

greenwich
students'
union

Team Greenwich

Group Leader Handbook



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A large, stylized orange letter 'E' is positioned on the left side of the page, set against a dark blue background. The 'E' has a unique, modern design with a curved top and a vertical bar on its right side. The text 'Meet the team' is located in the bottom right corner of the page, written in a white, sans-serif font. The word 'Meet' is on the top line, and 'the team' is on the bottom line, with 'the' being smaller than 'team'.

**Meet
the team**

GSU Officer Team



Aatika Ayoub

a.ayoub@gre.ac.uk



Javed

y.r.javed@gre.ac.uk



Zoë Campbell

z.c.campbell@gre.ac.uk



Nele Leitolf

n.leitolf@greenwich.ac.uk

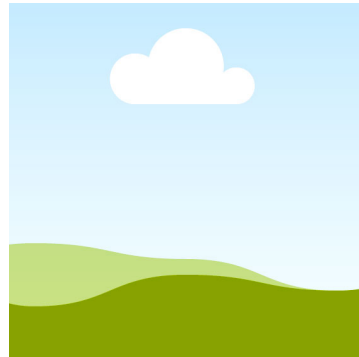
Activities Staff team:



Kayleigh McNeice

k.mcneice@greenwich.ac.uk

Senior Sports Development
Coordinator



Name

Email

Engagement and Opportunities
Manager (Greenwich)



Dan Lee

D.J.Lee@Greenwich.ac.uk

Engagement and Opportunities
Manager (Avery Hill)



**Team
Greenwich
executives**



James Avci

aa5477z@greenwich.ac.uk



Mihaela Ciobanu

mc6383t@greenwich.ac.uk



Munazzah Azmi

ma0037j@greenwich.ac.uk



Nazim Uddin Mahi

nm4620c@greenwich.ac.uk



Alexander Lee-Smith

al8647t@greenwich.ac.uk

The Exec are here to represent you as group leaders and members - if you have a problem or idea, they are your first point of call.

Not only do they all have fantastic experience of what it's like to lead a Sport club in Greenwich, they are also incredibly willing to help and advise wherever possible, and love learning more and more about the Sports Section here at GSU!

The Sports Exec are elected by Sports club members in line with the end of year Group Leaders Conference. As representatives of the Team Greenwich section, they then attend the appropriate meetings within the University and Students' Union – to ensure that a student voice is heard and represented.

Being a Group Leader



To run a student group there needs to be at least three group leaders. These are:

- Chairperson/President
- Secretary
- Captain
- Treasurer


Every group must have these positions (or fitting variations of). The other positions can be determined by the leadership team. Common positions that you might wish to consider to keep your group active and interested throughout the year include social secs/events officers and media/publicity reps.

We believe that taking on a Group Leader role, naturally allows you to develop and enhance your ability to perform some/all of the 12 competencies highlighted below:

-  **Business Awareness**
-  **Communication**
-  **Creative Thinking**
-  **Customer Excellence**
-  **Decision Making**
-  **Leadership**
-  **Marketing Production**
-  **Organisation**
-  **People Management**
-  **Problem Solving**
-  **Strategic Planning**
-  **Teamwork**

Chairperson

The Chairperson/President of each student group is the leader, who oversees all of the group's activity. They will need to provide support, advice and guidance to other committee members throughout the year, and actively represent the group members in a variety of situations. It's a challenging role, requiring you to know a bit about everything, but also, to be comfortable delegating to others and trusting them – we recommend being highly organised and very committed to your group!

-  **Business Awareness**
-  **Communication**
-  **Customer Excellence**
-  **Decision Making**
-  **Leadership**
-  **Organisation**
-  **People Management**
-  **Problem Solving**
-  **Strategic Planning**
-  **Teamwork**

Secretary

The Secretary is the backbone of any student group, dealing with details like paperwork and records to ensure everything runs smoothly. Emails needs to be written, agendas and records of meetings created and distributed, rooms need to be booked, and above all you need to communicate with both group leaders and members to ensure everyone knows what's happening and stays interested and involved! It's no good running the greatest activities in the world, if your audience doesn't know about it...

