

2025-26 SU Club & Society Affiliation



Affiliation Overview

- Congratulations on being elected as a committee member for your SU group.
- The [handover checklist](#) will ensure you are organised and prepared for the upcoming year ahead.
- Re-affiliation deadline is Friday 23rd May.
- Clubs and societies will be provided with an [affiliation form](#) and are expected to disclose their committee for the year.
- Constitution, risk assessment and budget for 2025-26 can be attached to the affiliation form.
- Clubs and societies can request facility and room bookings for next year whilst completing the form.





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Risk Assessment

- Risk assessment is a process of identifying hazards and evaluating any associated risks within your regular sessions and matches then implementing reasonable control measures to remove or reduce them.
- Risk assessments are a requirement by the SU and our insurance providers.
- When compiling your risk assessment please consider all hazards from the nature of your sport or activity, equipment, facilities and any external factors e.g travel/spectators.
- You can access the [Risk assessment](#) template here.

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RESTRICTED Budget

- [Budget form](#) can be accessed via this link.
- This form gives a club or society an insight on the income and expenditure they will face during next year.
- Membership fees should ideally cover your facility and regular sessions for the duration the club plans to run during the year.
- Any sponsorship you have planned or arranged can be disclosed on the budget form. This agreement can cover equipment, kit or any major events you have planned for 25-26.
- The budget form will give you an estimate of the expenditure and a club or society will need to find a way of running sustainably by keeping to their outlined budget.

Inventory

- Please make a list of equipment and kit that has been hand down from previous committee via the [inventory form](#) .
- If you are unsure of the price of equipment/ kit, check it's purchase price on the internet.
- If you need last year's inventory, please email activities@thesu.org.uk .



Constitution

- A constitution is a body of fundamental principles and policies which an organisation is acknowledged to be governed.
- Committees are expected to sign the constitution as a declaration of agreement with the club's and SU's policies.
- [SU Constitution](#) is available via the link.



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Regular sessions

With limited facilities which are shared with other clubs in the local community. If you have used a facility on a specific day and time this year, I advise you to take up that allocation again to avoid disappointment.

When outlining your session requests upon affiliating please submit the following:

- Day and time for each session
- The facility (e.g. half the sports hall/ astro) or room booking for societies.

Co-ordinators aim to book all regular sessions by the end of June and disclose these with clubs and societies over the summer break.

If you play matches, please keep an eye out for their announcement and share them with your sports co-ordinator. So, they can be booked in ASAP.

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If you have any questions on affiliation, please contact your community co-ordinator. Will there be further resources and training delivered over the summer.

- Sports- Tom Milburn
thomas.milburn@thesu.org.uk
- Societies- Jasmine St John Wallis
J.StJohnWallis@thesu.org.uk

We'll look forward to seeing you back in September!!



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