

Athletics Clubs' Committee
Contingency Claim – Dodgeball
A Paper by Zain Abbas – Dodgeball Club Captain

Summary

ACC Dodgeball this year has not been allocated the 15-20 sessions in Term 2 in the Union Concert Hall and Union Dining Hall and thus has to use the Ethos Sports Hall for training. We require 14 sessions in Ethos this term to make up for the lack of training time provided by the union rooms. The cost of this is £672 (14 sessions at \$48 each) and we are asking for a 60% subsidy of £403.20.

Background

For the past three years, ACC Dodgeball has had either the UCH or UDH for one evening a week in Term 1 and two evenings a week in Term 2. Union rooms are provided free of charge. In Term 1 our budget allows to pay for one hour a week in Ethos, a not very nice hour as its Wednesday 9-10pm right in the middle of Sports Night. Part way through last year we were banned from the UDH due to "health and safety" but told we would still be able to get two sessions a week in the UCH by Anthony Crowther. This year we were only given 6 sessions in Term 1 that were sporadically timed so this was disappointing. Even though with the promise that Term 2 would be better, we were originally given nothing and I had to sit down with Dominika Gadawska one evening in the SAC and go through the entire weekly schedule to find the 7 slots. So once again they are very sporadically timed. We would like to point out that we feel unfairly treated by the Union at this point and my concerns to the DPCS have gone unnoticed and were also detailed in the Club Report last term. We were also given low priority for bookings in the Ethos due to our non-BUCS status which we are in the process of trying to change with the UKDBA, Dodgeball's national governing body.

With no other alternative we had to look to booking Ethos. The main sports hall is the second option to court 5, only costing £11 per hour, however court 5 is fully booked this term in the evenings and our Thursday evening sessions that we got occasionally last term have also been taken away because apparently rock-climbers have priority over us. With no choice but to spend £48 per session in Ethos we deem this an unforeseen cost and are requesting that the ACC contingency fund cover half of this additional cost. With members already having to pay £20 for membership and having to pay an average of £12 per tournament day, training sessions are the only thing the Club provides for free. Travel Fees, Socials and Kit are unsubsidised and charged to our members at full price and so we feel like charging for the one and only thing we currently provide for free, and even that is only two-three hours of training time per week, is ground we would really rather not tread. We do not have official coaches either.

Matter for Decision

To award ACC Dodgeball £403.20 from the contingency fund for ground hire of the Ethos Sports Hall.

Athletics Clubs' Committee
Contingency Claim - Rugby
A Paper by Jonathan Hardisty – Rugby Club Captain

Summary

ACC Rugby seeks £994 to cover additional training costs incurred due to decisions made by Hammersmith and Fulham council, poor pitch maintenance on their part and lack of suitability and availability of Sport Imperial facilities.

Background

For the past 3 seasons, ICURFC has opted to hold training sessions at Linford Christie Stadium (LC) in White City as opposed to Harlington. By hiring a nearby facility and getting players to make their own way there, the Club has been able to save roughly half the cost of transporting players to Harlington twice a week.

In the previous 3 seasons, LC was also used by a local rugby club on weekends and has been maintained rather poorly by Hammersmith and Fulham (H&F) council. As such, the pitch was often in not great condition but its condition was managed between us and the local rugby club without involvement from H&F council. This off-season, the local rugby club moved away from the stadium and a local football club have taken over the weekend bookings.

We were able to book the pitch for our usual sessions but it became quickly apparent, at the first sign of any drizzle, H&F council were planning to cancel our sessions. This was namely to rest the pitch so that it could last for the season but we understand the local football club never had a session cancelled. They were also often cancelled at late notice; I received numerous emails at 17:10 on a Thursday evening, just late enough to not be able to find an alternative venue until the day of the training session.

The disruption to training has not only affected the running of the Club due to the time involved in finding alternative venues etc. but also our on-field performance, especially for the 2nd XV. This is due to sometimes being unable to find an alternative training venue (resulting in training sessions being cancelled) and in other cases, the venue simply being unsuitable for the training we needed to do.

