

LSE Students' Union Health and Safety Policy

February 2015, review date February 2016

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London School of Economics Students' Union Student Activity Health and Safety policy

Date of issue February 2015, to be reviewed February 2016

1. Statement of Intent

LSE Students' Union takes the Health and Safety of its members very seriously. It has a number of measures in place to ensure that all events and activities are risk assessed.

This policy should be read in conjunction with guidelines for clubs and societies and byelaws 4.37-41 (both of which can be found on the Students' Union website)

The aim of this policy is to clearly state, inform and guide its student members as to:

- The Union's responsibilities
- Committee members' responsibilities
- Participants' responsibilities
- Training that is available
- Systems and procedures which must be adhered to

2. Definition of a Student Activity

This section defines 'Student Activities' thereby clarifying the activities that are governed by this policy.

The Students' Union recognises a student activity as being one or more of the following;

- Any group which has an elected student committee or management structure.
- Any group which has its own constitution, set of aims and objectives.
- Any activity which is funded, supported or resourced by the Students Union.
- Any activity which is organised to the benefit of its members.
- An activity which is registered by use of a Trip Registration Form.

3. Responsibilities

The Trustee Board recognises and accepts its responsibilities for providing a safe and healthy environment for all its members taking part in Student Activities.

The Head of Activities is responsible for ensuring health and safety best practice is followed by Activity staff and representative members.

Sports, Society and Media Group committees are responsible for the health and safety of their members, in accordance with the Students' Union Byelaws 4.37-41

All staff and members must conform to the policy and to accept and carry out their responsibilities. In addition all staff members must conform with the Union Health and Safety policy in the Staff Handbook

All members must report any potential hazards to the Students' Union within reason. Members with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.

4. Training and Communication

This statement will be brought to the attention of all Sports, Society & Media Group committees through annual compulsory committee training.

Members will be consulted on an informal basis to review or add to the health and safety policy and practices.

Students' Union staff have a responsibility to support members to access training and advice regarding health and safety throughout each academic year. Where appropriate, students will be trained on relevant health and safety aspects including risk assessments, food hygiene, first aid training, manual handling, safe handling of hazardous substances and COSHH.

5. Review

Members will be consulted on an informal basis to review or add to the health and safety policy and practices.

This policy will be reviewed annually by the Head of Activities and the Activities and Development Officer; the next review date is February 2016.

6. Risk Assessment Policy

The Student Activities Department undertakes to ensure that measures are in place to facilitate a 'suitable and sufficient' assessment of all risks to the health & safety of students and others arising from Club or Society activity. It is the policy of the Students' Union that a risk assessment is carried out prior to a Club or Society participating in their chosen pursuit, with a Risk Assessment form submitted online at least 5 working days before the event (see examples in appendix 1 and 2). These will be checked and signed off by the relevant member of the Student Activities Department, who will also be available for any guidance needed when completing the form.

Depending on the type of activity, there are 2 types of risk assessments that may be required:

1. Generic risk assessment

This applies to regular activity carried out by the Club, Society or Media Group (e.g. a weekly boxing class) and should be reviewed on an annual basis by the activity group to ensure that practices and procedures stay up-to-date.

2. One-off activity

This applies to any one-off activities that are not covered by the generic risk assessment (e.g. RAG skydive).

Extra insurance may be required to carry out these activities – see insurance section. For any Clubs, Societies or Media Groups who wish to carry out work with under-18s, please refer to the separate LSESU Safeguarding Policy.

7. Student Activities trips

Any Clubs, Societies or Media Groups who plan to go on any overnight trips will need to complete a Trip Registration form (see blank form in Appendix 3) as well as a Risk Assessment form. The Trip Registration form should be submitted online at least 5 working days before the trip, should be completed by the Trip Leader and will need to be signed off by the Societies Development Coordinator for society trips and the Sports Development Coordinator for club trips. A copy of the form will be passed onto LSE Security in case of an emergency.

8. Transport

Clubs, Societies or Media Groups may need to book transport for certain activities. The Students' Union has a list of preferred coach/ minibus hire companies who have been approved; please speak to the Activities Team for details of this. If it is necessary to arrange transport to an event organised through the Students' Union, a trip leader should be nominated (in the case of club matches, this will nominally be the team captain) and this person will be responsible for liaising as appropriate with the Students' Union, submitting a Trip Registration form and Risk Assessment form and communicating the standard of behaviour expected while students are representing their relevant Club, Society or Media Group.

