######



**STARTER PACK**



If you have any questions or need help completing the form, contact the SU Activities Team. Once completed, please forward an **electronic copy (Word Doc)** to SU Activities (suactivities@chi.ac.uk)

## Check List

To set up a University of Chichester Students’ Union Club you will need to complete:

1. Meet with a member of the Activities team to discuss the initial idea behind the club
2. Elect a student-led committee of 3 current students (minimum mandatory roles are President, Vice-President and Welfare Officer)
3. Complete the starter pack
4. Submit to Activities Committee for approval

## Contacts

At the Students’ Union there are dedicated student officers and staff to support you in running your Club.

***Elected Officers***

UCSUPresident (2025-26) & UCSU Activities Officer

supresident@chi.ac.uk suactivitiesofficer@chi.ac.uk

***Full Time Staff***

**Qurry-Kim Ansell** Activities & Student Experience Coordinator

**Louise Waghorn** Sports & Activities Coordinator

suactivities@chi.ac.uk

**SU Clubs Resources**

Additional information and resources to support your Club can be found on our [UCSU website](https://www.ucsu.org/clubsandsocieties/usefuldocuments/)

## *Publicising your SU Club*

You can promote your SU Club including our UCSU.org website and social media. However, please be aware of what you are posting as you are representing the Students’ Union, the University and most importantly yourselves!

## *UCSU.org Mini-Site*

To update your information on your UCSU.org mini-site, forward the information on a word document to the SU Activities team (suactivities@chi.ac.uk).

## *Instagram*

Instagram is a great tool to publicise your events, weekly session or BUCS scores. You can tag the @ucsu. Make sure that any account is named UCSU <insert club name>.

## *TikTok*

## TikTok is a great tool to reach a larger audience quickly as it shows more casual content such as behind the scenes to your club/society. Make sure that any account is named UCSU <insert club name>.

## Election Process

Once you have got a group together, you need to elect a committee. It is mandatory that you elect a President, Vice-President and Welfare Officer. You can have additional roles that are specific to your activities, e.g. social secretary, kit officer, media officer.

This should be done democratically via a free and fair election by all members of the SU Club.

It is important that those in charge of the SU Club are elected fairly. You will need to provide details of the method of election signed by two members of the club who are not on the Committee to state that this has been the case.

|  |
| --- |
| How were members given the information about vacancies and how they can stand? (e.g Facebook group, word of mouth, posters) |
|  |

Please fill out the below information detailing the number of votes each elected official received. Please also include any other committee roles that were elected.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Committee Role** | **Full Name** | **Student No.** | **Contact Email** | **Mobile No.** | **No. votes**  |
| **President** |  |  |  |  |  |
| **Vice-President** |  |  |  |  |  |
| **Welfare Officer** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |
| **Insert role** |  |  |  |  |  |

*Two club members signatures below who are NOT Committee members to indicate that they are happy to support the Committee’s election.*

We certify that all members had the opportunity to participate and vote.

Print Name: Print Name:

Sign: Sign:

Date: Date:

# Code of Conduct

This code of conduct outlines your expected behaviour as a member of SU Activities and your club. It aligns with the Student Unions’ constitution, byelaws and policies. All members should read and agree to the code of conduct. Failure to adhere to this may result in repercussions not limited to termination of club membership, imposed bans or club disbandment.

## The SU Club Committee will

* Make a commitment to engage with the Students’ Union by attending mandatory training, promoting elections, and observing democratic processes so that their group may be supported and members encouraged to be active members of their union.
* Commit to ensure quality service and activities for all members and ensure that this service is inclusive for all.
* Fulfil their committee roles to the best of ability – a guideline can be found here [www.ucsu.org/Committee-Job-Descriptions-FY25.pdf](https://www.ucsu.org/pageassets/clubsandsocieties/usefuldocuments/Committee-Job-Descriptions-FY25.pdf)
* Act responsibly and professionally during any club activity and to set a standard of good behaviour for all members to follow
* Not to engage in abusive language or behaviour during club activities, fixtures, events on and off campus. Respect all students, visiting students, Student Union and University staff and match or event officials. There will be zero-tolerance taken to abuse and discrimination.
* Understand and ensure that themselves and their committee follow a duty of care of all members during club activities including social activities.
* Ensure that any photos and videos posted on social media are not disrespectful but remain professional and responsible.
* Actively challenge any form of discrimination and to create a safe and welcoming club for all members. To raise concerns to the Students’ Union on club related matters such as breaches in conduct, mental health or safeguarding concerns.
* Notify the Students’ Union of any guest speakers and not be affiliated with extremist groups or organisations.
* Ensure all members are treated with dignity and respect whilst promoting a safe environment free from sexual assault and misconduct.
* Not engage in peer pressure or what may be perceived as peer pressure. Any games during social activities will be opt-in.
* Not engage in any behaviour that brings the club, Students’ Union or University reputation into disrepute.
* Handover to a newly elected committee with the purpose of ensuring that the club continues to function for the following year.

