



Trinity Saint David
**Students'
Union**

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Club and Society Accreditation



New Club Support Pack

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



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New Club Branch Activity:

The new club branch features activities from all specialised focus branches to allow your society the chance to explore your areas of interest. Once your probation period is over, the activities you have completed here will transfer into the relevant branch, giving you progress in the specialised branches.

This support pack aims to support you through completing these activities with your new club.

- Common Goals
 - Attend Freshers Fayre and host 'Give it a Go'
 - Host 1 Raising and Giving (RAG) event
 - Host 1 Fundraising event
 - Provide an up-to-date equipment list
 - Have 2 members attend First Aid training
 - Host 1 online event to promote inclusion of off-site students.
- Create a 3-year development plan and SMART targets.

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 Club Accreditation 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 Fair and host Give it a Go:

One of the most exciting times in the academiaid 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 UWTSD SU within 7 days of the end of the fundraising activity.
- You must securely store the fundraised money until it reaches UWTSD SU.

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 UWTSD 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. **EMBED**

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.

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. As a new society, it's likely you don't have any equipment yet, but use this list throughout the year as you start to build a club inventory.

We have included a template for you below! **EMBED**



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 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.



Example, you may run 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 \(eventbrite.com\)](https://www.eventbrite.com/blog/how-to-host-a-virtual-event-the-essential-guide)



New Club Branch Activities:

These activities will count towards the progress of the New Club Branch. Should you decide to continue on to another branch, the relevant activity will transfer to your progress on that branch as well. The bold, purple text in each activity title indicates which branch this activity will also count as progress towards.

Competitive Sport: Host an additional Give it a Go session

As a new club, we would like you to host an additional Give it a Go session; this can be done at any point during the academic year, so think about the needs of your society. Check out the **Common Goals** section at the start of this pack for more information on how to host a Give it a Go session.

Community Outreach: Identify an affiliated Charity and host 1 RAG event for them

There are a number of ways you can choose an affiliate charity; speak to your new members about the causes they care about and decide on one together. Once you know who you want to raise money for, you need to look at the how...

You can adopt a charity

RAG is here to support affiliated Student Groups to run their own charity fundraising events. UWTSD Students' Union is a UK registered charity and is subject to charity law, which our student groups also fall into. Because of this, all charity fundraising that our Student Groups do must come through RAG, and not through individual groups subs or grants accounts.

What is Adopt a Charity?

Adopt a Charity is a way in which Student Groups can raise money for charities of their choice. All you need to do is follow the simple steps set out below and then you can start gathering the pennies and pounds for a UK registered charity.



How does a student group adopt a charity?

- With your members and committee, choose a UK registered charity.
- Contact your Student Opportunities Coordinator to let us know your Student Group, who your student group will be fundraising for and what your fundraising plans are. Please give us as much notice as possible through our [RAG Application Form \(office.com\)](#)
- We need to approve your fundraising events and activities before they can be advertised. This is to make sure that they are going to be safe and compliant, and set up correctly.
- Promote your event and raise some money! You can also contact the Student Opportunities Coordinator for your campus for support with this.
- Keep in touch with how your fundraising is going!
- Why not update your group page on the website with blogs to show how they're going?

Resources: RAG Application form [RAG Application Form \(office.com\)](#)
[List of charities in the UK](#)

Benefits/ Why adopt a charity?

- Get nominated in fundraising award categories for the Students' Union Awards.
- Bring your student group together to make a difference to the causes that matter to you and have fun in the process!
- Develop your own skills by organising and planning events while raising money for a good cause.

Affiliate Numbers

When it comes to adopting a charity, you may need to look into if you need to request an affiliate number/charity number from them to fundraise on their behalf, especially with certain events.

Check out the **Common Goals** section for guidance around RAG.

Liberation: Ensure your constitution is inclusive

As a new club, you will be drafting your Constitution; see the **Compulsory Requirements** support pack for more information on what your constitution should include. For this activity, we want you to consider how you can include inclusive statements into your constitution to demonstrate your dedication to



equality, inclusion and diversity. Check out the **Liberation Handbook** here for more information on how to be an inclusive society: **EMBED**

Sustainability: Collaborate with another UWTSDSU student group, Part-Time Officer or INSPIRE Intern to deliver a sustainability awareness campaign.

