

Committee Update – Friday 9th October

Subject: Committee Update – The Big Check-in Fair, Committee Training Updates, FAQ's and Social Activity Reminder

Hi | Shwmae committees,

We hope you are all well and are enjoying the start of a busy term! We're pleased to see that your GIAG's are going well. Thank you for your patience while we catch-up after committee training and Freshers. As always, please call us or come and see us on the third floor of the SU if your query is urgent / time sensitive.

This committee update email includes:

- The Big Check-in Fair
- Committee Training Slides and Feedback
- Online Committee Training
- Wellbeing Officer Training
- Safer Societies
- Frequently Asked Questions
- University Room Bookings
- Initiations and Social Activity

This is a jam-packed update with a lot of important information. Please make sure you read this carefully and action any requirements.

The Big Check-in Fair

We're excited to introduce The Big Check-in Fair, a brand-new fair for this year.

We know Freshers' can feel overwhelming, and not everyone is ready to dive in straight away. This fair is all about giving students another opportunity to explore what's on offer, discover new interests and find their community.

We're also keen to make this an interactive fair, with dedicated space for clubs and societies to put on mini performances and run demonstrations.

Date: Tuesday 27th October

Time: 15:00-19:00

Location: Students' Union Great Hall and Level One

Similar to our Freshers' and Re-Freshers' Fairs, clubs and societies will have the opportunity to host a stall, meet potential new members and showcase what they do. See the event on our website [here](#).

If your club or society is interested in taking part by having a stall and / or showcasing your activity, please register your interest [here](#). The deadline to complete this form is 09:00 on Friday 16th October.

Committee Training Slides and Feedback

Thank you to everyone who engaged with committee training, it was great to see so many of you taking part!

The slides are now available under 'Committee Training Slides 2026' on [Committee Resources](#).

We're keen to hear your feedback to help us improve training. Please take a few minutes to complete [this](#) optional feedback form. All feedback is welcome, whether it's positive or constructive.

Your feedback will help us continue to improve the experience for committee members.

Online Committee Training

We are pleased to offer an additional online committee training session. This training is intended for students who were not in Cardiff at the time of training or who are on placement.

There are a handful of societies who had no committee representation at committee training and as a result are now at risk of disaffiliation. We expect those committees to attend the online training. We will be in touch with individual committees about this.

The online training will not be an exact repeat of the in-person sessions but will give committees the core information.

Date: Monday 19th October

Time: 6-8:30pm

Location: MS Teams

Register here: <https://events.teams.microsoft.com/event/f4748a7b-0b48-4be3-9dcc-ea93d5998638@bdb74b30-9568-4856-bdbf-06759778fcbc?source=copyLinkLegacyShareLinkDialog>

Wellbeing Officer Training

There will be one final opportunity to attend Wellbeing Officer Training. This will be an online evening session. We will be in touch directly with elected Wellbeing Officers who have not yet attended a session to invite them.

After this session, any Wellbeing Officers who have not completed the training will be removed from their roles.

Safer Societies and Sports Clubs

Thank you for attending the Safer Societies session. We hope you found it valuable and are using what you learned to help build a positive culture within your group.

Please see the **attached** take-home resources for you to refer back to.

If you would like to provide feedback directly to the organisers, you can complete their feedback form [here](#).

We are in the process of organising more sessions. Any committees who were not represented at this training will be required to attend one of the new sessions. Failure to attend one of the new sessions may result in being removed from their committee role.

Frequently Asked Questions

FAQ's are answered in the following places:

- [FAQ page on our website](#)
- [Committee Handbook](#)
- [Committee Resources](#)
- Committee Training – slides [here](#), register for online training [here](#).

Please refer to these places first to avoid waiting for an email response.

University Room Bookings

As a reminder, the Students' Union and the Students' Union Societies team do not own or manage any University rooms or spaces.

Unfortunately, we do not have an update about University room bookings just yet. Our understanding is that the Societies team will be granted access to book space in some University buildings once timetabling is finalised. We understand and share your frustration here.

In the meantime, please use your students' union room booking log-in to see what's available in our building and make requests. If you need an alternative space /

university space, please let us know via email with at least 1 working weeks' notice and include all room booking information and we will make every effort to request these spaces for you:

- Date
- Start and end time – we can only request from 6pm for any university booking
- Preferred room / building
- Type of activity
- Expected number of attendees
- Guest speaker form (this **must** be submitted 21 days in advance of the event if any non-Cardiff University staff or student is in attendance)

Initiations and Social Activity

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

- Misuse of power or authority, including enforcing or exploiting hierarchical behaviours, status or power imbalances to pressure, control, intimidate or coerce others
- 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 of the above activities or 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 these activities off-campus or informally does not change the responsibility or consequences.

Any society found to be involved in organising or facilitating such activities will face disciplinary action, which may include sanctions for individuals, whole committees and / or the whole group from the Students' Union and / or University.

If you are concerned that any of the above activities are taking place within your group or other groups, please reach out to us or [Student Advice](#) for support. You can also make an anonymous report to the University through [Report and Support](#).

Best Wishes | Cofion Gorau,

Guild of Societies

Cardiff University Students' Union

Park Place, Cardiff CF10 3QN

Ellen O'Dwyer: EXT: 471 | T: 029 2078 1471

Sophie Irving: EXT: 440 | T: 029 2078 1440

Lily Cornish: EXT: 433 | T: 029 2078 1433

cardiffstudents.com

Find us on social media @cardiffstudents

Undeb Myfyrwyr Prifysgol Caerdydd

Plas-y-Parc, Caerdydd, CF10 3QN

Ellen O'Dwyer: EXT: 471 | T: 029 2078 1471

Sophie Irving: EXT: 440 | T: 029 2078 1440

Lily Cornish: EXT: 433 | T: 029 2078 1433

cardiffstudents.com

Dewch o hyd i ni ar y cyfryngau cymdeithasol

@undebmyfyrwyr



Confidential and legally privileged information may be contained in this message. If you have received this message by mistake, please notify the sender immediately, delete it and do not copy it to anyone else or take any action based upon its contents | Fe all yr e-bost hwn gynnwys gwybodaeth sy'n frain gyfreithlon a chyfrinachol. Os derbyniwyd yr e-bost hwn drwy gamgymeriad, dylid hysbysu'r anfonydd, dileu'r e-bost ac ni ddylid copïo'r e-bost i unrhyw un arall na chyflawni unrhyw weithred ar sail ei gynnwys.