

SU Group Committee Handbook

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Introduction to the SU

The Falmouth and Exeter Students' Union, commonly known as The SU, is the only students' union in the UK that jointly represents students from two universities: Falmouth University and the University of Exeter's Cornwall campuses. It is based at the Penryn Campus in Cornwall and exists to support, represent and enhance the student experience.

Key facts

- Represents students from both Falmouth University and the University of Exeter (Cornwall campuses).
- Operates as an independent, student-led charity.
- Founded in 2004.
- Main base on Penryn Campus, Cornwall.
- Membership is automatic for students enrolled at either university.
- The SU team are available during the academic year and summer break, Monday to Friday, 10am to 4pm.
- Falmouth and Exeter SU, Penryn Campus, Cornwall. TR10 9FE.



The SU Communities Team

The SU communities team supports more than 100 groups, 3,000 students and 700 committee members covering:

- Sports teams.
- Creative arts.
- Academic interests.
- Cultural groups.
- Environmental organisations.
- Volunteering projects.

The team are available in the SU on Penryn campus, Monday to Friday 10am to 4pm during term time and throughout reading weeks and summer break. We do not work weekends. Activities@thesu.org.uk

Head of Communities

Charlie Florey

charlie.florey@thesu.org.uk



Sports Co-ordinator

Tom Milburn

thomas.milburn@thesu.org.uk



Societies Co-ordinator

Jasmine St John Wallies

J.StJohnWallis@thesu.org.uk



SU Groups 2026-27 Calendar

Term 1

SU group memberships go live
SU group committee training
New and adopt a group application
SU Funding Round 1
Welcome week
Welcome Fair
Minibus Training

1st September
Week commencing 7th September
7th September to 4th October
7th September to 4th October
14th September to 18th September
16th September
24th and 25th September

Term 2

New and adopt a group application
SU Funding Round 2
CSM Bottle match
SU Group Elections- nominations
SU Group Elections- Voting

21st December to 17th January
21st December to 17th January
19th and 20th February
5th March to 21st March
22nd March to 28th March

Term 3

SU Group affiliation for 2027-28
SU Awards
CSM Colours Awards

1st April to 30th April 2027
May 2027
May 2027

Sports Clubs

Sessions

All SU sports clubs should have received their Term 1 and Term 2 bookings over the summer break. If you use any of our external facilities partners and need to arrange any additional sessions or cancellations, please email your sports co-ordinator with your request. Please note that any booking cancellations must be submitted by email at least 14 days in advance. Some facility providers are more flexible, so it may be worth checking their facility agreement.

Matches

All SU clubs that play competitive matches should now have received their home fixture bookings for the upcoming season.

If a match is postponed and you require a booking cancellation, please email your Sports Co-ordinator with the details of your request. However, any matches postponed at short notice during weekends must be cancelled directly by the club. To ensure this can be done promptly, please make sure you have the contact details for your facility providers readily available.

Failure to cancel a booking may result in the club being charged by the provider, even if the facility is not used.

As a courtesy, clubs should confirm fixtures with both their opponents and the appointed match official at least 72 hours before kick-off. In addition, all pre-match and post-match administration should be completed in accordance with your sport's governing body requirements and through the appropriate systems and processes.

If you progress in a cup competition and are drawn at home in the next round, please notify your Sports Co-ordinator as soon as possible so that appropriate facility bookings can be arranged.

Referee fees can be reimbursed from your club's account, provided they have been included within the club budget. A designated committee member should pay the referee after the match and then submit a reimbursement request through the payment system to recover the cost.

[Referee reimbursement form](#)

Coaches and Instructors

If your club employs coaches or instructors in paid roles, they must be registered with The SU by completing [The SU Instructor Form](#). As part of this process, they will be required to provide details of their relevant qualifications and any additional training they have completed to demonstrate their ability to lead sessions safely and effectively.

All instructors and coaches are expected to hold public liability insurance with a minimum level of cover of £10 million. Before the start of the academic year, you should contact your instructors to ensure that their personal details are up to date and that their insurance policies have been renewed where necessary.

Instructors must be registered with The SU for any invoices submitted for their services to be approved and processed.

National Governing Bodies

A Sport National Governing Body (NGB) is the organisation responsible for overseeing and developing a particular sport within a country. In the UK, NGBs set the rules and standards for their sport, support clubs and participants, organise competitions, and oversee coaching, officiating, and safeguarding requirements.

Examples of UK sport governing bodies include:

- The Football Association – governs football in England.
- The RFU – oversees rugby union in England.
- Badminton England – supports badminton clubs, competitions, and development.
- Hockey England- supports Hockey clubs.
- British Universities and Colleges Sport – organises university sport competitions, including BUCS leagues and events.