-  **Communication**
-  **Customer Excellence**
-  **Decision Making**
-  **Leadership**
-  **Marketing Production**
-  **Organisation**
-  **Problem Solving**
-  **Strategic Planning**
-  **Teamwork**

Treasurer

The Treasurer is the first port of call for the rest of the leadership team when they want to know if there is money available for an event or activity. They need to be checking money coming in through the website, as well as staying in contact with the Union's Activities Team to ensure that all are aware of money going both in and out of the group. They need to work with all the other group leaders to ensure that their events and activities are well budgeted and that funds are available where necessary, as well as look to into external sponsorships to raise extra money – a love of excel budget spreadsheets is a big help!



Business Awareness



Decision Making



Leadership



Organisation



Problem Solving



Strategic Planning



Teamwork

Main responsibilities (includes, but not limited to):

- Manage the money
- Track all expenditure and income
- Establish budgets and income targets
- Senior signatory on all claim forms, invoices and purchases
- Ensures your group doesn't come into a deficit

Captain

The captain is responsible for having the team on the pitch at all fixtures, making sure teams arrive at their matches and that training is what the team need. They also select the squad for each fixture and ensure players are eligible to play.



Communication



Decision Making



Leadership



Organisation



Strategic Planning



Teamwork

A large, bold, blue number '4' is centered in the upper half of the image. The background behind the number is a bright yellow circle that overlaps with a dark blue background at the bottom.

Membership

Paying Membership

Membership fees are as following:

	Cost
• Sport Format BUCS/LUSL	£60
• Social (Specific Sports)	£20
• Tier 1 - (Badminton, Cricket, Netball, Rugby)	£60
• Tier 2 - (Basketball, Football, Volleyball, Futsal, Hockey)	£70
• Tier 3 - (American Football, Cheer, Dance)	£80

There are a number of different ways in which membership can be paid:

- Online, using a credit or debit card - via your GSU webpage
- At Students' Union receptions - in cash or with your Aspire card
If a member is having a problem paying online then please get them to email activities@gre.ac.uk with an explanation and screenshot of the problem (e.g. can't log in to account) and we will help them fix the problem.

What does my membership cover?

- Training
- Venue Hire
- Transport
- Umpires
- Kit
- Insurance
- Equipment

Building Members

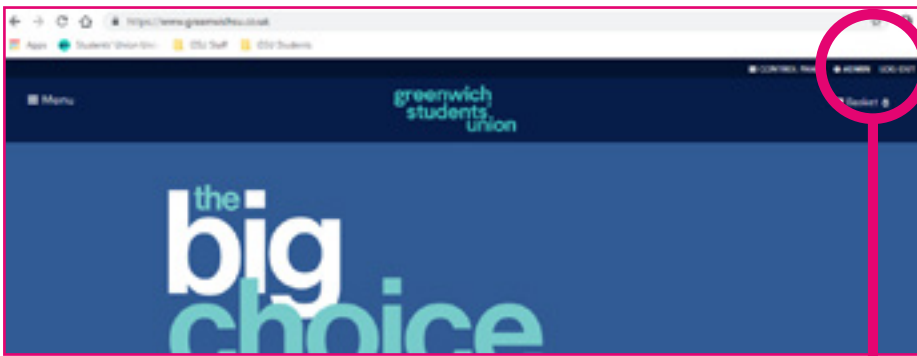
The second week of Welcome will automatically be taster sessions for your club.

There are key things to note about recruiting members:

- Be open and approachable. Think about the reasons you joined the club and as a fresher, what would make you join?
 - Treat all potential members equally – be inclusive and promote the club at all levels of ability.
 - What makes your club unique?
 - How will you ensure that interest from potential members is followed up?
 - How will you collect contact information from potential members?
 - What will you offer as a club that will benefit a potential member?

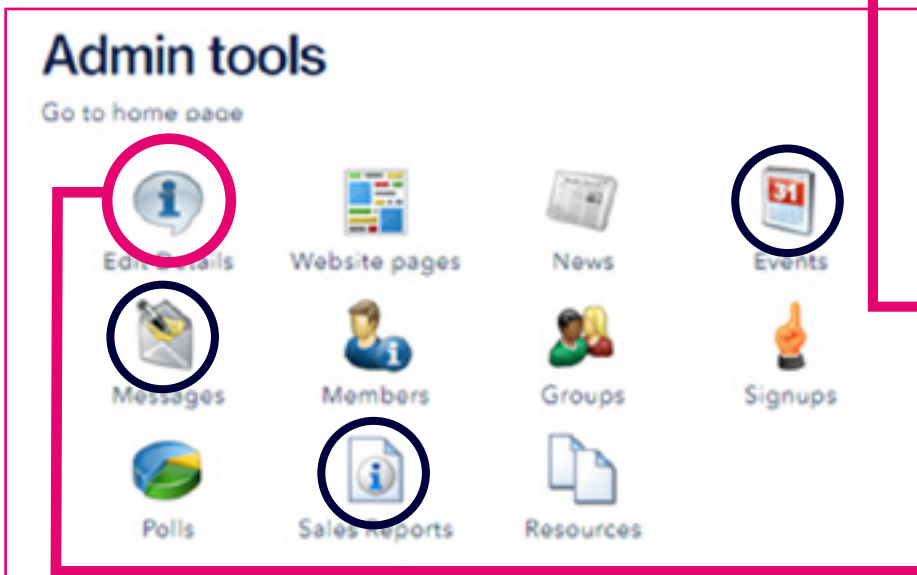
Updating your webpage

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All approved student groups have a page on greenwichsu.co.uk, either categorised as Sports or Societies.

Admin rights to edit each student group page will be given to all student group leaders that have paid membership for that academic year.

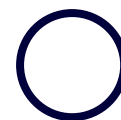
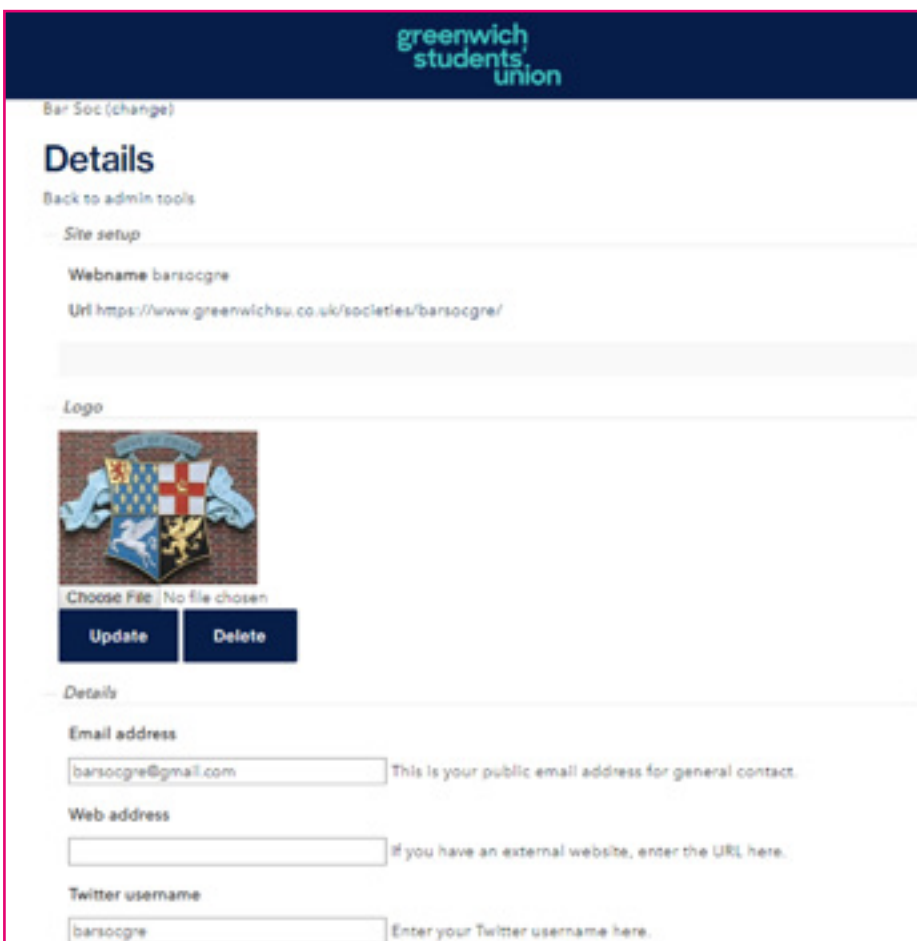


How to access your website admin page:

1) Log in to your user account on our website

2) Click on the Admin tab, and then select your group

3) To edit the information displayed on your area, click 'Edit Details'



Other useful bits

- Create an event to appear both on your page and the SU Events page
- Send a message to all your members
- Check up on how many memberships/tickets/products that you've sold.



Fixtures

Keep up to date

Check your fixture information by checking the fixtures spreadsheet and BUCS website (<https://www.bucs.playwaze.com>) on a regular basis to find out the arrangements for forthcoming fixtures or to check for cancellations or postponements. You will receive a weekly email with your upcoming fixtures, with details of the start time and travel plans.

Can't get a team together?

Give at the very least 48 hours notice to rearrange or cancel a fixture - If you give less than 48 hours notice for reasons other than bad weather BUCS rules state that your team will be liable for any costs incurred by your opposition and you will automatically concede a walkover. Note on walkovers: You must provide 3 alternative dates to play the fixture to activities staff, if the dates provided cannot be attended by the opposition then a walk over can be conceded. If you concede 3 or more walkovers in the league, the team will be fined £50 by BUCS and you will not be eligible to play in Cup competitions. Due to this rule, if you concede two walkovers you will be called in for a meeting with the Student Activities staff and the team may be removed from BUCS leagues. If you concede a late walkover in a cup competition then BUCS rules state a £300 fine will be applicable - even if it is your first walkover. Please see us ASAP if conceding a cup walkover is likely.

Match Officials

The costs for officials from the SU are as follows:

Sport Cost (£)
American Football 275
Basketball 90
Cricket 40-100
Football 40
Hockey 40
Futsal 50
Netball 30
Rugby 25
Volleyball 75

All match officials will be paid via YesRef, an online platform to facilitate cash-free referee/umpire transactions. You must send the Sports Development Coordinator the details of any referee/umpire your team may use during the season to ensure they can be paid. All payments will be made on the day of the fixture once the fixture is complete.

Match Pack

A match pack will be available for every team at Avery Hill reception. This will contain:

- Team Sheet; must be filled out with the players who are playing, and filled out with the opposition's team too
 - Results Card; filled out with the final score, the details of the referee and their signature if paid
 - Playing Under Protest; used in case of an unfair game. Is a £50 cost to put through, so evidence is important
- Match packs should be returned to the Avery Hill Reception as soon as possible after the fixture.

The background features a dark blue field with large, overlapping yellow and blue curved shapes. A yellow semi-circle is at the top, and a larger yellow shape with a blue rectangular cutout is in the lower half. A blue curved shape overlaps the bottom right of the yellow shape.

Transport

To Fixtures

There are two main methods of transport to fixtures; public transport and coach. Your method of transport will be allocated to you on the weekly email, with a coach being given if the journey is over a 1hr 30mins on public transport or the venue is inaccessible by public transport.

Public Transport: use of public transport to games that are easy to get to.

- Coach: If required, a coach will be booked for you by the Activities team. Details will be sent to you with the weekly email, and a contact number will need to be provided for the driver.

Miscellaneous Travel

Please note this section does not deal with transport for sports fixtures.

If you're going on a trip, there are some forms that you need to fill out:

- Private Car Registration Form:

If you are travelling by your own vehicle you will need to fill out a Private Car Registration form.

