

GUIDE TO GROUPS



CONTENTS

- [Useful contacts](#)
- [What makes a Group?](#)
 - [Why affiliate to UCSU?](#)
 - [What does student-led mean?](#)
 - [What does a committee do?](#)
 - [How membership works](#)
- [Money matters](#)
 - [Your account](#)
 - [Making payments from your account](#)
 - [Paying money into your account](#)
 - [Cash payments for referees \(sport groups only\)](#)
 - [Generating income](#)
 - [The Groups Grant](#)
 - [The UCSU Group Quality Mark](#)
 - [Sponsorships, contracts and other agreements](#)
 - [Local and national fundraising initiatives](#)
 - [Fundraisers](#)
- [Events](#)
 - [Why market your event?](#)
 - [How to... a brief guide to planning your event](#)
 - [What we offer](#)
 - [Make it great](#)
 - [After the event...](#)
- [Travel](#)
- [Accident reporting](#)
- [UCSU Groups Code of Conduct](#)
- [UCSU Health and Safety Policy](#)

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WHAT MAKES A GROUP?

A Group is a number of individuals who share the same passion for a sport, an interest/hobby or activities that support their studies. A UCSU Group will be run by a Committee of two or more people. All Groups are listed on our website at www.ucsu.me/Groups

WHY AFFILIATE TO UCSU?

- Staff to support the Group, including a dedicated Facilitator
- Access to funding
- Tailored training opportunities
- Help with promotion and marketing
- Support with planning events and activities
- A platform to help you manage your memberships and events
- An online system to manage your finances

WHAT DOES STUDENT-LED MEAN?

All UCSU affiliated Groups must be student-led. This means that whilst there may be external support, current students should be making decisions about running the Group and its activities.

In order to help ensure that this is the case, a Group needs its members to elect a Committee annually and decide whether or not to re-affiliate to UCSU.

WHAT DOES A COMMITTEE DO?

Usually, a Committee runs your Group. It can be formed from 2 (at least) or more people but it must have a person responsible for money and a person who has undertaken Health & Safety training. Here are some examples of Committee roles and what they might do:

Position	Things you might do
Chair You steer the Group and your job is to get the most out of everyone else!	<ul style="list-style-type: none"> • Take time to link with your Facilitator and attend training. Why not get your whole Committee involved in this! • With your Committee, decide how your Group will run and what you are aiming to achieve. • Once your Group is running, consider together how you want to develop it. • With others, organise opportunities to get new members

Vice Chair You support the Chair.	<ul style="list-style-type: none"> • Work side by side with the Chair • Work with others to secure sponsorship deals, consider fundraising and other Group activities.
Treasurer You look after the Group's money.	<ul style="list-style-type: none"> • Keep track of spending and income • Set Group membership fees for the year • Look for and apply for funding
Secretary You look after the website and organise meetings	<ul style="list-style-type: none"> • Consider which promotional media is best for the Group • Set dates for committee meetings for the year. • Update the Group's page on UCSU.me and maintain other media • Keep an eye out for relevant training for the Group • Organise opportunities to get new members
Health & Safety You keep everyone safe!	<ul style="list-style-type: none"> • Work with others to complete risk assessments for all your activities • Commit time to attend Risk Management training • Make sure all members are registered
Captain (Sports Teams) You manage your team during fixtures.	<ul style="list-style-type: none"> • Submit team sheets in good time for up-coming games • Co-ordinate all aspects of team management • Be contactable on match days

HOW MEMBERSHIP WORKS

All Groups must charge a minimum membership of £1.00. This will ensure affiliation to UCSU and fund part of the cost of running the Groups' web hub and provide a small amount which UCSU will use for the development of student Groups.

Membership fees are set at the beginning of the every Academic year by the Treasurer. Such fees should be set to cover the expected running costs of the Group and reviewed at the end of every year.

Your Groups Facilitator will support you through this process and will be at hand, throughout the year to help you run the Group.

Every member of a Group must have a valid membership before undertaking any activity, sport-related or otherwise. This is because only affiliated Groups and their members are covered by UCSU insurance.

In order for the insurance to be valid, all Group committees and their members must abide by UCSU Safety Regulations, as laid out in the Groups Handbook.

Anyone can join a Group but only current students can be on the Committee.

MONEY MATTERS

YOUR ACCOUNT

UCSU will hold a virtual account for your Group. If you are a new Group, it will have an opening balance of £100.00, as a start-up fund will be allocated once you have three registered members. If you are an existing Group, it will have last year's finishing balance carried over which will show either a small debit or a credit (though in some circumstances this may also show a nil balance).

