning that clubs and societies are not permitted to have multiple social secretaries.

While not mandatory, we strongly encourage all other committee members to attend, as the training provides valuable guidance on running safe, inclusive, and responsible events.

The Students' Union expects all committees to work together to ensure their members feel involved and are encouraged to engage in all group activities. The entire committee is collectively responsible for operating safely and promoting an inclusive environment, not just the social secretary.

Why Socials Matter

Socials are a key aspect of club and society life. They can help:

- Integrate new members
- Keep existing members engaged
- Build friendships and strengthen committee bonds
- Enhance the overall student experience
- Generate income through sponsorship (e.g. pubs, bars, and clubs may offer deals in exchange for promotion or hosting events at their venues)

Best Practices for Socials

- Plan inclusive events that cater to a range of interests
- Communicate clearly with members about event details
- Build partnerships responsibly with venues or sponsors
- Always act appropriately, as you represent your club/society, the Students' Union, and the University

Funding Socials

If there are costs associated with your socials (including club or society balls), you should aim to generate this via ticket/product sales. Socials may break even or make a small profit but should not make a loss.

Important Responsibilities

As a committee member, you are accountable for the behaviour and safety of your group during socials. Poorly managed events can lead to:

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

- Complaints and reputational damage
- Disciplinary action from the Students' Union, University or BUCS
- Possible disaffiliation of your club or society
- Individual suspensions or exclusions
- Loss of engagement and dissatisfaction among members

Initiations

The Students' Union, the University, and BUCS enforce a strict zero-tolerance policy on initiations and any initiation-type behaviour. Initiations/Initiation-type behaviour includes but is not limited to:

- Coercion to undertake activities against a person's will
- Forced consumption of large quantities of alcohol
- Humiliation of a person in public (i.e. setting someone up to fail)
- Forced acts of nudity/nakedness
- Victimisation of a group of individuals described as "freshers"
- Consumption of abnormal/unpleasant substances
- Bullying; Discrimination; Harassment
- Sexual harassment
- Physical acts perpetrated against a person's body e.g. hair shaving
- Psychological torment
- Isolation or ostracising of a person/persons through removal of their mobile phones,
- geographical remoteness or physical/psychological isolation

Any activity that involves harmful, pressuring, or exclusionary behaviour, **regardless of where or when it takes place**, will be considered initiation or initiation-type behaviour.

Rebranding such events as a "Welcome Event" or "Meet and Greet" does not excuse inappropriate conduct. Hosting them off-campus or informally does not change the responsibility or consequences.

Any club or society found to be involved in organising or facilitating such activities will face disciplinary action, which may include sanctions from the Students' Union, University, or relevant governing bodies.

Sanctions by BUCS

BUCS' existing position states that initiations are banned and BUCS will take action against those found to conduct them

The club executive and any others involved in planning the initiation shall be suspended from participation in BUCS competitions for the remainder of the season in which the sentence is handed down, and into the following season until a total suspension of 1 year (365 days) has been served. In this instance, the individual(s) are not suspended from being a member of the institution's club or partaking in any non-BUCS competitions.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

The Club will be fined the total of the cost required for the CHANGES programme to be run with them.

Calling Out Negative Behaviour: Be an Active Bystander

An active bystander means being aware of when someone's behaviour is inappropriate or threatening and choosing to act and challenge that behaviour or assist someone who needs support. You can find further information, help and resources [here](#).

We encourage all committee members to attend the *Socials and Conduct/Being an Active By-stander* committee training.

Socials are a valuable and fun part of club and society life, but they come with responsibility. Plan wisely, lead by example, and always prioritise safety and inclusivity.

DATA PROTECTION

This is possibly the **most important** section in this entire document.

It is vital that you have read and understood this section thoroughly. You have probably heard a lot about GDPR over the last few years, and in this section you will (hopefully) understand exactly what it is, and how it impacts the running of your Society.

> "The incoming General Data Protection Regulation will impact how we collect and use personal data. There will be increased penalties for misuse, including fines for organisations and individuals."

GDPR largely covers information and data relating to an identified, or identifiable person. This includes, but is not limited to:

- Names
- Student Numbers
- Email Addresses
- Phone Numbers

We highly recommend that your committee does not collect any data from students or members, other than that which you are given on the website.

If you are collecting data, it is advised that you use a secure system, such as Google/Microsoft Forms for the collection and storage of information. You must, however, get explicit permission from each individual if you are collecting personal data. You must NOT collect personal data via a paper form under any circumstances. If you are collecting data at fairs, you can use a QR code to a secure online form.

Permission could be in the form of a tick-box statement, for example:

> "I give consent for this information to be used to contact me regarding events and trips, membership, offers and news from the xxxxx Society."

Data can only be used for the purpose it was collected, and you must get explicit permission for each intended purpose. Should the purpose change, you will need to collect the data again.

You must also remove data promptly if requested and provide the ability for students to unsubscribe from your mailing list.

You must not give out, or sell, personal data of your committee or members to sponsors, external companies or anyone else, even if the external body has a specific plan for the data. This includes accidental leaks. You must ensure to secure all personal data that has been collected.

Our top tips for avoiding Data Disasters:

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

1. When emailing your members, you **must** use the BCC field, as this will not allow recipients to view the full mailing list. You can send all your members an email via your admin tools.

2. Password protect any spreadsheets containing personal data

3. **Do not** store personal data on a public computer

4. Password protect all devices that contain personal data, whether that be phones, laptops, tablets, desktops, etc.

5. **Do not** carry personal data around on USB sticks or other devices that are easily lost.

The consequences of Data Misuse are extremely severe. Individual Committee Members will be fined by the Information Commissioner, as will the Students' Union. The maximum fine that can be imposed to each party is £20,000,000. So please, be careful.

ACCESSING YOUR SHARED INBOX

You group should have an [@cardiff] email address that was produced when the group was set up. You should be informed of what email address is used by the outgoing Committee, but if you aren't, you can email your staff contact to find out what this is.

If your Society is making use of an '@cardiff.ac.uk' email address, you will be able to access this from the start of August:

1. Log into your University e-mail account through the Intranet on desktop
2. From your Inbox, click on the circle in the upper right-hand corner of the screen with your initials or photograph in
3. From the drop-down menu that appears, select 'Open Another Mailbox'
4. Type your Society's Cardiff email address into the box that appears.

If there are any difficulties with this, or you do not have permission, please get in touch with us as there is likely an issue with the permissions surrounding your email account.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

MEMBERSHIPS

STUDENT MEMBERSHIPS

A student becomes a member of a group upon the purchase of a membership from the group's Students' Union webpage or the Finance Office on the third floor of the Students' Union.

Membership Price

It is your responsibility as a committee to review your membership price over the summer to ensure you will raise sufficient funds from this to conduct activities throughout the year.

Your student group's membership price is set by the committee at the beginning of the academic year and must be confirmed with your staff contact. Once agreed, this price cannot be changed until the following academic year.

Membership costs must remain consistent for all students, regardless of their year of study or when they join during the academic year. If you are considering a change to your membership price, please contact us as early as possible in the year.

Your group may only charge different membership rates if you can clearly demonstrate a difference in the services provided between the membership types. For example:

- Where membership duration options are available (single semester, full year, etc.).
- Where membership or participation requires induction training, the supply of equipment, an external license or affiliation, or similar.
- Where memberships offer different benefits, such as full membership, social-only membership.

Anyone who is engaging in your group activity must have a membership. Even if you are offering 'pay as you go' sessions or activities, the individual must have a standard membership to the group first.

Please note, if you would like to set up a new membership bracket, **please do not try to set this up yourself**; email your staff contact.

All **society members** must be paid members of the Guild of Societies membership; this cost contributes to resources provided to Societies (grants, room bookings, vehicles etc.).

All **sports clubs' members** must be paid members of the Athletic Union; this cost contributes to resources provided to the Club (grants, room bookings, vehicles etc.). There are two memberships for the Athletic Union; you will be prompted to purchase the correct one when a club membership is added to your basket.

Members of Student-Led Services will not be required to purchase a Guild of Societies or Athletic Union membership- all Student-Led Services are free of charge to join.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Student members of your group are entitled to:

- Join and participate in any activity organised by the group, subject to funding, skill, experience and capacity.
- Attend, address and vote at any general meeting of the group
- Attend any committee meeting of the group, and at the discretion of the committee, be granted speaking rights.
- Hold a position on the committee of the group and vote in committee elections.

To remain affiliated, all committee members **must** purchase a membership to their student group. If this is not done within a month of the start of the new academic year or by the date set by the activities team (whichever is later), **you will be removed from your committee and all access will be revoked**.

Guild of Societies and Athletic Union membership fees are subject to change annually. **Terms and Conditions of Guild of Societies and Athletic Union memberships apply and can be found at point of purchase.**

Committee members must purchase a membership to their group.

