

Summer Committee Handbook 22/23

The purpose of this document is to give Presidents and their committees an insight into some of the events taking place in late summer and early September before official committee training is given. Use this as much or as little as you would like as a guide to help you through your first few months as committee. Summer is the perfect opportunity to get your club organised for the year ahead – you won't get many other opportunities to focus on your club without work getting in the way so make the most!

Grant Application

Whilst as a club you're expected to budget and be self-sufficient, the AU does offer grants to clubs which can contribute to some costs. You will be invited to apply for funding by the Athletic Union in late August to early September with a spreadsheet that will be sent out. Underneath will be some guidance on what you can/can't apply for. Get thinking with your committees over summer about what your priorities are regarding funding and what it is you may wish to apply for. As part of your application, you will be asked to provide information to the AU about your current membership fee; current number of members; your current balance in your club account; any other income that you're expecting; and how you plan on spending any income or current balance. So, once again, start thinking and collating this information while you have time over the summer. The quicker you get your grant application in the sooner you will receive funding.

What can it fund?

Part A: Activity Funding

Grant applications may be submitted for the following elements of activity:

- Weekly sessions or activities
- One off trips and events
- Affiliations to national governing bodies

There is no exhaustive list of the costs that we can contribute to within these categories, but some of the common things are:

- Hire of vehicles, venues or equipment
- Hire of coaches, instructors or guides
- Training of members to become officials, coaches or instructors



- Travel to events outside Cardiff
- Affiliations to appropriate and relevant bodies
- Entry to events, competitions or venues

There are some specific things that we can't fund:

- Socials
- Food and/or drink
- Accommodation
- International travel (including any UK parts of journeys)
- Travel within Cardiff
- Fundraising activities (for charities or yourselves)
- Publicity costs
- Prizes
- Activities that have already happened (or will before the allocation will be made)
- Clubs that participate in weekly fixtured BUCS activity, normally on a Wednesday afternoon, are not eligible to receive funding for costs associated with entry into additional competitions.

Part B: Equipment Funding

Grant applications may be submitted to support the purchase of items of equipment. Equipment applications should be for the purchase of necessary equipment for the safe operation or development of your club activity.

There are some specific things that we can't fund:

- Personal equipment (that will only be used by one person)
- Clothing (unless it is a necessary piece of safety equipment)
- Equipment you have already bought (or will be purchasing before the allocation will be made)

Club Webpages

It is crucial that over the summer you take the time to update your clubs' webpages on [cardiffstudents.com](https://www.cardiffstudents.com) as this is what prospective students and therefore potential members will be looking at to get a flavour of your club and to begin contacting committee to enquire about trials/pre-season. It is therefore important that your webpages are informative and up to date. You can do this on <https://www.cardiffstudents.com/>. From the 1st August you should all have access to the administrative side of your clubs webpage.



The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Freshers Fair

Freshers fair is the opportunity for you and your committee to engage with the new cohort of freshers and gather new members. The activities fair will take place over two days so make sure to use it as an opportunity to get people to sign up for your trials, if you're having them, or come along to your give it a go session. Every team gets a stall, and we would recommend that you provide some sort of QR code which is linked to a sign-up page (google forms is good for this) so that freshers can easily sign up for trials, training or GIAG. When taking people's personal information make sure to always consult data protection policy (inserted bellow)! Feel free to decorate your stall in a way that best represents your club so, with examples of kit, photos and maybe even sweets etc. Incentives like this will help attract people to your stall. More information about the exact timings and workings of the stall will be circulated nearer the time. Get thinking about what you need and perhaps devise a rota of committee members to man the stall throughout the 2-day period over the summer.

The dates for the Activities Fair in Cathays will be **Tuesday 27th** and **Wednesday 28th September** (subject to change).

Heath Park Campus Activities Fair will be **Wednesday 28th September** (Subject to Change)

- For all Medics clubs and potentially open to any clubs without a conflict with the medic's clubs.

Data Protection Guidance

This is possibly the **most important section in this entire document**. It is vital that you have read and understood this section thoroughly.

GDPR has changed 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 Club.

"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



The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Phone numbers

We **highly** recommend that your Committee do 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 Forms for the collection and storage of information. You must, however, get explicit permission from each individual if you are collecting personal data.