A statement will be sent to you, usually at the beginning of each semester showing the balance of your account. Furthermore, you can receive a statement or request support to deal with accounts at any time, by contacting your Groups' Facilitator.

The Treasurer has responsibility for keeping their own documentation of all Group transactions on an on-going basis. In order to do this, they will receive relevant accounting training and will be allocated an accounting record and appropriate forms to record all the transactions.

MAKING PAYMENTS FROM YOUR ACCOUNT

In order to make a payment from the Groups' account, the Treasurer must complete the form below to request a withdrawal of funds. Groups may claim:

- Small expenses - paid out by members and refunded in cash NOT more than £30. This may be something little that you purchase for an activity such as sweets or a few refreshments, for example.
- Purchase requests for equipment, kit, vehicle hire/transport etc., or any item over £30



The request must be made using the appropriate form which can be found on the website. This form must be submitted 5 working days prior to collection/ purchase and approval of expense will depend on the account balance. The Treasurer or Chair (or Vice Chair) are required to authorise the form before the request is considered and in the case of reimbursements, evidence of purchase (i.e till receipts, train tickets, etc.) must also be submitted, either with the form or handed in/e-mailed separately to the Groups' Facilitator.



PAYING MONEY INTO YOUR ACCOUNT

To make payments into your Group account, you must complete a paying in form which will be available from any UCSU office. Any Group member can make a deposit and only one signature is required, in this instance. Please make sure that you collect a receipt for your own records. Payments can also be made by bank transfer, ask your Facilitator for more details.

In the case of sponsorships (see separate section below), you will need to request for an invoice to be sent to your sponsor, so that the payment can then be collected on your behalf and transferred to your account.

Your account will be credited and the transaction will show on your next or the following statement, depending on when the money was paid in. Please note that sponsorship money may take longer as 30 working days payment terms usually apply.

CASH PAYMENTS FOR REFEREES (SPORT GROUPS ONLY)

Make the request, following the procedure for normal withdrawals and remember to allow enough time for the funds to be prepared on your behalf.

On collection, you will be given an envelope on which to record the date you paid the money to the referee, their name and the amount. Complete this part of the form and when you hand the money to the referee, ask them to read the statement included at the bottom and sign it. The envelope must then be returned to the UCSU office at your earliest convenience and will be stored until the next time it is required.

GENERATING INCOME

There are many sources of income open to Groups:

- Membership fees
- UCSU Group Grant
- Sponsorships
- Local and National funding Initiatives
- Fundraisers

MEMBERSHIP FEES

Generally speaking, membership fees need to cover the running costs of the Group. The amount that you will charge will also depend on the number of members that you expect in your Group and the amount of fundraising that you are prepared to do.

Here is a best practice way to work out how to set your fees:

1. First thing first – grab the accounts from last year
2. Look at travel costs – these are likely to stay fixed or go up

3. Review equipment and what may be needed – the Groups Facilitator can help you cost this out
4. Add a £1 per expected member to cover your affiliation fee
5. Add it all up
6. Include the opening balance of your account – add it as a cost if it is in debt. If it is in credit you can either deduct it from the total cost (thus allowing you to reduce the subs) or disregard it to leave the money there to invest in the Group in future
7. If you now divide that figure by the number of members that you forecast will be in your Group, you now have the figure that you should charge per head, in order to cover those costs.

You might want to consider setting different types of memberships to encourage students to join your group at any time or at different levels. Examples of this may be:

- Full year membership (includes all events, kit, etc.)
- Half yearly membership ((includes all events, kit, etc.)
- Same as the above but other costs will be charged on attendance
- Sessional membership (5 sessions included or whatever you decide)

There are plenty of other examples and you can choose what you think would suit your group and its members best. If you are struggling to make a decision, contact your Facilitators and they will help you through the process.

Reducing the membership fee

If the fee seems a bit steep, here are some things that you could consider:

- Recruit more members than you had first planned
- Assign some of the running costs to be covered through fundraising. Fundraising as a Group can be fun and can help bring the Group together, as you work towards a common goal! **Remember** though that once you are committed to this, you will then need to go ahead and fundraise or the Group will go into debt
- Look for a sponsorship to cover some of the costs (see sponsorship section for more details)

It is important that, once set, membership fees are collected as soon as possible – a taster session is fine but then ask people to commit before they are allowed into the next session.

