

WOLFSON COLLEGE

SOCIAL AND CULTURAL COMMITTEE

Revised Guidelines for College Clubs and Societies

General points:

- 1 Wolfson Clubs and Societies exist for the benefit of members of Wolfson College, and are not for profit.
- 2 In most cases, non-members of Wolfson College may participate in Wolfson clubs and societies. However, external participants should not normally outnumber Wolfson members. The number of Wolfson members will be taken into account when grants and allocations are made, and when there is competition for resources or room space within College. Participants in clubs and societies who are not members of Wolfson should be charged the basic cost of any activity, plus 10%.
- 3 The President at Treasurer of clubs/societies will be members of Wolfson College or Common Room (except for join Wolfson-St Cross sports clubs, where they may be members of St Cross College).
- 4 Committees must ensure that all officers of their club/society are readily contactable by College.
- 5 Every society will appoint a financial officer (normally the Treasurer). This person will be responsible for liaising with the Common Room Secretary, the Accounts Office and Officers of the SCC on financial matters and for ensuring that these and any other guidelines of later issue are followed.
- 6 All established clubs and societies are eligible to apply for a grant from the Hospitality Fund for the purposes of recruitment activities in noughth week of Michaelmas term ('Wolfson Week'). To be eligible, such activities must be well advertised and open to all members of College and Common Room. Grants are intended to cover such costs as:
 - a. Food/drink for promotional events during Wolfson Week (e.g. Societies Fair)
 - b. Instruction fees for preliminary club and society 'taster' sessionsApplications should be made well in advance to the Common Room Secretary.
- 7 New societies, or revived societies (which may be considered to have been lapsed for more than two terms) are not immediately eligible for an annual allocation. They may approach the SCC to apply for such an allocation by 4th week of Michaelmas Term, or at

such time as their society may be deemed to be well established. Such societies may apply for an allocation from the Hospitality Fund to cover initial running costs to cover any shortfall between fee income and expenditure on instructors, rent of courts etc. in the first four weeks of term.

- 8 Guidelines containing all the information required to establish a club/society will be available to any member of College from the Wolfson College web site or the Common Room Secretary.
- 9 The Common Room Secretary reserves the right to ask a club/society for a list of active participants at any time.

Wolfson clubs and societies will normally fall under one of three organisational models relating to how they are financed:

1 Basic Club/Society (e.g. scrabble club)

Clubs/Societies of this type:

- 1.1 Will not charge routine personal fees to participants.
- 1.2 Will be eligible to apply for an annual Common Room Fund allocation to cover overhead expenses, purchase of essential equipment, etc., as agreed upon by the SCC.
- 1.3 May also apply to the SCC for one-off grants from the Recreational Fund for student subsidies for appropriate activities (excursions, exhibition visits, one-off courses, special events, etc).

2 Funded Club/Society, Type I (e.g. wine society)

Clubs/Societies of this type:

- 2.1 Will not charge routine personal fees to its participants.
- 2.2 Will be eligible to apply for an annual Common Room Fund allocation to cover overhead expenses, as agreed upon by the SCC. These may include:
 - a. Local league / coppers entry fees
 - b. Refereeing fees (where clubs are obligated by their league to provide for a referee)

- c. Purchase or maintenance of essential equipment, where such equipment remains the possession of the College (eg. balls, bibs, safety mats, first aid kits, etc). This does not normally include uniforms or personal equipment.
- 2.3 Will be eligible for an annual allocation from the Recreational Fund for the subsidy of costs incurred by students in training or participation in external competitions, as agreed upon by the SCC. These may include:
- a. Rental of courts / playing field / facilities, where no alternative is available.
 - b. Entry fees for external competitions
 - c. Fees for training workshops or camps
- 2.4 Captaincy, coaching and instruction will normally be on a voluntary basis.
- 2.5 May also apply to SCC for one-off grants from the Recreational Fund for student subsidy of appropriate activities (excursions, exhibition visits, one-off courses, special events, etc).
- 2.6 May charge participants for consumables directly related to the purpose of that club/society to be used at a specific event (e.g. wine for a meeting of the wine society)

3 Funded Club/Society Type II: (e.g. yoga club)

- 3.1 The Club/Society will charge routine fees to participants to cover the costs of a professional instructor.
- 3.2 The amount and payment system of instruction fees will be determined by the Chair of the SCC and Common Room Secretary together with Society Officers.
- 3.3 Where feasible, societies will charge monthly or termly instruction fees (rather than lesson-by-lesson fees) to all participants. The club/society officers will be responsible for keeping records and organising payment of the instructor through the Common Room Secretary.
- 3.4 Paying fees termly/monthly should be less expensive than paying for the equivalent period session-by-session.
- 3.5 The College will not accept liability for any shortfall between the club/society's income and expenditure.

