



Trinity Saint David
**Students'
Union**

**Undeb
Myfyrwyr**
Y Drindod Dewi Sant

Club and Society Accreditation



Liberation Support Pack

This pack includes all the information you need to complete the Liberation branch of the SU Accreditation.



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Liberation Branch Activity:



The Liberation branch features activities focused on making your club/society more inclusive. This support pack aims to support you through completing these activities with your club/society that will educate you and your members on liberation, inclusion and diversity. It will also help you build connections with the University, Students' Union and the different student led liberation networks. The pack will also help you explore different charities and how they help support and raise awareness for different students. Hopefully the work for this branch will help all members to be more open and treat all students equal in everyday life and specifically ensure that events, activities etc. are accessible for all.

- Common Goals
 - o Attend Freshers Fayre and host 'Give it a Go'
 - o Host 1 Raising and Giving (RAG) event
 - o Host 1 Fundraising event
 - o Provide an up-to-date equipment list
 - o Have 2 members attend First Aid training
 - o Host 1 online event to promote inclusion of off site students
- Participate or Host one SU/University Liberation event relevant to your group
- Engage with a relevant PTO/Liberation leader and their events
- Ensure your constitution is inclusive
- Identify a Liberation Charity to support through fundraising and/or raising awareness
- Create a team/society handbook on inclusive events and facilities

Common Goals support:

The Common Goals activities are present in all branches of the Accreditation and only require completion once. This means that if you complete them for Liberation,



but wish to progress on a second (or third) branch, you will already have made significant progress in that area. **CG:** In front of an activity title indicates that completing this activity will count for all branches of the accreditation!

We have included some support resources for the common goals below, but if you are still stuck please contact your Student Opportunities Coordinator:

- Lampeter: laura-cait.driscoll@uwtsd.ac.uk
- Swansea: Andrew.g.jones@uwtsd.ac.uk
- Carmarthen: Laura.yates@uwtsd.ac.uk
- Satellite: Rebecca.crane@uwtsd.ac.uk

CG: Attend Freshers Fayre and host Give it a Go:

One of the most exciting times in the academic year, for new and returning students, is the very beginning. When new students arrive, they are actively looking for something to get involved with; some have something very specific in mind, but there are others who are just looking to try something new and make the most of their university experience. This goes for returning students as well. Some students may have had a revelation over the summer period and thought to themselves, “I’m going to get involved in a club or society this year” and that’s why Freshers’ Fair is your opportunity to capture these students’ attention.

The Do’s

- Ensure that your Freshers’ Fair stall is interesting and actively represents your club or society
- Make sure your team/committee members who are responsible for talking to new students are enticing and are welcoming
- Follow all GDPR regulations set by the SU, for example, no hardcopies of sensitive information. Try using the functions on the SU website and social media groups to avoid any breaches
- Turn up on time!
- Think about what message you’d like to give students about your society whilst you have their attention for the short period of time

The Don’ts

- Behave in a way that will hinder people from approaching your table – think back to when it was your first day/week and the feelings you felt, just try not to be intimidating



- Force anyone to join the club or society – you can use persuasion, but never force someone into your team making them feel uncomfortable
- Leave your table bare and unenthusiastic
- Ignore the students showing an interest in your club/soc

Give it a Go

Running a Give it a Go session is essentially a 'taster' session. It allows people to try an activity/session/society or club before making the commitment to join. This is your opportunity to seek out those students who may not have attended Freshers Fairs or may just want to try something new. Who knows, your club/society could be the answer?

Many of the same principles apply to running a GIAG session as the Freshers' Fair event; but this time the focus is all on your event and the people attending are most definitely interested.

The SU have created a form for you to better understand why you'd like to run the GIAG session and the things you'll need from your team, us at the SU and the committee members.

