



University of Lincoln Students' Union Committee Training of Sports Clubs, Academic Societies and Societies

1. The following policy outlines training for all University of Lincoln Students' Union (ULSU) Committee members as per their Constitution. Core Committee members are defined as per The Standing Order Governing Standing Committees of the Students' Union (1001)
 - 1.1. New committee are elected during the Activity Elections in March.
 - 1.2. New committee commence 1st July and stand down 30th June.

2. Activity Handover
 - 2.1. All Activities will be issued handover documents both at the introduction training sessions and via their generic Club or Society email account.
 - 2.2. Handovers must be completed by 30th May in order for membership prices to go live for the following academic year
 - 2.3 All activity handover must include the following:
 - Complete the Handover form
 - Inventory list
 - Membership price
 - Social Media handles
 - New Treasurer signature
 - Sports Centre allocation (if applicable)

3. PIN

- 3.1 Once online training is complete Sports Club and Society Committee Members are issued a PIN for the year ahead.
- 3.2 Each PIN is individual to the student ID.
4. Online Training
 - 4.1. Online training is available to access and complete from 1st July via the Lincoln Students' Union website.
 - 4.1.1. University of Lincoln Students' Union Sports Club or Society Committee must complete this by 31st August.
 - 4.1.2. All committee members complete specific training For their activity area.
 - 4.2. Each module consists of 5 multiple choice questions. The Modules included are as follows:
 - Leading and Supporting
 - Managing Your Activity
 - Events Management
 - Health and Safety - Budgeting and Fundraising
 - BUCS – To be completed by all BUCS Sports committee.
 - Branding and Publicity
 - Feedback Survey
 - 4.3 To pass students must get 80% of the questions correct.
 - 4.4 3 failed attempts result in the Committee Member invited to come in to the University of Lincoln Students' Union for a meeting to discuss further training.
 - 4.7 Sports Club and Society Committee Members are required to complete the Feedback Survey at the end of their final module.
5. All Sports Club and Society Constitutions and Risk Assessments must be submitted by 31st August, failure to do this will result in no access to the members dashboard and disciplinary proceedings.