The Club is currently in talks with Sport Imperial about future seasons but for the remainder of this season, Harlington is fully booked on Mondays and is closed on Fridays.

The Club has since cancelled its Monday night sessions at LC and has organised these to be held at Chiswick Rugby Club. The floodlights here only cover half the pitch rather than the full pitch at LC and to a lesser standard. There is also no secure storage available for training equipment so we have to transport balls and pads to each session by minibus. But the pitch is in good condition and we can be sure that training won't be called off at the last minute.

Before this move to Chiswick could be arranged, 2 sessions were also held at St. Mary's University in Twickenham which also involved providing transport for members due to its location.

Financially, this has had a large impact on the club. LC costs the club £87.50 for each 2 hour session. Obviously, pitch hire for each session is budgeted to cost this much and so detailed here are the additional costs incurred due to the council's actions. It is these costs we are asking to be awarded in this contingency claim (we are able to cover the cost of fuel to these sessions with profit from our Christmas Dinner and other SGI streams so these have been also omitted).

	Budgeted	Actual	Claim (Actual – Budgeted)
2 x St. Mary's training sessions	£175	£258	£83
2 x Transport to St. Mary's	£0	£92	£92
4 x Autumn term sessions @ Chiswick	£350	£400	£50
10 x Spring term sessions @ Chiswick	£875	£1000	£125
14 x transport to Chiswick	£0	£644	£644
Total	£1400	£2394	£994

It may be that the club can arrange some discount on sessions at LC that weren't completely called off but were moved to another area which wasn't completely fit for purpose. This avenue is currently being actively pursued. Of course, in the case of any refund from H&F council that offsets the additional costs detailed above, the club is happy to return the same amount back to CSP for redistribution to other clubs, societies and projects.

Matter for decision

Approve the £994 contingency claim by ACC Rugby Club.

ICSMSU Boat Club Contingency Claim

Submitted by Phil Harbord (Club Captain)

ICSMSU Boat Club requires the constant safe usage status of all its boats in order to meet the requirements of our club's members as we run at full capacity in terms of our equipment. If one of our boats is deemed unsafe to row in, and is assessed to be potentially hazardous on the water, this has a severe impact on participation of members. Rowing on the Tideway in London presents occasional problems due to the surrounding forestation of the river, such as large logs or sections of trees being transported underwater by the current. It is not possible to foresee when these objects may be in the path of the rowing boat, and therefore sometimes small collisions occur. However, very rarely, especially if there has been a recent storm (as was the case in late October) the potential of larger deadwood in the river is increased for some time after the storm, as was possibly the case in two incidents involving our Swift and Janousek Vllls. These sorts of incidents are not predictable and are unavoidable if the deadwood is hidden underwater.

Claim 1: The incident in question occurred on the Tideway between Richmond Lock and Brentford Lock, and our Swift VIII collided with a hidden piece of deadwood underwater that caused damage to the fin, rudder and hull around the fin. At the time, it was felt that damage was minimal as few marks were visible, but upon sending the boat for repair on December 10th due to the fact the inside of the boat was taking on water, severe damage was discovered to these areas by a professional boat repair service who informed us that *"Unfortunately the hull around the fin box has completely collapsed, due to the way Swift manufacture their boats. The only way we can repair this is to cut out the fin box and reinforce the hull around the area of the fin."*

Without repair of this Swift, the participation of our members would be severely impacted for the coming term, and this unforeseen aforementioned cost has severely impacted our long term budgeting for the year. Thus, we are requesting the amount of £450 in the form of a contingency claim.

Swift VIII IMM 003

Remove damaged fin box and rudder tube
Reinforce hull around this area
Install carbon support for fin box
Install new fin box, fin and rudder
Patch-spray area around fin

£450 inc VAT

We await your instructions to proceed. Please do not hesitate to contact me if you have any further enquiries regarding this quotation.

