



# Committee Handbook

**Last Updated 28th October 2024**

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# Welcome!



## What's been updated?

- Updated financial information regarding expenditure requests and payments.
- More information and guidance with room bookings including the new room directory.
- New support and advice for running socials and alcohol safety.
- Updated information for creative, performance and sports groups.
- Updated signposting information.
- New staff introduction!

There's quite a lot to do and know, so we have created this handbook to help simplify the process and give you a quick and easy document to refer back to throughout your time on committee.

We recognise that committees work differently depending on their activities and processes so this is a basic guide with some more specific information for particular types of societies.

If there is anything you believe isn't covered in this handbook or you need more information please get in touch with the activities and volunteering team via email: [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk)

Or refer back to the SU website and your training where specific topics are covered in more detail.

**The handbook will be updated regularly, so keep an eye out for an email with an updated version every 3 months!**



# Managing Expectations



## Our expectations of you:

- That you are knowledgeable of your specific area of activity as well as the information in your training
- A passion and dedication to understand your groups activities, aims and needs
- That you actively provide opportunity for you and your group to develop and showcase
- Swiftly respond to emails and other communications
- You act professionally and without prejudice/biased.

## What you should expect from us:

- That we provide opportunities for your group to undertake within the university and wider community.
- To provide experiences, knowledge and tools that support student leaders and are transferable coming out of your role.
- To celebrate and promote your successes.
- To ensure all members and committee are supported physically and mentally, monitoring the student groups activities to ensure a safe environment is maintained (and action is taken where it isn't).
- Responses to emails and communications within 3-5 working days.
- That we maintain democratic practices as well as facilitate democratic voices.

If you feel we are not fulfilling our responsibilities or meeting your expectations please fill out this [feedback form](#) or contact us.



**KRIS**

Deputy Student Opportunities Manager



**Amelia**

Volunteering Hub Coordinator



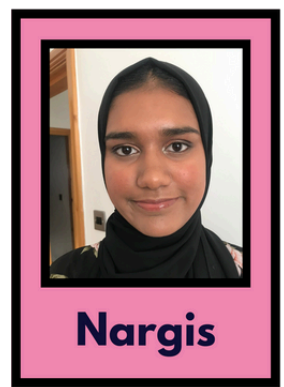
**MEGAN**

Student Opportunities Manager



**Mary-Ann**

Student Activities Coordinator



**Nargis**

Activities Development Coordinator





# Common Problems and FAQ's



## **Q: How do I book a stall/room for a student group event?**

A: For any booking requests you will need to go through the [room booking notification form](#) on the website. We would need a minimum of 2 weeks notice for any standard bookings, 4 weeks if there are external visitors involved and 6 weeks for the O2 Academy/large scale events. [More information here.](#)

## **Q: How can I book the card machine reader?**

A: You will need to specify that you would like to book the card reader when completing your event notification form. Once the form is done you will also need to email us a contactable mobile number and we can let you know if it is available. This is the same process for booking the hot water urn.

## **Q: How do we add a new committee member or add a new committee position?**

A: All committee members must be elected into their role. To add another member the process varies depending on the time of year. We hold by-elections at the start of term 1 where you can fill empty positions or add new positions for people to elect into.

## **Q: How can my student group apply for grant funding?**

A: The process of applying requires an application to be filled out. All student groups must read through the guidelines before submitting an application. The application can be found [here](#) or via the SU website. Please note that the process does have deadlines to be aware of.

## **Q: How can I book AV equipment for my event?**

A: As a student group you can book out equipment for an event such as speakers, microphones, display boards or screens plus more! Please read the information on [page 11](#) for more information and links.







# Training



## First things first - Training!

**Your society cannot run without all committee members completing their training.**

There are 3 compulsory steps to training:

- [Committee Induction](#)
- [Wellbeing and Support](#)
- [Training Quiz](#)

(please note that access to the committee induction and wellbeing and support sessions is by request only, if you require access please drop an email to [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk))

There are also non-compulsory modules you can read up on via the website.

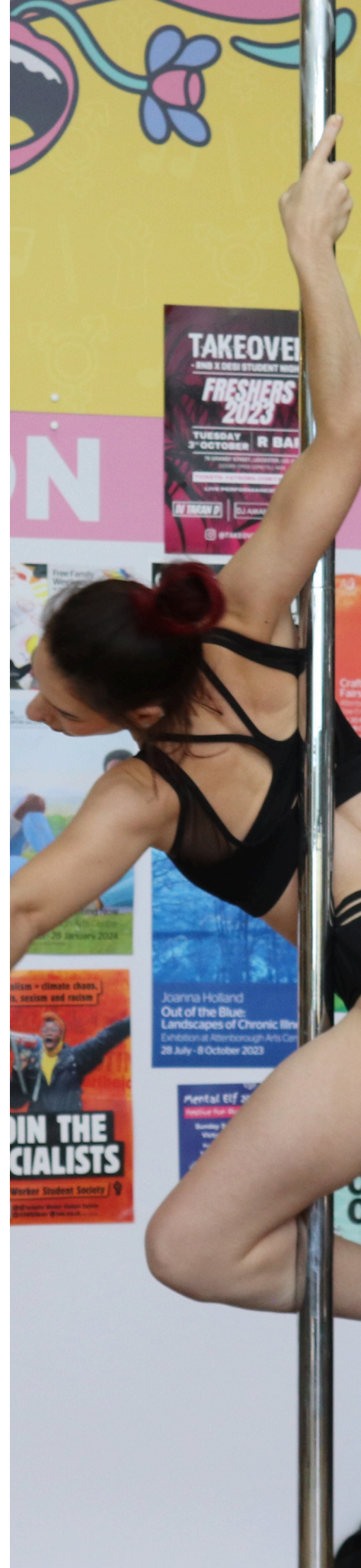
The non-compulsory training is relevant to some roles more than others, please check your [role description](#) for more on this. Once both compulsory training sessions have been watched/attended, you will need to complete the training quiz to confirm your affiliation.

