|  |  |
| --- | --- |
| Sabbatical Officer Name: | Georgia Spry |
| Sabbatical Officer Role: | VP Sports & Athletic Union President |

**Section 1: Sabbatical Officer Report**

*This section is to be completed by the Sabbatical Officer prior to the accountability session.*

|  |  |
| --- | --- |
| **General Report**  *(Written by the Sabbatical Officer this report is aimed at providing insight into their work/activity since the last accountability session or the start of their term in office)* | |
| As a sabbatical officer, I have weekly meetings with all departments in the Student’s Union and regular Committee meetings. I sit on both SU Committees and University Committees along with 1 or 2 other sabbatical officers discussing all aspects of the University and I have not detailed these in this report. I also send out a newsletter each month and attend the weekly BUCS Wednesdays.  Here is a break down of what I have got up to and worked on each month since I have started:  July   * Throughout July we had induction, training and meetings to help us learn the ropes and our way around the SU. * I attended the annual BUCS conference at the University of Leeds where I networked with other sports officers, attended workshops and learnt a great deal more about the inner workings of BUCS. * After graduation, I flew to Croatia to compete in the European University Combat Games and came away with a silver medal! * All the Sabbatical Officers attended Lead and Change, an NUS Conference, at Leeds Beckett University where we met officers from other universities and learnt what it meant to be a ‘Sabbatical Officer’. * I started Disability Sport discussions with student representatives * The Marking and Assessment Boycott was in full swing throughout July and made for an intense first week on the job! We wrote a petition due to delayed results and missing marks which called for the Vice Chancellor to reimburse fees, engage with UCU and restart negotiations.   August   * More induction training and freshers planning took up most of my time during August. * I did a huge Love Cardiff Photoshoot to take picture for all their deals and merch throughout freshers. * I started my 1-2-1s with Club Presidents. * VP Societies and I started our Top Tip reels with the aims to answer commonly asked questions with both get at the start of the year that applies to both clubs and societies. * We had Governance training * VP Societies and I met with Cardiff Uni Sport to discuss IMG teams and ask that they offer IMG wellbeing training to a member of each team. * I reviewed the AU webpages and met with the web team and marketing department to make improvements. Due to the system we have, the small easier changes have been made and the larger changes are taking longer to be put into place.   September   * More work towards my Disability sport campaign including writing a feedback form for student with disabilities looking to join a sports club. * More 1-2-1s with Club Presidents! * I organised and ran the first ever Sports Day freshers event where 4 clubs got involved and ran events. * Worked in welcome team and halls outreach team to welcome new students to Cardiff and introduce them to the SU * In Freshers Fairs Week I ran two new stalls at the fresher’s fairs:   + Mental Health stall   + Disability sport stall * I was elected co-student chair for Welsh Student Sports (WSS) at the WSS AGM * I met with the university financial assistance team to ensure AU referral/hardship fund Liv started last year continued into 23/24. * We had our first Board meeting as Trustees of Cardiff Students Union * We interviewed students for the student staff role available in the activities department. * Club committee training took place at the end of September * I wrote the first draft of the new tier system   October   * Attended many give it a go’s. * The draft of the new Tier system and a feedback form was shared with committees * Lots of DisAbility Sport Week planning – I met with disability sport Wales to discuss the campaign and where they could support it, we recorded a podcast and reached out to clubs to run a para-sport event. * Attended the first Cardiff Clash * VP Societies relaunched Clean up Cardiff and I attended to support and help promote the initiative. * My first BUCS advisory board as co-student chair for WSS took place at Sheffield University. * Dodgeball Club – Uni Sport and the AU created an action plan to get the club on and running. I took the men’s team to their first comp where they won 1 game! * Started AU drop ins for committee members to drop by and ask questions/have a chat. * Met with the University Student Life team * Deputy Head of Activities left the SU and as part of his hand over we had a meeting about Fight Night he had started planning. * October was a busy month for Club Behavioural complaints so me and the AU team had a lot of meetings with club committees addressing this. * VP Societies Pink Week was in October and I encouraged all clubs to wear pink and help raise awareness.   