When using private vehicles on behalf of the Students' Union, the responsibility for the insurance, MOT, road tax and 'roadworthiness' of such vehicles remains with the driver/registered owner.

9. Accidents

In emergencies, students should contact the Emergency Services (112/999) and if on campus, LSE Security (ext 666). Any accidents or near misses should be reported to a member of Students' Union staff within 24 hours of the incident taking place. In most cases, it is the responsibility of the injured person(s) to report these; however a trip leader, committee member or witness can also do this.

On site accidents will be logged at Students' Union Reception, Saw Swee Hock Centre and off site accidents should be reported to a member of the Activities Team where they will be logged. Serious accidents will be investigated to ensure safety measures are put in place to prevent similar incidents happening. Near misses may also be investigated if deemed relevant.

10. First Aid

Details of First Aid provisions including location of defibrillators and First Aiders on campus can be found on the First Aid page on the LSE website (www.lse.ac.uk). A First Aid kit is also available at Berrylands.

First aid kits and refills are available to sports clubs and these should be taken to games/training. These will be distributed at the beginning of the academic year and signed out by clubs. Captains should ensure they are aware of first aid facilities where they are playing (if not at Berrylands or on campus).

Captains are responsible for ensuring their first aid kit is fully stocked. Additional items for first aid kits can be acquired through contacting the Sports Development Coordinator.

First Aid and defibrillator training will be made available to those who want it. Details will be communicated annually by the Activities Team at the beginning of Michaelmas term via training and email.

11. Coaches and instructors

It is the responsibility of Clubs, Societies and Media Groups to ensure that should they wish to have a coach or instructor, a copy of the coaching contract (see appendix 4) is signed before starting their activity. This should be reviewed on an annual basis. The Activities Department will provide support and guidance in advertising vacancies, checking qualifications and storing the relevant information. It is the responsibility of the Clubs,

Societies and Media Groups to inform the relevant member of the Activities Team should there be any issues with their coach or instructor, and appropriate action will be taken to look into this.

12. Facilities

Facilities operated by the Students' Union and thus covered by the Union's Health & Safety Policy include the following spaces in the Saw Swee Hock Student Centre, 1 Sheffield Street

- Venue including mezzanine – basement and lower ground floor
- Media Centre (2nd floor)
- Activities Studio (6th floor)
- Other spaces booked and used by the Students' Union e.g. Tuns, Gym, Cafes

Activities which take place in any of the areas in this building should adhere to the Union's H&S Policy, and guidance given by Union Staff members in the event of a Fire or Emergency situation.

Facilities booked by the Students' Union but managed by the School are governed by the School's Health and Safety policy in addition to the Students' Union Health and Safety policy. A copy can be found on the Health and Safety pages on the LSE website.

These include:

- Old Gym & Badminton Court, Old Building
- Squash Courts, East Building
- Houghton Street and Sheffield Street

Activities taking place on campus in other spaces should follow the school's room booking guidelines and procedures found on the Student Societies section of the LSE website and adhere to the SU Society Room Booking Agreement, also found on the LSE website. Clubs, Societies and Media Groups wishing to hold physical type activities such as dancing, drama/performance rehearsals, sports or exercise in the classrooms should initially read the school's guidance on Usage of Teaching Rooms, found on the LSE website. They should also ensure that they have completed and submitted a risk assessment for all activity being held in these spaces, as although these rooms have been agreed with the school that they are suitable for rehearsal use, each specific activity needs to be risk assessed.

If a club or society wishes to make use of an externally operated facility, an appropriate booking should be made, with the knowledge of the Student Activities Department. Whilst participating in an activity at an external facility, the safety guidelines laid down by that facility should be adhered to at all times. If these guidelines are not readily available or clear, then the club or society should ask for assistance before continuing with their activity.

13. Equipment

All kit and equipment purchased by Clubs, Societies and Media Groups should be logged in an inventory with its value and the Students' Union will review this annually. Any faulty kit or equipment should be reported to the Activities Team and should be taken out of use immediately if it likely to cause danger to someone else by using it. Any electrical equipment should be PAT tested annually through the Students' Union, and any equipment not PAT tested should not be used.

