

# Committee Training

This session is an overview of what you need to know going into 2022/23

Followed by Q&As about any of the training or queries you have for next year.

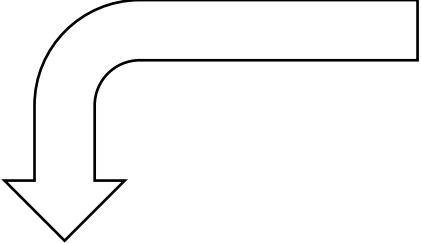
**Please be aware this session is being recorded**



# Activities Team

TBA  
**Activities Manager**

**Your Group SU contact**



Sports Clubs

RAD (Raise & Donate)

Societies

Societies

Ceri Harvey  
**Sports Coordinator**  
(works Mon-Fri)

TBA  
**Activities Coordinator**

Rosie Lea  
**Societies Coordinator**  
(Returning August 2022)  
(Works 3 days)

Ellen Monaghan  
**Societies Coordinator**  
(Maternity Cover until August 2022)  
(Works 3 days)



# Committee Handover

The outgoing committee should have given you as much information as you need to successfully run the club or society next year. There is never too much information that you can be given including:

- Key contact details
- Relevant website log-ins
- Generic group email log-in (if relevant)
- Facility details
- How much time things take
- An insight into being a committee member
- BUCS details (if relevant), league and fixture details (if relevant)
- An idea of key costs for the group
- Sponsorship details
- Where equipment and kit is stored

There is some help and advice about handovers on the Committee Hub at <https://www.thesu.org.uk/activities/hub/elections/>

# Re-affiliation 2022/23

## What is affiliation?

The process of being affiliated to an organisation.

Student activity groups must submit their re-affiliation documents annually in order to remain affiliated with Falmouth & Exeter Students' Union.

## What being affiliated means for your group?

- You and your members are covered under our SU insurance
- Your committee has the support from SU Staff
- Access to Student Group Funding & online payments through the website
- Access to Welcome Week & Fayre – with SU marketing support
- Storage for equipment
- Group page on SU website
- Opportunities for your group to get involved in SU/University campaigns

### \*Reminder\*

We are now branded as The SU so any groups still using FXU in any email addresses, group names, Facebook pages etc. it would be good if these were updated.

# What is included in the Re-affiliation Paperwork?

## **\*Please note\***

Before beginning to complete the online Affiliation Submission – make sure you have gone through as a committee and got the following documents & information ready as the form is submitted as one document.

**Please work with the existing committee to ensure you have the correct information.**

## ***Affiliation Submission Form***

Includes:

- Risk Assessment
- Budget & Funding
- Constitution
- Regular Session Info

Information and required templates available at  
<https://www.thesu.org.uk/activities/hub/affiliation/>

***Your coordinator should already have your group's:***

- Committee contact details
- AGM Minutes

## ***Follow up Information:***

- Welcome Event Details
- Additional Documents - Including:
  - Inventory (if your group owns any equipment)
  - Instructor agreement (if your group requires an instructor/coach)
  - Private Vehicle Registration Form (if members drive their own vehicle for group activity purposes)

# Event Process

- All one-off activities must be proposed using the Event Proposal Form
- Information required depends on the event but includes:
  - Date/Time/Venue
  - Room/Facility/minibus/card machine booking requirements (if relevant)
  - Submitting risk assessments
  - Submitting additional forms (e.g. guest speaker/campus outside space)

## Notice periods for events

- Small scale events – 10 working days
- Small scale events in The Stannary (Less than 100) – 3 weeks
- Large scale events in The Stannary or other venue – 4-6 weeks
- Guest Speaker Events – 21 days
- Trips away in the UK including overnight – 4 weeks
- Trips abroad – 3 months

For information and guidance for running events please see <https://www.thesu.org.uk/activities/hub/events/>

The screenshot shows the 'Student Group Event Proposal Form' on a dark background. At the top right is the 'THE SU' logo. Below the title is a short introductory text: 'Want to organise an event with your group? You're in the right place. Let the Student Opportunities Team know the details here, and we'll get back to you to support you with it.' The form contains several sections:
 

- Which group are you from? \***: A dropdown menu with 'Choose group' selected.
- Event Lead Name \***: A text input field with 'Enter name' as a placeholder.
- Event Lead Email \***: A text input field.
- Event Lead Contact Number \***: A text input field with 'Phone' as a placeholder.
- What type of event is it? \***: A dropdown menu with 'Choose event type' selected.
- Where will your event be held? \***: A dropdown menu with 'Choose Location' selected.