Student sports clubs often work with their sport's NGB to:

- Register clubs and members.
- Access coaching and officiating qualifications.
- Obtain insurance and safeguarding guidance.
- Enter competitions and leagues.
- Receive club development support and funding opportunities.



BUCS (British Universities and Colleges Sport)

BUCS is the national governing body for higher education sport in the UK. It organises inter-university leagues, competitions, championships, and events for universities and colleges across the country.

BUCS Leagues

SU sports clubs competing in BUCS leagues will have paid their league entry fees before the season begins in October. BUCS league fixtures are announced during the summer and are typically scheduled for Wednesday afternoons.

Each team must have both a captain and a support role assigned on the BUCS Play administration system. These roles are responsible for completing pre-match team sheets and submitting post-match results. Your institution's BUCS administrator will assign the captain role, although you must ensure that you have registered with the BUCS Play system beforehand.

Individual students must also register on BUCS Play before they can be added to team sheets and become eligible to participate in fixtures.



BUCS events

Student sports clubs can enter BUCS events as one-off competitions through BUCS Play. If your club has not budgeted for the event, contact your Sports Co-ordinator for support and advice on organising the trip and ensuring that your club can attend.

Once a team has submitted an entry for a BUCS event, your Sports Co-ordinator must be notified in advance so they can approve the entry or, if necessary, withdraw the team from the event. Each event has a deadline for institution administrators to process entries, so it is important that they are informed well ahead of the closing date.

All students wishing to compete in a BUCS event must register for a BUCS Play account, allowing team captains to assign them to the appropriate team before the event takes place. To register an account visit [BUCS Play](#).

SU Group Webpage

Every elected SU group committee member will have access to their SU group webpage from August 1st which allows you to complete a range of administrative tasks. To access your group's page, log in to the Students' Union webpage using your university login details. Once logged in, select the cog icon in the top right-hand corner, where your club or group will be displayed. From there, you can access your admin dashboard, which provides a range of tools to help you manage your club or group effectively.

Edit Club details

Before the start of the academic year, make sure your club's details and information are up to date. Keeping your information current will help students find your club and access accurate details about your activities, memberships, and events. Promote your club effectively to attract new students and encourage returning members to stay involved for the year ahead.

Finance Requests

To access your club funds, payments and reimbursements should be submitted through the payment system. Each request must include valid proof of payment (such as a receipt) or an invoice before it can be approved by a committee member. You will also need to provide accurate bank details with every submission. Please ensure that all claims are relevant to your club's activities and have been accounted for within your budget.

Members

You can view your full member list using this option. Students will be automatically added to your group once they have paid the membership fee. Memberships are set up by your co-ordinator at the beginning of the academic year as clubs do not have the admin permissions to create them.

Messages

Most clubs mainly use social media and similar platforms to communicate with students. However, groups can also send general emails to all students who have shown interest in joining, as well as to current members who have purchased a membership and are on the club's mailing list.

Products

This tool enables clubs to sell items such as kit, equipment, and fees for training sessions etc. If any products require customisation (for example size, colour, or other variations), you must inform your coordinator so they can arrange this after the product has been created.

Sales Reports

This option allows you to view the total number of sales for a product, which is useful when arranging orders. The Purchasers Report provides a more detailed breakdown of members who have purchased a specific product through your webpage.

