



Union of Brunel Students

Society & Team Brunel Sports Club Regulations

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1. Introduction & Statement of Intent

Sports clubs and societies are a vital part of student life. This policy sets out the regulations that help clubs and societies operate fairly and transparently, in line with the Union's values. It provides clear guidance to support committee members in running their groups effectively, developing their skills, and creating the best possible experience for members.

All clubs and societies are bound by the Union's Constitution, Byelaws, Club and Society Regulations, and the associated procedures and guidance found in the Club and Society How-to Guides.

Clubs and societies must also uphold the [Union's Equal Opportunities Policy](#). No rule relating to membership or elections may contradict this policy.

1.1 General Principles

1.1.1 All students registered at Brunel University of London (BUL) are members of the Union of Brunel Students ("the Union"), unless they choose to opt out.

1.1.2 The Union is a registered charity. Its objectives include supporting clubs and venues that enable members' sporting, social, and cultural activity.

1.1.3 The Union recognises clubs and societies as a key part of fulfilling these objectives.

1.1.4 Under the Education Act 1994 and charity law, the Union's resources must be used only to support its charitable objectives. Clubs and societies are also bound by this legal framework.

1.1.5 Clubs and societies must ensure that their activities support the Union's charitable objectives, as outlined in their constitutions. Any funding or resources can only be used to pursue these aims.

1.1.6 Clubs and societies must comply with all Union Byelaws.

1.1.7 The Union is responsible for ensuring that Club and Society activities are carried out safely. Union Officers and staff will take all necessary steps to meet legal responsibilities and uphold their duty of care.

1.1.8 These regulations set out what the Union expects from Clubs and Societies, and what



support they can expect in return.

1.1.9 Breaches of these regulations may result in disciplinary action. This could include penalties or disaffiliation from the Union.

2. General Expectations of Clubs and Societies

2.1 Compliance with Regulations

2.1.1 Clubs and Societies must comply with these regulations, the Union's Byelaws, and all relevant guidance. Failure to do so may result in disciplinary action.

2.2 Activity Levels

2.2.1 Clubs and Societies must organise at least six activities per academic year to remain affiliated e.g. meet and greets, fixtures, training, events

2.3 Membership Requirements

2.3.1 Each Club or Society must have at least 10 members by the end of Week 4 in Term 1.

2.3.2 Groups with fewer than 10 members may be referred to the Team Brunel Committee or Societies Guild Committee and may be considered for disaffiliation.

2.3.3 New Clubs and Societies affiliated after Freshers' Fair are exempt from the 10-member rule until they have attended their first Freshers' Fair.

2.4 Equality and Inclusion

2.4.1 Clubs and Societies must comply with the Union's Equality and Diversity policies. Failure to do so may result in disaffiliation.

2.5 Annual Registration

2.5.1 Clubs and Societies must re-register with the Union each academic year, usually as part of committee training.

2.6 Training Requirements

2.6.1 Committee members must attend mandatory Union training.

2.6.2 Activities may be suspended until all required training has been completed to the satisfaction of the Student Activities Department.

2.7 Meeting Attendance

2.7.1 A representative from each Club or Society must attend relevant meetings, such as Team Brunel Forums or Societies Guild Forums.

2.7.2 Attendance is monitored and contributes to CASES Awards consideration.

2.8 New Club and Society Affiliations



2.8.1 Clubs and Societies may apply for affiliation at any time during the academic year, subject to approval by the Team Brunel Committee or Societies Guild Committee.

2.8.2 These committees are responsible for decisions around affiliation and disaffiliation.

2.9 Affiliation Appeals

2.9.1 There is no appeal process for affiliation or disaffiliation decisions. However, groups may submit a new application that reflects the feedback received.

2.10 Involvement in Union Elections

2.10.1 Clubs and Societies must remain neutral in Union elections and may not endorse candidates.

2.10.2 Candidates may engage with club and society members at group activity, but all candidates must be given equal opportunity to do so.

3. Complaints and Disciplinary Procedures

3.1 Complaints About the Union

3.1.1 Club and Society committee members who wish to raise a complaint about the Union should follow the Union's official complaints procedure.

