

# **WOLFSON COLLEGE**

## **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. Any surplus funds at the end of the financial year form part of the SCC Fund and are not available for future use, unless it has been formally agreed that the Club can carry forward it's fund balance(s).
- 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 of College and Common Room will be considered when grants and allocations are made, and when there is competition for resources or room space within College.
- 3 Every club and society will appoint a President/Captain who must be a member of Wolfson College or Common Room (except for joint Wolfson-St Cross sports clubs, where they may be members of St Cross College).
- 4 Every club and society will appoint a financial officer (normally the Treasurer) who should normally be a member of Wolfson College or Common Room. This person will be responsible for liaising with the Common Room Administrator, 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.
- 5 Clubs and societies are responsible for recruiting their own members, appointing officers and arranging suitable handover, and ensuring that all officers of their club/society are readily contactable by College. Failure to reappoint officers must be reported to the SCC, and brief termly updates should also be submitted to the SCC either in writing or in person.
- 6 All established clubs and societies are eligible to apply for a grant from the Common Room for the purposes of recruitment activities in 0th 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' sessions  
Applications should be made well in advance to the Common Room Secretary.

Other sources of funding may also be available to clubs/societies; Presidents/Captains should contact the Chair of SCC and Common Room Administrator at least one week before an SCC meeting for more information.

- 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 4<sup>th</sup> 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 Common Room 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. Any expenses to be reimbursed to an individual in relation to Club activities must be claimed within one month of being incurred. Claims must be made on the appropriate form available from the Common Room Administrator and receipts clearly showing the goods or services purchased, amount paid and by whom must be provided. Individuals should not claim on behalf of others.

- 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 Administrator. Prospective clubs and societies will be asked to complete a recognition form which will be reviewed at SCC.
- 9 The Common Room Administrator 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. knitting, tennis)

Clubs/Societies of this type:

- 1.1 Will not normally charge fees to participants but may choose to occasionally do so.
- 1.2 Will be eligible to apply for an annual Common Room 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 Common Room 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, football)

Clubs/Societies of this type:

- 2.1 May choose to charge occasional or regular fees to its participants, or not charge at all.
- 2.2 Will be eligible to apply for an annual Common Room 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 pay 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, glasses, decanters etc). This does not normally include kit or personal equipment.

2.3 Will be eligible for an annual allocation from the Common Room 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 Common Room for student subsidy of appropriate activities (excursions, exhibition visits, one-off courses, special events, etc).

- a. 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 cost 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 Administrator 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 Administrator.

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 each club will be approved by the SCC as part of a club's annual allocation. 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. A copy of this insurance should be made available to the Health and Safety Officer of the College.
- 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 Common Room for student subsidy of appropriate activities (excursions, exhibition visits, one-off courses, special events, etc).

## **RULES FOR THE PROVISION OF FOOD AND DRINK**

*(This paper replaces SCC.99.14, SCC.2006.11 and SCC.2008.11)*

- 1) All clubs and societies with an allocation from the Common Room are entitled to spend some of their Common Room allocation on food and drink refreshments to encourage new members however it is expected that this money will be spent during Michaelmas Term, or if a new club, during its first term after forming and should be kept to a minimum.
- 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 and/or the top-up system. Any exception to this must be discussed with SCC in advance of the event.

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 Administrator.

## **NOTE ON MOTOR INSURANCE**

On occasions where members of Wolfson clubs and societies wish to use personal transport in connection with the activities of their club/society (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.

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.

Car owners are responsible for checking their insurance policy to make sure that whatever lifts (passengers and/or equipment) they are providing are covered by the wording of your insurance policy. Most insurers offer extended "business use" cover where necessary for an additional premium. Lift takers in this type of arrangement may wish to check whether they are covered in the event of an accident with the person providing the lift.

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

Policy wordings and provider interpretations are different from company to company. Specific queries about insurance policies should be directed towards the relevant insurance provider.

Hilary term 2021

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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 carefully consider their readiness for physical activity prior to participating in any sports,
- iii) 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,
- iv) they should attend the University Sports safety briefings for their sport,
- v) they are advised to attend a University Sport First Aid Awareness Course,
- vi) 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) and have access to a mobile phone to call an ambulance,
- vii) they should know the College's accident reporting procedure, and follow this at all times,
- viii) they should disseminate all this information to the team.

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

Common Room Administrator  
Hilary term 2021