## “Why should I do the training?”

Training is crucial because it ensures that your student group is running properly and safely.

It is also compulsory for your affiliation. You are only fully affiliated once all committee members have completed all stages of the training.

REMEMBER - Even if you did the training last year, you must complete it each year you are on committee especially if you change roles.





# Contact with the SU



## **Development Meetings**

We want to encourage all groups to check in with the SU across the year to catch up with how the society is going and what we can do to help!

Each society outside of Team Leicester groups have a designated activities and volunteering team member who you can go to for any support. They will get in contact with you to arrange termly meetings with your committee.

It is optional but encouraged especially for new societies and committee members who may need more support with getting to know how we do things.



## **Distribution Email**

All affiliated Student Groups have a distribution email. This is not an email you can log into but instead forwards on any emails to all committee member's student email. If you'd like to send an email from your distribution email you can do so through your Students' Union website page. Find out more on how to do this in our 'Understanding the Union Website' training module which can be found [here](#).

## **Committee Updates**

The best way to get your committee updates, information, opt into opportunities and stay up to date!

1-2 times a month we release a committee updates email to all committee members so that you can get all of the most up to date and relevant information all in one email.

Most of the time any questions you might have for us, is answered in the newsletter, so keep an eye out!

It is also a chance for you to advertise any events you are hosting and any committee positions you need filling.

## **Societies and Sports Councils**

This year we have a societies council and sports council, made up of members of societies who are selected into roles on the council in order to ensure that the voice and involvement of student leaders is prominent in everything we do.

To learn who is on the councils and more about what they get up to you can check out [this webpage](#).

All societies will have a contact within societies council who they can go to for advice, networking and to help push any feedback or queries straight through to the council. Your relevant representative should have reached out to you with more information on how to do so.

# Awareness and Celebrations Calendar



## November 2024

Whole Month: November

1st November: Diwali (Religious Celebration)

11th-22nd: COP 29

20th: Transgender Day of Remembrance

29th: International Day of Solidarity with the Palestinian People



## December 2024

1st: World AIDS Day

4th: Wildlife Conservation Day

5th: International Volunteer Day

10th: Human Rights Day

25th: Christmas Day & First Day of Hannukah



## January 2025

Whole Month: Dry January

Whole Month: Veganuary

24th: International Day of Education

27th: Holocaust Remembrance Day

29th: Lunar New Year



## February 2025

1st-7th: World Interfaith Week

4th: World Cancer Day

11th: Day of Women and Girls in Science

20th: World Day of Social Justice

28th: First Day of Ramadan (Muslim Holiday)



## March 2025

Whole Month: Women's History Month

14th: University Mental Health Day

14th: Holi (Hindu Celebration)

18th-22nd: Neurodiversity Celebration Week

30th: Eid al-Fitr (Muslim Holiday)

## April 2025

2nd: Autism Awareness Day

7th: World Health Day

12th: Passover (Jewish Celebration)

18th-20th: Easter Weekend

22nd: Earth Day



## May 2025

15th: International Day of Families

15th: Global Accessibility Awareness Day

20th: National Rescue Dog Day

21st: World Day for Cultural Diversity for Dialogue and Development

23rd: Vesak (Buddhist Celebration)



## June 2025

Whole Month: LGBT+ Pride Month

2nd-6th: Volunteers' Week

6th: Eid al-Adha (Muslim Celebration)

8th: World Oceans Day

20th: World Refugee Day

## July 2025

Whole Month: Disability Pride Month

15th: World Youth Skills Day

18th: Mandela Day

18th July-17th August: South Asian Heritage Month

24th: Samaritans Awareness Day

Please note that these are not every holiday and celebration and that more can be found via the following links:

- [United Nations Observances](#)
- [Interfaith Calendar](#)
- [Calendarr.com](#)



# General How To's





## Room Bookings & Running Events



**A crucial part of running a society is hosting events, meet ups and general activities. In order to do this you will need to complete compulsory event notification forms and room booking requests.**

### **Here's the important information and links to do so:**

- All bookings come with a notice period: 2 weeks for standard bookings, 4 weeks for bookings with external visitors/speakers and 6 weeks for O2 Academy bookings or large events (over 100 attendance).
- For recurring bookings .eg. weekly meetings, there is deadlines for each term that you will need to keep an eye out for in order to secure your bookings.
- All bookings are done on a first come, first serve basis. The activities and volunteering department reserve the right to reject any room bookings we deem unsuitable or not feasible.
- Even events that are taking place outside of campus require a notification form.
- Alcohol cannot be provided on campus. Please see [this policy](#) for more information.
- Sports facilities must be booked through Sports and Active Life and availability is currently very limited. You can contact them [via this form](#).

### **Helpful Links:**

- [Event Notification Form](#) (if you have under 18's present at an event, [please read through this policy](#))
- [External Visitor Form](#) and [Policy](#)
- [Booking Transport](#)
- [Booking Terms and Conditions](#) (please read before booking any events)





## **Room Directory and Availability:**

To see the full list of available spaces on campus for this year, please check out the [room directory](#) (last updated 23/10/24).

All spaces are subject to availability and performance spaces as well as the film theatre are extremely limited. If you are wanting either of these spaces then you must request it at the start of term when the room bookings for each term open.

## **Booking AV Equipment:**

**You can book equipment such as speakers, microphones and screens through the universities AV team.**

**Please read the following guidelines for booking out any equipment from AV:**

- Minimum of 2 full working days (48 hours) are required to full-fill a request.
- Late return of kit will result in the group losing its privileges to hire equipment in future.
- Any damaged or missing items will be charged in full to the group hiring the equipment.

**Please note the following guidelines when borrowing any type of recording equipment:**

- Please make sure you have consent from the individual if you intend to record interviews, images, voice or any personal information.
- The material recorded must be saved on an encrypted device. Either a PC, laptop, memory stick or portable drive.
- Once you have finished with the equipment and saved any material to an encrypted device, please wipe the content remaining on the camera/HDSD or recorder as per instructions in the loan equipment.
- If devices are required for ongoing research its recommended personal devices are purchased via your department that are encrypted. Further help can be obtained from LTRS if required.

To book equipment, you can email [bookav@le.ac.uk](mailto:bookav@le.ac.uk) or [use this link](#).





## Booking the O2 Academy

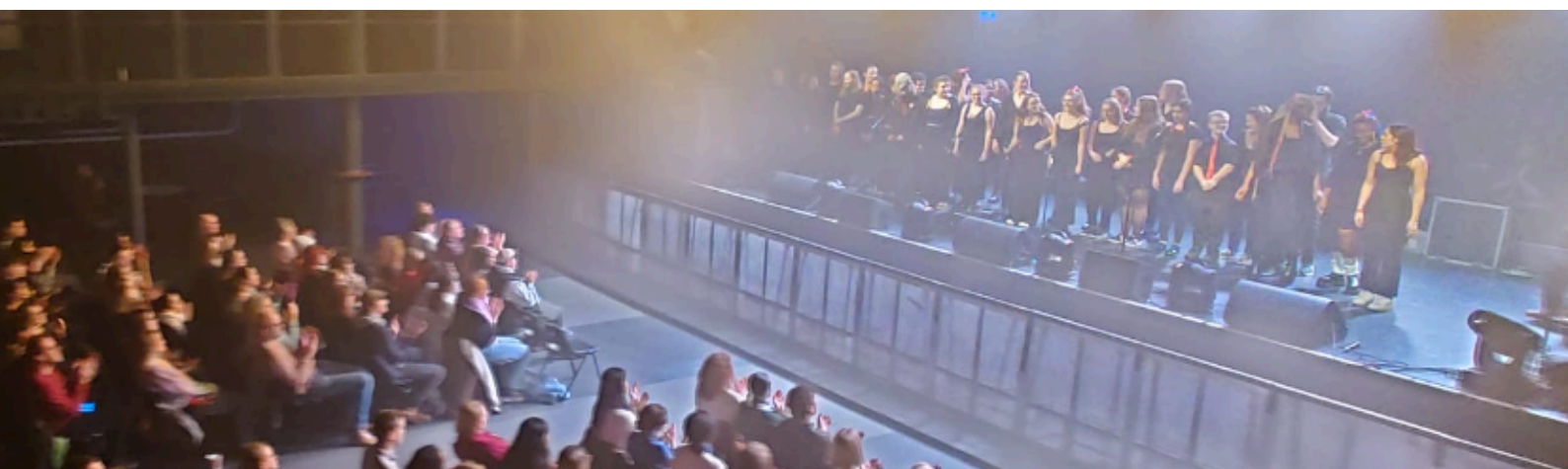
**Booking the O2 Academy for large events requires different processes to normal bookings due to it being an external partnership.**

### **Here's what we expect from you:**

- All O2 bookings must come with at least 6 WEEKS NOTICE.
- Booking the O2 has no venue charge but can come with charges for hiring technicians, use of the bar or security. Details will be discussed in the planning process.
- Once your student group puts in a request, you are required to attend a meeting with one of the activities team members to go over specific details, how the event will run and to finalise a price.
- If any decorations are being purchased you must ensure that they are non-flammable and sustainable/biodegradable.
- Any external catering must abide by our food provision policy and be declared. Only alcohol licensed by the O2 Academy may be served.

