

Committee Title	Student Voice					
Date of Meeting	Monday 5 th December 2022					
Item Number and Title/Subject	Clubs and Societies Proposed for Affiliation					
Paper Presenter	Societies Council Chair / Sports Council Chair					
Brief Summary of Issues/Topic	<p>Affiliation for Starter Societies. Some were affiliated last year but missed the registration period so need to be affiliated again.</p> <ul style="list-style-type: none"> • Pensa • Racing Society • Forensic Society • Research in Psychedelic Medicine • Fashion Society (GCU London) • Book Society <p>Affiliation for Sports Clubs</p> <ul style="list-style-type: none"> • Women's Rugby Club • Mountaineering Club • Men's Gaelic Football Club • Cricket Club 					
Recommendation(s)	Information		Discussion		Approval	X
	<p><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></p> <p>Student Voice are asked <u>to approve</u> the societies and sports clubs</p>					
Who have you consulted when developing the paper?	Societies Council and/or Sports Council Societies Coordinator and/or Activities Manager					
Staff/Student Protocol	Yes		No		N/A	
Will any decision approved directly affect the work of staff?	N/A					
Should the paper be submitted to any other committee following its consideration/approval at this meeting?	Trustee Board					
If yes, please state the committee and proposed date of submission.						



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society
- Until that point you can still book rooms, run events etc.
- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23

< PENSA- Pentecost Students and Associates >

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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Committee List

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Secretary/ Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position	Social Media Representative
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	Events Manager
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☐ Course based
- ☐ Cultural
- ☒ **X Faith and Belief**
- ☐ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **Yes/No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow/London**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **[PENSA Glasgow]** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be to:
- Better understanding /Knowledge of the word of God and to put into practice-
 - To create a safe environment for all students from diverse backgrounds to come together and share their love for God.
 - Tackle different social issues that we face in University and how to deal with them in a Godly way.
 - To see a transformation of our youth culture and the raising of world changers.
 - Equipping the youth with fluency in the language of the Kingdom of God.

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:

5.1.1 President

- Oversees all the activities in PENSA
- Delegates tasks to committee
- Ensures committee knows what they are doing, following rules and regulations as well as making sure they are all on track with tasks

5.1.2 Secretary and Treasurer

- Responsible for documentation of all activities of the committee, this includes taking minutes both Pensa meetings and exec meetings and acts as leader in absence of the President.
- Works hand in hand with the president in forming plans and planning important meetings
- Post's reminders of upcoming Pensa meetings
- Manages the finance of the society and works with Events manager to organize funding for any upcoming event.
- Ensures Committee members are performing their roles

5.1.3 Social Media Representative

- Manages all social media platforms and creates posters/flyers for upcoming events.

5.1.4 Events Manager

- Oversees Pensa events and posts reminders. Also plans and manages Pensa events such as outings or conferences.
- Collaborates with Social media rep, Area Coordinator and other PENSAs from around UK for any planned joint meetings
- Plans and organises all events and works with treasurer to ensure events are well funded.

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.7 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.1 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.3 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.4 At such a meeting no business other than that stated in the request may be discussed.
- 7.5 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.1 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.1 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	4
Annual Fee	0
Expected Number of Members	16

Trimester 1: September to December

October

- Meet And Greet
- Uni essentials as a Christian
- How to study the bible correctly
- How to pray Correctly
- How to share your faith/Evangelise
- Can Christian celebrate Halloween

November

- Prayer Meeting (monthly)
- Understanding and Hearing the voice of God- Spiritual Discernment
- Bible studies
- Games night
- Prayerwave

December

- Prayer Meeting (monthly)
- Apologetics- how to Answer when someone asks...?
- Apologetics- Consistency in predicting the birth of Jesus.
- Movie night
- Is Christmas a Pagan holiday?
- Secret santa

Trimester 2: January to April

January

- Regular meetings
- Back to basics - Recharge
- Bible Studies - Book of the month

February

- Prayer meeting
- Beatitudes Series (4 weeks)
- Session on Love (Valentines)
- Bible studies- Character study

March

- Cancel Culture- Should Christians practice it?
- Series on the fruits of the Spirit & Acts of the flesh (4 weeks)
-

April

- Prayer meeting
- Awards night/Gala
- **Hiking

Trimester 3: May to August

- Prayer meeting
- Awards night/Gala
- **Hiking
- Social events
- Movies night

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Meet and greet	£40
Freshers week	£50
Regular meetings (Snacks)	£50
Possible trips (hiking)	£100
	240

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Fundraising from events	200
Common Good Fund	-
Donations and Gifts	100
	300

Totals

Total Expenditure	240
Total Income	300
Difference	+60

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU

Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: Sharach Dare

(Typed name accepted as confirmation)

Print Name: Shadrach Dare

Submission Date: 27 October 2022



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society • Until that point you can still book rooms, run events etc.

- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23 GCU

Racing

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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Committee List

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Vice - President
Name	
Email	
Telephone	
Student ID No.	

Position	Business Manager
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	Head engineer
Name	
Email	
Telephone	
Student ID No.	

Position	Safety Officer
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	

Student ID No.	
----------------	--

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☒ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☐ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow**

GCU Students' Association Society Constitution

1.0 Name

- 1.1 The Society shall be known as GCU Racing Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- Provide an entry to the Formula Student competition hosted by the Institute of mechanical engineers.
 - Provide opportunities for students to gain experience in various business and engineering fields.

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:

5.1.1 President

5.1.2 Vice-President

5.1.3 Finance Officer

5.1.4 Business Manager

5.1.5. Head Engineer

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.7 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.1 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.3 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.4 At such a meeting no business other than that stated in the request may be discussed.
- 7.5 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.1 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 Voting on resolutions shall be by a simple majority.

9.0 Finance

9.1 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.

9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

10.1 Amendments may only be made at a General Meeting.

10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	4
Annual Fee	£10
Expected Number of Members	30 - 50

Trimester 1: September to December

Weekly full team meetings.
 Weekly/Biweekly sub-team meetings.
 Full team socials and events.
 Working on the car and engineering development.
 Business development.

Trimester 2: January to April

Weekly full team meetings.
 Weekly/Biweekly sub-team meetings.
 Full team socials and events.
 Working on the car and engineering development.
 Business development.

Trimester 3: May to August

Weekly full team meetings.
 Weekly/Biweekly sub-team meetings.
 Full team socials and events.
 Formula student competition in July.

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Components	£2000

Travel	£200
Society Events	£300
Competition Fees	£2280
Upkeep Costs	£300
	£5130

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Sponsorships	£750
Fundraising	£1000
Current Funds	£2500
SAM Sponsorship	£1000
Membership	£300
	£5550

Totals

Total Expenditure	5130
Total Income	5550
Difference	£420

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association

Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: JACOB BAMSEY

(Typed name accepted as confirmation)

Print Name: Jacob Bamsey

Submission Date: 19/10/2022



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society
- Until that point you can still book rooms, run events etc.
- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23

Forensic Society

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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Committee List

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Vice-President
Name	
Email	
Telephone	
Student ID No.	