- 3.6 Wolfson Graduate Students may be entitled to a *part-subsidy* of instruction fees up to a maximum of 50%. The total subsidies for the club will be approved by the SCC. Participants will be charged on battels for their instruction fees, less the subsidy.
- 3.7 Instructors must be appropriately qualified, independently insured, and reviewed by the Society Officers regularly.
- 3.8 Paid instructors will not normally be members of Wolfson College.
- 3.9 The Club/Society may also apply to SCC for one-off grants from the Recreational Fund for student subsidy of appropriate activities (excursions, exhibition visits, one-off courses, special events, etc).

WOLFSON COLLEGE
OXFORD

Health & Safety Guidelines for Captains of Sports Teams

The College's Health & Safety Sub-Committee wishes to raise awareness of the following:

- i) participants in sport do so at their own risk and as a matter of choice,
- ii) they should read the risk assessments from the professional body for their sport on the University Sport's Website and be aware of the good practice guide,
- iii) they should attend University Sports safety briefings for their sport,
- iv) they are advised to attend a University Sport First Aid Awareness Course,
- v) at a match or formal training session, the captain or responsible person should know the points of access for an ambulance, know the postcode of the sports ground (sat-nav is used) and have access to a mobile phone to call an ambulance,
- vi) they should know the College's accident reporting procedure,
- vii) they should disseminate all this information to the team.

Please sign, date and return the next page to the Common Room Secretary.

Common Room Secretary

March 2010

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I acknowledge I have received and read the Health & Safety Guidelines for Wolfson College Captains of Sports Teams.

Sport/Activity.....

Name (please print).....

Signed.....

Date.....

WOLFSON COLLEGE

**GUIDELINES FOR CLUBS AND SOCIETIES - RULES FOR THE PROVISION OF
FOOD AND DRINK**

(This paper replaces SCC.99.14 and SCC.2006.11)

- 1) All clubs and societies with an allocation from the Common Room Fund are entitled to spend up to a maximum of £40.00 from their Common Room Fund allocation on food and drink refreshments to encourage new members. *It is expected that this money will be spent during Michaelmas Term, or if a new club, during its first term after forming.*
- 2) Any alcohol purchases by clubs and societies must be made through a college outlet. The cellar bar (Barco) or the College Wine Cellar must be approached for alcoholic purchases for all events which will entail common room involvement including all events where payment is made using battels. The only exception to this is the Wine Tasting Society.

In the event of any doubt concerning these matters, guidance should be sought from the Chair of the Social and Cultural Committee, the Vice-Chair or the Common Room Secretary.

To: Heads of Clubs & Societies

Motor insurance considerations when transporting people and/or equipment in connection with the activities of Wolfson College clubs and societies

It has recently come to my attention that there are instances where personal transport is shared in connection with the activities of Wolfson clubs and societies e.g. where a member owning a car may give lifts to other members or may transport equipment in association with the activities of a club or society. It is important that both the car owner and the lift taker have considered the insurance position and sought clarification from their insurer, if they have any doubt about the adequacy of their insurance cover. I appreciate that many people will have already considered this point and may well be confident that their insurance is adequate. The purpose of the note is to reach those that have not.

Most motor policies cover the policy holder, their vehicle, equipment and their passengers for "social domestic and pleasure use". If an insurance company feels that the usage is not within their policy definition then you may find that you are not covered. If you have not already done so, I recommend that you check out your insurance policy to make sure that whatever lifts (passengers and/or equipment) you are providing are covered by the wording of your insurance policy. Most insurers offer extended "business use" cover where necessary for an additional premium. If you are a potential passenger in this type of arrangement, you may wish to check with the person providing the lift, whether you are covered in the event of an accident.

The College insurance does not cover members or their passengers or their personal vehicles or their use, for whatever reason.

If you have any specific queries about your insurance policy I urge you to contact your own insurance provider. Policy wordings and provider interpretations are different from company to company and I am not an expert in this area. If, however, you want further general clarification on the above you are welcome to contact me and I will try to assist you.

Therese Herbert

28 August 2008