 Below these are three informational paragraphs:
 

- Small Scale Event**: Anything which requires a room booking only (e.g. a committee meeting, film screening).
- Large Scale Event**: An event which requires additional support to put on (e.g. caretakers to move furniture, parking for attendees, external attendees coming to campus).
- Some off-campus facilities** must also be booked by SU staff, please check if your venue is one of these before booking.

 There are two radio button questions:
 

- Are you collaborating with any other groups on this event?** with 'Yes' and 'No' options.
- Will your event need any additional event support from outside the SU?** with 'Yes' and 'No' options.

 At the bottom, there are two more text input fields:
 

- What is the name of your event? \***: A text input field with 'Event Name' as a placeholder.
- Give a description of the event \***: A text input field with 'Event Description' as a placeholder.

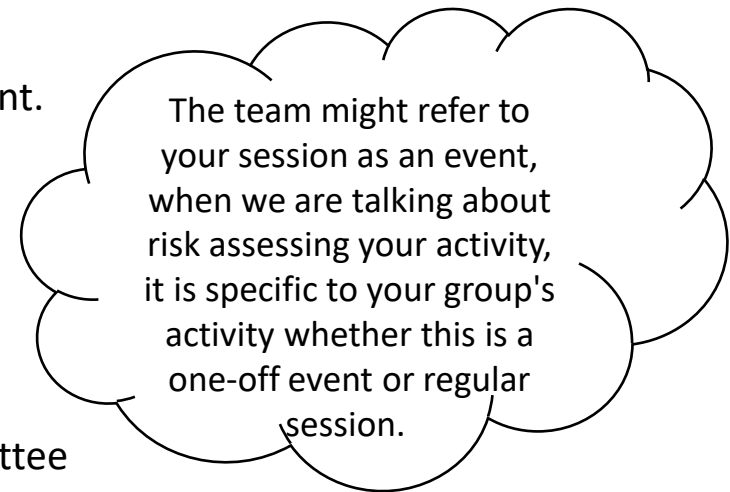
# Event Process for Welcome

- We will be asking groups to confirm their Welcome events in July/August.
- This will use the normal event process as detailed in the previous slide.
- Please remember the notice periods required for the events as this also applies to Welcome.
- If you are using a regular session booking for a Welcome event and you have already submitted the booking through your affiliation then you may be covered already as long as the activity is your usual activity e.g. a football trial during your usual training session or a meet and greet during your usual campus seminar room booking
- Please remember to add all your Welcome events on the What's On page of the SU website. Your admin rights will be live from 1st August and you will then have access to add your events.
- It would be good if as many events were online prior to A-Level results as new students go online to see what is happening as soon as their place is confirmed.
- Memberships will open mid-August however this is for information only and no-one is required to purchase a membership until they have tried out activities during Welcome and have decided which they want to continue with.

For information and guidance for running events please see  
<https://www.thesu.org.uk/activities/hub/events/>

# Risk Assessments

- A risk assessment is a systematic process of evaluating the potential risks that may be involved in your activity or undertaking. This is not about creating volumes of paperwork for your committee but is simply thinking about what might harm your members and identifying if your group have taken the necessary steps to keep people safe.
- Information on completing risk assessments including the templates to use are on the committee hub at <https://www.thesu.org.uk/activities/hub/safety/riskassessment/>
- When completing your risk assessment please refer to the example hazards document. Where relevant these can be copied and pasted into your Risk Assessment template. It is not an exhaustive list and are more general rather than activity specific.
- Your risk assessment MUST include specific risks for your particular group or event. (e.g. hockey session training, bird watching, Orchestra rehearsal)
- Regular Risk assessments - part of affiliation, for recurring usual activity
- One-off/Event Risk assessment - submit with event form.
- Your group risk assessment must be read and implemented by the whole committee
- **No risk assessment = no activities taking place and no students covered by our insurance.**



**Any Q's specific to health & safety/risk assessments?**



# Regular Session Info

As part of the Affiliation Submission you were asked if you have a regular booking. A regular session is an activity happening more than once i.e. weekly, bi-weekly, twice weekly etc.

For one off/adhoc events and activities you need to follow the event process.

## **Why do the SU need to know about your group activities?**

- If you do not inform your SU Coordinator about your group activities you and your members are not covered under The SU insurance.
- We have a record of when and where your activities are taking place.
- We can help you book and secure a space.

## **Room & Facility Bookings**

**Your SU Coordinator will need to book any space you request for the following spaces:**

- Campus room bookings (lecture/seminar spaces)
- AMATA studio spaces
- Sports Centre Sports Hall, Studio and MUGA
  - Penryn College
  - Falmouth School
  - Penryn Rugby Club
    - Dracaena

# Budgets & Funding

Your Treasurer may want to take the lead & oversee this section but remember as with all the paperwork – this is a group task – all committee members should be involved in discussing the budget for the year ahead, so they are aware of the group's financial status.

