

THE HANDBOOK OF THE OPEN UNIVERSITY CLUB FOR AFFILIATED CLUBS

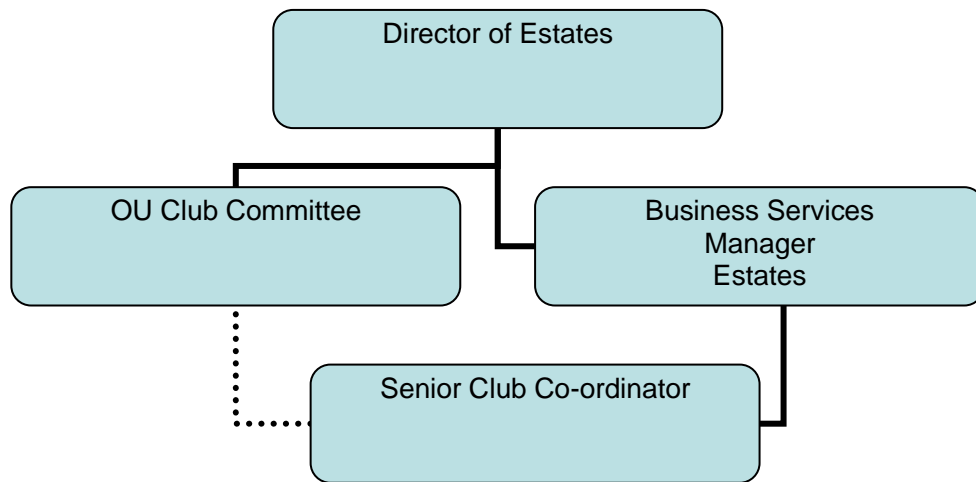
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1 Purpose of the Handbook

This handbook has been created for Affiliated Clubs to utilise as a quick and helpful information tool. It shall be a point of reference for the day to day running of your Club.

2 OU Club Structure

I. OU Club Committee Organisation Chart



II. OU Club Constitution

The current constitution is available to view on the OU Club Web site.
<http://www.open.ac.uk/ouclub/>

III. OU Club Committee AGM Dates

The date for the OU Club's Annual General Meeting shall normally fall on the first Thursday in July each year.

Your Club is required to provide at least one representative, who shall be a member of that club, and who shall not represent any other club, at The Open University Club's Annual General Meeting.

3 Setting up a new Club

If you are interested in setting up a new club, the following factors need to be taken into consideration prior to approaching the Club Office.

- Has demonstrable interest for this club been gained from members of The OU Club?
- Is it viable?
- Is it safe and has an initial risk assessment been carried out?
- Where will the club meet?
- Has storage been considered?
- Are you flexible with your days and times?
- Do you have an executive committee to cover the roles of Chair, Secretary and Treasurer?

An initial meeting will be arranged to ascertain if the above criteria has been met held with the Club Office and Club Committee representative.

The next step is to produce a constitution. If you require assistance on how to produce an affiliated club constitution, guidance is available from the Club Co-ordinator.

Once your proposed constitution has been set, it will be presented to the Club Committee for their approval. Should there be any queries you will be contacted for further clarification. Should there be no further information required, you will be asked to come in and meet with the Club Chair and the Club Co-ordinator for a short welcome meeting.

During this meeting, you will be presented with a certificate and discuss any financial assistance, which would normally be up to £200 to assist the setting up of the Club.

4 Roles and responsibilities

All Affiliated Clubs will require three Executive Officers as outlined below and will be elected at your Annual General Meeting.

The Affiliated Club Chair shall:

- chair all Committee and General Meetings.
- act as a co-signatory for that Affiliated Club's Bank Accounts.

The Affiliated Club Treasurer shall:

- be an ordinary member of The Open University Club as detailed in the OU Club Constitution.

- attend meeting of The Open University Club Finance committee, as requested
- present to The Open University Club a copy of the accounts and financial statements after the Affiliated Clubs AGM, or as requested by the OU Club Committee.
- present to The Open University Club a budget of expenditure and anticipated income for the forthcoming year as requested by the OU Club Committee.
- act as co-signatory for the Affiliated Club's bank accounts.

The Affiliated Club Committee Secretary shall:

- be responsible for taking the minutes at all meetings.
- be first point of contact .
- act as co-signatory for the Affiliated Club's Bank Accounts.
- normally be the named contact for room bookings.

5 Affiliated Clubs AGM /Dates

Your Club is required to hold an Annual General Meeting within your financial year, of which at least fifteen working days notice shall be given on Open University Club noticeboards and the OU Life Events Diary. Notification will always be given to the OU Club Co-ordinator in order that a OU Club Committee representative may attend where possible. The minutes or a written report shall be submitted to The Open University Club no later than four weeks after your Annual General Meeting.