3.2 Complaints About a Club or Society

3.2.1 Concerns should first be raised with the Chair of the relevant Club or Society.

3.2.2 If unresolved, complaints should be submitted in writing to the Student Activities Department, who may escalate the matter to the Team Brunel Committee or Societies Guild Committee, but will initially try to resolve the issue informally, where appropriate.

3.3 Disciplinary Process

3.3.1

The Union may take disciplinary action against a Club or Society at the discretion of the Team Brunel Committee, Societies Guild Committee, or Union staff.

3.3.2

Complaints against individual members are normally dealt with through the Union's general disciplinary process.

3.3.3

If disciplinary action is required against a Club or Society, a disciplinary hearing panel will be convened to include three elected Team Brunel or Societies Guild Committee members (or in the case of conflict of interest or unavailability, alternative appropriate elected representatives).

3.3.4

A Union staff member (typically the Student Activities Manager or their delegated representative) will attend the hearing to provide advice and guidance.



3.3.5

The Club or Society Chair will be invited to respond to the complaint at the hearing. They will be invited to bring one other committee or club/society member as support during the meeting. If the chair cannot attend, then the next most appropriate committee member will be invited to represent the club or society.

3.3.6

Potential sanctions include, but are not limited to:

- Formal warning
- Temporary suspension of activity
- Removal or freeze of funding
- Loss of facility/booking access
- Loss of competitive opportunities
- Disaffiliation

3.3.7

The chair of the club or society will be informed of the decision verbally following the hearing, and in writing via email within 48 hours.

3.3.8

Members subject to Disciplinary for reasons outlined in these regulations are not eligible for a refund of any paid membership fee whatever the final outcome

3.4 Appeals

3.4.1 Appeals against any actions taken under the Club and Society Regulations must be made through the Union's disciplinary appeal process.

3.4.2 A student may request to appeal on one or more of the following grounds:

- a) That there has been a procedural irregularity.
- b) That there was bias on the part of the decision-maker or decision-making body.
- c) That the decision is unreasonable and/or the outcome is disproportionate.
- d) That there is new material evidence which, for good reason, was not previously available.

3.4.3 Appeals must be submitted in writing to the Student Activities Manager within 10 working days of the original decision. The request must clearly state the grounds for appeal.

3.4.4 Appeals submitted after the deadline, without evidence of good reason for the delay, will be rejected.



3.4.5 The Head of Communication and Student Engagement (or another member of the Senior Leadership Team, if more appropriate) will review the request and either:

- Determine that one or more grounds have been met and proceed to consider the appeal, or
- Determine that no grounds have been met and reject the appeal.

3.4.6 Where grounds for appeal are accepted, the Head of Communication and Student Engagement (or another member of the Senior Leadership Team) may refer to previous documentation and take further appropriate steps to review the case.

4. Equality of Opportunity

4.1 Statement of Equal Opportunities

4.1.1 All Union members are eligible to join any Club or Society at any time. Clubs and Societies may not place any restrictions on membership. Many of our societies are mutual interest so we encourage students to join societies that match their values.

4.2 Harassment and Bullying

4.2.1 Clubs and Societies must comply with [Brunel University London's Policy on Harassment and Bullying](#).

4.2.2 Failure to comply may result in a club or society referral to the Team Brunel Committee or Societies Guild Committee.

4.2.3 Where appropriate, individuals may be referred to the Union or University for disciplinary action.

4.3 National, Cultural, and Faith Societies

4.3.1 The Union may affiliate National, Cultural, or Faith Societies whose main aim is to promote their culture or faith within the Brunel student community.

4.3.2 These Societies must not operate as exclusive spaces for students of a particular culture or faith. Doing so would breach the regulations on open membership.

4.4 Departmental Societies

4.4.1

The Union may affiliate academic or departmental societies where the Societies Guild Committee believes they add value. These societies may be linked to an academic department but must remain open to all Union members.

4.4.2

The only exception applies to Academic Societies that represent a clearly defined group of students with specific academic needs or interests, and where the society's specific school



affiliations, or subject circumstances, significantly affect those needs. These groups must exist to support and advocate for their members.

4.4.3

Eligible groups include:

- Brunel Medical Houses Societies – open only to medical students in designated houses.