- Passenger List:

Before you leave on any trip, fixture or event involving transport, you need to ensure you have filled out a Passenger List, detailing who is travelling. This needs to be filled out and sent to the activities team at activities@gre.ac.uk or handed in at either Greenwich or Avery Hill Reception.

Coaching

All sports teams are encouraged to have a coach in order to give training sessions a structure. Coaching fees are paid for out of the Budget Account, and all coaches should be registered with the Students Union [registration form here].

For students who wish to develop their coaching skills, this should be bid into the club budget and the Students Union will pay for coaching qualifications, on the understanding that the student will coach the club in return. For more details on this, contact Kayleigh.

Driving Your Own Vehicle

If you are driving your own vehicle –whether it is a car, motorcycle, van, etc – and you are doing it for a club or society, we ask that you register your details with the Students' Union.

To register your vehicle, please fill out a Private Car Registration Form (found in the Resources

Hub) and attach copies of:

- Plastic driver's licence (both sides)
- MOT Certificate (or new car registration form if the car is under 3 years old)
- Motor insurance
- Confirmation of taxation of the vehicle

If you drive on behalf of your group, you can claim back the fuel costs at 25 pence per mile.

You will need to update this

by sending a new form every academic year with all the updated details such as MOT certificates.

As mentioned in Health and Safety, you will need to inform us if there are any accidents or emergencies while you're travelling for a student group purpose. Contact emergency services first (if needed), then the SU offices and then you'll need to

fill out an accident form (please see Health & Safety section).

For information on hiring a vehicle and using public transport, please see the FULL Travel Guide in the Resources Hub



**Events, trips
and meetings**

Before the Event

- Event idea – this could be from your yearly plan of events or a new idea. Any event idea that comes to us needs to have AT LEAST 3 weeks' notice
- Cost/income sheet – estimate how much it's going to cost (do you want catering? Will you need extra hands?) and how much income. you need to make from ticket sales, fundraising, sponsorship, funding pots...
- Notifying GSU – submit your event request through the Activities Dashboard. Here you can request a room booking, let us know about external speakers, and ensure your event is safe for attendees."
- Location/Room Booking – request any rooms via your Activities Dashboard. Here you will also fill out the risk assessment section and let us know about external speakers.
- Guest Speakers - include your guest speakers within the Activities Dashboard request.
- Ordering/Buying - purchase everything you need with plenty of time before the event to allow for our finance procedures and for things to arrive. Remember the 3 ways you can use your money: invoice, credit card, reimbursement.
- Promo - Be sure to upload your event onto the website, through your Activities Dashboard, so that your members can buy tickets and let you know they're coming.

During the Event

- Staff Plan - know what each Committee is doing and try to stick to this as best you can to keep the day structured.
- Communication - Keep in constant communication with each other so you know where everyone is at all times. Flowing communication means less chance of issues cropping up unexpectedly.
- Share the Responsibility - Make sure everyone has a job and the burden isn't all on one person. You can ask for help from your fellow committee, GSU, Community Ambassadors etc... Remember your resources (e.g. store room)

After the Event:

- Debrief - Sit down as a team and chat through what went well and what could have been done differently. Reflect on the feedback you've got from attendees. From large-scale events, you'll need to debrief with the Activities Team too.
- Pictures - Send us your pictures so we can show them off!

For information on some of the bookable rooms, stalls and spaces that are available to you, be sure to check out the FAQs and Resources area within the Committee Hub:
greenwichsu.co.uk/committeehub

External Venues

If you are using an external venue, please be sure to inform the GSU Activities Team, as it is important that this information is shared with us. If it is a particularly large event, we will likely ask you to come in for a meeting with the Activities Team to discuss the need for the venue and make sure that you have budgeted for all the costs properly. You will also need to fill in a risk assessment for anything done off-campus (see link in "Trips").

