

**CARDIFF UNIVERSITY**

**ATHLETIC UNION**



Cardiff University  
Athletic Union

**Policy**

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## **Introduction**

Cardiff University Athletic Union (AU) is committed to providing diverse sporting opportunities for student-led sport and activities. Its aim is to deliver the administrative infrastructure to provide support and service within a monitored, safe environment. In order to deliver quality services, emphasis must be placed on the important issue of safety.

Safe sport requires a relationship between the University, the Students' Union, the AU, the clubs and each club member. Each club has its own disclaimer and code of practice.

### **Statement of Intent**

In its commitment to safety in student-led activities, the AU endeavours to provide the following services to assist the club committees and members:

- support and guidance on all matters relating to club operations and ensure best working practices are being followed.
- Provide accurate information and “In House” training to all new club Committees.
- Provide insurance cover through club and AU membership.
- Ensure that where schemes exist, the clubs affiliate to their National Governing Bodies in order to maintain accurate and up to date information pertaining to their sport, and where appropriate – additional insurance protection.
- Provide support and funding in the selection, acquisition, hire and maintenance of equipment.
- To assist clubs in the production of ‘Codes of Practice’ which should reflect the guidance received from their governing or advisory body, as well as additional operational details pertaining to the procedures of each Cardiff University Club.
- Provide First Aid equipment and promote certified and subsidised First Aid Training for club officials, club members and IMG members.
- To require registration of all trips through the use of Trip Registration Forms.
- To ensure an adequate level of competence of those coaching clubs, supervising or leading sports clubs activities through an annual registration of leaders.
- Provide a system to report, monitor and investigate accidents or near miss occurrences via Sports Incident Report Form.
- Ensure all claims for insurance combine with the report of incident procedure.
- Provide subsidised funding for the training of club committee members on National Governing Body recognised courses, in order to increase and enhance the standard of safety, skill and awareness within the club structures.
- Continue to monitor, review and modify the Operations Policy Document as necessary.

## **SAFETY & DUTY OF CARE FOR YOUR ATHLETIC UNION CLUB**

Accidents can and do occur whether it be within your sports club or in general. However, we all have a duty to run activities in a way that minimises the likelihood and severity of accidents / incidents.

### **RECORD ALL THE ACCIDENTS IN YOUR SPORTS CLUB.**

The information you provide is important for:

- Looking for patterns and trends.
- Taking actions to prevent the accident happening again or to limit the effects.
- Predicting the most suitable first aid provision.
- Providing evidence for insurance claims.

Accidents occur during social activities, outdoor pursuits and sport.

**Causes:** Can be inexperience, inadequate training, a lack of planning, drunkenness, tiredness, or poorly maintained equipment.

The smallest injury may have a large impact on your career, future health or lifestyle.

### **Duty Of Care:**

Responsibility belongs to you if you organise an activity or event. Even if you employ someone else to run it, you need to check that they have done it safely.

Committees have a **DUTY OF CARE** to everyone who could be affected by their activities and events.

This means taking reasonable steps to prevent foreseeable harm.

The level of care owed depends on the skills, knowledge and experience of all those affected.

### **Duty of Care; Common Law Negligence:**

The term '**injury**' primarily means physical injury and consequential financial loss.

### **Where Does Negligence Fit Into Our Social Fabric?**

All of us understand that deliberately causing injury to others is a criminal offence ordinarily resulting in punishment of the perpetrator. However some injuries are accidental i.e. the circumstances giving rise to them are wholly unforeseeable. No one is responsible. No compensation is payable.

In between those two ends of the spectrum are the '**negligent acts**' i.e. they are not deliberate, but the injury is foreseeable. The negligent person will not be punished however; the injured party may seek financial compensation as a result. The compensation paid is paid by the individual who has caused the loss and could amount to millions of pounds!

## **How Does This Affect Me?**

Each of us owes a **‘Duty of Care’** to those around us not to cause them injury by our negligent acts and omissions.

In order to satisfy or discharge that Duty of Care you must behave as a responsible person would by taking into account your specific skills, knowledge and experience. For example, a ‘reasonable’ non-medically qualified ‘rescuer’ might be forgiven a medical mistake which a reasonable qualified paramedic would not be expected to make.

The persons around you could be anyone for whom you have accepted responsibility for, such as when you are a group leader or committee member.

The Duty of Care requires you to consider the consequences of your acts and omissions and to ensure that these acts and/or omissions do not give rise to a foreseeable risk of injury to any other person. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.