Specific storage spaces have been set aside on campus for kit and equipment storage, which include (but are not limited to):

- Old Gym club lockers, lockup and large white cupboards
- Individual lockers (2nd floor)
- Saw Swee Hock clubs and socs storage cupboard (3rd floor)
- Green Room cupboard

Clubs, Societies and Media Groups should adhere to the individual agreements about each of these spaces, and also be aware that kit and equipment is left at their own risk as most of these spaces listed above are shared spaces with other activity groups.

14. Food

Any Clubs, Societies or Media Groups who wish to provide food or alcohol as part of their activity should ensure the following:

- That the relevant catering is permitted in the space booked and that the space is appropriate and licensed if necessary. This includes adhering to both LSE Catering guidelines (found on the LSE website) and Students' Union Catering guidelines
- If home-made food is provided, it is clearly labelled with the ingredients and the fact that it is home-made
- If external catering is to be provided (i.e. not LSE or Students' Union Catering) that a food hygiene safety certificate is provided and that a risk assessment is completed for the event
- If food is to be provided on a stall on Houghton Street, the guidelines for this are adhered to in that no hot food is allowed, and food cannot be sold as Houghton Street is a public highway

15. Insurance

- All activity carried out by members of the Students' Union in an official capacity is covered by the Students' Union Insurance policy. Details can be accessed on request.
- All BUCS teams representing the Students' Union in an official capacity are covered by Endsleigh Essential Personal Accident Insurance policy. Details can be accessed on request.

- If purchasing equipment for your society or club, please ensure this is added to your equipment inventory, which will be reviewed annually by the Activities Team. This may mean this is added to our insurance policy; items that we are not notified of are not eligible for cover.

Appendix 1 – risk assessment (blank)

RISK ASSESSMENT

Activity Name:	Description of Activity:	Responsible Person:	Contact Telephone No:
Date(s):	Venue/Location:	Date of Assessment:	Assessment done by:

	HAZARDS	WHO IS AT RISK?			SEVERITY OF HARM*				LIKELIHOOD (1 - 3)	RISK FACTOR	ACTION ALREADY TAKEN	FURTHER ACTION REQUIRED	TO BE DONE BY (PERSON INITIALS)
		Participants (1)			S E V E R I T Y								
		1	2	3	1	2	3	4					
1	Loss of delay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

SIGNED: _____ DATE: _____

Guidance for completing this Risk Assessment

This Risk Assessment is designed to aid you in identifying risks that may happen during your activity as well as writing them down to ensure you have a record of the actions you have taken to try and prevent accidents. Please read through these very carefully to ensure you have filled out the form correctly.

DATE(S)

This can be either a one off date or if it will be frequently over a period of time (e.g. a volunteering project or sports activity weekly sessions) than please put in the duration on the event in here. E.g. Every Tuesday during term time for 07 – 08 academic year.

HAZARDS

These are things that can cause an accident that are directly connected to your activity. These can be anything from slips on spilt water to electric shocks to trips on trailing cables. Please be sensible when you are filling this in and list the major ones that are more likely to happen first. A majority of the time you will not need all 10 boxes. There is a key below for some general things you need to think about and also some activity based hazards to think about. This list is not exhaustive but is designed to guide and help you identify hazards.

Area	Hazard
General	Slips & Trips – multiple causes from bags to wires, to liquid spillage to improper use of equipment
	Injuries caused by faulty equipment – need to check all equipment before use, has it been PAT tested?
	Injuries due to not knowing the fire drill – ensure people know the way out the building and ensure it is done sensibly
Sports related	Pulled muscles due to not warming up properly
	Sports bags on the main floor space – tripping hazard
	Too many people doing the activity in too small as space
Fashion Shoots / Academic Sessions	Trailing wires, cables, fabrics – tripping hazard
	Use of fabric – needs to be fire retardant, especially if within 4 ft of lights
	Faulty equipment – needs to have relevant tests (Portable Appliance tested)
Parties / Events / Talks	Decorations / publicity – Fabrics would need to be fire retardant / consideration of risk of fire for others
	Own equipment is tested, cables are not causing a tripping hazard
	Crushing - Expected capacity does not exceed venue capacity – consideration for number of guests

WHO IS AT RISK?

Who will be at the event? Are there external guests? Is there anything happening that could be a risk to people watching e.g. Dancing event, a person could slip and fall into a member of the audience.

SEVERITY OF HARM

Severity of harm is split into 4 basic areas.