You will need:

- Blank budget and funding spreadsheet, downloadable from the committee hub
  - Guidance available on the committee hub
- Estimates of your expenditure, such as facility costs, equipment costs, etc.

The budget proposal and funding application will be submitted together, so that we can review and support you with these together ready for the new academic year. Here's how that's going to look.

Don't forget to include your balance from last year. Please ask if you don't know it.

# Budgets & Funding

## Your Group's income

	Group Name		
	Balance Brought Forward from 21/22		
<b>Income</b>			
Membership Income			
Type of Membership	Price	Number of Members	Total
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
Notes on memberships			

Main source of income = membership fees. Think about different kinds of memberships and how much these should cost.

Session Fee Income			
Session	Price	Number of attendees per year	Total
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
Notes on session fees			
Sponsorship			
Source of Sponsorship	Confirmed?	Total	
Other Income (Department Income, Merchandise, Annual Fund etc.)			
Source of Income	Confirmed?	Total	
Notes on other income			

- Other sources of income:
- Annual Fund
  - Department Income
  - Fundraising for yourself
    - Selling merch
    - Session fees
    - Sponsorship

# Budgets & Funding

Your Group's expenditure

## Expenditure

Facility or Venue Hire			
Name of Facility or Venue	Cost per session	Number of sessions per year	Total
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
Notes on this section			

Transport Costs		
Mode of transport	Estimated Annual	Notes

Transport expenditure by car will be paid at 30p per mile travelled.

### Expenditure tips:

- You can use info from last year to estimate some costs.
- Try to include any big plans on here but don't worry if you can't predict everything.
- The most important things to include are recurring expenditure.

Coaching, Instruction, Guest Speakers or Workshop Leaders			
Name	Cost per session	Number of sessions per year	Total
			£0.00
			£0.00
			£0.00
			£0.00

Notes on this section

Equipment and Merchandise			
Item	Cost per item	Number of items	Total
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

Notes on this section

Other Costs			
	Number	Cost	Total
			£0.00
			£0.00
			£0.00
			£0.00

Notes on this section

# Budgets & Funding

## Summary and Tips

<b>Summary</b>	
Income Summary	
Balance Brought Forward from 2021/22	£0.00
Membership Income	£0.00
Session Fee Income	£0.00
Sponsorship	£0.00
Other Income	£0.00
<b>Total Income 2022/23</b>	<b>£0.00</b>
Expenditure Summary	
Facility or Venue Hire	£0.00
Coaching, Instruction, Guest Speakers or Workshop	£0.00
Transport Costs	£0.00
Equipment and Merchandise	£0.00
Insurance Contribution	£0.00
Other Costs	£0.00
<b>Total Expenditure 2022/23</b>	<b>£0.00</b>
<b>Balance for 2022/23</b>	<b>£0.00</b>
<b>Income - Expenditure = Balance</b>	

This section will calculate automatically.

It is important that your expenditure is equal to or less than your income.

If this is not the case, you will need to look again at:

- Can any of your spending be reduced?
- Do you need to increase your membership prices?

# Budgets & Funding

## Applying for Funding

Funding	
Would you like to apply for Student Group Funding?	
If yes, please list the items and costs which you would like to apply to be funded.	
Item	Cost
Why do you need funding for costs above? Why can you not use your existing balance for this?	
How will this funding positively impact all of your members?	
How has sustainability been considered in your plans for funded expenditure?	
Any other information you would like the funding panel to consider?	

Once you have completed your budget, you can also apply for funding.

List the items and the costs that you want funding for here. These should be included in your budget too.

You will need to answer the questions here about your funding application.

It's especially important to tell us why you need the funding, and why you can't spend the money in your account for this.

There's more help on budgeting and applying for funding on the committee hub:  
<https://www.thesu.org.uk/opportunities/hub/finance/studentgroupfunding/>

The more detail you give us the better! Use all the notes sections. Try not to leave anything blank.

**Any Q's specific to budgets/funding?**

# Group Finances

- All groups have an account code within our SU accounts where the group's money sits.
- All groups will get an up-to-date balance at the end of each month and an account summary including transaction details at the end of each term.
- Groups cannot access their money as cash, all payments are made via the SU in the form of invoices, card payments or reimbursements.

## Cashless Students' Union

The Students' Union has now been cashless since September 2020. We are unable to take any cash payments in the Students' Union office as we no longer have a process to handle cash or pay it in. In turn this also means that all of our SU affiliated groups can also no longer take cash payments. All payments where possible should go through the SU website by setting up tickets on the club page.

