



President Handbook 2019 – 20

Societies Edition

A Handy How-To Guide for running your Society
– written by students, for students.

February 2019

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1. Welcome Note

Welcome to 2019-2020, a year set to be huge for Societies at HUU!

First of all, "Congratulations on all the hard work you have put in so far in your year as the President of your Society, I hope it's been successful so far.

For a lot of students, societies are an integral part of their student experience, offering them a sense of community; a place to make friends and really develop as people. You and your Society Exec act as the primary point of contact between your members and the Students' Union. I want to do my part to help from the side of the Union and the Societies Executive Committee (SEC) to help you keep doing what you do so that your society can thrive.

You probably want to know everything you possibly can about your role and what support you can get from us to make your society a success. Whether you have been on a committee before, are returning for a second year as President, or are completely brand new and have just decided to set up a new society, this handbook should cover everything you and your committee will need to know.

I hope you find this Handbook useful. If there is anything you think is missing so we can keep updating and building upon it for future years!

It's been a pleasure working with you all so far this year, keep up the good work!

Tom McNamara,
President of Activities



2. Help and Support

PRESIDENT OF ACTIVITIES

The President of Activities is an elected student representative. In this role they oversee Societies, Raising and Giving (RAG), Student Media and the Hull University Social Services Organisation (HUSSO).

Responsibilities surrounding Societies

- To represent Societies in all Union matters as a member of the Union Executive Committee.
- To work with the SEC to support and advise society execs and members.
- To chair SEC meetings, Societies Council & Society Grant Panel meetings.

Contact:

Email: hUU-activities@hull.ac.uk

Follow me on Social Media:

Facebook:	Tom McNamara (President of Activities)
Twitter:	@HUUActivities
Instagram:	hUUactivities
LinkedIn:	Tom McNamara

OPPORTUNITIES CO-ORDINATOR (GIVE IT A GO & SOCIETIES)

TBC – Recruiting Now

- The Opportunities Co-ordinator is your key member of permanent staff within the Union. You should keep Alex up to date with all of your activity on and off campus. She can assist with any events and trips you are planning, risk assessing, finances and claims, general advice, sorting out society admin and should be the first point of contact for societies.

Contact:

Email: hUU-activities@hull.ac.uk or hUU-giag@hull.ac.uk

Contact Office Hours: 11am – 3pm Monday to Friday

SPORTS CO-ORDINATOR

VICKY DEAN

- The Sports Co-ordinator is a key member of permanent staff within the Union for sports teams. However in Alex's absence, Vicky can help with any society related enquiries.

Contact:

Email: V.Dean@hull.ac.uk

Contact Office Hours: 11am – 3pm Monday to Friday

COMMUNITY VOLUNTEERING CO-ORDINATOR

ANGIE DRINKALL

- The Community Volunteering Coordinator is the staff member who supports RAG and LINKS. If your society is planning on undertaking any fundraising for charity then Angie can offer support with advice and risk assessments

Contact:

Email: A.Drinkall@hull.ac.uk

Contact Office Hours: 11am – 3pm Monday to Friday

STUDENT OPPORTUNITIES MANAGER

Alex Tute

- The Opportunities Manager is the staff member who supports Student Media and BOOST crowdfunding and can offer support and advice in these areas.

Contact:

Email: a.tute@hull.ac.uk

Contact Office Hours: 11am – 3pm Monday to Friday

3. SEC (Societies Executive Committee):

The SEC is a committee of students elected by societies for societies, these people are there to help, guide and support societies in all their needs and it consists of;

- Society Mentors:
 - **Huey Arslan, Monty Coyle & Antonia De Lancie**

The Society Mentors are there to help, guide and support societies, if you or your committee are struggling with how to manage your society, the society mentors are there to help as well as representing societies to the wider students union at union council.

- Secretary:
 - **Megan Walker**

The SEC Secretary is responsible for the general administration of the SEC, writing up the minutes of the SEC meetings and any other documents that are required.

- Finance Officer:
 - **Tahmid Ali**

The Treasurer is responsible for monitoring the societies budget and how the budget gets distributed among societies. They are also responsible for providing financial advice towards the exec teams, such as fundraising possibilities, what to ask for on the grant application, methods of sponsorship or advice on how to avoid debt.