## **Does Ordinary Membership Of a Club Affect My Ordinary Duty of Care?**

Not usually. You still owe the individual Duty of Care to your neighbours. However, the people who are your ‘neighbours’ might alter and/or increase to include other club members and others with whom you may now come into contact as a result of membership of that club.

## **Will being a group leader of a club activity affect my ordinary Duty of Care?**

It may do. As a group leader (or team captain or committee member) you have accepted the responsibility of leading others. You owe them a Duty of Care to ensure that they are not exposed to a foreseeable risk of injury as far as you reasonably can foresee.

It should be noted that on any outing where a group leader has not been appointed the most experienced and/or qualified persons there ought reasonably to intervene and at least advise if a foreseeable risk of injury arises.

## **Will accepting office in a Club affect my Duty of Care?**

Yes, it may well do so. If you accept a position you are likely to agree to carry out certain functions which may affect the safety of others both inside and outside the club. You are accepting a responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury which exists or arises.

For example – If you have agreed to be the equipment officer you must take reasonable steps to inspect the equipment to ensure it is safe for use, and create records for their use, damage and repair.

## **Conclusion**

The law of negligence seeks to ensure that as individuals we are responsible for our actions and inaction's and that we consider those who might be injured by those acts and omissions.

The actual standard varies according to individuals' skill and experience and requires us all to behave reasonably.

It is possible to lay down golden rules which if followed will preclude the possibility of a successful civil claim. However, behaving responsibly and considerably is likely to mean that no injury will be occasioned in the first place, and it is this awareness that we hope to create in the Athletic Union.

The safety net we all hope we will never need is third party liability insurance. If a compensation claim is successfully brought then this insurance should pay out to protect members.

### **Setting Your Own Standards:**

- |                  |   |
|------------------|---|
| Risk Assessment  | This is the process for checking the effectiveness of your safety management systems. |
| Code of Practice | Every sports club needs to think about CoP. This is your definitive safety statement. |

Points to consider:

- Is your sports club complying with best practice?
- If not, can you justify your actions or inactions?
- Can you do more to reduce the risks?
- Do you check the experience and abilities of participants and leaders?
- Do you actively promote safety precautions to your members?

### **Maintenance of Safety Records:**

This is important for action planning, monitoring and insurance:

- Accident reports.
- Risk assessment.
- Safety meetings.
- Audits of equipment

### **Safety Equipment:**

Committees need to ensure members have adequate safety equipment:

- Selection
- Acquisition
- Regular Inspection
- Maintenance

## First Aid

Each club is required to maintain a minimum level of two qualified First Aid representatives present during each activity, with team matches having at least one First Aid qualified member in attendance on site. Each club must own and maintain a fully stocked First Aid Kit or Medi-Box, and have nominated a person to maintain it (usually the equipment/safety officer or team captain). This should be available at each training session, match or event. All First Aid boxes must be purchased by the club but can be restocked (free of charge) by the AU at the beginning of term.

The use of Accident Report Forms has become a legal requirement across the country. The regulation of these forms is shared between the AU and the club committee officials. It is vital that committees ensure Accident Report Forms are being used by their club members. By law all injuries must be recorded!!

For convenience, the AU recommends that at least 3 copies of the Accident Report Form be kept in each Medi-Box / First Aid Kit. Additional copies will be issued when kits are restocked.

When an item of first aid equipment is used (not including plasters) an Accident Report Form must be completed and signed by the injured party as well as the individual who administered the first aid treatment at that time. This form should then be submitted to the AU within 24 hours (BY LAW!), so that replacement first aid equipment can be issued and the University Safety Office informed of the incident/accident.

The current list of first aid kit contents should be included in the medi-box/first aid kit and is available on-line. The AU Development Co-ordinator will be able to offer advice on additional specific equipment recommended for individual sports.

It is the responsibility of the safety/equipment officer or Team Captain to ensure that all injuries sustained are reported to the AU.

The reporting of any 'near miss' occurrence is vital for the future safety of individuals. This information helps others to plan and prepare in order to avoid possible dangers. An incident report should be submitted to the AU so that systems may be re-evaluated and club codes adjusted accordingly.

In its commitment to expand the qualifications individual members hold within the the AU offers subsidised First Aid courses to ensure each club has a continually sufficient number of qualified first aid representatives.

A full list of first aid-qualified members should be submitted to the AU at the start of each year to ensure a sufficient ratio of qualifications to ordinary members exists.

It is the responsibility of club committees of all **water related sports** clubs to ensure all new members have a swim competency test and have a minimum ability to swim 50 meters and tread water fully clothed for five minutes.