Kind regards



Eric Sims
Director

Claim 2: We initially budgeted for the repair of another VIII (Janousek) that received damage in a similar scenario due to an underwater rock. We were quoted £200 inc.VAT, which we incorporated into our budgeting, but this quote was later amended to £640, when further inspection by ES Rowing (the professional repair service) revealed deeper damage. This extra £440 cost could not have been predicted once we received the initial quote, as we thought this was going to be the eventual cost. The additional cost in this further quote is severely detrimental to our financial outcomes for the term, but safe repair of these boats is crucial to ensuring student participation is not limited next term. Thus, we are asking to claim the difference in valuation of £440, as this was an unexpected increase in unavoidable repair costs.

Janousek VIII

Option 1: Repair the area as previously discussed	£200 <u>inc</u> VAT
Option 2: Repair approximately 3m of badly damaged hull <u>in</u> same area as above	£640 <u>inc</u> VAT

Summary

Claim 1: £450 (100% of total cost)

Claim 2: £440 (69% of total cost)

Total: £890

Imperial College Pole Society RCC Contingency Claim

**Ashleigh Horner
Imperial College Pole Society Treasurer**

After returning from the summer break we came to find two of our poles bent, which we deemed too dangerous to use. For our beginner classes we require five poles so that with a class limit of 20 there were a maximum of 4 people per pole.

The bending had come about by people walking across them to get into the union gym store cupboard, so we replaced these on the 8th November with two brand new 45mm X-Pole Xpert poles costing £199.99 (inc VAT) each and two extension pieces costing £24.95 (inc VAT) each.

After the first weeks lessons with the new poles we thought it would be best to take the new poles apart, so that we could store them safely in their bags and not risk them being bent or scratched by lying on the floor. However when we returned on the 20th November we found one of the poles and it's top and bottom parts missing. After searching the storage cupboard numerous times the only conclusion that we could come to was that one of the new poles had been taken.

We have asked our members to return the pole if they had taken it or borrowed it, but there has been no sign of it since. Also we sent an email to the users of the storage cupboard to see if it had been moved by anyone, which seemed unlikely as it was left on our shelf.

We are therefore asking for £224.94 (inc VAT) to once again allow our classes to be run at full capacity.

Proposal: To award Imperial College Pole Society a total of £224.94 from the RCC Contingency Fund

**ICU Dance Company
Contingency Claim
A paper by Olivia Boyd and Heather Lambert
ICU Dance Company Chair and Treasurer**

A studio had to be hired by ICU Dance Company for 7 weeks during Term 1 due to unavailability of rooms in the Union. In previous years, we have block-booked the Union Gym for the year (terms and holidays) via Sport Imperial for our Sunday and Wednesday afternoon dance classes. In addition, we have also booked other Union Spaces during the week for rehearsal time for our performance teams via online booking system. However, this year the Union Gym was oversubscribed during the week. Therefore, clubs were allocated other Union Spaces to hold their activities; including the Activity Spaces and Union Dining Hall. Consequently, due to the overflow of Union Gym applications filling up the Union spaces, many of the larger rooms, which we require, were not available for us to book during the week and hence we lost out time for our club this term.

We contacted several studios and the Fulham Dance Attic was able to accommodate our needs (sound system, wooden flooring, mirrors).

Studio hired at Fulham Dance Attic Studios for 2 hours per week for 7 weeks.

	Price(not including VAT)	Price (including VAT@20%)
Per hour	£20	£24
For 14 hours	£280	£336

Rehearsal hours required for performance teams

We hold weekly rehearsals for competition teams and performances teams that dance at various campus events (UNICEF, Artsfest, iNight, Imperials got Talent etc.). Rehearsals are held in the Union Spaces e.g. Activity Spaces. As soon as room bookings opened at the end of last term, we immediately applied for rooms.

The following table displays the hours of rehearsal time we applied for in the Union Spaces (Activity Space 2 and Union Dining Hall) and the resulting hours we were allocated.