**The Students’ Union and SU Activities will**

* Provide administrative support and aid in developing the Club e.g. sponsorships, coaching/teaching and facility/room bookings
* Provide training in Committee roles and relevant changes in policy
* Advise and assist the Club on matters relating to the Club and its members
* Liaise with National Governing Bodies, external partners and stakeholders on behalf of the club as required
* Provide administrative support in the organisation of external events, including external trips and BUCS fixtures.

I have read and understood the code of conduct and lead by example for my members.

|  |
| --- |
| **Club President (On Behalf of Club)** |
| Signature: | Name: | Date: |
| **Committee Member** |
| Signature: | Name: | Date: |
| **Activities & Student Experience Coordinator (UCSU Office)** |
| Signature: | Name: | Date: |

***Scanned or word typed signatures are acceptable***

# Club Constitution

Your club constitution outlines what your club aims to achieve and sets out future direction. All club activities must fall under your constitution, so it is important to discuss this with all potential members of your club.

Club Constitutions will be reviewed each year to ensure your club is being run in line with what originally was set out, this also provides an opportunity for clubs to make changes to any aims and objectives (subject to members approval through a vote).

# SU Club Constitution

1. **TITLE**

The Club shall be called the University of Chichester

<insert Club name>

Hereinafter referred to as “the Club”

**2. AIMS/OBJECTIVES OF CLUB**

1. <Insert overall aim of Club >
2. <Insert overall aim of Club >
3. <Insert overall aim of Club >
4. <Insert overall aim of Club >

**3. MEMBERSHIP**

1. Ordinary membership of the Club shall be open to all members of University of Chichester Students’ Union who are not opposed to the aims and objectives of the Club.
2. Membership shall last from the payment of membership dues till the end of the academic year

**4. OFFICERS**

1. The Officers of the Club shall be the President, Vice-President and Welfare Officer.
2. The President shall be main spokesperson for the Club, shall direct the Club and be responsible for its activities and its finances
3. The Vice-President shall be responsible for the organisation and administration of the Club and assume the role of the President in their absence.
4. The Welfare Officer shall be responsible for members conduct within the club and to liaise with the Union regarding welfare of members.
5. The Officers must be Ordinary Members of the Union. The Officers shall be the recognised spokespersons and signatories of the Club. All Officers are expected to attend the Student Unions’ Clubs AGM.

**5. COMMITTEE**

1. The Committee shall consist of all the Officers, plus the following positions (delete and amend as needed):

	* 1. President (Mandatory)
		2. Vice-President (Mandatory
		3. Welfare Officer (Mandatory)
		4. <Insert Committee Position Tittle>
		5. <Insert Committee Position Tittle>
		6. <Insert Committee Position Tittle>

1. All Committee members shall be elected at the Club’s Annual General Meeting from the ordinary members using a method approved by the members and the Students’ Union.
2. The Committee may co-opt an ordinary member of the Club to fill in any casual vacancy on the Committee which may arise.
3. The function of the Committee shall be to control generally all matters pertaining to the social, and financial aspects and purposes of the Club, and to carry out the wishes of the membership as expressed by resolution of the General Meeting
4. At all meetings of the Committees, half the officially filled posts shall constitute a quorum. Each member of the Committee shall have one vote with the President having the casting vote in the event of a tied vote.

**6. FREQUENCY OF MEETINGS**

Meetings will be held at least once every two to four weeks. A period of no longer than six weeks shall pass between Club meetings.

