



John Moores Students' Union

Activities Policies & Procedures

Approved by the Trustee Board	01/08/2026
Date of Next Review	01/08/2026
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1. General Statement of Policy

John Moores Students' Union (JMSU) is the elected representative body for students at Liverpool John Moores University (LJMU), focusing on enhancing student experience through diverse activities and services. JMSU is committed to providing a safe, secure, and inclusive environment for all participants, both in-person and online.

This policy outlines our approach to safeguarding student welfare, clarifying our ethical and legal responsibilities. JMSU and its Sports and Societies have a legal 'duty of care' to participants, and this policy ensures we meet these obligations to avoid negligence.

Guided by relevant legislation and national guidelines, this policy will be reviewed regularly, with updates reported to the Trustee Board. JMSU reserves the right to amend this policy as needed, with final decisions made by the Trustee Board or their representative.

2. Definitions

- 2.1 For the purpose of this policy, student activity is defined as any organised activity that involves a collective group of student sport/society members who are utilising Union and/or University facilities and equipment.
- 2.2 Student activity may include but not be limited to the following: social events, training sessions, performances, and external speaker visits,
- 2.3 A Sport Club is a group of students who participate in a particular sporting activity. What constitutes a sporting activity is defined by the Department of Culture, Media, and Sport.
- 2.4 A Society is a group of students who participate in a particular non-sporting activity. What constitutes a non-sporting activity is defined by the Department of Culture, Media, and Sport.
- 2.5 Student Group is any sports club or society at JMSU is defined in Section 8.
- 2.6 A full updated list of sports and societies is available from the Opportunities & Development staff or from the Students' Union website www.jmsu.co.uk.
- 2.7 Team LJMU is the corporate name for all JMSU sports.
- 2.8 British University Colleges Sport (BUCS) is the governing body for university sports in the United Kingdom.
- 2.9 A Committee is the lead committee member of any student group (sport or society) consisting of the Club Captain/Society President, Vice Club Captain/Society President, Treasurer, and Communications Officer.
- 2.10 Sports Coaches is a person involved in the direction, instruction, and training of the operations of the JMSU sports team or individual sportspeople.
- 2.11 SSC stands for both Societies Coordinator and Sports Coordinator (this will differ based on the student group type – sport or society)
- 2.12 SOD stands for Opportunities & Development Manager
- 2.13 HOME stands for the Head of Membership Engagement/Deputy CEO
- 2.14 CEO stands for Chief Executive Officer

- 2.15 Elected Officers will refer to the full-time student officers.

3. Governance

- 3.1 All sports clubs, societies, and affiliated student groups operate under JMSU's charitable status and must comply with Charity Commission guidance, the Education Act 1994 (Section 22) Code of Practice, and this Activities Policy. Their activities must directly support JMSU's charitable purposes — enhancing student education, welfare, and personal development.
- 3.2 Groups may campaign, host events, or fundraise where these align with JMSU's aims, but must remain non-party political and avoid supporting causes that are non-charitable, overseas, or military in nature.
- 3.3 All campaigns, partnerships, or fundraising initiatives must be approved in advance by the SOD or delegated authority to ensure compliance with charity law and the LJMU–JMSU Section 22 Code of Practice. JMSU reserves the right to withdraw affiliation or funding where these requirements are breached.
- 3.4 Appropriate examples: Fundraising for UK-registered charities, inclusion or wellbeing campaigns, or projects enhancing access to student activities. Prohibited examples: Donations to political or armed groups, endorsement of parties or candidates, or activities lacking clear charitable purpose.
- 3.5 The Trustee Board delegates the operational functions to the staff of this policy. This includes decision-making power and responsibility within the defined scope of their roles.
- 3.6 The CEO/HOME is required to provide regular reports to the Trustee Board on operational functions. While the Trustee Board holds ultimate responsibility for JMSU's strategic direction and overall governance, delegated authority is designed to support effective and efficient operations. However, there may be instances where decisions must be escalated to or made directly by the Trustee Board.
- 3.7 On a day-to-day basis, the Trustees have delegated responsibility for the implementation of this policy to the CEO, who then delegates specific duties and responsibilities to relevant staff members to ensure effective compliance and execution across the Union.
- 3.8 The job titles referred to in this Policy are subject to change. If there is any doubt about designated roles, the CEO can give final clarification.

4. Role of Liverpool John Moores University

- 4.1. As outlined in the Partnership Agreement, LJMU has delegated the management of student groups to JMSU.
- 4.2. There is interdependence between the Students Union, LJMU Sport, and Estates Department for the provision of Student Activities. There is a commitment to good communication between these areas to provide consistency for student groups organising activities. There shall be an annual meeting with representatives from each area to review good practices.

5. Membership

- 5.1 Any current Member as outlined in our Membership Byelaw can join a JMSU sport or society.

- 5.2 Each member must pay the relevant annual subscription, provide duty of care information, and abide by all JMSU policies and procedures. For the avoidance of doubt, JMSU's Membership Byelaw shall be the guiding document on membership.
- 5.3 Student groups should be led and steered by their members ensuring that the membership has oversight and control over their student groups.
- 5.4 Only current students at LJMU are permitted to hold committee positions. Please refer to the Membership Byelaw.
- 5.5 All potential student group members are entitled to annually specified free sessions, after which they must join. These free sessions may not include any trip that involves going off campus or taking part in any competitive activity unless permitted by the SSC. If a student is under 18 years of age, they need to fill in a Consent Form. This needs to be signed by their parents or legal guardian and given to the Opportunities & Development staff before they commence their first activity. Specific attention to JMSU's and LJMU's Safeguarding Policies needs to be followed by Student Group Committees if there are under 18's participating in their activity.
- 5.6 Any student who is from a country (e.g. USA) where 21 years of age is the legal age for consuming alcohol, and/or other important safeguarding for any other purpose, must also fill in a consent form and have it signed by their parents or legal guardian. It is the responsibility of any student over the age of 18 years of age to notify JMSU to inform us that they will need to complete this step. A student can do this by contacting studentgroups@ljmu.ac.uk
- 5.7 The Executive Officers shall be honorary members of every sport and society, and as such will receive a complementary membership.
- 5.8 JMSU Membership shall run from 1st September to 31st August. During the summer there will be a natural transition of membership due to the system refresh, each year. Student group membership will run from the point that the membership is opened annually.
- 5.9 All spectators are representatives of their student group, JMSU and LJMU members should behave in a manner befitting both JMSU and LJMU before, during, and after the events. Unsporting behaviour will not be tolerated by either JMSU or LJMU and any incidents will be investigated which may result in a member, sport, or society under investigation.
- 5.10 It is the sport or society's responsibility to ensure the spectators follow the rules and procedures of the session and any students misbehaving should be reported to the SOD. Failure to report could lead to the sport or society being under investigation.
- 5.11 Every person who partakes in a recognised JMSU student activity must hold a membership. These must be purchased annually from the JMSU when paying the membership charge.
- 5.12 Each member will be asked to provide emergency medical information for use in case of an emergency. Members will also be required to confirm that they will abide by all the rules and regulations of John Moores Students' Union and accept the risks of the activity(ies) they undertake.
- 5.13 The information provided will be kept in accordance with the Data Protection Act 2018 and will only be accessed by JMSU committee members, although members with specific medical information will be encouraged to disclose this to student group committee members where appropriate. The JMSU Data Protection Policy will provide guidance and clarity for how members must treat data.

- 5.14 Student activity groups, through their committees are responsible for managing the personal details of all individuals whose details are provided.
- 5.15 Personal details must not be sold or handed to third parties, used for any other purpose than managing your student activity group, or be left unsecured where a third party could access them.
- 5.16 Any changes to members' medical details must be relayed to Opportunities & Development staff as soon as possible to ensure that each individual's details are correct should they be needed.
- 5.17 Students will not be permitted to travel on any JMSU authorised vehicles/transport unless they have purchased a membership.
- 5.18 When membership information is received, the participant is considered a member and will automatically be covered under the JMSU Insurance policy whilst taking part in recognised student activity.
- 5.19 Students are required to declare any relevant police investigations (open/pending)/criminal convictions to LJMU in line with university policy. If JMSU becomes aware of a student's undeclared police investigation (open/pending)/criminal convictions, this information will be shared with LJMU for review. Following notification, LJMU may advise JMSU on any necessary actions. Depending on the nature of the criminal conviction/police investigation (open/pending) and any associated risk assessment, a student's eligibility for membership or participation in JMSU student groups, activities, events, or roles may be restricted, suspended, or withdrawn. JMSU reserves the right to take appropriate action to ensure the safety and wellbeing of all members.