### **What you should expect:**

- Expect that you will need to arrive early to set up and communicate with the technicians as well as help out in setting down and cleaning up afterwards.
- If you are using the stage during the event please bare in mind that there is a capacity of 20, which decreases depending on if you are also including your own instruments/equipment.
- That any electronics or instruments you are bringing must be PAT tested and approved by the O2 team.
- All O2 events must be ticketed. You can also do tickets on the door.





### **What you will need:**

- All committee members as well as society members should ensure they have the SafeZone app downloaded. This will be your direct contact to security and first aid support during your event.
- A running order/itinerary will help make sure everybody involved on the night is on the same page, knows where to be and when, as well as support the SU team members who are attending.
- A budget! Ensure you put aside a section of your club pot to the event, you will need to sort out a budget with your treasurer for paying for the venue, the bar or/and technicians where relevant as well as decorations and/or catering.
- To advertise and use marketing as soon as possible to increase awareness of the event. If you need support from the SU to advertise it please get in touch and tag us in your posts. Please be informed that all student events taking place in O2 Academy will no longer be able to advertise it mentioning the “O2 Academy” on any promotional materials, except on the ticket website. Please be advised to use “Percy Gee Building” instead when creating promotional material.

### **Quick tip for securing a date!**

If you are worried about not getting the date you would prefer due to the O2's demand, you could check out their website where you can see what days the O2 is hosting events (not including student group events) to ensure there's no clashes! O2 has priority on bookings so you may have to have other dates in mind in case your preferred one isn't available. [Link here to the website.](#)





## Completing Documents and Paperwork

In order to reaffiliate/set up a society, there are a few documents to complete. They are:

- Handover
- Constitution
- Master Risk Assessment - General
- Master Risk Assessment - Team Leicester, Sports and Performance
- Development Goal Confirmation Form

The whole committee is responsible for the completion of the affiliation documents, including any edits.

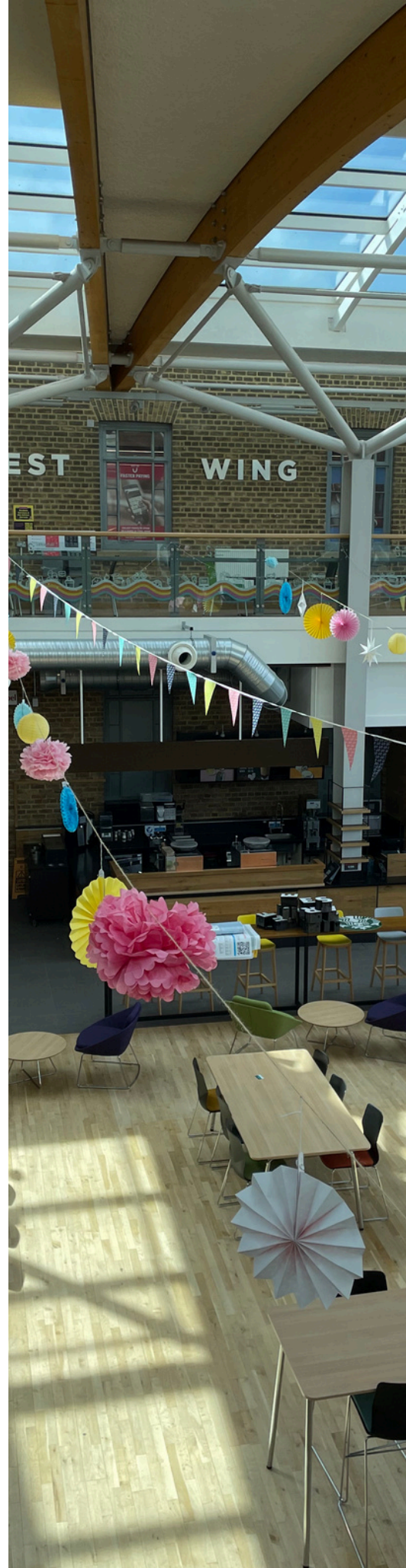
Handover - This is the process where the outgoing committee teaches the incoming committee about their roles. This ensures each committee member is prepared for the coming year and knows what to expect from their role.

Constitution - Outlines your Student Group's aims and objectives alongside all committee roles, responsibilities and the annual declaration. You may need to alter this during by-elections or other changes in committee.

Master Risk Assessment (MRA) - This document safeguards your Student Group by ensuring that your activities are covered by our insurance. There are two different MRA templates depending if you are a Team Leicester, Sports or Performance group. You will often need to edit the MRA when planning/hosting events.