ASSOCIATE MEMBERSHIPS

A non-student who wishes to become a member of your group must first become an Associate Member of the Students' Union and thus the Guild of Societies or Athletic Union Associate Membership will be granted only with the approval of your committee.

1. The individual wishing to become a member will be required to complete the virtual Associate Member Application Form.
2. The President and Treasure will receive email notification of new applications.
3. The President or Treasurer should then review the application in the Associate Membership Portal and either accept or reject the application.
4. If the application is accepted, the applicant will receive an email from SUFinance@cardiff.ac.uk to request payment.
5. The individual will then need to make a payment of the relevant AU or Guild membership fee, and your group's membership fee.

The price of associate memberships will be determined at point of purchase.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Please remember that it is at the committee's discretion as to whether you accept associate members and note that each group is restricted to a total number of associate members of 33% of the total student group membership.

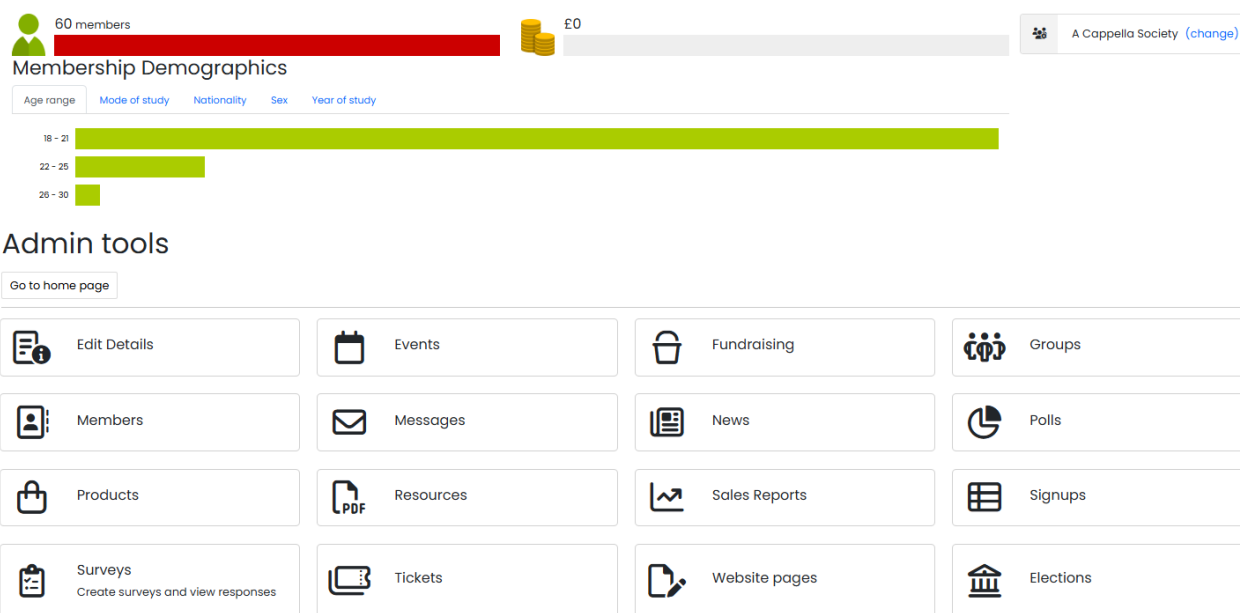Non-student members are entitled to:
- Join and participate in any activity organised by the student group, subject to funding, skill, experience and capacity
- Attend and address any general meetings of the student group (however may not vote)
- Attend any Committee meeting of the student group, and, at the discretion of the Committee, be granted speaking rights.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

USING THE WEBSITE

As a committee member, you are given administrator access to your group's webpage. This allows you to view a list of all your members and send messages to them, create products and tickets, and far more. These admin tools are separate from the Committee Portal, and you can access these by logging into the Students' Union Website.

To access the admin tools for your group on the website follow these steps
1. log in to the SU website with your Cardiff University student number and password
2. Click on the admin button. You should be able to see the black tile with the person and cog icon in the top left of the screen.
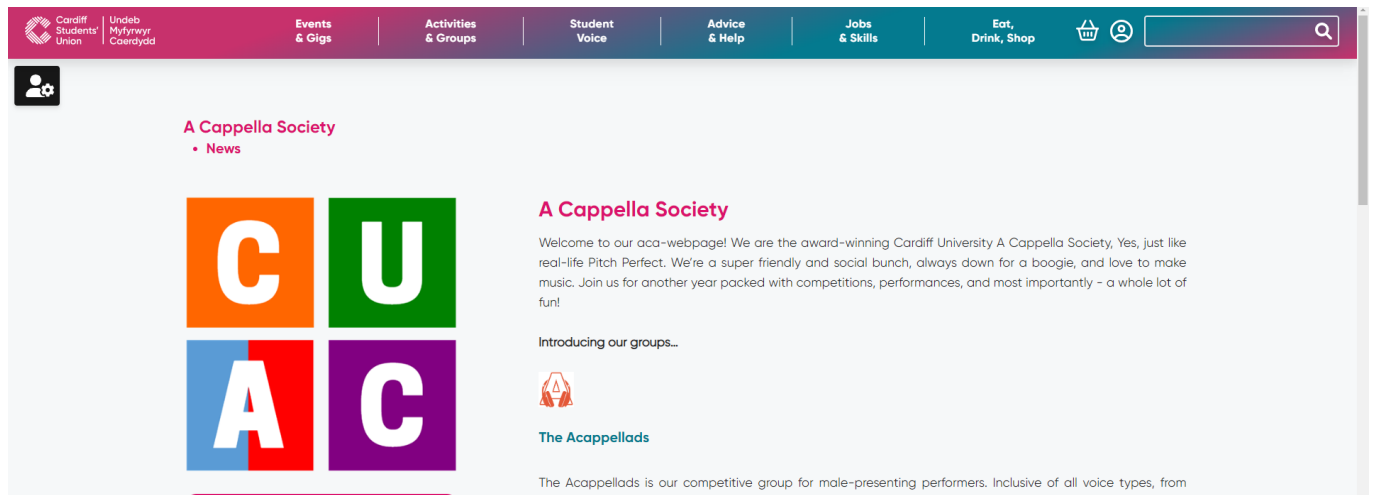
3. Click on the '[your group name] admin tools' option from the Control Panel, which will take you to the admin page.

Admin tools

Go to home page

Edit Details	Events	Fundraising	Groups
Members	Messages	News	Polls
Products	Resources	Sales Reports	Signups
Surveys — Create surveys and view responses	Tickets	Website pages	Elections

The Students' Union website is the best tool for your group to collect money from your members and other students. It also provides a platform to sell tickets for socials, kit, trips or fuel charges without handling cash, and helps you having to chase individuals for payments

Depending on what you are selling, you can create tickets or products. You cannot create memberships and must get in touch with your staff contact if you wish to arrange this.

CREATING EVENTS AND TICKETS

To create and sell tickets for an event, you must first create an event to sell tickets for. This event will appear on your group's page.

To create an event:

1. Select "Events" on your admin tools homepage and click "Add New Event".
2. Add all the details you need for the event. Try to include all the details and information that those attending will need to know.

3. Once finished, click "Save Event" at the bottom of the page

You can customise who can view your events. If your event is not open to the wider student population or the general public, make sure you tick the "Only Members May View This Event" box.

Please remember to consider the capacity of the room you have booked for your event and set a sales limit accordingly to accommodate this. E.g., SU meeting rooms are typically 20-30 depending on the activity.
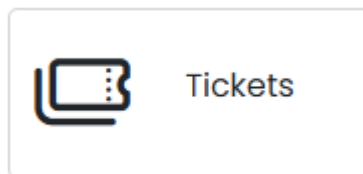
Tickets

Once your event is created and visible, you can add tickets to it.

1. Click on 'Tickets' on your admin tools homepage
2. Find your event and click "Add Tickets". If you cannot view your event, change the date filters.
3. Add the ticket details and click "Save".

You can create different tickets for members, students and the public ('general'). Be sure to set your sale times correctly, so tickets do not appear of your webpage after the event has passed.

Once the ticket is listed, you can add customisations using the notepad symbol in the table –this will allow you to collect additional information (such as menu choices or seating preferences) from the purchasers.

CREATING PRODUCTS
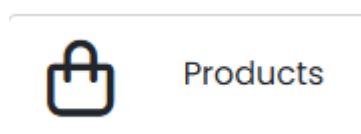
Products

Creating products follows a similar process to creating tickets.
1. Click on "Products" on your admin tools homepage
2. Click on "Add New Product" and fill in the relevant details
3. Once finished, click 'Save'.