4.4.4

All students within the relevant group automatically become members of these societies and have full voting rights in committee elections. These groups cannot charge a membership fee.

4.4.5

These groups must follow all relevant Club and Society regulations, procedures, and policies. They are entitled to the same facilities and support as any other society.

5. Governance of Clubs and Societies

5.1 Full Membership

5.1.1

Any Union member may become a Full Member of a Club or Society upon paying the required membership fee.

5.1.2

Union or University staff are eligible to purchase Staff Membership and become associate members of a group. They will not have voting rights or be eligible to compete in student-only events or competitions, and will not be involved in the running or decision making of the group, but all other membership rights will be available to them.

5.1.3

Members must purchase a Club or Society membership before participating in any activities, except for Freshers' Week taster sessions and trials.

5.1.4

Principal Committee Members (Chair/Secretary/Treasurer) are responsible for ensuring that individuals have purchased the appropriate membership before participating in activities.

5.1.5

Any committee member that hasn't purchased their membership by Freshers Week may be removed from post.



5.3 Club and Society General Meetings

5.3.1

All Full Members have the right to attend and vote at Club and Society General Meetings.

5.3.2

Clubs and Societies must hold an Annual General Meeting (AGM) once per year during Term 2.

5.3.3

Extraordinary General Meetings (EGMs) may be called as needed throughout the year.

5.3.4

A General Meeting may be called by the chair or by a petition of any 5 Full Members to the Chair, this petition must be submitted at least 5 working days prior to the date which the General Meeting is proposed.

5.3.5

General Meetings must be held in fully accessible locations (i.e. venues with disabled access and no alcohol service).

5.3.6

The Union must be informed at least five working days in advance of a planned AGM by emailing student.activities@brunel.ac.uk.

5.3.7

Meetings must be publicly announced at least five working days in advance, the Union can support this by advertising the time and date listed on the Union's What's On Calendar.

5.3.8

Finalised agendas must be shared with members at least three working days before the meeting.

5.3.9

Quorum for General Meetings is;

35% of the total members for team sports

25% of the total members for individual sports

35% of the total members of societies with less than 50 members

25% of the total members for societies with more than 50 members.



5.3.10

If quorum is not met, decisions made at the meeting must be ratified by the Student Activities President.

5.3.11

The decision-making threshold for a motion to pass is a 50%+1 majority of members present at a quorate meeting.

5.3.12

AGM minutes must be submitted to the Union within five working days.

5.3.13

EGM minutes must be submitted within five working days of the meeting.

5.3.14

Minutes from General Meetings will be reviewed and ratified by the Student Activities President.

5.4 Club and Society Constitutions

5.4.1

Each Club or Society must have a constitution. This will be approved and temporarily invoked by the Team Brunel Committee (clubs) and Societies Guild Committee (societies), pending approval from the club/society membership at their next AGM.

5.4.2

Constitutions must define the aims, objectives, core activities, and Principal Committee Members of the group.

5.4.3

Core activities are those that the Club or Society must conduct each year. Principal Committee Members must include a Chair, Secretary, and Treasurer.

5.4.4

Constitutions may be amended at any time with a 50+1 majority vote at a quorate General Meeting.

5.4.5

All amendments must be reviewed and ratified by the Student Activities President.

5.5 Appointment of Committee Members

5.5.1



All Club and Society Committee Members must be elected through a Union-facilitated online election, except in the case of newly affiliated societies, which may appoint their initial committee from the founding members. All future committees must be elected via the online process.

5.5.2

Every Club or Society must have at least the following Principal Committee Members:

- Chair
- Secretary
- Treasurer

5.5.3

All Officer positions must be listed in the Club or Society's constitution and must be filled each year. No person may hold more than one Principal Committee Member position at the same time within the same Club or Society.

5.5.4

Committee Members may stand for re-election at the end of their term.

5.5.5

Any Full Member of the Club or Society who has been a member for at least 28 days before the vote may stand for election to any officer position. All Committee Members must be Full Members of the Club or Society.

5.5.6

All Clubs, Societies, and candidates must adhere to the [C&S Election Rules](#).