- Participation & Inclusion Officer:
 - **Lee Morgan**

The Participation & Inclusion officer is the person who aids societies gaining members, aiding societies with low member counts, aiding faith and culture based societies, as well as aiding the Mentors in dealing with informal complaints. The P&I officer will also work with the



President of Inclusivity and Diversity to deliver support, training and inclusion with in societies.

- Publicity Officer:

- **Philippa Armstrong & Adam Humphris**

The Publicity Officer is responsible for managing both the HUU Societies and Volunteering page and the SEC Society Round-up Radio Show. These are used to promote events organised across the University, predominately from Societies. Any event requiring publicity can be submitted to the Publicity Officer or the SEC who shall promote it as appropriate.

- Events Coordinator:

- **Shekinah Komolafe**

The Events Co-ordinator is responsible for providing advice to societies on the running and organising of events and socials, including; venue bookings, risk assessments, travel packs and joint socials. They are also responsible for organising the SEC's events like Presidents' Social and additional events throughout the year to promote societies.

The SEC can be contacted via email: huu-societies@hull.ac.uk

4. Societies Welfare

- Support on campus

If you are worried about any member of your society or perhaps find yourself in need of support there are a wide range of services available for help, advice and support.

Your role as President is not to take on the burden of the welfare of others but to recognise where further support might be needed and provide clear information to your members about where they might find this.

- It is ok to ask for help and help is available for all types of problems and issues!

THE ADVICE CENTRE

The Students' Union Advice Centre is located on the second floor of Student Central; they may be able to arrange for an advisor to see you that same day.

They offer free, confidential and impartial advice and information to all students on a wide range of issues from academic, funding and housing issues

Contact:

TEL: 01482 466263

EMAIL: huu-advice-centre@hull.ac.uk

WEB: <https://hulluniunion.com/support/advice-centre>

Or find them [here](#).



STUDENT HEALTH AND WELLBEING SERVICES

People access the Health and 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 are here to help.

If you are worried about a student, you can raise a welfare concern [here](#)

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 [Inclusivity Team](#) will help overcome barriers to your success. The University [Learning Support Team](#) support students with specific learning differences such as dyslexia and dyspraxia to fulfil their potent

Anyone needing support can answer a few quick questions online to get the process started [here](#)

SUPPORT OFF CAMPUS

An array of support services are out there that can help you and others, sometimes these services might be available on campus, please contact the central Hub on the first floor of Student Central for more information:

EXTERNAL SERVICES DIRECTORY

[Let's Talk](#)

Support for those experiencing low mood, anxiety, emotional problems, sleep problems, worry, stress and low confidence.

You can access an appointment by telephoning Let's Talk directly on 01482 247 111 or online via the Virtual Health Centre <http://www.chcpcic.org.uk/pages/student-health-services>

It is important that when contacting let's Talk by telephone, you make it clear that you are a student at Hull University, as otherwise you may be offered an appointment off-campus.

[Mind](#)

Mind's tips for students can be found [here](#)

[Samaritans](#)


To talk to someone urgently out of hours, call the Samaritans who run a 24/7 service.

Call [116 123](tel:116123)

Email jo@samaritans.org

Visit samaritans.org

[Women's Aid](#)



Hull Women's Aid supports women and children who are experiencing/fleeing domestic violence/abuse, by providing temporary accommodation, telephone and direct advice and individual support to any woman who requests it. Please contact The Health and Wellbeing Team on 01482 462 222 for specific details of the time and location of the service on campus each month.

[CALM](#)

The Campaign Against Living Miserably (CALM) is leading a movement against male suicide, the single biggest killer of men under 45 in the UK

[ReNew](#)

Support for students experiencing issues with alcohol and/or substance misuse and support for students that are affected by others experiencing issues with alcohol and/or substance misuse. Appointments can be made in advance by calling [0800 161 5700](tel:08001615700)

5. Socials and Events

In general, socials are enjoyable and most importantly - a safe platform to engage with society members. You should think about positive ways to include a wide range of people in your social activity, so alcohol free socials and having socials in a range of locations to suit everyone's needs. Think about how less abled people might access your socials and how you communicate details of socials to your members.

- Ensure your Society keeps the Societies Co-ordinator informed of all your activities and events. Make sure that you follow the appropriate procedures. Check out the 'Develop' section of the [Union](#) website for more information

Here are some useful things to know:

- If you urgently require help for someone who is having a mental health crisis and you are concerned about the safety of that individual or those around them? Call 01482 301701. This is the Hull Mental Health Response Team who operate 24 hours and they will be able to help you.
- In Asylum and suspect that your drink or a friend's drink has been tampered with? Go to the bar and ask the duty manager to test it. Asylum offers "Dipstix" which can almost instantly let you know if a drink contains a deviant substance.
- In the union and need to get out of an uncomfortable or dangerous situation or being harassed in Asylum? Go to a member of staff and "Ask for Angela". The staff will know what this means, taking you to safety, asking what you want to do and offering support such as arranging a taxi to get you home safely.

6. Important Events to be aware of...

- Presidents Training - Compulsory for all Society Presidents
- Treasurer Training - Advisable for all Society Presidents
- Societies and Opportunities Fair in Welcomefest and Welcomefest the Reunion
- Presidents Socials (led by the SEC)
- Union Council (3 times a semester)
- Societies Council (3 times a semester)



7. Writing your Constitution

The constitution is a formal way of setting out the aims and objectives. Your Society constitution should be devised by the Society Committee and where possible, involve the members of your Society in this process, as they can claim ownership to the constitution. Just a few sentences on what your Society is about is all you need! If you need more support with this contact the Societies Co-ordinator or the Activities President.

- Aims and Objectives

The aims and objectives of your Society should be simple, to give others a summary of the purpose to why your Society exists.

They should state why others should join or participate in your Society, what they can hope to get out of being part of your community and what makes it unique.

- Membership Fees

The membership fee is one way of ensuring that genuine levels of membership are made. Membership fees are one way of gaining extra money for your Society. The amount it costs to join is left to the discretion of the society committee and should be stated on the Constitution.

The minimum membership fee is £4, £1.50 of this is placed in to the societies grant, and the remainder is deposited into the society account.

8. Resources Available to Ratified Societies

- The ability to book HUU rooms for meetings & equipment
- Administrative support
- Storage (Limited)
- Advice and Support
- Web-space on hulluniunion.com
- Computers/telephones
- Union bank account
- Training
- Access to BOOST crowdfunding
- Societies Grant

9. Training and Recognition

Training

The Opportunities team will ensure you receive all the training you need to run a Society/Club effectively. If you feel you would like training in any area to do with running your Society/Club (i.e., health and safety, planning an event, risk assessing, using hulluniunion.com) to help you develop the skills outlined below, then don't hesitate to get in touch.



Skills

Anyone who is involved on the committee of a society/club is a volunteer. Volunteering is a great way to build up your experience, develop your interests or even help you get a job. You will develop a wide range of skills. You may not have all of the skills and qualities listed below when you begin in the role, but you should give some thought to the role expectations and if you feel you are suited to developing the skills required of a President below in your position of office.

A president should have the ability to demonstrate or develop these skills in their role:

- A clear understanding of the purpose and activity of the society
- Passionate about the success of the society
- Excellent communication skills
- A good people person, able to listen, resolve conflict and bring people together
- Able to develop a strategy, set goals and lead a team in the appropriate direction
- Take responsibility for the overall wellbeing of members taking part in activity and in ensuring health and safety of activity

Volunteer of the Month

We also have a volunteer of the month, this is organised by the SEC, get in touch with us for more information.

HUU Awards

Hull University Union host the HUU Awards at the end of the year to recognise all your achievements. This is a celebratory event to reward student volunteers, which is free to attend for people who are nominated and shortlisted. You can nominate individuals and societies who have done great things for other students. More information is on the Union website and shared at Societies Council meetings.

10. Managing your Committee

Role and Responsibilities of your committee

Being a society president is a leadership role. It is expected that the Society Committee will work as a team and will ensure their activities are safe and effective. The following should be used as a guide to the particular roles:

President

The society president has overall responsibility for the society and its' members and finances leading the society exec in ensuring that all society activity complies with the health and safety, rules, regulations and policies of the Union. You're responsible for developing a strategy for the society by setting goals and objectives to ensure the society's activities are successful and financially viable. You have responsibility for defining the culture of the society, ensuring it is open, welcoming and accessible to all students. You must attend Societies Council and work alongside the SEC to share good practice with other presidents.

- Ensuring at all times the health and safety of members.
- Oversee all areas of the running and co-ordinating of the Society.
- Act as chair of all meetings.

- Liaising with committee members to ensure all necessary arrangements for activities are made.
- Act as the society first representative to all external bodies, including the media (through Union marketing).
- Be a signatory for the society bank account.
- Ensure that their Society is represented at all meetings by 2 members of the Committee.
- Oversee committee communication and efficiency via the President of Activities, the Sports & Societies Co-ordinator, the SEC and the members.
- Help and support all members of the Society/Club.
- Attend Societies Council
- First point of contact for the society

Secretary


The secretary of a society is responsible for the administrative side of the exec activity. Duties include assisting the President with meetings, circulating agenda items, preparing agenda, take and write up minutes of meetings for circulation. A secretary will monitor and co-ordinate the activity of the society, keeping a check on club/society membership and liaising with the president and treasurer as necessary, communicate regularly with members to give relevant information, be responsible for meeting Room bookings and steps in as Chair when President not available.

- Arrange all meetings of the Society and keep minutes of these meetings.
- Be responsible for the general administration of the Society.
- Deal with internal communication to Society members.
- Collecting all Society correspondence and ensuring it is acted upon. E.g. checking emails.
- Ensure that all Society members are informed of all relevant information.
- Maintain up to date records of the Society membership including contact details for all members on SUMS- [DO NOT KEEP on Personal Laptops.](#)
- Arranging events and booking facilities, equipment, transport etc.

Treasurer

Society treasurer is responsible (along with the President) for all aspects of finance for a society including monitoring balances, acting as a signatory, paying invoices/signing off on claim forms for expenses and having an overview of all transactions in and out of the society account. They are required to provide financial clarity to the exec team and wider members. Working closely with the President they are responsible for developing and implementing a financial strategy and ensuring that funds are available for all activity that forms part of the overall plan for the year. They can also take the lead on accessing funding and sponsorship from either the societies Grant or external sources. Other duties may include collecting travel/social subs, checking on membership payments, managing and making payments for items related to society activity.

- Be responsible for all of the Society money.
- Be a signatory for the Society bank account.
- Collect all monies received from Society activities and ensuring that they are paid into the Society account with the relevant information.
- Ensuring the HUU Grant Application Form is completed and handed in to the President of Activities by the relevant deadline, if needed.
- Ensuring all necessary expenditure is paid in good time.

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- Keep a record of all financial transactions for the Society in such a manner as to enable inspection of the records.
 - Check Accounts Regularly.
 - Keep the Society Committee and members informed of the financial situation.
 - Write the annual financial report.

Other roles on the Committee

There are other roles that can be fulfilled by other members of the Society/Club if the Committee feels they are needed. Some examples of which are;

- Vice President
- Social Secretary
- Media Officer

For more information on other society roles contact the Society Mentors through huu-societies@hull.ac.uk

Running a Society Election (AGM/EGM)

- An Annual General Meeting (AGM) should be held once a year to elect new members of the committee for the following academic year.
- An Extraordinary General Meeting (EGM) is called at any point in the academic year to elect new people into current roles (for example if someone has resigned)

If a society needs to elect a new member of the committee either at the end of the year in an AGM or at any time throughout the year in an EGM they need to follow the below rules. If the society has a President, then the President may run the AGM/EGM. The rules for running an election are as Follows;

Notice

Notice of an AGM (Annual General Meeting) / EGM (Extraordinary General Meeting) MUST be given to both the SEC, Activities President and the society members at least 7 working days in advance of the AGM/EGM.

(You can notify the SEC via email: huu-societies@hull.ac.uk and Activities President huu-activities@hull.ac.uk)

- This notice must include; Date, Time and Venue.
- Elections have to take place in a public space. (E.g. lecture room, a library etc...)

Election

AT LEAST 20% of the societies paid members must be present to vote otherwise the election is void.

- The election can be between as many candidates as wanted but members MUST have the option to Re-Open Nominations (R.O.N.).
- Each paid society member, including the society committee, has 1 vote per position that needs electing.

- Candidates being elected for position may vote for themselves.
- Candidates give a short speech (2 minutes is average).
- Candidates can be asked questions but ALL questions must be opened up to ALL candidates.
- If there are questions for one position this must be maintained throughout all positions being elected.
- The number of questions should be restricted to 5 questions per role as to keep the run time efficient.
- To win an election the candidate MUST get 50%+1 votes. (e.g. in an election with 12 voters the winner must get at least 7 votes to win)
- If no candidate gets 50%+1 vote, the candidate with the lowest amount of votes is eliminated and the election is re-run. This happens until a candidate gets 50%+1 votes.
- In the case of a 50/50 split in votes, the election is re-run until one candidate attains 50%+1 votes.

Post – Election

After the vote you must notify the Opportunities Co-ordinator of the people/person elected by providing the following;

- All Candidate's Names
- Vote count (including R.O.N.'s)

Elected person's details:

- Name
- Student Number (This is the most important one make sure this is right)

This information MUST be uploaded via the google doc form [here](#) as soon as possible so that Union records can be updated.


11. Managing your Society Finances

Your treasurer is the key person who will run the day to day financial matters of the society, however you have a duty to oversee and support this and should take a keen interest in the financial side of your society. Treasurer training is mandatory for all society treasurers and you should ensure that you treasurer attends this, if they fail to attend the Union will stop you using your bank account and will not process claims and payments until this is resolved.. It is advisable that you attend too although this is not mandatory.

Your Society Accounts

From time to time, you will need to spend money on your society. For this you have been provided with 2 society accounts which are monitored and controlled by the Finance Team at HUU.

Primary Account - All society earnings should go into this account, from membership fees to sponsorships to funds raised. All money to be spent on the whole society that meets your aims and objectives as stated in your constitution will come from this account.



Secondary Account - This is for money that will not be used by the entire society membership; items such as hoodies, travel expenses may be purchased from this account. Money can be transferred from the secondary account to the primary but NOT the other way round!

How to access your finances

To claim expenses back or pay an invoice for a specific activity your society has done, or for equipment bought for your society, you must fill out the relevant claim form and provide evidence of this. You will need 2 committee signatures in order to claim expenses back, if you are the committee member claiming the money back, you cannot be a signatory for the claim.

Please allow plenty of time for your claim, as we will not be available to sign immediately, the new financial procedure means that you will now have to leave it with us for at least 72 hours and collect at a later date. Please follow the new guidelines on this based at the new counter within the Membership Services 'One stop' area opposite the lift on the 2nd floor of student central.

- The Claim form can be found [here](#).
- The Expense codes (N/L Codes) are found [here](#)
- The cost centre (C/centre) is VPM.
- The Dept is the 3 letter society code. (This can be checked at the finance office or ask Vicky Dean)

Membership Fees

This is the fee set by the society committee and goes in to your Primary Account.

Applying for the Societies' Grant

Each year HUU will provide an opportunity for Societies to apply for money to fund any extra activity of their Society. Your Society must have a minimum number of 10 members in order to apply for a grant. The societies grant is operated on a tiered system.

- Societies with **10** members can apply for **up to £50**
- Societies with **20** members can apply for **up to £100**
- Societies with **30+** members can apply for **more than £100**

A society must submit a HUU Society Grant Application Form outlining a breakdown of the Societies' activities, the fundraising activities planned, and how much money they are requesting. Carefully consider what your Society needs the money for and ensure the activities you plan fulfil your aims and objectives.

The amount of money you will receive will be dependent on:

- The size of your membership
- The number of activities you have planned
- The type of activities you have planned
- The size of the activities you have planned

The Deadline for the societies grant application is 12pm on the 1st of every month.



The Application is then reviewed by a panel consisting of SEC Members chaired by the President Activities.

To apply for the grant follow the link below;

[Apply Here](#)

Sponsorship

Any Sponsorship money should be paid in to your Primary account, HUU Finance can help you with your contracts for this. We advise that you get someone from the Union to look over all contracts before signing them. They can be contacted at:

hUU-finances@hull.ac.uk

Fundraising

Any charity fundraising should be done with the support of RAG, you can contact them [here](#) to discuss your ideas and get them on board.

You must not pay in money raised for charity into your Union bank account, it must be paid into the RAG account.

Please contact the [Community Volunteering Co-ordinator](#) who can assist you with this and any other fundraising queries.

Crowdfunding

In 2019 Hull University Union has worked in partnership with University of Hull Development and Alumni Relations Office to create a bespoke crowdfunding platform specifically for use by societies, called [Boost](#).

Boost gives you a simple and fun way of raising money for your society for any ideas and projects you might want to do.

This is a year's trial so we urge you to use it and hopefully this might mean it carries on after the trial year.

You can take a look at the website [here](#)

Sign up as a user and either support projects or start them yourself.

If you want any support in developing a project or using the platform, you can contact the co-coordinator for each opportunity area (i.e Vicky Dean for sports) who will arrange for help and support with whatever you need.

12. How to organise Society Activities & Trips

It is imperative that you let the Sports & Societies Co-ordinator know of all your Society activities and trips that you are planning, especially those that will take place off university campus.



You must fill out a Trip pack at least 1 week in advance of the trip and hand it in to Reception or put it in the drop-off box within the Membership Services one stop area.

The main details you need to give include where you are going and what you intend on doing when you get there.

In the event of an incident it is important that HUU is notified as soon as reasonably possible. In the event of an accident, the University of Hull Report Centre (01482 465555) must be contacted immediately.

Requests for any trip or activity taking place outside the UK must be submitted at least 4 weeks in advance of the departure date. If in doubt, please discuss the matter with the Sports & Societies Co-ordinator.

Activity organising

The Committee member(s) who are organising/leading the activity/trip must ensure the following:

- The safety of all participants.
- Completion of HUU Trip pack forms and all relevant documents.
- With the assistance of the Sports & Societies Co-ordinator, ensuring that all aspects of the activity planning has been covered: eg. Transport, drivers, First Aiders, equipment, itinerary, group participants, accommodation, emergency procedures.

If the correct procedures aren't followed you will not be able to claim any expenses from the society account.

- Ensuring that all participants are in no doubt as to the nature of the trip, and their personal responsibilities.
- This must include the participant's duty to inform the President/Leader of any relevant medical conditions which can be stored confidentially with the Sports & Societies Co-ordinator.
- Ensuring that participants are aware of the relevant parts of the Country Code; local access agreements; and wildlife restrictions when in place.
- Providing HUU with a HUU Incident Report Form for any incident that occurs during a Society/Club activity or trip within 24 hrs upon your return.
- Providing HUU with a Hull University Accident Report Form for any accidents that occur during a Society/Club activity or trip as soon as reasonably possible.
- For Guidelines/Tips on travelling abroad, please refer to the Trips Abroad Information Pack.
- If the correct procedures are not followed, you will not be able to claim any refunds from your society/club account for your event.

Room Bookings & External Speakers

If you would like to book a meeting room in Student Central, or several other buildings around campus e.g. Library teaching rooms, Wilberforce rooms. Please fill out the form linked below

[Book Rooms Here!](#)

- If you are having an External Speaker to your event, your society/club must fill out an External Speaker form, which can be found on the Union website along with the Policy for this.
- This must be approved before you can book any of the meeting rooms.

[External Speaker Form](#)

If the correct procedures are not followed, you will not be able to claim any refunds from your society account for your event.

HUU Health and Safety Policy

In compliance with the 1974 Health and Safety at Work Act, Membership Services will take reasonable and practical steps to ensure that the health and safety of all HUU participants is covered during HUU activities and trips.

The Membership Services staff are responsible for overseeing the health and safety of HUU members during their involvement in HUU activities and trips. They will endeavour to ensure that appropriate safety measures are implemented, monitored and reviewed regularly. Preventing injury to personnel, damage to property as well as to protecting individuals from possible hazards encountered during HUU activities and trips is of paramount importance to HUU.

All HUU related activities and trips, organised by HUU members, must be reported to the Sports & Societies Co-ordinator or relevant staff member at least one week in advance to departure. Appropriate measures must be taken and all required forms submitted to Membership Services in order for the activity or trip to be authorised.

Risk assessments of HUU activities/events should be carried out by a 'competent' person with the skills to identify potential hazards and risks. Changing environments and the needs of individuals such as minors, pregnant women and people with disabilities must be taken into account. Activity/trip leaders and organisers have a responsibility in terms of health and safety to ensure that they minimise hazards for their participants and to report any accidents or incidents to the University Report Centre and subsequently to HUU. If you require assistance with Risk Assessments any of the Opportunities Team based in Membership Services will be able to help you.

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. Society Presidents will be asked to fill out an HUU Risk Assessment Form prior to the event of an activity or trip. As stated above help is available for this, and will be checked over by staff, as you must ensure that every measure is taken to ensure the safety of members.

Risk assessments for SOME activities like bowling, laser quest and big fun are prefilled out and are available on request.

HUU Accident and Emergency Procedures

Despite taking utmost precautions, accidents can still occur whether on HUU site or not. The following procedures have been designed to provide safe and immediate help to all concerned in the event of an accident or emergency, to supply HUU with the specific information it requires, and to protect the individual(s) concerned, if any media attempt to become involved. The reporting of any 'near miss' occurrences is also vital for the future safety of all individuals as such information assists others to revise relevant risk assessments.

When on an activity or trip, a qualified First Aider must be in attendance. At external venues First Aiders and group organisers/leaders must be aware of the health and safety procedures with in the facility.

Any accident requiring medical treatment must be dealt with in the following way and recorded:

1. Ensure the safety of yourself, your group and the casualty.
2. Alter Emergency Services if necessary.
3. Inform Facility Manager (if at venue).
4. Contact University Report Centre or HUU.
5. Ensure First Aid provision is given whilst waiting for the emergency services.

You will be asked the following information:

- Your name and where you are calling from.
- The name of the society/club/group involved
- If a HUU Activity/Trip Registration Form had been completed.
- A brief description of the incident.
- The name(s) and number of students involved.
- The name of the hospital where any casualties have been taken.
- The name and number of any Police Officer involved with the incident.

****Note:**

Under no circumstances should any member involved speak to the media or disclose information regarding the incident. This is to ensure the privacy of the members involved and that the contact of the next of kin is done in a professional manner. The University and HUU staff will make contact with the media where appropriate.

Disclosure of information:

On return to the University you must report to the Students' Union Commercial Operational Manager who will discuss the incident with you and help in the completion of the University of Hull Incident Report Form. This must be done as soon as is practically possible to comply with the law.

They will then discuss the incident with the Membership Services Staff.

Should a member of your society/club wish to make an insurance claim following an incident or accident, they must contact the Sports and societies co-ordinator as soon as possible.

Big Event Planning

When planning big events such as a Ball or trip abroad the main point is to leave ample time to give enough time to sell tickets, organise each person's needs (ie food orders) and allow for eventualities such as not selling enough tickets.

Don't over estimate how many people will turning up and how many tickets you can sell, it's more beneficial to underestimate the number of tickets and tell the venue if you've sold more than expected afterwards, this way the risk of not meeting overheads isn't as great.

Next, make the President of Activities and the SEC aware that this event is being planned as soon as you start thinking of the idea, they will be experienced in organising these events and have the necessary contacts to help you along the way. It also means when things go wrong they can step in and help.

If your society wishes to join up with another society, make a paper trail, create contracts and ensure all relevant parties sign them to make sure everyone stays liable.

Asylum is a fantastic venue to hold any event and the Union is very understanding to your needs and will help you through the process of organising the event and will set up payment plans to help cover the costs, they will be more forgiving than outside venues!

If you are dead set on holding your event elsewhere then contact Andy King, the Commercial Services Director, to look over your contract to make sure it is fair and it also brings him into the loop if things go wrong.

Email - A.King2@hull.ac.uk

13. Advertising your Society

Advertising Space on Campus

Noticeboards

You are welcome to put up posters on the noticeboards within HUU, however we do not have permission to advertise everywhere in the University. You will have to check about putting up posters in specific departments.

Booking Stalls/ Marquees

- *Hull University Union* - You can book stalls for the ground floor of the Union by completing a Stall booking form which can be found [here](#). It is advisable to do this at least two weeks in advance as they can get booked up pretty quick.
- *Brynmor Jones Library* - You can book stalls for the ground floor of the library by emailing Union reception. Students can now also arrange to have a HUU-branded marquee out in front of the library by contacting hUU-activities@hull.ac.uk.
- *University Accommodation (The Lawns, Courtyard & Westfield Court)* - contact reception hUU-reception@hull.ac.uk

Electronic Screens



There are screens around campus and University Accommodation which you can advertise on. The current spaces we can access are: The Lawns, The Courtyard and Brynmor Jones Library.

The ad essentially needs to be a single MS PowerPoint slide which needs sending to huu-activities@hull.ac.uk.

We have a lot of societies to advertise so please don't try to send an ad for every social, only for major events/ highlights of the year.

Social Media

It is advised that societies open their own social media accounts, Facebook being the main port of call for most people, but some people don't use Facebook so Twitter and Instagram are also an option too!

The President of Activities or a member of the SEC should be in the Facebook groups.

All social media use should be conducted in accordance to the HUU Social Media policy.

HUU Societies and Volunteering Page

Societies can share large events to the HUU Societies and Volunteering page by sending the event information posters etc to either the SEC Publicity Coordinator, President Activities or the Activities Zone Publicity Coordinator and they will ensure that it is shared via the page.

Student Media

Jam Radio and Hullfire can provide advertising for large events, upon request. To request advertising from Hullfire or Jam Radio contact the Editor or Station Manager.

Hullfire Editor - hullfireeditor@hull.ac.uk

Jam Station Manager - jamradiomanager@hull.ac.uk

Student Wins (HUU Marketing)

'Student Wins' is a way for HUU to celebrate and show off the fantastic events that societies run across the year, this typically gets done at the end of the semester, but they can't share all the fantastic work societies do if they don't know so they ask you to share your events with them so they can celebrate with you. You can do this by sending in your student wins [here](#)

14. Important Policies to be aware of

Hull University Union has a number of governing documents and policies that must be followed to by societies. You can find them [here](#)

HUU Equal Opportunities

HUU is committed to pursuing a policy of equality of opportunity. HUU is opposed to all forms of discrimination, and is committed to ensuring that this policy is fully effective and implemented in all areas.

HUU endeavours to develop and maintain Societies/clubs in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.

GDPR

HUU is in compliance of The General Data Protection Regulation (GDPR) became law on 25 May 2018, replacing the Data Protection Act. EVERY member of your committee has to take part in the GDPR training which will have been sent at the beginning of the year.

This mean that you have to know what data you possess, why you have it and where it is kept, and you must be able to prove this.

As a society you are given access to personal data (names, phone numbers and emails) so you can run the society, as long as they are paid members of the society, you are able to continue using the data as long as it is society related.

Societies are mainly effected by the capture, use and storage of images, if consent cannot be proven on request, the image/video in question will be have to be taken down.

When setting up or using contact groups for your club:

- Use social media platforms that require others to sign up to the page / account.
- If using email groups – always enter names into the bcc box to ensure recipients cannot see the details of others.
- If using text groups, ensure numbers are anonymous to all those in receipt of the text.
- If using app platforms, ensure that members sign up to this themselves.

Do not load the personal details of any other person onto any app based platforms where you have set up club/society Comms groups. (E.g. whatsapp, twitter etc)

Do not share any of your databases / personal details of club/society members with other groups, or internal / external without checking with HUU first – and obtain clear guidance in writing from them.

Do not publish images of others without their prior consent until further notice– this must be evidence based- i.e. on record via video log or paper / electronic written form.

If you are in any doubt or have any queries on the matter don't hesitate to contact HUU for Advice! 😊