Product details   ✕

Name *

[   ]

Price *

[   ]

On sale from / until

[06/06/2025] [00:00] 🗓 → [dd/MM/yyy] [HH:mm] 🗓

Sales limit

[   ]

Per person limit

[   ]

Description

[   ]

Save

As with tickets, you are able to set the price, sale dates and limits as you need. Once the product is listed, you can also add customisations (such as sizes/names for kit or merchandise).

To edit customisations, go to your product list and click on the notepad icon at the right side of the product.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

SALES REPORTS

In your admin tools, you are also able to generate and view reports for the tickets and products your group has sold. These can be accessed by clicking "Sales Reports" on your admin tools homepage.

A **Sales Report** shows you how many of an item have been purchased, and what medium these were purchased through.

A **Purchasers Report** will show you each person who has purchased an item, and how they did so. You will need to submit a Purchasers Report to the Finance Department with any requests for refunds.

A **Customisations Report** shows you all additional information collected from purchasers of the tickets or products.

EDITING YOUR PAGE CONTENT

Edit Details

You can make changes to what appears on your group webpage by selecting 'Edit Details' on your Admin tools homepage. You can make changes to body text, switch your logo, add links and images, and edit social media details. Using 'Website Pages' on your Admin tools, you can add sub-pages for specific aspects of your group (IMG Sports Teams, sub-groups etc) but **check with your staff contact before you do this**.

Your page should include (including but not limited to):

- Up to date times and locations of your activity
- Information about what your membership price includes
- Up to date contact information and social media links
- Logo and photos
- FAQ's

If you would like to make changes to the features on your page and you are unsure of how to, please get in touch with your staff contact who will be able to assist you with this.
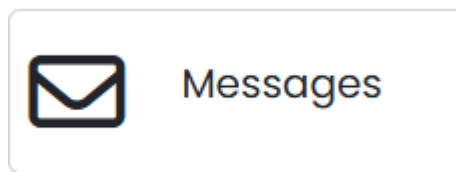
VIEWING YOUR MEMBERS

Members

You can view a complete list of your members and their student numbers by clicking on the 'Members' icon on your Admin tools homepage. We recommend that all information and data regarding your members is held through the website (the data available on this tab is collected automatically when members sign up) due to Data Protection Regulations.

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

CONTACTING YOUR MEMBERS

Messages

The Students' Union website has a built-in messaging function, enabling you to contact your members directly. All activity with this feature is traceable, so both the Committee and the Students' Union can see who is sending what. This is useful if things go wrong.

1. Click on the 'Messages' icon on your Admin tool homepage

Messaging

Send email | My Message Centre

Drafts

☑ Show my drafts only

There are no draft messages.

Sent items

Show messages sent | Last 7 days | ☐ Show previews | Apply Filter

There are no sent items for this period.

2. Click on 'Send Email' at the top of the page
3. Select the email address that the message will be sent from, and that responses will be sent to if a recipient chooses to reply (these don't have to be the same)
4. Click the 'To' field and select recipients from your membership.
5. Enter a subject, add any relevant attachments and type the body of your message. Please note- there is no spelling and grammar check function in this tool.
6. You can use the 'Send Preview' option to double check the email (send it to yourself) or send it straight away.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

STUDENT GROUPS AND DEMOCRACY

All affiliated student groups are run by students and for students. As a result, all members must be encouraged and empowered to have their say in the running of your club or society. To ensure this, you are required to host an Annual General Meeting (AGM) at the end of every academic year and elect all committee members through the Students' Union Elections system on the Cardiff Students' website.

ANNUAL GENERAL MEETINGS

More information about AGM's can be found here on Committee Resources. The key things to remember are:

- AGM's can be in-person or virtual.
- All members should be invited at least 2 weeks in advance.
- Should be held **sometime between March and May**.
- Any standard member can propose an agenda item or propose changes to the constitution
- Associate members may not vote
- Proposed amendments can be approved by 2/3 of those in attendance or 50% +1 of overall membership – whatever number is smaller.
- The Secretary (or nominated person) should take minutes of the AGM and circulate with all members.
- Any constitutional amendments must be approved by the Students' Union.
- You may decide to host an event after your AGM to encourage attendance!

An Annual General Meeting will usually be broken down into four sections which are outlined here on Committee Resources.

COMMITTEE ELECTIONS

During the Spring/Summer semesters your group will need to elect a committee for the next academic year. You may also need to hold by-elections throughout the year to fill vacant positions on your committee.

All elections **must** be run electronically via the Students' Union Website. Only those who are currently Cardiff University students and have a standard membership for your group may run and/or vote in your elections. The present Committee shall not exert any influence over nominees or voters.

Your staff contact will notify you of the deadline in which elections will need to be set up, so keep an eye on your emails during semester two.
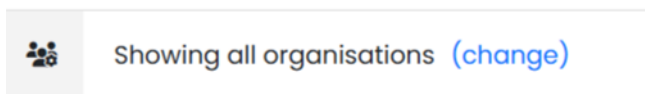
All groups are expected to adhere to the Committee Elections Guidelines.

How Do I Set Up an Election?

1. Head to your admin tools on our SU webpage, and select 'Elections'.
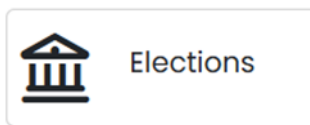
2. Where it reads '**Showing all organisations**', click '**change**'. Then, search and select the name of your group.

3. Click '**Create New Election**'. Always create a new one from scratch and never edit/amend a previous one.

4. Give your election a title- be sure to name it clearly with the year of the election.

Enter dates and times in your '**Display Period**' to determine when the election is visible on the website. We recommend it is visible **30 minutes** before nominations open, until **30 minutes** after voting closes.

You can then enter a description, so that members are aware the purpose of the election.

Election

Title *

Election titles must be unique. You might want to include the year, e.g. 'Primary Elections 2021'.

Organisation

A Cappella Society

Display period *

dd/MM/yyyy HH:mm 🔲 → dd/MM/yyyy HH:mm 🔲

The dates when the election is displayed in lists on the site and polling apps.

Description

Enter a brief description of the election.

5. Enter your nomination dates- this should last **at least one week** to enable as many members to participate as possible. You can also select here if you want to allow slates.

You can use the Candidates Terms and Conditions box if you have any conditions   for candidates. There is no standard text for this, so it is often left blank.

Nominations Period *

dd/MM/yyyy HH:mm 🔲 → dd/MM/yyyy HH:mm 🔲

Nominations can be submitted between these times only

Allow Slates

☐ Allows candidates to enter an optional slate name of up to 20 characters 🔵 This is used to run under a slate with other candidates

Phone number option

Required ⌄

Sets whether candidates need to provide a contact phone number when nominating themselves

Max number of candidacies

Enter the maximum number of candidacies for any given individual (leave blank if there is no limit).

Candidate terms and conditions

6. You can set a manifesto deadline for candidates. It is a good idea to make both deadlines occur at the close of the nominations period, however, you can set this anywhere up until voting closes.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Manifesto settings

Online Manifesto Deadline *

| dd/MM/yyyy | HH:mm | 🗓 | ● Manifesto deadline can be any time from nominations close up until the end of the last polling period. |

Paper Manifesto Deadline *

| dd/MM/yyyy | HH:mm | 🗓 | ● Manifesto deadline can be any time from nominations close up until the end of the last polling period. |

Manifesto help text

●️ Optional help text displayed on the upload manifesto page.

Default candidate statement form

(Select) ⌄

🖉 Set up forms

7. You can select the visibility of your election to users that are not logged in to the website- this should be set to **basic** for both cases.

   You can also change the 'Not Eligible Message' when an individual is unable to participate. This is a good place to remind them to purchase a membership for your group. If you leave the box blank, our standard text will appear.

Visibility

These settings control the visibility on election list widgets as well as overall access to the election's voting pages.

Non-logged in users (public) *

○ Full - show all information
● Basic - only show description and dates
○ Hide

ℹ️ Voting and standing are never available to non-logged in users. If Full or Basic is selected, a 'please log in' message will be displayed.

Logged in users *

○ Full - show all information and allow participation
○ Full (members only) - show all information, but only allow members of **A Cappella Society** to participate
● Basic - show description and dates to all, but only allow members of **A Cappella Society** to see all information and participate
○ Hide - only show to members of **A Cappella Society**

ℹ️ If the Full (members only) or Basic options are selected, the 'Not Eligible' message will be displayed if the user does not meet the criteria.
NB: Even if the Full option is selected, eligibility to stand and vote is determined by the requirements on each individual post.

Not Eligible message

●️ Text to display if the user is not a member of the election's organisation, and options 2 or 3 above are selected.

8. Under 'Profile page', leave the 'Help text' blank, as all Cardiff University student members can nominate themselves and run in elections.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Leave the 'Filter post list' blank, as this hides posts from other users who are ineligible.