## BUSA Personal Accident Insurance Plan for Students

By joining the AU, a member receives the benefits of the following insurance cover;

### **Summary of Cover - Platinum**

The purpose of this policy summary is to help you understand the insurance by setting out the significant features, benefits, limitations and exclusions. A full copy of the policy terms, conditions and exclusions is available on request from Endsleigh Business Insurance Services.

### **Name of the insurance undertaking**

The insurance is provided by ACE Europe. Registered Address: Ashdown House. 12 High Street, Crawley, West Sussex, RH10 1DQ.

### **Type of insurance and cover**

This is a personal accident policy which pays out set financial benefits following an injury. Members of your Sports Association will be protected anywhere in the world whilst taking part in organised sports events, or in training and practice sessions. What's more, they'll even be covered whilst traveling to and from any of these activities. Cover is effective 24 hours a day, 365 days a year.

### **Significant features and benefits - Platinum Cover**

TYPE OF COVER	CASH BENEFIT
Accidental Death	£10,000
Permanent Disabling Injuries	up to £50,000
Temporary Total Disablement	£30 per week (excluding the first 7 days)
Dental Injury	up to £500 (excluding the first £25)
Hospital Confinement	£20 per day (maximum 90 days)
Additional Travel Expenses	up to £100 (minimum claim £25)
Repatriation:	
Cost of a private ambulance to local hospital	Unlimited
Travel costs to home address following discharge from hospital	£100
Loss of Earnings	up to £50 per week
Examination Re-Sit Expenses	up to £2,500

### **Significant and unusual exclusions or limitations**

Your policy excludes some situations. Please refer to Section 5 of the policy wording for full details of exclusions and limitations.

- Any claim under £25 in respect of Travel Expenses cannot be considered.
- The first £25 of every dental injury claim is excluded.
- Benefits cannot be issued in the event of the insured person committing suicide or inflicting self-injury
- Insurers will not be liable for payment should the Insured person sustain injury whilst engaged in any of those activities strictly prohibited under the policy e.g. offshore racing, bungee jumping, fire walking etc.
- Bodily injury resulting from sickness and disease is not covered under the policy
- The cover does not extend to providing for the cost of seeking medical treatment. Such costs are typically met by a Medical Expenses policy.
- Insurers will not be liable for disabilities arising from repetitive strain injury or psychological disorders.

### **Duration of Policy**

The policy will remain in force for 12 months from the date of commencement, or as otherwise shown on your policy schedule.

### **Claims Notification**

You can make a claim by contacting:

Endsleigh Business Insurance Services  
Hadley House  
Shurdington Road  
Cheltenham  
GL51 4UE

Telephone No: 01242 866800 Fax No: 01242 866961 E-mail: [ebis@endsleigh.co.uk](mailto:ebis@endsleigh.co.uk)

### **Your right to complain**

We, as your insurance broker, will always aim to provide you with a high quality service. However, if you are not satisfied with the service provided please do not hesitate to contact us at the above details. We will ensure that every measure is taken to speedily address any concerns you may have.

### **The Financial Services Compensation Scheme**

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations to you under your contract of insurance. If you were entitled to compensation under the Scheme, the level and extent of the compensation would depend on the nature of this contract. Further information about the Scheme is available from the Financial Services Compensation Scheme, 7th Floor Lloyd's Chambers, Portsoken Street, London, E1 8BN and on their website [www.fscs.org.uk](http://www.fscs.org.uk)

## **The Athletic Union Staff**

### **AU President**

The AU President is a full-time elected Sabbatical Officer. He is responsible for the budgeting and welfare of AU clubs, and is there to represent your needs and views as students. He is responsible for all AU events (campaigns, Varsity, AU Awards Ball). He will be able to offer guidance and direction on all issues relating to the maintenance and development of your club. [turnerb2@cf.ac.uk](mailto:turnerb2@cf.ac.uk) 02920 781438

### **AU Co-ordinator**

The AU Co-ordinator is a full-time member of staff and administers the smooth running of Cardiff's entry in the British Universities Sports Association (BUSA) competition. The liaison for any BUSA fixture enquiries, the AU Co-ordinator acts on your behalf to the University Sports and Exercise Department who provide facilities for training and competition. [coxshallm@cf.ac.uk](mailto:coxshallm@cf.ac.uk) 02920 781439

### **Sports Development Co-ordinator**

Sports Development Co-ordinator is a full-time member of staff and is here to provide expert advice and support to develop to all AU clubs and activities. The job also includes: developing sports safety provision, risk management, equipment acquisition, and club audits. [powelll@cf.ac.uk](mailto:powelll@cf.ac.uk) 02920 781437

### **AU Vice-President**

The AU Vice-President is a non-sabbatical officer and contributes to the AU on a part time basis. The job includes administration, updating the AU webpage and acting as a link with Gair Rhydd sport. In addition, the AU Vice is solely responsible for the organisation of the 'Charity Auction' and plays a key role in all AU social events.