6. Committee

- 6.1 Each student group will annually elect a committee consisting of a Society President/Sport Club Captain, Society Vice President/Sport Captain, Communications Officer & Treasurer.
- 6.2 Some student groups may have committee roles due to the nature of their group. Any request for new committee roles must be submitted to JMSU by the Committee President 6 weeks before the Voting week for this to be considered for the next academic year.
- 6.3 The committees' functions are to: -
 - a. Make all decisions on behalf of its membership as a student-led organisation.
 - b. Take all reasonable care to protect the wellbeing of members and third parties whilst undertaking activity.
 - c. Facilitate the delivery of a regular and consistent programme of activity that supports the aims and objectives of the student group in line with members' input.
 - d. Attend appropriate training to undertake their roles as directed by the Student's Union
 - e. Be responsible for all items of kit, equipment, and first aid. In addition, ensure that all activity has an appropriately qualified First Aider and appropriate kit present.
 - f. Be responsible for the duty of care of their members during sports and society activities, excluding social events including any safeguarding requirements.
 - g. Meet at least three times a term.
 - h. Agree on the awarding of any annual awards specific to their student group. Ensure that the student group is conducted in accordance with JMSU Articles and Policies.
 - i. Liaise on a regular basis with the Opportunities & Development Staff.
 - j. Keep all membership communications up to date.

- k. Ensure that all members have membership status for their student group via the JMSU website.
- l. At the end of each year committees MUST pass on all appropriate information to the incoming committee members.
- m. Role model good behaviour and appropriate standards of conduct for members and supporters.

6.4 Committee members will serve a term of one year and may seek re-election if a student member at LJMU the following year. In some cases, such as with postgraduate or exchange students, individuals may wish to run for a committee position before receiving confirmation of their application. In such instances, the committee will seek further guidance from the Opportunities & Development Team.

6.5 As elected representatives of a student group, the committee members are required to act in the best interests of that group at all times. Occasions may arise where this becomes difficult due to conflicts of interest on the part of committee members.

7. Participation & Eligibility

7.1. Participation in all activities for a student group is subject to an individual holding current membership of the student group, its parent group, and JMSU.

7.2. Whilst membership of a group shall be open to all LJMU students, eligibility to undertake activity may be restricted in groups on the following grounds:

- a. Sex – Single-sex teams and activities as per competition guidelines, in line with the exceptions permitted under the Equality Act 2010.
- b. Skill/competence/fitness – Activities where either a particular level of skill, competence, or fitness is required for safe participation or where the nature of the activity requires the need to field the “strongest team.”
- c. Collaborative Partners Institutions - For sports this membership does not permit any members to compete in BUCS due to competition criteria.

7.3. In addition, the availability to take part in activities may legitimately be restricted due to:

- a. Capacity – Where there are finite opportunities to take part in activities.
- b. Finance – Individuals may be required to make a financial contribution towards their involvement in a particular activity.
- c. External restrictions – Where an activity is led by a third party that imposes restrictions.

7.4. These are not an exhaustive list, but JMSU will base any view on eligibility outside these parameters on the Equality Act legislation and guidelines.

7.5. Where capacity may restrict the opportunity to take part in activities, it is the student group’s responsibility to ensure that all members are given a fair opportunity to register or take part.

7.6. Where such restrictions are in place, it is the committee’s responsibility to ensure members are aware of their likely level of involvement before joining to enable them to make an informed decision on their membership.

7.7. When participating in student group activity, members should be aware that they are required to follow the direction of activity leaders. Members are responsible for:

- a. Obeying instructions that are given to them by activity leaders.
- b. Raising any Health or Safety and Safeguarding concerns with activities leaders.

- c. Declaring any relevant medical conditions to activity leaders.
 - d. Paying any relevant fees for participation.
 - e. Holding a valid membership of the student activity group
 - f. Behaving in a manner that does not endanger themselves or those around them or portray the student activity group, the Students' Union, or the University in a negative light.
- 7.8. The act of separating students who are undertaking an activity is not permitted. Exceptions are permitted, but must be clearly **justified and documented** under one of the following circumstances:
- a. Collective religious worship.
 - b. Competitive Sport activity - in which exemptions are permitted under NGB and BUCS guidance (typically where high levels of physical contact or in competitions where strength, stamina, or physicality can have a significant impact)
 - c. Positive action measures (where action is taken to engage with an underrepresented group).
 - d. Welfare provision or communal accommodation provision.
- 7.9. Segregation on other protected characteristics including, but not limited to race, sexuality, age, religion or belief, and disability would be considered in the same manner under the Equality Act.
- 7.10. Voluntary segregation, where individuals choose to separate themselves by gender or other personal characteristics, is permitted, but student groups need to be able to demonstrate that at all stages from planning, booking, and undertaking an event this has been strictly adhered to. In this instance, a student group would need to demonstrate that it had openly and communicated that no segregation is expected or encouraged from participants.

8. Sport & Society Activity

- 8.1. A "student group activity" is an organised event or gathering conducted by a group of students for educational, recreational, or social purposes. This encompasses a variety of activities, including but not limited to:
- a. Meetings - Regular meetings and activities.
 - b. Workshops and Seminars: Sessions or training events on various subjects.
 - c. Social Events: Non-alcoholic gatherings such as dances, parties, or mixers to foster community and engagement.
 - d. Fundraisers - Events designed to raise money for causes, charities, or group initiatives.
 - e. Volunteering & Community - Volunteer activities or service projects aimed at benefiting the broader community.
 - f. Sports - Sporting events, team practices, competitions, or recreational activities.
 - g. Workshops and Seminars - Educational sessions or training events planned by student groups on various subjects.
 - h. Trips - Off-campus activities, including social trips, cultural excursions, or recreational outings.
 - i. Events – Events organised by committee members, such as awards evenings, quizzes, and other activities.
- 8.2. Each activity that costs JMSU money may only take place if at least 2 members of the sport or society actively participate.
- 8.3. JMSU can reserve the right to cancel the sports facilities if 10 members are not in attendance at the activity.

9. Code of Conduct – Club & Member

- 9.1 Each student group must submit a sport/society code of conduct annually to JMSU. This document will contain both a generic Constitution and a Code of Conduct.
- 9.2 All participants in student activities are to be made aware of the contents of the relevant code of conduct during the induction period by the Club Captain/Society President.
- 9.3 The Code of Conduct will refer to the organisation of the activity, training, complaints procedures, and governing body recommendations.
- 9.4 The Code of Conduct will refer to the aims of the student group and the committee's commitment to abide by JMSU policies and procedures.
- 9.5 All sports must abide by the rules and regulations of the related National Governing Body and BUCS.
- 9.6 JMSU will carry out spot checks on student groups to ensure that they are following their codes of conducts and will keep records of such checks.
- 9.7 Each participant will sign an online declaration to say that they will abide by it when joining a student group including a member's code of conduct (**Appendix 1**).
- 9.8 For the avoidance of doubt, the intention of the Code of Conduct is to foster a safe, inclusive environment for students to participate in community building activities. Behaviour that does not promote inclusivity, seeks to divide, or restrict student communities and the use of language that offends will not be tolerated. This includes in-person and online activities.

10. JMSU Meetings

- 10.1 **Committee Training** - A detailed training session is provided at the start of each academic year which explains the policies and procedures involved in JMSU sports and societies. The training is compulsory for Club Captains and Society Presidents to attend in addition to one other committee member.
- 10.2 **Sport and Society Forum** - The Sport and Society forum is an opportunity for sports and societies committee members to attend to provide feedback, raise any concerns, and suggest ideas to improve the experience of our Student Groups. Dates will be provided for these forums at the annual committee training. A committee member must represent their student group at the forum at least once per term. The JMSU Vice President Activities will Chair this forum.

11. Annual General Meetings (AGMs)

- 11.1 The Annual General Meeting is the sovereign body of the student group, subject to John Moores Union's Constitution. An AGM will be held each year by May with 7 days' notice being given to all members by email.
- 11.2 The chair shall be the Sport Club Captain/Society President, unless deemed inappropriate by JMSU. In this case, the chair will be taken by the most appropriate JMSU representative or staff member. A member of the Opportunities & Development team will be invited to attend the AGM and will endeavour to attend.
- 11.3 Quorum is outlined in section 12.
- 11.4 Coaches/Instructors may observe with speaking rights only.

11.5 JMSU will produce an AGM guidelines document that should also be referred to.

11.6 The AGM will:

- a. Receive the minutes of the last AGM.
- b. Receive a report from its committee.
- c. Provide an opportunity for prospective committee candidates to make a case for why members should vote for them and ask questions. If an AGM is held after elections, then the elected committee will be confirmed in this meeting.
- d. Confirm the nominated charity.
- e. Agree on the budget form for the following academic year.

12. Student Group Committee Elections

12.1. Democratic Elections will be called by the Elections & Democracy Committee and guidance provided to the committee.

12.2. JMSU will provide election and AGM guidance at least one month before the voting week period and provide a brief in-committee training.

12.3. All committee members will be elected via the voting system on the JMSU website.

12.4. All current LJMU student members are eligible to stand for election as per JMSU Membership Byelaw.

12.5. Quorum is based on the number of members that a student group has when nominations close.

- a. 0 – 50 Members = 50%
- b. 50-100 Members = 40%
- c. 100+ Members = 30%

12.6. For clarity, if a student group has 40 members, then at least 20 members (50% of the membership) must participate in the online election for it to be valid.

12.7. The student group membership is frozen when nominations close.

12.8. Any issues with the elections then a complaint must be submitted 24 hours after the elections close.

12.9. JMSU has the right to call an EGM or re-election if deemed processes or policies were not adhered to.

13. Extraordinary General Meetings (EGMs)

13.1. An Extraordinary General Meeting can be called by the SOD and also by the student group committee if a serious problem arises or a committee member is stepping down and all members need to attend and be made aware of the situation. A member of the Opportunities & Development staff must attend all EGMs.

13.2. Quorum is outlined above.

13.3. The student group membership is frozen when the EGM notice is communicated.

13.4. JMSU will produce an EGM guidelines document that should also be referred to.

14. Sports Individual Competitors

- 14.1 Individual Competitors must abide by the policies and procedures of JMSU including the individual risk assessment.
- 14.2 Students wishing to participate in an event for which there is no sport may apply for financial assistance from JMSU as an Individual Competitor.
- 14.3 Students must pay the Individual Competitor subscription charge of £20 and obtain Individual Membership.
- 14.4 Each Competitor will be allocated an initial grant of £60 (plus subscription of £20 = £80 in total) which can be used against entry fees, affiliations, travel, and accommodation. Personal kit and equipment expenditure are not permitted.
- 14.5 All support is given at the discretion of the SOD.
- 14.6 Each competition entry will be looked at on its own merits; consideration will be taken as to whether the student is of a suitable standard to enter the competition on behalf of JMSU.
- 14.7 Each request for financial support should be accompanied by:
 - a. Entry form for authorisation by the SSC.
 - b. Receipts attached to expenses claim form,
 - c. Short report on competition.
- 14.8 Sport scholarship students' entry fees are funded through the LJMU to pay individual entry fees.

15. Finance

- 15.1 Sports Clubs have a grant account and a social account, and both accounts are run through JMSU by the SOD.
- 15.2 Societies have a social account and have access to a JMSU grant pot.
- 15.3 Society membership is decided by the committee in collaboration with SOD and they may offer membership for free.
- 15.4 SOD is the budget holder for all student group accounts and will follow the JMSU Finance Rules and Regulations.
- 15.5 It is not permitted for any transactions relating to sport or society business to be conducted through externally held bank accounts (either a personal account or one in the sport/society's name) nor should funds be held in cash.
- 15.6 Students may not collect money from other members, this MUST be through JMSU.
- 15.7 As a subsidiary of JMSU, all assets and funds of a student group are retained as assets of JMSU.
- 15.8 If a student group is in breach of the following finance guidelines, they will receive an instant suspension.
- 15.9 To access money from any account, the Sport Captain/President must speak to the SSC/SOD who manages the account, and who must authorise all proposed expenditure. Any member of a sport or society who

spends money on behalf of their sport or society without authorisation from the SSC/SOD is personally responsible for that cost.

15.10 Members who personally pay for items that have been authorised by the SSC need to complete a JMSU Expense Claim Form to be reimbursed. It is also possible to complete this form in advance so that payment can be made directly to the supplier. The JMSU expense claim form MUST be signed off by the Sport Club Captain/Society President or Treasurer.

15.11 External transport costs are invoiced directly to JMSU. When two or more groups use the same coach, the cost is split between the grant accounts accordingly. It is recognised that budgeting for transport costs is a difficult process when fixtures have not been agreed upon at the time of budgeting.

15.12 If a driver pays for fuel for a journey, then they can fill out a claim form to be fully reimbursed. This cost will not be charged to the grant account, as the student group will still be charged per mile. The driver MUST obtain a VAT receipt on the purchase of fuel and submit the relevant authorisation forms before the trip.

15.13 Internal transport costs (use of hired vehicles) are charged to the grant account unless they are used for social purposes.

15.14 **RAISING & GIVING (RAG) CHARITY**

15.14.1 Student group should follow the 'JMSU Raising Money for Charity Guide' to ensure rules and procedures are followed when collecting charity money.

15.14.2 Money fundraised by student groups will be paid into the RAG account and then donated to the group's selected charity. Where money is being raised for any other purpose than to support a charity, the student group must seek approval for the activity to go ahead from SSC.

15.15 **SPORTS CLUB GRANT ACCOUNT**

15.15.1 Sports clubs MUST attend a Budget Meeting with the Opportunities & Development Team to receive a grant from JMSU. This must be completed before the commencement of the new academic year.

15.15.2 SOD will present the grants awarded allocation to the JMSU FAR sub-committee for approval.

15.15.3 All BUCS team entries will be reviewed every year and SOD will look at performance, walkovers, and membership numbers. Any new teams that would like to be entered will be considered dependent on the finance available.

15.15.4 JMSU will annually allocate a grant to every sport and society for purchasing items they require such as transport, kit, affiliation, equipment, coaches/instructors, and hire of facilities. This grant is held in the Grant Account, together with the membership subscriptions paid by the members.

15.15.5 JMSU operates a participatory budgeting process, where membership targets are set to help student groups grow and retain members. If these targets are not achieved, the SOD will initiate the depleting accounts process to manage budget adjustments.

15.15.6 All JMSU Sports Teams will charge a membership fee which will reviewed annually.

15.16 **DEPLETING ACCOUNTS**

- 15.16.1 If a grant or social account is depleting at a rate that indicates the fund will not last for the active year, the following actions will be taken which is mainly due to a student group not hitting the membership target.
- 15.16.2 SOD to contact the Sports Captain/President to discuss the situation looking at possible reasons for its occurrence and solutions (Each case will be dealt with on an individual basis). These could include using sponsorship money to fund forthcoming activities, seeking sponsorship from external organisations, and revising the forthcoming activities.
- 15.16.3 SOD to inform SSC staff of actions taken so expenditure is only arranged where appropriate.
- 15.16.4 No kit/equipment will be purchased until sufficient funds remain in the account to pay for essentials such as transport to fixtures/events. An exception may be made if Health and Safety equipment is required.
- 15.16.5 If the funds continue to be insufficient for the year and it is deemed that the student group is not responsible, or only partially responsible, the SOD will make a decision to grant an increase to fully cover the anticipated deficit if budgets are available.
- 15.16.6 If a student group is deemed to be fully responsible for insufficient funds:
 - a. Forthcoming sport/other events that require funding will be ceased and an EGM may be called.
 - b. The SSC will contact each external provider (i.e., external facilities and trainers) to inform them of the situation.
 - c. Unless there are exceptional circumstances, no subscription refunds will be given as the offending committee would have been duly elected by the membership.
 - d. Student groups events that do not require funding may continue unless disciplinary sanctions have been enforced.
 - e. If sufficient additional funding is secured, the sporty activities may resume.
- 15.16.7 If activities are stopped in any one year, this does not affect the ability of the student group to apply for a grant the following year. However, the Sport Club Captain/President may need additional support in completing a realistic budget.

15.17 SOCIETY & SPORTS CLUB SOCIAL ACCOUNT

- 15.17.1 A Sports Club social account is where any sponsorship money, or money the sports members have raised, is held. This account is also used to bank any money members of individual sports/societies pay towards meals, social events, kits, or accommodation.
- 15.17.2 Society social account is where membership and sponsorship money will go directly into the social account. This account is used for society activity so society can bank money for events, clothing, meals, external speakers, and trips.
- 15.17.3 The following rules must be adhered to in relation to Social Accounts:
 - a. The SOD must authorise all proposed expenditures. Members who spend money on behalf of their student group without authorisation from the SOD are personally responsible for that cost.
 - b. The expenditure must benefit the majority of the student group membership.
 - c. The money may not be used to purchase alcohol/drugs/tobacco.

15.18 END OF FINANCIAL YEAR

- 15.8.1 The JMSU financial year runs from the 1st August to the 31st July.
- 15.8.2 If a Sports Club Grant Account shows a negative balance, money from that Sport Club Social Account will be transferred over to cover the deficit. Where there are insufficient funds in the social account to cover the deficit, the remainder may be written off, if it is deemed to be justified expenditure. If not, the deficit will be carried over to the next year.
- 15.8.3 All Social Account balances are carried over each year.
- 15.8.4 The grant accounts are not carried over each year and any deficit or income will be retained in Grant Awarded Budget.
- 15.8.5 In the event that the student group is no longer able to operate, all assets both physical and financial will be stored by JMSU for 2 years. These assets will be returned to the society upon adoption. If the society is not adopted within 2 years of its closure, the assets will become the property of JMSU. Assets acquired by the JMSU from a deceased society will be used to benefit societies more broadly.

16. Further Individual Representation

- 16.1 Current students' members of LJMU who members of a JMSU student group are, or an individual competitor may apply for a contribution towards the expenditure incurred for selected trials, regional, and national representation.
- 16.2 All applications must be supported by a copy of the selection letter detailing the costs to the individual.
- 16.3 All applications submitted will be held until an annual advertised closing date. At the next available budget meeting, the money will be allocated, not exceeding the budgeted amount allocated for the year.
- 16.4 If an individual represents at a high level after completing their studies, funding applications will be accepted providing that the selection was made when they were a current student. In this case, the application will be processed outside of the annual allocations.
- 16.5 JMSU will not contribute toward the cost of personal kit and equipment such as team tracksuits.
- 16.6 The following funding is available:
 - a. Selected Trials - £30 per academic year. No funding will be given to students attending open trials.
 - b. Regional Selection defined as representing a region of a country - £50 per academic year.
 - c. International Selection defined as representing your country - £100 per academic year.
 - d. Funding will only be released if the member submits a report to inform of their progress.

17. Setting up a new Student Group

- 17.1 Any current student may endeavour to start a new sport or society within JMSU. To be accepted by JMSU, that said sport or society must submit the new society application form. This sheet/form must contain the students' names, overview of the activity, and the aim of the new group.
- 17.2 The proposal is to meet the following criteria:

- a. The proposal complies with relevant laws including but not limited to acts such as the 1994 Education Act, 2010 Equality Act, 1986 Education Act, and 2023 Higher Education (Freedom of Speech) Act.
 - b. Meets JMSU Charitable Objectives.
 - c. That your group does not replicate an existing sports club or society.
- 17.3 The SSC will forward the proposal to the Executive Officers to check that it satisfies the criteria and can be recognised as a student group. The proposal is then accepted to form and JMSU will provide a new student group with the training and support to set up the group.
- 17.4 We endeavour to communicate the outcome in 10 working days but in certain situations, it may take longer which will be communicated to the proposer. On some occasions, the SSC may request a meeting with the proposer to discuss the application.
- 17.5 At least 2 current students have completed the interest sign-up sheet/form. Sports Club proposals for team sports must have enough students for a full team plus substitutes e.g., football would need at least 14 current students.
- 17.6 Any new sports club proposal must have the facility and equipment availability to be passed as a new sport.
- 17.7 The student group must have at least 2 members who have paid their subscription within 4 University working weeks. No expenditure over £50 will be spent until this is achieved.
- 17.8 SSC will ensure all new sports and societies are trained in JMSU policies and procedures to which they are accountable.

18. Communication & Marketing

- 18.1 JMSU encourages students to use different communication channels: it can bring many benefits and opportunities and is a valuable tool to engage with JMSU, LJMU, students, staff, and other groups.
- 18.2 All media enquiries must be directed to SSC. Details will be provided at the annual committee training.
- 18.3 No information on these social media sites or notice boards may bring the name of JMSU or LJMU into disrepute. Disciplinary action will be taken against individuals/student groups that breach this.
- 18.4 All complaints about content on any student group communication will be treated in a serious manner, investigated as soon as possible by the SOD, and taken through disciplinary procedures if necessary.
- 18.5 **WEBSITE**
 - 18.5.1 Each student group will be allocated a page on the JMSU website. It is the responsibility of the student group to update their page through the relevant procedures.
 - 18.5.2 Sports and Societies are not permitted to have an external website unless express permission is granted by SOD.
- 18.6 **SOCIAL MEDIA**

- 18.6.1 Sports and societies are allowed to have social community networking sites, such as Facebook, X, Instagram, YouTube channel, and TikTok.
- 18.6.2 SOD has the right to report or delete social media channels that don't follow JMSU policies and guidelines and can ask for access to any social media networks at any time.
- 18.6.3 The Opportunities & Development staff must be formally notified of all addresses of any social community networking sites that are set up and must be given editorial access on request to the social community networking sites so any inappropriate material can be removed, or complaints can be investigated.
- 18.6.4 The Communications Officer is responsible for maintaining a full log of the committee with access to the account's password and the password must be changed whenever one of those committee members steps down or is under disciplinary sanctions. In cases of emergency, such as hacking, the Opportunities & Development team must be informed immediately.
- 18.6.5 Only current committee members shall have access to the social media account, the Communications Officer is the overall account manager and is responsible for choosing strong and secure passwords. It is the responsibility of the committee that the previous committee is deleted.
- 18.6.6 The intention and philosophy of JMSU's Code of Conduct equally apply to social media activity as it does in-person activity and further guidance will be provided at committee training.
- 18.6.7 Social media posts must be aligned to JMSU values and JMSU reserves the right to request committee members to remove material that is not in keeping with JMSU values like excessive drinking on socials. Any persistent social media activity that is not in line with this guidance will be subject to disciplinary action.

18.7 ONLINE ADMIN TOOLS

- 18.7.1 Online Admin Tool will be managed by SSC, and the committee will have access.
- 18.7.2 Training will be given at the start of the year including guidelines and procedures for sports and societies. Failure to follow the guidelines and procedures will result in disciplinary action.

18.8 PRIVATE MESSAGING

- 18.8.1 All use of private messaging groups e.g., WhatsApp shall be subject to the regulations laid down in the guidance which will be communicated to committee members at the start of the year.
- 18.8.2 The intention and philosophy of JMSU's Code of Conduct equally apply to private messaging activity as it does in-person activity.

19. Colours & Awards

- 19.1 Colours and awards are presented annually to recognise commitment and achievement in sports and societies.
- 19.2 JMSU will award sports, societies, and individuals annually for their achievements and commitment to sports. The awards are decided by JMSU in a fair and transparent system.