Position	Treasurer
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☒ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☐ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **Forensic** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- Create a community for those interested in forensics
 - Organise events to bring a social aspect to the society
 - Build industry connections for those wanting to go into forensics as a career
 - Organise study events to assist with coursework and lectures

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 [President: Manages the society and committee]
- 5.1.2 [Vice-President: Assists the president and steps in in case of absence]
- 5.1.3 [Secretary/Treasurer: Takes minutes at committee meetings and general meetings, keep records of the going ons of the society]
- 5.1.4 [Events Manager: Organises events such as socials, study groups, etc]
- 5.1.5 [Social Media Manager: Manages posts and upkeep of the social medias, such as Instagram and Facebook]

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.

- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.8 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.9 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.6 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.7 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.8 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.9 At such a meeting no business other than that stated in the request may be discussed.
- 7.10 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.3 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.4 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.3 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.4 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	3
Annual Fee	0
Expected Number of Members	30

Trimester 1: September to December

- Electing committee, having biweekly committee meetings
- Garnering a following to join the society
- Social events, such as a pub quiz and study groups

Trimester 2: January to April

- Biweekly established study groups
- Bring in industry professional to speak with the society
- 2-3 social events such as pub quizzes

Trimester 3: May to August

- Electing committee to prepare for upcoming Freshers in August

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Posters for advertising events	25
Paying professional to come speak	50
Social events	50
	125

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Entry prices to events	10 per person
	300

Totals

Total Expenditure	125
Total Income	300


Difference	+175
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Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature:



(Typed name accepted as confirmation)

Print Name:

Aspen Milledge

Submission Date:

7th November, 2022



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society
- Until that point you can still book rooms, run events etc.
- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23

Research in Psychedelic medicine

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

Privacy Notice

Information on how we manage your personal information can be found on www.GCUstudents.co.uk/privacy-policy

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Committee List

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position	Vice president
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☒ X Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☐ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as the Research in Psychedelic medicine Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- Spread awareness about the benefits of Psychedelics in medicine
 - Share knowledge about ongoing research
 - Create links with other Psychedelic student societies in the UK through the Student Society Network
 - Learn about the possible careers and roles we can already have to work with psychedelics in psychology

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 [add committee position and responsibilities here]
- 5.1.2 [add committee position and responsibilities here]
- 5.1.3 [add committee position and responsibilities here]
- 5.1.4 [add additional committee positions and responsibilities here]

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.

- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.11 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.11 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.12 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.13 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.14 At such a meeting no business other than that stated in the request may be discussed.
- 7.15 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.5 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.6 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.5 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.6 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	3
Annual Fee	0
Expected Number of Members	15

Trimester 1: September to December

Creation of the society
First social so the members can meet and discuss our interests in the field
Movie night of a documentary about a piece of research on the efficacy of psilocybin versus antidepressants in Treatment-resistant patients

Trimester 2: January to April

Social to welcome new members and plan the semester
Talks about different topics: sharing knowledge, the members are invited to bring their knowledge about a part of psychedelic medicine they know particularly well and open a discussion
If possible, talks with researchers in the field

Trimester 3: May to August

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Talk with a researcher	350£

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Ticket for the talk 10£	250£
Student association funding	80£?
Movie night ticket 2£	20£

Totals

Total Expenditure	350
Total Income	350



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society
- Until that point you can still book rooms, run events etc.
- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23

<GCU Book Society>

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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Committee List

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position	Vice President
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	Secretary
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☐ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☒ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property, and their rights.

Where is this society based? **Glasgow**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **GCU Book Society** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- Provide a platform for the discussion and recommendation of books and other literature
 - Organise a book club for society members.
 -
 -

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 President – Responsible for chairing meetings and overseeing the activities of the society as well as setting the goals and objectives for the society to achieve over the semester.
- 5.1.2 Treasurer – Responsible for management of the societies finances and fundraising.
- 5.1.3 Vice president – Lead the society in absence of the president. Support the president with running the society and lend support to other committee members.
- 5.1.4 Secretary – Work with the committee to ensure the society runs smoothly, including booking rooms, making announcements to members, and taking notes at each committee meeting.

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.12 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.13 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.16 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.17 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.18 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.19 At such a meeting no business other than that stated in the request may be discussed.
- 7.20 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.7 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.8 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.7 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.8 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	4
Annual Fee	0
Expected Number of Members	10-30

Trimester 1: September to December

1. Foundation of the society
2. Advertise the society
3. Have our first meeting
4. Plan out the books for the book club

Trimester 2: January to April

1. Refreshers stall
2. Hold weekly meetings, including discussions on book of the month
3. Hold the weekly book club.
4. World book day event

Trimester 3: May to August

n/a

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
	0

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
18.75	
	18.75

Totals

Total Expenditure	0
Total Income	18.75



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society
- Until that point you can still book rooms, run events etc.
- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23

<GCU London fashion committee >

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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Committee List

Position (Main point of contact)	CREATIVE DIRECTOR
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	DEPUTY CREATIVE DIRECTOR
Name	
Email	
Telephone	
Student ID No.	

Position	TREASURY
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	COMMUNITY MANAGER
Name	
Email	
Telephone	
Student ID No.	

Position	STYLIST AND EVENT CO-OD
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☒ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☐ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **Yes/No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow/London** - London

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **GCU London FASHION COMMITTEE** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- To develop more understanding on creative side of fashion
 - To organize a fashion show
 - To network with the industry leaders in fashion and luxury

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 [Creative director – To monitor all the key activities and make strategies]
- 5.1.2 [Deputy creative director – Planning and overall execution]
- 5.1.3 [Community manager – Building relations with students in GCU and outside]
- 5.1.4 [Treasury – Handling of finance]

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.

- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.14 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.15 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.21 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.22 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.23 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.24 At such a meeting no business other than that stated in the request may be discussed.
- 7.25 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.9 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.10 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.9 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.10 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	25
Annual Fee	-
Expected Number of Members	100

Trimester 1: September to December

- Meetings every week with the members to plan the event
-

Trimester 2: January to April

- Main event in the end of FEB
- Students from JAN intake will be included for the event

Trimester 3: May to August

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Event location & set-up	1000
Refreshments	300
Collection launch support to designers	500
Miscellaneous exp	200
	2000

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Sponsorships	2000
SA Funding	18.75
	2018.75

Totals

Total Expenditure	2000
Total Income	2018.75

Difference	18.75
------------	-------

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: Mohammed usama chalamkar

(Typed name accepted as confirmation)

Print Name:

Submission Date:

21/11/2022

Sports Clubs Starter Programme and Affiliation Pack



What's involved?

A Sports Club can only be started by GCU students; the process to start and ultimately affiliate a sports club is outlined below. The process is supported by a staff member from the Students' Association.

1. Registration and Meeting

Read over this pack and if you think you want to continue complete the online registration form to arrange a meeting with a staff member to discuss the next steps.

2. Gauge Student Interest

- a) Collect 20 student signatures who are interested in this new sports club.
- b) Plan and organise one 'Give it a Go' activity for students, collect feedback from the students.

3. Club Management Meeting

Hold a meeting with students to decide objectives and elect a committee. Complete the following documents in the pack: Constitution, Activity Plan, Finance Plan, Risk Assessment and Code of Practice.

4. Pack Submission

Submit all relevant information to sports@GCUstudents.co.uk and this will be taken to the next meeting of the Sports Council to be considered for affiliation.

5. Affiliation

If confirmed by the Sports Council then it is sent to Student Voice for ratification. The new club is added to the online membership and activities begin ASAP.

STUDENT SIGNATURE FORM

The undersigned students are interested in participating in a new _____ Club at GCU Students' Association.