Should your Club not hold an Annual General Meeting during any one financial year without adequate explanation it may be deemed defunct. In such a case, approval for your club to reform must be sought as for the formation of a new affiliated club. The Open University Club shall take charge of all equipment, documentation and any funds held by that club, except where other or special provision has been made and agreed with The Club Committee for the disposal.

6 Financial Processes

Full record of transactions, showing income and expenditure for the Affiliated Club shall be kept by the appointed Treasurer. These accounting records must, clearly show any monies received from the OU Club and how it was spent.

A summary of Finances showing income and expenditure should be presented at the AGM clearly acknowledging any monies received from the OU Club and how it was spent.

Accounting records (including receipts and the latest online bank statements) should be available for club members and the OU club to inspect after the AGM.

Full Accounts including copies of receipts and the latest online bank statements must be submitted annually to the OU Club Office either with the affiliated clubs AGM documents or with the bid for financial assistance.

I. Bidding for funds.

The OU Club will contact the Affiliated Clubs prior to the beginning of the OU financial year with the relevant forms for requests in the coming year. This is the main time for bids. Affiliated Clubs are able to bid at other times of the year if necessary, but the main bulk of the bidding process is carried out at this time.

Note: Bids at other time are considered at the next OU Club committee meeting which are normally held on a monthly basis.

Any bid for OU Funds should be accompanied by the latest copy of the accounts and the latest copy of a bank statement.
Full details of the bidding procedure can be requested from the club office.

II. Financial Contracts

All financial contracts are required to be co-ordinated through the OU Club Office. Contracts entered into between OU staff and Affiliated Clubs are required to follow specific payroll specification. Please contact the Club Office for further details.

7 Bank Accounts, Natwest / Metro

The OU Club has negotiated free banking with the Natwest for all Affiliated Clubs. However, overdraft rules will apply. Clubs are encouraged to obtain an account with them to take advantage of this agreement. Metro bank also offers charity/community accounts, however, there is a maximum number of transactions allowed with this account.

8 OU Prevent Principles

- a. "The OU-Club recognises and abides by the OU Prevent Principles and expects that all Affiliated Clubs should follow these principles"
- b. If an Event includes topics of extreme ideology, including for example, those motivated by religion, politics, nationalism, environmentalism or animal welfare, or you have concerns about safety and security of speakers or attendees, please refer to the Code of Practice for OU Events for guidance."
<http://intranet6.open.ac.uk/estates/main/events-room-booking>

9 Insurance

The Open University holds Public Liability to a £10,000,000 limit which includes Affiliated Clubs - see Confirmation letter below.

The Confirmation letter can be provided to owners of third party venues, for example, Leisure Centres, who may require evidence that such cover is in place. The Public Liability Insurance covers legal liability to pay damages and costs following accidental bodily injury and/or accidental loss of or damage to material property of members of the public arising out of the activities of the Club including products sold or supplied, where negligence has been proven.

Property of Affiliated OU Clubs is included under the University's Property Cover, which has a policy excess of £10,000. In the event of any claim under the Property policy, please contact the Insurance Officer in the Finance Division for details via <https://openuniv.sharepoint.com/sites/intranet-finance/Pages/insurance.aspx>

It is strongly recommended that each Club seeks guidance from the Insurance Manager within Finance Division regarding Affiliated Club insurance requirements.

For asset purposes records should be maintained and made available to the OU Club upon request.



TO WHOM IT MAY CONCERN

1st August 2024

Dear Sir/Madam

THE OPEN UNIVERSITY AND ALL ITS SUBSIDIARY COMPANIES

We confirm that the above Institution is a Member of U.M. Association Limited and that the following covers are currently in place:

EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0124A/082
Period of Indemnity	1 st August 2024 to 31 st July 2025
Limits of Indemnity	£10,000,000 Primary Limit any one event unlimited in the aggregate £40,000,000 Excess Limit
Includes	Indemnity to Principal
Covers provided by	QBE UK Limited (Primary Limit) U.M. Association Limited (Excess Limit)

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UM082/13
Period of Indemnity	1 st August 2024 to 31 st July 2025
Includes	Indemnity to Principal
Limit of Indemnity	£50,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully

James Roberts
For U.M. Association Limited

5 St Helen's Place, London EC3A 6AB | T: 020 7847 8670 | www.umal.co.uk

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10 Resource Scheduler/Room and Facility Bookings

The OU Club hold booking responsibilities for the following areas:

- Church
- Green Room
- Activity Room
- Football Pitch
- Cricket Pitch
- Cricket Nets
- Pavilion outfielders – Pavilion side
- Pavilion outfielders – Nets side
- Changing Rooms – for use out of business hours
- Basketball Court
- Club Studio

All of the above areas must be booked by the Club Office prior to use. Your booking will be made via the resource scheduler, which as a member of staff you have viewing access to.

<http://est-app-live-b.open.ac.uk/resourcescheduler/default.asp>

NB. The Squash Courts and Tennis Courts are booked via the Secretary of the club concerned.

11 Key Allocation / Additional Key requests

All keys held by the Club Office must be signed out by the person collecting the key. You will need to provide the following information when collecting the key from the Club Office:

- Your Name
- Your Department/Club Name
- Your Extension Number
- Date
- Time

Should you require an additional key for a cupboard that has been allocated to your club, the Club Office can request this key for you on your behalf. However, once the key is available, it will be your responsibility to sign and collect the key from the security lodge.

12 Lockers

The OU Club have purchased 20 electronic lockers, which are located in the changing rooms in the Pavilion. The exact locations of the lockers are as follows:

- Lockers 1-5 men's changing room right hand side
- Lockers 6-10 men's changing room left hand side
- Lockers 11-12 referees changing room
- Lockers 13-20 ladies changing room

The lockers have been installed for use by users of the changing rooms. Instructions of use can be found on the inside of the locker.

Security will inform the Club Office of any issues associated with the lockers.

13 Maintenance of pitches

Planned renovations take place each year on the football pitch, cricket pitch and outfields. During this time the area concerned is out of bounds. Periods the pitches are unavailable are as follows:

Football Pitch

- Beginning of May to Beginning of August/September (depending on the progress of the seed germination)
- After each weekend game, the pitch is repaired every Monday. For a weekend game the pitch is prepared Friday morning.
- During the seven a side competition, the pitch is repaired every day.

Cricket Square

- Renovations start late September and finish Early May
- During the cricket season and six a side competition, the square is maintained on a daily basis.

Outfields – Pavilion side

- Renovations start end of February and finish beginning of May.

14 Security/out of hours contacts

- Current emergency procedures are for contact emergency services direct and then inform Security as to the patients location, so they can direct emergency services to the correct location on campus. Dial 53333
- If you are calling from a mobile dial 01908 653333

Give details of name, location and extension number

15 Directory of Services

Room Hire

As an Affiliated Club all services are provided and this entitles you to use the OU facilities under normal circumstances. If portering requirements are needed, especially after hours, Affiliated Clubs may need to cover the charge. Advice is available from the Club Co-ordinator.

However, University Business will, without, exception take priority and your booking is subject to change or cancellation. If an income is earned, this rule will change and liable to a charge for the room being applied.

Set up grant for new clubs

All newly formed Affiliated Clubs are entitled to a start up grant if required.

Publicity/Advertising

The OU Club can offer your club assistance with advertising and publicity, please contact the Club Office on ext: 53852 to discuss the options available.

16 Websites

You may wish to build a website to promote your club or to keep your members informed about what is happening with your club. This must be co-ordinated and agreed by the OU Club. All websites will be audited on a regular basis.

17 Health & Safety

For further information on the University's current Health & Safety policy visit <http://intranet6.open.ac.uk/estates/main/health-and-safety>

18 Freedom of Information Act

The Freedom of Information Act enables people to gain access to information held by public authorities, for current guidelines visit <http://intranet6.open.ac.uk/governance/freedom-of-information/>

19 Equality and Diversity

For further information on the current equality and diversity policy visit <http://www.open.ac.uk/equality-diversity/>

20 Data Protection

Data Protection and OU Clubs and Societies

Notification

Processing of personal data by non-profit organisations for the purposes of maintaining membership or support are exempt from the notification (registration) provisions of the 1998 Data Protection Act.

Information to be given to members

- All the Membership should know what personal data are processed and the fact that the data are **only** used for Club administration and Club related activities. Members should be provided with a list of:
 - (i) What the Club actually does with the data (i.e. the purpose of the processing)
 - (ii) Who gets the data (e.g. Club officials)
 - (iii) What information is actually processed (e.g. name, address etc).
- On application forms, insert the paragraph described above (e.g. “I understand that my data will be used by the Club for”).
- Inform members that they can object to any part of the processing (e.g. can withhold home contact details).
- There should be no use or disclosure of the personal data for a purpose unrelated to those declared to members (unless pursuant to a statutory obligation or with the consent of a member concerned).

In accordance with the Data Protection Act 1998, information is held in a secure manner and will not be used for any other purpose than contacting you regarding your Affiliated Club. For further information on the Data Protection Act go to:

<http://intranet6.open.ac.uk/governance/data-protection/>

