



Cardiff Students' Union
Undeb Myfyrwyr Caerdydd

Summer Committee Handbook - Sports Clubs -



The heart of Cardiff student life
Calon bywyd myfyrwyr Caerdydd

The purpose of this document is to give Presidents and their committees an insight into some of the events and processes taking place in late summer and early September before semester 1 starts. Use this as much or as little as you would like as a guide to help you through your first few months as committee. Summer is the perfect opportunity to get your club organised for the year ahead – you won't get many other opportunities to focus on your club without work getting in the way so make the most!

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Committee Training

September Committee Training:

- Day 1 – Tuesday 10th September
- Day 2 – Wednesday 11th September
- Day 1 – Tuesday 17th September
- Day 2 – Wednesday 18th September

Committee Member Attendance:

Session	<u>Required</u> Committee Members(s)	<u>Recommended</u> Committee Member(s)
Transport, Trips and Event Planning	President Secretary	Events Coordinator / similar
Admin – Paperwork, Room Bookings and Student Portal	President Secretary	Events Coordinator / similar
Health, Safety and Risk Assessments	President Secretary	Captains
Finance and Fundraising	President Treasurer	Fundraising Secretary / similar
Website, Marketing, Social Media, and Engagement	President Social Media Secretary	Secretary
Socials and Culture	President Social Secretary	All committee members
Conduct and Conflict Resolution	President Social Secretary	All committee members
BUCS Wednesday Captain Training	President Captains	Secretary
BUCS Championships Training	President Captains	Secretary

Other sessions:

Session	<u>Required</u> Committee Members(s)	<u>Recommended</u> Committee Member(s)
Wellbeing Officer Training	Wellbeing Officer	
Bystander Training	President Social Secretary	All committee members

*May be subject to change. Keep an eye on your emails for more information.



Code Of Conduct

The code of conduct sets out the expectations for all members of any club/society and any affiliated persons when participating in any activity under the name of the Club/Society and **you will be expected to adhere to it.**

The policy is to ensure the safety and wellbeing of all our members so that they are protected to the best effect with regards to behaviour and conduct. The framework also outlines the course of action that should be taken by committees if your club/society members do not adhere to the points laid out in the Code of Conduct.

***All clubs have a responsibility to circulate this Universal Code of Conduct to all of its members and ensure that it is being enforced effectively**

If a club/society fails to take appropriate action to manage behaviour of its members, both in official and informal activities, **the Students' Union reserves the right to act against both individual committee members and the club/society as a whole.**

This will usually take place in the form of an investigation. A member of staff will be in contact with the committee to inform you of the complaint and the investigation. Depending on the severity of the action, the members involved / the club **may be suspended from all club activity** (training, competitions, social events etc.) until the investigation has reached an outcome and is closed.

Social Activity

We encourage your club to have a healthy and active social environment. To provide clarity on what we expect of the behaviour of clubs, committees, members and other representatives, **the AU only permits the following social activity:**

- ✓ Where students are genuinely free to participate or abstain from any or all social activity as they choose
- ✓ Where there is no fear of reprisal, consequence, non-selection, or other discrimination for non-participation in some or all social activity
- ✓ Where (in the view of the AU) activity is lawful and is not seeking to humiliate or have the consequence of humiliating or degrading participants
- ✓ Where the activity does not bring the reputation of Cardiff University, Cardiff University Students' Union or the Sports Club into question or disrepute
- ✓ Where it is undertaken in a manner that does not cause or create undue risk for those involved.



The term “initiation” is linked to activities and behaviour that may be seen as a rite of passage, often involving activity that humiliates, degrades, creates fear and includes excessive alcohol consumption.

The Students' Union DOES NOT PERMIT SUCH ACTIVITIES and will take a zero-tolerance approach in dealing with them. We will work closely with Cardiff University Athletic Union', Cardiff University, BUCS and South Wales Police to investigate and take action against those who organise, take part or permit such activity to take place.

