

CLUB AND SOCIETY HANDOVER



As of 2019 the handover process for Clubs and Societies at NUSU has gone online.

To streamline the process and to be more environmentally conscious by saving paper all the handover forms and information are now submitted via the NUSU website. This also makes it much easier for all Clubs and Societies to complete the handover on time, even if their Committee Members are separated by continents.

The process should be completed by the in-coming committee and NOT the currently sitting committee.

Please read the following instructions carefully and in full on how to complete the new online handover process.

Pre-handover Check List

Please make sure you have completed the following tasks and gathered all the required information before starting the online handover form.

Tasks to be completed before handing over:

- Make sure the whole Committee have read and understood the [NUSU Safety Policy](#).
- Make sure the whole Committee have read and understood the [NUSU Bribery Pro-forma](#).
- Make sure the whole Committee have read and understood the [NUSU GDPR Policy](#).
- Create and ensure the entire Committee have read and **signed** the club/society **Constitution**.
- Create and ensure the entire Committee have read and understood the club/society **Safety Policy**.
- Create and ensure the entire Committee have read and understood the club/society **Risk Assessment**.

Templates can be found on the NUSU website for the Constitution and Risk Assessment and guidance on how to create a Safety Policy is outlined in the NUSU Safety Policy.

Information needed to complete the online form:

- A brief description of the club/society (Max. 300 words).
- Information on training/meeting times and dates, also any prerequisites for joining (e.g. certain level of past sporting experience) (Max. 300 words).
- All of the Committee Members; full names, University email addresses, student numbers and contact numbers. The **President's**, **Secretary's**, **Treasurer's**, **Welfare Officer's** and **Social Secretary's** details are required to complete the form; other Committee Member's details can be optionally added.
- Digital copies of your clubs/societies completed **Constitution**, **Safety Policy** and **Risk Assessment**.

CLUB AND SOCIETY HANDOVER



The Handover Form

Once you have gathered and completed the required information you can begin filling in the handover form. Only **ONE** person is needed to complete the form, we advise that the **President, Secretary** or **Treasurer** be the one to complete it.

To begin you will need to go to the Handover section under the '[Running your Club](#)' or '[Running your Society](#)' pages for both clubs and societies respectively. On the handover section there will be a link to the form, click on this link to start the process.

Page one:

Please note that the form does **NOT** automatically save however you can save your progress at the bottom of the document if you need to come back to it later.

1. Select whether you are a club or society.
2. Select if you are a new or existing club/society. (New clubs/societies are completely new and have not existed before. Existing are clubs/societies that are already set up and are running at present.)
3. Then enter your club/society name. This must be typed out in full. (**Abbreviations and Acronyms are NOT ALLOWED and will be rejected**)
4. Enter what academic year this handover is relevant to. (For Example if you are completing this in the 2018/19 year then this handover will be for the 2019/20 academic year)
5. Now provide a brief description for the club/society and then when your meeting days and times are. (This will appear on the clubs/societies website page and can be edited at a later date by the committee)
6. After that you will be asked to provide the amount of how much you will be charging for membership for the coming year. (This can be however much your committee decides but you must charge a minimum of £5. If you have need of more than one membership type, up to four additional memberships can be added.)

Club & Societies Handover

Club/Society Information

Please be aware that this form does not currently automatically save your progress, if you leave the page for what ever reason your progress will reset

Are you a Club or Society?*

Club
 Society

Are you a new or existing club or society?*

New
 Existing

Name of Club/Society*
Please use the FULL name for your club or society

Academic Year
Please provide the Academic year you are registering your Club/Society for

Brief Description of Club/Society Activities*
Please ensure this description is under 300 words

Meeting Days, Times and Venues any Pre-Requisites*

Standard Membership Price*
Minimum Membership fee must be £5

Additional Membership Prices

Additional Membership	Price
<input type="text"/>	<input type="text" value="GBP 0.00"/>

[Add more](#)

CLUB AND SOCIETY HANDOVER



7. Next please provide the details for the point of contact for the club/society who can be contacted in regards to all club/society queries.

8. You can also add the links for any social media.

Club/Society Contact Details

The details below will be shown on the Website for your club/society and will be used as a point of contact should there be any issues with your handover.

Name*

First	Last
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Position*

Email*

Facebook Page Name/Link

Twitter page link

Instagram page link

[Next Page](#) [Save for later](#)

CLUB AND SOCIETY HANDOVER



Page Two:

On this page you will need to provide the details for the Committee Members.

The details of the President, Secretary and Treasurer are compulsory fields and need to be completed for you to be able to submit the form. Welfare officers and Social Secretaries details are also asked for.

Clubs **must** provide the details for their Welfare Officers and it is suggested Societies do the same.

The details that need to be added are:

- Full legal Names (*As it appears on passports and other identification*)
- Contact number
- Student Number
- University Email

Additional Committee Members

Please note, due to technical limitations this form only allows an additional 10 to be added, if more is required please upload them in the next field

Position

Name

Student Number

Mobile Number

Email Address

Please only use your University Email Address

[Add more](#)

Club & Societies Handover

Club/Society Contact Sheet

Position*

Name*

Student Number*

Mobile Number*

Email Address*

Please only use your University Email Address

Position*

Name*

Student Number*

Mobile Number*

Email Address*

Please only use your University Email Address

Position*

Name*

Student Number*

Mobile Number*

Email Address*

Please only use your University Email Address

You can add additional Committee Members at the bottom of the form by filling in the **Additional Committee Members** section and clicking 'add more' to add another committee position.

You can add up to 10 additional Committee positions.

CLUB AND SOCIETY HANDOVER



Page three:

Page three is where you need to provide us with the digital copies of your clubs/societies handover documents. Do this by clicking the upload box and selecting the required document from your files and clicking save, this will upload it to the form.

The documents needed are:

- Signed Constitution
- Your clubs/societies Safety Policy
- Your clubs/societies risk assessment

Next you are asked to acknowledge that the committee have read and agree to abide by both the NUSU Safety Policy and the NUSU Bribery Pro-forma. The form has links to both policies but it is highly advised that you have all read them before this point.

By ticking the boxes you are agreeing on behalf of everyone on the committee so make sure everyone has read the policies and agree as ignorance to the forms will not be a defence if any issue arises in the future.

Next you will be asked to agree to the NUSU GDPR Policy, again you are agreeing on behalf of the whole committee so please make sure everyone has read and accepts to the form before agreeing.

Once this is all done go through the process of proving you are not a robot and click 'submit form'

Club & Societies Handover

Additional Document Uploads

Club/Society Constitution Upload*
Please upload your club/society constitution below (please note the accepted file formats are PDF, DOCX and DOC)

Choose files or drag here

Club/Society Safety Policy*
Please Upload your club/society Safety Policy below (please note the accepted file formats are PDF, DOCX and DOC)

Choose files or drag here

Risk Assessment*
Your club/society is subject to a risk assessment please upload below (please note the accepted file formats are PDF, DOCX and DOC)

Choose files or drag here

We as a committee have read and agree to the [Bribery and Finance Proforma*](#)

Yes

We as a committee have read and agree to the [NUSU Safety Policy Agreement*](#)

Yes

I agree as the submitting committee member that everything I have submitted is correct and I also accept that I am agreeing to the policies on behalf of the entire committee*

Yes

GDPR Policy

NUSU is committed to the safe processing and protection of Personal Data. As such we require you to read and accept the terms of the NUSU privacy policy.

By giving your acceptance to these terms and completing the handover process NUSU considers this as acceptance by all committee members of your club/society to the privacy policy.

As such it is the club or society's responsibility to ensure all committee members have read, understood and agreed to the privacy policy which you are agreeing to on their behalf before you complete this form.

The NUSU privacy policy can be viewed on the NUSU website at: www.nusu.co.uk/privacy/

NUSU processes your data in accordance with the General Data Protection Regulations (GDPR). In agreeing below and completing the handover process, you give permission on behalf of the whole committee for your club or society for NUSU to process yours and all other committee members' data in accordance with the NUSU privacy policy. In the operation of clubs and societies, your name and contact details as well as those of the other committee members may be published on the NUSU website as a contact for the stated club or society.*

I understand that checking this box constitutes a legal signature confirming that I on behalf of the entire committee acknowledge and agree to the above Terms of Acceptance.

Verification*

I'm not a robot

reCAPTCHA
Privacy - Terms

Previous Save for later **SUBMIT FORM**

CLUB AND SOCIETY HANDOVER



Voila!

You have now completed the handover process, you can sit back with a cup of tea and look forward to the next academic year as a committee member of a NUSU Club or Society!

Keep an eye on your emails for information on officer training, Freshers' Fair etc from the Athletic Union Officer and/or Activities Officer.

If there are any issues with the form we will contact the club/societies point of contact to resolve them, alternatively if you have any questions regarding the process or any of the documents and policies then please feel free to contact us:

Athletic Union Sabatical Officer (Clubs) : au.union@newcastle.ac.uk

Activities Sabatical Officer (Societies) : activities.union@newcastle.ac.uk

Mark Bennett - Activities Manager : activitiesmanager.union@newcastle.ac.uk

Emma Anderson – Club and Societies Administrator : csa.union@newcastle.ac.uk

Conor Munro-O'Brien - Club and Societies Administrator (Transport) : transportadmin.union@ncl.ac.uk