Development Goal Confirmation Form - See Page 18

**You can refer to the specific handover and affiliation training module for more detailed how to's for each document.**





## Student Group Elections and Democratic Processes

**At several points throughout the year there will be student group elections.**

**As part of our democratic processes at the SU, all committee members must be elected in via our official elections that tend to take place before Easter.**

There is also by-elections at various times throughout the year, where any vacant roles can be filled or additional positions can be added.

Under no circumstance, should internal appointments of positions take place. This is so that we can ensure that you are going through the correct democratic procedures and so that those being elected in are given their appropriate privileges and permissions.

If you do have a committee member step down at any point or you need to add a position, please let us know asap so that we can let you know when your next by-election is and to update our information.

To keep up to date with when the next elections are, check out [this webpage](#).

### **Elections tend to follow this process:**

1. Your student group lets us know which positions need filling or adding.
2. We will open nominations for an election, where those wanting to fill those roles can nominate themselves and upload manifestos (nominees must have a membership to your society).
3. Nominations will close and voting will open. (voters must have memberships to your society).
4. Voting will close and results will be communicated to you.







## Student Group Finances and Membership

**Funding and finances are crucial to student group activities and are one of the most asked about topics! It is primarily the treasurer's responsibility, but all committee members should have a basic understanding. Here are the most important bits of information and advice:**

### **Where to keep your student group funds:**

In line with UK Charity Law, Student Groups and LUSUMA Sub-Groups cannot hold money long-term in a bank account with any other provider. This includes personal accounts and any bank accounts opened under your Student Group's name.

Additionally, any money held in cash or in personal accounts is not covered by the Students' Union's insurance. This means we will not be able to refund if it is stolen, goes missing, etc. As a result, please ensure you transfer any funds to the Students' Union account asap.

### **Generating Funds:**

There are several ways you can raise your finances without the use of grant funding, for example:

- Membership fees (increasing them if they are too low or pricing them if they are currently free)
- Selling group merchandise and ticketing events
- Gaining a sponsorship (more advice on that can be [found here](#))
- Fundraising events

### **Grant Funding:**

Every year, the SU has funds to support affiliated Student Groups in their development, and achieving their constitutional aims and objectives. You must submit an [application](#) in line with the [guidelines](#) and by the deadlines to be considered. We review the applications based on deadlines and aim to get back to you with a verdict following that. You may be rejected or requested to resubmit your application with more specific details.

Team Leicester groups have an additional and separate grant funding process they can apply for. For more information on this please get in touch with your Team Leicester contacts.

Each society has a maximum of £1500 they can request throughout the year.





## **Grant Funding Continued:**

Tips for putting in a request:

- Produce a breakdown of the funds you are asking for and what they are going towards.
- Be specific and go into details so that we are fully aware of why you are requesting for additional funds.
- Be aware of what is and isn't eligible via the guidelines.

## **Memberships:**

We recommend that all Student Groups charge at least £3 for memberships (required minimum amount to request grant funding). If you are a Team Leicester club, there is a minimum membership fee of £25, as well as a gym membership. If you are charging for membership, it's crucial that your Student Group is transparent about what a member will gain as part of your society. This could be listed on your Student Group's webpage. Membership sales reports can be found through your admin tools on the SU website.

## **Setting up a Membership:**

To add additional memberships to your student group or to change the price of existing ones, you must first update the information in your constitution and email this over to the Activities Team to be approved and created. Once set up, memberships can be purchased via your student groups web page.

## **Expenditure Requests:**

If you are a member of a committee, log into [www.leicesterunion.com](http://www.leicesterunion.com) and click 'Admin' in the top right hand corner, followed by the name of your society and the 'Finances'. Here you will be able to see reimbursement requests created by your Student Group members and committee alongside the option to create a request.

(continues onto the next page)

## **Withdrawal Request Process:**

1. The treasurer or other committee member puts in the request. (CANNOT be done by the president/club captain).
2. The treasurer approves the request.
3. The president approves the request.
4. The request is approved or referred by the SU team.
5. If all approvals are complete, the finance team processes the payment.

## **Transaction Reports:**

Your committee will receive weekly transaction reports and balance updates to your Student Group's distribution email. We require all Student Groups to keep track of their own finances in conjunction with the Transaction Report so that you are always aware of how much money should be in your account.

## **Refunds Policy:**

Student and Associate members can apply for a refund within 21 days of purchase by emailing [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) or talking to their SG committee. All requests after this point are reviewed and granted at the discretion of the societies council.

## **SU Account Bank Details (needed for making transfers or invoices):**

Bank Name: Nat West Bank

Account Name: University of Leicester Students' Union account (LUSU)

Account Number: 00940690

Sort Code: 56-00-55

**We also recommend that you check out the [financial procedures and external affiliation policy](#) here.**







## Raising Money for Charity and Fundraising

**Many societies will look to run campaigns and fundraisers throughout the year. It's a great way to stay connected with your local communities as well as to empower others through the platform you are given.**

The Students' Union itself is a registered charity, and as such, all affiliated Student Groups are part of the registered charity. This means that all money that is fundraised for charity must be banked through the SU in order to comply with UK Charity Law. This applies to all Student Groups all year round, including out-of-term time.