We also expect your club to:

- ✓ Consider how the club can be made to feel as welcoming as possible to all students irrespective of personal characteristics
- ✓ Consider how others may perceive behaviour both on and off the pitch
- ✓ Consider the barriers to participation for different students and seek to ensure all reasonable attempts are made to remove them

The full Code of Conduct can be found here: [Cardiff Students' Union Activities Code of Conduct Policy .pdf](#)

Please read through this and familiarize your committee with it as **the committee will be expected to sign the Code of Conduct** during committee training.

The AU and SU are here to support you so please reach out before undertaking an activity if you are unsure or to ask questions.



Data Protection Guidance

This is **possibly the most important section in this entire document**. It is vital that you have read and understood this section thoroughly.

GDPR has changed over the last few years, and in this section you will understand exactly what it is, and how it impacts the running of your Club.

“The incoming General Data Protection Regulation will impact how we collect and use personal data. There will be increased penalties for misuse, including fines for organisations and individuals.”

GDPR largely covers information and data relating to an identified, or identifiable person. This includes, but is not limited to:

- Names
- Student numbers
- Email addresses
- Phone numbers

We highly recommend that your Committee do not collect any data from students or members, other than that which you are given on the website.

You Must:

If you are collecting data, it is advised that you use a secure system, such as, Google Forms for the collection and storage of information. You must:

- ✓ Get explicit permission from each individual if you are collecting personal data. Permission could be in the form of a tick-box statement, for example:

“I give consent for this information to be used to contact me regarding events and trips, membership, offers and news from the XXX Club.”

Data can only be used for the purpose it was collected, and you must:

- ✓ Get explicit permission for each intended purpose. Should the purpose change, you will need to collect the data again.
- ✓ Remove data promptly if requested and provide the ability for students to unsubscribe from your mailing list.
- ✓ Ensure to secure all personal data that has been collected.



You Must Not:

- ✘ Give out, or sell, personal data of your committee or members to sponsors, external companies or anyone else, even if the external body has a specific plan for the data. This includes accidental leaks.

Our **top tips** for avoiding Data Disasters:

- ✓ When emailing your members, you must use the BCC field, as this will not allow recipients to view the full mailing list
- ✓ Password protect any spreadsheets containing personal data
- ✓ Do not store personal data on a public computer
- ✓ Password protect all devices that contain personal data, whether that be phones, laptops, tablets, desktops, etc
- ✓ Do not carry personal data around on USB sticks or other devices that are easily lost.

The consequences of Data Misuse are extremely severe. Individual Committee members will be fined by the Information Commissioner, as will the Students' Union. The maximum fine that can be imposed to each party is £20,000,000 (which is 7,017,544 VKs worth). So please, be careful.



Club Webpages

It is crucial that over the summer you take the time to **update your clubs' webpages** on cardiffstudents.com because is this what prospective students and, therefore, potential members will be looking at to get a flavour of your club and to begin contacting the committee to enquire about trials/pre-season.

Therefore, it is important that your webpages are informative and up to date. You can do this through club admin on <https://www.cardiffstudents.com/>

From the 1st August, all committee members should have access to the administrative side of your clubs webpage. If you are having trouble accessing the admin tools, reach out to your club contact.

You will learn how to use the admin tools in the online and in-person committee training resources.

Club email address access

You will have access to your club email address from the **1st August**. To access the account, follow these points on a browser on a laptop / desktop:

1. Open your outlook / email inbox through Cardiff Student Intranet
2. Click on your profile icon in the top right corner
3. Click 'open another mailbox'
4. Type your club email address in to the box and click open

*You do not need a password to access the club account

All Clubs have their own @cardiff email account and this must be used instead of external accounts. Please email your Club contact if you're not sure what yours is.



Club Core Documents

As a Committee member, you're responsible for producing and maintaining Core Documentation for your Club, particularly as a President or Secretary. No matter your role, it's important to have some awareness about the documents that are vital to the running of your Club.