5.6 Resignations and No Confidence Motions

5.6.1

If a Chair, Secretary, or Treasurer resigns before the end of their term, they must submit a written resignation to the Student Activities Department.

5.6.2

If the Chair, Secretary, or Treasurer resigns, a bye-election must be held to fill the vacancy.

5.6.3

If any other Officer resigns, they must submit a written resignation to both the Chair and the Union. A bye-election may then be called to fill the position.



5.6.4

Should Members wish to pursue Disciplinary proceedings against a Committee Member, consultation from the Student Activities Department must first be sought.

- A recommendation will be made for either a standard Disciplinary Process or a Vote of No Confidence.

5.6.5

If a no confidence motion is called, an Emergency General Meeting (EGM) must be held. The motion will only pass if it is supported by at 50%+1 majority of those present and voting. Standard EGM regulations apply.

5.7 The Chair

5.7.1

The Chair's term runs from 1 August to 31 July of the following academic year.

5.7.2

The Chair is a Principal Committee Member and must ensure that the Club or Society operates in accordance with its constitution and these regulations.

5.7.3

The Chair is responsible for:

- Calling General Meetings and ensuring elections for the next year's Committee takes place.
- Acting as the primary point of contact between the Union and Club or Society members.
- Ensure representation of the Club or Society at all relevant Union meetings.
- Overseeing all activities of the Club or Society, including joint responsibility for finances with the Treasurer.

5.8 The Treasurer

5.8.1

The Treasurer's term runs from 1 August to 31 July of the following academic year.

5.8.2

The Treasurer is a Principal Committee Member of the Club or Society and is jointly responsible for all financial matters of the Club or Society.

5.8.3



The Treasurer is responsible for:

- Authorising and recording all expenditure on behalf of the Club or Society.
- Ensuring that all financial transactions comply with Union policies.
- When reclaiming money personally, ensuring that the Chair authorises the expenditure instead.
- Working with the Secretary to ensure that all participants have the required memberships.

5.9 The Secretary

5.9.1

The Secretary's term runs from 1 August to 31 July of the following academic year.

5.9.2

The Secretary is a Principal Committee Member of the Club or Society and is jointly responsible for all governance matters of the Club or Society.

5.9.3

The Secretary is responsible for:

- Administering and convening all formal meetings for the Club or Society.
- Acting as the key liaison between the Club or Society and the Union.
- Working with the Treasurer to ensure that all participants have the required memberships.

Ensure submission of CASES document by the required deadline.

6. Funding and Financial Regulations

6.1 Accounts & Statements

6.1.1 Every Club and Society will be provided with a Grant Account and a Function Account by the Union.

6.1.2 Private or external bank club or society accounts are not permitted under any circumstances.

6.1.3 Grant Accounts will hold Union Grant Funding only, as outlined in these regulations.

6.1.4 Function Accounts (Non-Grant Accounts) will hold revenue accrued by the Club or Society through fundraising, sponsorship, or other means.

6.1.5 Club and Society Chairs and Treasurers may request statements of their accounts at any time from the Student Activities Department.

6.1.6 Any Club or Society with a deficit will have its account frozen until further notice from the Student Activities Department.

- If an account remains in deficit permanently, a repayment programme must be agreed with the Student Activities Department.



6.2 Union Grant Funding

6.2.1 Grant Applications

Clubs and Societies can apply for Union Grant Funding to support their core activities as defined in their constitution.

6.2.2 Grant Allocation Process

Determined annually by the Student Activities President and relevant staff, in consultation with the Club or Society via the circulated form.

Factors considered: cost of core activities, number of members, fundraising commitment, CASES performance, and available funding.

Allocations are ratified by the Team Brunel Committee (for Clubs) or Societies Guild Committee (for Societies).

6.2.3 Appeals

Clubs and Societies may appeal their grant allocation in writing to the Student Activities President.

Appeals are only considered if the allocated amount does not cover core constitutional activities.

6.2.4 Grant Account Funds

Any remaining funds in the Grant Account on 31 July will be reclaimed by the Union.

6.2.5 Additional Grant Funding Applications

How to apply:

- Societies submit an In-Year Funding Form.
- Clubs submit an Equipment or Development Request Form.