9. Setting your voting period- this also needs to be **at least one week** to allow as many members as possible to consider candidates fully and cast their vote.

It is advised that you leave a short gap between nominations closing and voting opening, so you can approve your candidate list. **Voting cannot open until you have approved all candidates**, so make you set a reminder to do this once nominations close.

You don't need to include an Abstention Confirmation Text- our standard text will appear if a member chooses not to vote for a particular role.

The 'Voter Completion Text' appears when someone has finished casting their vote. You can add your own text here if you wish, such as 'Thank you for voting'.

10. Do not edit the default ballot rubric at the bottom of the form- these are instructions on how to make use of our Single Transferrable Voting method.

   Click 'Save Election'. Once saved, you will be returned to the main elections' admin page

Default ballot rubric

Ballot rubric specified here is used for all posts unless overridden by post-specific settings.

Website (default) | Polling App

B *I*

You have one vote.

Number the candidates in order of preference.

If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.

If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.

Save Election

11. Once you are back on the main admin page, click on your election, select '**Posts'** and click **'Add New Post'**- this is how you will add the committee positions to your elections,

Status | All current and future elections | **Clear**

+ Create New Election   Key 👤 Posts 👥 Candidates 📄 Reports 🔒 Admins 📋 Copy 🔧 Status

Title and period ⇕	Status ⇕	Posts ⇕						
Test 15 Jul 2025 – 09 Aug 2025	Nominations open	0	👤	👥	📄	🔒	📋	🔧

Test
Edit Posts

Elections Admin | Details | **Posts** | Candidates | Admins | Messages | Notifications | Groups | Reports

+ Add new post

There are no posts set up for this election. Click 'Add New Post' above.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

12. From the drop-down menu next to the 'Group' field, search for and select the role you would like to add. Roles must be added individually- you will not be able to add 'all committee members' as a post, or else the election will be invalid.

Societies: you must use the '**Elected**' prefix when searching for your roles (e.g., **Elected** President, **Elected** Secretary). If you do not, members will not be able to nominate themselves. You can see the warning message on this page as a reminder.

Sports Clubs and Student-Led Services: search for your role titles **without** the prefix (e.g., President, Secretary).

If any committee position does not appear in the drop-down menu, you can get in touch with your staff contact. Any new committee positions, or positions that have been changed, **must** be voted on at a General Meeting by members, and updated in your group's constitution. You must email your constitutional amendments to your staff contact before they can create the role for you.

Test

180 Degrees Consulting Cardiff - Elected Head of External Relations
180 Degrees Consulting Cardiff - Elected Head of Partnerships
180 Degrees Consulting Cardiff - Elected President
180 Degrees Consulting Cardiff - Elected Secretary
180 Degrees Consulting Cardiff - Elected Strategy Client Relations
180 Degrees Consulting Cardiff - Elected Sustainability Client Relations
180 Degrees Consulting Cardiff - Elected Treasurer
180 Degrees Consulting Cardiff - Elected Vice President
A Cappella Society - Elected Events Manager
A Cappella Society - Elected Postgraduate Representative

elected

The group's requirements control who can stand and vote for the post.

Short description

This text appears in the post list on the website.

13. Add a short description for each post- if you are struggling with this, you can use descriptions currently in your group's constitution.

The 'Places' field outlines how many positions you want to be available for each role- **you should only have 1 place available for all roles**, to comply with the Elections Guidance and Policy.

The 'Quorum' field refer to how many members need to vote so the election to be valid. Leave this box blank if you don't want to specify a quorum. In the 'Ballot Rubric' box, you can copy the default text from the election.

14. Tick 'Show Organisation Name'; this allows the Student's Union to quickly identify your election if there are any difficulties.
Leave the 'Number of proposers required' field blank, as your election should be open for all members to nominate themselves.

You **must** include the **R.O.N** (Re-Open Nominations) **candidate.** If a vote doesn't think any candidate is suitable for a role, they can vote to re-open the nominations. **Elections that run without use of the R.O.N candidate will be voided.**

Leave the 'Require Paper Form' field unticked; you do not need to have a paper form to support candidates' nominations.

If you tick the 'Withdrawal' field, candidates can only withdraw from the election if a committee member does it on their behalf. You can choose to leave this unticked.

15. If you would like to allow candidates to add manifestos, you can select 'Free-text manifesto document' in the 'type' field and set the maximum word count- this can be anything you like.

   If you would like candidates to upload a photo of themselves, you can tick 'Allow photo'. You can also tick 'Allow slogan' so candidates can add a slogan for their campaign, and you can set the word count for this in the 'Slogan max word count' field.

   Make sure you save all posts once they have been edited.

Manifesto options

Manifesto type

Free-text manifesto document ∨

● Specify the manifesto type. Depending on your selection, also set the max word count / candidate statement form.

Candidate statement form

(Use election default) ∨

● Set up forms

● If Candidate Statement Form is selected as the manifesto type, select a form if you want to override the default for the election.

Allow manifesto text

☐ ● Candidates can submit a full manifesto document

Text max word count

[   ]

● Specifies the maximum word limit for manifesto text.

Allow photo

☐ ● Candidates can upload a photo which appears on the candidate list

Allow slogan

☐ ● Candidates can specify a short slogan which appears on the candidate list

Slogan max word count

16. **All candidates must be approved before voting can open- you will need to approve the candidate list between your nominations closing and voting opening.**

   You must approve the individual candidates first:
   - From the 'Candidates' tab, select the individual role
   - Select the name of an individual candidate
   - Under 'Nomination status' select the drop-down menu, and change this to 'Approved'

   Once each candidate is approved, you must approve the candidate list:
   - Select the 'Candidates' tab to return to the home page
   - Under 'Approval status', select the drop-down menu and change this to 'Approved'

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Approval status

Polling cannot begin until the candidate list is approved.

Current status

[Unapproved ▾]

[Update]

Find candidates

Find people with nominations for posts in this election.

Search [ID / card number, name or email]   [Search] [Reset]

Review candidates

Filter [Post name or ID]   [Filter] [Reset]

Post ⇕	Candidates ⇕
Elected President	0 candidates
Elected Secretary	1 candidate
Elected Treasurer	0 candidates

17. When you voting period has closed, you must get in touch with your staff contact to receive the results via email. You can then share these with your members.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

GIVE IT A GO

WHY RUN A GIVE IT A GO SESSION?

A Give it a Go session is the best way to promote all the amazing things your group does. It will attract new members and set your group up for a strong year ahead.

Give it a Go sessions are publicised to thousands of students through the SU website, which is a 'go-to' place for students interested in finding something new.

Running a session also gives you access to social media shout-outs through the official Students' Union and Give it a Go social media accounts – a single Instagram story can get several hundred views.

We recommend running <u>at least</u> one Give it a Go session per semester, but you can do as many as you want – they usually take place in the first couple of weeks of each semester but can be run at any point to help attract new members.

TIER SYSTEM

Running one (or more) Give it a Go sessions per semester is in the Tier System as a part of the Rapid Growth badge.

If you miss it in term 1, there's still other ways to achieve this badge BUT if you want to get platinum status, then you need to meet all the criteria in each section!

HOW TO RUN A GIVE IT A GO SESSION?

Your Give it a Go session needs to be approved via the Give it a Go Coordinator.

Directly below is a bullet point overview of the process. More details are below.

- Decide on your event as a committee
- Make sure that you have a room booking (the societies team will be in touch about this)
- Set up an event on the website
- Set up a ticket to the event, even if the event is free. Everyone will need to have a ticket to attend, or they will not be covered by SU insurance.
- Set a maximum capacity. Consider the room size and your event. The societies team will be happy to assist if you are unsure.
- Include a photo that you have permission to use. This one is optional but highly recommended. We suggest either using pexels or unsplash to find a photo, or using a photo from your group activity, where people in the photo are happy for it to be online.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Details of how to set-up an event, ticket and maximum room capacity can be found on page 23of this document. Only events set-up on the SU website will be accepted – we can't accept links to Instagram or other sites!

WHAT TO RUN AS A GIVE IT A GO TASTER SESSION?

If you're struggling for ideas on what type of session to run as your Give it a Go, some suggestions include:

- A guest speaker talk
- Meet and Greet
- A non-alcoholic social
- A training session
- An awareness event that ties into a larger campaign
- A local trip

Some things to consider:

- If you have a guest speaker, the guest speaker policy will apply. Please refer to page 59 for further guidance.
- The Give it a Go event should be in line with your normal group activity to give potential new members an accurate picture of what you typically do.
- You Give it a Go event should not have drinking as a core activity. Where there is limited drinking (e.g. a meet-up followed by socialising in a pub) there should never be any pressure for students to drink and non-alcoholic options must be available.
- We'd like to take this opportunity to remind you that initiations or hazing are never accepted and will be dealt with very seriously by the Students' Union.