Constitution

Your Club Constitution is the governing document of your Club, covering the agreement between your Club and the Students' Union. It covers your Club's aims, your Committee structure, how you conduct your democracy and how you handle complaints and disciplinary issues. Your Constitution is updated every year at your Annual General Meeting (AGM), or you can host an Emergency General Meeting (EGM) if you need to alter it more frequently than this; you should have received a copy of your Constitution from your previous Committee.

Risk Assessment

Your Club Risk Assessment is a document which should be regularly reviewed and updated. Depending on the activity/sport, your Club might require multiple Risk Assessments to understand the different risks involved. Risk Assessments must identify areas of Club activity which have the potential to cause injury or harm, decide how likely this is to happen, and implement control measures to eliminate or reduce this risk. Your Risk Assessment should then highlight any areas of extreme concern, ensuring Club activity does not go ahead until the risk of injury or harm is low enough to continue.

You can find more information regarding RA's under [Committee resources](#) or from your National Governing Body. This Risk Assessment should not contain information regarding COVID-19, only your standard Club activity.

REMEMBER: Clubs without the correct safety documentation will not be permitted to commence activity.

Equipment Inventory

Your Equipment Inventory is a list of all equipment owned by your Club. All of your Club's equipment is owned by the Athletic Union, and the Students' Union can insure all of your equipment, provided it is included on your inventory. Your outgoing committee should give you a list of inventory at the start of your term but it is your responsibility to ensure this is kept as up-to-date as possible, emailing any updates to your Club contact as they occur.

The documents below are not compulsory, however appear on the Sports Club Tier System and can be extremely useful to ensuring your group remains on track throughout the Academic Year.

Widening Access Policy



Your Widening Access policy outlines the steps undertaken by your Club to ensure it is as accessible to as many students as possible. Clubs can often help students who may otherwise feel isolated, and can build communities for students to feel safe in. Certain students may feel there are barriers to their participation, and a Widening Access Policy acts as a working document to help Committee members identify these barriers and create action points to overcome them. (Bronze Tier)

Your most up-to-date Club Core Documents are available to you on the Handover Portal. These document needs to be reviewed annually each August/September prior to term starting.

Development Plan

Your Club's Development Plan lays out the Committee's intentions for the growth of the Club across the Academic Year, including the setting of SMART (specific, measurable, achievable, relevant and time-bound) targets, and ways to measure these (such as goals for new members). You can request a template Development Plan to fill out from your Club coordinator. (Silver Tier)

[Templates for all the above documents can be found here](#)



Freshers Fair

Freshers fair is the opportunity for you and your Committee to engage with the new cohort of freshers and gather new members. The Sports and Freebies Fair will take place over two days so make sure to use it as an opportunity to get people to sign up for your trials, if you're having them, or come along to your give it a go session.

Every Club gets a stall on both days and we would recommend that you provide a QR code which is linked to a sign-up page (google forms is good for this) so that freshers can easily sign up for trials, training or GIAG.

When taking people's personal information make sure to always consult data protection policy as previously mentioned!

Please ensure you **decorate your stall** in a way that best represents your club e.g. with examples of kit, photos and maybe even sweets. The more engaging your stall, the more people you will attract.

More information about the exact timings and workings of the stall will be circulated nearer the time. Get thinking about what you need and perhaps devise a rota of committee members to man the stall throughout the 2-day period over the summer. **Maximum of 2 committee members on a stall at a time.**

Sports and Freebies Fair in Cathays will be Monday 23rd and Tuesday 24th September 10am – 4pm (subject to change).

Heath Park Freshers Fair will be Wednesday 25th September (Subject to Change) – You will need to request a stall, the form will be circulated closer to the time.



Give it a Go Sessions

A Give It a Go session is a good way to engage and gain new members, thus, generating income for your Club. We recommend running **at least one GIAG session per semester**, but you can do as many as you want – they usually take place in the first couple of weeks of each semester but can be run at any point.