Review process:

Requests are reviewed by the Team Brunel Committee (for Clubs) or Societies Guild Committee (for Societies).

6.3 Items Not Eligible for Union Grant Funding

6.3.1 Exclusive Events for Specific Groups

Events must be open to all members unless eligibility criteria apply (e.g., fixtures for specific teams).

6.3.2 Large/Expensive Promotional Materials

One off event specific items like banners or roll-ups are not eligible. Consider re-usable designs (e.g. no year) to reduce long-term costs.



6.3.3 Club Nights, Balls, Galas

Unless clearly aligned with the core aim, social events must be self-funded through ticket sales.

6.3.4 Personal Items

Items like hoodies, uniforms, or personal equipment are not eligible for funding.

6.3.5 Food and Drink (Including Alcohol)

Funding cannot be used for food or drink, unless central to the core aim. Alcohol is never funded. Clubs or societies should charge a fee to cover refreshments if needed.

6.3.6 Sports Equipment, Facilities, or Transport

Societies outside Team Brunel cannot use funds for regular sports-related activities. Sports Clubs can only use funds for activities aligned with their core aim.

6.3.7 Rule Violations or Retrospective Applications

Applications that violate Union policy or are submitted after events/purchases will be rejected.

6.4 Use of Union Funds and Political Activity

6.4.1 External and Charity Donations

Clubs and Societies must not donate Union funds to external organisations, including political parties or causes.

Clubs and Societies may raise money for external charities, provided they follow the Union's fundraising procedures (see Section 11).

6.4.2 Use of Union Funds for Campaigning and Political Activity

Permitted Campaigning:

Union Grant Funding may be used for campaigns that directly affect students and align with the Club or Society's core aims.

Examples include: street lighting in the local area, improvements to public transport near campus, or changes to student loans.

Restricted Campaigning:

Union Grant Funding must not be used for campaigns that are unrelated to students or fall outside the Club or Society's core aims.

Examples include: industrial disputes or broader political causes.

Party Political Activity:

Union Grant Funding must not be used to support party political demonstrations or promote voting for specific political parties or candidates.

6.4.3 Campaigning Expenditure

Expenditure on campaigns must be reasonable, taking into account the expected benefit to students and the Union's financial resources.



6.4.4 Affiliation to External Bodies

Clubs and Societies must not affiliate to any organisation that the Union itself would not be permitted to affiliate to or campaign on behalf of.

Clubs and Societies may affiliate with relevant external organisations that align with their core aims and do not contravene Union policy.

Affiliations for educational purposes (e.g., accessing materials for discussion) are permitted, provided that any affiliation fees are reasonable.

6.4 Non-Grant Funding

6.4.1 Non-Grant Funds include sponsorship, fundraising, or other self-generated income (not including Union grants).

6.4.2 These may be spent on:

- Core activities in the constitution
- Other activities that benefit Club/Society members
- *Membership income* must only be spent on core activities.

6.4.3 Non-Grant Funds carry over into the next financial year unless the group is disaffiliated.

- In the case of disaffiliation, the Union will reclaim any remaining funds if it does not reaffiliate within a period of 2 years.

6.5 Membership Fees and Refunds

6.5.1 Memberships are valid for one academic year (note: clubs currently operate with **Free Membership**).

6.5.2 Only the Union may sell memberships — Clubs and Societies cannot do this independently.

6.5.3 Membership income initially goes into the Grant Account.

- At year-end, unspent income is transferred to the Function Account.

6.5.4 Any fee changes must be approved in writing by the Union before Term 1 starts.

- No changes allowed after this point.



- Clubs on the Free Membership Scheme cannot charge for core activity.

6.5.5 Refunds

- Members can request a refund within 30 days of purchase.
- Late refund requests are considered case-by-case.

6.6 External Funding and Sponsorship

6.6.1 The Union may prohibit sponsorships that conflict with Union services or policy.

6.7 Contracts and Agreements

6.7.1 All contracts (including sponsorships, hires, etc.) must be signed by the Union — not by Club or Society members.

6.7.2 Only the appropriate Sabbatical Officer or authorised Union staff member may sign.

6.8 Income and Invoices

6.8.1 All income must be paid into the Club or Society's Union Account.

6.8.2 All invoices must be raised by the Union Finance Department.

6.9 Expenditure

6.9.1 All spending must follow the correct procedures, as detailed in the Club and Society Handbooks.

6.10 Ownership of Club and Society Property

6.10.1 Any items purchased with Union funds remain the property of the Union.

- These may not be sold or hired out without Union permission.