**7. ANNUAL GENERAL MEETING**

Once per academic year the Club shall hold its Annual General Meeting. The agenda shall include:

1. Overview of Club achievements of current year
2. Presentation and Approval of Club Accounts
3. Election of Officers and Committee

**8. EMERGENCY GENERAL MEETING**

An Emergency General Meeting of the Club shall be convened after at least one week’s notice by the President of the Club on receipt of a request signed by 5 members or as many as the Officers deem necessary. The quorum for a general meeting shall be half the registered members of the Club plus one.

**9. FINANCE**

1. Accounts
	1. The President and Vice-President shall be jointly responsible for all monies of the Club. Accounts will be regularly checked with the Students’ Union against budgeted expenditure.
	2. All Club monies shall be held in Students’ Union accounts only, no external bank accounts shall be held by the Club.
	3. The Club will ask the Students’ Union to hold any funds it may raise and any cheques must be made payable to UCSU. The President or Vice-President must authorise all requests for Club money. All requests must be countersigned by a UCSU Site administrator.
2. Ordering Goods and Services
	1. Club equipment shall be ordered through the Activities & Student Experience Coordinator and the UCSU. If the officers or members of the Club orders equipment without prior approval from the Clubs Federation and the Students’ Union, those individuals who ordered the equipment may become liable for the purchase.
	2. Services for an event shall be invoiced to UCSU with reference to which event it refers to. This invoice is to be sent to the Activities & Student Experience Coordinator so it can be approved and paid.
3. Equipment
	1. The President and Vice-President shall be jointly responsible for maintaining a list of equipment owned by the Club. A copy of this list shall be submitted to the Students’ Union annually, along with any other relevant information to enable the correct level of insurance for Club equipment.
	2. If any equipment needs replacing and removed the Club must inform the Activities & Student Experience Coordinator so the relevant equipment lists are updated, and the equipment be disposed of correctly.

**10. AMENDMENTS TO CONSTITUTION**

A resolution passed by a two thirds majority of members at a Club General Meeting may amend this Constitution. At least five working days’ notice of the proposed amendments shall be given by the President to all members. Any amendment which is in breach of the Students’ Union’s Constitution, By-Laws or policies will be void.

**11. RESPONSIBILITY**

The Club and its officers are responsible to the Students’ Union for their conduct in all matters, and its constitution may not be interpreted in such a way as to break University Regulations or the Students’ Union Constitution, By-Laws and policies

**12. ASSETS**

All assets of the Club shall remain the property of the Students’ Union whether the Club exists or disbands.

# Year Club Development Plan

|  |
| --- |
| **Year 3**  |
| INSERT 3 YEAR GOAL  |
| **Year 2** |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |
| **Year 1** |
|  | **Who is taking lead?** | **How are you going to measure your success?** | **When do you plan to achieve this?** |
| **Participation** |  |  |  |
| **Diversity** |  |  |  |
| **Quality** |  |  |  |
| **Resources** |  |  |  |
|  |
|  |

When setting your goals for the upcoming academic year, ensure there is a goal that relates to the four areas: **Participation**, **Diversity**, **Quality** and **Resources**. These goals should consider a long-term pathway in how you would like to see you club progress

**Proposed Sessions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Club/Team | Venue Name | Day | Time |
| Session 1 |  |  |  |  |
| Session 2 |  |  |  |  |
| Session 3 |  |  |  |  |

Please provide details of any regular facilities required for training or your regular activity (delete or add where needed):

## Proposed Budget / Spending

Please provide details of what your club are proposing to spend. Please provide as much detail as possible.

|  |  |  |
| --- | --- | --- |
|  | Essential Equipment | Desired Equipment |
|  | Description; including amount and quantity | Description; including amount and quantity |
| **Equipment** |  |  |
| **Other expenditure** |  |  |

## Proposed Coaching

Please provide details of your proposed coaching for the following academic year.

|  |
| --- |
| **Coach 1** |
| Name of coach |  |
| Level of Qualification |  |
| Are you proposing to pay the coach  |  |
| Projected cost per training session |  |
| Projected cost per match |  |
|  |
| **Coach 2** |
| Name of coach |  |
| Level of Qualification |  |
| Are you proposing to pay the coach  |  |
| Projected cost per training session |  |
| Projected cost per match |  |