November   * VP Societies and I ran Sober Social Week to encourage sober social activity in clubs and societies. * I met with student media to see how sports clubs could get more involved. * Planning for Winter Wellbeing * All Sabbatical Officers prepped for and attended the AGM where we answered questions to trustees and spoke on motions. * I supported VP Heath Park with the organisation of Medics Varsity including transport, tickets, graphics, comms to clubs, socials etc. * I met with Student Voice and other officers to start the Period Dignity campaign planning * I competed at the Bath Fight Night and won! * VP Societies and I adventured up to Birmingham to support the American football club at their big game against University of Birmingham * Attend and co-chaired a WSS meeting * I sent out the updated Tiering system * We held focus groups for Varsity 2024 artwork * I interviewed for the new Assistant Head of Activities – Sport   December (so far)   * Winter Wellbeing started on 1st December and events have been running nearly everyday since. * I interviewed for the new Sports Club Coordinator * Medics Varsity took place on Saturday 2nd December where I supported the Basketball, Netball and Hockey games. * Promotion for Cardiff Clash round 2! | |
| **Manifesto Update**  *(Written by the Sabbatical Officer this section is aimed at tracking their progress against manifesto commitments made by them during their successful officer election)* | |
| **Improve access to mental health in support** | Winter Wellbeing –  VP Societies and I are currently running a Winter Wellbeing campaign to reduce students' levels of stress, loneliness, and experience of the winter ‘blues’ by providing wellbeing and self-care activities throughout the months of December and January in the lead up to exams and deadlines.  We have organised a wide range of activities that run most days and are free or subsidised for students. These can all be found on the webpage which has been created for this campaign. This includes:   1. Welcome page – what the campaign is about and the aims of it. 2. Signposting page – This includes SU resources/services and University services clearly listed, what they offer and how to contact them. 3. Event page – lists all events taking place.   Mental Health stall at freshers –  I worked with the Mental Health Officer to have a stall at the Sports Freshers Fairs to ask questions such as:   * What do you struggle with most? * How do you manage workload, training and competing?   This was done at the sports fair to target the sporting community and collect feedback on these topics. Rebecca and I will be working together after Christmas to act on the feedback collected.  Signposting Page –  After the high number of behavioural complaints from sports clubs and concerns about committee wellbeing I have started to research what other universities offer and plan to introduce a ‘complaints and signposting’ page or similar on the AU webpage to highlight the code of conduct/expected behaviour of clubs and to provide easier access to wellbeing services, the disclosure response team (DRT) and the AU complaints procedure. |
| **Provide more support for club development** | 1-2-1 President meetings –  At the start of every year, the VP Sports invites all presidents of sports clubs to a one-to-one meeting. This meeting is a chance for presidents to ask questions for the year ahead and raise any concerns to me about their club or the AU. This year I introduced the question ‘Tell me what you’re going to be getting up to and what your semester ahead looks like’ which gave me an insight into their club activity and where I can support them more. At the end of each meeting, we decided 3 goals for their club which was written straight into their club development plan. They were then asked to complete the rest of it with their committee and email it back to me so we can review it in January. This has encouraged committees to think about their goals for the year and how to reach them.  Committee training –  I have discussed with the AU team that the committee training needs to be revamped for next year. It needs to include club culture considering the inappropriate behaviour concerns we have received and more on the wellbeing of our committee and club members. This will be done through bystander training in the new year which I plan to make a regular session and offering more wellbeing training sessions, also in the new year, focused on social secretaries so to ensure they understand their influence and responsibilities in their role. I am also meeting with the Student Disab9ility Service to organise disability awareness training to committees in semester 2. |