6.11 Travel to and from Sports Fixtures

6.11.1

Travel expenses can be claimed for LUSL and BUCS fixtures if Union transport is not provided. If self-drive minibuses are used, the cost of fuel can be reimbursed.

6.11.2

Reimbursement is limited to the cost of a standard class rail ticket with a 16–25 or 26–30 Railcard from a London station (not applicable to students over 30).

6.11.3

For away fixtures outside TfL Zones 1–9, taxis from the nearest recommended station to the ground may be reimbursed if pre-approved by the Student Activities Department.

6.11.4

Where pre-approved by the Student Activities Department, taxis may also be used to reach fixtures that are difficult to access via public transport, or where this provides a more cost-effective solution.



6.11.5

When using one of the Union's self-drive minibuses, all processes outlined in the Driver Handbook and How-to Guides must be followed.

6.11.6

Claims must be submitted within one month and must follow the process set out in the handbook.

6.12 Accommodation

Accommodation costs for core Club or Society activity may be reimbursed up to £25 per night per person, when pre-approved and if all procedures are followed.

6.13 Referee Costs

6.13.1 Referee fees for BUCS and LUSL fixtures will be covered when all correct procedures are followed.

6.14 Gambling with Stakes

6.14.1 Clubs and Societies must not engage in gambling with stakes.

6.15 Funding Veto

6.15.1 If any regulation or procedure is breached, the Union reserves the right to revoke funding access or freeze accounts.

7. Publicity and Use of IT

7.1 Publicity Regulations

7.1.1 The Chair must sign and agree to the Club and Society [Social Media Policy](#). This policy outlines the specific regulations attached to Club and Society publicity and social media compliance.

7.2 Publicity Material

7.2.1 Clubs and Societies may use any means of publicity available to them, provided they follow the Social Media Policy and comply with Union guidelines and values.

7.2.2 Failure to follow Union or University publicity procedures, including unauthorised fly-posting, may result in disciplinary referral to the Team Brunel or Societies Guild Committee.

7.3 Websites

7.3.1 Clubs and Societies must keep their webpage on brunelstudents.com up to date at all times.

7.4 Email Accounts and Mailing Lists

7.4.1 All Clubs and Societies must have a contact email address listed on their webpage.

7.4.2 Committee Members are expected to respond promptly to all enquiries from Union



members and staff.

7.4.3 Clubs and Societies may communicate with members using the brunelstudents.com messaging system.

7.4.4 All mass emails must use the BCC function to protect recipients' privacy.

7.4.5 An opt-out option must be provided on all mailing lists.

7.5 Data Protection

7.5.1 Clubs and Societies must comply with the Data Protection Act 1998 and the Union's Data Protection Policy.

7.5.2 Membership data may only be used for the purpose it was collected.

7.5.3 Membership data must not be shared with third parties. Any external requests must be referred to the Student Activities Department.

7.6 Publications and Broadcasts

7.6.1 The Union is the legal publisher of all Club and Society publications and broadcasts.

7.6.2 All content must follow Union regulations and values. Clubs and Societies must not engage with or promote external organisations that contradict these values.

7.7 Colours and Awards

7.7.1 The Union recognises Club and Society achievements through individual and group awards.

7.7.2 Award types, nomination deadlines, and criteria are set by the Team Brunel Committee and Societies Guild Committee.

7.7.3 Nominations are reviewed by the Team Brunel or Societies Guild Committee.

7.7.4 Committee members with a conflict of interest must withdraw from any related decisions.

8. Facilities and Activities

8.1 Room Bookings

8.1.1 Only committee members may book rooms or campus spaces for their Club or Society.

8.1.2 All bookings must follow the procedure in the Club and Society How to Guides. Unused rooms should be cancelled at least two working days in advance. Repeated no-shows may lead to booking restrictions.

