



# Committee Handbook

**Last Updated 20th June 2026**

<u>Welcome to Committee</u> .....	2
<u>Common Problems &amp; FAQs</u> .....	3
<u>Contact and Communications</u> .....	4
<u>Training</u> .....	5
<u>Affiliation Documents</u> .....	6
<u>Development Check Ins and Reports</u> .....	7
<u>Elections</u> .....	9
<u>Events and Socials Management</u> .....	10-11
<u>Safety and Signposting</u> .....	12-13
<u>Misconduct and GDPR</u> .....	15-16
<u>Inclusivity and Adjustments</u> .....	17
<u>Finances and Membership</u> .....	18-20
<u>Fundraising and Charity</u> .....	21
<u>Social Media</u> .....	22
<u>Creative and Performance</u> .....	24-25
<u>Sports Clubs and Team Leicester</u> .....	26-28
<u>Volunteering and Community</u> .....	29

Use Ctrl-F to search key words



# Welcome!



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 few months!**

## **Key Contacts:**

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

Sports - [teamleicester@le.ac.uk](mailto:teamleicester@le.ac.uk) / [sport@le.ac.uk](mailto:sport@le.ac.uk)

Student Support Services - [wellbeing@le.ac.uk](mailto:wellbeing@le.ac.uk) / [concerned@le.ac.uk](mailto:concerned@le.ac.uk)

Volunteering Team - [unionvolunteering@le.ac.uk](mailto:unionvolunteering@le.ac.uk)



# 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 or its over 100 attendees and 6 weeks for the O2 Academy/large scale events (over 200). [More information here.](#)

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

A: You will need to email in to unionactivities to request the card reader or the hot water urn. This must be done when you submit an event notification form and is given out based on first come first serve, subject to availability.

## **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 10](#) for more information and links.





# 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 has a designated activities team member who you can go to for any support. They may 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.

## 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.

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.



# Training



## First things first - Training!

**Your society cannot run without all committee members completing their training. All training links are on this page.**

There are 4 compulsory steps to training:

- [Committee Induction](#)
- [Wellbeing and Support](#)
- [Leadership and Management](#)
- [Pathway Training](#)

It is compulsory to complete the training otherwise you will not be able to remain in your role.

## The pathway training is as follows:

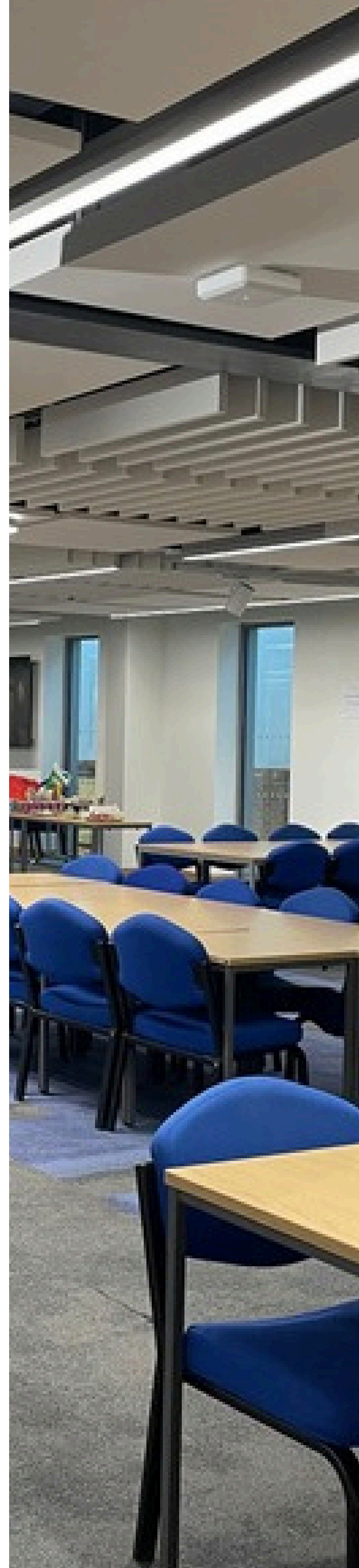
- [Finances, Budgeting and Sponsorship](#)
- [Event/Social Management and Organisation](#)
- [Publicity and Branding](#)
- [Leadership P2](#)
- [Academic Careers and Skills](#)

## “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.





## Completing Documents and Paperwork

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

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.