| **Improve communication between AU and clubs** | Unfortunately, we lost a member of staff at the end of October, so email reply time has not improved which has made progress in this area more challenging. As a result, there has been a restructuring in the activities department which splits the ‘Deputy Head of Activities’ role into ‘Assistant Head of Activities – Sports’ and ‘Assistant Head of Activities – Societies’ roles. This will mean that these roles can focus on their specific area and not need to divide their time between sports and societies.  Facebook group/community has been suggested and is on my to do list to create! This will include committee members, not just presidents as some don’t engage with the AU very well, for regular updates and reminders.  Monthly Newsletters –  I have introduced monthly newsletters to all AU members with the aim to include   * Events coming up each month * Opportunities for clubs to get involved e.g. volunteering and campaigns * Team and club of the month with honourable mentions * BUCS statistics from the previous month * Important links e.g. code of conduct, insurance policies, wellbeing services etc. * Photo gallery |
| **Continue to improve equality, diversity and inclusivity in sport** | Disability Sports –  I have been working very closely with para-athlete representatives from our sports clubs on what they want to see and what we should be doing. Taking their suggestions on board, we planned DisABILITY Sport Week in November. This included:   * Three give it a go events   + Sitting Volleyball   + Blind Futsal   + Deaf Netball * Recorded a podcast: <https://open.spotify.com/episode/46W5lq5MCa5ZT7zx17WVeV?si=0ff7YwsZT9OtYSwQHBLEZA> * Created bios of the para-athlete representatives that were shared on Instagram. Similar to ‘Welcome to the Committee’ posts clubs do at the start of every year. * Created a feedback form for students with disabilities to reach out and tells us what sports they’re interested in, what their disability is and what adjustments they would like to see for them to participate.   Black History Month –  I reached out to female facing clubs and mix gendered clubs to ask committee members if anyone would like to share their stories and achievements. I have one reply and we decided to create a video of her answering these questions:   * What is your sport, degree, year of study etc. * What have you achieved since being part of this club? * What is your experience of being black in a sports club? * What can sports clubs do to make sports more diverse and inclusive?   The video was planned for BHM in Oct/Nov but was pushed back to after Christmas due to student availability.  Rainbow laces day –  Rainbow laces day was on Wednesday 6th December this year and in my newsletter, I encouraged clubs to wear theirs as well as promoting it on my Instagram. I was not able to secure laces to hand them out for this day but I will have them for LGBTQ+ History Month (Feb) to hand out and promote on a larger scale as part of an SU wide campaign.  Sober Social Week –  VP Societies and I ran a Sober Social Week to highlight the importance of sober social activity and to improve the inclusivity of sports and societies.  We did this by encouraging clubs and societies to run sober socials and we also hosted our own for those that did not have the capacity to host one. These were:   1. Quiz Night 2. Dodgeball 3. Mini Golf |
| **Provide more support to non-BUCs clubs hoping to compete** | Fresher’s Fairs –  I created social media content from the fairs focusing on those clubs that don’t usually get talked about i.e. non-mainstream/non-BUCS/smaller clubs. These can all be found on my Instagram feed @vpsportscsu  Give it a Go’s –  During freshers I attended 16, mostly non-BUCS, GIAG’s (I wanted to go to more but I did not have the time!) to take videos and pictures of myself and others getting involved in the sport. I also asked 5-10 other clubs to send me content of their GIAGs that I could use and share. I created a reel From this content, tagged all the clubs involved and posted on Instagram to promote our non-mainstream/non-BUCS/smaller clubs.  General –  In all meetings I attend, I make sure all clubs are thought of when the AU makes decisions so that it doesn’t benefit only the bigger BUCS clubs. Since I come from a non-BUCS club, they use me and the club I come from as an example regularly instead of a mainstream sport.  I am also constantly sharing impressive and stand out club posts to my Instagram story and making sure I am aware of events happening.  I have introduced a new Team/Club of the month and photo gallery in monthly newsletter to highlight achievements of all clubs. |
| **Work to improve Wednesday night queues for YOLO** | I have had multiple conversations with the Head of Venues on what can and can’t be done in regards to the Yolo club night. We have discussed what they’ve already tried to do including ticketed events, staggered entry etc. but unfortunately there is not one solution that fits all.  Because of this, I invited the Head of Venues to the Socials and Conducts committee training and the IMG welcome evening to talk about the Yolo club night, sponsorships, expectations and queues. This allowed committee members to understand the situation venues are in and the problems they face, He also encouraged them to turn up later. |
| **Policy Update**  *(Written by the Sabbatical Officer this section report is aimed at tracking their progress against any relevant policy passed by Student Senate or AGM)* | |
| **N/A** | |