20. Kit & Equipment

- 20.1. All kit or equipment purchased by JMSU or donated/sponsored externally for a sport/society/student activity is defined as JMSU-owned kit/equipment.
- 20.2. All kits MUST be supplied by the current JMSU authorised provider due to the exclusivity deal. SSC orders all playing kits.
- 20.3. Any personal kit or equipment that is used by the sport and not collected by the owner for 6 months is deemed to have been donated to JMSU.
- 20.4. All kits and equipment are logged on an inventory by the SSC.
- 20.5. All kit/equipment is signed out to the committee at the beginning of each academic year. It is the Club Captain's responsibility to retain the kit and ensure that all playing kit is distributed and returned on the same playing day for each fixture. At the end of the year, the Club Captain is responsible for signing the kit back into JMSU. If the club fails to do this the club will face disciplinary action including a mandatory walkover at the start of the next BUCS season and/or/other suitable disciplinary action. Individuals who sign out kit/equipment are personally responsible for its security, and therefore, are held legally responsible for its return to the JMSU at the end of the academic year (date will be specified). The individual will be personally invoiced for any unreturned items.
- 20.6. Without express permission SOD, no JMSU funded kit or equipment can be personalised with members' names or external sponsors.
- 20.7. JMSU kit and equipment may only be used for student activity by student group members of JMSU. If JMSU kit or equipment becomes damaged, broken, lost, or stolen, it must be reported to the Opportunities & Development Team as soon as possible.
- 20.8. All playing kit will conform to Liverpool John Moores colours being blue and display LJMU and JMSU logo. All sponsorship logos MUST be approved by SOD.
- 20.9. JMSU will have an authorised supplier for playing and social clothing to get the most competitive price. All sports and societies must order these through JMSU and this sole supplier unless express permission from SOD.
- 20.10. All logos and any requests for new logos must be approved by the JMSU via the SSC.
- 20.11. Student groups may subsidise the cost of personal clothing if they have enough money in their social account.
- 20.12. Playing kit should only be used for sporting activity.
- 20.13. Personalised kit will be purchased by the student member. If the student has any issues this will be taken up directly with the supplier and will issue no refunds as the kit is personalised. It is the responsibility of the student member to ensure that they have the correct size and understand the commitment to purchasing the kit.

21. Health & Safety Responsibilities

- 21.1 JMSU is committed to promoting and supporting safe participation in student activities based on responsible self-management by students and informed individual choice.
- 21.2 Individuals who stand for committee positions assume responsibility for the Health and Safety of their participants during their activity. Therefore, all participants must be made aware of the health and safety implications before partaking in an activity to protect both the individual members and the activity leader.
- 21.3 JMSU will take reasonable measures to ensure that students joining activity groups can make informed choices about participation and that they willingly accept any risks that are involved.
- 21.4 Below outlines party responsibilities for Health & Safety: -

Party	Responsibilities
Individual Participants	- To take reasonable care for the health and safety of themselves and others involved in student activities. - To follow the Students' Union's systems and procedures for the management of health and safety. - To follow the reasonable instructions of the activity leader's f/captains/president. - To wear suitable clothing and footwear for the activity. - To follow NGB's guidelines and regulations.
Coaches/Instructors/Activity Leaders	- To have a suitable qualification to run the activity. - Sign the Coaches Registration and Agreement Form. - To follow the JMSU systems and procedures for the management of health and safety.
Committee Member	- To check that all reasonable measures are in place to ensure the safety of all participants and anyone who may be affected by the activity. - To ensure that all student groups as well as JMSU and National Governing Body procedures and best practices are followed. - To make informed decisions on matters affecting Health and Safety and the Activity. - To ensure that all equipment has been checked by a competent person and is fit for use. - Provide a high standard of leadership and instruction. - Student groups should obtain information and maintain records about who is leading their activities.
Sport or Society Co-Ordinator	- To implement the policy as it relates to sports and societies. - To seek out training and distribute information that enables activity leaders to effectively discharge their responsibilities for health and safety. - To obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities. - To provide adequate insurance for authorised activities. - To seek appropriate assurances and documentation to ensure that any facilities/equipment managed by Liverpool John Moores University, which are used in the course of student activities meet the minimum safety standards for their intended purpose.
Opportunities & Development Manager	Health and Safety concerns within student activities. This responsibility includes the evolution and implementation of a framework for safe practice, to maintain of accurate risk assessments and other records relating to this framework, the continuing operation, development, and annual review of student activities Health and Safety in line with current best practices and all

	legal obligations and to provide Health and Safety advice guidance, support and training to Students' Union Officers, staff and sports and Societies. • Support the Co-Ordinators in delivering Health & Safety policies and procedures to sports and societies.
HOME & CEO	• To monitor and review the development and implementation of the policy, and procedures and report any serious incidents to the Trustee Board.
Trustees	• Approve this policy and receive reports on any serious/major incidents.

- 21.5 Open and regular correspondence between Students' Union staff, University facilities staff and committee is essential to ensure the success of this policy.
- 21.6 If a student group, feels members would benefit from Manual Handling training to make things safer the committee should contact SSC as will be able to help arrange a course for members.
- 21.7 Alcohol consumption is not permitted before or during any activity session.
- 21.8 It is the responsibility of the activity leader to 'risk manage' and enforce any control measures identified as part of the risk assessment process and make JMSU aware of more serious risks as soon as practicably possible.
- 21.9 Risk assessments are checked by SOD and will be sent to Sports and Societies before the start of the year by the SSC.
- 21.10 The committee for all high and medium risk sports will have safety meetings with SSC before activities commence.
- 21.11 JMSU will provide adequate information, training, and advice to ensure that those conducting health and safety checks can do so competently.
- 21.12 LJMU Sport Facilities Department will provide training on their facilities and equipment at the start of an academic year.
- 21.13 If anyone participating in the activity is pregnant then they are required to inform a member of the Opportunities & Development Staff if they are pregnant so that appropriate risk assessments can be completed.
- 21.14 Activities run by external/provider organisations must provide all relevant documentation to the sport or society with copies provided to the SSC e.g., public liability insurance, NGB affiliation, or organisation risk assessments.

22. First Aid

- 22.1. Every sports team must have at least one qualified First Aider. Specific Societies will be made aware of activity that requires a first aider to be present such as Heels society. It is the Club Captain's/Society President's responsibility to check, and they must contact JMSU to confirm who the First Aider is or who needs to sign up for the First Aid course. This must be completed by the end of the second week of each academic year.
- 22.2. JMSU organises and funds a First Aid Course, which is run in the first semester of each year. One member from each team and society must attend. Wherever feasible this should be a 1st or 2nd year student.

- 22.3. Every team captain/president will collect and sign out a fully stocked first aid kit from JMSU at the start of each year. This first aid kit must be available at all sports/society/activity sessions.
- 22.4. It's the first aider's responsibility to ensure that the first aid kit is fully stocked at all times. The Club Captain/Society President will also be held financially responsible for the first aid kit is returned at the end of the year.

23. Safeguarding

- 23.1 This policy shall be read alongside JMSU's Safeguarding Policy and procedures outlined at annual training.
- 23.2 For the avoidance of doubt, it is the obligation of the Student Group Leaders to understand and follow any Safeguarding Policy.

24. Induction to a Student Group 'Taster Sessions'

- 24.1 At the start of each academic term, there will be a defined period of taster sessions in which members of JMSU can try out various activities.
- 24.2 After the start of the year, members may still try an activity before they purchase a membership. This will be for a maximum of 2 sessions. Committee members must ensure that the activity that is delivered at any taster session is appropriately risk-assessed to meet the varying abilities of all members in attendance.
- 24.3 During a taster session period, no student group is permitted to have a full 'game' situation against an external opponent, overnight stay, or occur outside of the usual activity venues in the taster session period. What constitutes a 'game' or 'venue' will be decided by the SSC staff.
- 24.4 The highest level of duty of care is owed to novices or new members. These individuals will often have low levels of hazard perception and are unskilled in the reduction of risk for your activities. This may present additional danger to other members as well as themselves. It is considered best practice to treat all new members as novices until their competence level has been established.
- 24.5 Sport Club Captains/Society Presidents are responsible for ensuring that all new members attending throughout the year are given the appropriate health and safety information and training. All new members must be informed of the risks and subsequent control measures for your activities.
- 24.6 Some activities will need to be organised for the benefit of novices so that levels of ability etc can be established. On such occasions, student groups should ensure that:
 - a. As many, qualified and experienced members as possible are in attendance.
 - b. Adequate First Aid provision is made, in line with any National Governing Body standards.
 - c. Environments that present fewer hazards are used and activities are kept simple.
 - d. All relevant safety information has been passed on to the participants.