It is important that you **have an approved facility space before you submit your application for a GIAG session**.

As a Committee member, you must purchase a membership to your Club and the Athletic Union.

It is also important to remember that a GIAG session needs to be a **non-alcoholic event**, in order to ensure your Club remains inclusive to all students. Events with alcohol as a core goal will not be approved as GIAG sessions.

If you are struggling for ideas on what type of session to run as your GIAG, **some suggestions** include:

- ✓ A taster session of your main activity
- ✓ A guest speaker talk
- ✓ A non-alcoholic social
- ✓ A training session
- ✓ An awareness event that ties into a larger campaign
- ✓ A competition
- ✓ A local trip

All GIAG session must be set up as an event on your webpage with a ticket, which means we and you can see how many people are attending your event. Even if your event is free, you must get anyone interested in attending to purchase a ticket. To do this, look at the [How to use the Website Guide](#).

In September you will then be contacted to fill out a typeform to inform us of your GIAG sessions. Your GIAG sessions will then be publicised to thousands of students, through the Students' Union website.



Room Bookings

University Sport Bookings

(Sports Training Village – Talybont and Sports Fields – Llanrumney)

If you train on a weekly basis at the Cardiff University Sports Training Village or Sports Fields, you do not need to request or book these, the AU will you your booking confirmations in August. These will most likely be the same every year as we get limited booking allocations.

In term 1 these bookings will run from Monday 30th September to Friday 13th December 2024.

If you would like to request Strength and Conditioning Sessions through the term, please email sportbookings@cardiff.ac.uk

If you would like to book a one-off booking, please email sportbookings@cardiff.ac.uk to make an enquiry. Note: this will come at a club cost.

External Facility Bookings

If you train at an external facility (e.g. Cardiff International Pool) please email your club contact directly to discuss getting these sessions booked asap.

The Athletic Union will not provide funding towards these unless it has been pre-authorised.

Students' Union Room Bookings

If your Club requires a regular room booking in the Students' Union, a request form will be circulated to committee members in time for each semester with further details. This form is a request and does not confirm your bookings. The activities team make every effort to accommodate requests but there is limited space and over 200 student groups.

During term, **you can view all your bookings using the room booking system**. For one-off room bookings please see below.

Students' Union Room Booking Access

For Students' Union Room Bookings, all committee members can use this link to access the SU Room Booking System.

Username: Your club Outlook email address

Password: Set by previous committee. We do not know your passwords – if you need to reset it please let us know.

This system can be used for one-off room booking requests and they will not be approved until the regular



room bookings are in the system. **You can request room bookings here - [room booking system](#).**

[University Room Bookings](#)

Presidents and Secretaries can use [this link](#) to access the University Resource Booker. This is the system you should use to request a university space for Club activity on a one-off basis or recurring basis.

If you would like to make a request for a University space out of hours for an event, please contact AthleticUnion@cardff.ac.uk

Note: A request does not confirm the booking, you must wait for it to be confirmed.

First Aid

As an elected Committee member, you have a moral (and legal) obligation to ensure the safety and wellbeing of Club members. It is important that you have your Risk Assessments up to date to protect you should any accidents happen.

Without the relevant Risk assessments your club activity will not be permitted to go ahead.

It is important to be aware of the minimum first aid that your sport requires. This information should be able to be attained through your National Governing Body. If you are unsure, please get in contact with the Athletic Union.

First aid courses are run by Cardiff University Students' Union through our Skills Development Service. For more information, including dates and prices, please visit the SU website.

It is important to make sure you allow ample time to register and book onto these courses, in case it is necessary to organise specific training for your group. It is important that you get on this quickly and make sure you get the necessary and relevant amount of people qualified at the beginning of the academic year.

If a Club member has an incident in which they require first aid, please make sure you complete the Athletic Union **Accident Report Form** and return it to your Club contact. They requires a member of Committee present to complete and two additional witness (cannot be the person injured).