### Different Ways of Processing Funds

**Card Machine:** The easiest and most effective way to generate donation funds is by hiring one of the card machines from the Students Union. You can do this when you put in your event notification form. The money taken from the card machine goes straight into the Students' Union account and from there to your societies pot. To ensure that money then goes through to your chosen charity, you will need to submit a [charity donation form](#) after the money has already been raised.

**Cash:** We are a cashless union, so we will only accept a bank deposit to the SU account. If you collect any cash donations, this will need to be paid into a committee members account and from there transferred to the Students' Union via the bank details on the previous page. You will also need to ensure a [charity donation form](#) is completed.

**JustGiving:** You can also choose to use JustGiving to fundraise. If you do go through this process please ensure that the money raised is going directly to the charity and that you submit your fundraising effort into the [development goal handbook tracker](#).



# Sustainability & Development Goal Coordinator



**Caring for our environment and being aware of how our actions can affect the planet are so important, now more than ever!**

You should ideally be considering sustainability in how you run your student group and in the tasks you undertake as part of your role. There are several ways to do this, from your purchasing to commuting to practice. Unsure what sustainability actually means? [Check out this link](#).

This year we have introduced development goal coordinators to committees! This is part of your affiliation process and is compulsory for one of your committee members to take on (or a chosen member of your society that would like to take on the responsibility).

It works similarly to an elections coordinator and they do not need to be elected in, but you can also choose to make it an official committee position should that work best for your society. If you do not put an alternative forward for the role, it will be automatically assigned to the wellbeing and inclusion ambassador.

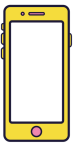
There's no set time commitment but there will be an awards ceremony at the end of the year to recognise student groups who have created the most impact within their goals.

## **More information can be found in the following documents:**

- [Introduction Guide For Committees](#)
- [Coordinator Handbook](#) (to be used by the coordinator throughout the year)
- [Goals Breakdown](#) (for more information on what the goals are about)
- [Confirmation Form](#) (needed as part of your affiliation to confirm who your coordinator is and your societies goals)







## Social Media Use

**We recognise that the use of social media platforms is a major part of running a society and that some of you have committee members dedicated to the task, so we want to ensure you do so safely and securely.**

We encourage you to think carefully before posting content, especially when under the influence, to avoid any future breaches of conduct or regulations. It's important that you utilise good practices to protect yourself and your student group. The [social media policy](#) can be found here.

### **Please bare in mind that:**

- Unauthorised use of third-party logos, including the logo of the University of Leicester or connected companies, should be avoided.
- Inclusivity should always be considered, and avoid the use of potentially abusive or discriminative language or images.
- You should not be sharing any committee, members or student disputes, conflict or personal issues.
- Breaches of copyright law such as using other peoples images or written content should also be avoided.

### **Your personal social media use:**

Please consider that other students may relate your own personal views and activities posted on social media with your position and society. Ensure you are being conscious of what you are posting outside of your society activities and how that could reflect on your society and other students who follow you.





## Misconduct and GDPR



**Ensuring a safe and friendly environment as well as consistently upholding the values of the SU is vital to professionally running a society.**

The Students' Union is committed to equal opportunities and opposes all forms of discrimination. Any breach of the Students' Union Conduct Matrix, SU [Policies](#) or UK laws relating to equal opportunity and discrimination will be dealt with in line with the Students' Union and University disciplinary procedures.

If you feel there has been a case on misconduct within your society you can report it by emailing: [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk)

### GDPR

Acting in line with the UK laws on General Data Protection Regulation (GDPR) is a key responsibility of all Committee Members. If you do not abide by GDPR, each member of your committee could be fined and held personally liable for a data breach.

If you do need to communicate with members away from the SU website, we recommend utilising social media, as this form of communication allows the individual to access information and easily opt out.

### Vote of No-Confidence

A VONC is submitted when a committee member no longer has confidence that another committee member will continue their duties as described in their student group constitution. If you are thinking of going through this process, please [check out the policy at the bottom of this page](#).





## Signposting and Wellbeing

**There are several departments within the university and the SU that you can go to should a situation come up that you need support with. Your wellbeing and inclusion officer should take the forefront in this but it is important for all committee members to be aware. Here's where to go:**

**Report of sexual, physical, domestic or mental abuse, bullying and violence:**

- Report and Support - Anonymous or named disclosure of an incident to the universities student support team. Separate from the SU.

**For breaches of the SU's code of conduct and matrix:**

(more information on what clarifies for this can be found here)

- Email [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk)

**Encountering a student in distress or crisis:**

- Call 111 or 999 for emergency situations.
- **Email [concerned@le.ac.uk](mailto:concerned@le.ac.uk)**
- If you are on campus you can call the security team at 0116 252 2888 or externally the mental health crisis outreach at 0116 800 3302.

**Mental health and wellbeing concerns:**

- Email the Student counselling and wellbeing service: [wellbeing@le.ac.uk](mailto:wellbeing@le.ac.uk) or via the website.

You can also go to our [support services A-Z](#) for a more extensive list.