NAME	MATRIC NUMBER	SIGNATURE	DATE
Jaia Blair	Retracted for Data Protection	JB	06/10/2022
Louise Skilling		LS	06/10/2022
Maia McDonald		MM	06/10/2022
Jordan Macintyre		JC	06/10/2022
Dim Laurette Chiagoziem		DLC	06/10/2022
Tafara Ziyenge		TZ	06/10/2022
Amber McRoberts		AM	06/10/2022
Gloria Twite		GT	06/10/2022
Chamoda Kusumsiri		CK	07/10/2022
Jennifer Johnston		JJ	07/10/2022
Hallie Mutter		HM	07/10/2022
Ellie Agnew		EA	07/10/2022
Lucia O'Neill		LON	07/10/2022
Desiree Huizer		DH	07/10/2022
Maggie Ewins		ME	08/10/2022
Kerry Ann Brosnan		KAB	08/10/2022
Madeline Lerpiniere		ML	08/10/2022
Lucy Mills		LM	09/10/2022
Maryam Qamar		MQ	09/10/2022
Lucy Hoy		LH	10/10/2022

Sports Club Constitution

1.0 Name

- 1.1 The Club shall be known as the GCU Womens Rugby Club (hereinafter referred to as the "Club"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCUSA) and shall be bound by the constitution and rules of GCUSA.

2.0 Objectives

- 2.1 The objectives of the club shall be

To promote the sport of rugby, developing players to their highest potential in a positive environment while encouraging discipline, commitment, integrity and honour both on and off the pitch. GCULRC want to show values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship are what makes the game special for those who enjoy the environment and culture they create.

3.0 Membership

- 3.1 Membership shall be open to all GCU students who purchase a sports membership. A Full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at the Club general meeting they must have nominated the Club as their 'first choice' on the membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Club Objectives above. The Committee shall consist of the following positions:

- 5.1.1 President

- 5.1.2 Treasurer

5.1.3 Secretary

5.1.4 Social Sec

5.1.5

5.1.6

6.0 Committee General Responsibilities

- 6.1 In all matters/functions within the Constitution, Bye-laws and Policies of GCUSA.
- 6.2 Responsible for the day-to-day operation of the Club.
- 6.3 Responsible for any property and premises under the control of the Club.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Club activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one-half plus one of the committee members.
- 6.7 To annually nominate members of the Club for Sports Awards.

7.0 General Meetings

- 7.1 These shall take place twice per academic year; the first during the first semester to plan activities, elect any vacant Committee positions and approve Club spending plans for the year; the second towards the end of the second semester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.2 All Club members with voting rights shall be entitled to attend and vote in Club General Meetings.
- 7.3 Extraordinary General Meetings can be called on receipt by the Club Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days notice. At such a meeting no business other than that stated in the request may be discussed.
- 7.4 The quorum for General Meetings shall be one-half plus one of Club members.

8.0 Voting

- 8.1 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.1 The Club shall operate all its financial transactions within the the Financial Regulations of GCUSA.
- 9.2 In the event of the disbandment of the Club, all assets of the Club shall become the property of the GCUSA.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of GCUSA Sports Policy Group.

11.0 Affiliation

- 11.1 The club will affiliate to the appropriate National Governing/ Representative Body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Club as to the interpretation of any part of this Constitution, and there being no covering clauses in the GCUSA Constitution or policies, the decision of the Vice President Activities shall be final.

13.0 Committee

Position	President/Captain
Name	Jaia Blair
Email	
Telephone	
Student ID	Retracted for Data Protection

Responsibilities: To be the Chairperson at Club Committee and General meetings. To be the main liaison between the Club and GCUSA. To oversee all the affairs of the Club. To be the Club representative at Student Parliament meetings as and when required.

Position	Treasurer
Name	Lucia O'Neill
Email	
Telephone	
Student ID	Retracted for Data Protection

Responsibilities: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCUSA. To be the Club representative at Student Parliament meetings as and when required.

Position	Secretary
Name	Lucy Mills
Email	
Telephone	
Student ID	Retracted for Data Protection

Responsibilities: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining club scores and results of competitions. To be the Club representative at Student Parliament meetings as and when required.

Position	Social Sec
Name	Louise Skilling
Email	
Telephone	
Student ID	Retracted for Data Protection

Responsibilities: To be responsible for the clubs instagram, posting updates on matches and training, posting social events and fundraising. To be contact between clubs and societies through social media. To be the Club representative at Student Parliament meetings as and when required.

Activity Plan

To help you plan and organise your club for the year, use the boxes below to outline planned activities. Include every aspect of your clubs activities including number of training sessions, matches, competitions, trips, events, club end of year awards ceremony. The Activity Plan will give you an idea of what you need to include in the Finance Plan.

SPORTS CLUB:
Trimester 1 (Sep-Dec) September to October – Get the club back up and running by organising come try sessions, finding a sponsor for kit and a sponsor for socials, getting regular sessions and getting a 1XV team. Get finance sorted and get the first social sorted. November to December – Regular training sessions, get friendlies organised with other teams, taxi cup with UG and Strath in December, Winter Ball.
Trimester 2 (Jan-Apr) January to April - Regular training sessions, get friendlies organised with other teams
Trimester 3 (May-Aug) May to June – Apply for the League

Finance Plan

The finance plan is split into sections to help you to create a detailed outline of all your expected spending and income.

Section 1: Spending

Please consider every aspect of what your club might spend money on, this may include: coaching/ Instructor Fees, affiliation fees, lessons/ training, competition fees, match costs, equipment and kit, club trips, publicity costs or transport and travel. Important: *NB - Facility hire costs are paid centrally by GCUSA, so you don't need to plan financially for that.

Description	Spending
Coach Hire (Lindsay and Fergus from West)	Waiting on conformation from West
Training Kit (half covered by sponsor)	Min £108 per person from PSL
Match Kit (covered by sponsor)	£300+ (COVERED)
Equipment – Balls, Pads etc	£221.95
Team Bonding	TBC
Transport to Friendlies (Bus hire)	£100
League fees (for next may)	
Transport to training	£2.75 per person per training
Socials (décor, hire, MOTM items etc)	£100

Spending Sub-Total

£1,296

Section 2: Income

Please complete with all expected income. The Students' Association can provide up to £500 for new sports clubs, please indicate how much you would need.