If a member has an incident where an accident almost occurred, please make sure you complete the correct **Near Miss Form**. Both can be found [here](#).



Finance

The Finance Office is located on the third floor of the Students' Union building (down the corridor from the Athletic Union and Guild of Societies) and is usually open Monday to Friday, 10am to 4pm.

The President and Treasurer will learn about club finances and how to use the Finance portal during committee training. They will receive access to the portal [here](#) from 1st August.

Your Club is responsible for looking after its own finances, and this responsibility falls directly within the role description of the President and Treasurer. This will involve:

- Collecting and paying in funds
- Authorising payment requests and claims
- Managing your accounts, tracking all income and expenditure
- Budgeting effectively for activities and events
- Applying for funding, such as grants and sponsorships.

It's important to stay on top of your finances, feeding back to your Committee to provide complete transparency and ensuring funds are not misused. **Committees and individuals may be held legally responsible for loss or inappropriate use of funds.**

Your Club's sub accounts:

1. **Main Account** – This is your individual Club account and is used for the day-to-day running of your group. It is where your income will be deposited (including any membership fees) and where you will make the majority of your payments from.
2. **Reserve Account** – This is a savings fund, either to be used as a contingency, or for a long-term project or purchase. You are encouraged to have a Reserve Account for best practice, and this is this is Silver Tier requirement.
3. **Charity Account** – This account must be used to deposit and donate all fundraising money that has been raised for external causes.
4. **Activity Budget** – This account holds money allocated to your Club by the Union for activities through grants. Funds in this account can only be used for the purpose they were allocated for, and this will be crosschecked with the Athletic Union Team when payment from this account is requested. Unspent funds will be recalled at the end of each Academic Year.
5. **Equipment Budget** – As above but used to hold grant allocations for Club equipment.

You can read the full committee finance guide here:

[https://www.cardiffstudents.com/pageassets/activities/resources/finance/Finance-Committee-Guide-21-22\(1\).pdf](https://www.cardiffstudents.com/pageassets/activities/resources/finance/Finance-Committee-Guide-21-22(1).pdf)



Sponsorships

Sponsorship is external support, either financial or for goods in kind. Sponsors will offer a benefit to your group but will usually look for something in return, whether it is a logo on your team kit, use of their venues or some form of promotion, such as sharing posts on social media. There are plenty of potential sponsors that can offer a variety of benefits to your group and its members and you are encouraged to explore these.

You should always get any sponsorship agreements in writing, but you **MUST NOT sign a contract without having it checked by the Union first** – you can send any contracts either to your coordinator or to Finance.

- Sponsorship can be a great way of getting funding, but make sure you can fulfil your obligations: don't promise something you can't guarantee or isn't achievable.
- If you are relying on sponsorship money for expenditure, be sure to sort it out as soon as possible to avoid delaying your payments.
- You CANNOT give member's personal details to sponsors without their explicit permission. This includes signing them up to mailing lists or adding them into group chats.

Top Tips:

1. **Start early** – Get organized during summer and start looking from the beginning of the year.
2. **Target your audience** – What type of sponsorships are you looking to achieve and what are you hoping to gain from them? Think about what the sponsors gain themselves from sponsoring you.
3. **Don't be (too) fussy** – It is good to aim high but don't let this distract you from smaller sponsorship opportunities.
4. **Best foot forward** – Create a flyer or a poster advertising your club. Canva is a great tool for making attractive promotional material. The poster should outline key information (stats, membership, achievements, sponsorship packages, further contact info etc.). Attach this to emails for maximum effort.
5. **Introduce yourself** – Write an email to potential sponsors, including an introduction to your Club, a Unique Selling Point (USP) of your club and outline how a sponsorship deal could be mutually beneficial to both the Club and the organisation. Your USP might be a unique activity for students, a large and diverse membership base, or that you appeal to a specific demographic of student that could help the organisation meet its targets and further its objectives. Check each email that you send out, ensuring it is tailored slightly to each individual company, and attach your flyer!
6. **Check your contacts** – Look at each company's web page. For larger organisations, look for a Graduate Recruiter or a Publicity Executive to contact. If there is only a generic email available, use this to ask to be directed to the relevant bodies. You can also use LinkedIn cleverly to track down the right contacts, or to check that old contacts are still valid.