**Self-care on committee:**

We always support committee members prioritising their own mental health and aim to support when you need time away from your responsibilities. If you need help with your committee responsibilities email us at [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk)

Be honest with yourself and your fellow committee members, it is okay to ask for help!



## Alcohol Safety and Running Socials Advice

**We recognise that most student groups run socials, which is great for networking and creating connections within your society! It is important as a committee to ensure that these socials are ran safely and with participants wellbeing in mind.**

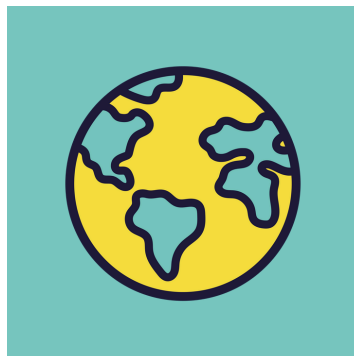
Here's some guidance and policies for those running socials:

- At least two committee members must remain completely sober throughout the event and be responsible for the welfare of all Student Group members.
- Ensure that non-alcoholic options are always made available and that there is no peer pressure for those to drink if they don't want to.
- We recommend that you schedule to have sober socials/events on offer at least once a term for those who may not want to participate in drinking activities.
- Initiation or hazing is not permitted under any circumstance.
- White lies or similar socials involving writing on each other are not permitted.
- We recommend that you remind members to eat before attending socials. A lack of food in your system can cause worsened reactions to alcohol.
- Avoid posting excessive drinking on social media platforms.
- All committee members should have the SafeZone app downloaded for easy contact with security. Check [page 12](#) for more info.





# Society Specific Information





# Creative and Performance Groups

**This section is relevant for all societies that are based on creative, performance and digital arts. You can find our recommended spaces for specific rehearsals as well as details on advertising your society for bookings!**

**Due to building closure, we have extremely limited availability for performance spaces. You can still request spaces but please be aware that it is very likely that we do not have availability outside of your recurring sessions. The following are our performance spaces:**

Percy Gee Building:

- 0.13 Food Market (space behind Starbucks, capacity 70)
- -1.04 Dance Studio (capacity 100, has fixed mirrors)
- 3.13 Multi-Use Space (capacity 120, has fixed mirrors)
- 0.10 Gee's (capacity 200)

Elsewhere on campus:

- Attenborough Arts Centre Studio 1 (would need to pay a fee or put in a one-off request, more information [here](#))

There are also more specific and individual music spaces that you can explore and book through [this link](#). Safety mats and a first aid kit are available upon request.

## **Bookable Spaces for creative arts groups (eg. craft and design)**

Through the SU:

- Percy Gee Building - Training Room (capacity 30, ideal for table based activities), 2.20 (capacity 100, furniture is fixed in a seminar room style)
- Recommended seminar rooms - Sir Bob Burgess (any), Ken Edwards 324, 528 (cap.36)
- Computer Rooms - Ken Edwards 101, 103, 323 (cap.35)

Attenborough Arts Centre:

Studio 3+4 (would need to pay a fee or put in a one-off request, more information [here](#))

## Room Directory:

Please use the [room directory](#) to see what all available spaces look like including the set up and capacity.

## Storing Instruments and Equipment:

We offer all societies access to the societies storage next to the dance studio in the Percy Gee Building. It is currently at capacity, however if you already have items stored in there and need to gain access on your student ID cards, please drop us an email.

## How to make your group bookable:

Many of our performance societies are interested in becoming bookable for other student group events as well as Students' Union events. Here's some recommendations on how to advertise your group:

- Digital advertisement on the Percy Gee Building screens (email us for more info).
- Getting in touch with other societies who have events advertised or in general on social media.
- Creating a pinned Instagram post or highlight advertising how to book your group.
- Keep up to date with performance opportunities sent via email from the Activities Team.
- Advertise via the committee newsletter (to do this you will need to email us your interest)







# Sports Clubs/Team Leicester

## **Bookable spaces for sports clubs through the SU:**

**(please note that these spaces are extremely limited at the moment due to numerous building closures and high demand).**

Percy Gee Building:

- 3.13 Multi-Use Space (capacity 120, fixed mirrors)
- -1.04 Dance Studio (capacity 100, fixed mirrors)
- 0.13 Union Studio (space behind Starbuck's, portable mirrors on request)
- Entrance/SU Square Tables (for fundraising events)
- Please contact the activities team for booking meeting spaces too.

For all other sports facility related bookings enquiries, please contact [Sports and Active Life](#).

## **Sport SharePoint.**

All committee members and your club members have access to the [Sport Share Point](#). We encourage you to regularly check the updates and content available.

## **Required Club & Sport Memberships.**

There is a memberships requirement. All Team Leicester club members must purchase a [sports membership](#) and a club membership. (More updated information regarding purchasing a membership and costs, will be available nearer to the start of the 2024-25 academic)

We encourage committees to encourage their members to consider purchasing a [gold sports membership](#). The gold membership allows your members access all of the facilities at [Roger Bettles and Danielle Brown Sports Centres](#) along with attending your clubs training sessions and play fixtures or compete in competitions.