Description	Income
Funding required from the Students' Association	£500
Sponsorship	£100 per month
Fundraising	£100 per month
Predicted membership income (£15 per member)	£360

Income Sub-Total

£960

Section 3: Totals

Please fill in the spending sub-total and income sub-total and calculate the difference

Spending Sub-Total	£1,296
Income Sub-Total	£960
Difference	-£336



Risk Assessment Form

SPORTS CLUB		FORM COMPLETED BY
TYPE OF EVENT or ACTIVITY		EMAIL ADDRESS
LOCATION OF EVENT or ACTIVITY		DATE FORM COMPLETED

Likelihood \ Harm	Slightly Harmful (SH)	Harmful (H)	Extremely Harmful (EH)
Highly Unlikely (H UNL)	TRIVIAL RISK (TR)	TOLERABLE RISK (T)	MODERATE RISK (M)
Unlikely (UNL)	TOLERABLE RISK (T)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)
Likely (L)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)	INTOLERABLE RISK (IN)

Risk Rating Chart

List all the different types of activities that are being assessed.	For each activity list the hazards, i.e. anything that has the potential to cause harm.	For each hazard list the potential injuries.	For each hazard list the persons at risk.	For each hazard list the measure to be used to reduce or prevent the hazard from causing injury.	Use the chart to provide a rating for each hazard with protective and preventative measures in place. e.g. HUNL + H = T	Is there any further action required?
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Activity	Hazard	Potential Injury	Persons at Risk	Preventative and Protective Measures	Likelihood
Scrum	Front Row Collapse	Neck/ Shoulder	Forwards – front row	Training on proper scrumming technique by qualified coach. Uncontested scrums for new players or if injuries	UNL

				<p>reduce full compliment of front row players.</p> <p>Use a fully qualified referee.</p>	
Lineout	Jumper landing improperly/ pulled down	Neck/ shoulder/ ankle/leg	Jumper and lifters	<p>Proper training on coded calls by qualified coach so that all players involved know moves and prop not to let go</p> <p>Fully qualified referee.</p>	UNL
Lineout	High Elbows	Facial injury	Forwards	<p>Coaching proper technique at line outs.</p> <p>Player Awareness.</p> <p>Mouth guard.</p> <p>Fully qualified referee.</p>	HUNL
Ruck/Maul	Sharp studs/ stamping	Cuts/ bruises/ head injury	All players	<p>Pre match stud check by qualified referee.</p> <p>Strongly advised to wear mouth guard.</p> <p>Recommended protective head gear.</p> <p>Proper training ruck and maul by qualified coach. Ensure a first aid kit is carried.</p>	UNL
Tackling	High tackle	Face/Neck	All players	<p>Proper tackling technique training by qualified coach.</p> <p>Fully qualified referee.</p>	UNL
Tackling	Bad Technique	Face/ shoulder/ arm/leg/ ankle	All players	<p>Proper training tackling technique by qualified coach.</p> <p>Protective clothing – gum</p>	UNL

				shield, pads, headgear.	
Training/ match	Poor ground conditions e.g. slipping	Ankle/leg	All players, coach & referee	Grounds man and referee to check pitch conditions prior and during to activity	HUN:
Match	Collision with posts or flags	Bruises, cuts and minor fractures	All players	Ensure post protectors are used and flags are flexible.	HUNL
Training/ match	Overexertion	Dehydration, Sprains and strains	All players	Qualified coach in attendance. Carry out pre-match warm up session. Water bottles.	HUNL

Sports Clubs

Starter Programme and Affiliation Pack



What's involved?

A Sports Club can only be started by GCU students; the process to start and ultimately affiliate a sports club is outlined below. The process is supported by a staff member from the Students' Association.

1. Registration and Meeting

Read over this pack and if you think you want to continue complete the online registration form to arrange a meeting with a staff member to discuss the next steps.

2. Gauge Student Interest

- c) Collect 20 student signatures who are interested in this new sports club.
- d) Plan and organise one 'Give it a Go' activity for students.

3. Club Management Meeting

Hold a meeting with students to decide objectives and elect a committee. Complete the following documents in the pack: Constitution, Activity Plan, Finance Plan, Risk Assessment and Code of Practice.

4. Pack Submission

Submit all relevant information to sports@GCUstudents.co.uk and this will be taken to the next meeting of the Sports Council to be considered for affiliation.

5. Affiliation

If confirmed by the Sports Council then it is sent to Student Voice for ratification. The new club is added to the online membership and activities begin ASAP.

STUDENT SIGNATURE FORM

The undersigned students are interested in participating in a new **Mountaineering Club** at GCU Students' Association.

[illegible]

Sports Club Constitution

1.0 Name

- 1.1 The Club shall be known as the **GCU Mountaineering Club** (hereinafter referred to as the "Club"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the constitution and rules of GCU Students' Association.

2.0 Objectives

- 2.1 The objectives of the club shall be
- Getting as many people as possible involved in mountaineering related activities and increase physical activity
 - Discover more of Scotland
 - Introducing students to the outdoors, in particular the mountain ranges in Scotland and the UK, in a safe environment to improve mental and physical health
 - Develop new skills with a focus on mountaineering skills: hillwalking, climbing, camping
 - Making new friends

3.0 Membership

- 3.1 Membership shall be open to all GCU students, graduates, and members of staff who purchase a sports membership. A Full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.
- 3.2 In accordance with the Equality Act (2010) Scotland no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.
- 3.3 Members joining the Club shall be deemed to accept the terms of this Constitution and any policies or Byelaws published from time to time by the Club, by Mountaineering Scotland, or GCU Students' Association.
- 3.4 All members will be made aware of and have access to the relevant Club Code of Conduct, the Club Constitution (via website link/electronic/hard copy) and any other relevant policies or guidance.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at the Club general meeting they must have paid the annual membership fee.

5.0 Committee

- 5.2 There shall be an elected committee entrusted with the responsibility of pursuing the Club Objectives above. The Committee shall consist of the following positions:
- 5.2.1 President
 - 5.2.2 Vice President
 - 5.2.3 Treasurer

- 5.1.3 Secretary
- 5.1.4 Social Secretary
- 5.1.5 Mountaineering Leader
- 5.1.6 Climbing Leader
- 5.1.7 Safety Officer

6.0 Committee General Responsibilities

- 6.1 In all matters/functions within the Constitution, Bye-laws and Policies of GCU Students' Association.
- 6.2 Responsible for the day-to-day operation of the Club.
- 6.3 Responsible for any property and premises under the control of the Club.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Club activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one-third plus one of the committee members.
- 6.7 To annually nominate members of the Club for Sports Awards.
- 6.8.1 The Management Committee shall be responsible for:
 - 6.8.1 Ensuring that club and committee members meet the requirements set out in the Mountaineering Scotland Articles of Association.
 - 6.8.2 Ensuring members behave in accordance with the Club Code of Conduct, and that a process is in place to deal with complaints or other issues arising in a fair, open and transparent manner (see Club Complaints Guidance).
 - 6.8.3 Adopting a zero-tolerance approach to discrimination, bullying and harassment in any form.
 - 6.8.4 Suspending, terminating, or refusing any application for membership on the grounds that such membership would be detrimental to Mountaineering Scotland or the Club and its objectives as set out in part 2 of this constitution.
 - 6.8.5 For good and sufficient reason, such as breaches of the Club rules, Code of Conduct or any other Club or Mountaineering Scotland policy, to refuse renewal of any existing membership or terminate or suspend any membership at any time.
 - 6.8.6 The Club takes members' privacy seriously. Personal data will be stored securely and used in accordance with the General Data Protection Regulation (GDPR) as outlined in the Club's data protection policy. This will set out how, why and for how long personal data is used and any third parties it may be shared with, including Mountaineering Scotland. The Management Committee will also ensure that members are made aware of Mountaineering Scotland's data protection policy.

7.0 General Meetings

- 7.5 These shall take place twice per academic year; the first during the first semester to plan activities, elect any vacant Committee positions and approve Club spending plans for the year; the second towards the end of the second semester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.6 All Club members with voting rights shall be entitled to attend and vote in Club General Meetings.

7.7 Extraordinary General Meetings can be called on receipt by the Club Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days notice. At such a meeting no business other than that stated in the request may be discussed.

7.8 The quorum for General Meetings shall be one-third plus one of Club members.

8.0 Voting

8.3 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.