7. **Be persistent** – Finding sponsorships is a lot of work but it is important to remember companies are receiving multiple sponsorship requests. Persistence can help you stand out. If you don't hear back within two weeks, send another email. If you don't hear back then within a week, try contacting them via telephone. If you still can't get in touch, try someone else at the same company.
8. **Stay organised** – Keep track of each contact thread if contacting multiple organisations and delegate workload effectively to your committee. A google sheet is a good way of collaborating and keeping track, things to include:
 - a. Name of potential sponsor
 - b. Contact information
 - c. Status tracker (accepted, rejected, in progress, email sent etc.)
 - d. Amount of sponsorship offered
 - e. Status of sponsorship (invoice sent / received etc.)
 - f. Sponsorship package (what's being offered to the company)
 - g. Other notes

Remember to submit all sponsorship contracts to your club contact for approval before signing anything



Grant Application

Whilst as a club you're expected to budget and be self-sufficient, the AU does offer grants to clubs which can contribute to some costs. You will be invited to apply for funding by the Athletic Union in late August to early September with a spreadsheet that will be sent out. Underneath will be some guidance on what you can/can't apply for. Get thinking with your committees over the summer about what your priorities are regarding funding and what it is you may wish to apply for.

As part of your application, you will be asked to provide information to the AU about your current membership fee; current number of members; your current balance in your club account; any other income that you're expecting; and how you plan on spending any income or current balance. So, once again, start thinking and collating this information while you have time over the summer. The quicker you get your grant application in the sooner you will receive funding.

What can it fund?

Part A: Activity Funding

Grant applications may be submitted for the following elements of activity:

- ✓ Weekly sessions or activities
- ✓ One off trips and events
- ✓ Affiliations to national governing bodies

There is no exhaustive list of the costs that we can contribute to within these categories, but some of the common things we can fund are:

Can fund:

- ✓ Hire of vehicles, venues, or equipment
- ✓ Hire of coaches, instructors, or guides
- ✓ Training of members to become officials, coaches, or instructors
- ✓ Travel to events outside Cardiff
- ✓ Affiliations to appropriate and relevant bodies
- ✓ Entry to events, competitions, or venues

Can't fund:

- × Socials
- × Food and/or drink
- × Accommodation
- × International travel (including any UK parts of journeys)
- × Travel within Cardiff
- × Fundraising activities (for charities or yourselves)
- × Publicity costs
- × Prizes
- × Activities that have already happened (or will before the allocation will be made)
- × **Clubs that participate in weekly fixtured BUCS activity, normally on a Wednesday afternoon, are not eligible to receive funding for costs associated with entry into additional competitions.**



Part B: Equipment Funding

Grant applications may be submitted to support the purchase of items of equipment. Equipment applications should be for the purchase of necessary equipment for the safe operation or development of your club activity.

There are some specific things that we can't fund:

- × Personal equipment (that will only be used by one person)
- × Clothing (unless it is a necessary piece of safety equipment)
- × Equipment you have already bought (or will be purchasing before the allocation will be made)

You can find the full funding policy here:

[https://www.cardiffstudents.com/pageassets/activities/resources/finance/Finance-Committee-Guide-21-22\(1\).pdf](https://www.cardiffstudents.com/pageassets/activities/resources/finance/Finance-Committee-Guide-21-22(1).pdf)



Club Membership Prices

You will need to start thinking about your membership prices ASAP, we expect them to be set in August ahead of the start of the season. Be aware that all committee members must have purchased a membership before the end of freshers!