THE GROUPS' GRANT

The Groups Grant exists to support the running of Student Groups and there are three application windows each year, with the available grants being announced when applications open. Any unspent money will carry over to the next grant round and any money unspent at the end of the year will be used as seen fit by UCSU.

For the 2019/20 academic year the application windows will be:

Grant Round	Applications accepted	Likely Grants	
1	21st August – 4 th September 2019	£800	Allow at least 10 working days from closing date to hear back from us
		£700	
		£600	
		£500	
		£400	
		£300	
		£200	

Grant Round	Applications accepted	Likely Grants	
2	11 th November – 2 nd December 2019	£500	Allow at least 10 working days from closing date to hear back from us
		£400	
		£350	
		£300	
		£250	
		£200	
		£150	
		£100	

Grant Round	Applications accepted	Likely Grants	Payment Date
3	30th March - 3rd April 2020	£200	Allow at least 10 working days from closing date to hear back from us
		£100	

To be eligible to apply for a UCSU grant you need to:

- All committee members must have purchased their membership
- Have at least 5 members registered through the UCSU.me platform **(August only, not required)**
- Have a committee of at least 2 core members who have received the compulsory training
- Have not been in breach of the UCSU Groups Code of Conduct
- Be on track with spending from previous grants

If eligible, you need to complete the online application which can be found on the UCSU website, in order to apply. This will ask you to explain the aim of your Group, describe the activities you plan to undertake and submit costings which show how you will use your Grant, so make sure you have these details to hand when you complete your application. Your Facilitator will be happy to help you with these if you like. Don't forget that you should also have income from selling memberships and fundraisers and therefore you should not need a grant to cover your full running costs.

You will also need to complete the online Quality Mark Self-Assessment as Groups Grants are allocated according to your Quality Mark scores. For example, if there are three grants available but four Groups apply, the Group with the lowest Quality Mark will be unsuccessful. They will then move down into the next grant value tier and be reassessed. This continues until either all the grants have been allocated or all applications have received a grant.

THE UCSU GROUP QUALITY MARK

The Group Quality Mark exists to help you and us track your Group activity and provide an indicator of your Group's performance. It will also be used to allocate funding – those Groups with the highest Quality Mark will be higher in the queue for the funding bracket they choose to apply for.

Points	Criteria	Assessment method
1	Administrative	
1	Current committee form submitted for at least two members	Submitted to UCSU
1	Risk assessments for activities have been submitted	Submitted to UCSU
1	Has put together a framework explaining how the Group is run	Submitted to UCSU
1	Has attended non-compulsory training since the previous grant round	Recorded by UCSU
1	Growth & Inclusion	
1	Has increased membership since the previous grant round	Recorded by UCSU.me membership
1	Provides evidence of promoting gender equality	Evidence required
1	Provides evidence of enabling disability participation	Evidence required
1	Group Activity	
1	Has run an activity to raise funds for the Group since the previous grant round	Evidence required
1	Has run an activity raising funds for a charity since the previous grant round	Evidence required
1	Has registered an event with UCSU since the previous grant round	Submitted to UCSU
1	Has submitted at least one Squealer article or News blog to UCSU	Submitted to UCSU
1	Has run a Welcome Weeks event (not including Freshers' Fair or trials)	Submitted to UCSU
1	Community	
1	Has supported national (e.g. The Lucky Few) or UCSU initiatives (e.g. elections, Heat Up, Eat Up)	Evidence required
1	25% or more of membership can evidence taking up a volunteering opportunity	Evidence required
1	Represents the University in competition or an external event	Evidence required
1	Has run an activity involving the local community	Evidence required
1	Has run an activity involving other students	Evidence required
1	Discretionary Points	
1	Submit evidence to convince your Facilitator that you have gone above and beyond	Evidence required

SPONSORSHIPS, CONTRACTS AND OTHER AGREEMENTS

To support Group finances, you may wish to seek a local company/multiple companies to sponsor an activity, a team, an event or whatever you think may be appropriate. However enticing, these "contracts" should never be entered into lightly and, in all cases, advice should be sought from the Groups' Facilitator, BEFORE any negotiations are initiated.

Once advice has been sought and clearance given, you will need to complete an appropriate sponsorship form which your Facilitator can provide you with. The form will clearly outline what the agreement is, define the responsibilities for both parties, declare what the value of

the agreement is and how this is going to be paid. In order to make the agreement as binding as possible, both interested parties must sign and date it.