**All documents must be submitted through the submissions form each year. They are then subject to approval by the activities team.**





# Development Check Ins and Report



Presidents lead on the development of their student group, but it is everybody's responsibility. You will be expected to check in with the SU termly and will have a designated staff member for doing so.

**You will be expected to complete a development report throughout the year. Check ins will then be as follows:**

1. August-September (optional)
2. End of December (compulsory)
3. End of March (compulsory)

## **What do we mean by check in?**

You have to submit a development report when requested. This report should include updates on how your group is doing but most importantly, confirming your activities for the term as per the requirement for affiliation.

You must use the template [as linked here](#).

You can have anybody on committee lead on completing the check ins, otherwise it is expected to be lead by the president.

## **How do you complete a development report?**

Aims and Objectives: Should be copied from your constitution.

Weekly Report: Doesn't have to be weekly! Just a regular check in like you would a diary regarding your progress and plans. To help you keep track.

Outcomes: Your highlights, successes, development outcomes and where you need to evidence your minimum of 3 activities.





# General How To's





## 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.

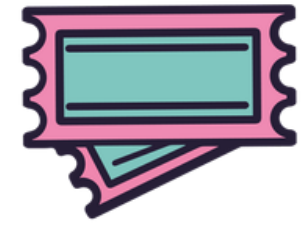
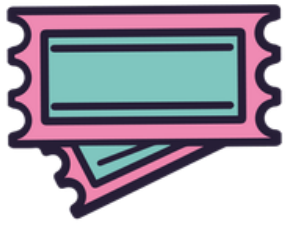
If you do have a committee member step down at any point or you need to add a position, please let us know asap so that we can let you know when your next by-election is and to update our information.

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.





## Event Notification Form (linked here)

Must be submitted for any and all activities (both on and off campus) as well as for any room bookings. Comes with the following deadlines:

- 2 weeks for standard bookings/activities
- 4 weeks for bookings with external visitors/speakers or over 100 attendees
- 6 weeks for O2 Academy bookings or over 200 attendance

All room bookings must adhere to the event booking policy.

## Activities Requirement:

All groups (except tier 1-3 Team Leicester) are required to hold at least 3 activities a term in order to remain affiliated. These activities must all be different activities in line with the aims of the group.

- Each activity has to be different to another. Recurring bookings will only count as 1 activity .e.g. weekly sessions or training.
- Any activities that are committee only, do not count either .e.g. committee meetings/lunch/outing.
- Any activities focused around going to a pub/bar or club night, do not count as a suitable activity unless it is a set organised event by committee with a activity other than drinking.

Activities will be tracked at the end of term 1 and term 2 via the event notification form and your development reports.