25. Trip Registration

- 25.1 JMSU requires all activity groups to register all activities as detailed below: -

Activity requiring Trip Registration

Activity exempt from Trip registration

Any activity travelling outside Liverpool, or	Social events in Liverpool
Any activity using equipment, resources or property belonging to the activity group or Students' Union (including vehicles), or	Regular activity at your "home" location(s)
Any event where members are travelling internationally, or	Any sporting fixtures administered by JMSU
Any event or activity that is publicised through your normal group mailing lists or any social media channels groups, or	
Any event or activity held under the name of the student activity group	

- 25.2 The form will ask the activity leader to complete the following information; name of sport/society, activity leader, date of trip, exact location and contact details of destination, full names of attendees, mode of transport, first aider and driver highlighted.
- 25.3 If two teams from one sport travel off campus, two separate Trip Registration Forms must be submitted. It is the collective responsibility of the entire committee to ensure that a Trip Registration form is completed and sent on time. If this does not happen a warning will be issued on the first occasion. On the second occasion training or fixtures may be cancelled with immediate effect and/or other sanctions.
- 25.4 This must be submitted to the Opportunities & Development staff at least 24 hours in advance of a day trip, and 5 days in advance of an overnight stay. The staff member will ensure that the form is complete and authorise the trip.
- 25.5 For any trip involving outdoor pursuits, the trip organiser must ensure they leave appropriate safety information at the base of the activity (i.e., campsite, parked minibus/car), in case of emergency.
- 25.6 An Overnight Trip Registration Form must be submitted with the standard Trip Registration Form for all trips involving an overnight stay.
- 25.7 For all outdoor pursuit trips, ordnance survey maps and grid references are required and must be submitted with trip registration forms for trips to be authorised.
- 25.8 If the trip registration forms need amending when the trip has left campus, this can be amended by submitting a new trip registration.
- 25.9 Outside the UK trips must be approved by SOD 2 months before as extra information is needed from the sport or society.

26. Accident & Emergency Procedures

- 26.1 The security team is 'on call' throughout the year, this is to provide a telephone support service to assist members who are in an emergency.
- 26.2 In the event of an emergency during a student activity, the procedures will be accessed via the JMSU website or located in a student group first aid bag.

- 26.3 On or off-campus accidents and incidents, however minor, must be reported to Opportunities & Development staff as soon as is practically possible but certainly no later than 24 hours after the event, and recorded on an accident form held in the JMSU office.
- 26.4 The SOD will review circumstances around the accident/dangerous occurrence and if necessary, they shall take immediate action to prevent further accidents.
- 26.5 In extremely serious cases an investigation to gain more information about the incident will be undertaken by the SOD. Appropriate action shall then be taken with the student group.
- 26.6 No member should discuss legal liability with other parties.
- 26.7 If a major incident occurs, then the Opportunities & Development Team will follow the Major Incident Policy.

27. Transport

- 27.1 All use of JMSU transport on student group or Activity business shall be subject to the regulations laid down in the JMSU Driver Awareness Handbook, and to any other such regulations as the SSC/SOD may from time to time publish, and to legal requirements.
- 27.2 All drivers must attend the driver training to be eligible to drive JMSU-hired transport and complete all relevant paperwork.
- 27.3 All members driving their own private vehicles must complete a Vehicle Registration Form.
- 27.4 It's the responsibility of the members to travel safely to training venues in Liverpool as per risk assessment.
- 27.5 Student Groups will abide by the rules and regulations of the transport company e.g., no alcohol on coaches. Travel will be booked with and provided by reputable companies by JMSU.
- 27.6 It is the registered driver's responsibility to ascertain full adherence to the booking procedure to be fully insured. No vehicle is to be driven before this is authorised and communicated by JMSU staff.

28. External Speakers & Freedom of Speech

- 28.1 An external speaker refers to a person or organisation that is not part of JMSU or LJMU who is invited to speak at any group event on or off campus.
- 28.2 Student Groups must notify JMSU of any events on or off campus that involve external speakers.
- 28.3 An External Speaker Form must be completed and sent to the SOD three weeks before an event, the event cannot be publicised until the speaker has been cleared through vetting by LJMU.
- 28.4 Committee members must adhere to the JMSU Freedom of Speech & External Speaker policy. Failure to fully complete the form and adhere to the policy may result in the event being cancelled.
- 28.5 All external speakers are subject to approval by JMSU and LJMU.
- 28.6 No event will be publicised by JMSU until it has been cleared by JMSU.

- 28.7 JMSU reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met.

29. Coaches/Leaders/Instructors

- 29.1 Student Group Committees shall ensure that people undertaking the role of referee, instructor, coach, or leader are suitable.
- 29.2 Coaches, Leaders, and Instructors are an extremely important and integral part of the framework of some student activity groups and are essential for enhancing and maintaining both up-to-date practices and performance aspects of their particular activity.
- 29.3 Coaches, Leaders, and Instructors, whether in receipt of payment for their services or acting as volunteers are required to register with the Students' Union. This registration is required before any activity commences and should be re-submitted upon request every twelve months.
- 29.4 In the case of external providers, whether paid or unpaid, sports will seek documentary evidence of the relevant National Governing Body award or recognition, or failing that, make and record a thorough investigation of the person's experience and standing; for example, through C.V. and references.
- 29.5 All Coaches, Leaders, and Instructors rules and procedures are laid down in the JMSU Coaches Handbook, and all supporting documentation, in either case, should be lodged with the SSC and subject to their approval.
- 29.6 Sports must meet the National Governing Body requirement to coach the club independently.

30. Training without qualified coaches

- 30.1 In some cases, student group members may step in as more experienced individuals teaching more inexperienced members. This must be pre-agreed with SOD.
- 30.2 All parties should be sufficiently aware and experienced to make an informed choice about participation.
- 30.3 Student Group committees should monitor this mode of operation and act if they feel it is detrimental to safety. Concerns should be referred to the SOD or SSC.

31. Public Events/Large Activities/Campaigning

- 31.1 If a student group wishes to hold a large scale and/or public event/ 'Demonstration or Protest' they must seek permission as early as possible from SSC who will inform them of the appropriate procedures. All activities will be facilitated wherever possible, but health and safety will always take priority.
- 31.2 JMSU resources and funding cannot be used for party political campaigns.
- 31.3 If a student group is hosting a film showing as part of an event, you need to have the appropriate film license.
- 31.4 For insurance and legal reasons, committees cannot engage in the following with students or with the general public:
- a. Counselling or self-help support
 - b. Advice or advocacy (written or spoken)

- c. Information or guidance other than from official sources (e.g., NHS, government)
- d. Slander, libel, or defamation.
- e. Monetary donations to individuals or groups beyond the aims and objectives of JMSU.

31.5 Student groups can engage in peer-to-peer activities, in other words, sharing and debating information between members of their student group or committee.

32. Academic Society Awards/Balls

32.1 JMSU works with academic societies to help them plan their academic balls/awards. The Opportunities and Development team should be notified about an academic society's intention to hold a ball at least 3 months before the event date.

32.2 JMSU will provide guidance and support to academic societies in the new year. Adherence to the guidance that is issued will ensure that JMSU can approve the student group academic ball due to the high financial risk. Where committee members do not adhere to the timelines that are issued, JMSU will not be able to approve a ball to take place.

32.3 All contracts for academic balls must be approved by JMSU and JMSU should be stated as the client. Committee members may be added as key contacts. Contracts need to be shared with JMSU to be signed and sent to the venue supplier.

32.4 Academic Society Balls are under the umbrella of JMSU due to the financial and safety risks however we welcome support from Academic Departments.

33. Food Safety

33.1 Due to increased litigation and concern regarding food hygiene and safety, student groups must seek advice and permission from JMSU before any distribution of food or drink.

33.2 JMSU will provide guidance on Food Safety for all student groups which must also confirm with related LJMU policy.

34. Room Booking

34.1 Room bookings can be made for all student groups. This is subject to LJMU availability and currently must be booked at least 10 days in advance to follow the LJMU room booking procedures.