Trips

Any time your group goes off campus (excluding sports fixtures) it counts as a trip. In this case, you must let an Activities Team staff member know about your plans at least 1 month in advance, remembering to include the following information:

- destination
- transport details
- expected numbers
- costs
- dates
- times

Once your information has been received by the activities team, we will be in contact to arrange a meeting to go over the details and help with booking.

All trips will require the completion of a:

- Risk Assessment
- Itinerary
- Attendance List

Templates for each of these can be found in the Resources Hub

Varsity

Varsity is the annual sporting event of the year, where Team Greenwich take on Southbank in a sporting competition. As many of Team Greenwich get involved as possible and it is a great way to celebrate our sporting talent. If you are interested in getting involved, please contact Kayleigh or Jono.

Sport Awards

The annual sports awards is an evening to celebrate all the achievements of Team Greenwich throughout the year. With awards ranging from Newcomer of the Year to Club of the Year, there is something for everyone to engage with and a chance to celebrate the achievements of your team.

Organising your event @ The Lower Deck

The Lower Deck will be THE event hub for all Greenwich Students.

Venue Space

- 500 capacity
- 3 small rooms and the main event space/dance floor available for you to book out/host for your events.
- The main event space has a DJ booth/band stand, lighting rig and a state of the art sound system.
- If you wanted to hold socials just for your Sport club away from others you could book a small room that can then be catered to your needs.
- The small rooms will have a screen which we can isolate to allow for your messages/visuals/adverts to play.
- The small rooms will work well for Sport clubs who want to watch fixtures without risk of games clashing as all games can be shown on the screens inside the smaller rooms. If there is a much larger sporting fixture happening that the majority of people will want to watch we can screen it in the main event space on the big LED screen.

Wednesday Night Offer

Come down to the Lower Deck, the new home of Team Greenwich Wednesdays! With a brand new space and drinks deals, it's a night you won't want to miss!

Food:

Dinner:

- £5 Burger and chips with pint of lager/cider/soft drink (TBD by Lower Deck). Vegan/Vegetarian option available
- £5 Margherita Pizza with pint of lager/cider/soft drink (TBD by Lower Deck). Vegan option available.

Drink:

Table Bookings:

- Naked table - free
- 6l kilner jar filled with preferred cocktail mix (TBD by Lower Deck) - £75 for 1 jar.
- 2.5l pitcher of lager/cider (TBD by Lower Deck). 5 max - £12 for 1 pitcher.
- 6l kilner jar with cocktail mix (TBD by Lower Deck) and 2 bottles of prosecco (TBD by Lower Deck) - £100.

Victory Packages (cannot be used in conjunction with another offer):

Tweet @lowerdeckgre by 7pm with your result to get this offer!

- In house alcho-pop (TBD by Lower Deck) - £1
- 2-4-1 cocktails (TBD by Lower Deck) for first 2 hours at the Lower Deck -£6.
- 2.5l pitchers of lager/cider (TBD by Lower Deck) - £10
- 1l pitcher of cocktails (TBD Lower by Deck) - £10

General

- 1l cocktail pitchers (TBD by Lower Deck) - £12
- Selected shots (TBD by Lower Deck) - £1
- Doubles on set spirit and mixer (TBD by Lower Deck) - £3.50



Fundraising

Fundraising

As the Students' Union is a registered charity, there are some legal checks and procedures that must be followed before any donation of money can be made to another charity.

- Submit an event proposal form and ensure you fill in the section on raising money for charity.
- When collecting money for charity it is important to ensure that the money being collected is secure and everyone donating knows which charity they are donating too. We have small collection tins and large collection buckets, along with seals, that can be borrowed by any student group just email activities@gre.ac.uk.