## Event Checklist:

<u>Event Plan</u>	<u>Risk Assessment</u>	<u>Food Provision</u>	<u>Portering Request</u>	<u>External Visitor</u>	<u>Security Notice</u>	<u>Equipment Hire</u>
<p><b>When?</b> With booking request in line with request deadline</p> <p><b>Required for:</b> 100+ attendance or large one-off events</p>	<p><b>When?</b> With booking request in line with request deadline</p> <p><b>Required for:</b> All Events</p>	<p><b>When?</b> With booking request in line with request deadline</p> <p><b>Required for:</b> If you are providing food through caterer or homemade goods</p>	<p><b>When?</b> With booking request, minimum of 7 days before</p> <p><b>Required for:</b> If you want a specific layout or set up</p>	<p><b>When?</b> With booking request, minimum of 4 weeks notice</p> <p><b>Required for:</b> If you have an external speaker, organiser or non-uol student involvement</p>	<p><b>When?</b> Parking is a minimum of 48 hours notice, 2 weeks if hiring or for access</p> <p><b>Required for:</b> If you need early/late access, parking or hiring of a guard when required</p>	<p><b>When?</b> With booking request, minimum of 48 hours notice (but subject to availability)</p> <p><b>Required for:</b> If you want a card machine or hot water urn</p>
<p>Can Booking Be Made Without It?</p> <p><b>NO</b></p>	<p>Can Booking Be Made Without It?</p> <p><b>NO</b></p>	<p>Can Booking Be Made Without It?</p> <p><b>NO</b> - If providing <b>YES</b> - If not providing</p>	<p>Can Booking Be Made Without It?</p> <p><b>NO</b> - If needed or complex <b>YES</b> - If no request is needed</p>	<p>Can Booking Be Made Without It?</p> <p><b>NO</b> - If needed <b>YES</b> - If no request is needed</p>	<p>Can Booking Be Made Without It?</p> <p><b>NO</b> - If hire is needed or high risk <b>YES</b> - If no request is needed</p>	<p>Can Booking Be Made Without It?</p> <p><b>YES</b></p>

## **Room Directory:**

To see the full list of available spaces on campus for this year, please check out the [room directory](#) (last updated August 2025).

All spaces are subject to availability and not all spaces on campus are bookable. For other types of bookings please check below:

- [Sports Facilities](#) - Through [sports@le.ac.uk](mailto:sports@le.ac.uk)
- Law Chambers - Through the law school
- Freeman's Cinema Room - Through the Freeman's Reception

## **Food Provisions:**

**Any food provisions must be declared. There are 3 different food provisions:**

- Homemade Goods: If any food or drink is homemade, then those providing the food as well as event organisers, must complete the universities [food provision training](#).
- For external caterers, their proof of insurance and food hygiene rating must be sent to the Activities Team for review.
- Any shop brought snacks/drinks or fast food deliveries do not require additional steps.
- Alcohol is not permitted on campus.

## **Hiring Equipment:**

**Audio/Visual: You can book equipment such as speakers, microphones and screens through the universities AV team. To do so, email [bookav@le.ac.uk](mailto:bookav@le.ac.uk)**

- 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.

**To hire a card reader or hot water urn, please email [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) and declare it in your event notification form.**

You will need to provide a phone number and it is subject to availability.

### **Useful Links and Resources:**

[Trip Registration Form](#)

[External Speaker Request Form](#)

[Food Provision Policy](#)

[Bar Crawl Guidance](#)

[Sports Facilities Booking Process](#)

[Transportation Guide](#)



## Health and Safety

### **Ensuring Safety During Your Events:**

1. Make sure all committee members have the SafeZone App downloaded. The app allows you to alert University Security via your mobile phone if you ever need urgent assistance or first aid, or if you have an emergency while on campus.
2. Ensure everybody organising the activity is aware of the risk assessment and the measures in place to either prevent or respond to issues.
3. Ensure considerations are made for those who may need reasonable adjustments. You can use the reasonable adjustments template for this.
4. Make sure attendees know who to go to if they need assistance or need signposting to further support.

### **Insurance:**

**Your Student Group is covered by Students' Union's public liability insurance (PLI). Any activities are covered when you submit your event notification form and have it covered by your Master Risk Assessment.**

This insurance covers the majority of group activities on and off campus, however if you are doing an activity that you don't normally do (e.g. a one off event that involves higher risk elements) then please ensure you have a dedicated risk assessment that is shared with the Activities Team for approval.

Please note that if your group organises activities that are not covered by our Public Liability insurance then the organisers of the event may be personally held responsible for any claims.





## **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.



## 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 core committee should take the forefront in this but it is important for all committee members to be aware. Here's where to go:**

For external community support, charities or specialised professional support, please [use this directory](#).

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

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

- Email [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk) for formal processes
- Email [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) for more informal advice

**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:**

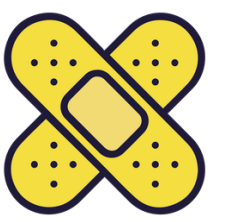
- Email the Student counselling and wellbeing service: [wellbeing@le.ac.uk](mailto:wellbeing@le.ac.uk) or [via the website](#). You can also contact [concerned@le.ac.uk](mailto:concerned@le.ac.uk).

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



## 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.**

### **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 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,

### **Student Conduct and Complaints**

**What do you do if a committee member is not upholding their responsibilities or isn't doing their job?**

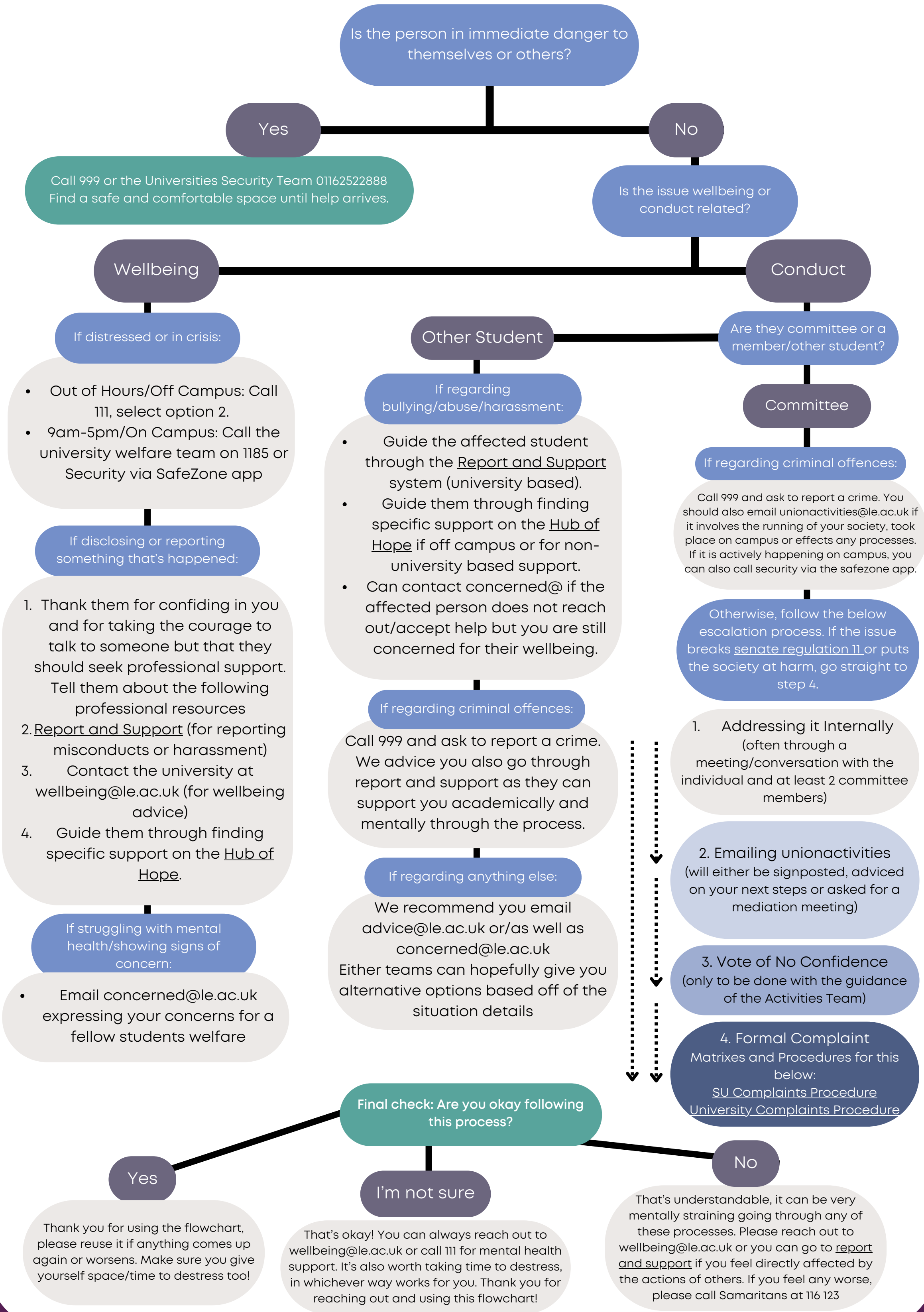
1. Internal Discussion - Can you talk it out with them?
2. SU Mediation - If the above doesn't work, you can email [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) for advice or informal mediation.
3. If it needs escalating from the above, the SU will work with you to discuss formal actions.

### **What do you do if a committee member is acting inappropriately?**

1. Minor concerns - Can you talk it out with them? If not, come to the SU for advice or informal mediation.
2. Major concerns - Contact [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk) or [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) immediately.

More breakdown on the next page....

# Misconduct and Managing Disclosures



**If you are unsure at any point then please contact [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk) for conduct issues and [concerned@le.ac.uk](mailto:concerned@le.ac.uk) for wellbeing advice**



# Inclusivity Guide

## What's the point in this?

This guide should help committee members better understand how to be professional, inclusive and respectful. The goal is to set an environment where every student feels valued and recognised regardless of gender, identity or background.

- ~~“Hi, guys”~~ → “Hi, everyone”
- ~~“Man up!”~~ → “Stay strong”
- ~~“Girls/boys team”~~ → “Womens/Mens team”  
When referring to adults
- ~~“Ladies and Gentlemen”~~ → “Everybody”

## Why does this even matter?

- When discussing inclusivity, it's important to take time to reflect on your own privilege. Remember that your life experience is unique and as a result, your perspective may not be the same as others'. Listening with openness and curiosity helps build understanding and ensures everyone feels respected and included.
- The language we use shapes culture. We want to create inclusive teams that are stronger, safer and more cohesive as a whole.
- Common phrases can unintentionally alienate certain people.
- Small changes can make massive differences to participation and belonging.

## Reasonable Adjustments Plan

Reasonable Adjustments are the adaptations you can make to your student group activities, in order to support people with barriers to participation. This often includes, but is not limited to, any protected characteristics.

- [Reasonable Adjustments Plan Template](#)





## Student Group Finances

**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 ([guidance here](#))

### **Grant Funding:**

Every year, the SU has a grant funding pot, to allocate towards student group activities and development. It is an application process which is reviewed by the Societies Council.

It should be treated as a potential boost opportunity. So do not rely on it when creating budgets or plans.

There are set deadlines and review periods, so please pay attention to the dates given on the Student Group Finance page. Max amount you can ask for:

£1000 for standard groups and tier 1-3 Team Leicester

£1450 for performance groups, non-TL sports clubs and tier 4 TL

- **[Grant Funding Guidance and Regulation](#)**



## **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 £5 for memberships (required minimum amount to request grant funding).

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. You can also offer instalment plans if your membership is over £30. Click here for the [policy and procedure](#).

## **Setting up a Membership:**

Memberships are automatically put up by the SU on the 1<sup>st</sup> September. You must declare what you want for your memberships in your constitution. To make changes later in the year, you must change send us an updated constitution over email.

## **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 payment/reimbursement requests created by your Student Group members and committee alongside the option to create a request.

## **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 (normally within 5 working days).

## **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):**

Reference: Your Student Group Name

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 [student group finance page 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.



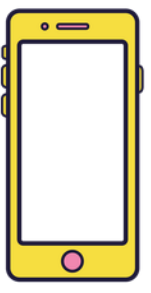
### Different Ways of Processing Funds

**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 your development form.



## 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.

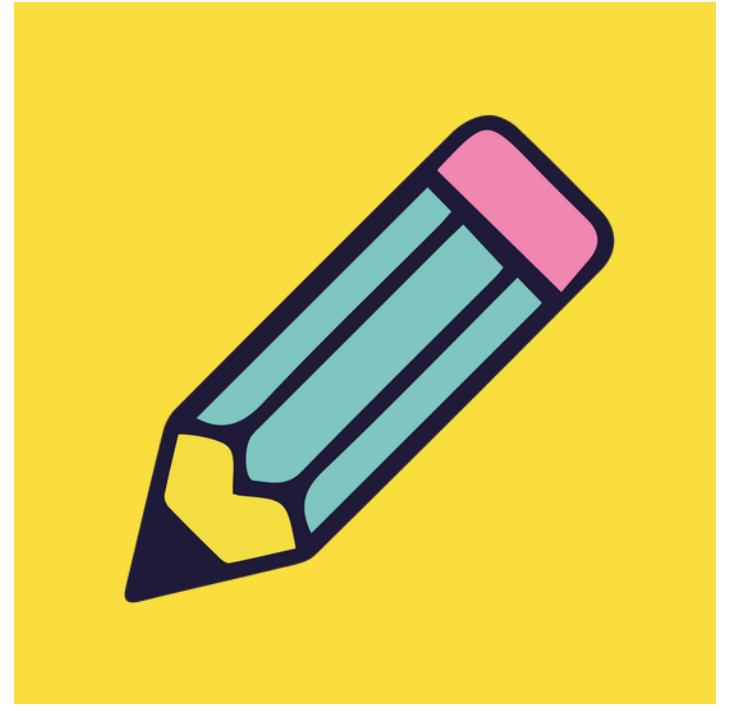
### **Please bare in mind that:**

- 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.

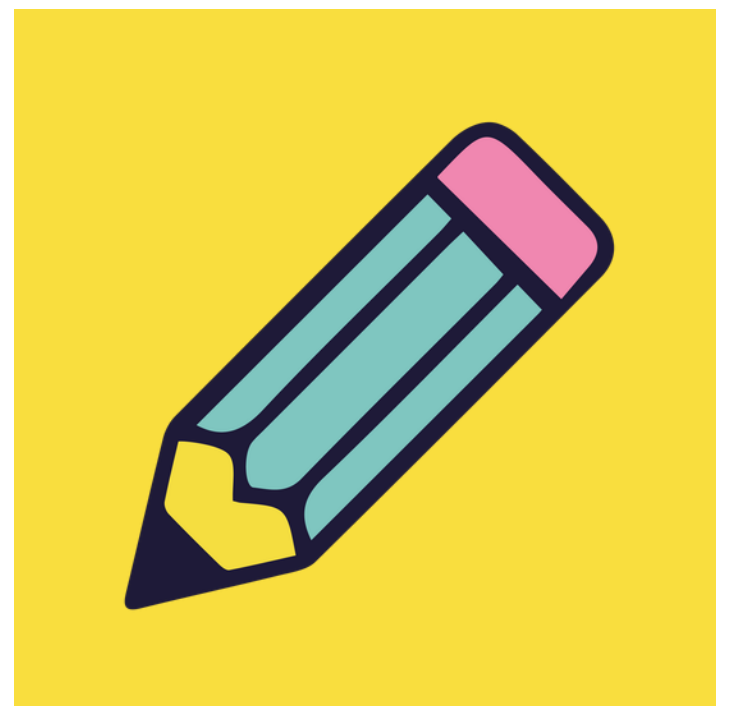
### **Your personal social media use:**

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.





# 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 Union Studio (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:**

If your Team Leicester - Please contact [teamleicester@le.ac.uk](mailto:teamleicester@le.ac.uk)

If you are not Team Leicester - Please start by emailing [sport@le.ac.uk](mailto:sport@le.ac.uk), you will then need to [follow this process](#).

**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.

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.

## 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) if they wish to discuss check their BUCS officiating requirements.

## Sports Council 26/27

The Sports Council, chaired by the Sports 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 several 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 any of your concerns, feedback and voices heard here at the SU. You can contact them or keep up to date via [su-activities@le.ac.uk](mailto:su-activities@le.ac.uk). 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, SU 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 and communities coordinator Aleksej on hand to help out with any volunteering related questions, help or advice! You can contact him 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.