Cardiff University Students’ Union [Club / Society] Operating Procedures

Operating Procedures should communicate your Risk Assessment findings to the members of your student group. They should highlight important information about the structure and running of your club / society. The procedures should contain operational details of the club / society structure, specific safety measures drawn from your Risk Assessment, adherence to National Governing Body / sport specific guidance, matters of good practice, etc. All club policies and guidance that you follow must be referenced here.

THIS IS A LIVE DOCUMENT THAT NEEDS REGULARLY REVIEWING AND UPDATING.

It is the responsibility of the committee and activity leaders to ensure this document is updated and sufficiently communicated to members.

The below is a template – you must use and develop this to create your own document and remove the guidance notes as you go along. Please visit a member of the Activities staff team should you need assistance to complete.

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| --- | --- | --- | --- |
| Club / Society: |  | | |
| Name of most recent assessor / reviewer: |  | Date of most recent review: |  |
| Committee position of most recent assessor / reviewer: |  | Date of original assessment: |  |

About us

* *Brief synopsis of what your club / society does, including all activities.*
* *Club / society details: logo, name, website address, social media accounts.*
* *Contact information.*
* *Approximate membership figures.*

Regular training / activities

* *What different sessions do you run, for example, pitch sessions, fitness sessions?*
* *What do members need to know with regards to your regular training / activity to ensure it is safe and effective?*

Fixtures / competitions

* *What do members need to know with regards to your fixtures / competitions?*
* *Expected standard of behaviour at fixtures / competitions.*

One-off activities / trips

* *What do members need to know with regards to one-off activities / trips?*
* *For example, participants must organise their own travel insurance, provide emergency contact details, follow committee members guidance, thoroughly read itinerary / safety information and additional risk assessments.*

Social activity

* *What do members need to know with regards to social activity?*
* *Expected standard of behaviour during social activity.*

Safety guidelines

* “The club / society is strongly committed to encouraging our members to participate in activity, but the health, wellbeing and safety of each individual is our paramount concern. We expect our members to have an extensive understanding of their ability level and participate within the boundaries set by committee / club leaders / coaches.”
* *This section must be extensive.*
* *What are the safety guidelines you wish to tell your members to follow during club activity?*
* *Split this section into regular activity, fixtures / competitions, social activity, where necessary.*
* *Use National Governing Body guidance, Risk Assessment findings, facility guidance, sensible / good practice.*

Sport specific guidance

* *Is there any guidance / etiquette that is specific to your club / society, for example, items of clothing / presentation?*

Coaching

* All coaches must have up-to-date public liability, insurance and qualifications.
* *What level and ratio of coaching provision should members expect at each different activity / session?*
* *Define the coach appointment and registration process with the Athletic Union, i.e. student portal, uploading relevant documents.*

First aid provision

* *What First Aid provision should members expect at each different activity / session?*
* *Who should be providing this: qualified club members, coaches / instructors, facility providers?*
* *The club / society should maintain a list of First Aid qualified club members.*

Emergency / accident procedures

* *Reference the Student Activities Emergency Procedures and where members can find this.*
* *Detail any facility specific procedures that members must follow.*
* *Detail the processes of reporting faulty equipment, accidents and near misses to the committee.*
* *Detail that the committee must then complete the relevant Accident Report Form / Near Miss Form and return to their staff contact.*

Behaviour / complaints policies

* *Reference the Activities Code of Conduct and Activities Laws.*

Welfare

* *Detail how your members should raise wellbeing concerns about themselves or another member.*
* *In the first instance, members can report any concerns to the committee / Wellbeing Officer.*
* Students’ Union Advice Team: [advice@cardiff.ac.uk](mailto:advice@cardiff.ac.uk), 029 20 781 410.
* University Student Life Services.
  + Counselling and Wellbeing Service: [studentconnect@cardiff.ac.uk](mailto:studentconnect@cardiff.ac.uk), 029 22 518 888.
  + Disclosure Response Team: referral form [here](https://studentconnect.cardiff.ac.uk/#/auth/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJhZFVzZXJuYW1lIjoic3N1ZWYyIiwiZXhwaXJhdGlvbiI6MTcwMjQ3NjMxNTU1OX0.52aj0TtHfHtvuE_moMYRCjd-cp-7p-qMsS1dL-Ul2jg/c3N1ZWYy).
  + Student Intervention Team: referral form [here](https://studentconnect.cardiff.ac.uk/#/submitOnlineForm/studentConcernForm////).

Equipment

* *Reference to the equipment inventory.*
* *Members must ensure they have insurance for their own personal equipment.*
* *Can members use club equipment and what guidance must they follow if so?*
* *Are members expected to bring and use their own equipment?*
* *If so, what kit / equipment do they need to bring for all different sessions?*
* *When does the club / society do their inventory check / audit?*

Insurance

* All paid Athletic Union and club members are insured under the AU Elite Personal Accident Policy with Endsleigh.
* *You can request a copy of this via emailing the AU.*

Finance / refund policy

* *Detail any expected costs within the membership of your club.*
* *Detail your refund policy for membership, events, products, tickets, etc.*

Participation statement

* “Members that sign up to this club / society may be participating in activities which involve an element of risk, in an environment where professional and rescue services may not be immediately available. It is their responsibility to ensure that they fully understand the exact nature of each activity that they undertake, the risks that are involved, the skill level required; and the equipment needed for their safe participation. They shall never participate in an activity where they are unsure of the above aspects. By purchasing membership of this club / society they agree that they must act in accordance with this document. All individuals, after joining the Athletic Union / Guild of Societies and this club / society, have the right to participate as a full member in all training sessions relevant to their skill level. Selection is based purely on ability and fitness criteria. If not selected for a team, members may not be entitled to a refund of membership fee. The Athletic Union will uphold the club / society decision if they decide not to refund membership fees in line with their refund policy.”

Review

All safety-related documents must be reviewed each year by incoming committees and activity leaders. This document also needs reviewing in the event of a serious accident / incident or should your Risk Assessment findings change.

Each time this document is reviewed or updated, please complete and sign the below. Within the document, please note any additions with the date it was updated in brackets.

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| --- | --- | --- |
| **NAME** | **COMMITTEE POSITION** | **REVIEW DATE** |
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Activities department contacts for student groups

Athletic Union – [AthleticUnion@cardiff.ac.uk](mailto:AthleticUnion@cardiff.ac.uk)

Guild of Societies – [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk)

Volunteering – [Volunteering@cardiff.ac.uk](mailto:Volunteering@cardiff.ac.uk)

Enjoy your activity!