1 = Trivial Injury – These are classed as minor muscle sprains, small cuts etc

2 = Minor injury – These are classed as pulled muscles, larger cuts, slips that are unlikely to cause broken bones

3 = Major Injury – These are broken bones, severe cuts, falls from a height of more than 2 feet

4 = Fatal Injury – These are head traumas, cuts causing severe bleeding (arteries), falls from a height of more than 4 feet and anything else that could cause a fatality.

LIKELIHOOD

This is a scale of how likely you think it is that these hazards could happen. Again these are split into 3 areas:

1 = Low Chance, 2 = Medium Chance, 3 = High Chance

If for example you are doing a sports class and your hazard is sprained muscles from lack of warm up the severity of harm will be 1 or 2 but the likelihood of it happening would be at least a 2 if not a three as you would not expect someone to go from being out in the cold to doing intense exercise without warming up first.

RISKFACTOR

The Risk Factor is the assessment of the hazard to see if you are doing enough to prevent harm. The Risk Factor is measured by multiplying the Severity of Harm by the Likelihood of it happening. The levels below will determine if a basic solution would be enough or you need something more in depth to try and prevent injury.

Risk factor 1-6: The precautions involved in assuming normal safe working conditions should suffice.

Risk factor 7-9: Additional measures should be taken in order to minimise the risk/hazards involved. – Please fill in the 'Further Actions Required' box

Risk factor of 10-12: Alternative methods should be sought, the activity as it stands is too dangerous to run.

ACTION ALREADY TAKEN

These are the actions that you would normally take to prevent such a hazard. For example if the hazard was pulled muscles your action already taken is likely to be conducting a warm up to ensure everyone stretched to a reasonable degree.

FURTHER ACTION REQUIRED

If your hazard falls outside the 1 – 6 risk factor box you need to think about what else you can do to ensure the safety of your activity as normal working condition may not suffice. For example having an event in a bar open to all students would have a capacity hazard. Your action already taken may be to only send out a select number

of invites to keep numbers down however if it is likely to be popular you may need further action of hiring security for the event to keep a close eye on numbers, as the word is bound to spread about the event.

TO BE DONE BY

It may be different people in charge on the event night so please write their initials next to the activity they are responsible for. Please remember to consult those responsible for the area beforehand as if something happens on the night both that person and yourself will be responsible.

Appendix 2 – risk assessment (best practice)

Activity Name: RAG gets LOST	Description of Activity: Participants hitchhike from a location unknown to them, completing challenges along the way.	Responsible Person: James Wurr	Contact Telephone No: 07772923729
Date(s): 22.11.2014	Venue/Location: Barry, Wales and Cardiff, Wales	Date of Assessment: 17/11/14	Assessment done by: Liwei Zhao

HAZARDS	WHO IS AT RISK?			SEVERITY OF HARM*				LIKELIHOOD (1 - 3)	RISK FACTOR	ACTION ALREADY TAKEN	FURTHER ACTION REQUIRED	TO BE DONE BY (PERSON INITIALS)
	Participants (1)	Spectators (2)	The public (3)	T	M	J	F					
	1	2	3	R	I	O	A					
1 Crime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	3	Participants have been given briefing pack. Participants must travel in groups of 2-3 with at least one male in groups of only 2 girls to reduce risk. Participants must text in to a tracking system every two hours and with registration details whenever they switch transport. Instructed to contact police in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>
2 Standing at roadside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	6	Participants have been given briefing pack. They have been made aware of risks of traffic and advised on suitable positions from which to hail vehicles. Instructed to call emergency services in case of an issue. It is illegal for participants to stand on the motorway and they have been briefed on this.	<input type="checkbox"/>	<input type="checkbox"/>
3 Abduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	4	Participants have been given briefing pack. Participants must update tracker every two hours with location and text the coordinator with registration details whenever they switch transport. Coordinators will be monitoring participants and their whereabouts via the tracking app each team is signed up for. If we are unable to get in contact with participants after this time period and phone calls haven't been answered, we will inform the police. Participants have been briefed that this will happen.	<input type="checkbox"/>	<input type="checkbox"/>
4 Exposure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	4	Participants have been given briefing pack. They have been instructed to wear appropriate clothing and it is their responsibility to do so. In the case of extreme weather they have been briefed to seek shelter. A rescue car is available, as a very last resort, if it goes into the night and (in our judgement) participants need to get away from the elements.	<input type="checkbox"/>	<input type="checkbox"/>
5 Getting stranded/lost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	4	Participants have been given briefing pack. They have co-ordinators' phone number and co-ordinator has theirs. They must make contact with co-ordinator if lost or stranded. Coordinators will be monitoring participants' whereabouts throughout the duration of the trip. A rescue car is available to participants if they get stranded. If we lose contact with participants and they fail to contact us within 2 hours or answer the phone we will contact the police.	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2		<input type="checkbox"/>	<input type="checkbox"/>
Ill health										Participants have been given briefing pack. Participants must have mobile phone at all times. Participants and coordinators will be able to call emergency services if necessary. A rescue car is available as a last resort.		