Benefits of running a Give-it-a-Go session:

- Potential to lead training sessions and develop yourself
- The club will develop in terms of having better training sessions or being led in a more constructive way
- Will enhance the students/club members' experience
- Students having a positive experience will create a buzz around campus and potentially encourage more members

Make Sure you:

- Plan your session beforehand – make sure you think of what you'd like to include for new members before the event
- Please consider that this may be the first time that the student has tried the activity, so be patient, and consider the risks when doing so



- Think about follow-up sessions, so when is your next training or social event for the club/soc they can attend if they enjoyed
- Think about how you can contact them/how they can contact you in the future – is it social media or the website?

CG: Host 1 Raising and Giving (RAG) Event and Host 1 Fundraising Event:

There are two kinds of events Clubs and Societies can participate in when it comes to money. There are Raising and Giving events, which focuses on charity work, and Fundraising, which focuses on raising money for your club funds.

Raising and Giving work and fundraising for your club usually have very similar events and the guidance is often the same. We have included some information on the 'rules' around fundraising below:

The Do's

- All fundraising must be done in an ethical, transparent and legal manner.
- You must be polite and professional.
- You must not unfairly criticise or insult other people or organisations.
- All donations should be collected in the secure collection tins provided.
- All fundraised money must be counted by two members of your team.
- All fundraised money must be brought into UW TSDSU within 7 days of the end of the fundraising activity.
- You must securely store the fundraised money until it reaches UW TSDSU.

The Do Nots

- Act in a way that might cause high levels of stress to members of the public.
- Be dishonest or manipulative.
- Act in a way that might damage the reputation of UW TSD SU or the University, for example:
 - Smoking or drinking whilst fundraising.



- Taking or being under the influence of illegal drugs.
- Being lewd, aggressive or swearing.
- Don't shake the tin.
- Putting undue pressure on members of the public or other students to donate.
- Exploiting your position for personal gain.
- Exploiting the personal circumstances of an individual.
- Exploit someone who cannot fully comprehend the situation.
- Request donations from someone under 18 years of age.
- You must avoid causing an obstruction, congestion or being a nuisance to the public.
- You must not obstruct, interfere with or disrespect members of staff from local businesses.

The Three-Step Rule

- Whilst fundraising, you must comply with the 'three-step' rule.
- You must not take more than three steps alongside the person or follow them.
- If the member of the public has not come to a stop within the three steps, you must end your attempt to talk to them.
- You must not follow a person beyond the 'three-step' rule.

We have also included an example of the form you must complete to submit any 'petty cash' into your SU bank account or donate to your chosen charity, it is incredibly important you do not keep cash wherever possible.

Check out the Union Website for more information on fundraising or contact your SOC's with any questions.

[Raising & Giving @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

CG: Provide an up-to-date equipment list:

Providing an up-to-date equipment list does a number of things. Firstly, it helps you as a society keep track of what equipment you have, if anything has been lost or damaged that may need replacing and can help you when applying for Grant funding for new equipment or activities.

Secondly, it helps us in the Student's Union know what you own as a club for insurance purposes.



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You should do an inventory check on your equipment at least once per year, compare it to the previous year's inventory and see if there is anything missing. If there is, report it to your Student Opportunities Coordinator immediately.

We have included a template for you below!



UWTSD SU Club and Society Equipment list							
Club or Society name:		Completed by:		Position:		Date:	
Item: (What is it?)	Quantity: (How many of them do you have?)	Quality: (Is it new? Is there damage? Are you missing parts of a set?)	Where is it being stored? (Is it safe?)	How do you access it? (Who has the equipment? Is it in storage on site?)	How old is it? (If known)	Approximate cost/value: (If known)	Notes:



CG: Have 2 members attend First Aid Training:

First aid training is offered to all club and society's Executive committees, each Academic year. For this element of the Common Goals, we want you to put two members forward for First Aid training.

Once they are trained, we expect at least one of your First Aid trained members to attend your events and activities.

The training dates will be shared each academic year by your Student Opportunities Coordinators, so make sure your Exec Committee list is up to date!

CG: Host 1 online event to promote the inclusion of off-site students:

For this activity we want you to host an online event; this could be anything from a quiz to a social event. Lockdowns have highlighted how online events can increase your membership by including students who couldn't attend traditional sessions, from distance learners to those with caring responsibilities.

Things to consider when planning an online event.

- Think about what type of event you would like to organise, and if it is possible to do this online. If you're struggling for ideas, you can check out this link from Organised Fun - [Students' Union society and club online event ideas for COVID-19 safety — Organised Fun](#), or get in touch with the SU to discuss some ideas and how plausible they may be.
- Just like booking a venue, you will need to choose a platform that will allow you to host your event; this could be social media such as Instagram or Facebook. You can also use platforms such as Teams and Zoom. You will also need to see how many people the platform will allow you to host, and how students can join.
- Budget – You will still need to ensure you think about money that may need to be spent on an online event. You may need to pay for a certain activity such as an online escape room. Or you may be doing an event that requires resources to be sent out to students, e.g. cook-along ingredients.
- Promotion – Advertising an online event can be harder than an in-person event. The best way to advertise the event would be through the following mechanisms: Leaflet/posters around campus, post on social media, post on SU website, all student email and messaging key staff and students on all campuses to spread the word.



Participate or Host one SU/University Liberation event relevant to your group.

The SU and University often put on/support different events throughout the academic year, that make a positive impact on those students who identify with groups that need liberating.

You will need to be a part of/support one of these events or create your own event to support liberation.

Benefits:

- Create good working relationships with the SU and University.
- Learn how to plan and create an event.
- Improve your teamwork, which in turn will create stronger relationships between society/club members.
- Organisational skills and delegation of roles based on people's strengths and weaknesses.

Source 1 which you will find below will help you to consider how you plan an event in person and online. There's also a table (Source 2) available for you to use when delegating work.

Source 1: Pointers to plan an event.

When working on the Liberation branch for Clubs and Socs Accreditation, you will have to put on a liberation event or participate in an event run by the networks, the SU or the University. If you decide to host your own event to support a Liberation Network, you will need to follow the pointers below to ensure all goes to plan. Remember these pointers are brief, and you will be trained on events during one of your monthly training sessions. You are always welcome to ask your Students' Union Student Opportunities Coordinator for more support in this area.

Things to think about when planning an event:

- Risk assessment – every event will need to be risk assessed. The Students' Union can provide a risk assessment template and also help you go through it. The point of the risk assessment is to ensure you think of everyone's safety, the risks that could happen at your event and to avoid injury.



(You will be shown how to do this during Clubs and Society training, but you can also access more information on risk assessments in the Compulsory Requirements Pack.)

- Assign committee members responsibilities - Spread the workload and make sure that everyone uses their skills to the best of their ability. Create a checklist that you could use to give out jobs.
- Choose/Hire a venue – Without a venue you cannot promote your event. Secure a venue first; some campuses will have spaces where you can put events on, other campuses may have local venues you could get in touch with. When choosing a venue, it is important that you think about inclusiveness, the venue should try to ensure any student can attend regardless of barriers, such as using a wheelchair.
- Budget – Create a finance plan; know what you want to spend your money on and how much it may cost overall. Check with the Students' Union finance manager to see how much money your club or society has in their account, and make sure you only spend what you have, to avoid getting into debt. Visit the Club Development Pack for access to the finance tracker, that you can use to stay on track.
- Promote your event – When promoting your event, you need to think who your audience is and how you will attract them to your event. If you are hosting an event to raise awareness about Accessibility, you could also contact the Disabled students' liberation network; they could promote to their members and also share your event. You could also ask the University and the Students' Union to help promote your event via their websites and social media accounts. What could you do? You could send out student emails, create posters and put them up around the campus; you could also do lecture shout-outs.
- Review your checklist - Go through your checklist and make sure all jobs have been completed by your committee; make sure you're all set up ready for the event to take place.

Things to consider when planning an online event.

- Think about what type of event you would like to hold, and if it is possible to be done online. If you're struggling for ideas, you can check out this link from Organised Fun - [*Students' Union society and club online event ideas for COVID-19 safety — Organised Fun*](#), or get in touch with the SU to discuss some ideas and how plausible they may be.