|  |  |
| --- | --- |
| Chair of the Accountability Session: | Adam Kelly-Moore |
| Vice Chair of the Accountability Session: |  |
| Additional Members of the Accountability Session: |  |
| Date of the Accountability Session: | 11/12/2023 |

**Section 2: Accountability Session**

*This section is to be completed by the accountability session members prior to speaking to the Sabbatical Officer. This section should then be used to aid discussion with the Sabbatical Officer and information added where relevant.*

|  |  |
| --- | --- |
| **Areas Working Well**  *(Written by the accountability session members this section should detail areas the members think is working well and what they believe the Sabbatical Officer should keep doing)*  *Note for the accountability session members: Don’t forget to ask the Sabbatical Officer their opinion on what is working well.* | |
| Looked at targeting manifesto points specifically and fulfilling/continuing to fulfil:   * Mental health support and access to support – better signposting – easier to find online * Providing support for clubs and club development – sat down with Georgia at the start of the year – planned the year – set goals – discussed things financially, socially, came up with things to work towards * Committee training * Communication with AU working really well (considering they are short-staffed) * Disability sport week * Provifing more support for non-BUCS clubs – supporting IMG rugby * Overall been really nice working with Georgia * Been very clear about what she’s trying to achieve this year * Worked transparently with AU clubs | |
| **Areas For Improvement**  *(Written by the accountability session members this section should detail areas the members think could do with additional focus).*  *Note for the accountability session members: Don’t forget to ask the Sabbatical Officer their opinion on what could be improved.* | |
| * Quite a hard role to come into and a lot to learn quickly * As an AU as a whole – helping smaller, more niche clubs find financial support going forward – create a solid list of AU approved local businesses which would be happy to work with clubs to support them financially | |
| **Accountability Session Questions**  *(Written by the accountability session members this section should outline the key questions the session have for the Sabbatical Officer, a notes of the answers should then be provided in the next box).* | |
| **Q1.** | **A1.** |
| **Q2.** | **A2.** |
| **Q3.** | **A3.** |
| **Q4.** | **A4.** |
| **Q5.** | **A5.** |
| **Q6.** | **A6.** |
| **Q7.** | **A7.** |
| **Q8.** | **A8.** |

|  |  |
| --- | --- |
| **Does the accountability session wish to consider any of the following notices?**  *If Yes, please provide details of the reasons for such motion or notice in the box provided.* | |
| **Motion of Censure**  *Motions of Censure shall be considered when the committee believes the elected officer has committed a serious offence against their office or democratic responsibilities as outlined in the bye-law appendices. Note: When motions of Censure are considered the elected officer shall be provided with at least 48 hours-notice in order to be able to provide a fair and accurate response to the reasons for the censure.* | Yes / No |
| **Notice of Requires Improvement**  *Notices of Requires Improvement shall be considered when the committee is dissatisfied in an elected officers work or conduct in relation to their role, responsibilities and manifesto commitments. Note: When notices of Requires Improvement are considered the elected officer shall be provided with at least 48 hours-notice in order to be able to provide a fair and accurate response to the reasons for the notice.* | Yes / No |
| **Notice of Satisfaction**  *Notices of Satisfaction shall be considered when the committee wishes to formally recognise an elected officer for outstanding work in relation to their role, responsibilities and manifesto committee. Note: Prior warning for a Notice of Satisfaction is not required.* | Yes / No |

**Section 3: Accountability Session Outcomes**

*This section is to be completed by the accountability session members following their meeting*

|  |  |
| --- | --- |
| Is the session satisfied with the discussion held with the Sabbatical Officer? | Yes / No |
| If the answer to the above question is **no** please provide additional details below. | |
|  | |
| Is there anything the session wishes to make Student Senate aware of as a result of the meeting? | Yes / No |
| If the answer to the above question is **yes** please provide additional details below. | |
|  | |

|  |  |
| --- | --- |
| **Following consideration did the accountability session apply any of the following motions or notices?**  *If Yes, please provide details of the reasons for such motion or notice in the box provided.* | |
| **Motion of Censure**  *Motions of Censure shall be considered when the committee believes the elected officer has committed a serious offence against their office or democratic responsibilities as outlined in the bye-law appendices.* | Yes / No |
| **Notice of Requires Improvement**  *Notices of Requires Improvement shall be considered when the committee is dissatisfied in an elected officers work or conduct in relation to their role, responsibilities and manifesto commitments.* | Yes / No |
| **Notice of Satisfaction**  *Notices of Satisfaction shall be considered when the committee wishes to formally recognise an elected officer for outstanding work in relation to their role, responsibilities and manifesto committee.* | Yes / No |