

# SPORTS & SOCIETIES

## ACTIVITIES EXCELLENCE AWARD INFORMATION PACK

A challenging award scheme designed to  
enhance your employability skills

# WELCOME FROM VP ACTIVITIES



At LiverpoolSU we value our sports and society members and we want to help you develop and achieve. We want our activity groups to be recognised and rewarded for your commitment and successes.

The LiverpoolSU Activities Excellence Award will develop your transferrable employability skills and help your activity group thrive. It is designed to **challenge** you and take you **out of your comfort zone**.

I believe it's important that each one of our members feels a part of Liverpool Students' Union. It is our responsibility to celebrate your achievements through this challenging accreditation scheme.

I'm looking forward to seeing all the hard work and effort you put in over the course of the academic year and I hope to see you all at the LiverpoolSU Loves You Awards with a Bronze, Silver or Gold Activities Excellence Award.

GOOD LUCK,  
**JAMES STEPHENSON**  
(VP ACTIVITIES)



## WHY INTRODUCE IT?

The Activities Excellence Award is an accreditation scheme aimed at supporting sports clubs and societies through providing opportunities for development, identifying success, developing employability skills and rewarding achievement.

## HOW DOES IT WORK?

Activity groups can aim for **Bronze**, **Silver** or **Gold** status through fulfilling the criteria, which has been broken down into four key categories:

**Engagement** - This category recognises your commitment and engagement with procedures, policies and the democratic structures of the Students' Union and additional opportunities provided by the Students' Union.

**Participation & Inclusion** – Taking positive steps to increase membership and inclusion. This category recognises your commitment to equality and diversity, in addition to exploring your ability to engage with students and widen participation.

**Volunteering & Enterprise** - This category recognises your activity group's ability to be efficient, innovative and to show good character by giving back to the community.

**Communication & Marketing** – This category recognises your ability to communicate well with students and promote your group's activities utilising the marketing resources provided by the Students' Union as well as engaging with the SU's various forms of social media.

## SCORING

For each category, Bronze, Silver and Gold, activity groups will be asked to submit evidence throughout the year to show how they have achieved each level within the category through an online form found here: [www.liverpoolsu.com](http://www.liverpoolsu.com)

For each level in the category, points will be awarded as follows:

- 1 point will be awarded for each bronze item completed
- 3 points will be awarded for each silver item completed
- 5 points will be awarded for each gold item completed

Your overall score will be calculated by adding up the points your group have achieved.

**BRONZE = 7 POINTS**

**SILVER = 28 POINTS**

**GOLD = 68 POINTS**



Extra points will be awarded to activity groups at the discretion of the AEA Panel for groups who have performed exceptionally.

**Activity groups will be able to track their progress by reviewing the Activities Excellence Award league table.** This league table will be updated monthly and will be available to view on the LiverpoolSU website and on Facebook and Twitter.

At the end of the year LiverpoolSU will review the evidence submitted by each activity group and announce the Activities Excellence Awards at the LiverpoolSU Loves You Awards.

# FRAMEWORK

	Bronze	Silver	Gold
Engagement	<ul style="list-style-type: none"> <li>• All committee members attend Committee training</li> <li>• Two members present at Students' Union annual General meeting (AGM)</li> </ul>	<ul style="list-style-type: none"> <li>• Group holds a stall during Refreshers week</li> <li>• All committee members present at AGM</li> <li>• Attendance at specific role training events</li> </ul>	<ul style="list-style-type: none"> <li>• Group hosts interactive and engaging activities during Refreshers week</li> <li>• All committee members and 10% of non-committee members present at AGM</li> </ul>
Participation & Inclusion	<ul style="list-style-type: none"> <li>• Group commits to the SU policies on Equality and Diversity</li> <li>• 5% Paid Membership increase from last year</li> </ul>	<ul style="list-style-type: none"> <li>• 10% Paid Membership increase from last year</li> <li>• Group holds an event that is inclusive of all members</li> </ul>	<ul style="list-style-type: none"> <li>• All committee members attend the AGM.</li> <li>• Group Increased Paid membership by 20% from last year</li> <li>• Group actively gets involved in SU campaign</li> </ul>
Volunteering & Enterprise	<ul style="list-style-type: none"> <li>• Bring in sponsorship money for your sports team or society from an external sponsor</li> </ul>	<ul style="list-style-type: none"> <li>• Run a fundraising event for your society to bring in your own money</li> </ul>	<ul style="list-style-type: none"> <li>• Run an event to raise money for an external charity</li> <li>• Ensure budget is in plus monies for next year</li> </ul>
Communication & Marketing	<ul style="list-style-type: none"> <li>• Group keeps their website up to date with events and activities</li> <li>• Group produces their own marketing materials</li> </ul>	<ul style="list-style-type: none"> <li>• Group uses SU website to promote their event and activities</li> <li>• VP access to social media page</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively engage with Student Union social media throughout the year (i.e Twitter, Facebook)</li> <li>• Produce a termly blog for Student Union</li> </ul>

## ACCREDITATION

To ensure all Activity Excellence Mark submissions are judged fairly and consistently, the **AEA Panel** will meet at the end of each monthly to approve online submissions from activity groups or to propose suggestions on how activity groups can strengthen their submissions.

The judging panel will consist of:

VP Activities, Student Development and Activities Manager, Advice and Project Specialist and a student nominee.

## INCENTIVES

Not only will achieving Bronze, Silver or Gold status improve your activity group's reputation and ability to recruit new members; there are also a number of other rewards and incentives available, including:

### Bronze

- Bronze activities quality mark logo to use on all materials for the academic year
- Bronze activities quality mark status in all SU materials
- Bronze activities quality mark logo on website
- Advertisement on LiverpoolSU TV Screens in five locations across campus

### Silver

- Silver activities quality mark logo use on all materials for academic year
- Silver activities quality mark status in all SU materials
- Silver activities quality mark logo on website
- Access to LiverpoolSU Digital Content team for one hour
- Advertisement on LiverpoolSU TV Screens in five locations across campus
- CV reference



## Gold

- Gold activities quality mark logo to use on all materials for the academic year
- Gold activities quality mark status in all SU materials
- Gold activities quality mark logo on website
- Gold recognition at the Annual SU awards
- Access to LiverpoolSU Digital Content team for two hours
- Advertisement on LiverpoolSU TV Screens in five locations across campus
- CV reference
- Prioritised consideration for Freshers' Fair table bookings
- Pick your own table at LiverpoolSU Loves You Awards
- Freebies

## CONTACT

FOR MORE INFORMATION PLEASE DO NOT HESITATE TO GET IN TOUCH WITH JAMES STEPHENSON: [VPACTIVITIES@LJMU.AC.UK](mailto:VPACTIVITIES@LJMU.AC.UK) OR COME AND SEE US AT THE RECEPTION DESK IN JOHN FOSTER BUILDING.