- Just like booking a venue, you will need to choose a platform that will allow you to host your event; this could be social media such as Instagram or Facebook. You can also use platforms such as Teams and Zoom. You will also need to see how many people the platform will allow you to host, and how students can join.
- Budget – You will still need to ensure you think about money that may need to be spent on an online event. You may need to pay for a certain activity such as an online escape room. Or you may be doing an event that requires resources to be sent out to students, e.g. cook-along ingredients.
- Promotion – Advertising an online event can be harder than an in-person event. The best way to advertise the event would be through the following mechanisms: Leaflet/posters around campus, post on social media, post on SU website, all student email and messaging key staff and students on all campuses to spread the word.
- Have a Plan B – Online events usually require good internet connection and everyone having access and knowledge to access the activity. Think about what could go wrong, just like in your risk assessment, and plan a backup. For example, you may organise a quiz and ask students to fill out Microsoft forms. Some students may not have access to this, and you should make sure there is another way they can submit their answers; this could be taking a picture of their answers and sending them via email to the quiz master.

Some more top tips for online events can be found on Eventbrite - [How to Host a Virtual Event: The Essential Guide \(eventbrite.com\)](#)

Lastly think about inclusivity of an event; use your constitution and the Inclusion handbook to ensure you think about everything that may be a barrier to different students attending your event.

Diversity

Listening to the views of your different members and committee will help you to plan events that will be diverse, thereby appealing to the whole of your membership.

Inclusive

Although you need to tailor your events to offer a variety that will appeal to different people, you must still ensure that your events are inclusive to all members. All members are welcome to all events, and it is part of your duty to be friendly and approachable at all events and to welcome everybody that attends.



Balance

There must be an even balance of events, so the ratio of alcohol to non-alcohol events must be as a minimum 50-50. You can offer fewer alcohol events, but not more than 50% of your full event portfolio. This is important, as it means that you are offering diversity and being inclusive to students who may not want to drink as well as those that do. When you plan your events at the beginning of the year, you need to plan a balance of events.

- No segregated events
- Alcohol free socials
- Accessible venues
- Pride in Team UWTSD training
- Fair auditions/trials
- Try to make activity financially viable.
- No initiations

Source 2:

Actions Timeline			
A tool for the project lead to use. Chronologically list actions working backwards here.			
Action	Delegated to	Due date	Notes



Engage with a relevant PTO/Liberation leader and their events.



The Students' Union have four student led liberation groups.

1. Women's Network.
2. Disability Network.
3. LGBTQ+ Network.
4. People of Colour Network (There is a chance this group will split into more to cover our Black, Asian and Ethnic minority students).

These groups are able to set up campaigns and events to raise awareness and support their student members. All the groups have an option to involve allies; as a club/society you should get in contact with the leaders and offer to help with events/campaigns.

This link takes you to the liberation networks on the SU website - [Groups @ UWTSD Students' Union \(uwtsdunion.co.uk\)](https://uwtsdunion.co.uk)

Each group has a section on leaders and also events for you to keep track of what is going on with them.

Benefits:

- Opportunity to build relationships with the Liberation networks.
- Better understanding of how clubs and societies can become more inclusive and involve students from the liberation networks.
- Possible new members from the networks.

Ensure your constitution is inclusive.

When creating your constitution, it is important to ensure you consider how your club/society will be inclusive to all students. When doing this, you should think about things like access.

Source 3 is a link to our clubs and societies inclusion guide.

Source 3 (Inclusion Handbook)

- https://uowtsd.sharepoint.com/:w:/t/ClubsSocsAccreditation_GRP/EdlpBYQpKXRLjErrmLGi8JYBATF_wh45t0tw1Vrc8tLEzQ?e=vTLoE9

The following link is for information online from another SU that may help inspire what you should include in your constitution.



<https://keelesu.com/pageassets/yourunion/campaigns/Liberation-Tool-Kit.pdf>

If you need more information on what a constitution is and what to include, please check out the Compulsory Requirements pack.