Some guidance on setting your membership prices can be found below:

It is your responsibility as a committee to review your membership price, ensuring you will raise sufficient funds from this to conduct activity throughout the year.

The cost of your Club membership must be consistent for all students joining throughout the academic year, no matter their year of study or year of membership. Your Club may only charge different rates where you can clearly show that there is a change to the service provided between membership types, for example:

- ✓ Where membership duration options are available (single semester, full-year, three-year)
- ✓ Where membership or participation requires induction training, the supply of equipment, an external license or affiliation, or similar
- ✓ Where memberships offer different benefits, such as full membership, social-only membership.

Please note: if you would like to set up a new membership bracket, you must email your Club contact to do this.

All members of your Club must also be a paid member of the Athletic Union; this cost contributes to resources provided to the Club (grants, room bookings, vehicles etc). To remain affiliated to the Athletic Union, all Committee Members must purchase a membership to their Club.

As a Committee member, you must purchase a membership to your Club and the Athletic Union

Associate Memberships

A non-student who wishes to become a member of your Club must first become an Associate Member of the Students' Union and thus the Athletic Union. Associate Membership will be granted only with the approval of your committee.

The individual wishing to become a member will be required to fill in the Associate Member Form, which then will need to be signed off by a member of your Committee as an endorsement to their membership. The individual will then need to visit the Finance Desk on the third floor of the Students' Union building to make a payment of the relevant Guild of Societies membership fee, and your Society's membership fee.



Macron

Macron is our official kit supplier and where possible should be used for club kit and leisure wear. If your Club shop is not already set up on the website, please email jamie@macronstorecardiff.com.

Macron provides many benefits for your Club, including the club receiving 10% of all money spent by Club members at the Macron store and free delivery to the SU store. You can also set up packages for members to receive a discount when buying multiple items at once.

Macron Club Shop: <https://macronstorecardiff.co.uk/cardiff-university>

Tier System

The tiering system is a recommendation about how to provide your members with the best experience possible. It is the expectation that if you manage to achieve gold tier your members have gotten the most from their year in your club. However, all clubs are only expected to achieve bronze tier. Silver, gold, and platinum are optional goals.

If any club fails to achieve all the criteria for bronze tier, it risks de-affiliation from the Athletic Union. Bronze is a basic requirement for all clubs associated with the AU and therefore should not be challenging to complete.

How does it work?

Bronze is the base requirement, and **all clubs must complete the entirety of Bronze** to remain affiliated to the Athletic Union.

For Silver, Gold and Platinum, specifications with an asterisk(*) **and** at least 50% of the remaining specifications for each tier must be completed. Please bear in mind whilst completing proof will be expected to be provided during the Tiering meeting to determine which Tier your club is at the end of the year.

Around the Easter break you will be able to arrange a meeting with VP Sports to determine what Tier your club has achieved this year. This will show on your Club webpage for all students to see.

The full Tier System can be found here:

<https://www.cardiffstudents.com/activities/au/resources/tiers/>



Club Contacts

Ffion Hewlett HewlettF1@cardiff.ac.uk		
Amercian Football Club	Futsal (Mens) Club	Rugby (Mens) Club
Badminton Club	Golf Club	Rugby League Club
Basketball (Ladies) Club	Hockey (Ladies Medics) Club	Softball and Baseball Club
Basketball (Medics) Club	Hockey (Ladies) Club	Squash Club
Basketball (Mens) Club	Hockey (Mens Medics) Club	Squash (Medics) Club
Cricket (Ladies) Club	Hockey (Mens) Club	Swimming and Waterpolo Club
Cricket (Mens) Club	Korfball Club	Table Tennis Club
Equestrian Club	Lacrosse Club	Tennis Club
Fencing Club	Netball Club	Touch Rugby Club
Football (Ladies) Club	Netball (Medics) Club	Ultimate Frisbee Club
Football (Medics) Club	Rugby (Ladies) Club	Volleyball Club
Football (Mens) Club	Rugby (Medics) Club	