Please make sure that all the paperwork is carefully completed as once it is signed it is binding- partially completed agreements will be considered as void.

LOCAL AND NATIONAL FUNDRAISING INITIATIVES

If you wish to run a project, applying to fundraising initiatives can provide income to support this. What grants may be available depends on what you are trying to achieve, but websites such as www.grantsonline.org.uk can be a good place to see what sort of funding might be available. If you have an idea for a project or activity, don't forget that your Facilitator is available to help you source funding. If you're looking to carry out your activity on campus, the Campus Vibrancy Fund might be appropriate, more details about this can be found on UCSU.me

FUNDRAISERS

Fundraisers are a key part of a Group's income. As well as generating funds they are a chance for you to be imaginative and should also be fun. Perhaps you could ask people to sponsor you for completing a challenge such as a public sporting event, maybe you have a creative side and can make items or gifts to sell, or even put together an exciting event such as a Murder Mystery evening and sell tickets.

There are lots of ideas online if you need a little inspiration and if you have a great idea but aren't sure how to go about making it happen, contact your Facilitator and they'll help you through the process.

EVENTS

WHY MARKET YOUR EVENT?

"But surely I don't need to, my friends already know about it!"

"If I'm aware of it, everyone else must be as well."

Marketing your event with UCSU can have a number of benefits. Getting the word out there increases the number of people who are aware of your activity, which should lead to greater attendance. If you're a Student Group, this means more potential members too! It also helps you look more professional and coordinated, while broadening the impact of your cause. Your activity can contribute positively to others' university experience – let's make sure everyone knows about it! Plus, If you want an extra helping hand getting your event ready, UCSU staff can provide mentoring and facilitation.

HOW TO... A BRIEF GUIDE TO PLANNING YOUR EVENT

1. Have an idea! (If you're looking for some inspiration, [here's](#) a good place to start.)
2. Work out if you need to spend any money. If you do, where's it going to come from? Do you need to do any fundraising?
3. Break it down into smaller tasks, and then agree who is responsible for completing what tasks.
4. Think about keeping people safe.
5. Are you inviting anyone not associated with the University or UCSU to deliver your event? If so, you will need to complete an External Speaker Request.
6. Are you going to have food at the event? If so, talk to us about it. There are different requirements for different situations which we can chat through with you.
7. Tell us about your [event](#) and submit your risk assessment. We will need 2-4 weeks' notice depending on the size of your event.

WHAT WE OFFER

We will give you:

- A standard design package from our Graphic Designer, which includes:
 - A4 poster
 - Facebook post image
 - Facebook cover
 - Twitter post image
 - Instagram post image
 - Instagram story image
 - We'll also send a screensaver to the University Marketing Team
 - Want anything else? Ask!
- A picture of your event in our weekly celebration social media on a Friday
- Mentoring from our Marketing and Communications Coordinator, Rachel, through our [appointment booking service](#) or [email](#).
- A list of useful resources.
- Depending on the nature of your event and circumstances at the time, advertisement via student and staff globals, on-campus screens and posters on our noticeboards.

MAKE IT GREAT

UCSU will promote your event, but you have a key role in making it a success by completing your own marketing.

- Share the images within your circle.
- Get your friends to tell their friends.
- Put up posters in the places you go.
- Think about who you are marketing to.

- Think about when you market – social media works well first thing in the morning, lunch time and evening when everyone's checking their phones.
- Get different people involved.
- Use different media.
- Remember to take lots of photos at your event!

AFTER THE EVENT...

First thing's first – relax! Well done for organising and holding your event. Make the most of the experience by reflecting on what went well and what you would like to have gone differently – if you wanted to, you could use a self-evaluation document or chat to your Facilitator about how things went.

Use your event to raise your social media profile by sharing pictures and people's comments. Send us your photos so we can show you off to our followers too. You can also build on your success by [writing an article for The Squealer](#) or a blog for the UCSU website.

TRAVEL

There are different ways in which you can travel to and from events, some of which may be cheaper than others. Here are some suggestions to help you out:

- For large numbers of people all moving together, it is often more effective to a) hire a coach or b) make a block booking for train transport. Let your Facilitator know on the event form and they will be able to help out with the organisation.
- In some circumstances, particularly if you are planning some form of volunteering event (i.e Beach Clean or other work within the local community), UCSU can hire and drive minibuses on your behalf, As above, let us know and we will look into it for you.
- It is also possible for individual students to be named drivers for the group. This would also allow whoever is driving for some compensation for costs, through the Groups funds. **However, please note that in order to do this, drivers must be registered with us, in order to ensure that all basic requirements for driving others are complied with. Failure to comply with this may put you and others at risk or in a situation where you may be personally responsible for damage or injury!**

If you allow plenty of time in your planning to consider transport, it will give you a chance to consider the best options and to get support from your Facilitator, if needed.