As a new club, we want you to have experience in planning and delivering a campaign. As part of the Sustainability and Community Outreach branches you will be asked to collaborate, host or take part in awareness campaigns at key dates throughout the year, for example Go Green Week or Fair Trade Fortnight.

An awareness campaign is any time-bound, strategic campaign aimed entirely at increasing public visibility and awareness for your cause. Generally, this means planning a campaign to spread the word about your cause or issue, explain why it matters, and show supporters how they can get involved.

Your team or society could produce a campaign collaboratively which culminates in an event at the end of the campaign. For example, a campaign highlighting plastic pollution in the oceans could end with a beach clean.

UWTSD SU staff are more than happy to put you in touch with external organisations (e.g. Keep Wales Tidy) and support you with every step of the event, from brainstorming to risk assessments. Resources at your disposal consist (but not limited to) the use of the Union's mini-buses and Design and Comms team, to sign up forms, Welsh translation and insurance policies.

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Minibus Booking form: <https://www.uwtsdunion.co.uk/student-resources/minibus>

Risk Assessment: <https://www.uwtsdunion.co.uk/student-resources/risk-assessment>

For a beginner's guide to planning an event/campaign:

<https://www.uwtsdunion.co.uk/student-resources/events-and-trips>



Hosting one of these events in collaboration with someone else means you will be able to gain experience in hosting these types of events and learn from others who have been in your position.

Club Development: 3 Year Development Plan and SMART Targets

What is a 3 year development plan? Simply, it's a series of goals or milestones you hope to achieve over the course of the next three years. This can be anything from securing specific equipment through to an increase in membership.

Structuring your development plan with SMART targets provides you ways to set and measure progress on specific goals.

SMART Targets:

S – Specific: What do you want to achieve?

M – Measurable: How can you measure this? Is it receiving a piece of equipment or new kit? Is it an increase in members?

A – Attainable: Are there any constraints? How will you accomplish this with those constraints in mind?

R – Realistic: If a goal is realistic, you will be able to answer yes to these questions:

- Does this seem worthwhile?
- Is this the right time?
- Does this match your other efforts/needs/goals?
- Is the goal attainable for your club or society?
- Is it applicable in the current socio-economic climate?

T – Time: What is the deadline? Is this deadline realistic?

Benefits: The benefit of having a working 3 year plan is you can steer your club activity throughout the year towards this goal. So, if you reach a point in the year where you are lost for direction, you can refer to your plan to provide new motivation.

We have included an example of the kind of targets you could set, as well as a template that may help you get started, but find what works for your Exec.

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Review your progress towards these targets at the end of the academic year as a part of your Exec hand over, so the new Exec can pick up where you leave off or adjust the targets as needed.

Example: Women's Rugby

Year One

Specific;

- Recruit at least seven new players of any ability to train in the game of Rugby.
- Participate in at least 2 external fixtures to gain game experience
- Encourage returning students to continue to participate with the club
- Fundraise to get a club kit to remain with the team

Measurable;

- The number of new players gained this academic year
- Getting a kit.

Attainable;

- Constraints? Working training around the block teaching system, whether we can fundraise enough for kit.
- Accomplish this by working with our players to hold training when suitable for the majority week by week.

Realistic; A realistic goal can answer "yes" to these questions:

- Does this seem worthwhile? - Yes
- Is this the right time? - Yes
- Does this match our other efforts/needs? - Yes
- Is the goal attainable for our society? - Yes
- Is it applicable in the current socio-economic environment? - Yes, however, will need to look for sufficient funding for kit.

Time;

- Deadline is the end of the academic year



3 Year Development plan and SMART Target Template:

Club/Society name:	
Academic year:	2021/2022
YEAR 1	
S - Specific	
M - Measurable	
A - Attainable	
R - Realistic	
T - Time	
Notes:	
YEAR 2	
S - Specific	
M - Measurable	
A - Attainable	
R - Realistic	
T - Time	
Notes:	
YEAR 3	
S - Specific	
M - Measurable	
A - Attainable	
R - Realistic	
T - Time	
Notes:	



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