## **Sport & Active Life have a [website](#) and [Instagram](#)**

## Coaching & Officiating Pathway Award.

Committee members should be aware of this award as it provides clubs with the opportunity to upskill and develop interested members. Clubs who need to provide officials for BUCS matches should contact [teamleicester@leicester.ac.uk](mailto:teamleicester@leicester.ac.uk) & [smb76@leicester.ac.uk](mailto:smb76@leicester.ac.uk) if they wish to discuss check their BUCS officiating requirements.

## Sports Council 24/25

. The Sports Council, chaired by the Sports and Societies Officer, gives members a look at the bigger picture of sport at the university, making crucial decisions, organising events such as varsity and having a say in what the university does next with sport. The council is made up of 12 roles, filled by sports club members, that vary in responsibilities and descriptions. You can see who's on the council and what they are currently up to via [this webpage](#).

Sports council can help get nay of your concerns, feedback and voices heard here at the SU. You can contact them or keep up to date via [su-council@le.ac.uk](mailto:su-council@le.ac.uk) or the [Instagram page](#). They are also in the club captains groupchat.

## Team Leicester Funding

### What budgets do clubs receive from TL?

Non-Controllable Budgets - These budgets are set by TL to cover some of the clubs' specific costs. They are controlled by TL. Not all budgets are applicable to all clubs.

Controllable Budgets - These budgets are given by TL for club's to control. They are based on the Tier System therefore there are three different amounts for each, depending on which tier a club is in.

Please make sure that you have checked with TL as to whether the budget can be used before any items are purchased. Once confirmed, purchase the items/products as usual and claim back the money through the TL Grant Fund account. TL will then take this amount off the additional club budget.



**The following information outlines the responsibilities of both the Students' Union and Sports and Active Life both separately and in collaboration to help you understand who to go to for what:**

## When to go to the Student's Union

- Transport for informal sports/additional activities
- For the following events - Fresher's Week, Refresher's, Activities Awards
- Booking a room/stall for a fundraiser, meeting or social event
- Charity donations, fundraising and community impact
- Compulsory training and affiliation documents
- Misconduct and complaints
- Committee elections

## When to go to Sports and Active Life

- Transport for fixtures/formal sport
- Sports Awards
- Booking sports facilities for both formal and informal sports
- Team Leicester kit and equipment
- Coaching and match officials
- Information and communications on fixtures, Varsity and other formal sports

## Crossover

- Risk Assessments - Students' Union ensures all Team Leicester Sports Clubs complete risk assessments, with Sport & Active Life's sign-off for formal sport-related elements
- Insurance - Students' Union covers informal sports whereas the University of Leicester insurance team assists Sports and Active Life in offering personal accident, public liability and small craft insurance for formal sports.
- Funding and Finance - Sport & Active Life provides grant funding for all clubs. Students' Union ensures ongoing grant funding opportunity availability. Students' Union collects club memberships and provides fundraiser accounts and finance systems for clubs' use.





# Volunteering and Community Groups

**For societies who focus on community projects, organisations, volunteering opportunities and society impact.**

## **Volunteering Hub:**

As a student-led volunteering group, you can register on our online Volunteering Hub where you can advertise your opportunities/projects and secure even more student volunteers for your events! We have our volunteering hub coordinator Amelia on hand to help out with any volunteering related questions, help or advice! You can contact her at [unionvolunteering@le.ac.uk](mailto:unionvolunteering@le.ac.uk)

## **Best spaces to book for fundraising and awareness events:**

- Percy Gee SU Square Tables/Entrance Tables
- Gee's / 0.13 in Percy Gee Building - the rooms either side of the main SU Square for larger events

## **Raising money for charity:**

The Students' Union itself is a registered charity, and as such, all affiliated Student Groups are part of the registered charity. This means that all money that is fundraised for charity must be banked through the SU in order to comply with UK Charity Law. This applies to all Student Groups all year round, including out-of-term time.

We are a cashless union, so we will only accept a deposit to the SU account. To send the money you will need to fill in our [Charity Donation Form here](#), after the event.

# Contacts and Glossary

## Useful Contacts:

### Email

Activities Team: [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk)



Advice: [advice@le.ac.uk](mailto:advice@le.ac.uk)

Making a Complaint: [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk)

Executive Officers: [su-exec@le.ac.uk](mailto:su-exec@le.ac.uk)

Volunteering Hub: [su-volunteering@le.ac.uk](mailto:su-volunteering@le.ac.uk)

Team Leicester: [teamleicester@le.ac.uk](mailto:teamleicester@le.ac.uk)

### Instagram



Activities and Volunteering Team: [@union\\_activities](https://www.instagram.com/union_activities)

Main SU account: [@leicesterunion](https://www.instagram.com/leicesterunion)

Support + Advice: [@leics\\_support](https://www.instagram.com/leics_support)

Sports and Active Life: [@uol\\_sport](https://www.instagram.com/uol_sport)

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