8.4 Voting on resolutions shall be by a simple majority.

9.0 Finance

9.3 The Club shall operate all its financial transactions within the Financial Regulations of GCU Students' Association.

9.4 In the event of the disbandment of the Club, all assets of the Club shall become the property of the GCU Students' Association.

10.0 Amendment of Constitution

10.1 Amendments may only be made by a General Meeting and subject to the approval of the Sports Council.

11.0 Affiliation

11.1 The Club shall be affiliated to Mountaineering Scotland, the recognised representative body in Scotland for hillwalkers, climbers, mountaineers and snowsports tourers, in accordance with the Mountaineering Scotland Articles of Association.

12.0 Interpretation

12.1 In the event of a dispute within the Club as to the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution or policies, the decision of the Sports Council shall be final.

13.0 Committee

Position	President & Climbing Leader)
Name	Jakob Tribula
Email	Retracted for Data Protection Purposes
Telephone	Retracted for Data Protection Purposes
Student ID	Retracted for Data Protection Purposes

Responsibilities: To be the Chairperson at Club Committee and General meetings.
To be the main liaison between the Club and GCU Students' Association. To oversee

all the affairs of the Club. To be the Club representative at Students' Association meetings as and when required.

Position	Treasurer
Name	Jacob Codd
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Club representative at Students' Association meetings as and when required.

Position	Secretary
Name	Jack Muir
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining club scores and results of competitions. To be the Club representative at Students' Association meetings as and when required.

Position	Vice President & Mountaineering Leader
Name	Samuel Trombley
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: Deputy to the President, planning of hillwalking tours

Position	Safety Officer
Name	Jennifer White
Email	

Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: ensuring medical safety of participants during activities, keeping medical equipment up to date

Position	Social Secretary
Name	Holly Hunter
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: planning of non-mountaineering socials, social media, club communication to the public

Activity Plan

To help you plan and organise your club for the year, use the boxes below to outline planned activities. Include every aspect of your clubs activities including number of training sessions, matches, competitions, trips, events, club end of year awards ceremony. The Activity Plan will give you an idea of what you need to include in the Finance Plan.

SPORTS CLUB:
<p>Trimester 1 (Sep-Dec)</p> <ul style="list-style-type: none">• One hill-walk every other week<ul style="list-style-type: none">○ Starting with Ben A'an as the first walk and the 'Give it a go' activity○ Other possible mountains include those of the Arrochar range, Crianlarich, and the Pentland Hills○ Highly dependent on weather and winter conditions• A climbing social once a week<ul style="list-style-type: none">○ Rotating through the three climbing centres in Glasgow: TCA Prop Store, TCO Newsroom, and Glasgow Climbing Centre○ Paid for individually• SMART Weekend with Mountaineering Scotland• What's in my pack – Social/Training evening
<p>Trimester 2 (Jan-Apr)</p> <ul style="list-style-type: none">• One hill-walk every other week<ul style="list-style-type: none">○ Starting with Ben A'an as the first walk and the 'Give it a go' activity○ Other possible mountains include those of the Arrochar range, Crianlarich, and the Pentland Hills○ Highly dependent on weather and winter conditions• A climbing social once a week<ul style="list-style-type: none">○ Rotating through the three climbing centres in Glasgow: TCA Prop Store, TCO Newsroom, and Glasgow Climbing Centre○ Paid for individually• Winter Skills Weekend with Mountaineering Scotland
<p>Trimester 3 (May-Aug)</p> <ul style="list-style-type: none">• Possible hut tour in the alps → to be seen if the group is interested and capable in terms of fitness and skill

Finance Plan

The finance plan is split into sections to help you to create a detailed outline of all your expected spending and income.

Section 1: Spending

Please consider every aspect of what your club might spend money on, this may include: coaching/ Instructor Fees, affiliation fees, lessons/ training, competition fees, match costs, equipment and kit, club trips, publicity costs or transport and travel. Important: *NB - Facility hire costs are paid centrally by GCU Students' Association, so you don't need to plan financially for that.

Description	Spending
Affiliation with Mountaineering Scotland	£17.55 per year per member x 20
Fuel per trip with rented minibuses £50 x4	£50 x4
Minibus rental for 20 people £105 x4	£105 x4
First aid course for committee 150 x6	£150 x 6

Spending Sub-Total

£1870

Section 2: Income

Please complete with all expected income. The Students' Association can provide up to £500 for new sports clubs, please indicate how much you would need.

Description	Income
Predicted membership income £12.50 for 1 semester	£25.00 x 20
Sports improvement fund	£600
Alex Goodman fund per member	£150 x 6
Ticket price for transported trip	£7.50 x 20 x4
New sports club fund	£500

Income Sub-Total

£3100

Section 3: Totals

Please fill in the spending sub-total and income sub-total and calculate the difference *assuming 20 members with full attendance with 4 ticketed trips throughout the trimester

Spending Sub-Total	£1870
Income Sub-Total	£3100
Difference	+£1230

Risk Assessment Form

SPORTS CLUB	Mountaineering	FORM COMPLETED BY
TYPE OF EVENT or ACTIVITY	Mountaineering, Hillwalking, and Climbing	EMAIL ADDRESS
LOCATION OF EVENT or ACTIVITY	Outdoors and Climbing Centres	DATE FORM COMPLETED

Likelihood \ Harm	Slightly Harmful (SH)	Harmful (H)	Extremely Harmful (EH)
Highly Unlikely (H UNL)	TRIVIAL RISK (TR)	TOLERABLE RISK (T)	MODERATE RISK (M)
Unlikely (UNL)	TOLERABLE RISK (T)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)
Likely (L)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)	INTOLERABLE RISK (IN)

Risk Rating Chart

List all the different types of activities that are being assessed.	For each activity list the hazards, i.e. anything that has the potential to cause harm.	For each hazard list the potential injuries.	For each hazard list the persons at risk.	For each hazard list the measure to be used to reduce or prevent the hazard from causing injury.	Use the chart to provide a rating for each hazard with protective and preventative measures in place. e.g. HUNL + H = T	Is there any further action required?
---	---	--	---	--	--	---------------------------------------

Activity	Hazard	Potential Injury	Persons at Risk	Preventative and Protective Measures	Likelihood
Mountaineering	Altitude	Acute Mountain Sickness	Participants	Slow acclimatisation process. No large jumps in altitude gain. Minimum fluid intake everyday. Use of aspirin to help thin blood. Observation of group and individual behaviour. Descent immediately if problem is identified	H UNL
Mountaineering	Adverse Weather	Hypothermia Hyperthermia Sunburn Sunstroke	Participants	Check weather local and national forecast. Observe weather during day. Minimum kit list given to members and checked before trip. Carry fluids. Hat and sunscreen. Group shelter. Plan route around forecast. Have alternative (escape) routes planned into walk. Accurate route descriptions in trip plan. At least one group member must have previous experience of similar type of terrain. Tell someone where the trip is going and trip register with the	H UNL

				Students Association. MS SMART Weekend	
Mountaineering	Adverse conditions under foot (slips, trips or falls)	Fractures Sprains Strains	Participants	Hiking/Mountain boots mandatory. Change route to avoid hazards. Confidence rope if required. Check weather local and national forecast. Minimum kit list given to members.	H UNL
Mountaineering	Illness affecting individual or group safety	Deterioration of afflicted person. Exposure	Participants	Carry group shelter. Membership form has a declaration raising individuals' awareness of the importance of communicating illness or injury.	H UNL
Mountaineering	Avalanche/ Rock fall	Buried in snow – asphyxiation Fractures Bruises Exposure	Participants	Winter skills training with MS. Check SAAS before leaving. Weather forecast local and national. Route choice by conditions. Minimum kit list given to members.	H UNL
Mountaineering	Group Inexperience	Strains Sprains Fractures Exhaustion Exposure Getting Lost	Participants	Group management - plan route around experience of group. Make sure all participants know what the type of walk, planned route and level of ability required. Walks designed to get progressively more challenging from the beginning of semester A. MS SMART Weekend At least one group member must have previous experience of similar type of terrain.	H UNL
Mountaineering	Lack of Equipment	Fractures Strains Sprains	Participants	Check conditions/ weather local and national forecast. Minimum kit list given to members. Equipment available from club store.	H UNL
Mountaineering	Failure of Equipment	Falls	Participants	Equipment Management System. Nominate Equipment Officer. External safety check by technical expert.	H UNL
Camping	Fire	Burns	Participants	No smoking in tents No cooking in tents Tents with fire retardant material Proper storage of fuel	H UNL
Camping	Poor Camp placement	Hypothermia Exhaustion	Participants	Camp placement awareness Check water supply Practice pitching tent before leaving	H UNL

				Check weather Proper kit i.e. Sleeping bag, roll mat	
Bouldering	Falling off	Sprained ankle, broken fingers, cuts, bruises	Climber and spotter	Use a spotter to help support you. Bouldering matt underneath and placement discussed with spotter if appropriate. No activity if wet rock. On a club climbing trip a helmet is compulsory. One person in the group must have previous experience of the location and use guide books for information. Mobile phone and first aid kit must be carried. Minimum kit list given to members.	UNL
Spotting	Climber falling on spotter	Bruises	Spotter and climber	On a club climbing trip a helmet is compulsory. Be vigilant.	UNL
Mountaineering, Climbing and bouldering	Overexertion	Dehydration Strains, sprains	All group members	Members advised in club COP to warm up properly and rehydrate when required.	UNL
Mountaineering, Climbing and bouldering	Over exposure to sun	Heat exhaustion sun stroke	All group members	Members advised to use sunscreen, sunglasses, hat and carry fluid. Recommended minimum amount of fluid 1.5 litres. Additional water can be obtained year-round from streams or melting snow, a water filter and gas stove is part of the group kit	UNL
Belaying	Climber falling on belayer	Bruises, broken bones, fatality	Belayer	On a club climbing trip a helmet is compulsory. Be vigilant.	H UNL
Climbing	Rock fall	Bruises, broken bones, fatality	Climber and belayer	On a club climbing trip a helmet is compulsory. Be vigilant. Never kick loose rocks off ledges. Members are advised to use the call "below" to alert persons below of rock fall.	H UNL
Climbing	Falling off whilst climbing and belay error	Bruises, broken bones, fatality	Climber and anyone below	No activity if wet rock. On a club climbing trip a helmet is compulsory. One member of the group must have previous experience of the location and use guidebooks for information. Mobile phone and first aid kit must be carried. Minimum kit list given to members.	H UNL

				Compulsory introductory training for every novice member from qualified SPA instructor at the climbing wall.	
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Sports Clubs Starter Programme and Affiliation Pack



What's involved?

A Sports Club can only be started by GCU students; the process to start and ultimately affiliate a sports club is outlined below. The process is supported by a staff member from the Students' Association.

1. Registration and Meeting

Read over this pack and if you think you want to continue complete the online registration form to arrange a meeting with a staff member to discuss the next steps.

2. Gauge Student Interest

- e) Collect 20 student signatures who are interested in this new sports club.
- f) Plan and organise one 'Give it a Go' activity for students.

3. Club Management Meeting

Hold a meeting with students to decide objectives and elect a committee. Complete the following documents in the pack: Constitution, Activity Plan, Finance Plan, Risk Assessment and Code of Practice.

4. Pack Submission

Submit all relevant information to sports@GCUstudents.co.uk and this will be taken to the next meeting of the Sports Council to be considered for affiliation.

5. Affiliation

If confirmed by the Sports Council then it is sent to Student Voice for ratification. The new club is added to the online membership and activities begin ASAP.

STUDENT SIGNATURE FORM

The undersigned students are interested in participating in a new 'Men's Gaelic Football' Club at GCU Students' Association.

NAME	MATRIC NUMBER	SIGNATURE	DATE
Rory Fraser	Retracted for Data Protection	RF	14/10/22
Canice McDonald		CM	14/10/22
Eva Carroll		EC	21/10/22
Thomas Bates		TB	14/10/22
Nathan Hendren		NH	14/10/22
Robbie Herbert		RH	17/10/22
Tom Benfield		TB	17/10/22
Joseph Strain		JS	18/10/22
Lochlann Spence		LS	18/10/22
Jamie Ritchie		JR	19/10/22
Bernie Williams		BW	19/10/22
Roddie Wyatt		RW	19/10/22
Ellie Agnew		EA	20/10/22
Kasimier Pietras		KP	20/10/22
Rebecca Smith		RS	21/10/22
Nicole Nugent		NN	21/10/22
Kerr Stirling		KS	17/10/22
James Ward		JW	19/10/22
Bronagh Donaghy		BD	21/10/22
Maggie Ewans		ME	21/10/22

Sports Club Constitution

1.0 Name

- 1.1 The Club shall be known as the “**Men’s Gaelic Football**” Club (hereinafter referred to as the “Club”). It shall be affiliated to Glasgow Caledonian University Students’ Association (hereinafter referred to as GCU Students’ Association) and shall be bound by the constitution and rules of GCU Students’ Association.

2.0 Objectives

- 2.1 The objectives of the club shall be;

- To provide weekly training for students wanting to play Gaelic football.
- To organise friendly and eventually competitive games with universities across the UK.
- To work closely with the lady’s team in organising group fundraisers, events, and other social outings.
- To provide a safe and fun environment for those wanting to try out GAA whilst also accommodating more experienced players.

3.0 Membership

- 3.1 Membership shall be open to all GCU students who purchase a sports membership. A Full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at the Club general meeting they must have nominated the Club as their ‘first choice’ on the membership form and paid the annual membership fee.

13.0 Committee

- 5.3 There shall be an elected committee entrusted with the responsibility of pursuing the Club Objectives above. The Committee shall consist of the following positions:

- 5.3.1 President – Canice McDonald

- 5.3.2 Treasurer – Rory Fraser

13.0.6 Secretary – Nathan Hendren

13.0.6 Social Secretary – Tom Benfield

5.1.5

5.1.6

6.0 Committee General Responsibilities

- 6.1 In all matters/functions within the Constitution, Bye-laws and Policies of GCU Students' Association.
- 6.2 Responsible for the day-to-day operation of the Club.
- 6.3 Responsible for any property and premises under the control of the Club.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Club activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one-third plus one of the committee members.
- 6.7 To annually nominate members of the Club for Sports Awards.

13.0 General Meetings

- 7.9 These shall take place twice per academic year; the first during the first semester to plan activities, elect any vacant Committee positions and approve Club spending plans for the year; the second towards the end of the second semester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.10 All Club members with voting rights shall be entitled to attend and vote in Club General Meetings.
- 7.11 Extraordinary General Meetings can be called on receipt by the Club Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days notice. At such a meeting no business other than that stated in the request may be discussed.
- 7.12 The quorum for General Meetings shall be one-third plus one of Club members.

13.0 Voting

- 8.5 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.6 Voting on resolutions shall be by a simple majority.

13.0 Finance

- 9.5 The Club shall operate all its financial transactions within the Financial Regulations of GCU Students' Association.
- 9.6 In the event of the disbandment of the Club, all assets of the Club shall become the property of the GCU Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Sports Council.

11.0 Affiliation

11.1 The club will affiliate to the appropriate National Governing/ Representative Body.

12.0 Interpretation

12.1 In the event of a dispute within the Club as to the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution or policies, the decision of the Sports Council shall be final.

13.0 Committee

Position	President
Name	Canice McDonald
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: To be the Chairperson at Club Committee and General meetings. To be the main liaison between the Club and GCU Students' Association. To oversee all the affairs of the Club. To be the Club representative at Students' Association meetings as and when required.

Position	Treasurer
Name	Rory Fraser
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Club representative at Students' Association meetings as and when required.

Position	Secretary
Name	Nathan Hendren
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining club scores and results of competitions. To be the Club representative at Students' Association meetings as and when required.

Position	Social Secretary
Name	Tom Benfield
Email	
Telephone	
Student ID	Retracted for Data Protection Purposes

Responsibilities:

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Position	
Name	
Email	
Telephone	
Student ID	

Responsibilities:

.....

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Position	
Name	
Email	
Telephone	
Student ID	

Responsibilities:

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.....

Activity Plan

To help you plan and organise your club for the year, use the boxes below to outline planned activities. Include every aspect of your clubs activities including number of training sessions, matches, competitions, trips, events, club end of year awards ceremony. The Activity Plan will give you an idea of what you need to include in the Finance Plan.

SPORTS CLUB:

Trimester 1 (Sep-Dec)

Weekly training sessions with the girls.

Look to divide away from them to let them get on with their specific training and for us to get on with ours.

12th November – be fully affiliated and able to provide a full 7s squad for the tournament.

Trimester 2 (Jan-Apr)

TBC

Trimester 3 (May-Aug)

TBC

Finance Plan

The finance plan is split into sections to help you to create a detailed outline of all your expected spending and income.

Section 1: Spending

Please consider every aspect of what your club might spend money on, this may include: coaching/ Instructor Fees, affiliation fees, lessons/ training, competition fees, match costs, equipment and kit, club trips, publicity costs or transport and travel. Important: *NB - Facility hire costs are paid centrally by GCU Students' Association, so you don't need to plan financially for that.

Description	Spending
Coach (Anthony, split with girls)	£300
Affiliation fees, membership?	
Referee payments	£20
Transport to friendly games?	£100
Equipment	£100

Spending Sub-Total

520

Section 2: Income

Please complete with all expected income. The Students' Association can provide up to £500 for new sports clubs, please indicate how much you would need.

Description	Income
Funding required from the Students' Association	500.00
Sponsorship	
Fundraising	100.00
Predicted membership income 10 x £15	150.00

Income Sub-Total

750.00

Section 3: Totals

Please fill in the spending sub-total and income sub-total and calculate the difference

Spending Sub-Total	520.00
Income Sub-Total	750.00
Difference	230.00

Risk Assessment Form

SPORTS CLUB	Men's Gaelic Football	FORM COMPLETED BY
TYPE OF EVENT or ACTIVITY		EMAIL ADDRESS
LOCATION OF EVENT or ACTIVITY		DATE FORM COMPLETED

Likelihood \ Harm	Slightly Harmful (SH)	Harmful (H)	Extremely Harmful (EH)
Highly Unlikely (H UNL)	TRIVIAL RISK (TR)	TOLERABLE RISK (T)	MODERATE RISK (M)
Unlikely (UNL)	TOLERABLE RISK (T)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)
Likely (L)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)	INTOLERABLE RISK (IN)

Risk Rating Chart

List all the different types of activities that are being assessed.	For each activity list the hazards, i.e. anything that has the potential to cause harm.	For each hazard list the potential injuries.	For each hazard list the persons at risk.	For each hazard list the measure to be used to reduce or prevent the hazard from causing injury.	Use the chart to provide a rating for each hazard with protective and preventative measures in place. e.g. HUNL + H = T	Is there any further action required?
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Activity	Hazard	Potential Injury	Persons at Risk	Preventative and Protective Measures	Likelihood
General play	Collision or contact with teammates/ opposition or referee	Bruising, concussion, sprains, fractures	Players & referee	Players must understand rules regarding any contact within the game. Players will be recommended to wear gumshield.	UNL

General play	Being struck with ball	Bruising, concussion	Players & referee	Must be coached by experienced coach/player on blocking.	UNL
General play	Poor conditions underfoot	Sprains, strains, fractures	Players & referee	Experienced referee/coach/grounds man to declare whether pitch is playable.	UNL
General play	Poor weather conditions e.g. heavy rain, frost, snow	Slips, falls, cuts	Players & referee	Qualified official to deem the pitch playable. Match called off if unplayable.	UNL
General play	Poor light conditions	Collision, trip, trips, concussion	Players & referee	Ensure no evening training/games are carried out without suitable flood lights	UNL

Sports Clubs

Starter Programme

and Affiliation Pack



What's involved?

A Sports Club can only be started by GCU students; the process to start and ultimately affiliate a sports club is outlined below. The process is supported by a staff member from the Students' Association.

1. Registration and Meeting

Read over this pack and if you think you want to continue complete the online registration form to arrange a meeting with a staff member to discuss the next steps.

2. Gauge Student Interest

- g) Collect 20 student signatures who are interested in this new sports club.
- h) Plan and organise one 'Give it a Go' activity for students.

3. Club Management Meeting

Hold a meeting with students to decide objectives and elect a committee. Complete the following documents in the pack: Constitution, Activity Plan, Finance Plan, Risk Assessment and Code of Practice.

4. Pack Submission

Submit all relevant information to sports@GCUstudents.co.uk and this will be taken to the next meeting of the Sports Council to be considered for affiliation.

5. Affiliation

If confirmed by the Sports Council then it is sent to Student Voice for ratification. The new club is added to the online membership and activities begin ASAP.

STUDENT SIGNATURE FORM

The undersigned students are interested in participating in a new Cricket Club at GCU Students' Association.

NAME	MATRIC NUMBER	SIGNATURE	DATE
Anoop Johnson	Retracted for Data Protection		
Kiran Thottathil			
Sathwika Baddipally			
Shine Mathew Varghese			
Aswin Das			
Sarath Satheesh			
Sambhunath Sathishkumar			
Arshal Poyil			
Joice Lija			
Milinda Meegoda			
Ashik Chacko			
Varun Sangaraju			
Anoop PK			
Nikhil John Thadathil			
Shabaz Khan			
Anoop Johnson			
Hammad amer			
Pir muhammad rafay			
Abdullah			
Abdul Ahad Illikkal			

Sports Club Constitution

1.0 Name

- 1.1 The Club shall be known as the GCU cricket Club (hereinafter referred to as the “Club”). It shall be affiliated to Glasgow Caledonian University Students’ Association (hereinafter referred to as GCU Students’ Association) and shall be bound by the constitution and rules of GCU Students’ Association.

2.0 Objectives

- 2.1 The objectives of the club shall be:

To actively participate in tournaments in and out of Glasgow representing the university and to conduct regular practise sessions, thus helping members to be healthy and to be a team player, in and out of the field.

3.0 Membership

- 3.1 Membership shall be open to all GCU students who purchase a sports membership. A Full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at the Club general meeting they must have nominated the Club as their ‘first choice’ on the membership form and paid the annual membership fee.

5.0 Committee

- 5.4 There shall be an elected committee entrusted with the responsibility of pursuing the Club Objectives above. The Committee shall consist of the following positions:

5.4.1 President – Anoop PK

5.4.2 Treasurer – Ashik Chako

5.1.3 Secretary – Abdulla Sajad

6.0 Committee General Responsibilities

- 6.1 In all matters/functions within the Constitution, Bye-laws and Policies of GCU Students' Association.
- 6.2 Responsible for the day-to-day operation of the Club.
- 6.3 Responsible for any property and premises under the control of the Club.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Club activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one-third plus one of the committee members.
- 6.7 To annually nominate members of the Club for Sports Awards.

7.0 General Meetings

- 7.13 These shall take place twice per academic year; the first during the first semester to plan activities, elect any vacant Committee positions and approve Club spending plans for the year; the second towards the end of the second semester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.14 All Club members with voting rights shall be entitled to attend and vote in Club General Meetings.
- 7.15 Extraordinary General Meetings can be called on receipt by the Club Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice. At such a meeting no business other than that stated in the request may be discussed.
- 7.16 The quorum for General Meetings shall be one-third plus one of Club members.

8.0 Voting

- 8.7 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.8 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.7 The Club shall operate all its financial transactions within the Financial Regulations of GCU Students' Association.
- 9.8 In the event of the disbandment of the Club, all assets of the Club shall become the property of the GCU Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Sports Council.

11.0 Affiliation

11.1 The club will affiliate to the appropriate National Governing/ Representative Body.

12.0 Interpretation

12.1 In the event of a dispute within the Club as to the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution or policies, the decision of the Sports Council shall be final.

13.0 Committee

Position	President
Name	Anoop PK
Email	
Telephone	
Student ID	Retracted for Data Protection

Responsibilities: To be the Chairperson at Club Committee and General meetings. To be the main liaison between the Club and GCU Students' Association. To oversee all the affairs of the Club. To be the Club representative at Students' Association meetings as and when required.

Position	Treasurer
Name	Ashik chako
Email	
Telephone	
Student ID	Retracted for Data Protection

Responsibilities: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Club representative at Students' Association meetings as and when required.

Position	Secretary
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Name	Abdulla Sajad
Email	
Telephone	
Student ID	Retracted for Data Protection

Responsibilities: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining club scores and results of competitions. To be the Club representative at Students' Association meetings as and when required.

Activity Plan

To help you plan and organise your club for the year, use the boxes below to outline planned activities. Include every aspect of your clubs activities including number of training sessions, matches, competitions, trips, events, club end of year awards ceremony. The Activity Plan will give you an idea of what you need to include in the Finance Plan.

SPORTS CLUB:

Trimester 1 (Sep-Dec)

Couple of ice breaking sessions and warm ups, to get to know each other in the club / team.
 To get new gears and training balls.
 To arrange few training sessions indoor with soft ball.
 Try and contact with the local clubs / colleges for indoor sessions.
 Try and arrange a tournament for gcu students, may be a among the different schools.

Trimester 2 (Jan-Apr)

- To try and add more players from January intake.
- To start outdoor sessions with hard ball
- To start playing friendly matches with other colleges and schools.
- To register in the different tournaments for the season.

Trimester 3 (May-Aug)

- Be ready with a decent team
- To participate in the maximum outdoor tournaments possible.
- To try and win few tournaments.
- Be ready with a better plan for the club for the next year, involving the semester intake students.

Finance Plan

The finance plan is split into sections to help you to create a detailed outline of all your expected spending and income.

Section 1: Spending

Please consider every aspect of what your club might spend money on, this may include: coaching/ Instructor Fees, affiliation fees, lessons/ training, competition fees, match costs, equipment and kit, club trips, publicity costs or transport and travel. Important: *NB - Facility hire costs are paid centrally by GCU Students' Association, so you don't need to plan financially for that.

Description	Spending
Registration fees	150
Equipment	200
Trips / transportation	100
Publicity	50
Food / refreshments	100

Spending Sub-Total

600

Section 2: Income

Please complete with all expected income. The Students' Association can provide up to £500 for new sports clubs, please indicate how much you would need.

Description	Income
Funding required from the Students' Association	500
Sponsorship	
Fundraising	
Predicted membership income (minimum £10 per member)	200

Income Sub-Total

700

Section 3: Totals

Please fill in the spending sub-total and income sub-total and calculate the difference

Spending Sub-Total	600
Income Sub-Total	700
Difference	100

Assessment

EVENT OR ACTIVITY	Cricket	FORM COMPLETED BY
DATE OF EVENT or ACTIVITY		EMAIL ADDRESS
LOCATION OF EVENT or ACTIVITY		DATE FORM COMPLETED

Risk Rating Chart

Likelihood \ Harm	Slightly Harmful (SH)	Harmful (H)	Extremely Harmful (E)
Highly Unlikely (H UNL)	TRIVIAL RISK (TR)	TOLERABLE RISK (T)	MODERATE RISK (M)
Unlikely (UNL)	TOLERABLE RISK (T)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)
Likely (L)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)	INTOLERABLE RISK (I)

List all the different types of activities that are being assessed.	For each activity list the hazards, i.e. anything that has the potential to cause harm.	For each hazard list the potential injuries.	For each hazard list the persons at risk.	For each hazard list the measure to be used to reduce or prevent the hazard from causing injury.	Use the chart to provide a rating for each hazard with protective and preventative measures in place. e.g. HUNL + H = T	Is there any further action required?
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Activity	Hazard	Potential Injury	Persons at Risk	Preventative and Protective Measures	Likelihood	Harm
Indoor General Play	Slip/trip	Bruises, fractures	Participants	Ensure floor is clear of obstruction, and any water or sweat removed from floor. Appropriate footwear for participants.	UNL	SH
Outdoor General Play	Slip/trip	Bruises, fractures	Participants	Ensure area is clear of obstruction. Check weather in advance. Appropriate footwear for participants.	UNL	SH

				Ground staff to check playing conditions.		
Indoor & Outdoor Fielding	Struck by the ball	Bruises, fractures	Participants	Indoor ball used for indoor practice. Good coaching advice on catch. Protective equipment for players e.g. wicket keeper gloves & helmet.	UNL	SH
Indoor & Outdoor Batting	Struck by the ball	Bruises, fractures	Participants	Adequate protective equipment e.g. pads, gloves, helmets for batsman. Indoor ball used for indoor practice. Good coaching advice on catch.	UNL	SH
Indoor & Outdoor General play	Not prepared for physical activities	strains and sprains	Participants	Adequate warm up prior to match and training. Good coaching practice.	UNL	SH
Outdoor play	Poor weather	Slip hazard	Participants	Check weather forecast in advance. Ground staff to decide if pitch is unplayable. Players to wear suitable footwear.	UNL	SH