NAMING YOUR GIVE IT A GO SESSION

When naming your Give it a Go session, please remember that many students will not be coming to your event page via your webpage. It should be clear what the event for those who are browsing, as well as people who have looked for it.

Below are some examples…

✗ Give it a Go 1

✗ GIAG Tuesday 1-3

✗ Meet & Greet

✗ Art society

✓ Art Soc Meet & Greet GIAG

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

✓ Treasure Hunt GIAG (history society)

They can certainly be more creative than this – for example, Brass Band use 'Give it a Blow with Brass Band', which is fun but also clear.

TEXT ABOUT YOUR GIVE IT A GO SESSION

You should include text about your Give it a Go session, which includes everything that students need to know – remember this is a chance to promote your group. No text (or limited text) isn't the first impression you want to make!

Your text should include:

- A short introduction to your group/the session
- Details of where to go / how to get there
- What to expect in the session
- Anything attendees need to bring or know before the session
- Any accessibility information if appropriate

Remember to make it helpful and cheerful – you want people to feel welcomed before they even meet you!

PRICING

You will need to decide the price of your Give it a Go session. Most groups offer session for free but you can charge.

We'd suggest you consider the costs of running the session, balanced with what money is in your group's account. Remember, it shouldn't be accessible for students but also not at the detriment of your year-long activity.

If you need support with this, your coordinator will be happy to help.

BIG EVENTS AND TRIPS

As well as running Give it a Go Sessions, Give it a Go run day trips to places around Wales and the UK almost every weekend, as well as a few residential trips.

This is a great way of seeing the UK at a reduced cost and is super easy – everything is arranged for you and the coaches leave from the SU.

If you see a trip that your group may like, drop Giveitago@cardiff.ac.uk a message and we can help you with a large group booking. You can use group funds to subsidise a group trip (staff contact approval will be needed, as with any large spend).

If you want to run a trip yourself, please speak to your coordinator.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

ANY QUESTIONS?

Email - Giveitago@cardiff.ac.uk

Instagram – GiveitagoCSU

TRIPS

If you're interested in planning a trip outside of Cardiff, please refer to the *Trips & Transport and Finance* committee training and let your staff contact know. The key points to remember are:

- Start planning early and speak to your staff contact as soon as possible – this is mandatory if you are planning an international trip.
- Get feedback from your members – is there an interest for this trip?
- Create a budget plan – work out how much the entire trip will cost and how much tickets will be. Your trip should break even or aim to make a small profit.
- Think about transport, accommodation and activities
- Complete a risk assessment and trip pack before you go
- Organising a trip is a big responsibility so make sure you work as a committee – delegate tasks fairly and share the load!
- Come to *Social Media and Marketing* training to learn about all the ways you can promote your trip! More info on page 61
- Once you are back from the trip, share your pictures with the Students' Union and gather feedback from your participants!

It is also important not to book or purchase anything for your trip without speaking to staff contact first. If you book **anything** without speaking to the Students' Union, you will be liable to cover the costs yourself if anything goes wrong.

Make sure you receive an invoice or receipt for every purchase, so you can either pay it directly out of your group's bank account or be reimbursed by either the President or Treasurer of your group for any out-of-pocket expenditure via the online Committee Portal.

Trip Registration

It is crucial that the Students' Union know where you are going, who is going, and emergency contact numbers for participants.

If you are going on a **day trip**- you must email a completed **Trip Form** to us.
If you are going on an **overnight trip**- you must email a completed **Trip Pack** to us.
All forms can be found here.

It is your responsibility to ensure that all documentation is submitted on time; if it isn't, your trip will not go ahead, and financial reimbursements will not be made.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

These must be submitted at least 48 hours in advance of your trip, and you must wait for confirmation before leaving.

This is **not** a requirement for BUCS weekly trip planning. The Athletic Union will arrange transport for you and notify you via email.

FINANCE

This section is intended to help the President/Treasurer of your group understand and manage the Finances of your group. It outlines the key aspects of the role, explains how your finances work, and the procedures used for managing them, and gives you hints and tips to ensure everything runs smoothly from a financial perspective

You can contact the finance team via:

Email: SUFinance@cardiff.ac.uk
Telephone: 02920 781445
Location: Third Floor, Students' Union, Park Place (Monday to Friday from 10am-4pm)

ROLES AND RESPONSIBILITIES

Your group is responsible for looking after its own finances, and this responsibility falls directly within the role description of the President and Treasurer. This will involve:

- Collecting and paying in funds
- Authorising payment requests and claims
- Managing your accounts, tracking all income and expenditure
- Budgeting effectively for activities and events
- Applying for funding, such as grants and sponsorships.

It is important to stay on top of your finances, feeding back to your committee to provide complete transparency and ensuring funds are not misused. This has particular importance as you are personally liable: committees and individuals may be held legally responsible for loss or inappropriate use of funds during their time in office. This could lead to the Union requiring you to repay relevant funds or refusing to reimburse expenses deemed inappropriate.

Hints and Tips:
- Keep a 'Finance File' containing regular statements, records of payment requests, receipts and other important information. This will be useful for your finance report for your members at your AGM.
- Involve the whole committee to make sure they understand how the accounts work and how much money you have (or need).

Conflicts of Interest

A conflict of interest occurs when a person has competing interests or loyalties that are incompatible, and may impact on their ability to fairly perform their role. This may lead to a situation where someone is able to personally benefit from any decisions made in an official capacity.

Although committee members are volunteers, they still hold a position of responsibility, and you must be careful to avoid these.

You cannot be paid for a service and be part of the decision making. **This means that you cannot be paid for a service by any student group for which you are on the committee.** This includes, but is by no

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

means limited to, coaching, officiating and photography. If you are in any doubt about this, please contact your staff contact.

You must also remember that your group's funds are to enhance your members' experience and not just the Committees'. This means you **cannot** give yourselves or accept any gifts, free trips or additional discounts.

Understanding your Accounts

Your group does not have its own bank account, but all funds are held on trust by the Students' Union. For the purposes of splitting your finances up, you are given different 'sub accounts' that you may be able to see on your statements, but these are not traditional bank accounts with sort codes and account numbers.

These are the only accounts you can use – you are not permitted, under any circumstances, to use external or personal bank accounts.

There are five different sub-accounts, each of which have their own purpose:

1. Main Account – Your main account is used for the day-to-day running of your group. It is where your income will be deposited (including any membership fees) and where you should make most of your payments from.
2. Reserve Account – You are encouraged to have a Reserve Account for best practice and in case you want to save for any long-term purchases.
3. Charity Account – This account must be used to deposit and donate all fundraising money, that has been raised for external causes.
4. Activity Budget – This account holds money allocated to your group by the Union for activities through grants. Funds in this account can only be used for the purpose they were allocated for, and this will be crosschecked with the Activities Team when payment from this account is requested. Unspent funds will be recalled at the end of each Academic Year.
5. Equipment Budget –As above but used to hold grant allocations for equipment grants.

To move money between any accounts, you will need to email Finance or make use of the Transfer form available at the Finance desk. Internal transfers **must not** be submitted as Finance Requests. This includes transferring money between other groups. Send an email to SUFinance@cardiff.ac.uk and let them know how much you need to transfer to the other group. This will then be transferred internally.

Statements

Account statements are made available to you via the Committee Portal, and these are updated regularly to ensure your balances are as accurate as possible.

Please note, transactions will take up to 3 days to reflect in your statement. If you require an up-to-date statement, email SUFinance@cardiff.ac.uk and they can manually generate one.

These statements will show transactions for all your group's accounts in the current Financial Year (from 1st August to 31st July). You will need to check your statements regularly and in-depth, to ensure you

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

understand your transactions and are keeping track of available funds. It is your responsibility to keep on top of finances and raise any queries with SUFinance@cardiff.ac.uk as soon as you spot them.

VAT

Student groups abide by their own constitutions, and thus your finances are recognised separately from the Students' Union. As such, student groups do not fall under the Union's VAT registration and are not VAT registered. This means you can keep all of your income from memberships, ticket sales and sponsorship. If your group's annual income exceeds £85000, or you believe it may, you must contact Finance urgently as you may exceed the VAT threshold. Your group must pay any applicable VAT on goods/services that you purchase. Some companies will typically quote prices that do not include VAT (known as 'net' prices). As a result, the final bill may be higher than the quotation you receive – make sure you double check this before you commit contractually or financially.

INCOME

It is vital to manage your group's income, to make sure you have enough money to cover any expenditure you incur. You should always collect payments and deposits as soon as possible, to ensure you are able to cover any contractual obligations, and to remove the risk of individual members letting the group down. When budgeting, you must ensure your **minimum** income covers the **total expenditure**, and your activities should be planned to **break even** or generate **small profits**.