### **IMG Chair**

The IMG Chair is also a non-sabbatical officer and will assist the running of the Intra-Mural Games (IMG). Jobs include administration, maintaining the IMG section on the AU website, collecting match results, and reporting the latest IMG news and results to the Gair Rhydd.

### **Head of Rugby**

Head of Rugby is a full time member of staff employed by the University. His job focuses on co-ordinating all rugby related activities at the University. He also collaborates and assists the University development division/alumni offices tracking past sports active students.

[Fowlerm2@cf.ac.uk](mailto:Fowlerm2@cf.ac.uk) 02920 781538

### Sports Structure

<i>Tier 1</i> <b>BUSA League</b>	<i>Tier 1</i> <b>BUSA Championship</b>
Badminton	Athletics
Men's Cricket	Canoe
Men's Football	Karate Wadokai
Ladies Football	Mountain Bike
Golf	Rowing
Ladies Hockey	Sailing
Men's Hockey	Skiing
Netball	Volleyball
Men's Rugby	
Ladies Rugby	
Medics Men's Rugby	
Waterpolo	

<i>Tier 2</i> <b>BUSA League</b>	<i>Tier 2</i> <b>BUSA Championship</b>
Ladies Basketball	Climbing (Mountaineering)
Men's Basketball	Korfball
Ladies Cricket	Pool
Fencing	Riding
Medics Men's Football	Rifle
Medics Men's Hockey	Snooker
Medics Ladies Hockey	Surf
Lacrosse	Tae Kwondo
Squash	Trampoline
Medics Squash	Swimming
Table Tennis	Ultimate Frisbee
Tennis	Windsurf

<b><i>Non-BUSA</i></b>	Kung Fu
Aikido	Motorsports
American Football	Sub-Aqua
Caving	Yoga
Cheerleading	
Dancesport	
Jiu-Jitsu	
Karate Do Shotokai	
Kickboxing	
Kitesurf	

## **IMG**

The Intra-Mural Games (IMG) are a set of competitions in football, rugby and netball that are overseen, supported and financed by the AU and administered by the IMG Chair.

Although IMG has evolved to be competitive in nature, the AU's original application of IMG is its ability to provide non-competitive recreational sport.

### **IMG Structure**

The IMG has a league structure for football, netball and rugby teams. Teams register with the AU before the start of the season. Fixtures generally take place on Wednesdays (some fixtures take place on weekends).

### **Player Registration Rules**

- All players must be registered with IMG by joining the AU and receiving an AU Card. These Cards will be checked at IMG fixtures.
- Only Cardiff University/Union students/staff can participate in the league.

### **IMG Rules**

The AU will update rules for IMG on the IMG website [www.cardiffstudents.com/IMG](http://www.cardiffstudents.com/IMG)

## **Athletic Union Club Formation and Structure**

Each club must have at least 15 active, signed-up members to be recognised by the AU as an official affiliated club. From these members a committee structure must be formed with **six** principle positions to ensure a sound organisation and communication exists. Cardiff Medical Students are permitted to join Cardiff Medics Clubs but Cardiff Students are not allowed to join Cardiff Medics Clubs.

### **The Committee:-**

- **President** - Overall responsibility for the club and committee members. Point of contact for AU.
- **Treasurer**- Financial/budget control including all income and expenditure
- **Secretary** - Responsible for general administration and media requirements of the club. Communication is the biggest part of this role
- **Social Secretary** - Responsible for the club's social events
- **Club Captain** - Responsible for match-day requirements
- **Equipment/Safety officer** - Responsible for maintenance of club equipment and to complete annual audit.

It is also recommended that clubs develop committee positions with appropriate roles according to their particular sports needs and demands.

Use the Essential Guide for detailed help on running your club.

### **Only current students of Cardiff University can sit on the committee of an AU club.**

Cardiff University sport is run by students for students. As the committee, you are required to:

- Man your club's stall at the AU Fayre in the Great Hall in Freshers' Week
- Check up-to-date membership, and ensure all participants are members of the club and have an AU card
- **Two** committee members to attend fortnightly AU Council
- At least **two** members per club to be First Aid qualified. Email [PowellL@cf.ac.uk](mailto:PowellL@cf.ac.uk) to book a training session
- Provide the AU with a full and up-to-date list of committee members and their contact details.
- Act as a point of contact for the AU staff and opposition teams.
- Email a summary of all events/tournaments before and after to [CoxshallM@cf.ac.uk](mailto:CoxshallM@cf.ac.uk)
- **Six** members of your club to attend Students' Union AGM in February.
- Produce a club disclaimer and code of practice available to view on your club's website.
- Maintain and update your club's website
- Text all results in matches/competitions to the AU Hotline 07847 573228.

## **Associate Membership**

Cardiff University AU sports clubs are run by students, for students. In some instances, clubs may need the services/attendance of those who are not current students of Cardiff University.

These people are subject to an Associate Membership fee. Associate members are limited to 15% of the Club's membership, up to a maximum of 6 members, e.g. a club with 40 members means 6 Associate Members.

The fees are as follows:

- Students at other institutions: £30
- University Staff: £50
- Non-Students: £100

By joining, Associate Members accept the terms & conditions of the club's policy.

## **Sponsorship**

Clubs are encouraged to seek additional funds from businesses, but need to adhere to the following, as per the Students' Union Advertising and Distribution Policy:

- 2.1 For each academic period, AU Clubs should declare all sponsorship using the Sponsorship Declaration Form (copies available from AU or Communication Department).
- 2.2 All sponsorship should be approved through the Communication Dept.
- 2.3 AU clubs should use the drafted sponsorship help sheet as a basis for attracting sponsorship. Any queries should go to the AU President or Communication Department.

## **Setting up a Club**

Setting up a new sports club is subject to various criteria (including availability of facilities), and the final decision lies with the AU President as to whether the club is accepted into the AU. The AU will only accept a maximum of one new club per academic year.

A prospective club must provide the following when applying to the AU:-

- A summary of the sport
- 20 Cardiff University students and NUS numbers who have committed to joining the club if permission is granted
- Facility requirements (for training and matches)
- Likely financial assistance required

No financial assistance will be given to the club in its first year of existence. The club must be self-sufficient from membership fees and sponsorship.

## **AU Club Finances**

Clubs have two separate accounts with the Students' Union – the club account and the club budget. Both accounts are regulated by the Athletic Union.

### **Club Account**

This account contains funds raised by the club such as membership fees and sponsorship. Each club committee decides on how this money is to be spent.

### **Club Budget**

The budget contains funds allocated by the AU based on the club's budget request form. This is split into four separate sections – coaching, equipment, events and courses. Monies from this account can only be used to pay for an aspect of one of these four sections. Budgets will be allocated twice a year, at the beginning of each term. Funds remaining in the budget account at the end of the year will be cleared.

### **Access to Club Accounts**

In order to access club funds from either account, the club Treasurer or President must complete a 'Cash/Cheque Request Form'. This will then be authorised by one of the AU staff. Receipts must be presented along with this form when appropriate. Forms and receipts are then handed into the finance department. Allow 24 hours before collecting monies from the finance office window.

### **Emergency Funding Requests**

If a committee deems that their club requires extra funding from the AU, an 'Emergency Funding Application' form must be completed. This request will then be considered by the AU.

### **Disbanding Clubs**

That on disbanding or inactivity of a club for more than one year, funds from that club are returned to central union funds.

## **Competition Funding**

### **BUSA**

- All BUSA team entries will be paid for by the AU.
- Accommodation is not paid for but Fuel costs for minibuses/su car will be paid, for. If players use their own transport, the AU will re-imburse costs based on 30p per mile.
- Clubs need to provide drivers for transport. If your club cannot provide a driver, you will have to finance the trip out of your club account.
- If teams progress to the knockout stages of BUSA, subsidizing accommodation will be considered by the AU President (only if the fixture is over 200 miles away).
- For Individual Championships, entries will be paid for by the AU depending on the ability of the athlete.

### **Non-BUSA**

- The AU will not pay for transport for activity in non-BUSA clubs. For special events/tournaments, you can apply for additional funding through the budget request form.
- The AU does not subsidise tours.

### **Affiliations**

- The AU will pay for affiliations if they compete in BUSA.
- Non-BUSA affiliations will be subsidized if necessary for competition.

## **Representative Funding**

### **Welsh, British Universities & International Selection**

The AU will take all applications for financial assistance into consideration. To apply for financial assistance, please complete an 'Emergency Funding Application Form' immediately upon your selection.