Benefits:

- Learn how to write a constitution.
- Be more aware of barriers that affect different students and how to make clubs and societies more engaging and accessible to all.
- Learning more about inclusion can help you avoid problems that could affect events etc. if not thought through properly at the start with inclusivity in mind.

Identify a Liberation Charity to support through fundraising and/or raising awareness.

As part of learning more about liberation, you may find a charity that you can champion. This can be as simple as raising awareness of their projects and events on your SU page or social media accounts. You could also do some fundraising as a team; an example of this could be wearing rainbow laces for the Stonewall charity.



To help you with this, we have provided a list of a few different charities that help support people who may identify with the student led liberation networks.

The list is not exhaustive, and you are welcome to discuss your support of other charities with your Student Opportunities Coordinator.

See source 4 for the list.

Benefits:

- Learn to expand your network and build relationships with external stakeholders.
- The gift of giving back and knowing you have supported a great cause using your platform as a club/society.
- Deeper understanding of issues faced by others that you may never experience due to not being able to identify with that group of people in everyday life.

Source 4:

Source 4 -

As a Club or Society, you have an opportunity to raise awareness for and support different charities. As part of the Liberation branch in the Clubs and Societies' Accreditation system, you are required to support a charity that comes under one of the Student' Union student led liberation networks.

Below is a suggested list of top UK charities that you could fundraise or even promote to others using your position as a Club/Society. If you know of a charity that covers any of the networks that is not mentioned in the list, please contact your campus Opportunities Officer, who can let you know if the charity you want to get involved with is acceptable.

Women's Liberation.

- Bloody Good Period (<https://www.bloodygoodperiod.com/>) - A Bloody Good Period campaign to bring equity to all who have periods. Products that are a necessity to anyone who has a period are not exactly cheap, and in some countries, they don't even have products to provide to people who menstruate, and this shows the period poverty that exists. The money they earn as a charity allows them to donate period products to people who really need access to them. They provide drop-in centres, and this allows those who menstruate to drop by and get what they need with no judgement.



- The Fawcett Society
(https://www.fawcettsociety.org.uk/?gclid=Cj0KCQjw9YWDBhDyARIsADt6sGbel4KfYny2YU1Zk9JC3ztFnPO_0LwfhnQgCPWni5rqsgn92uzAwlMaAkXMEA_Lw_wcB) - The Fawcett Society is a charity that campaigns for gender equality; they fight for women's rights in the workplace, in their homes and in general society. They are the legacy of suffragist Millicent Fawcett, and they continue to research and protest inequality still faced by women in everyday life.
- Women In Sport (<https://www.womeninsport.org/>) - This charity has one goal and that is to ensure all girls and women have the opportunity to gain the transformational rewards of sport. They don't want women to miss out on sport and to have the same chances as men. They are the only organisation in the UK who do research into sport from the perspective of women and girls; all this research is used to campaign for changes for women in sport.
- Womens Aid
(https://www.womensaid.org.uk/?gclid=Cj0KCQjw9YWDBhDyARIsADt6sGZMAkqmAGezPZF-9fCzs4Zam50gOlopnVhPH8TKzvZfnXklkNzIA8aAq63EALw_wcB) - This charity works hard to end domestic abuse of women and children. Their services help save lives; they support many members and survivors making them the heart of all they do. They also campaign and educate others with the hopes one day domestic abuse will be eradicated.

People of Colour Liberation.

- The Runnymede Trust (<https://www.runnymedetrust.org/>) - This is an organization that researches intelligence that can help to challenge inequality. By having reliable research, they are able to change policy and try to illuminate racism in society.
- SARI (<https://www.sariweb.org.uk/>) - SARI are a charity that help support anyone who has faced hate crime, from racism to ageism. They also provide training to schools to teach children and staff about racism, hate crime, cultural differences and protected characteristics, in order to help educate the next generation.
- Kick It Out
(https://www.kickitout.org/?gclid=Cj0KCQjwPaCBhDkARIsAISZN7QEotlNOjwYaQMy2PDIqY3ONBH68S5TVvdFqH6YZDtFJiTingrUrnoaAoJhEALw_wcB)



) - An organization that started by trying to take racism and discrimination out of the game of football; since their original campaign they now have a mission to challenge racism, discrimination and tackle exclusion in the wider society. They hope that, through football, they can help others to challenge racist attitudes and behavior.

- Blueprint for all (<https://www.blueprintforall.org/>) - Blueprint was previously known as 'The Stephen Lawrence Charitable Trust'. All the charity's work addresses the main challenges that stop people of colour progressing in everyday life. They believe that race, ethnicity and background should never be a factor in how much or how well someone achieves. Blueprint build careers, support communities and enrich society through their inspiring programmes and opportunities.

Disabled Liberation.

- Action for Kids (<https://www.my-afk.org/>) - This charity helps to prepare young people with disabilities, learning difficulties, and autism for life after education. They help by providing training and work experience programmes. They also help provide young people up to age 25 with mobility equipment that is not available from the NHS.
- RNID (<https://rnid.org.uk/about-us/>) - This charity exists to improve the lives of those who are deaf, have hearing impairments, or suffer from problems such as tinnitus. They are pioneers in new treatments, they campaign for an inclusive society and give helpful practical advice to all the people that contact them for help.
- Leonard Cheshire (<https://www.leonardcheshire.org/about-us>) - This charity has been supporting people with disabilities for over 70 years. They work with their partners to create more opportunities and break barriers that are still denying people with disabilities of their basic rights.
- RNIB (<https://www.rnib.org.uk/>) - The Royal National Institute of Blind People is a charity that helps to support people who are blind or are experiencing any level of sight loss. They give practical and emotional advice as well as provide a reading service. They also campaign and have a shop with products to help people with sight impairments sustain a better quality of life.

LGBTQ+ Liberation.

- Stonewall (<https://www.stonewall.org.uk/>) - This is a well-known charity that spends a lot of its time empowering members of the LGBTQ+ community all over the world. They stand for inclusion and stand up to bullying of any type aimed at the community. They also help institutions to become more inclusive and see the benefits and values of LGBTQ+ people. Stonewall also



campaigns and lobby's to change the laws that discriminate against the basic human rights of LGBTQ+ people.

- AKT (<https://www.akt.org.uk/>) - AKT are a UK based charity who help young LGBTQ+ people aged 16-25 to find safe accommodation, employment, training and acceptance/empowerment for their LGBTQ+ identity. LGBTQ+ people who become homeless are more likely to face violence and discrimination on the streets; AKT have "Purple door" accommodation for those who need an emergency place to stay.
- Mind Out (<https://mindout.org.uk/>) - Mind Out is a mental health service run by and created to support LGBTQ+ people. They provide support and resources, fundraise and also offer training to educate others about the LGBTQ+ community and what issues they may face.
- Galop (<http://www.galop.org.uk/>) - Galop is a charity that helps support LGBTQ+ people who have experienced hate crime, domestic abuse, and sexual violence. They give advice, support and help on their website and also via their helpline. They also work with young people and also provide Trans advocacy.

Create a team/society handbook on inclusive event and facilities.

Using the inclusion guide (Source 3) you should consider the barriers people may face when joining your group and how you can ensure this doesn't happen.

Your constitution should include a section on liberation; in this you will state what you will do as a club/society to stop students being excluded. e.g. Our society will always try to book our events, freshers and activities in venues with suitable access.

Source 3

- https://uowtsd.sharepoint.com/:w:/t/ClubsSocsAccreditation_GRP/EdlpBYQpKXRLjErrmLGi8JYBATF_wh45t0tw1Vrc8tLEzQ?e=vTL0E9

If you need more information on what a constitution is and what to include, please check out the Compulsory Requirements pack.

Benefits:



- From the beginning, your whole team will talk about and plan to run the event in a way that is inclusive and allows diversity.
- You will attract more students to your club due to raising awareness and showing support for those students who may not usually find clubs and societies accessible.