For events and stalls we also have two card readers that can be booked out by groups so that they can take card payments directly.

# Student Group Finance System (SGF)

SGF is the online finance system that should be used for all groups to claim back reimbursements and also pay invoices.

## Invoice Guidelines

- All invoices need to be made payable to: Falmouth & Exeter Students' Union, Penryn Campus, Penryn, TR10 9FE.
- They should be submitted for payment through SGF
- When logged in click on the Finances section in your club's website admin area.
- Select New Money Request
- Request Type: Pay Supplier
- Payable To: Third Party
- Add the company details
- Upload the invoice
- Submit
- It then needs to be authorised by another committee member who does this by clicking on the same finances icon.



# Student Group Finance System (SGF)

## Claiming Expenses

Any member of your group can claim expenses back if they have spent money on behalf of your group.

Please make sure all members that are claiming fuel expenses for a club journey have completed the [Private Vehicle Registration Form](#) (only need to complete it once for the year). Also we no longer need a receipt for fuel but we do need them to complete the [Mileage Claim Form](#) and submit this through SGF. All mileage is paid at 30p per mile.

All referee and umpire payments that are claimed back through SGF need to be submitted with a completed [Umpire Payment Claim Form](#).

When there is something for a committee member to authorise for your club in SGF all committee members should get a notification. Once someone authorises it in SGF it will disappear from the dashboard.

# Committee Checklist



- Have you visited the committee hub and know where resources are?

<https://www.thesu.org.uk/activities/hub>

- Has your committee got clear aims, objectives and goals?
- What does your committee aim to achieve this year?
- Have you identified what your members want?
- What communication method is your committee using?
- Manage your time effectively – be realistic in what you can do
- Delegate – don't leave all tasks to one committee member to action
- Communication is KEY – speak with your committee regularly and check in on each other and your members – does someone require extra support or guidance?
- Can your group look to Collaborate – Work with another group to achieve your goal - more people, more expertise, bigger member turn out.
- Additional Documents (If appropriate for your group): Instructor Agreement, Inventory and Private Vehicle Registration Form
- Committee website admin rights will be live from 1st August

## **\*Reminder\***

Don't forget to add yourself to the Facebook group.

[SU Activity Group Committee Members 2022/23 | Facebook](#)

# 2022/23 Timeline

**30 June** – Submission deadline for affiliation

**July/August** – Feedback for affiliation and welcome event submission

**Mid-August** – Standard Memberships open

**September** – September Committee Training (date to be announced)

**16 September** – Potential SU Beach Day (to be confirmed)

**21 September** – Welcome Fayre (details to come soon)

**End of September** – Associate Memberships open

**End of October** – Sports Bursary deadline

**End of November** – Deadline to let your coordinator know of any room/facility changes for term 2

**February/March** – Online Committee Elections for 23/24

**May** – SU Awards

**May/June** – Online Affiliation Submission

# SU Updates

Staff are available at the Penryn Campus SU Office Monday to Friday 9am – 4pm.

Staff are available at the Falmouth Campus Student Hub Tuesday to Thursday 9am – 4pm (term time only).

The Activities Team work both from home and from the office during the week so if you wish to speak to a specific member of staff it is best to email first.

## Summer Leave

During the Summer members of staff will be taking various periods of leave so there may be a delay in replying to emails.

Please make sure you are keeping an eye on your emails throughout the Summer as we will be sending committee updates and Welcome Week information.

# Activities Contacts

Ceri Harvey  
**Sports Coordinator**  
[Ceri.Harvey@thesu.org.uk](mailto:Ceri.Harvey@thesu.org.uk)

(Until August 2022)  
Ellen Monaghan  
**Societies Coordinator**  
[E.Monaghan@thesu.org.uk](mailto:E.Monaghan@thesu.org.uk)

(Returning August 2022)  
Rosie Lea  
**Societies Coordinator**  
[Rosie.lea@thesu.org.uk](mailto:Rosie.lea@thesu.org.uk)

**Activities Inbox**  
[Activities@thesu.org.uk](mailto:Activities@thesu.org.uk)

# Key Links

**Committee Hub**  
<https://www.thesu.org.uk/activities/hub/>

**Risk Assessments**  
<https://www.thesu.org.uk/activities/hub/safety/riskassessment/>

**Event Guidance**  
<https://www.thesu.org.uk/activities/hub/events/>

**Finance and Funding Information**  
<https://www.thesu.org.uk/activities/hub/finance/>

# We are here to help!

We don't know everything but if we don't know the answers right now – we will do our best to find out. Please contact us if you are in doubt about any of the training.

# Thank You!

[www.thesu.org.uk](http://www.thesu.org.uk)