ACCIDENT AND INCIDENT REPORTING

On rare occasions, things do not go according to plan and that **MUST** be recorded, in order for it to be followed up, if necessary.

The Students' Union has a legal responsibility for reporting certain types of accident, incidents and dangerous occurrences arising out of their activities to the University and enforcing authorities. The SU, together with the University, also has a duty to investigate and keep records of accidents, incidents and dangerous occurrences.

Whenever, during one of your events or activities, there is harm to an individual or damage to property this must be reported to UCSU as soon as possible. For clarity, here are some examples of what must be reported:

Accident examples	Incident examples
Contact with moving machinery	Fire
Hit by moving vehicle	Intruder alert
Injury while manual handling	Malicious damage
Fall from height	Accidental Damage
Drowned or asphyxiated	Near miss
Exposed to fire	Student anti-social behaviour
Contact with electricity	Fire alarm
Assaulted by person in line of work	Youth Nuisance
Hit by object	Theft
Collided with stationary object	Dangerous occurrence
Slip, trip, fall	Illness
Trapped by something collapsing	Tampering with fire precautions
Exposed to harmful substance	Other
Exposed to explosion	
Injured by an animal at work	
Sport/Dance	
Other	

You can do this by completing the accident form which you will find at www.ucsu.me/policy. The form must then be sent to your Facilitators. If for whatever reason, you are not able to access the form, contact your Facilitators and they will advise you on what to do next.

UCSU GROUPS CODE OF CONDUCT

All activities undertaken by the Group must be carried out safely by working within the Health and Safety guidelines of UCSU and the University. Risk assessments must be carried out for all activities and submitted to UCSU in advance. Before carrying out any activity, formal approval from UCSU must be received.

Groups must act in accordance with the principles of UCSU's Equal Opportunities Policy and not discriminate on any grounds including but not limited to sexuality, race, gender, age or disability.

All members must respect the rights, dignity and worth of all other Group members regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity. They must also ensure that threatening or intimidating behaviour is not tolerated towards members, students, staff or the public.

Groups are expected to be committed to providing a quality service to their members and to promote and facilitate the activities and interests of the Group rather than their own interests and activities.

Both committee and ordinary members are reminded that when participating in the Group's activities they are representing UCSU and the University of Cumbria. They must conduct themselves accordingly as representatives of their Group, UCSU and the University.

Behaviour deemed to be unacceptable by either UCSU or the University, may result in disciplinary action taken against the individuals or the Group as a whole. This may include warnings, removal from competition, financial penalties and dissolution, depending on the outcome of an investigation.

HEALTH AND SAFETY POLICY

Policy Statement

This statement sets out the main aims and objectives for health, safety and wellbeing at the University of Cumbria Students' Union.

It is the policy of the Students' Union to place great importance on the health, safety and wellbeing of all staff, officers, members, visitors and contractors who engage with Union activities or services or who attend Union premises.

The aim of this statement is to ensure that, so far as is reasonably practicable, steps are taken to secure the health, safety and wellbeing of all persons engaging with the Union in accordance with the requirements of the Health and Safety at Work etc Act 1974.

This aim will be achieved and maintained by;

- Having an effective management and committee structure, with clearly defined organisational duties for health, safety and well-being
- Having in place a thorough, relevant and appropriate Health, Safety and Well Being policy which is communicated to and understood by relevant parties as required for its effective execution
- Making arrangements to minimise risks to health posed by the operations of the Union
- Formulating effective procedures for dealing with accidents and emergencies and the reporting of incidents, dangerous occurrences and defects
- Regularly reviewing health and safety documentation, procedures and training
- Effective consultation, involvement and communication with staff, officers, members and others with regard their health and safety obligations
- Effectively engaging with relevant University of Cumbria Health and Safety Committees, policies and practices to ensure the aims of this policy are reflected in the work of the University

Health, safety and wellbeing is the responsibility of all those who engage with the Union. It is the duty of each employee, officer and otherwise engaged person, to take reasonable care of their own and other people's health, safety and wellbeing as far as reasonably practicable to do so, and to report any situation that may pose a threat to the health, safety and/or wellbeing of any other person.