You can generate income by:
- Charging a membership fee
- Sourcing a sponsorship
- Fundraising
- Charging for tickets, events and products
- Applying for grant funding

Paying Money In

Throughout the year, your members and others will pay your student groups money, whether this be for membership or event tickets. This money can be paid into your account in the following ways:

- o **Online** –Committee members can set up tickets and products to be sold through your Students' Union web page. These are available to buy from your web page. The money from these purchases is then paid straight into your main account (I.e. the same as for membership), so this is the easiest and safest way of collecting money. Selling products online also collates information into sales and purchasers' reports, so you're able to view each purchaser and track your sales totals.

- o **Finance Office** – You can pay in cash and make deposits to your account by card at the Finance Office on the third floor of the Students' Union, by completing a 'Paying-In Form'. Anyone can pay in money, but it is the responsibility of the Treasurer to collect funds and

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

bank them immediately. Cash in your possession is not insured and is solely your responsibility – you will be considered liable if this cash goes missing.

- o Card Machine - You can book a manual card machine for your events to help collect money. To do this, fill in the Card Machine Request Form found on Committee Resources under 'Finance'. This will get automatically emailed to the Finance Team, who will then be in touch to confirm your allocated machine.

- o QR Code – There is also the option to create a QR code which works like a payment link. These can be used alongside or alternatively to a card machine. If you would like a QR code generated, email SU Finance.

Do not collect any membership payments. These can only be purchased online or at the Finance Office.

Invoice Requests

Some companies will require an invoice from your group to process a payment to you (such as through Sponsorship). We can facilitate this; you can request an invoice by submitting an Invoice Request using the form on Committee Resources under 'Finance'. The Finance team will then create the invoice and send this over to the committee member. It is your responsibility to send this invoice across to the company/sponsor. It may also be worth asking them to send you a receipt of the payment once it has been paid so that you know when you can expect to see it in your groups account.

GRANTS

A **grant** is another potential source of income that your club or society may be able to access. It provides an upfront allocation of money for a specific purpose.

The Students' Union sets aside a limited amount of funding each year to support clubs and societies through grants for activities and equipment. Please note that grants are **not guaranteed**, your group must apply, and each application is assessed individually.

To learn more about what you can and can't apply for, refer to the **Societies Grant Funding Policy** or the **Athletic Union Grant Funding Policy**. These documents will be shared alongside the application form when the funding round opens.

Once a grant has been awarded by the Activities Team, the money must be used **only** for the purpose specified in the application. Any unspent funds will be reclaimed at the end of each term.

Our aim is to fund initiatives that:

- Help your group achieve its core aims,
- Benefit most (if not all) members, and
- Enhance the overall student experience.

EXPENDITURE

Group funds **must** always be spent in line with your core aims and activity and should, where possible, benefit your whole membership. Spending should be agreed on by the committee prior to making any payments. This could be through organising events, buying equipment or saving for a long-term purchase. It is important to carefully manage your expenditure, ensuring that purchases are necessary and fit in with your aims and objectives.

Finance Requests

To make payments from any of your accounts, you must submit a Finance Request via the Student Portal

Requests can only be submitted by the Treasurer or President and require authorisation by your staff contact via the Finance Portal. **You cannot submit a Finance Request payable to yourself.**

You must always attach receipts, invoices, or proof of purchase as evidence, fully accounting for the total amount being requested. This must show exactly what has been purchased (any receipts must be itemised).

You can only spend what is in your account, so you must check your account balances before submitting a Finance Request.

Time Frame for Finance Requests

The process for approving and processing finance requests can take up to 7 working days. You should allow sufficient time to upload the finance request to ensure that it can be processed and paid ahead of events.

For **pending** requests, allow 3-5 working days for the request to be reviewed. To query a pending payment, get in touch with your group contact after 5 working days have passed.

Allow up to 1 working day for **approved** requests to be processed.

Payments to UK-based bank accounts are made via BACS. Therefore, the payment will be received 2 working days from the date the finance request has been updated to **paid** status.

To query a **paid** payment, contact SUFinance@cardiff.ac.uk

Invoices

If you are paying an individual or company directly for goods or services, they must provide you with an **invoice**. This needs to be addressed to your group, and clearly state the supplier's details, the items being purchased, the price (**including VAT**) of the item or services, and the details for payment. You **must** always pay these invoices by bank transfer directly from your account. You cannot pay anyone for work done for your group in cash as this can cause problems with tax.

Reference

For the reference, you should use your groups abbreviation with a brief description. For an invoice, you should use the invoice number, or the reference specified by the company. This is so the company or individual are aware of what the payment is for.

Out-of-pocket Expenses

Where it is necessary, members are permitted to make purchases for your group and be reimbursed if the expenditure is reasonable and has been agreed by the committee. You can only be reimbursed the **exact** amount spent on **genuine out-of-pocket expenses**. It is not sufficient to supply bank statements, Monzo screenshots, card receipts or cash withdrawal receipts as evidence. You must have a VAT receipt with a clear itemised list of purchases. It is the purchaser's responsibility to obtain the correct evidence and to check this is possible prior to making the payment. To reiterate: **you cannot submit a Finance Request payable to yourself.**

It is highly recommended that your members consider the risks of delayed repayment when incurring out-of-pocket expenditure on behalf of your group. They should be advised not to spend money that they will urgently require (for example, to pay rent) within 3 weeks.

The Students' Union does not accept responsibility for any personal circumstances that arise due to unprocessed or insufficiently evidenced Finance Requests.

Finance requests can be paid by:

Bank Transfer –Payments to UK-based bank accounts are made via BACS. You should allow for **three to five working days** from approval for these requests to be paid and received.

During standard term time, the Activities Team and the Finance Department work hard to process finance requests as frequently as possible. However, please keep in mind that requests may take longer to be processed and paid outside of term time.

Remember, it is **your** responsibility to ensure all request details are correct and clear; the Union accepts no liability for any mistakes you make.

Online Ordering

At times, you may need to order goods or services for your group, and in some circumstances, it may not be possible to receive an invoice, or it may be impractical to reimburse a member. This may include expensive orders, or those that require payment over the phone. In these instances, your staff contact will have a **prepaid credit card** that you can make use of.

When required, this card can be loaded with the exact amount required. Then, under the supervision of the cardholder, you can make your purchase with the cost being charged back to your account. Please email your staff contact in advance if you need to use the credit card and let us know the amount you need. Your staff contact can also make orders via Amazon and charge these directly to your account.

Other Payments

Throughout the year, the Students' Union may receive some invoices that are to be paid, in part or full, by your group. In most cases, you will be asked by your staff contact to process these as finance requests, with any Union contributions being granted to your account beforehand. However, there are some invoices which will be processed centrally by the Union. If you have any queries about this, contact your coordinator or the Finance Department

Refunds

On occasion, you may need to refund members (for example, if an event is cancelled due, or if a member is no longer available to attend an event). Any purchases made through the Students' Union website **can be refunded** (even partially) without you handling cash or having to take bank details from your members. To arrange this, you should download the 'Purchasers' Report' from your Students' Union Website Admin Tools and email it to SUFinance@cardiff.ac.uk, clearly showing the transactions to be refunded and explaining the reasons why.

You cannot authorise a refund to yourself, so if both the President and Treasurer require refunding, you can both email SUFinance@cardiff.ac.uk to authorise the refund to each other.

CHARITABLE FUNDRAISING

Cardiff University Students' Union is a registered charity and, although student groups do not fall under the registration, it is very important that any money raised for and donated to other charities is done so directly and in line with Charity Law. As such, you must always use your **Charity Account** for any fundraising for **external charities**.

Fundraising

There are plenty of ways you can raise money for your chosen charities, and you must always know which charities you are fundraising for before you start. However, there are also many rules surrounding fundraising, and it is important to ensure you always comply with these. Presidents and Treasurers must complete the *Finance and Fundraising committee training module*; it is also recommended that any fundraising/event officers complete this. If you are in any doubt, or need any advice, please get in touch with your staff contact.

By law, all donors must always know exactly where their money is going before they donate. All collection buckets and shaker pots must clearly always display this. Affiliated student groups are free to fundraise within the Students' Union, with prior permission and booking of space. If you wish to operate charitable collections in public spaces, you will require a license from Cardiff Council.

Any cash must be deposited to the Finance Office in the Students' Union as soon as possible.

Don't forget to let your staff contact know about all your fundraising efforts so we can celebrate your success!

Donating

Any money that is raised for a specific charity **must** be donated to that specific charity. This money then needs to be deposited into their bank account; you are not permitted to make donations in cash. All money raised by your group should be donated to the relevant charity by the end of the academic year.