Anna Russell RussellA12@cardiff.ac.uk		
Aerial Fitness	Cycling Club	Mixed Martial Arts (MMA) Club
Aikido Club	Dancesport Club	Motorsports Club
Archery Club	Dodgeball Club	Mountain Biking Club
Athletics Club	Hiking Club	Mountaineering Club
Barbell Club	Ice Hockey Club	Polo Club
Boxing Club	Ice Skating Club	Rifle Club
Caving Club	Jiu Jitsu Club	Snowsports Club
Cheerleading Club	Karate Club	Taekwondo Club
Clay Pigeon Club	Kickboxing Club	Trampoline Club
Cuesports Club	Kung Fu Club	Triathlon Club

Julian Turner TurnerJ19@cardiff.ac.uk	
Kayaking Club	Scuba Diving Club
Rowing Club	Surf Sports Club
Sailing Club	Windsurf Club



Summer To-Do List

Official Committee handover happens on 1st August. You won't receive any access to admin tools until this date. Here's a list of things to do over the summer!

- Confirm Club Membership prices with your club contact
- Purchase your Athletic Union and Club Memberships when they become live
- Complete the online training via the Student Portal by end of September
- Keep an eye out for in-person committee training and plan who will attend
- Familiarise yourself with the Committee Handbook
- Send a completed / updated Risk Assessment and Inventory to your club contact
- Attempt logging in to your Club webpage, Outlook account and Room Booking Systems – let us know if you're still having problems after 1 week
- Book driver tests with Julian before term starts
- Confirm BUCS Captains with Anna / Ffion before term starts
- Weekly BUCS clubs to book a meeting with Ffion before the BUCS season starts
- If you use the SU rooms, keep an eye out for the room booking request form
- Request pre-season, GIAG and trial dates when you receive the form to do so.
- Update your Webpage and Social Media before the year starts
- Think about posting on A-Level Results day!
- Join the AU Committee Members group on Facebook to keep up to date



Useful Links

Website	Link
Activities Code of Conduct	file://laurel.ad.cardiffsu.com/CUSU/AU/2022-23/Conduct/Cardiff%20Students'%20Union%20Activities%20Code%20of%20Conduct%20Policy%20.pdf
Students' Union Website	https://www.cardiffstudents.com/
Committee Resources	https://www.cardiffstudents.com/activities/resources/
AU Club Core Documents and BUCS documents	https://www.cardiffstudents.com/activities/resources/documents/
Risk Assessment Information and documents	https://www.cardiffstudents.com/activities/resources/health-and-safety/
How to use the website and committee admin tools	https://www.cardiffstudents.com/about-cusu/user-guide/
SU Room Booking	https://cardiffsu.roombookingsystem.co.uk/
University Resource Booker	https://resourcebooker.cardiff.ac.uk/
Student Portal (for finance portal, online training and handover)	https://portal.cardiffstudents.com/login
Finance Committee Guide	https://www.cardiffstudents.com/pageassets/activities/resources/finance/Finance-Committee-Guide-21-22(1).pdf
Invoice Request	https://www.cardiffstudents.com/activities/resources/finance/sponsorship/
Card Machine Request	https://www.cardiffstudents.com/activities/resources/finance/cardmachine/
Associate Membership Form	https://www.cardiffstudents.com/activities/resources/finance/documents/
Macron Club Shop	https://macronstorecardiff.co.uk/cardiff-university
Tier System	https://www.cardiffstudents.com/activities/au/resources/tiers/
BUCSPlay	https://bucs.playwaze.com/confirminvitation?Token=lond4657
Welsh Translations for Clubs	https://www.cardiffstudents.com/activities/resources/marketing/welsh/
Widening Access Policies	https://www.cardiffstudents.com/activities/resources/widacc/
Democratic Procedures	https://www.cardiffstudents.com/activities/resources/democratic-procedure/