Day	Hours applied for	Hours received
Monday	2	2
Tuesday	4	2
Thursday	4	1
Sunday	4	4
Total	14	9

We were only allocated 9 hours. Consequently, instead of running a contemporary dance class on Wednesday, we switched this to a rehearsal slot, freeing up an extra 1.5 hours. In addition, we hired a studio at Fulham Dance Attic Studios for 2 hours on a Thursday. This provided us with 12.5 hours in total for rehearsals each week. We were unable to book more studio time, to reach our desired 14

hours, due to the restriction in scheduling caused by using two different venues - some members are involved in more than one team.

In addition, the rooms we were allocated were not available to us every weekday this term. Some weeks we were allocated only 2-3 hours – meaning that rehearsals were cancelled. This has been a big issue this term with regards to our rehearsal schedule and many of the teams are struggling to complete their dances in time.

Room booking application for weekly dance classes

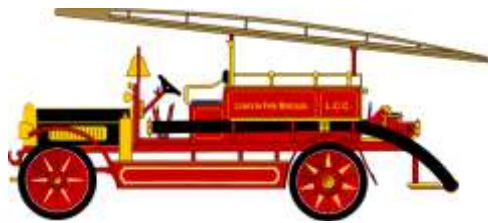
The following table displays the hours we applied for to hold our weekly dance classes and then the hours we actually received. Ideally, all classes are to be held in the Union Gym.

Type of dance	Hours applied for	Hours Received
Class preparation	1	1
Beginners tap	1	1
Advanced tap	1	1
Beginners ballet	1	1
Advanced ballet	1	1
Beginners contemporary	1	1
Intermediate contemporary	1	1
Advanced Contemporary	1.5	1.5
Beginners jazz	1	0
Advanced jazz	1	0
Total	10.5	8.5

We applied for these hours via Sport Imperial. We applied for the Union Gym on Sundays 9am-6pm and we were allocated it 9am-4pm. We were also allocated the Union Gym 4.30-6pm on Wednesday afternoons. Due to the lack of time allocated to us on Sunday, we subsequently applied for Activity Space 2 on Sunday from 4-6pm and received this. However, to increase our rehearsal slots we had to cancel the advanced contemporary class on Wednesday afternoons. Thus we currently only run 8 out of 9 dance classes a week.

Ideally, we would like to offer 9 dance classes to students each week, as well as providing preparation time for those teaching. Unfortunately we could only offer 8 classes this term. We also have 7 performance teams that require 2 hours of rehearsal time each week to make sure we are well prepared to represent Imperial at university competitions and at various events on campus.

Proposal: To award ICU Dance Company £280 from the contingency fund for the essential hiring of a dance studio.



Royal College of Science Motor Club

**Contingency Claim RCS Motor Club
December 2013 – Towing Costs**

On Saturday 17 August, Jezebel (the 1916 Fire Engine) had been asked to attend Hanwell Community Centre's Open Day and she was booked as to attend. Due to the nature of the law regarding the insurance and driving of the vehicle, no charge or formal contract can be drawn up with anyone who asks the club to attend any event save that for fuel which the centre had agreed to cover.

On route to the venue, Jezebel lost power and stalled at the middle of a busy junction in the Notting Hill area. With the kind assistance from a couple of police officers, Jezebel was pushed out of the middle of the road and just past the junction so she no longer presented a major obstacle to traffic flow.

Despite sustained efforts in attempts to diagnose and fix the problem – which was identified as being the magneto (the device which provides the sparks to ignite the fuel) – a roadside repair or temporary bodge capable of getting her back to Campus was not possible.

This issue was highly unexpected as Jezebel had just completed a long trip to, and back from, a Fire Appliance Show in Odiham without issue; in addition Jezebel was due to complete a trip to the Isle of Wight the following week at a distance only attempted when there is no know issue which might cause an incident.

After the attempts at starting Jezebel failed – what little ignition was possible caused dangerous backfiring – Jezebel had to be towed home. Due to her weight (just under 4 tons) no normal breakdown service will attend so a vehicle from a local garage was required to tow Jezebel home at a cost of £200+VAT.

