<table>
<thead>
<tr>
<th>Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Purpose of the Handbook</td>
<td>2</td>
</tr>
<tr>
<td>2. OU Club Structure</td>
<td>2</td>
</tr>
<tr>
<td>3. Setting up a new Club</td>
<td>2-3</td>
</tr>
<tr>
<td>4. Roles and Responsibilities</td>
<td>3-4</td>
</tr>
<tr>
<td>5. Affiliated Clubs AGM /Dates</td>
<td>4</td>
</tr>
<tr>
<td>6. Financial Process/ Bidding for funds</td>
<td>4-5</td>
</tr>
<tr>
<td>7. Bank Accounts, Natwest</td>
<td>5</td>
</tr>
<tr>
<td>8. Insurance</td>
<td>5-8</td>
</tr>
<tr>
<td>9. Resource Scheduler/Room and Facility Bookings</td>
<td>8</td>
</tr>
<tr>
<td>10. Key Allocation</td>
<td>8-9</td>
</tr>
<tr>
<td>11. Lockers</td>
<td>9</td>
</tr>
<tr>
<td>12. Maintenance of pitches</td>
<td>9</td>
</tr>
<tr>
<td>13. Security/out of hours contacts</td>
<td>10</td>
</tr>
<tr>
<td>14. Directory of Services</td>
<td>10</td>
</tr>
<tr>
<td>15. Websites</td>
<td>10</td>
</tr>
<tr>
<td>16. Health &amp; Safety</td>
<td>11</td>
</tr>
<tr>
<td>17. Freedom of Information Act</td>
<td>11</td>
</tr>
<tr>
<td>18. Equality and Diversity</td>
<td>11</td>
</tr>
<tr>
<td>19. Data Protection</td>
<td>11-12</td>
</tr>
</tbody>
</table>
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 falls on the first Thursday in June 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 interest for this club been gained from members of staff?
• Is it viable?
• Is it safe?
• Where will the club meet?
• Will you need storage?
• Are you flexible with your days and times?
• Do you have an executive committee to cover the roles of Chair, Secretary and Treasurer?

The next step is to produce a constitution. If you require assistance on how to produce an affiliated club constitution, guidelines are available from the Club Office.

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 with the queries concerned 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 short welcome meeting.

During this meeting, you will be presented with a certificate and discuss any financial assistance.

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 on 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, if 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 Clubs 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.

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 notice boards. 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.

These accounting records should be presented to the Affiliated Clubs AGM along with receipts and a latest bank statement. After the AGM these accounts must be included with the AGM minutes and a copy sent to the OU Club Office.

All financial transactions and bank accounts e.g. cheques require the signature of two officers of the Affiliated Club.
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

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.

8. Insurance

The Open University holds Public Liability to a £10,000,000 limit which includes Affiliated Clubs - see Confirmation letter below.
Ms Joy Cook
Insurance Administrator
The Open University
PO Box 77
Finance Division

29 December 2015

Dear Sirs,

CONFIRMATION OF INSURANCE – The Open University Clubs

As requested by you, we are writing to confirm that we act as your Insurance Broker and that we have arranged insurance(s) on your behalf as detailed below. A copy of this letter may be provided by you to third parties who have a legitimate need to receive confirmation of your insurance cover.

Public/Products Liability

INSURER: HDI-Gerling

POLICY NUMBER: 110-91163963-14001

PERIOD OF INSURANCE: 31 December 2015 to 30 December 2016

LIMIT OF LIABILITY: GBP 15,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability

DEDUCTIBLES: GBP 2,500 Third Party Property Damage

We have placed the insurance which is the subject of this letter after consultation with you and based upon your instructions only. Terms of coverage are based upon information furnished to us by yourselves, which information we have not independently verified.
This letter is issued as a matter of information only and confers no right upon you or any third party to whom it is disclosed, other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

Where a copy of this letter has been provided to a third party, we assume no obligation to advise that third party of any developments regarding your insurance(s) subsequent to the date hereof. Additionally, this letter is given on the condition that we are not assuming any liability to any third party who receives a copy of this letter, based upon the placement of your insurance(s) and/or the statements made herein.

This letter shall be governed by and shall be construed in accordance with English law.

Yours sincerely

Sue Hulkes
MBA Sue Hulkes Dip CII
Client Adviser
For and on behalf of Marsh Ltd
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 http://intranet.open.ac.uk/finance/p11.asp.

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.

9. Resource Scheduler/Room and Facility Bookings

The OU Club hold booking responsibilities for the following areas:

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

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://bowfell.open.ac.uk/resourcescheduler/

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

10. 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.

11. 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.

12. 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 six 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.

13. Security/out of hours contacts

The emergency procedures are for all emergencies

- Dial 3333
- If you are calling from a mobile dial 01908 653333
- Give details of name, location and extension number
- Security will call the emergency services and direct them to the site
- During business hours, for medical emergencies Security will page OH where assistance is required. DO NOT phone or send someone to occupational health.

14. Directory of Services

**Room Hire**

As an Affiliated Club all services are and this entitles you the use the OU facilities FREE OF CHARGE. 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.

**Free banking with Natwest**

The OU Club has negotiated free banking with the Natwest bank.

**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.

15. 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.

16. Health & Safety


17. 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/](http://intranet6.open.ac.uk/governance/freedom-of-information/)

18. Equality and Diversity

For further information on the current equality and diversity policy visit [http://www.open.ac.uk/equality-diversity/](http://www.open.ac.uk/equality-diversity/)

19. 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).

N.B. The DP principles must be complied with even though there is an exemption from notification.
Planning-ismo on hulse/dataprotection/advise&guidance/club&societies.doc

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/