You can submit donations to be made on the Finance Portal from your Charity Account. If the funds have been deposited into your Main Account, email SUFinance@cardiff.ac.uk for these funds to be moved to your Charity Account prior to the request being approved. You are not required to evidence these requests with receipts; we simply require some confirmation that the charity details you are providing are legitimate such as a screenshot of email correspondence with a representative of the charity.

You can also make donations to online pages using a prepaid credit card – please contact your staff contact if you would like to do this!

You **must not** use an individual's account for fundraising, nor may you reimburse a member for a charitable donation **under any circumstances**.

SPONSORSHIPS

A **sponsorship** is a package of support from an external organisation or business, which can come in the form of financial contributions or goods and services. While sponsorship provides a benefit to your group, it usually comes with expectations in return, such as displaying a logo on your team kit, hosting events at their venue, or providing social media promotion.

There are many potential sponsors out there, offering a wide range of benefits. Sponsorship can be a great way to access additional funding, but it's important to ensure you can meet any commitments you make. Don't promise anything you can't deliver or that is beyond your group's capacity. Avoid taking on too much or placing unreasonable expectations on your members.

All sponsorship agreements **must** be in writing and **must be reviewed by your staff contact before signing**.

Gaining sponsorships can sometimes feel extremely challenging, but our top tips for maximising your chances are:

1. Start Early – Get organised during the Summer and start looking from the beginning of the year.

2. Target Your Audience – What types of sponsorships are you looking to achieve, and what are you hoping to gain from them? Having this in mind early on will mean you can plan your sponsorship search from the beginning and think about how to specifically target certain groups of organisations. Think about what organisations can gain themselves from sponsoring you

3. Don't Be (Too) Fussy – When looking for sponsorship, it is good to think big but don't let big ideas distract you from smaller sponsorship deals that may be extremely useful to you! It's good to aim high but have a look at the full spectrum of what's available to you.

4. Introduce Yourself – Write an email to potential sponsors, including a brief introduction to your group, a short Unique Selling Point (USP) of your group that would differentiate you from others in Cardiff and outline how a sponsorship deal could be mutually beneficial to both you and the organisation. Send these emails to as many sponsors as you can, remembering to remain open-minded. Check each email that you send out, ensuring it is tailored slightly to each individual company.

5. Check Your Contacts –Have a look at each company's web page – for larger organisations, you're looking for a Graduate Recruiter or a Publicity Executive to contact specifically. If there is only a generic email available, you can use this to ask to be directed to the relevant bodies. You can also use LinkedIn cleverly to track down the right contacts, or to check that old contacts are still valid.

6. Stay Organised – Keep track of each contact thread and also delegate the workload effectively with your committee. A Google Sheet is a really good way of keeping track of sponsorship applications as it can be collaborative and viewed by everyone on the Committee. Some things you may wish to include are:

   a. The name of the potential sponsor

b. Contact information
c. A status tracker (accepted, rejected, email sent, in progress, discussion scheduled, etc.)
d. Amount of sponsorship offered
e. Status of sponsorship (invoice sent, invoice received etc.)
f. Sponsorship package (what is being offered to the company in return)
g. Other important notes

7. Don't Give Up – As stated previously, it can be very disheartening if you put work in and don't get anything in return. Keep pushing, however, and you'll maximise your chances of success.

Please remember to submit all contracts for Sponsorship to your staff contact for approval before you sign them!

ROOM BOOKINGS

One of the most valuable tools to your group will be space and rooms for you to hold activities in. This section will take you through the processes used to book rooms in both the Students' Union and the University.

Students' Union Building Room Bookings

As a group affiliated with the Students' Union, you have access to our meeting rooms and stall spaces, which you can provisionally book yourself on the [Students' Union Room Booking System](#). You can login to this with your [group]@cardiff.ac.uk email address, and a password that is set by you, which should have been passed down to you from your previous committee. If you need your password to be reset, please let your staff contact know.

If you are part of a Student- Led Service, you will need to contact your staff contact to book all regular and one-off meeting rooms.

Commercial Venues

If you would like to book a commercial venue (Y Plas, the Great Hall, The Lodge, The Globe Room or Level 1 Centre), you must email an Event Proposal Form to your staff contact- this can be found in Committee Resources, under *Forms and Templates.* You should check the availability of the space when completing your form, which you can do via your Room Booking System user, by selecting the 'Commercial Venues' tab.

Our commercial venues are often in high demand and will need to be booked out in advance – it is recommended that an initial enquiry is made no later than **two months** ahead of your event, particularly if you require technical support or catering.

Once your staff contact has approved your Event Proposal Form, you must then complete a Requirement Form- this is where you request any technical support, use of the bar etc.

The Events Team will review your request, issue a quote for any set-up, equipment hire, catering and staff cost, and will CONFIRM your booking if you are happy to proceed. **Your booking is not confirmed until you receive an email from SUEvents@cardiff.ac.uk.**

Students' Union Meeting Rooms and Studio Spaces

There are 8 bookable spaces for student groups, consisting of meeting rooms and studio spaces. They are all located on the third floor of the Students' Union, with the exception of Y Stiwdio, which is located on the first floor next to the Great Hall.
- 3A- meeting room/studio with hard floor and mirrors
- 3B- boardroom
- 3C and D- meeting rooms/studios with hard floor and mirrors
- 3E, F and G- meeting rooms with carpeted flooring

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

When booking a meeting room, you will be asked to provide information on the purpose of your booking, the length required and give contact information.

All groups are required to abide by our **Terms of Use** when using bookable spaces- you can find these on Committee Resources.

You must respect the security staff in the Students' Union**. Room Bookings are a privilege,** and groups found to be disrespectful of security, or the rooms themselves, will have their room booking privileges revoked immediately. You must not seek to book a Students' Union venue for a non-student group activity; doing so will result in your group facing disciplinary measures.

Cancellations

The Students' Union will make every effort to ensure all room bookings are upheld, and that booked venues are available to the correct groups. There are some occasions, however, where this may not be possible. On these occasions, you will be notified as far in advance as possible, with an alternative venue sought and your session rehoused if possible.

Stalls

You can also book stalls within the Students' Union (outside of Freshers) to promote your group, fundraise or promote an event. If you would like to book a stall, you must email your staff contact to arrange this. Please note however, there is very limited availability for stalls, so it is recommended that you submit these requests as early as possible.

In the main Students' Union building in Cathays, you can book a stall:
- On the ground floor (opposite Student Lettings)
- Opposite the Welcome Centre on the second floor- bake sales/food stalls **NOT** permitted here

You can also host a stall at the Heath Park Campus in:
- The IV Lounge
- Cochrane Building

Stalls are a useful tool if your group is selling tickets for an event, wanting to fundraise for a charity, or engage with potential new members. Make sure you are getting creative when organising your stalls, and grabbing people's attention during the busy periods.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

University Room Bookings

Students' Union-affiliated groups have access to free bookings across some University's rooms, which include lecture theatres, seminar rooms and smaller meeting rooms across Cathays Campus.

The University will be moving away from the previous 'Resource Booker' for the 2025/26 academic year, and implementing a new system- guidance will be updated once further information is confirmed.

When requesting a room in the evening, or on a weekend, you must complete an **Out of Hours** booking form a minimum of **3 weeks in advance**- you may be liable to cover the costs of additional security with a minimum term of 4 hours, even if your booking is only 30 minutes long.
For all requests, the University requires an **Event and Guest Speaker form** a minimum of **3 weeks in advance**- This applies to bookings, whether there is a guest speaker present or not.

University room bookings are not confirmed until you have received an email from RoomBookings@cardiff.ac.uk.

If your booking involves music, or any sound that may cause disruption, get in touch with your staff contact, and they can identify a suitable location for you. Many University spaces are used late into the evening for classes, so it is vital that you monitor your noise levels efficiently- you may be at risk of losing your booking privileges otherwise.

University Sport Bookings

AU Sports Clubs Only- Talybont Sports Training Village and Llanrumney Playing Fields

If you train on a weekly basis at Talybont or Llanrumney, these bookings confirmations will be sent to you at the start of the academic year- you don't need to request/book these. Generally, these remain the same each year, as we are limited with the allocation we get.

AU Sports Clubs Only- External Facility Bookings

If you train at an external facility, i.e., Cardiff International Pool, email your staff contact directly to discuss getting these sessions booked over the Summer.

The Athletic Union will not provide funding towards t4hse unless pre-authorised.

GUEST SPEAKERS

A guest speaker is defined as an individual external to Cardiff University who is given a platform to speak to students at one of your events or activities. A Cardiff University student or member of staff is not a guest speaker, nor are regular coaches or instructors who are registered with the Students' Union.