SIGNED: Liwei Zhao

DATE: 17/11/14

Appendix 3 – Trip registration form

Name of Society *

Date of trip *

 —

Destination of Trip (Including accommodation details or Grid Reference) *

Trip organisers name *

Trip Organisers E-mail *

Trip Organisers London address *

Trip Organisers Telephone No *

Telephone and Contact name *

Itinerary: (Including dates and estimated time of departure and return to London) *

Details of trip *

Transport Details: (First driver; second driver, if applicable) *

Name of First Aiders Attending Trip and Qualification Details *

Name of participants, details of emergency contact, and contact number of all participants *

Attachments

No file chosen

[Add another file](#)

[Privacy & Terms](#)

Appendix 4 – Coaching contract



COACHING CONTRACT 2014/15



This form should be completed and returned to the **Sport Development Coordinator** before the start of the academic year by **ANY PERSON** involved in coaching or instructing Clubs/Societies whether paid or not. Students/Individuals who have been chosen to coach/instruct on the basis of a wealth of experience but no NGB qualification should also complete this form.

Section A - Personal Details

CLUB/SOCIETY	
FIRST NAME	
SURNAME	
EMAIL ADDRESS	
PHONE NUMBER	
NATIONAL INSURANCE NO.	
NATIONAL GOVERNING BODY AND AFFILIATION NO.	
COACHING FEE (/HOUR)	
COACHING DAY/S, TIME & LOCATION	
DO YOU HAVE YOUR OWN PUBLIC LIABILITY INSURANCE (YES/NO)? IF SO, PLEASE STATE AMOUNT AND REFERENCE NO.	
DO YOU HOLD A VALID FIRST AID CERTIFICATE (YES/NO)? IF SO, PLEASE STATE WHAT LEVEL AND EXPIRY DATE	

<p>QUALIFICATIONS</p>

Please attach a copy of your NGB Membership, all relevant qualifications, first aid certificate and insurance details.

Section B – T&C

Coaches/Instructors are responsible for...

Implementing appropriate safety precautions, for ensuring that participants wear protective clothing where appropriate and for checking all equipment before use.

Recording all accidents or near misses which occur during their session (as denoted by the time of sessions). This must be reported immediately to the Sports Development Coordinator.

Advising the student representative(s) on any appropriate affiliations, team selections, tactics, competition opportunities, budget preparation and development plans.

Maintaining a high degree of professionalism and personal integrity within their work. They should encourage Club members to treat opposition and officials with due respect

Sending their invoices to the Club Executive to review and submit to the Students' Union to be processed and paid.

The Club Executive Committee is responsible for...

Listening to the advice from the coach/instructor but making the final decision as a Committee representing the Club.

Liaising with the Students' Union ensuring the coach/instructor invoices are submitted to the Sports Development Coordinator as soon as it is received.

Securing enough funds through club membership, the SU, the Annual Fund and sponsorship to pay the coach/instructor throughout the year.

Attending Student's Union training sessions to learn how to organise and administer the club correctly.
Communicating all relevant deadlines to the coach/instructor e.g. club budgets.

The Students' Union is responsible for...

Processing the coach/instructors invoice within 10days-2weeks of receiving it.*

Section C – Declaration

I have read the terms and conditions outlined above and agree to abide by them.

Coach/Instructor - Signed/Print: _____ Date: _____

Club Captain - Signed/Print: _____ Date: _____

Students' Union - Signed/Print: _____ Date: _____

*The Finance Team in the Students' Union makes the payment run on a Wednesday so if invoices are submitted by the Tuesday you will receive the funding at the beginning of the following week. However, if the invoice is handed in on the Wednesday it will have to wait an additional week to be processed.