34.2 Rooms must be cancelled 48 hours in advance. It is the organising committee member's responsibility to cancel the room by contacting SSC.

34.3 Rooms must be left as found and if a student group is continually leaving the rooms in poor conditions will be suspended from booking rooms at LJMU.

34.4 Student Groups will follow the LJMU Room Booking Policy, and this will be communicated as part of committee training.

35. Postering & Flyering

- 35.1 Only designated notice boards are to be used for posterage and permission must be sought from the relevant LJMU/JMSU department. Exterior walls or pillars, windows, or doors are not to be used.
- 35.2 The following must be adhered to:
- a. All posters and flyers must carry the name of the relevant student group and carry the JMSU logo. This logo must not be distorted or abridged in any way.
 - b. The SSC must approve all posters.
 - c. All posters must be removed following an event that they are advertising.
 - d. Members must display student ID when giving out flyers.
 - e. All posters in a foreign language must be accompanied by an English translation.

36. Social Events & Initiation Ceremonies

- 36.1 The Student Group Committee are expected to take full responsibility for the safety and behaviour of the social activities.
- 36.2 It is an individual's choice whether or not they attend any social event. Non-attendance must not act as a barrier within the activity.
- 36.3 No 'peer' pressure (intended or not) is to be placed on any member to do anything that they may not enjoy (i.e., drinking games). JMSU considers such action to be bullying, and as such will take appropriate disciplinary action.
- 36.4 All members of student groups must show respect towards their peers, other members of the University, and members of the public at all times.
- 36.5 Student groups are not permitted to carry out initiation ceremonies either on or off University premises.
- 36.6 An initiation ceremony is an event in which members (often new members) of the sport/society are expected to perform a task or tasks as a means of gaining credibility, status, or entry within that sport/society. This may involve peer pressure (though not explicitly) exerted on students and may compromise a person's inherent dignity as a person by forcing or requiring an individual to drink alcohol, eat mixtures of various food stuff, nudity, and behaviour that may be deemed humiliating.
- 36.7 Individuals who organise events in breach of this code of conduct will be subject to disciplinary action in line with the Disciplinary Procedures.
- 36.8 Any social event that puts JMSU in disrepute will be subject to Union disciplinary action. This includes clothing, conduct, reports from the general public, etc.
- 36.9 SOD has the right to investigate any issues within clubs and societies from social events.

37. Tour

- 37.1 JMSU does not promote or endorse any tour companies or activities, so if individuals attend these then there must be no use of JMSU resources or names.
- 37.2 For the avoidance of doubt, JMSU does not officially condone student groups on tour. Any engagement with tour operators is done on a personal basis with no liability on JMSU.

37.3 Some sports clubs/societies may be exceptions to using a tour operator due to the nature of the sport, such as skiing or Snowsports for an annual trip. If this is the case, it will be agreed upon by the SOD, and all relevant paperwork for overseas trips will be completed. The student group will be required to follow the relevant code of conduct on the trip.

37.4 Any clothing must not contain the Liverpool John Moores, John Moores Students' Union, or anything related to Liverpool or John Moores.

38. Equal Opportunities

38.1 Wherever possible, activities should be accessible to all students who wish to participate. This is in accordance with JMSU's Safe Space Policy which should be read alongside this document.

38.2 All organised student activity groups within JMSU must promote a welcoming atmosphere of non-exclusivity for all members and potential members.

38.3 It is the responsibility of each student group committee to ensure activities are available to everyone wherever possible, and that reasonable adjustments are made to cater for all members of the LJMU community. The committee must ensure that any student should be able to fully participate in group activity and as such should carefully plan to ensure that accessibility requirements and adjustments are considered. The committee should seek advice from the Students' Union as to the nature of any reasonable adjustments and their likely impact.

38.4 Membership of a student activity group will be taken to imply an understanding to commitment and acceptance of this policy.

39. Sponsorship

39.1 JMSU encourages student groups to seek financial sponsorship from ethical and environmentally friendly organisations that do not contravene the mission, vision, and values of JMSU.

39.2 Any potential agreement must benefit the student group without making unreasonable requests to its members.

39.3 The SOD must agree all potential agreements to ensure equity across sponsorship deals and the appropriateness of proposed sponsors.

39.4 All potential agreements with commercial businesses that are in direct competition with JMSU must be agreed upon by the SOD.

39.5 All potential agreements must be confirmed in the form of a simple contract that clearly states the precise details of the agreement and is signed by the Sports Club Captain/ President and an authorised staff representative from JMSU. Any contract that does not have official JMSU signatures will be viewed as null and void and non-binding.

39.6 Any kit sponsor must cover the cost of a full set of playing shirts which will be ordered and designed by JMSU.

39.7 There is no limit to the number of sponsors that one Student Groups may have.

39.8 Student Groups may not poach sponsors from other Student Groups.

40. Disciplinary

- 40.1 All student groups and their members must adhere to this policy. Failure to do so will result in disciplinary action.
- 40.2 JMSU will consider whether disciplinary matters can be dealt with on an informal basis, but where formal action is considered appropriate against groups with elected committees, the Disciplinary Procedure will apply.
- 40.3 If disciplinary action is taken the SOD will send out the Disciplinary Process to the student group committee.
- 40.4 It is recognised that teams within sports run separately, and therefore are individually treated for disciplinary procedures.
- 40.5 The severity of the action imposed by JMSU is to act as a deterrent, and JMSU is trying to enable student activities to take place in as safe an environment as possible.
- 40.6 The below is not an exhaustive list and can be added to at the Students' Union's discretion. If a disciplinary offence is not stated above the SOD and HOME will consult on the appropriate punishment deemed necessary for the severity of the offence.

Offence	Result	Result if an additional offence repeated within same academic year
Failure to abide by trip registration procedures	Team/Society receive a one-month suspension	Team/Society suspended for the remainder of the academic year
Individual found participating in activity (including training) without a valid membership.	Individual suspended until they join as an official member. Team/Society receives an official written warning.	Team/Society suspended for one month
Individual found participating in a competitive match/production, who is not a valid member of the team/sport/society	Team/Society receive a one-month suspension.	Team/Society suspended for the remainder of the academic year
Team/society that carries a non-member without SOD permission on Union organised transport.	Team/Society receive a one-month suspension.	Team/Society suspended for the remainder of the academic year.
No representation at committee training.	No fresher's fair stall.	N/A
Failure to submit a Code of Conduct or Risk Assessment on or before the given deadline.	Team/Society suspended from all activity until a Code of Conduct has been submitted.	Team/Society suspended for one month.
Failure to return all kit and equipment by the advertised deadline. Individual charged for the replacement cost.	The club will start the following season with a Walk over. The Individual may be charged for the replacement cost.	Individual taken to small claims court and suspended from JMSU membership.
Students' Union driver who does not abide by the CSU driver manual. (Please refer to handbook).	Driver removed as valid driver.	Club must use public transport for all remaining trips for the year.

Team/society found in breach of the SU transport procedures	Each situation will be investigated individually.	
Complaint of communications.	Each situation will be investigated individually.	

- 40.7 All members understand that deliberately causing injury to others is a criminal offence ordinarily resulting in punishment of the perpetrator.
- 40.8 Any team/student group that receives a one-month suspension during an academic year and commits another offence will be suspended for the remainder of the academic year.
- 40.9 Suspensions are implemented as soon as the SOD is made aware of the situation. The timescale is valid during normal periods of activity for that particular team or society. For example, a suspension applied just before Christmas will be suspended during the Christmas break and resume in January. This may include but is not limited to freezing the student group budget.
- 40.10 A suspension means that the team/society may not participate in any student activity; this includes competitive matches, competitions, and training. All kit and equipment must be returned immediately.
- 40.11 Sports and Societies have the right to appeal by stating their reasoning in a letter addressed to the JMSU President.

41. Complaints

- 41.1 It is not the responsibility of the committee to deal with complaints. Complaints should be referred to the Opportunities & Development Team to ensure they are reviewed objectively. For the avoidance of doubt, only SOD can remove a committee member or member from a student group.
- 41.2 Complaints involving student groups will be addressed under this policy. However, depending on the nature and severity of the complaint, some issues may be referred to the Complaints Byelaw for further handling. This referral will be determined based on the specifics of the situation and in consultation with relevant parties.
- 41.3 Students, organisations, and coaches are encouraged to address concerns informally by discussing them with the SOD.
- 41.4 If the issue is not resolved informally, a formal written complaint should be submitted to SOD. The complaint should include a clear description of the issue, any relevant evidence or documentation, and the desired resolution or outcome. Please note this can be completed verbally if requested.
- 41.5 SOD will acknowledge receipt of the complaint within 5 working days and initiate a review. This process may involve gathering additional information, consulting with relevant parties, and conducting interviews if necessary.
- 41.6 SOD will aim to provide a resolution within 15 working days. The outcome will be communicated in writing to the complainant, including any actions taken or changes made.
- 41.7 If the complainant is dissatisfied with the resolution, they may appeal the decision to the HOME within 10 working days of receiving the outcome.

- 41.8 Retaliation against individuals who file complaints or participate in the resolution process is prohibited. Any instance of retaliation should be reported immediately and will be subject to disciplinary action.
- 41.9 All complaints will be handled with the utmost confidentiality. Information will be shared only with those directly involved in the resolution process.
- 41.10 The complaints process will be communicated at the annual committee training.
- 41.11 If the complaint is in relation to the Opportunities & Development staff, the complainant should indicate their dissatisfaction with HOME.
- 41.12 In cases where a complaint involves areas requiring specialised expertise, we may seek to liaise with LJMU for additional support, provided we obtain permission from the complainant.

42. Sport or Society Dissolution

- 42.1 If a student group has less than 2 members in any academic year, then they will be given 4 LJMU working weeks to increase membership. If unsuccessful then they will be suspended for the remainder of that year with the hope to re-establish in the following year. If this is not achieved, then the student group will assume to have been dissolved. All assets will be suitably transferred, stored, or sold as deemed appropriate by the SOD.
- 42.2 The possibility of subscription refunds will be discussed by the SOD and dealt with on an individual basis.
- 42.3 A student group will only formally be closed as a result of one of the following:
- a. They have failed to elect a committee for the following academic year after three failed attempts;
 - b. The committee decides to fold. There must be a two-thirds majority of the student group committee in support of this decision for it to be accepted. The committee must inform the SSC team if they wish to close their society;
 - c. As a result of a decision made by the SOD regarding society misconduct.
- 42.4 When a student group is formally closed, it will become an 'inactive society' for a maximum of 2 years.
- 42.5 An inactive student group may be adopted within 2 years of its closure. For a student group to be adopted, an application must be submitted to the SSC. A minimum of three students must form the committee for the application to be considered. An adoption list is available on the website for students and members to review. If the student group is not adopted within 2 years of closure, it will cease to exist.

43. Data Protection

- 43.1 Committee members will be trained in data protection and will abide by the JMSU Data Protection Policy.

44. Inspection & Audit Review

- 44.1 Spot checks will be carried out by SSC regularly and reported back to SOD.
- 44.2 The SOD will carry out regular inspections, audits, and reviews of the Health and Safety arrangements within each student group. This will involve attending training sessions, competitive matches, and meetings to periodically carry out risk assessment reviews to establish if current control measures are adequate.

- 44.3 Reviews of all safety documents (safety policies & risk assessments etc) submitted by student groups will also be reviewed, and recommendations for improvement will be provided, where necessary.

45. Review

- 45.1 The policy will be reviewed on an annual basis at which time a report will be submitted to the Trustee Board on progress in Student Activity Safety over the course of the year.
- 45.2 A full review of the policy will be conducted every three years to evaluate its overall effectiveness. However, this timeframe may be adjusted as needed to reflect any significant changes in legislation or regulatory requirements.

46. Related Policies

- 46.1 This policy should be read in conjunction with:
- a. JMSU Safeguarding
 - b. JMSU EDI (Equality, Diversity, and Inclusion) Policy
 - c. JMSU Freedom of Speech & External Speaker Policy
 - d. LJMU Room Booking Policy
- 46.2 This is not an exhaustive list of policies/byelaws and all JMSU Policies can be found at <https://www.jmsu.co.uk/about-us/how-we-work>

Appendix A – Members Code of Conduct

John Moores Students' Union (JMSU) is committed to promoting and supporting student groups to run their activities safely, inclusively, and responsibly.

Everyone involved in JMSU sports clubs and societies has the responsibility for setting standards, making sure there is equal access and opportunity for all, and that fairness and respect are upheld on all occasions. This Members Code of Conduct allows the JMSU to uphold its values of trust, integrity, responsibility, and equality and allows JMSU to deal with any breaches of conduct with a consistent approach.

Members' Code of Conduct outlines the behaviour expected from all individuals engaged in sports and societies. All individuals have a responsibility to act and behave according to the highest standards to ensure that the reputation of the Union and University is beyond reproach.

All SU members must:

1. Adhere to the constitution, general rules, regulations, and policies of JMSU and Liverpool John Moores University (LJMU).
2. Respect the rights dignity and values of others.
3. Be fair, considerate, and honest.
4. Take responsibility for their actions and maintain high standards of personal behaviour at all times.
5. Treat everyone equally and sensitively regardless of age, gender, disability, race, ethnic origin, culture, social background, sexual orientation, religious belief, political affiliation, or any other personal characteristic.
6. Not encourage or pressure others into acting against the code
7. Conduct yourself in a reasonable manner relating to language and gestures.
8. To refrain from any form of 'hazing' throughout the year so clubs remain inclusive for all.

9. Refrain from any form of intimidation and harassment of others.
10. To not consume alcohol whilst being transported to or from any activity organised under the umbrella of JMSU.
11. Refrain from any behaviour that may bring LJMU, JMSU, Sports Club or Society into disrepute.
12. Not distribute, or be involved in the distribution of, material on any social media platform that can be deemed offensive, abusive, threatening, humiliating, degrading, or intimidating.
13. Not be unduly intoxicated at any event or social function organised under the umbrella of the Society, Sports Club, JMSU, or LJMU.
14. Do not use any illegal drug whether sporting or recreational when representing the Society, Sports Club, JMSU, or LJMU.
15. Not act unlawfully.
16. Members must not carry out initiation ceremonies as detailed below and not be involved in any form of initiation practice.
17. Understand the repercussions of any breaches of this Code of Conduct.

While this code of conduct sets out the types of conduct that will not be accepted by JMSU, this list is not exhaustive, and any other acts deemed by the Opportunities & Development Manager to be unacceptable may be treated in the same way as any other breach of the code.

Initiations

JMSU has a zero-tolerance stance on Initiation and initiation type activity. No member should ever have to take part in an unnecessary initiation activity simply to be part of a sports club, society, or play on a team. This is against our values as JMSU, and against the code of conduct. These zero tolerances applies even where individuals are willing or agree to take part voluntarily in initiation-based activity. Initiations should not happen. Period.

Any sports club, society, or individual found to be running an initiation-based activity will go through Activities Policy. This could result in the suspension of membership, and the disbandment of a sports club or society.

Report Breaches

If you as an individual and/or sports club/society has concerns over the behaviour of individuals and/or a club, please report it directly to a member of JMSU staff or via email to studentgroups@ljmu.ac.uk.

Breaches of the Code of Conduct

Any breach of this Code of Conduct may result in JMSU or LJMU disciplinary action. When the code of conduct is breached by an individual and/or group, the Sports Club or Society will face possible sanctions (external authorities not withstanding i.e., the police). JMSU and/or LJMU will deal with any complaints and each case will be dealt with individually via the Activities Policy and Byelaws.

Members Agreement

- I have read and understood the JMSU Members Code of Conduct as outlined above.
- I am aware of my responsibilities as a member of JMSU.
- I understand that any behaviour that breaches the Code of Conduct and which may jeopardise and tarnish the reputation of the Sports Club or Society, JMSU, or LJMU will not be tolerated and that any such actions and behaviour may be subject to disciplinary action.
- I am aware that I am an ambassador for LJMU and JMSU and I take full responsibility for my actions and behaviour.
- I agree to comply fully with the Sports Club/Society Code of Conduct and Members Code of Conduct.