## Coaching

The AU recognises the importance of quality coaching and will subsidise club coaching in the following way;

- BUSA League Tier 1 and BUSA Championship Tier 1: 60% subsidy for 1 coach\*.
- BUSA League Tier 2 and BUSA Championship Tier 2: 50% subsidy for 1 coach\*.
- Non-BUSA clubs: 40% subsidy for 1 coach\*.

\*This will be paid up to a maximum of 5 hours per week for 22 weeks of the year only.

In order for clubs to access their coaching budget, the coach must be registered with the AU detailing the following;

- National Governing Body (NGB) qualification
- NGB affiliation
- First Aid qualification
- Minimum 3<sup>rd</sup> party insurance cover
- Completed & signed the 'Coaching Agreement'

Upon registration with the AU, the coach will be issued with a 'Coach Identification Card', allowing entry to University sports facilities.

### **Payment of Coaches**

Coaches must invoice clubs stating dates and rate of pay of sessions and include contact details and a signature. Coaches will not be paid in advance. Payment will only be raised once the invoice is presented to the AU by the club Treasurer along with a cash/cheque request form.

Invoices must be submitted by the end of each semester.

### **Student coaches/instructors**

The AU supports its members who wish to further their sporting experience by gaining recognised sports coaching/referee/umpire qualifications from national governing bodies or national coaching foundations. Financial assistance will be given on consideration of the following criteria;

- The sport in question and club coaching requirements
- Potential for development of the club
- Level of commitment of the individual to the club
- Membership numbers of the club
- Years left at the university of the individual

## **Club Equipment & Kit**

### **Audits**

The AU will undertake an equipment audit of each club, which will involve logging individual kit, estimating life expectancy as well as replacement and current value. This will be conducted with representatives from each club and the AU Sport Development Co-ordinator.

The AU President will allocate appropriate funding for equipment depreciation and replacement from the club audit.

### **Inventories**

An inventory list must be kept by the equipment officer and act as a 'live' document and continually updated by the club equipment officer or the club's President. A new inventory should be submitted to the AU each time equipment is purchased, replaced, retired, damaged or relocated for any reason. All retired kit will be disposed of by the Students' Union House Department.

### **New purchases**

All equipment purchases must go through the AU before any orders are made. This will automatically be updated on the inventory sheet/ audit included on the equipment insurance scheme.

*Clubs must have AU approval before purchasing any new equipment.*

### **Storage**

All equipment owned by the AU must be kept in an approved location.

### **Kit collectors**

In order to access storage at Talybont, a kit collector's card is required. To apply for cards, please visit the Sports Development Officer in the AU. To obtain a card, you must supply the AU with a £50 personal undated cheque as a deposit, and two passport photographs.

### **Kit Slips**

In instances where a kit collector is not available a 'Kit slip' may be obtained from the AU, which will authorise other committee members to access the kit storage areas. This slip must be signed by an AU staff member before it will be accepted by either Talybont staff or the security office.

### **Students' Union Storage**

In cases where kit is being stored in the Students' Union the kit collector card will be required at the 2<sup>nd</sup> floor security office and held while the key to the storage area is issued.

### **Individual Club Sites**

In cases where clubs have full access to their kit on an external non-University site an appropriate logging system should be initiated (approved by the AU).

### **Use of club equipment out of term**

Club equipment can be used outside of term-time, under the stipulation that it is used for an authorised AU club trip/activity and the compulsory trip registration form has been completed.

Individual members from an AU club are not permitted to use/borrow club kit outside of term-time.

### **Club Attendance & No Show Penalty 2007/8**

The following procedure is to be followed in relation to the AU 2007/8 academic year bookings made at:

- The University Sports Centre – Talybont
- The University Fitness & Squash Centre – Park Place
- The University Sports Fields - Llanrumney

This procedure will be introduced from 24<sup>th</sup> September 2007 to run alongside the AU booking requests during the 2007/8 academic year. The procedure has been introduced to encourage further communication between the AU Club, AU and Sport & Exercise to support the efficient use of the University Sport & Exercise facilities.

AU block booking requests for 2007/8 academic year will be confirmed by each of the three University facilities by 24<sup>th</sup> September 2007. The AU Administrator will forward a list of designated club representatives/contacts to the Sport & Exercise Operations Manager as soon as the AU administrator has compiled the 2007/8 AU contacts list.

#### **Booking extra sessions**

- Contact the AU to make the request to book further sessions at Sport & Exercise facilities. AU staff will then send a booking to the appropriate facility.

#### **Attendance**

- Sport & Exercise will continue to carry out a 'head count' exercise during each AU Club session in order to monitor AU Club use.
- The AU attendance figures will be recorded daily by centre staff and a table will be compiled on a weekly (Monday to Sunday) basis.
- The relevant Centre Manager will ensure that the weekly AU attendance table is compiled accurately. The table will be forwarded to the Operations Manager on the subsequent Monday (Tuesday on Bank Holiday Weeks).
- The Operations Manager will collate all attendance figures and forward a complete weekly attendance table to the AU Administrator by the subsequent Thursday (Thursday after the relevant booking week).

#### **No Show**

- The Operations Manager will highlight all NO SHOW sessions (Sessions not attended nor cancelled).
- The Operations Manager will ensure that an appropriate e-mail message is sent to the designated AU club representative outlining the details (Facility, Time, and Date) of the offending session. A copy of the e-mail will also be sent to the AU Administrator.
- The Operations Manager will instruct the Sport & Exercise Finance Administrator to charge offending clubs a £20 penalty for each 'No Show' session. An invoice

will be sent to the AU each term (December, March & June) to recover the penalty charges from the offending AU clubs.

- Repetitive 'No Shows' may result in cancellation of the AU Club sessions for the remaining academic year.

### **Cancellation**

- Sport & Exercise wish to encourage all clubs to cancel all sessions that they no longer require.
- To avoid a NO SHOW penalty the designated club representative/contact must provide a written cancellation (letter, e-mail, fax or note) to a Centre Reception or to [Sport@cardiff.ac.uk](mailto:Sport@cardiff.ac.uk) prior to the booked session start time.
- If an AU session finishes early the AU Club Representative must inform the relevant Centre Reception and complete an AU cancellation form in person before leaving the facility in order to avoid a 'No Show' penalty being charged.

### **Appeals**

- The AU Club will have 7 days (from the date of sent e-mail 'No Show' notification) to dispute any 'No Show' claim. Any appeal must be made in writing (letter, fax or e-mail return) outlining the details of the appeal to the Operations Manager [LewisE3@cardiff.ac.uk](mailto:LewisE3@cardiff.ac.uk). Details of any claim will be clarified with the AU.
- Further comments or suggestion should be made to the Operations Manager [LewisE3@cardiff.ac.uk](mailto:LewisE3@cardiff.ac.uk) or Head of Sport & Exercise [StephensG@cardiff.ac.uk](mailto:StephensG@cardiff.ac.uk).

**PLEASE NOTE THAT FAILURE TO COMPLY WITH THIS ATTENDANCE PROCEDURE MAY INFLUENCE FUTURE BOOKING REQUESTS MADE BY ANY OFFENDING AU CLUB.**

### **CLUB ATTENDANCES- CLUB SESSIONS**

- Sport & Exercise Department currently monitor the usage of the facilities by the AU clubs, this information is then sent weekly to the AU.
- The AU will monitor this information to enable efficient usage of the Sports Facilities. Block bookings will be made in September as usual but the usage will be reviewed in Christmas Recess.
- If club attendance levels are persistently low or if clubs are continually incurring "No Show Penalties", the AU will be assessing this information and it could result in clubs bookings being reduced.

## Transport

The Students' Union has one car, one van and six minibuses these are booked through Ali McGuffie by emailing [busenquiries@cardiff.ac.uk](mailto:busenquiries@cardiff.ac.uk). To drive a Students' Union vehicle you must produce both copies of your driving licence and two passport photographs then a driving test will be arranged for you. This process can take a while so clubs should encourage as many members as possible to register at the start of term with Ali.

### *Booking Procedure*

- (i) To book a vehicle the Transport Coordinator must be contacted or the online booking system used up to 48 hours before the bus is required. Buses are issued on a first come first served basis and can be booked up to 28 days in advance. (If the 28th day is a Friday then you can book until the Sunday).
- (ii) Before an authorisation slip can be given, the passenger list on the Trip Request Form must be completed. Details of passengers include name and an 'in case of emergency' contact number.
- (iii) If the bus is being used for longer than 3 days then the AU President or the Vice President must be contacted for permission.
- (iv) Once this is completed, a slip can be issued for key authorisation and is left for you at Reception. The Transport Coordinator must be notified of any last minute changes to passengers, destination, dates and times etc. If this is not possible, Reception must be notified in writing of the changes when you pick up the keys.

### *Conditions of Use*

SU vehicles must be returned with a full tank of fuel. If the vehicle is not fully refuelled then the club is charged for the remaining amount. Recurrent breach of this rule will lead to a removal of transport privileges.

If SU vehicles are returned in a poor condition the booker will be asked to come in the next day to clean it. If this doesn't happen then the Club will be fined £40.

If the vehicle is involved in an accident, it must be reported to the SU immediately (and Police if people are injured). If the vehicle is unroadworthy, then it must be recovered by the breakdown service to the Union compound. An accident form must be completed as soon as possible and a meeting with the Transport co-ordinator will be arranged. If damage was caused through bad or dangerous driving, the student will be banned for a set time as deemed suitable and asked to retake the test. If the student is dishonest about his/her actions then a ban will also be enforced.

**IF USING YOUR OWN VEHICLE FOR CLUB ACTIVITIES, YOU MUST REGISTER IT WITH THE AU.**

## **AU Club's Social Policy**

Cardiff University AU, as a section of Cardiff University Students' Union, has a duty to ensure it upholds the name of Cardiff University and to ensure that it is acting with the best interests of Cardiff's students.

The AU has a duty to ensure that its members participate on and off the field in a safe, non-threatening and enjoyable environment. It is also noted that members of the AU are also representatives of Cardiff University Students' Union whilst off the field in a social capacity and during transport to and from fixtures and events. Good behaviour is expected of them, and the following rules apply:

- All members of AU Clubs must show respect towards members of the public, members of Cardiff University and other institutions, at all times.
- Whilst representing Cardiff University, AU club members must behave responsibly and not act in a way that may damage the image of the club or bring the AU or the Students' Union into disrepute.

### **Social Events including club 'initiations'**

The objective of an AU social event is to act as a team building exercise, whereby all members of an AU club can meet and socialise with each other. However, the AU promotes responsible drinking. With this in mind it is the duty of clubs to ensure that the following are upheld:

- (i) Every AU Club should hold their Fresher's trials for selection of squads before Club 'initiation' take place, to reduce any pressure that first years may feel to take part in the 'initiation'.
- (ii). It is the responsibility of the AU Club Committees to organise and supervise all club 'initiations' and social events. Each AU Club must notify the AU of the date, venue and content of their introductory social.
- (iii). Supervision is essential to ensure each member's safety, and to prevent any injuries or problems from occurring. At least two supervisors (committee members) must remain sober throughout the event to maintain adequate control.
- (iv) No activity should take place that causes a risk of injury or damage to health.

### *Rules*

- (i) It is each individual's choice whether or not they attend any 'initiation' or social event.
- (ii) No person must be made or coerced to eat or drink anything they do not want to.
- (iii) Threatening or violent behaviour will not be tolerated.

- (iv) No person should be coerced to eat or drink if it is clear that they are drunk or feeling ill.
- (v) The initiation must not include any physical activity which could result in injuries to those participating.
- (vi) 'Peer' pressure is strictly forbidden (intended or not).
- (vii) The Committee of each club is responsible for the welfare of all club members and must take the necessary measures to ensure that an adequate level of safety is maintained at all times.
- (viii) People attending the initiation must be made well aware of any substances to be used, and it must be established well beforehand whether or not any person has any medical conditions, allergies or is likely to react adversely to anything used during the initiation eg. Nut allergies etc.
- (ix) Glue and solvents must not be used.

The AU insists that every Club member has the right to participate as a full Club member in training sessions and competitions without attending any of the club's social events. Attendance at social events is by no means a criterion for being selected into a Club squad or team. Selection is based purely on ability, skill and fitness criteria.

### **Transport**

When travelling to and from fixtures, training and social events members of the AU are representing their club, the AU, Cardiff University and the Students' Union. They should therefore behave in a responsible and safe manner:

Each club member is reminded that he/she are solely responsible for his/her conduct when representing the club at home or away fixtures, trips and training sessions. Any breach of conduct will be looked at seriously and could result in expulsion from the AU club and/or withholding of club grants.

The designated driver of the vehicle has the authority to refuse entry onto the vehicle or refuse to drive, if any member's behaviour is deemed unacceptable.

### **Accountability of AU Clubs**

Any matter arising from the improper conduct of a member should be reported via the AU President or directly to the Students' Union Vice President. Following this, action will be taken by the VP. It is at the discretion of the AU President to impose any further restrictions on a club or specific member as they feel appropriate.

Let it be noted that sanctions to members or clubs will be in line with the minimum sanctions outlined in the discipline policy, and that incidents may also be referred to other parties, such as the police or Cardiff University.