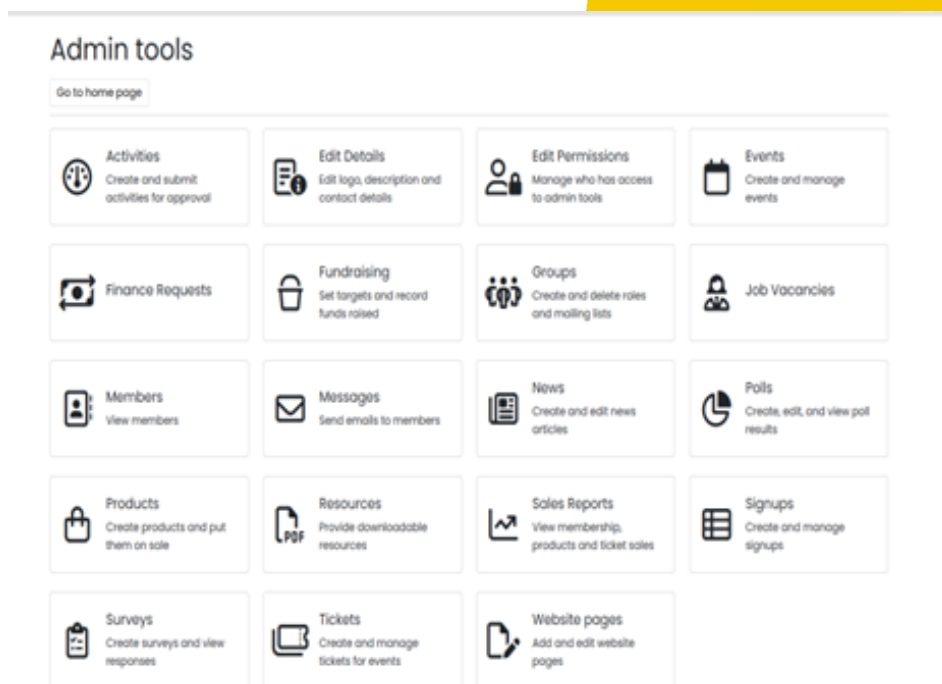
Promoting an event and selling tickets

Once your event proposal has been approved by your co-ordinator, you can promote it through the student union webpage, where it will be visible to the wider student community. Events are created via the 'Events' tab on the admin dashboard.

After creating your event, you can add tickets by selecting the event in the Tickets section of the admin dashboard. Tickets can be set up for either:

- Members only (restricted to your group members), or
- General sale (available to all students)

If your event is being run in collaboration with other groups, you should contact your co-ordinator. They can apply ticket restrictions so that only members of the relevant collaborating groups are eligible to purchase tickets.



For further information on your group's webpage visit
www.thesu.org.uk/activities/hub/training/

Health & Safety

The Student Union (SU) Health and Safety have procedures in place to meet the 1974 Health and Safety Act to keep students, staff, and visitors safe during activities, events, and day-to-day operations.

The SU's responsibility

- The Students' Union has a legal duty of care to provide a safe environment.
- Club committees, event organisers, and staff also share responsibility for safety during activities.
- Individuals attending events must follow instructions and act responsibly.

Risk Assessments

All SU groups are expected to submit a fully comprehensive general risk assessment upon affiliating with The SU to ensure their regular sessions and matches are covered.

Before events or activities take place, organisers must complete a risk assessment. This identifies potential hazards (e.g., sports injuries, crowding, equipment use) and how to reduce them through realistic control measures. Popular procedures include stewards, first aid provision, and venue checks.

Accident and Incident Reporting

Student groups are legally obliged to report all accidents, incidents and near misses including equipment damage. Any accidents or near-miss incidents must be reported to the SU using the Student Group Accident & Incident Report Form 26/27 .

Reporting is essential so that the SU can:

- Contact the injured person directly
- Provide appropriate support and guidance
- Advise on any personal insurance claims that may be available
- Investigate reports as necessary

It is also the responsibility of the SU group to:

- Review the relevant risk assessment following the incident
- Update procedures and controls where necessary
- Take steps to prevent similar incidents from happening again in the future

First Aid and Safety Training

SU sports groups that take part in competitive fixtures or regular training sessions are expected to have a designated first aider available in case an accident occurs. At the start of the academic year, clubs should also ensure they have a fully stocked and up to date first aid kit ready for use.

High-risk SU sports clubs are additionally expected to appoint a safety officer as part of their committee. This role should be filled by someone who is first aid trained and has completed training relevant to the specific activity, often provided through National Governing Body online learning resources.

For water-based sports, it is essential that a qualified lifeguard is always present, either at the venue or within the club's committee structure, to ensure appropriate safety cover during all sessions.

The SU's insurance

The SU provides personal accident insurance covering all students participating in student group activities. However, this insurance is subject to specific criteria outlining what is and is not covered. Following a detailed accident report, your co-ordinator will determine whether a claim can be submitted. [Personal accident policy certificate](#)

The SU also holds public liability insurance, which protects the organisation and its student groups against claims made by members of the public. This includes incidents such as property damage occurring during events or activities run by student groups. [Public and Products Liability Certificate](#)

For further information on Health & Safety visit
www.thesu.org.uk/activities/hub/safety/

Finance

The Students' Union (SU) is legally a charity, so its finances must be checked every year by external auditors to ensure everything is correct and transparent. All clubs and societies must follow the SU's financial regulations because they are operating under the SU's charity structure.

Individual clubs do not have their own bank accounts, sort codes, or account numbers. Instead, all student groups' money is held in one central SU bank account. That account is managed centrally by the SU finance manager, who handles payments, reimbursements, and balances for all groups.

In practice, clubs can spend and receive money, but they do it through the SU system rather than independently holding funds. Student groups must plan and manage their spending carefully across the year, so they don't spend more money than they have in their account.

If a group does go into a deficit (i.e., spends more than its available funds), their activities will be paused. At that point, a coordinator will step in to help by creating a financial action plan to get the group back on track and prevent further overspending.

SU Groups Accounts

Student Union (SU) groups are expected to be financially self-sustaining over the year, mainly through membership income.

If membership fees don't cover planned costs, the group may need to reduce spending or look for additional income sources. One option is introducing extra session fees through the SU "products" system on the group webpage, especially if membership sales haven't met targets.

Sponsorship is also encouraged as a fundraising method. However, any sponsorship must be formally approved by both parties and submitted to your coordinator before any arrangements can proceed.

Using Group Funds

Paying suppliers/businesses:

If your group needs to pay a company for services, you must get an invoice. This is then submitted through the SU payment system as a money request (pay supplier/third party).

The invoice must include the SU billing address:

Falmouth and Exeter Student Union, Penryn Campus, TR10 9FE

Reimbursements (under £100):

Members can pay upfront for small costs (under £100) and then claim the money back.

You must keep a receipt or proof of payment and submit it through the payment system.

Buying equipment or online items:

You can order directly yourself but make sure the club has the funds and that your purchase is under £100. Alternatively, you can:

- Go through the SU so they can arrange the purchase, or
- Email your basket/cart link + order details to your coordinator

Grants and Funding available to SU groups

Student Group Funding is available to all student groups to support essential expenditure, projects, and events. Funding applications open twice during the academic year: in September for Term 1 and in December for Term 2.

Your Student Group Co-ordinator will notify you when applications open and provide details on how to apply. Once the application deadline has passed, they will review applications and communicate the outcome to your group.

Please note that funding is limited and applications are assessed against the published criteria. Receiving funding in previous rounds does not guarantee future funding.

The Exeter Annual Fund is available to all Exeter students to apply for on behalf of their Students' Union (SU) group. Student groups can apply for up to £2,500 to support projects or events they would like to deliver.

To be eligible, the proposed project must benefit at least 25 students and meet the funding criteria set out by both the Exeter Annual Fund. Before applying, groups should review the application guidance and eligibility requirements and are welcome to arrange a meeting with their coordinator to discuss the funding for a project.

Sponsorship

With the costs of running a club or society continuing to increase, securing sponsorship is an effective way to help cover expenses such as kit, equipment, facility hire, transport, or events.

Sponsorship can be arranged at any point during the academic year. The sponsorship contract should clearly outline the agreement between both parties and be emailed to your coordinator. Once the required documentation has been received and approved, the SU will issue an invoice to the sponsor on behalf of your group. Sponsorship contact can be found on the SU committee hub.

For further information on SU finance visit
www.thesu.org.uk/activities/hub/finance/

Events & Trips

If you're planning an event or trip, it's important to let the SU know in advance so we can support you in delivering a successful event and help ensure it is safe for everyone involved. Please complete an [event proposal form](#) before your event or trip takes place.

Give yourself plenty of time to plan your event, especially if you're expecting a large number of attendees, want to book a specific venue, or need additional support from your coordinator. Once your event is approved you can start making arrangements and advertise your event on the SU website.

To allow enough time for your Event Proposal to be reviewed and approved, please submit it within the following timescales:

- **Small-scale events** (fewer than 50 attendees), off-campus events, or events in academic rooms: at least **14 days' notice**
- **Small-scale events in The Stannary** (fewer than 50 attendees): at least **3 weeks' notice**
- **Large-scale events** (more than 50 attendees), events in The Stannary or other large venues, or events requiring additional support (such as security): at least **28 days' notice**
- **Guest speaker events** (regardless of attendance): at least **21 working days' notice**
- **UK trips**, including overnight stays: at least **6 weeks' notice**
- **International trips**: at least **3 months' notice**

Submitting your proposal as early as possible helps ensure there is enough time to review your plans, provide any necessary support, and secure the approvals needed before your event or trip takes place.

Risk Assessments

Every event proposal must include a risk assessment. This is essential for insurance purposes and helps ensure your event is safe for everyone involved.

If you're unsure how to complete a risk assessment, you'll find guidance and templates in the Health and Safety section of the Committee Hub. Risk assessment templates are available for a range of event types to support students who are unfamiliar with completing risk assessments. These templates can be used as a guide to help identify potential hazards and ensure appropriate control measures are in place.

Venues

All on-campus spaces must be booked through the Communities Team. While there is no charge for using on-campus spaces, additional costs may apply if caretaking or security staff are required for your event.

Some larger campus venues require extra planning and longer lead times, so be sure to check the minimum booking deadlines and cancellation policy with the venue when planning your event.

If you wish to hire a venue in the local area, you will need to contact the venue directly to make a booking. Payment can usually be arranged either by requesting an invoice, which can be paid through the Students' Union payment system, or by paying online where this option is available.

The AMATA

Space booking for AMATA will need to be arranged through your relevant coordinator to talk with the AMATA team, if you need equipment this can be arranged at the time of the booking.

Equipment policy for AMATA

Guest Speaker Events

If you are planning to invite a guest speaker to one of your events, you must follow the guest speaker policy.

All guest speaker forms must be submitted via the Event Proposal Form, just like any other event. Please note that these events require 21 working days' notice before the event date.

No guest speaker form is required if the guest speaker is an academic from the University of Exeter or Falmouth University.

Budgeting for Events

It is important to consider how your event will be funded especially larger events of over 50 attendees. If you are planning a large event, you will be required to submit a budget form as part of your event proposal.

You should think about how much money you will need to deliver the event, and where this funding will come from.

Costs you may need to account for include food and drink, venue hire, additional services such as security, fees for acts or speakers, and equipment hire. To help fund your event, you may wish to sell tickets. Other potential sources of income include fundraising activities, sponsorship, or using your group account if your club can subsidise the event.

Card Readers

The Students' Union owns two mobile card readers that can be used by student groups to take payments during events. These are a convenient way to take payments from attendees who are unable to access the SU webpage to purchase tickets for your event. These can be used to raise money for your own group or for a charity. The card readers operate via a 3G connection and do not require any additional equipment.

The card reader is linked directly to the SU bank account, meaning income is deposited into the account within two working days. Our finance manager then processes the income and transfers it to the relevant student group account. The card reader incurs a transaction fee of 1.69% on every card payment.

To book a card reader you will need to complete the card reader loan agreement form which can be accessed on the event proposal form. Card readers are loaned out on a first come first serve basis.

For further information on events and trips visit
www.thesu.org.uk/activities/hub/events/

Elections, AGM's & Handovers

The SU is a democratic organisation, and all groups are expected to operate democratically by holding elections for new committee members and host an Annual General Meeting (AGMs) to ensure that all members have a voice on how the group is run.

Elections

Student Union (SU) groups are expected to organise their own elections through their group webpage, with guidance and support from the SU Communities Team. If a club does not hold an election within the timeframe set by the SU, it will be placed on the adopted list for the following year.

Elections take place at the end of March, and results are announced by your coordinator in April. This allows sufficient time to begin the handover process to the newly appointed committee.

A group requires a minimum of three committee members to continue operating in the following year. It is essential that groups have a President, Secretary, and Treasurer in place, as these roles are vital to the running of the group.

AGM's

It is a **formal meeting held once a year** by an organisation (such as a company, club, or student group) where members come together to review what has happened over the year and make important decisions.

At an AGM, people usually:

- Hear reports about the organisation's activities and finances for the year
- Ask questions to the committee or leadership
- Vote on key decisions (like budgets, rules, or plans)
- Elect or re-elect committee members (e.g. President, Treasurer, Secretary)

An AGM is important because it keeps the organisation **transparent and democratic**. It ensures members have a say in how the group is run and who is in charge for the next year.

Student Union (SU) groups often use their AGM to announce the new committee for the following year. Groups are required to take AGM minutes during the AGM, as these serve as official evidence that the meeting has taken place. All AGM minutes must then be submitted to your coordinator.

Committee Handover

Once a new committee has been elected, Term 3 is the ideal time to begin handing over essential information and guidance on how the group operates. This should include details such as social media accounts, kit and equipment, and any administrative systems used by your sports club.

It is also strongly recommended that a formal handover document is produced. This ensures all key information is clearly recorded, easy to access, and can be reviewed by the incoming committee ahead of the new academic year in September.

For further information on Elections, AGM's and Handovers visit
www.thesu.org.uk/activities/hub/elections/

SU Group Affiliation

Following your group's election, the newly elected committee must complete the Students' Union affiliation process for the new academic year. This enables the SU to prepare for your group's activities, provide access to support and resources, and ensure your committee is included in upcoming events, training, and important communications.

To affiliate with the Students' Union, your group must complete the Student Group Affiliation Form , ensuring that all required details are provided.

As part of the affiliation process, your group must:

- Agree to adopt and sign the SU group constitution .
- Submit a risk assessment that covers the group's main activities and regular sessions.
- Provide a budget that demonstrates how the group plans to operate sustainably throughout the academic year.

All the required documents can be uploaded and submitted as part of the SU Affiliation Form.

For further information on Affiliation and to access all documents visit
www.thesu.org.uk/activities/hub/affiliation/