We are now running on a different magneto which we created using parts we reconditioned having acquired the component parts over a number of years. This 'new' magneto has successfully been used for all Jezebel's commitments since its installation including taking Jezebel to the Isle of Wight and going along to support the London to Brighton Run. The faulty magneto has been serviced (including replacing the bearing and re-magnetising the coil) and is currently being carried as a spare in case of another incident – typically magneto work for long periods without incident (easily more than five years) so we do not expect to have any issues with this part in the foreseeable future.

Due to the highly unexpected and unbudgeted cost of getting Jezebel towed, we would like the cost of the recovery of £200 to be refunded as a contingency claim.

Mr. Stephen Ball
Chairman of the Royal College of Science Motor Club



Holland Park Autos (London) Ltd

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RCS Motor Club
Mr Stephen Ball
RCS Motor Club - C/o. Student Activities Centre
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INVOICE

Invoice No. **29575**
Account No. RCS001
Order Ref.
Invoice Date. 17/08/2013
Payment Method. Card
Date of Work. 17/08/2013

Registration	Make & Model	Chassis Number	Engine CC	Mileage
LP8389	FIRE ENGINE			

Labour Description	Qty	Unit Price	Price
RECOVER FIRE ENGINE FROM NOTTING HILL TO IMPERIAL COLLEGE, SOUTH KENSINGTON	1	200.00	200.00

Labour Sub Total 200.00

Parts Description	Part No	Qty	Unit Price	Price
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By CARD
PAID IN FULL
17/08/13

Net Subtotal	200.00
VAT at 20%	40.00
Sub Total	240.00
Receipt	-240.00
Balance Due	0.00

Imperial College Union
CSP Board Contingency Report 2
A note by the DPFS – Kieron Creagh

CSP Contingency Amount

The table below outlines the amount of contingency awarded this year.

Club	Description	Awarded
RCC Funkology	Damaged Boombox	£321.27
RCC Canoe	Damaged Equipment	£98.55
ACC Netball	Un-budgetable Travel	£400.00
RCC Underwater	Boat repairs	£824.00
RCC Riding and Polo	Lost lesson fees	£208.00
CGCU Motor Club	Repairs and Storage	£632.40
Total awarded		£2484.22
Contingency Pot		£4,000
Amount remaining		£1515.78

Club Society and Project (CSP) Contingency Policy

A policy by Deputy President (Clubs & Societies) Henry Whittaker

Background

Contingency is used to cover unforeseeable expenses. This policy details the areas covered by contingency and the process by which contingency claims can be made.

The purpose of contingency is twofold; it performs the role of insurance for equipment and covers expenses that could not have been foreseen.

Unforeseeable expenses

1. These are unexpected expenses that could not reasonably have been foreseen or budgeted for and includes those relating to equipment as detailed in the equipment section.
2. They will not include expenses due to negligence including missing deadlines.
3. They will not include expenses due to lack of reasonable knowledge or information that can be easily obtained.
4. With all activities and events there is inevitably an element of unknown. Budgets should be designed to take this into account.

Equipment

1. Contingency can be used to cover the costs of equipment that is lost, stolen or accidentally damaged.
2. It will not cover equipment that has failed due to wear and tear.
3. It will not cover equipment that has failed due to insufficient or incorrect maintenance.
4. It will not cover damage or loss due to negligence or careless use.
5. Stolen equipment will only be covered when stolen from a secure storage location. A crime reference number must be included in the contingency request.

Contingency Claim

1. This should be submitted to the club's management group.
2. A contingency claim may be made for a future purchase or expenditure incurred in the last 6 months:
 - a. In the case where expenditure is essential, clubs with sufficient funds may make a retrospective contingency claim.
 - b. Clubs who have already made expenditure are not guaranteed contingency funds.
3. Claims passed by the management group will then be considered by CSB.
4. Claims should consist of:
 - a. The cost incurred
 - b. Explanation of how the cost came about
 - c. Remedial action taken to reduce cost
 - d. A crime reference number for stolen equipment.
5. In cases where the CSB contingency amount is used up claims will be passed to the executive committee.

Awards:

1. When a contingency claim has been fully passed it shall be awarded within 10 clear college days.