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 Club."

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:

1. When emailing your members, you **must** use the BCc field, as this will not allow recipients to view the full mailing list
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 (which is 7,017,544 VKs worth). So please, be careful.

Club Membership Prices

You will need to start thinking about your membership prices ASAP as we expect them to be set in August ahead of the start of the season and be aware that all committee members must have purchased a membership before the end of freshers! Some guidance on setting your membership prices can be found



The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

bellow:

It is your responsibility as a committee to review your membership price, ensuring you will raise sufficient funds from this to conduct activity throughout the year.

The cost of your Club membership must be consistent for all students joining throughout the academic year, no matter their year of study or year of membership. Your Club may only charge different rates where you can clearly show that there is a change to the service provided between membership types, for example:

- Where membership duration options are available (single semester, full-year, three-year)
- 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.

Please note, if you would like to set up a new membership bracket, please do not try to set this up yourself; email athleticunion@cardiff.ac.uk, or SUFinance@cardiff.ac.uk, to do this.

All members of your Club must also be a paid member of the Athletic Union; this cost contributes to resources provided to the Club (grants, room bookings, vehicles etc).

To remain affiliated to the Athletic Union, all Committee Members **must** purchase a membership to their Club.

As a Committee member, you must purchase a membership to your Club and the Athletic Union.

Give it a Go Sessions

A Give It a Go session is a good way engage and gain new members, thus, generating income for your Club. GIAG sessions are publicised to thousands of students, through the Students' Union website.

Running a session also gives you access to social media shout-outs from the official Students' Union and GIAG accounts.

We recommend running one GIAG 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.

It is **important that you have an approved facility space before you submit your application for a GIAG session**. Please remember that the Guest Speaker Policy applies even to these sessions, so you must submit your Guest Speaker details at the time of booking your room.



The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

It is also important to remember that a GIAG session needs to be a non-alcoholic event, in order to ensure your Club remains inclusive to all students. Events with alcohol as a core goal **will not** be approved as GIAG sessions.

If you are struggling for ideas on what type of session to run as your GIAG, some suggestions include:

- A taster session of your main activity
- A guest speaker talk
- A non-alcoholic social
- A training session
- An awareness event that ties into a larger campaign
- A competition
- A local trip

All GIAG session must be set up with a ticket, which means we can see how many people are attending your event. Even if your event is free, you must get anyone interested in attending to purchase one. To do this, look at the How to use the Website Guide.

Risk Assessments

The Club Risk Assessment is a document which should be regularly reviewed and updated. Depending on the activity/sport, your Club might require multiple Risk Assessments to understand the different risks involved.

Risk Assessments must identify areas of Club activity which have the potential to cause injury or harm, decide how likely this is to happen, and implement control measures to eliminate or reduce this risk. Your Risk Assessment should then highlight any areas of extreme concern, ensuring Club activity does not go ahead until the risk of injury or harm is low enough to continue.

Your most up-to-date Club Risk Assessment is available to you on the Handover Portal. This document needs to be reviewed annually each August/September prior to term starting. You can find more information regarding RA's under [Committee resources](#) or from your National Governing Body. This RA **should not** contain information regarding COVID-19, only your standard Club activity.

REMEMBER: Clubs without the correct safety documentation will not be permitted to commence activity.

First Aid

As an elected Committee member, you have a moral (and legal) obligation to ensure the safety and wellbeing of Club members. It is important that you have your [Risk Assessments](#) up-to-date to protect you should any accidents happen.



The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

Without the relevant Risk assessments your club activity will not be permitted to go ahead.

It is important to be aware of the minimum first aid that your sport requires. This information should be able to be attained through your National Governing Body. If you are unsure, please get in contact with the Athletic Union.

First aid courses are run by Cardiff University Students' Union through our Skills Development Service. For more information, including dates and prices, please visit the [SU website](#). It is important to make sure you allow ample time to register and book onto these courses, in case it is necessary to organise a specific training for your group. It is important that you get on this quickly and make sure you get the necessary and relevant amount of people qualified at the beginning of the academic year.

If you have an incident in which you require first aid, please make sure you complete the correct [Accident Form](#).



The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd