



## **Student Activities & Development Policy**

### **1. Purpose and preamble**

- 1.1 The aim of this document is to clarify and ratify the Union's policy on Student Activities & Development Policy.
- 1.2 From time to time there will be a requirement to update these procedures; this will be done at least every two years.
- 1.3 The Student Activities & Development Policy forms an appendix to the Constitution and in the event of any conflict the Constitution is the overriding document of authority.
- 1.4 The Union analogies the need of its members to develop themselves both academically, but also personally through extra curricular activities whilst at University. The Union will actively encourage its members to develop themselves through, volunteering, Student Community Action, Clubs & Societies, excursions, trips, and last but not least training.

## **2. Student Offices with Responsibility for Student Development**

- 2.1 The VP Activities & Participation shall have trustee responsibility for student development.
- 2.2 The VP Activities & Participation will be responsible for overseeing all student development projects to ensure that they are in keeping with Union policy and the Union's legal obligations are met.
- 2.3 The Board of Trustees shall be responsible for agreeing a budget for use for student development projects on an annual basis.
- 2.4 The VP Activities & Participation shall be responsible for allocating funds to individual projects after consultation with the Student Development Group and other interested Trustees.
- 2.5 The Board of Trustees may, at its discretion allocate a budget directly for use for an individual student development project, define a set amount to be used on a set Student Development budget or from the main Student Development budget.
- 2.6 If a Trustee feels that a budget allocation for a specific project is insufficient, they can ask the Board of Trustees to review the decision of the VP Activities & Participation.
- 2.7 The President (Welfare & Representation) shall be responsible for ensuring that all members of the Board Of Trustees and Union representatives receive appropriate training.
- 2.8 VP Activities & Participation shall liaise with the Membership Services Manager to coordinate all student development opportunities within the Union.
- 2.9 VP Activities & Participation will actively promote the following opportunities to the membership: study abroad, overseas holiday job opportunities and voluntary projects.

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- 2.10 VP Activities & Participation shall be responsible for actively promoting any free or low cost training opportunities, either within the Union or within the University and local community.
  - 2.11 The VP Activities & Participation shall liaise with the Membership Services Manager and coordinate the development of the Union's training program.
  - 2.12 The VP Activities & Participation shall be responsible for coordinating the Union's training programme and liaising with the Union's trainers and the Membership Services Manager.
  - 2.13 The VP Activities & Participation shall liaise with all members of the Board of Trustees to ensure that the Union offers appropriate training courses for members of their Trustee Advisory Committees and volunteers.
  - 2.14 The VP Activities & Participation shall develop and coordinate a certification process for the Union's training sessions run as part of the Union's training programme.
  - 2.15 The Membership Services Manager shall be responsible for ensuring that all training sessions offered to the membership are appropriately designed, and that adequate resources are available to run the training sessions.
  - 2.16 The President (Welfare & Representation) shall be responsible for ensuring that all members of the Board of Trustees receive appropriate training.

### **3. Student Development**

- 3.1 The Union shall actively promote the following opportunities to the membership, study abroad, overseas holiday job opportunities and voluntary projects.
- 3.2 The Union shall actively promote any free or low cost training opportunities, either within the Union or within the University and local community.
- 3.3 The Union shall run a programme of training sessions for volunteers and interested members.
- 3.4 Trainers of any Union training session will be trained in basic training skills as part of the Union's commitment to delivering high quality training.
- 3.5 All training sessions offered by the Union will be well designed and shall be appropriately resourced.

### **4. Student Offices with Responsibility for Athletic Union**

- 4.1 There shall be a Clubs & Societies elected as a member of the Union's Board of Trustees, who shall have trustee responsibility for the Athletic Union.
- 4.2 The VP Activities & Participation shall also have responsibilities for the Athletic Union.

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- 4.3 The VP Activities & Participation will be responsible for overseeing the Athletic Union to ensure that they are in keeping with Union policy and that the Union's legal obligations are met.
  - 4.4 The Board of Trustees shall be responsible for agreeing a budget for use for the Athletic Union on an annual basis.
  - 4.5 The VP Activities & Participation and the Clubs & Societies Officer shall be responsible for allocating funds to individual clubs affiliated to the Athletic Union in accordance with the Athletic Union Handbook/Policy. This shall normally be £50 or 50% of total membership paid to the club, whichever is the greater amount.
  - 4.6 The VP Activities & Participation and the Clubs & Societies Officer shall also be responsible for allocating funds to individual areas and projects of the Athletic Union.
  - 4.7 The Board of Trustees may at its discretion allocate a budget directly for use for an individual student development project, define a set amount to be used on a set Athletic Union budget or from the main Athletic Union budget.
  - 4.8 If a Trustee or Club Committee feels that a budget allocation for a specific project, area or club is insufficient, they can ask the Board of Trustees to review the decision of the VP Activities & Participation.
  - 4.9 In April each year, VP Activities & Participation and the Clubs & Societies Officer shall be responsible for agreeing the membership fee for joining the Athletic Union, after consultation with the committees of clubs affiliated to the Athletic Union. Once set, the fee may only be altered at the discretion of the Board of Trustees after reviewing the reasoning for and against any change.

## **5. The Athletic Union**

- 5.1 The VP Activities & Participation and the Clubs & Societies Officer shall be responsible for updating and producing the Unions Athletic Union Handbook.
- 5.2 Any amendments to the Athletic Union Handbook must be passed by the Board of Trustees and ratified by Union Council in accordance with the Union Constitution.
- 5.3 The VP Activities & Participation shall liaise with the Clubs & Societies Officer and the club committees to ensure that the Clubs affiliated to the Athletic Union shall be run in accordance to the guidelines of the Athletic Union Handbook.
- 5.4 Each Athletic Union affiliated club must have a committee appointed in accordance with the Athletic Union Handbook.
- 5.5 The VP Activities & Participation will ensure that members of all Athletic Union affiliated club committees receive appropriate training.

- 5.6 All Athletic Union affiliated club committee members will form the Athletic Union Committee and shall be consulted as a group by the Clubs & Societies Officer and the VP Activities & Participation on matters that affect Clubs affiliated to the Union and the Athletic Union.
- 5.7 The VP Activities & Participation shall liaise with the Clubs & Societies Officer and the Societies and Athletic Union Committees, to run the Union's yearly "Sports & Activities For All" campaign.
- 5.8 The VP Activities & Participation shall ensure that all Clubs affiliated to the Athletic Union maintain the highest of health & safety standards, at all times. The Membership Services Manager shall have the right to shutdown any club he feels falls below the required standards set by the Union, until such time as the required standards are achieved.
- 5.9 The VP Activities & Participation has the right to shutdown any club that fails to operate within the guidelines of the Athletic Union handbook, until such time as the Club's Committee has met with the VP Activities & Participation and the Clubs & Societies Officer, and have brought the club up to the required standards

## **6. Student Officers With Responsibility For Societies**

- 6.1 There shall be a Clubs & Societies Officer elected as a member of the Union's Board of Trustees, who shall have trustee responsibility for Societies.
- 6.2 The VP Activities & Participation shall also have responsibilities for Societies.
- 6.3 The VP Activities & Participation will be responsible for overseeing all Societies to ensure that they are in keeping with Union policy and the Union's legal obligations are met.
- 6.4 The Board of Trustees shall be responsible for agreeing an overall budget for use for Societies on an annual basis.
- 6.5 The VP Activities & Participation and the Clubs & Societies Officer will be responsible for allocating funds to individual societies affiliated to the Union in accordance with the Societies Handbook/Policy. This shall normally be £50 or 50% of total membership paid to the society, whichever is the greater amount.
- 6.6 The VP Activities & Participation and the Clubs & Societies Officer shall also be responsible for allocating funds to individual areas and projects that are of benefit to Societies as a whole.
- 6.7 The Board of Trustees may, at its discretion allocate a budget directly for use for an individual student development project, define a set amount to be used on a set Societies budget or from the main Societies budget.
- 6.8 If a Trustee or Society Committee feels that a budget allocation for a specific project, area or society is insufficient, they can ask the Board of Trustees to review the decision of the VP Activities & Participation.

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## **7. Societies**

- 7.1 The VP Activities & Participation and the Clubs & Societies Officer shall be responsible for updating and producing the Unions Societies Handbook.
- 7.2 Any amendments to the Athletic Union Handbook must be passed by the Board of Trustees and ratified by General Meeting in accordance with the Union Constitution.
- 7.3 The VP Activities & Participation shall liaise with the Clubs & Societies Officer and the society committees to ensure that all societies affiliated to the Union shall be run in accordance to the guidelines of the Societies Handbook.
- 7.4 Each Union affiliated club must have a committee appointed in accordance with the Societies Handbook.
- 7.5 The VP Activities & Participation will ensure that members of all Union affiliated society committees receive appropriate training.
- 7.6 All Union affiliated society committee members will form the Societies Committee and shall be consulted as a group by the Clubs & Societies Officer and the VP Activities & Participation on matters that effect societies affiliated to the Union.
- 7.7 The VP Activities & Participation shall liaise with the Clubs & Societies Officer and the Societies and Athletic Union Committees, to run the Union's yearly "Sports & Activities For All" campaign.
- 7.8 The VP Activities & Participation shall ensure that all Societies affiliated to the Union maintain the highest of health & safety standards, at all times. The Membership Services Manager shall have the right to shutdown any society he feels falls below the required standards set by the Union, until such time as the required standards are achieved.
- 7.9 The VP Activities & Participation has the right to shutdown any society that fails to operate within the guidelines of the Societies Handbook, until such time as the Society's Committee has met with the VP Activities & Participation and the Clubs & Societies Officer, and have brought the society up to the required standards.

## **8. Student Offices With Responsibility For Excursions**

- 8.1 There shall be a Student Development Officer elected as a member of the Union's Board of Trustees, who shall have trustee responsibility for excursions and trips.
- 8.2 The VP Activities & Participation shall also have responsibilities for excursions and trips.
- 8.3 The VP Activities & Participation will be responsible for overseeing all excursions and trips to ensure that they are in keeping with Union policy and the Union's legal obligations are met.

- 8.4 All excursions and trips are expected to be run on a break even basis; Union funds may not be used to subsidise any excursions and trips.

## **9. Excursions & Trips**

- 9.1 All excursions and trips must be run on a break even basis; Union funds may not be used to subsidise any excursions and trips unless pre agreed by the Board of Trustees and budgeted for in the annual budget.
- 9.2 The VP Activities & Participation shall liaise with the Student Development Officer to ensure all excursions and trips arranged by the Union or societies/clubs affiliated to the Union are well planned and are run in accordance with Union policy and that the Union's legal obligations are met.
- 9.3 Any excursion or trip must have the appropriate level of insurance. The VP Activities & Participation must ensure that any excursion or trip is appropriately insured under the Union's general insurance or via a separate insurance policy.
- 9.4 The cost of any additional insurance cost above the general Union's insurance must be paid for by the member and will be a compulsory requirement of the booking process.
- 9.5 Prior to booking an excursion or trip, a budget and action plan, including full details of the trip/excursion, must be prepared by the VP Activities & Participation and the Student Development Officer.
- 9.6 Prior to the advertising of any excursion or trip, the VP Activities & Participation and the Student Development Officer must meet with the Membership Services Manager, who will ensure the excursion or trip is safe to go ahead based on the budget and action plan.
- 9.7 Prior to any excursion or trip, the VP Activities & Participation shall be responsible for ensuring that any companies used to provide the excursion, trip or activity, is registered with the relevant professional bodies and hold the appropriate insurance and safety certificates.
- 9.8 The VP Activities & Participation and the Student Development Officer shall be responsible for ensuring that any excursion or trip is well advertised, and that full details are made available at the Union Offices. Members must be made aware of the total costs of any optional extras, details of dates and times, and booking details of the excursion or trip, and any other requirements prior to or during the trip or excursion, e.g. passport, travel visas, training or certificate to a set level.
- 9.9 The VP Activities & Participation must produce an information pack and booking form and make them available via the Union Offices. The VP Activities & Participation must also produce a form for the Union Offices to record any bookings and receive payment.
- 9.10 Prior to any excursion or trip, the VP Activities & Participation shall be responsible for ensuring that any companies used to provide the excursion,

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trip or activity, is registered with the relevant professional bodies and hold the appropriate insurance and safety certificates.

- 9.11 Prior to any excursion or trip, the VP Activities & Participation and the Student Development Officer shall be responsible for ensuring membership details forms are completed for each person intending to go on the excursion or trip. The Membership Services Manager must be consulted if there are any concerns about any individual.
- 9.12 VP Activities & Participation and Student Development Officer shall be responsible for ensuring that there is at least one person on the excursion/trip that shall take responsibility for leading the excursion/trip. The excursion/trip leader must be fully briefed on all details regarding the excursion/trip.
- 9.13 The VP Activities & Participation and Student Development Officer shall be responsible for ensuring that any deposits and final payments are made on time and that appropriate receipts are passed onto the Finance/General Manager.
- 9.14 One week prior to the excursion or trip the VP Activities & Participation and Student Development Officer shall confirm all details of the excursion/trip and shall produce a finalised details sheet for each member that has paid to go on the excursion/trip. The information sheet must include, finalised times and location of departure and return, emergency contact numbers both of excursion/trip and UK, details of any accommodation including contact number, insurance details and any additional important information e.g. passport needed.
- 9.15 The nearest working day before the trip/excursion the VP Activities & Participation and Student Development Officer shall confirm details with any companies, and then confirm details with any members who have paid to take part in the excursion/trip. They must also be made aware that the Union accepts no responsibility if they miss the outward or return journey.
- 9.16 On the nearest working day before the trip/excursion the VP Activities & Participation and Student Development Officer must ensure that all membership details forms are fully completed and approved.
- 9.17 A copy of all approved membership details forms must be given to the excursion/trip leader with a full list of those on the excursion/trip and finalised details sheet. The master copy must be retained by the VP Activities & Participation or Membership Services Manager who will be the UK Union emergency contact.
- 9.18 The excursion/trip leader must check those on the excursion/trip against the list form the VP Activities & Participation and Student Development Officer. If there is anyone who is not present then the excursion/trip leader must try to contact the missing parties before setting off. If anyone misses the outward journey, the Union emergency contact must be informed at once.

- 9.19 The excursion/trip leader must remind those on the excursion/trip of all the details of the excursion/trip and that the Union accepts no responsibility for them missing the return journey.
- 9.20 If there is an emergency on the excursion/trip the excursion/trip leader must be informed at once. They will inform the UK Union emergency contact if required, who will liaise with any companies or insurers on their behalf and inform any next of kin if required.

**10. Volunteering & Student Community Action**

- 10.1 The Union is committed to encouraging its members to volunteer within the Union, local community and world wide, as part of their personal development.
- 10.2 Volunteering and student community action shall operate in accordance with the Union's Volunteering and Student Community Action Policy.

**11. Rag**

- 11.1 The Rag Society shall operate in accordance with the guidelines within the Union's Volunteering & Student Community Action Policy.

<b>Approved by:</b>	<b>on:</b>
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