You can pay the money you raised to your chosen charity a few ways:

- Through the SU: pay the money into your group's account along with any paperwork from the charity that they want to receive with the donation and we will send a cheque for the amount raised to the charity.
- Straight to the charity: If a representative of the charity is present with you when collecting money, they can take it straight away to be paid in to the charity.
- Online: websites where you can donate online to charities have become increasingly popular and are an easy way to get donations paid straight to the charity - if the charity you are supporting uses an online fundraising website already where you can sign up as a fundraiser (for example JustGiving) then we recommend doing that as money donated there is given straight to the charity

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Health and
Safety

Please select the type of incident you wish to report from the options listed below

- ➔ Incident with Injury ?
- ➔ Non Injury Incident ?
- ➔ Report of Illness ?
- ➔ Threatening behaviour/Physical abuse ?
- ➔ Security incident ?
- ➔ Fire and/or Alarm Activation ?
- ➔ Safeguarding concern ?
- ➔ Reportable Disease ?

Return to menu

By law any accident, however minor, must be reported to the Activities Department within 24 hours. If necessary, contact the relevant emergency services on 999 (or the relevant local emergency number if abroad – often this is 112). If you are on campus then Security will do this for you and ensure that the emergency services have the correct information and that the gatehouse staff are expecting them.

Contact the Students' Union on 0208 331 7629 / 9596 to explain what has happened and get further support. If your trip is taking place outside of the Union opening hours, you must arrange to have a contact number for someone from the Activities team to reach. High risk or outdoor pursuit activities must have an additional set of procedures to deal with the emergencies that are specific to their activity.

This information should be communicated to group members via trip or event briefings and any necessary training.

It is the responsibility of the activity committee, trip leader and vehicle driver to ensure that all participants are aware of the actions to take in the event of an emergency. Accidents must be reported by completing the reporting form found on your University portal.

<https://appworkrite.co.uk/AmsUi/ReportIncident.aspx>

Following a report, an investigation may be undertaken by the Activities Manager or other relevant staff to gain further information about the incident, so please make sure the accident report form is filled in correctly and as fully as possible.

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Finance and Spending

There are 3 main ways to use your Student Groups' funds:

Invoicing

With this method, an order can be placed by the student group or the Activities Team. Simply, make sure you request an invoice addressed to the Students Union, whenever an order is placed. We will then purchase it on your behalf.

Credit Card/Online

After completing the spending approval form, pop into the Activities Officer (in the Dreadnought Building), and an order can be made from the office with a card or through the Amazon account.

Reimbursements

For much smaller purchases, or as a last resort (and if you have completed the spending approval form) the student group can pay and then claim the money back with the claim form. All original receipts must be attached. If the cost is £30 or under, you may be able to claim this back in cash, from an SU office.

Invoices

Invoices are usually processed by the Union fortnightly. Payments may take at least a week to process – bear this in mind when you are accepting invoices from companies.

ALL invoices need to be addressed as such:

YOUR CLUB/SOC NAME
Greenwich Students Union
Dreadnought Building
30 Park Row
Greenwich, London
SE10 9LS

ALL invoices must include the following details:

- Date of invoice submission
- Name and address of company/individuals
- Contact email and number
- Invoice number
- Addressed to current member of staff or society with full name and address of GSU
- PO/customer number (if applicable)
- Full description of services with any associated dates/hours
- One of the following: Company number/VAT number/ UTR number (for self-employed)
- Current bank details for the specific company or individual Without the above, invoices cannot be processed and may delay the payment.

Reimbursements

Sometimes it isn't possible to pay via invoice or the GSU credit cards and Amazon Accounts, so the other option is to spend your own money then claim it back from the club accounts. Most importantly, to enable a claim to be processed the member who holds the Treasurer committee role MUST sign off all claim forms before they are processed. If the payment is not authorised first, we cannot guarantee a re-payment.

you can process all reimbursements through the online finance part of your Activities Dashboard

Memberships

Membership fees are set by the committee. If you would like to change the membership fee for your Club please contact a member of the activities team. Membership fees can be paid online through the SU website or at the SU reception in Avery Hill or the Dreadnought Building in Greenwich. They offer a great opportunity for you to budget for your year ahead, get money in your account early on, and organise better value events for all of your members.

Products

A product can be set up online, and will appear on your Sport club page on the SU website. This includes hoodies, tickets for events, or sign up lists. To get a product on the website email activities@gre.ac.uk with full details of the product. The money will go directly into your Club bank account.

Paying in Money

You can pay cash straight into your account, such as that collected through fundraising activities. To do this, you need to hand the cash in to a Union Reception or Activities staff member. If the money is to be donated to an external charity, then please make this very clear, and provide the details of the charity that the money is to be paid to.

Funding

Activities Development Fund
The Activities Development Fund is available to approved student groups that require help with either the delivery of an activity or event that aids in the professional or personal development of their members and/or group – for example, the attendance/organisation of a talk/conference, a company visit, or a trip to a place of significant cultural value. With all applications, approval will depend on how well it fits the criteria:

- Students must show an effort in raising at least 10% of the funding total
- The funding will need to have a long-term impact. This can either be to develop an existing activity or allow a new one to be established.
- The project should be widely promoted and engage with as many students as possible.
- If requesting funding for a course (e.g. training), the attendee will be bringing back knowledge or skills that will be used to benefit the group as a whole.

The group will need to complete an online application form outlining the nature of the project, course or activity and its benefit to students/your group. You can find the form here: forms.gle/cG1C1KMkVVJYGAVH7.

Sponsorship

External sponsorship can help to generate income for your club's generated account. There are some key things to consider:

- What is your club's current situation (financial, performance, membership, community links etc.) and what can you offer?
- Why do you need sponsorship?
- How will you use the sponsor money?

Elections & handover

12

Sports club Elections

All student groups that have been running since before January must hold an annual election to decide who will run the group for the following academic year.

These elections should be held between March and May. You can hold elections in one of two ways.

An online election

Activities staff will set up an online election, which will be viewable by members of the student group on the SU website. Nominations, manifestos and voting will take place on the website and the results will be emailed out to all the members.

Just because you choose an online election, doesn't mean you can't invite members and candidates to a formal Hustings event. This can give your members a better chance to make an educated vote and offer your candidates a better opportunity to platform themselves.

Things to remember for an online election:

- Decide on a timeline for each stage of the election (Nominations, manifestos, voting, results)
- Please bear in mind that each stage of the election process must be on a weekday
- Confirm the leadership positions that are up for election to activities staff
- Inform your members about the election and keep them up to date with each stage
- Results will be emailed to all members by activities staff

An in-person meeting

If you are doing this you must invite a GSU Officer and/or a member of the Sports Exec. This is to ensure that the process is fair and democratic.

Things to remember for an in-person election:

- Book a room for your meeting through the normal room booking process
- Invite a GSU Officer or member of the Sports Executive to your election.
- Decide what leadership positions are up for election (Including the three compulsory positions of Chairperson/President, Secretary and Treasurer)
- Invite all of your members to your election
- Prepare the ballot papers
- Designate someone to count the votes and send the result to the Activities team

Groups that have started since January do not have to hold an election in the same academic year. The original committee members named on the start-up form can continue to be committee members until the following year's group election period.

However, committee members do have to be current students, so anyone who is leaving won't be able to be on committee once they've finished their course and graduated – in this case, a bi-election will need to take place before the end of the academic year, to fill these positions only.

After the Election – What Next?

If you've had an in-person election, you should send the record of voting and the details of the new leadership team to the Activities team. If the elections are done online, then we automatically have the necessary information. All new group leaders are expected to attend training. This is very important as it will form the basis of your knowledge as a group leader and will be an opportunity for you to get to know the Activities staff and other group leaders. There will be a compulsory training day held in May, where committees will be given important info on how to run their group and also sign the Code of Conduct. If you cannot attend, you must make arrangements before the start of the next academic year or you won't be ratified as a Club.

Handover

We recommend that new group leaders meet with outgoing group leaders to talk about how the year has been, and how to improve the group going forward. You should also decide the date that your leadership team is officially handing over and let the Activities team know. If we don't hear about a date then we assume that as soon as the new leadership team details are given to us that we should be contacting them, not the outgoing group leaders.

However it is good practice to work together for a while, so if you do want to do that and chose a later date to 'officially' hand over, then please just let the Activities team know.

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