The Guest Speaker Policy outlines a fair review of guest speakers to ensure the principles of free speech are upheld, whilst protecting the wellbeing and interests of students at Cardiff University.

All guest speakers must be declared a **minimum of 21 working days** before the date of the event or activity. **In the case your guest speaker is controversial, they need to be declared as soon as possible and at least 2 months in advance**. As a rule, please aim to declare any guest speakers as early as possible. Do not book rooms until your guest speaker has been approved in writing.

All events advertised under the name of a student group must be compliant with the Guest Speaker Policy, and this includes events held in the Students' Union, the University, and even off campus.

How Do I Declare a Guest Speaker?

- o The declaration of your Guest Speaker must be made **21 working days prior to the event.** You will need to confirm your speaker before booking your room and advertising the event to your members

You will need to do some research surrounding your guest speakers before submitting the forms, in particular searching for key words like 'controversy', 'banned' and 'Students' Union' and 'University'. As stated, please include as much information as possible.
You must wait for confirmation that your guest speaker has been approved before you continue planning of your event and publicising the guest speaker. Events may be cancelled or amended should your guest speaker form not be accepted.

Cancelling an event, or rejecting guest speakers are **last resorts**, and events are usually only cancelled if the Guest Speaker Policy is not followed correctly.

 Possible amendments to events may include:

- o having the event filmed by an independent group
- o having the event attended by Union staff or third-party officials
- o having increased security at the event, to the cost of the group
- o introducing the opportunity for challenge or debate with the Speaker
- o having speeches submitted for approval of the Students' Union beforehand.
- o a combination of the above

If appropriate notice is not given, your guest speaker will not be approved under any circumstances.

Please note that failure to declare any guest speakers, or the provision of inaccurate information on a guest speaker will automatically result in all room booking privileges being withdrawn from your group for a

minimum of a semester and could result in the disbandment of your group and University disciplinary procedures being enforced in some cases.

TRANSPORT

As an affiliated group within the Students' Union, you have access to a range of transport options including:

- **Students' Union fleet vehicles**
- **Hired vehicles**
- **Assistance with coach bookings** for large events and trips

Students' Union Vehicle Fleet

We currently offer:

- **7 x 9-seater vehicles**
  - Drivers must be **18+ years old**, with **at least 1 year of driving experience**
  - A **full UK or EU driving licence** is required.
- **2 x 17-seater minibuses**
  - Drivers must be **21+ years old**, with **a minimum of 2 years' driving experience.**
  - Only holders of a **full UK driving licence** are eligible.
  - All drivers must **complete the MiDAS theory test** before being allocated a practical assessment.

Vehicle Hire Costs

- **Within Cardiff**: £25 per day
- **Outside Cardiff**: £70 per day plus **70p per mile** (fuel charge)

Booking a Vehicle

Use the following link to request a vehicle: [Vehicle Booking Form](#)

Important Notes:

- **Weekends are in high demand-** book well in advance to avoid disappointment
- **Wednesdays** are typically reserved for BUCS fixtures, so vehicles may be limited

Booking a Driving Test

To book a driving test, email: **SUtransport@cardiff.ac.uk**
The Transport Coordinator will be in touch to arrange details. We recommend doing this as early in the year as possible.

Before any test, your driving licence must be verified with the DVLA.
Please note: **Drivers with 4 or more points on their licence will not be eligible** to complete the course.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Need a Driver?

If your group requires a driver, the SU has approved drivers available at an hourly rate. To arrange this, please contact the Transport Coordinator at **SUtransport@cardiff.ac.uk**.

Coach Bookings

To request a coach for a club or society event or trip, email your staff contact. They can arrange a quote from our trusted local provider, Mainline.

MARKETING AND PROMOTION

Affiliated groups have access to a wide range of promotional resources to support their visibility and engagement. We recommend that your committee meets at the start of the year to create a Social Media and Marketing Plan. This will help ensure your group stays on track and builds recognition throughout the year.

A template for this plan is available in Committee Resources. Use the information below to help you complete it effectively.

Social Media

Social media is a powerful tool for engaging students, building your community, and promoting your club or society throughout the year. It can help raise awareness of your activities, increase event attendance, attract new members, and showcase the impact and personality of your group.

The Students' Union does not hold login details for any club or society social media accounts, so it's essential that outgoing committees pass on platform information and passwords during handover. **Passwords should be stored securely and be accessible to all elected committee members**.

To maintain a strong presence, your posts should be good quality, consistent, and posted regularly. It's also important to keep content relevant, inclusive, and engaging.

The committee is collectively responsible for all content posted on social media. **Any content that is inappropriate, offensive, or in breach of the Students' Union Code of Conduct may result in disciplinary action**.

As a reminder, your social media and online activity (including group chats) is considered part of your club or society's official activity and must reflect the positive behaviours outlined in the Code of Conduct.

Presidents and Social Media/Publicity Secretaries are expected to attend the *Social Media and Marketing* training session.

Cardiff Student Media

As well as Societies, Student Led Services and Sports Clubs, the Students' Union is also home to four award-winning media outlets under Cardiff Student Media.

These are:
- Gair Rhydd (the 'free word'), the student newspaper which is distributed across campus every week
- Quench Magazine, distributed monthly
- Xpress Radio, played in the Students' Union at all times and available online
- CUTV, who cover large events like Varsity, and run key features throughout the year

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

All media channels, particularly Gair Rhydd and Xpress Radio, are willing to promote groups and their events – you can invite them along to your events to be covered as well. You can find key contacts for all Student Media outlets online at http://cardiffstudentmedia.co.uk.

SU Stairwell Screens

The Students' Union has several digital screens located along the main stairwell and throughout the building. These are free for clubs and societies to use to promote key events, activities, and campaigns.

To display a poster, please email the digital file to your staff contact. Posters must be in portrait format with optimal dimensions of **1080 (width) x 1920 (height) pixels**.

When submitting your poster, be sure to include the event date in your email. This helps us know when to take your poster down. Please note that posters can only be displayed for a maximum of two weeks.

Your digital posters should:

- Be clear and eye-catching
- Have a clear purpose
- Tell students how to get involved
- Have your group logo and/or name on

Make the most of this free promotional space to boost awareness and engagement for your club or society!

Physical/paper posters are not allowed to be put up in the Union building and will be taken down.

Welsh Language

Cardiff University has a thriving Welsh speaking community, and the Students' Union is proud to be a bilingual organisation. Your group can reach more members if you promote yourselves bilingually. The Students' Union actively encourages you to use the Welsh Language in your communications wherever possible.

The Students Union may be able to help you with translations **free of charge**! You can find out more here: https://www.cardiffstudents.com/activities/resources/marketing/welsh/

Fairs

The Students' Union hosts four days of Freshers Fairs during Welcome Week to promote our wide range of activities and services to both new and returning students. Typically, this includes:

- Two Sports Fairs
- Two Societies & Volunteering Fairs

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Over the course of the week, around 10,000 students attend, and more than 11,000 memberships are purchased across our clubs and societies.

The Activities Team will contact all groups during the summer with information on Freshers Fair and how to request a stall.

In Term 2, we also run a Refreshers Fair, offering another opportunity for groups to engage with students from all years. This is especially valuable for first-year students who may not have joined activities during Welcome Week.

Fairs are a key opportunity to:

- Promote your group and upcoming events
- Highlight your *Give it a Go* sessions
- Grow your membership and strengthen your community

BUILDING YOUR COMMUNITY

Volunteering

As a committee member, you're already making a meaningful difference—giving your time, energy, and creativity to help your club or society thrive. That's volunteering in action. You're developing leadership skills, building a sense of community, and making a lasting impact on student life. That's something to be proud of.

But your positive influence doesn't have to stop there.

The Societies and Volunteering team offers fantastic opportunities for you and your group to get involved in the wider Cardiff community. You and your members can take part in a variety of projects designed to fit around your schedule including one-off events and regular activities.

Volunteering with your group is a powerful way to give back, create change, and work towards a more inclusive and compassionate society. It's also a great way to strengthen your committee, gain recognition through the Tier Structure, and develop skills that future employers value such as teamwork, communication, and project management.

Visit the Volunteering webpage to explore opportunities within the Students' Union, discover student-led projects, and connect with our community partners.

Whether it's running a fundraiser, mentoring local students, planting community gardens, or simply giving your time… your club or society can be a force for good.

One easy way to get started is by joining a student-led litter pick, where you can help clean up Cathays after bin day or a big night out like YOLO and make a visible difference in your community. If you want to get involved with a litter pick or lead your own for your club / society just reach out to volunteering@cardiff.ac.uk.

WANT TO GET INVOLVED MORE?

There is always a lot going on in your Union! Make sure you follow us on socials (@cardiffstudents / @cardiffstudentsport / @cardiffsocsandvol) to stay up to date.

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd