



Bye Law 6 – Activities

Owned by: Vice President, Activities

Date passed: 27/10/16

Body passing: Trustees

Review required: 27/10/19

1. General Statement of Bye Law

Winchester Student Union (the Union) is a democratic body elected by the student population at the University of Winchester. The Union is the heart of the student experience and strives to have a positive impact on each of its student members. It is the mission of the Student Union to support the welfare of members by providing representation, educational development and social & extracurricular opportunities and to this end the Students' Union supports an extremely diverse range of activities.

It is the policy of the Student Union to provide and maintain, as far as is reasonably practicable, a safe and healthy environment, equipment and systems of work for all student activities, and to provide information and training for this purpose.

The Union and individual Sports and Societies have a common law 'duty of care' to participants. If this is not implemented then the Student Union or Captains/Chairperson/group leader can be regarded in law as negligent and subsequent legal action can be taken. This bye law acts to ensure that this does not occur.

This bye law is guided and bound by the Health and Safety at Work Act 1974, subsequent regulations made under the act, Management of Health and Safety at Work regulations 1999 and the Safety in Sport Guidance for UK National Governing Bodies by UK Sport. In addition the recommendations of Student Union staff, trustees and officers have been implemented.

The Union reserve the right to add to this bye law subject to the normal process for amending bye law.

2. Definitions

2.1 For the purpose of this document, a student activity is defined as any organised activity that involves a collective group of student sport/society members who are utilising Union and/or University facilities and equipment.

2.2 A sport is a group of students who participate in a particular sporting activity. What constitutes a sporting activity shall normally be defined by the *Council of Europe definition of sport*; where doubt exists, the interpretation of the Vice President, Activities shall prevail.

2.3 A society is a group of students who participate in a particular non sporting activity. What constitutes a non-sporting activity is defined by activity that does not fit into the above definition of sport; where doubt exists, the interpretation of the Vice President, Activities shall prevail.

2.4 A full updated list of sports and societies is available from the Vice President, Activities or from the Student Union website www.winchesterstudents.co.uk

2.5 Team Winchester is the collective name for all Union sports.

2.6 VPA is the acronym for Vice President, Activities

2.7 AN is the acronym for Activity and duty of care number

2.8 Union, the Union, both refer to Winchester Student Union

2.9 Kit; any equipment or garment purchased for the purpose of - playing, training, and group social activity.

2.10 Coach; any individual(s) who provides professional or semi-professional advice, guidance or training for the advancement of skills of activity participants or the activity group as a whole.

3. Membership

3.1 Any current member, associate member or honorary member of the Union may join sports and/or societies. Each member must be in receipt of a Union Student Activity Number, pay the relevant annual subscription, provide duty of care information and abide by all Union policies and procedures. Refer to the disciplinary section for expulsion from membership.

3.2 Only current students at University of Winchester are permitted to hold committee positions or represent the University/Union in competition.

3.3 All potential sport/society members are entitled to attend a free full or taster session, after which they must fulfil any financial/admin requirements of joining. These free sessions may not include any trip that involves going off campus, or taking part in any competitive activity unless given permission by the VPA.

3.4 A student under 18 years of age shall not normally be permitted to participate in sports or societies; where such permission is granted by the VPA they would need to fill in a Consent Form. This needs to be signed by their parents or legal guardian and given to the VPA before they commence their first activity.

3.5 Students from other HE institutions may be given access to sports or society membership only where such membership has been approved by the VPA. Such approval would normally be summated in a separate access agreement with the institution with which we are partnering. These students may not represent the University/Union in competition.

3.6 The combined number of life members, University and Union staff, or any other granted associate membership should not exceed one third of the total membership of a particular sport or society.

3.7 The Sabbatical Officers shall be honorary members of every sport and society, and as such will receive a complementary Student Activity Number.

3.8 Unless specified, Membership shall run from 1st September to 31st August each year.

4. Setting up a new Sport or Society

4.1 Any current student may endeavour to start a new sport or society within the Union. To be accepted by the Union, that said prospective sport or society must submit a proposal stating what their aims and objectives are, their resource requirements, any proposed membership fees and a signed sheet of at least 15 current students who intend to join. This sheet must contain the students' names, signatures and student numbers.

4.2 The proposal is passed to the VPA to ensure that it meets the following criteria:

4.2.1 The proposal clearly states a justifiable activity.

4.2.2 The proposed sport or society differs from any already existing.

4.2.3 At least 15 current students have completed the interest signup sheet.

4.3 The VPA will forward the proposals to the Executive Committee for approval. If approved, a standard grant (sum set annually by the VPA) will be applied. Where further funds are required/requested, such requests will be taken to Activities Committee for approval.

4.4 Once passed by the Executive Committee at least 10 members must have paid their subscription/Joined the sport or society within four University working weeks. No expenditure will be permitted until this is achieved.

5. Sport and Society Activity

5.1 Each activity that has an intrinsic attached cost to the Union or sport/society may only take place if at least 4 members of the sport or society are expected to actively participate.

6. Sport or Society Dissolution

6.1 If a sport or society has less than 10 members in any academic year, then they will be given four University working weeks to increase membership. If unsuccessful then they will be suspended for the remainder of that year with the hope to re-establish in the following year. If this is not achieved, then the sport or society will assume to have been dissolved. All assets will be suitably transferred, stored or sold as deemed appropriate by the Finance & HR Committee.

6.2 The possibility of any subscription refunds will be discussed by the Finance & HR Committee, and dealt with on an individual basis.

7. Meetings

7.1 Captains' and Chairpersons' Training

A detailed training session is given at the start of each academic year which explains the policies and procedures involved in Winchester Student Union sports and societies. Attendance at this training is mandatory for at least one committee member per sport or society. Failure to attend may result in sport/society activity being cancelled or trigger dissolution of that sport or society.

7.2 Captains' and Chairpersons' Meetings

The Vice President, Activities will co-ordinate regular meetings with captains/chairpersons to discuss issues and enhance communication between sports/societies and Winchester Student Union.

7.3 Sports/Societies Council

For the purposes of gaining feedback and communication with activities members, there will be three meetings of each of Sports Council & Societies Council held throughout the year; the dates of which will be given to each sport/society at least four weeks in advance of each meeting. These councils feed up to the Activities Committee which includes relevant University and Student Union staff.

7.4 Sport and Societies Representative.

It is in the best interests of each sport or society, and therefore compulsory that at least one member of each sport and society attend the above meetings.

8. Code of Practice

8.1 Each sport and society must submit a code of practice annually to Winchester Student Union, timed with the funding process. This document will contain both a generic Constitution and Code of Conduct. Template documents will be made available to sport/society committees.

8.2 All participants in student activities are to be made aware of the contents of the relevant code of practice, and or any other terms of being a member, during the

induction period by the captain/chairperson, and will sign it to say that they will abide by it when joining the sport/society.

8.3 The Code of Conduct will refer to the organisation of the activity, training, complaints procedures and governing body recommendations.

8.4 The Constitution will refer to the aims of the sport/society, the committee structure and that committee's commitment to abide by Union policies and procedures.

8.5 All sports must abide by the rules and regulations of the related National Governing Body.

8.6 Winchester Student Union will carry out spot checks on student groups to ensure that they are following their codes of practice and will keep records of such checks.

9. Annual General Meetings (AGMs)

9.1 The Annual General Meeting is the sovereign body of the sport/society, subject to Winchester Student Union's Constitution. An AGM for each sport or society must be held before May each year with at least 7 days' notice being given to all members.

9.2 The chair shall be the Captain/Chairperson, unless deemed inappropriate by Winchester Student Union; in such cases, the chair will be taken by the most appropriate Winchester Student Union representative or staff member. A member of Winchester Student Union Officer/ staff team will attend the AGM, take brief minutes and act as returning officer for the elections.

9.3 Quorum is 25% of the current student membership of the given sport or society.

9.4 Life members and University and Union staff members of the Sport/Society may observe with speaking rights.

9.5 Only current student members may vote.

9.6 The AGM will:

[i] Receive the minutes of the last AGM

[ii] Receive a report from its Committee

[iii] Elect a Committee for the following academic year

[iv] Agree the grant request form for the following academic year

10. Extraordinary General Meetings (EGMs)

10.1 An Extraordinary General Meeting can be called by the Students' Union Executive Committee and also by the sport/society committee, if a serious problem

arises and all members need to attend and be made aware of a situation. A member of the Student Activities staff will attend all EGMs.

10.2 Quorum is 25% of the current student membership.

10.3 Life members and University and Union staff members of the sport/society may observe with speaking rights.

10.4 Only current student members may vote.

11. Committee

11.1 Each sport/society will annually elect a committee consisting of (as a minimum) a Chairperson/ captain & Vice Chairperson/ captain. Plus other committee posts as defined by the groups constitution/as agreed with the Vice President, Activities. Democratic Elections will be held during the sport/society AGM, for positions beginning on July 1st of that year. All current student members who are not in their final year of study are eligible to stand for election. A list of the committee will be submitted to the Vice President, Activities by the date prescribed annually.

11.2 The committees' functions are to:

11.2.1 Make all decisions on behalf of its membership.

11.2.2 Be responsible for all items of kit, equipment & resource.

11.2.3 Be responsible for the Duty of Care of their members during sport and society activities, excluding informal social events.

11.2.4 Formally meet, and keep minutes of that meeting, at least three times per semester.

11.2.5 Agree on the activities of the sport or society and work towards aims & objectives.

11.2.6 Ensure that the sport/society is conducted in accordance with Winchester Student Union's Constitution and Policies.

11.2.7 Liaise on a regular basis with Winchester Student Union.

11.2.8 Keep all membership details & communications up to date.

11.3 At the end of each year committees must pass on all appropriate information to the incoming committee members.

12. Individual Competitors

12.1 Students wishing to participate in an event for which there is no sport or society may apply for financial assistance from the Union as an Individual Competitor.

12.2 Students must obtain a Student Activity Number.

12.3 Each Competitor will be allocated a grant of up to £60 which can be used against entry fees, affiliations, travel and accommodation. Personal kit and equipment expenditure is not permitted.

12.4 If this grant is exhausted, then the student must cover any and all additional costs.

12.5 All support is given at the discretion of the Vice President, Activities

12.6 Each competition entry will be looked at on its own merits, consideration will be taken as to whether the student is of a suitable standard to enter the competition on behalf of Winchester Student Union.

12.7 Each request for financial support should be accompanied by

- Entry form for authorisation by the Vice President, Activities,
- Receipts attached to an expenses claim form,
- Short report on competition.

13. Finance

13.1 Each sport and society has a grant account (account 1) and a social account (account 2), and both accounts are run through the Student Union by the office of the Vice President, Activities.

13.2 It is not permitted, and is unlawful, for any transactions relating to sport or society business to be conducted through externally held bank accounts (either a personal account or one in the sport/society's name).

13.3 GRANT ACCOUNT (account 1)

13.3.1 Winchester Student Union annually allocate a grant to every sport and society for purchasing items they require such as transport, kit and hire of facilities. This grant is held in the Grant Account, together with the annual subscriptions (if any) paid by the members.

13.3.2 Such grant of funds will only be made subject to the sport/society submitting a sufficiently detailed annual plan and budget proposal when requested; the sport/society's continued adherence to this or any other relevant policy/paper/bye law of the Union; and the sport/society not being dissolved or subject to any action as per the depleting grant account section below.

13.3.3 To access money from this account, the Captain/Chairperson must speak to the Vice President, Activities (or their authorised delegate) who manages the account, and who must authorise all proposed expenditure. Any member of a sport or society who spends money on behalf of their sport or society without authorisation from the Vice President, Activities is personally responsible for that cost.

13.3.4 Members who personally pay for items which have been authorised by the Vice President, Activities need to complete expenses Claim Form to be reimbursed. It may also be possible to complete this form in advance so that payment can be paid direct to the supplier.

13.3.5 Transport costs (own vehicle use) can be reclaimed at a rate as determined by the paper: Travel rates & recharges.

13.3.6 It is recognised that budgeting for transport costs is a difficult process when fixtures have not been agreed at the time of budgeting.

13.3.7 Internal transport costs (use of Winchester Student Union vehicles) are charged to the grant account, unless they are used for social purposes. This is charged at a flat rate as determined by the paper: Travel rates & recharges. The drivers must log the correct mileage into the transport folder (see Students' Union Transport) so that the correct amount is debited from the account. Failure to follow this procedure may result in a fine or withdrawal of minibus usage.

13.3.8 If a driver pays for minibus fuel for a journey, then they can fill out a claim form to be fully reimbursed. This cost will not be charged to the grant account, as the sport/society will still be charged per mile.

13.3.9 In order to ensure that a sport/society is adequately funded, their committees should consider charging a membership or 'subs' fee. The Union would recommend that where such fees are established that the rates of £20 (for low cost sport/societies activity), £40 (for mid cost sport/societies activity, e.g. BUCS affiliation), £80 (for high cost sport/societies activity, e.g. Astro pitch usage, specific equipment hire needs etc). Where such funds are being considered sports/societies should seek confirmation with the Vice President, Activities as to the appropriate level of fee.

13.3.9 All funds gathered for subs, must be paid into the Union and credit the grant account before such sums can be expended. Failure to do so is a serious breach of trust and will be investigated as potential theft.

13.4. DEPLETING GRANT ACCOUNT

13.4.1 If a grant account is depleting at a rate which indicates the fund will not last for the duration of the active year, the following actions will be taken:

- Vice President, Activities to contact the Captain/Chairperson to discuss the situation looking at possible reasons for its occurrence and solutions (Each case will be dealt with on an individual basis). These could include using sponsorship money to fund forthcoming activities, seeking sponsorship from external organisations, revising the forthcoming activities, reviewing subs/membership fee levels.
- Vice President, Activities to inform relevant Union staff of actions taken so expenditure is only arranged where appropriate.

- No kit or equipment will be purchased until sufficient funds remain in the account to pay for essentials such as transport to fixtures/events. An exception may be made if Health and Safety equipment is required.
- If the funds continue to be insufficient for the year and it is deemed that the sport/society is not responsible, the Vice President, Activities will allow for a grant of moneys from the activities development fund to cover any such shortfall.
- If the funds continue to be insufficient for the year and it is deemed that the sport/society is partially responsible, the Vice President, Activities may allow for a grant of moneys from the activities development fund to cover any such shortfall.
- If a sport/society is deemed to be fully responsible for the insufficient funds, forthcoming sport/society events that require funding will be ceased;
 - The Vice President, Activities will call an Emergency General meeting of the sport/society within 7 working days. The members will be reminded of their right to place a vote of no confidence in the Committee. The President will chair the meeting and remain impartial. The Vice President, Activities will be asked to attend as information reference.
 - If a new committee are elected, the imposed financial restrictions will continue to apply until the end of the Winchester Student Union financial year.
 - The Vice President, Activities will contact each external provider (i.e. external facilities and trainers) to inform them of the situation.
 - Unless there are exceptional circumstances, no subscription refunds will be given as the offending committee would have been duly elected by the membership.
 - Sport/society events that do not require funding may continue.
 - If sufficient additional funding is secured, the sport/society activities may resume.
 - If activities are stopped in any one year, this does not affect the ability of the sport/society to apply for a grant the following year. However, the Sport Captain/Chairperson may need additional support in completing a realistic budget.

13.5. SOCIAL ACCOUNT (account 2)

13.5.1 The Social Account is where any sponsorship money, or money the sport members have raised, is held. This account is also used to bank any money members of individual sports/societies pay towards social clothing, tours or meals.

13.5.2 The following rules must be adhered to in relation to Social Accounts:

13.5.3 The Vice President, Activities must authorise every proposed expenditure. Members who spend money on behalf of their sport/society without authorisation from the Vice President, Activities are personally responsible for that cost.

13.5.3 The expenditure must benefit the majority of the sport/society membership.

13.5.4 The money may not be used to purchase alcohol.

13.5.5 All funds gathered for the purposes of sponsorship, one off member fees and any other monies collected from members, must be paid into the Union and credit the social account before such sums can be expended. Failure to do so is a serious breach of trust and will be investigated as potential theft.

13.6 END OF YEAR ACCOUNTS

13.6.1 The Winchester Student Union financial year runs from the 1st of August to the 31st of July.

13.6.2 If a sport/society Grant Account shows a negative balance, money from that sport/society Social Account will be transferred over to cover the deficit. Where there are insufficient funds in the social account to cover the deficit, the remainder may be written off, if it is deemed to be justified expenditure by the Vice President, Activities (as ratified by the Trustee Finance sub-committee). If not, the deficit will be carried over to the next year.

13.6.3 All Social Account balances are carried over each year.

13.6.4 Grant account in credit will only be carried over by request. Such requests must be made in writing/email by the captain/chairperson to the Vice President, Activities by the 30th June annually.

13.6.5 A sport/society, which has been inactive for a period of two years, or who has been formally dissolved, will have any outstanding social account balance transferred to central Winchester Student Union funds.

14. Communication

14.1 Each sports and societies will be allocated a space on Winchester Student Union's website, for which they will have editorial access along with the functionality to facilitate memberships and payments via the website.

14.2 Sport & Society committee members must seek training on how to administer the website before admin access can be granted.

14.3 Sports & Society committee members must undertake to facilitate any membership details held under the tenets of the Data Protection Act. No member will be contacted using personal details held for any reason other than for that of the administration of the activity.

14.4 Sports and Societies are encouraged not to have an external websites, so as to make access to information for prospective members easier to find in one place, but may have a social community networking site, such as Facebook page.

14.5 The Student Union must be formally notified of all addresses of any social community networking sites or external web pages that are set up.

14.6 Either the Student Union must be given editorial access to external sites so that inappropriate material can be removed; or the committee resolve to ensure that no policies of the Union are contravened, nor reputation maligned by any activity or content on external sites.

14.7 Winchester Student Union will make every effort to check the social community networking as often as possible.

14.8 All complaints about content on any sport/society communication will be treated in a serious manner, and investigated as soon as possible by the Student Union, and taken through the complaints/disciplinary procedures as necessary.

14.9 No information, activity or communication may bring the name of the Union or University into disrepute. Disciplinary action will be taken against individuals/sports/societies that breach this.

14.10 The Chair/Captain has a mandated responsibility to ensure that the Student Union has up to date information about the members and activities of the sport/society they administer and seek to maintain clear communication channels both with their membership and the Union.

15. Colours and Union Awards

15.1 The accolades of sports teams and individual players will be celebrating during the annual Colours Award ceremony, hosted by the Student Union during Semester three.

15.2 Colours awards will be presented by the Vice President, Activities, Sports Co-ordinator, and invited members of a 'top table' who will represent various departments of both the Student Union and University.

15.3 The award process begins with the nominations of both teams and individual for the following awards; sportsman of the year, sportswoman of the year, overall achievement, overall contribution, sports personality of the year, RAG team of the year, social team of the year, club of the year, most improved (in competition), most developed (as a team), team of the year.

15.4 Nominations must be sent, in writing, to the Vice President, Activities along with a brief reasoning behind the nomination. The deadline to nominate teams and individuals for an award will be set annually.

15.5 Nominations are chosen on a qualitative basis by the Vice President, Activities and Sports Co-ordinator.

15.6 Once nominations are confirmed, voting is opened (both online and physical paper voting during team elections) and each winner is chosen on a quantitative basis, with the team or individual with the most votes being presented with the relevant award.

15.7 Individual 'Team Colours' are awarded to two members of each sports team. The two awardees are chosen based on a ballot within each team, taken during the election process at annual team meetings. Only active members of a team should be allowed to vote for individual team colours.

16. Kit and Equipment

16.1 All kit or equipment purchased by Winchester Student Union or donated / sponsored externally for a sport/society/student activity is defined as Winchester Student Union owned kit/equipment.

16.2 'kit' can be defined under three separate contexts; playing, training, and social.

Playing kit refers to any kit worn by competing teams representing the University of Winchester in either 'BUCS' leagues or friendly competitions. Any kit worn to 'BUCS' fixtures must also comply with the league requirements for kit specifications.

Training kit, whilst not having regulations governed by 'BUCS' or any other external party should fall in line with the same colour and design specifications. The Team Winchester logo, Winchester Student Union logo, and University Crest may be included. The University logo should not be used.

Social kit can be defined as any clothing purchased by any sole supplier as stipulated by the Student Union.

16.3 Any personal kit or equipment which is used by the sport and not collected by the owner for 6 months is deemed to have been donated to Winchester Student Union.

16.4 All kit and equipment owned by the Union will be logged on an inventory by the Sports Co-Ordinator and will be covered by the Union's insurance and depreciation practices.

16.5 All kit/equipment is signed out to captains/chairs at the beginning of each academic year. Individuals who sign out kit/equipment are personally responsible for its security, and therefore, are held legally responsible for its return to the SU at the end of the academic year (date will be specified). The individual will be personally invoiced for any unreturned items.

16.6 Student Union kit and equipment may only be used for student activity by sport/society members of Winchester Student Union.

16.7 If Winchester Student Union kit or equipment becomes damaged, broken, lost or stolen, it must be reported to the Union as soon as possible.

16.8 All playing kit will conform to University of Winchester colours; being Burgundy, White and Navy, and display the University crest. Kit may also include either the Union's Logo or Team Winchester logo. The University's logo should not be used.

16.9 Winchester Student Union will have a sole supplier for playing and social clothing. All activities will be advised of this supplier at training in September annually. All sports and societies must order these through Winchester Student Union/this sole supplier.

16.10 It shall usually be the responsibility of individual participants to secure the correct clothing to wear for competition, training or other representational activity of the sport/society. This to be sourced via the Union's authorised sole supplier of such.

16.11 Sports/societies may subsidise the cost of social clothing if they have enough money in their social account.

16.12 Any personal clothing not collected by the owner for 6 months from date of delivery is deemed to have been donated to Winchester Student Union.

17. Health and Safety Responsibilities

17.1 Individual Participants responsibilities under health & safety shall be;

- To take reasonable care for the health and safety of themselves and others involved in student activities.
- To follow the Students' Union's systems and procedures for the management of health and safety.
- To follow the reasonable instructions of activity leaders/captains/chairpersons.
- To wear suitable clothing and footwear for the activity.

Activity Leaders/Captains/Chairpersons responsibilities under health & safety shall be;

- To implement the Students' Union's systems and procedures for the management of health and safety.

Student Union staff responsibilities under health & safety shall be;

- To develop and monitor systems and procedures for the management of health and safety in student activities.
- To devise and implement the policy as it relates to sports clubs and societies.
- To seek out training and distribute information which enables activity leaders to effectively discharge their responsibilities for health and safety.

- To obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities such as climbing.
- To provide adequate insurance for authorised activities.
- To monitor and review the development and implementation of the policy and to make recommendations to Activities Committee about the improvement of the policy.
- To implement, review and enforce a health and safety policy for student activity at least every three years.

University of Winchester responsibilities under health & safety shall be;

- Ensure that any facilities/equipment managed by the University which are used in the course of student activities meet the minimum safety standards for their intended purpose.

17.2 Open and regular correspondence between Students' Union staff, University facilities staff and activity leaders is essential to ensure the success of this practice.

18. First Aid

18.1 Every team and society should strive to have at least one qualified First Aider within their number.

18.2 Winchester Student Union organises and subsidises a First Aid Course, which is run in the first semester of each year. One member from each team and society should attend. Wherever feasible this should be a 1st or 2nd year student.

18.3 Every team captain/chairperson will collect and sign out a fully stocked first aid kit from Winchester Student Union at the start of each year. This first aid kit must be available at all sport/society/activity sessions.

18.4 It is this captain/chairperson's responsibility to ensure that the first aid kit is fully stocked at all times. They will also be held financially responsible for the kits return at the end of the year.

18.5 In any instance of first aid being given (even when given by another institution or individual) a record of that incident must be kept and passed to the Student Union as soon as is practicable; detailing the name of the person receiving first aid, the time date and location of the incident, how (if known) the incident occurred and what first aid was provided & by whom.

19. Risk Assessment

19.1 Individuals who stand for committee positions assume responsibility for the Health and Safety of their participants during their activity. Therefore, all participants must be made aware of the health and safety implications prior to partaking in an activity to protect both the individual members and the activity leader.

19.2 A risk assessment should be carried out by the committee for foreseeable activity and submitted at the same time as budget requests; in addition where pertinent any given activity leader, immediately prior to activity taking place, should take into account fluctuating conditions, participants and standard of the facilities used, to undertake further risk assessment where deemed pertinent. The result of the risk assessment also provides immediate feedback of facility difficulties to Winchester Student Union.

19.3 Periodically completed forms must be returned to Winchester Student Union within 24 hours of the activity taking place, or 12pm on the next working day following a weekend event. Failure to do so may result in disciplinary action.

19.4 The Students' Union defines a suitable and sufficient risk assessment for student activities as one that correctly and accurately identifies a hazard; determines the likelihood of injury or harm arising; quantifies the severity of the consequences and the numbers of people who would be affected; takes into account any existing control measures; provides sufficient information to enable activity leaders to decide upon appropriate control measures; and identifies any specific legal duty or requirement relating to the hazard.

19.5 It is the responsibility of the activity leader to 'risk manage' and enforce any control measures identified as part of the risk assessment process, and make Winchester Student Union aware of more serious risks as soon as practicably possible.

19.6 Winchester Student Union will provide adequate information, training and advice to ensure that those conducting risk assessments can do so competently.

19.7 At their discretion, the University of Winchester sports facilities department may provide training on their facilities and equipment at the start of an academic year.

19.8 Female members are required to inform the Student Union if they are pregnant so that appropriate risk assessments can be completed.

20. Induction to a Sport/Society 'Taster Sessions'

20.1 Each activity leader will propose their introduction activity on a 'Taster Session' form and signed off by the Vice President, Activities before the first practice to account for careful consideration as to the likelihood of having 'total beginners' to 'very experienced members' within their group.

20.2 No sport/society is permitted to have a full 'game' situation in this first session. What constitutes a 'game' will be interpreted by the Vice President, Activities.

20.3 Captains/chairpersons are responsible for ensuring that all new members attending throughout the year are given the appropriate health and safety information and training.

21. Activity number & Duty of care

21.1 Every person who partakes in a recognised Winchester Student Union sport or society must hold a Duty of Care/Student Activity Number (herein called SA). These must be purchased from the Union by any participant prior to participation.

21.2 Each member will be asked to provide emergency medical information for use in case of an emergency. Members will also be required to confirm that they will abide by all the rules and regulations of Winchester Student Union and accept the risks of the activity they undertake as well as confirm that they are fit and able to participate without risk to themselves or others. Participants have a requirement to inform the Union if their information or circumstances relating to the above, change.

21.3 The information provided will be kept in accordance with the Data Protection Act 1998 and will only be accessed by Student Union staff members.

21.4 Any changes to members' medical details must be relayed to Student Activities staff as soon as practicable to ensure that each individual's details are correct should they be needed.

21.5 The SA be known and able to be provided at any/all instances of student activities. Any student activity that takes place with participants who are unable to provide their SA will face disciplinary action and possible dissolution.

21.6 Students will not be permitted to travel on any Winchester Student Union authorised vehicles, in relation to their sport/society unless they have provided their SA.

21.7 When an SA has been purchased and duty of care information is received, the participant is considered a member, and will automatically be covered under the Union's Activities Insurance policy whilst taking part in a recognised student activity.

21.8 With the exception of taster sessions, no person should be permitted to take part in, compete, train or in any other way participate with sport/society activity, without an SA.

21.9 The Union will conduct a census of SA numbers, normally by week 6 of semester 1. At this point all sports/societies must submit a full list of participants and SA to the Vice President, Activities. Failure to do so may incur disciplinary proceedings.

22. Trip Registration

22.1 For every off campus trip and away matches and other such activities the sport or society must submit a Trip Registration Form prior to the trip taking place.

22.2 The form will ask the activity leader to complete the following information; name of sport/society, activity leader, date of trip, exact location and contact details of destination, full names and SA's of attendees, mode of transport, first aider and driver highlighted.

22.3 This must be submitted to the Union at least; 24 hours in advance of a day trip, 5 days in advance of an overnight stay and 4 weeks in advance of a 'tour'. The staff member will ensure that the form is complete and authorise the trip by signing and dating it.

22.4 A copy will be retained by Winchester Student Union. Another copy will be kept by the activity organiser.

22.5 For any trip involving outdoor pursuits, the trip organiser must ensure that their copy is left at the base of the activity (i.e. campsite, parked minibus/car), in case of emergency.

22.6 Once signed, the form may not be altered in any way. Any changes must be resubmitted and handed into the Union before leaving campus.

22.7 For all outdoor pursuit trips, ordnance survey maps and grid references are required, and must be submitted with trip registration forms for trips to be authorised.

22.8 If the trip registration forms needs amending when the trip has left campus, the group must phone through the changes to the Vice President, Activities 01962 827414.

23. Accident and Emergency Procedures

23.1 A member of Winchester Student Union staff is 'on call' throughout the year, except for when the University is closed during the Christmas and New Year period. This is to provide a telephone support service to assist members who are in an emergency situation.

23.2 An emergency is; any situation in which one or more activity members are seriously injured; or are at imminent risk of serious injury; or a situation that is beyond the reasonable boundaries of the member to resolve; or within the context of these procedures, any other self-defined reason that the member feels constitutes an emergency.

23.3 In the event of an emergency during a student activity, the following procedure must be followed:

a) Member contacts the emergency services if required.

b) Member rings University of Winchester site stewards who will enact University procedures if necessary. They will also contact the 'on call' Student Union staff member.

c) The 'on call' staff member will take appropriate actions to assist with the situation.

d) If the situation warrants, the 'on call' staff member will contact the Vice President, Activities.

e) If the situation is deemed an emergency by the Vice President, Activities, they will contact the President and General Manager then informed of the situation.

f) Student information will only be passed to appropriate authorities when the authority's identity has been established.

g) Detailed records of actions will be kept at each stage.

23.4 The accident and emergency procedures will be printed on the back of each trip registration form.

23.5 On or off campus accidents and incidents, however minor, must be reported to the Student Union as soon as is possible but certainly no later than 24 hours after the event.

23.6 The Student Union will review circumstances around the accident / dangerous occurrence and if necessary they shall take immediate action to prevent further incidents.

23.7 In extremely serious cases an investigation to gain more information about the incident will be undertaken by the Sports Co-ordinator and the Union President. Appropriate action shall then be taken.

23.8 All 'on call' staff will be given updated contact lists for the relevant Union and University individuals.

23.9 All media enquiries must be directed to the President.

23.10 No member should discuss legal liability with other parties.

24. Transport

24.1 A sport/society may only apply to use Winchester Student Union transport if 5 or more members will be using it for any given trip.

24.2 Restrictions will apply to the use of Union transport for transporting members between campuses for training purposes due to the cost implications.

24.3 The drinking of alcohol on internal and external coaches is strictly forbidden, and anyone reported to be doing so by the coach company or fellow players will face serious disciplinary procedures.

24.4 All serious accidents must be reported through the emergency procedures stated in this document.

24.5 All accidents must be reported to the Student Union as soon as practicably possible. Student Activities staff will then contact the Insurers and hire company if appropriate.

24.6 The General Manager will carry out an investigation into the cause of the accident and the outcome of this will determine who pays for the excess cost. Each case will be examined on an individual basis.

24.7 All other conditions of use, including who can drive, how to book and other important procedures can be found in Policy – Union Vehicles.

24.8 Sports/Societies should strive to seek and put forward for training, at least one driver from amongst their number.

25. Social Events & Initiation Ceremonies

25.1 It is an individual's choice whether or not they attend any social event. Non-attendance must not act as a barrier within the activity.

25.2 No 'peer' pressure (intended or not) is to be placed on any member to do anything that they may not enjoy (i.e. drinking games). Winchester Student Union consider such action to be bullying, and as such will take appropriate disciplinary action.

25.3 All members of SU activities must show respect towards their peers, other members of the University and towards members of the public at all times.

25.4 Activity groups (including sports and societies) are not permitted to carry out initiation ceremonies either on or off University premises.

25.5 An initiation ceremony is an event, in which members (often new members) of the sport/society are expected to perform a task or tasks as a means of gaining credibility, status or entry within that sport/society. This may involve peer pressure (though not explicitly) exerted on students, and may compromise a person's inherent dignity as a person by forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity, and behaviour that may be deemed humiliating.

25.6 Individuals who organise events in breach of this code of conduct will be subject to disciplinary action in line with the Student Union's Disciplinary Procedures and may also be subject to disciplinary sanctions under the University's policies.

26. Disciplinary

26.1 All sports, societies, and their members must adhere to this and other policies of the Union. Failure to do so will result in disciplinary action, taken either from below or via the Union disciplinary process or both, as deemed appropriate by the Vice President, Activities.

26.2 The sanction listed below is to act as a deterrent, and the Union's desire for activities to be well managed and safe are also indicative. These may act at team, committee or individual level as directed.

Offense	Sanction	Sanction if repeated
No attendance at chairs/captains training	No Freshers Fayre Stall or funding until training completed	Dissolution
Failure to submit a code of practice or other information as reasonably requested by the deadline given	Sport/Society suspended from all activity until a Code of Practice has been submitted/information given	Dissolution
Individual found participating in training/activity without a valid SA	Individual suspended until they join as an official member Sport/Society receives an official written warning	Sport/Society suspended from activities for one month
Individual found competing or in any other way formally representing the Union/University without SA	Sport/Society receive a one month suspension from activities	Sport/Society suspended from activities for the remainder of the academic year
Failure to hand in a required Risk Assessment or incident/accident report in a timely fashion	Sport/Society receive an official written warning	Sport/Society suspended from activities for one month
Failure to return kit, equipment or resource owned by the Union	Individual /sport/society charged for the replacement cost	Individual /sport/society taken to small claims court and suspended from Winchester Student Union membership
Failure to pay into the relevant account, subs or sponsorship funds	Individual /sport/society formally investigated and sanctioned as appropriate	Individual /sport/society passed to the police for investigation
Sport or society members, individually or collectively behaving poorly on or off campus; bringing Union/Uni into disrepute	Sport/Society receive a one month suspension from activities	Dissolution

26.3 The above is not an exhaustive list and can be added to at the Student Union's discretion.

26.4 Individuals or groups of individual serving a suspension from their activity, or the Student Union, will be unable to participate in any Union organised Tour.

26.5 Any sport/society that receives a one month suspension during an academic year and commits another offence will be suspended for the remainder of the academic year.

26.6 Suspensions are implemented as soon as the Vice President, Activities is made aware of the situation. Such suspensions will be confirmed in writing to the committee via the chair/captain. The timescale is valid during normal periods of activity for that particular team or society. For example, a suspension applied just prior to Christmas will be suspended during the Christmas break and resume in January.

26.7 A suspension means that the team/society may not participate in any student activity; this includes competitive matches, competitions and training. All kit and equipment must be returned immediately.

26.8 Sports and Societies have the right to appeal by stating their reasoning in a letter addressed to the President.

27. Sponsorship

27.1 The Student Union encourages sports and societies to seek financial sponsorship from ethical and environmentally friendly organisations that do not contravene the mission, vision and values of Winchester Student Union.

27.2 Any potential agreement must benefit the sport or society without making unreasonable request on its members.

27.3 All potential agreements must be agreed by the Vice President, Activities to ensure equity across sponsorship deals, and the appropriateness of proposed sponsors.

27.4 All potential agreements with commercial businesses that are in direct competition to Winchester Student Union must be agreed by the Executive Committee.

27.5 All potential agreements must be confirmed in the form of a simple contract which clearly states the precise details of the agreement, and is signed by the Captain /Chairperson, Vice President, Activities and authorised representative from the sponsor organisation.

27.6 Any kit sponsor must cover the cost of a full set of playing shirts which will be ordered and designed by Winchester Student Union.

27.7 There is no limit to the amount of sponsors that one sport/society may have.

27.8 Sports/societies must not seek to poach sponsors from other sports/societies.

27.9 Sponsorship funds must be paid into the Union and credit the grant or social account (as appropriate) before such sums can be expended. Failure to do so is a serious breach of trust and will be investigated as potential theft.

28. Complaints

28.1 Where possible complaints should be dealt with informally. The complainant should inform the activity leader of the nature of their complaint and ask for the issue to be investigated and resolved. This may be done verbally or in writing. The activity leader should keep a record of the complaint and how it was resolved, and also notify the Vice President, Activities of the complaint.

28.2 If the complainant is dissatisfied with the response they receive from the activity leader, or if the complaint directly concerns the activity leader, or if the complaint is about a very serious matter such as an intolerable or substantial risk of harm, they should make their complaint directly to the Vice President, Activities. This should be done in writing, but may also be done in person.

28.3 The Vice President, Activities will utilise the process and procedure as laid out in Bye Law 5: Disciplinary, Complaints and Appeals.

29. Tours

29.1 The Union may from time to time organise trips away in either the UK or Europe for sports or society members to engage in social and sporting activities.

29.2 Tour participation will require an active SA and confirmation from the chair/captain that you are an active member.

29.3 As participation is part of the activities of the Union, all policies and codes of conduct apply at all times during the Tour. Failure to comply with these policies and practices or Union officials may result in your expulsion and repatriation from Tour.

29.4 Individuals who are banned from the Union, an activity or our licensed premises, and where such ban persists over the dates of the Tour, may not participate in Tour. Individuals who have paid for tour and who later receive such a ban will not be able to participate. If this occurs any financial penalty and/or liability will usually be borne by the individual.

29.5 Tours will normally be accompanied by responsible individuals from the Union. Such Tour leaders will normally be present in a ratio of not less than 1:50. These individuals are there to help with administration, communication and safety of the trip and their reasonable request should therefore be followed.

30. Clubs and Chairs

30.1 A Student Union sports team may be considered to be a 'club' if they operate with more than one playing team.

30.2 A 'club' differentiates from a singular team in that it can be managed from a club level with decisions made as a whole on behalf of each individual team.

30.3 In order for a club to be managed, a Chair will be appointed upon application to the Student Union. A completed application must be sent to the Vice President, Activities and Sports Co-ordinator during the application period stipulated. Appointments to the role will be based on said application.

30.4 The role of a Chair is to be the key contact between the Student Union and their club, allowing for the management and organisation of several teams as a whole. They will be the first point of contact for the Student Union unless contact is related to a single-team matter, in which case they will be copied in to any correspondence. The Chair will be asked to make decisions for the club as a whole on advice from the Student Union and individual team Captains.

30.5 A Chair is also responsible for resolving disputes between individual teams and also disputes between ordinary members and committee members. They are also responsible for the finances of a club as a single entity.

30.6 A Chair must always take advice from democratically-elected team Captains and should only make decisions that benefit and concern the club as a whole.

30.7 Should these duties not be completed to a satisfactory standard then an appointed club Chair may be removed from post by the Vice President, Activities. The Chair has the right appeal this decision as per the Union's standard appeals process.

30.8 Team Captains may request the removal of a club Chair by writing to the Vice President, Activities, citing specifically how/why they believe the Chair to be in contravention of their duties. The Vice President, Activities will investigate these claims and institute removal as above, as appropriate.

31. Coaches, Mentors and external facilitators

31.1 Any student activity may appoint a team coach, mentor or facilitator to assist in the development of playing skills, group performance or personal skill development. Any person situated to this role should be considered a Coach.

31.2 The appointment of any coach will be subject to a recruitment, selection & appointment process as defined by the Vice President, Activities and will culminate in a 'coaching contract' with the Student Union which outlines the arrangement between the coach and the student activity.

31.3 Coaches will only be appointed if they hold the requisite knowledge skills training and insurance to provide professional or semi-professional advice. Such prerequisites will be set and agreed with the Vice president, Activities and confirmed in the coaching contract.

31.4 It is the responsibility of each team committee to ensure that their annual budgets allow for the payment of any agreed expenses and/subsistence allowances agreed.

31.5 As team coaches are appointed by Winchester Student Union, any change in activity, new appointments, or any disputes should always be brought to the attention of the Vice President, Activities. The coaching contract will stipulate the grievance process that may be followed by any party privy to any coaching agreement.