

CSB Reports

A note by the Deputy President (Clubs & Societies)

Each Management group and the NCC, must submit a report on their activities each term, this should be prepared over Christmas and submitted to the first CSB after the Christmas break. It allows the rest of CSB to get an idea of your Exec and your clubs and societies' activities, as well as allowing people to evaluate each others' performances over the term and putting things down in writing for posterity which can help in the handover process where the events of the winter term often get forgotten. This is also of particular value in the run up to budgeting so that any problems with clubs or Execs can be anticipated and rectified in the new term. This was a very useful exercise last year, and thus I would like all of you to submit reports for the first CSB of the next term. **Suggested content of reports:**

- Financial Report (Exec and Clubs)
- Constitution Changes
- Club Membership
- Exec meetings
- Contingency awards
- Tours
- Socials
- Any particular club issues, e.g. instructors, cost of transport, naughty clubs
- Facilities/Storage
- Achievements/Large Events you may wish to plug

NCC Report:

- New Clubs approved
- Applications not approved – main reasons why
- Funding allocations

A suggested timeline for this is:

Notify clubs: As soon as possible, deadline 17:00 17th December. If we all agree to this I can send out an All Club Officers e-mail reminder

Collate responses: Over the Christmas break, to be reported at the first CSB on 24th January.

Request any statistics you may require from the DPFS/DPCS by 14th January at the latest so we have time to produce them.

An example of a good report from a few years ago is below:

ACC Report; Luke Taylor, ACC Chair.

Sport Imperial Instructor Funding Arrangements. The ACC fund the clubs based on participation while Sport Imperial fund clubs based on performance. There is £30,000 available from Sport Imperial set aside to fund instructors, primarily to 'buy' easy BUSA points. This works out as £4500 a month and £2500 left for contingency. All clubs in BUSA are eligible to apply, but the grant will depend on performance of the club. Initially there has been a struggle to get good information, costs and figures from clubs, but a Ladies Hockey Coach has been found and employed by the club for the season, along with a Badminton Coach, and we are currently working on finding and funding instructors for other clubs.

New

Referee Funding Arrangements. Old system of paying the umpire on the day and use the match fees to pay the person who paid the umpire has no traceability. I have talked to Aziz

and the DPFS on working out a new system, but this has dropped down the list of priorities currently, but will be addressed in due course. Also I would like to consult the clubs which paid their umpires on the spot before carrying it out. The clubs which pay umpires on the spot and that would be subject to these new measures are; a. Basketball b. Rugby c. Netball d. Hockey e. Riding f. Football

Accident Reporting. The point was raised to all ACC clubs that all accidents need to be reported by filling the accident report form. New first Aid Kits for each team have been provided by the SAC, clubs have been told to use these as necessary, and then return them to be replaced whenever anything is used.

Storage Space.

Basketball have raised the point that there is no space available at Ethos currently to store its equipment, this has been solved by putting it in the SAC. We have also had a lot of trouble between Football, Hockey, Netball and Rugby Club leaving the kit store in a mess, and I have had to speak to the club captains on numerous occasions to rectify this. Simple problem is that there is still not enough storage space, even with the improvements that have been made over the summer.

ACC Bar Night. An ACC bar night was held on 12th October 2006 at 7:30pm in dBs. Vice- chair reported that there were no complaints and no great loss or gain in profit. My vice chair informed members that Wing Chun had lost 25 wristbands and a vote was taken at the ACC meeting whether to charge the club or not. A £20 fine was suggested, and this motion was passed. The next ACC bar night will be held on 6/12/06. The tickets will be sold at the same price of £5 and a similar amount of alcohol would be purchased. The electronic till system should be in place by then, this will allow members to get beer from dB's, Da Vinci's and the Union Bar. I myself proposed to only have free beer in 1 bar, i.e. in dB's in order to preserve the atmosphere, in conjunction with the beer being available in Jugs. This suggestion was passed at the ACC meeting. Clubs and Societies Board 23rd November 2009

NUS hustings at ACC Meeting. A short NUS hustings event was held at the second ACC meeting of the term on 9th November 2006 at 12.30 in the Union building for the benefit of the club chairs. **Constitution Change – Riding Club becomes Riding and Polo Club.** Due to leaving ULU next year, and hence losing the chance to play in the ULU polo club, the Riding club have decided to incorporate Polo into its activities. This involved the addition of 3 places on the club committee to oversee this activity.

Contingency Claims.

a) Hockey Club – Claim Approved in full = £155.94 * 90% = £140.35 Hockey explained the need to apply for contingency claim of £155.94 to replace 6 hockey match balls and 72 practice balls that have gone missing from their storage cupboard and it is of no fault of the club.

b) Chinese Wushu – Claim Modified and then Partially Approved = £90 * 90% = £81.00 Chinese Wushu said they would like to apply for contingency claim of a total of £300. £90 is for a relocation of a class to Ethos due to the union gym booking being cancelled at the last minute. £210 is for T- shirts that were lost when the equipment was moved in the summer. I myself proposed to split the claim into 2 parts- 1 for the relocation of venue and the other for T-shirts. The majority of the ACC members did not think that the T-shirts are a necessity for the club and hence are unwilling to pass the contingency claim. The solution suggested, accepted and voted on was to split the claim into two parts, firstly the cost of relocating the lessons, and the second to replace the t-shirts, and consequently to drop the second part until the next meeting to allow further calculations of cost and membership and demand to be considered.

I also agreed to bring up the subject of room cancellations without prior notice in the next SAC meeting, as this has now affected many ACC clubs. Joint sports night on 08/11/06 and future collaborations with ICSM on Sports Nights. Comment was made by Archery that more notice should be given, which was a fair point, as the participation of the ACC clubs was organised by myself at quite late notice. **It should be noted that full organisation of the actual event was undertaken by ICSM!** I have acknowledged that notice should be given to

the union that these events are taking place to enable them to plan staffing levels better. By my calculations ACC made a £155 profit on the night, slightly down from the potential £300 because of lost wristbands. Next time I will undertake to organise the sales of the ACC wristbands more effectively.

Broken Lights in the Union

Building. Many clubs, especially Shaolin Kung- Fu have said that the lights in the changing room in the union gym are still broken and there are knives on the floor. This has been a long running problem, and a lot of the Martial Arts clubs have suffered because of this.

Sponsorship Talk. I have been liaising with the Sabbatical team to organise a talk or seminar session on sponsorship at some lunchtime over the last month. I feel that the ACC has a massive potential to attract outside Sponsorship, as I have seen as Sponsorship Sec. of the Rugby Club. I have felt that there has been very little information and help offered to club officials on how to go about getting this money. I have also struggled against a broadly apathetic attitude from the sabbatical team regarding this issue, which I feel could bring in a massive amount of money to the union. Hopefully by the time you read this, this issue will have been resolved!

Financial Irregularities.

A single ACC club member has been suspected of serious financial irregularities, and after questions being raised by Aziz to the ACC exec, and then investigated by the ACC Treasurer, Kat Gray and myself, this was passed to DPFS to investigate further. We will be assisting him with his enquiries.