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**HANDOVER PACK**

If you have any questions or need help completing the form, contact the SU Activities Team. Once completed, please forward an **electronic copy (Word Doc)** to SU Activities (suactivities@chi.ac.uk)

## Useful Information

To ensure your Club continues, you must have:

1. A student-led committee of President, Vice-President and Welfare Officer (mandatory). They must have membership to the club
2. A signed code of conduct that outlines club expectations and what your club can expect from the Students’ Union
3. Completed the Equipment Inventory Form
4. A handover meeting with the SU Activities Team

## Contacts

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

***Elected Officers***

UCSUPresident (2025-26) & UCSU Activities Officer

supresident@chi.ac.uk suactivitiesofficer@chi.ac.uk

***Full Time Staff***

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

**Louise Waghorn** Sports & Activities Coordinator

suactivities@chi.ac.uk

**SU Clubs Resources**

Additional information and resources to support your Club can be found on our [UCSU website](https://www.ucsu.org/clubsandsocieties/usefuldocuments/)

## *Publicising your SU Club*

You can promote your SU Club including our UCSU.org website and social media. However, please be aware of what you are posting as you are representing the Students’ Union, the University and most importantly yourselves!

## *UCSU.org Mini-Site*

To update your information on your UCSU.org mini-site, forward the information on a word document to the SU Activities team (suactivities@chi.ac.uk).

## *Instagram*

Instagram is a great tool to publicise your events, weekly session or BUCS scores. You can tag the @ucsu. Make sure that any account is named UCSU <insert club name>.

## *TikTok*

TikTok is a great tool to reach a larger audience quickly as it shows more casual content such as behind the scenes to your club/society. Make sure that any account is named UCSU <insert club name>.

**Election Process**

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

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

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

*Two club members signatures are required who are NOT Committee members to indicate that they are happy to support the Committee’s election.*

We certify that all members had the opportunity to participate and vote.

Print Name: Print Name:

Sign: Sign:

# Code of Conduct

This code of conduct outlines your expected behaviour as a member of SU Activities and your club. It aligns with the Student Unions’ constitution, byelaws and policies. All members should read and agree to the code of conduct. Failure to adhere to this may result in repercussions not limited to termination of club membership, imposed bans or club disbandment.

## The SU Club Committee will

* Make a commitment to engage with the Students’ Union by attending mandatory training, promoting elections, and observing democratic processes so that their group may be supported and members encouraged to be active members of their union.
* Commit to ensure quality service and activities for all members and ensure that this service is inclusive for all.
* Fulfil their committee roles to the best of ability – a guideline can be found here [www.ucsu.org/Committee-Job-Descriptions-FY25.pdf](https://www.ucsu.org/pageassets/clubsandsocieties/usefuldocuments/Committee-Job-Descriptions-FY25.pdf)
* Act responsibly and professionally during any club activity and to set a standard of good behaviour for all members to follow
* Not to engage in abusive language or behaviour during club activities, fixtures, events on and off campus. Respect all students, visiting students, Student Union and University staff and match or event officials. There will be zero-tolerance taken to abuse and discrimination.
* Understand and ensure that themselves and their committee follow a duty of care of all members during club activities including social activities.
* Ensure that any photos and videos posted on social media are not disrespectful but remain professional and responsible.
* Actively challenge any form of discrimination and to create a safe and welcoming club for all members. To raise concerns to the Students’ Union on club related matters such as breaches in conduct, mental health or safeguarding concerns.
* Notify the Students’ Union of any guest speakers and not be affiliated with extremist groups or organisations.
* Ensure all members are treated with dignity and respect whilst promoting a safe environment free from sexual assault and misconduct.
* Not engage in peer pressure or what may be perceived as peer pressure. Any games during social activities will be opt-in.
* Not engage in any behaviour that brings the club, Students’ Union or University reputation into disrepute.
* Handover to a newly elected committee with the purpose of ensuring that the club continues to function for the following year.

**The Students’ Union and SU Activities will**

* Provide administrative support and aid in developing the Club e.g. sponsorships, coaching/teaching and facility/room bookings
* Provide training in Committee roles and relevant changes in policy
* Advise and assist the Club on matters relating to the Club and its members
* Liaise with National Governing Bodies, external partners and stakeholders on behalf of the club as required
* Provide administrative support in the organisation of external events, including external trips and BUCS fixtures.

I have read and understood the code of conduct and lead by example for my members.

|  |
| --- |
| **Club President (On Behalf of Club)** |
| Signature: | Name: | Date: |
| **SU Activities Officer** |
| Signature: | Name: | Date: |
| **SU Activities Staff Member (UCSU Office)** |
| Signature: | Name: | Date: |

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

# Year Club Development Plan

When setting your goals for the upcoming academic year, ensure there is a goal that relates to the four areas: **Participation**, **Diversity**, **Quality** and **Resources**. These goals should also consider a long term pathway in how you would like to see you club progress.

|  |
| --- |
| **Year 3**  |
| INSERT 3 YEAR GOAL  |
| **Year 2** |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |
| **Year 1** |
|  | **Who is taking lead?** | **How are you going to measure your success?** | **When do you plan to achieve this?** |
| **Participation** |  |  |  |
| **Diversity** |  |  |  |
| **Quality** |  |  |  |
| **Resources** |  |  |  |
|  |
|  |

**Equipment Inventory**

Any equipment is on loan to the club and is part of the Students’ Union assets.

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

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

## Proposed Budget / Spending

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

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

## Proposed Coaching

Provide details of proposed coaching for the new academic year. Contact SU Activities for further guidance on payment for a coach.

|  |
| --- |
| **Coach 1** |
| Name of coach |  |
| Level of Qualification |  |
| Are you proposing to pay the coach  |  |
| Projected cost per training session |  |
| Projected cost per match |  |
|  |
| **Coach 2** |
| Name of coach |  |
| Level of Qualification |  |
| Are you proposing to pay the coach  |  |
| Projected cost per training session |  |
| Projected cost per match |  |

# THIS SECTION IS FOR SU SPORT CLUBS ONLY

The SU Sport reviews our competitive programme on a yearly basis. As we are currently running at capacity (in resources; facilities; referees and finances) teams are not guaranteed for the following academic year.

## Team Entries

Please provide details below of the number of teams you are requesting and how they are planning to travel to your weekly matches or competitions? (Please note in the table if you can drive)

|  |  |  |
| --- | --- | --- |
| **Team Name / Description**(e.g women’s 1st Team) | Are they a new team? | Travel Arrangements |
|  |  |  |
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|  |  |  |
|  |  |  |

## External Competition (inc. BUCS Individual Championships)

If you are planning to compete in any competitions outside of BUCS competitions, please provide details below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Competition | Date of competition | Location of competition | Approx. number of members attending | Approx. entry cost | Travel cost |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |