**HUU Sports Club & Society Member’s Guide 2019/20**

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**Introduction**

This member’s handbook is your guide contains everything you need to know about becoming a member of a sports club or society at Hull University Union. For reference, a referral to a ‘member’ in this document is a student who is an active member of a sports club or society. It contains details about services available and where these are located, it also outlines our policies and procedures so that you are informed about what is expected from you as a member.

**1. Who’s who**

**President of Sport:** Erin Pettit

Huu-sport@hull.ac.uk

 01482 466256

**President of Activities:** Tom McNamara

 Huu-activities@hull.ac.uk

 01482 466245

**Sports Co-ordinator:** Vicky Dean

 v.dean@hull.ac.uk

 01482 466254

**Student Opportunities** Bethany Ramsden

**Co-ordinator**  b.ramsden@hull.ac.uk

 01482 466297

**Student Opportunities**  Alex Tute**:**

**Manager**  a.tute@hull.ac.uk

 01482 466287

**AU Executive Committee:** huu-auexec@hull.ac.uk

**Societies Executive Committee:** huu-societies@hull.ac.uk

**2. Locations you can find information in Student Central**

The Membership Services Welcome Desk is situated on the 2nd floor of Student Central along with the Advice Centre and Cash Office. The Welcome Desk is open 09:30-16:00hrs Monday-Friday and the Cash Office is open 11:00-15:00 Monday to Friday. The ‘One Stop’ Area is also situated on this floor opposite the lift (this is where all forms are kept and the drop boxes are located).

Please use the secondfloor of Student Central for the following:

* Enquiries relating to activities
* Paying in subs/donations/sponsorships and finding out your club/society balances and transactions
* Signing of claim forms and collecting payments/refunds
* Collection of Trip Packs/ BUCS Packs
* Talk to Staff / Presidents / AU Exec / SEC

***Other department contacts:***

Finance = huu-finance@hull.ac.uk

Marketing = huu-marketing@hull.ac.uk

**Welfare –** Find yourself struggling and need some advice/support? It is ok to ask for help. The Advice Centre is located on the 2nd Floor of Student Central next to the Welcome Desk. They may be able to arrange for an advisor to see you that same day. Contact: 01482 466263 or huu-advice-centre@hull.ac.uk

They offer free, confidential and impartial advice and information to all students on a wide range of issues from academic, funding and housing issues our Advice centre is independent from the University.

University Student Services Central Hub can be found on the first floor of Student Central. It offers Health and Wellbeing Services – People access the Wellbeing Service for a variety of reasons. Whether you’re feeling stressed about your studies or struggling in your home life, need support and advice addressing barriers to learning, they can help.

If you are worried about a student, you can raise a welfare concern <https://www.hull.ac.uk/choose-hull/student-life/student-support/looking-after-yourself/raise-a-concern.aspx>

If you need to talk to someone about your mental health and wellbeing, you can visit the Central Hub on the first floor of Student Central. Please bring your student ID.

If you’d rather book an appointment, call 01482 462222 or visit the Central Hub desk on the first floor of Student Central. Initial appointments will be 20-30 minutes long and you’ll then be able to make further appointments of up to 50 minutes.

If you have a disability or health condition that impacts your studies, the University Inclusivity Team will help you overcome barriers to your success. The University Learning Support Team support students with specific learning differences such as dyslexia and dyspraxia to fulfil their potential.

1. **Joining a club/society and your membership fees**

*All Presidents and Committee members must have paid their membership within the first two weeks of Trimester One*

* During WelcomeFest we hold multiple sports and societies fairs, where you can meet active members and see the range of activities we have on offer.
* General information is always available on our website: hulluniunion.com/join-in
* You can find contact details for clubs on hulluniunion.com/sports/teams
* You can find societies on https://hulluniunion.com/societies/list
* Find out when taster sessions are held and attend to find out more about the activity and meet current and potential members

Ready to become a member?

Head to our website: [https://hulluniunion.com](https://hulluniunion.com/) and log in. To log in you need your student number, which you will receive during your first week on campus.

 Go to <https://hulluniunion.com/shop>, select your activity and add it to your basket

You will be asked to agree to our Member’s Code of Conduct Policy

 After your make your payment, you become a member

 Alternatively, you can visit the Reception Desk on the ground floor of Student Central to pay by cash or card

* Make your payment and congratulations you’re a member!
* You can find contact details for clubs on [hulluniunion.com/sports/teams](https://hulluniunion.com/sports/teams)
* You can find societies on <https://hulluniunion.com/societies/list>

Membership fees vary, but everyone who joins a sports club has to pay £5 Athletic Union Insurance (personal insurance). If the club you are joining uses the Allam Sport Centre for their training sessions, you will be required to purchase a University Facility Sports Pass. This can be purchased at the same time as buying your membership, as we can then forward the payment on to the university. The costs for 2019/20 are:

One year: £65

Half year: £44

1. **Overview and responsibilities**

It is the responsibility of the club/society president President to ensure that the club or society is run well for its members. The staff at Hull University Union are here to help you – don’t be afraid to ask for help or if you want to query anything!

**Constitution** – Every club/society must have a constitution. This is a set of written rules/agreement governing the aims and objectives of the club or society, how it will run and how the members will work together. Read it carefully! You can download a copy of this from our website.

**Committee roles and responsibilities** – a committee should undertake the following responsibilities:

* Club/Society development
* Organising Trips/Events
* Conduct of members
* Safety of members
* Adhere to HUU’s policies and procedures
* Maintain good communication with the Sport Zone/Activity Zone
* Hold an AGM and elect a new committee each year
* Ensure all members have paid their fees to be part of the club

All of our policies can be found on <https://hulluniunion.com/about-us/governance>

1. **Finances**

All clubs and societies must use the Hull University Union bank account, it is prohibited for any club or society to open separate bank accounts for any reason whatsoever.

As well as paying for your membership through our website, your club/society may ask you to contribute to other things like travel expenses, kit or to pay to go to any club or society official events they are organising. Please try and keep well informed about the level of fees you may be asked to pay over the course of the year. Committees should be in a position at the start of the year to let members and potential members know. If you have any concerns regarding fees you can raise these with us using the contact given at the front of this handbook.

The treasurer of the club is responsible for all the club/society finances for the year. We do not expect treasurers or any other members of the committee to ask you to pay varying amounts of cash in person. If you feel uncomfortable paying any fees in cash to the club, please raise it to them as feedback. They are aware that anyone can pay directly into the relevant Hull University Union bank account, as long as it is referenced correctly. It should not be necessary for you to pay any fees in cash.

For any large events run by your club or society that require you to purchase a ticket, the committee should ask Hull University Union to set up an event on our system, whereby members can go online and purchase tickets. Please be aware of our Alcohol, Initiation and Social Events policy. You should never feel pressured into anything you do not want to do. If you suspect that an event online is going to be an ‘initiation’ we ask you to contact a member of staff immediately - we will not disclose your name or details at any time.

**Claiming money back**

If you need to claim any expenses from the society/club Hull University Union bank account, please speak to the treasurer who will ask you to provide the receipt for the claim and fill out a claim form on your behalf. Once this claim form has been processed you can either collect the cash from the 2nd floor of Student Central (remember to bring your student card) or if you have asked for a BACS transfer, this will always go in to your account on the Friday following submission of the claim.

**PLEASE NOTE: Expense claims for alcohol are not permitted.**

1. **Trips and Events**

Any trip or event organised by your club or society has to be appropriately risk assessed and everyone who is attending must be a paid member.

Remember if you travel away with any of our clubs and societies and you are not a member, you will not be insured for the activity.

Risk Assessment – A risk assessment must have been submitted to Hull University Union for any trips / events. You may ask for a copy of this at any time.

Sometimes trips are not authorised by Hull University Union – if they still go ahead they then become an Independent Activity – you can find our Independent Student Activities Policy here:

<https://hulluniunion.com/about-us/governance>

If you have your own vehicle and are asked to drive to any activity and take other students with you, in order to claim any expenses back from your club or society, you must submit your tax, MOT and insurance details to HUU (2nd floor Welcome Desk). Your insurance must have business use or volunteer use on it otherwise you cannot claim any expenses. You may be asked as a passenger to contribute cash to a driver, this is outside of our rules on membership and in all cases we strongly advise drivers to have the correct insurance for carrying passengers to and from events and that they make their claims for fuel through the Hull University Union bank account for that club or society.

You can also become a standard driver for Hull University Union if you are over 21 years of age and have held a license for 2 years. This means you can drive a hired self-drive vehicle (up to 9 seater) for your club or society on trips. You will need to fill out the required forms on the 2nd floor of Student Central – you can find our Volunteer Driver Policy here <https://hulluniunion.com/about-us/governance>

* Members must not consume alcohol whilst partaking in any Sporting Activity. This includes travelling to and from a game/event. Public service vehicle ruling states that if transport is attending a sporting fixture, then alcohol is illegal in the vehicles.

<http://www.legislation.gov.uk/uksi/1995/2908/made>

1. **Health and Safety**

Remember Health and Safety is everyone’s responsibility.

Hull University Union has public liability insurance cover for all societies and clubs for your usual activity and you must purchase AU Insurance (personal), alongside your club membership if you join a sports team, this is referred to in Section 3 above.

The club/society president and committee have a duty of care to ensure the safety of all members and any other people who may be affected by the activities and events of the club/society.

***Risk Assessments*** – A Risk Assessment is an audit of your specific activities in relation to their safety. It details potential hazards and risks and provides measures that must be adhered to, to ensure that these risks do not result in injury. All activities must be risk assessed by the nominated person managing the activity and the appropriate control measures implemented before any activity takes place. A specific sport/society risk assessment must be done at the start of the semester for each club, but extra ones throughout the course of the year may be needed for other activities. From 2020 Hull University Union will make attendance to our Risk Assessment Workshop mandatory for all clubs and societies. For 2019 all identified high risk clubs/societies have attended a workshop on producing risk assessments. Any club or society who requires further assistance with risk assessments can make an appointment any time with a member of staff.

**Accidents/incidents** should be reported at the time to the appropriate officials e.g. sports venue staff, opposition, event organisers, If a serious incident/emergency happens out of hours it must be reported immediately to University Security: 01482 465555

Inform security of the following information:

* Your name and where you are calling from
* The name of the club/society you are involved with
* A brief description of the incident
* The names/number of students involved in the accident/incident

University security will then ensure that the necessary action is implemented.

 ***Club/Society Responsibilities***

* The club/society must offer a safe and enjoyable introduction to the activity for its members, paying particular attention to the monitoring and training of novices (a novice is defined as a person who cannot participate in the activity due to lack of knowledge/skills (training).
* All activities should conform to the agreed HUU safety documents and National Governing Body guidelines where they exist.
* Club/society presidents, captains, leaders and organisers must complete our mandatory training on their roles and so that they aware of their responsibilities as set out in the constitutions.
* All trips should be registered using a trip pack. Full names of all those attending the trip must be logged on the appropriate documents. Mobile phone contact numbers of key leaders must also be logged.
* A full itinerary of the trip’s activities must be logged within the trip pack.
* Each member should be aware and understand the Emergency Operating Procedure.
* All equipment must be appropriate for the activity and should be checked by a qualified person on a regular basis.

***Individual Responsibilities***

* Ensure you have seen, read and understand all of the paperwork relating to an activity completed by presidents and leaders.
* Attend relevant training courses where possible.
* Raise any concerns with the club/society president, leaders, organisers or staff thought the contacts at the front of this handbook.
* Inform the club/society president, leaders, organisers or staff of any medical condition, injury or illness that may affect the ability to undertake an activity.

***Good Practice*** Hull University Union accepts that whilst there is a knowledge of good practice and lots of experience within clubs and societies, good practice is not always adhered to. It is essential that all club/society activities are undertaken within Hull University Union’s strict guidelines to ensure that the safety of all members participating is paramount.

1. **Conduct and Behaviour**

Hull University Union has a number of policies that can be found on our website here <https://hulluniunion.com/about-us/governance>. They set out the expected behaviour of members and its student groups when participating in any event or activity, including informal social events and when travelling to and from your activity under the name of Hull University Union or the University of Hull.

All presidents will receive a pack which includes the constitution, president responsibility, trip responsibility, social policy and social media policy agreements. Some of these documents require the signature of the president and committee members and are handed back to the Hull University Union Sports Co-ordinator or Student Opportunities Co-ordinator.

Please note: Your club/society cannot participate in any activity or claim expenses from your account until all signed forms have been returned to Hull University Union.

***Accountability of Clubs / Societies***

Hull University Union has Bye-laws, Standing Orders and Policies which must be adhered to at all times. These include valuing and respecting others at all times. If, for any reason, you believe that members have been acting in an improper manner you can report this either to a member of staff, by using our Complaints Policy on our website under ‘Contact Us’: <https://hulluniunion.com/contact-us> or by informing the President of the Student’s Union. Depending on the report the matter will either be dealt with under our Complaints Policy or Disciplinary Policy.

Our Standing Orders and the Complaints and Disciplinary Policy can be found here: <https://hulluniunion.com/about-us/governance>

1. **Extraordinary General Meetings (EGMs) and Annual General Meetings (AGMs)**

Please refer to the standing order governing student committee elections, this can be found on our website.

Each year the committee must be elected by the club/society at an AGM, which must be held in Week 6 or Week 7 of Trimester 2 of the academic year. Committees must follow the relevant standing order found on our website as referred to in point 8 above.

If there are any vacant committee positions during the academic year, they shall be filled democratically as soon as is convenient at an EGM.

Committee members may be removed from their position by a motion of no confidence by a two-thirds majority of club members present at an EGM.

An EGM can be called by:

* The president of a club/society
* A committee
* The voting membership of a Club/Society upon written request
1. **Alcohol, Initiations and Social events**

Hull University Union acknowledges that social activities can be an enjoyable aspect of club/societies, particularly when they complement club or societies activities. Examples of acceptable/appropriate activities would include a welcome evening for new members, club dinners, social nights and post-match or post-training refreshments. The encouragement of excessive consumption of alcohol would be a breach of the Alcohol, Initiation and Social Events policy and as such be dealt with under our disciplinary process. Social activities must be organised in such a way that no member feels pressured, harassed, intimated, humiliated, demeaned, bullied or compelled to take part. Activities must be inclusive and make allowances for all cultural and personal beliefs. Members must be able to opt out without fear of undue pressure, reprisal, non-selection for competition, embarrassment or any form of discrimination. Any club or society or individual thereof found to be in breach of the constitution, the members code of conduct or any related policy including but not exclusively the Alcohol, Initiation and Social Events Policy, will be dealt with under Hull University Union’s Disciplinary Policy of the Union and may also be subject to the misconduct processes of the University of Hull.

Anybody who becomes aware of conduct by a club/society, member or any individual associated with a club/society, which may be in breach of our Alcohol, Initiations and Social Events Policy is encouraged to report the matter to Hull University Union.

Hull University Union believes that socials when planned in line with our policies and procedures can be enjoyable and most importantly a safe platform to engage with other club/society members. Here are some useful things to know:

* In Asylum, the nightclub situated in Student Central, the Duty Manager can test drinks using ‘Dipstix’. This will tell you if a drink contains any suspicious substances
* The ‘Ask for Angela’ scheme is in operation in Asylum and the bars. If a student feels uncomfortable or that they are in a dangerous situation, they can ask any staff member for ‘Angela’. The staff are trained in how to help and offer support.
* Hull Uni Angels are student volunteers who offer wellbeing support to students whilst on a night out. They work alongside Hull University Union staff and security and LINKS to ensure safety on campus. They wear distinctive blue jackets, so can easily be spotted.
* Hull also operates a voluntary angel’s scheme in some other areas of the City including the City centre.
1. **Social Media**

We recognise that social media is extremely popular and, in some cases, highly useful to the functionality of a club or society. It can be used to improve engagement with students and encourage more to join in. As a sports club or society, members are representatives of Hull University Union and the University of Hull, therefore we consider it our responsibility to provide you with guidelines on the use of social media.

Social media should not be used to post offensive or abusive content, to intimidate students or staff and should never create or share inappropriate content. When a page shares offensive content, it is endorsing the content, unless it specifically states that it disagrees with the messaging of the post.

Inappropriate use of social media is considered:

* Defamatory about people or organisations
* Discriminatory or could be construed as discriminatory to any group
* Engaging with criminal activity
* Dishonest or misleading

**Consent**

Before recording, posting or sharing content or footage of another person you should obtain their consent. None of the footage should violate any HUU, University of Hull policies or UK laws. Consider the recent laws around the sharing of sexually explicit images or video without their consent - [***https://www.gov.uk/government/news/new-law-to-tackle-revenge-porn***](https://www.gov.uk/government/news/new-law-to-tackle-revenge-porn)

* The policy is intended to apply to personal use of social media by members of HUU. If such personal use does not make any reference to HUU and HUU cannot be identified, then the content is not likely to be of concern to HUU. However, each case will be treated individually.
* Even posts in secret or private groups are still subject to the policies of HUU.

You can read the social media policy here:

<https://hulluniunion.com/about-us/governance>

***Ask yourself:***

* Would you be happy to receive it?
* Does this post include language or images that might be deemed Offensive or indecent?
* Would you be happy for a prospective employer to see it?
* Finally: If your message/posting gives you reason to pause, then pause! If you are about to publish something that makes you even the slightest bit uncomfortable, you need to take time to review these guidelines or just not send it. If in doubt, do not send! Be sure.

We hope that you have an enjoyable and successful year in your chosen club or society.

This member’s handbook is live! This is your guide to everything you need to know about being a member of a sports club or society at Hull University Union.

It's got handy contact details, information on trips and events and important details on social media and social events. It contains details about services available and where these are located, it also outlines our policies and procedures so that you are informed about what is expected from you as a member.