8.1.4 Clubs and Societies must not book spaces for other groups or external organisations.

8.1.5 All Union-hosted events must be open to members of all genders.

8.1.6 Enforced gender segregation is not allowed. This includes steward-led or pre-assigned gendered seating.

8.1.7 Voluntary gender grouping is permitted, but individuals must not be pressured to mix or separate.



8.1.8 Exceptions to the above may only be made where religious beliefs require gender separation and should be pre agreed and evidenced with the Student Activities team ahead of the activity.

8.2 Sports Facilities

8.2.1 Clubs may book University sports facilities annually via procedures outlined in the How to Guides and circulated to committee members.

8.2.2 Facilities must be treated respectfully. Any issues must be reported to the Union.

8.3 External Venues and Facilities

8.3.1 External venues may only be used with prior approval, the required allocated budget, and following the Club and Society How to Guide processes.

8.3.2 All venue conditions must be followed.

8.4 External Speakers and Freedom of Speech

8.4.1 The Union supports lawful freedom of speech and welcomes external speakers who do not incite hatred or violence, in line with national legislation.

8.4.2 Events involving external speakers must be submitted for approval using the How to Guide procedures.

8.4.3 No promotional materials may be shared until speaker approval is confirmed.

8.4.4 The Union and University may cancel events where policies or safety standards are not met.

8.5 Initiations, Peer Pressure, and Hazing

8.5.1 Initiation ceremonies are strictly prohibited.

8.5.2 An initiation is any event where new members must complete tasks for acceptance, credibility, or status.

8.5.3 No one should be pressured to take part in activities they are uncomfortable with.

8.5.4 All Clubs and Societies must follow the Union's Social, Events, Alcohol, and Initiations Policy.

9. Sports Club Specific Regulations

9.1 Participation in Competitive Sports

9.1.1 Sports Clubs must comply with BUCS, LUSL, and National Governing Body (NGB) rules, along with any competition organiser regulations.

9.2 Sports Kit and Representative Colours

9.2.1 Team Brunel colours are Union Blue (#385072) and Union Yellow (#FED100).

9.2.2 All kit must include these colours and the Team Brunel sports logo.



9.2.3 All kit and leisurewear designs must be approved by the Student Activities Team before ordering.

9.2.4 Orders must comply with the Union's supplier contracts and exclusivity arrangements.

9.3 Coach Registration

9.3.1 Clubs must register their coach using the Coaching Form and provide proof of insurance, qualifications and DBS where relevant.

9.3.2 No coaching should take place before official Union approval is confirmed.

9.3.3 All coaches must meet Union expectations with regards to monitoring memberships at sessions, taking registers and submission of invoices. If any expectations are not met, then payment may be withheld and the relationship terminated.

10. Health and Safety

10.1 Personal Insurance

10.1.1 All Full Members are covered by the Union's accident insurance policy.

10.1.2 The Union does not cover loss or damage of personal belongings.

10.2 Equipment Insurance

10.2.1 All Club and Society equipment belongs to the Union and is insured accordingly.

10.2.2 Equipment must be listed on the inventory to be covered.

10.2.3 Items must be stored in secure, locked spaces when not in use.

10.3 Insurance for Borrowed or Hired Equipment

10.3.1 Borrowed or hired items are not covered by Union insurance.

10.3.2 Temporary cover may be arranged using procedures in the How to Guides if the supplier does not provide cover.

10.4 Trips Abroad

10.4.1 Additional insurance must be arranged for Union-owned equipment taken outside the UK.

10.4.2 Members must arrange their own personal travel insurance. The Union does not provide this.

10.4.3 Sports Clubs must comply with any relevant NGB tour registration policies.

10.5 Insurance Claims

10.5.1 All claims must follow the procedure in the Club and Society How to Guides.

10.6 Risk Assessments

10.6.1 All Clubs and Societies must follow the Union's Statement of Intent.

10.6.2 An Annual Risk Assessment must be completed for all sports clubs.



10.6.3 Additional Risk Assessments must be completed for one-off events or new activities for all clubs and societies.

10.6.4 Overnight trips must be submitted via the Trip Form. All trips abroad must be submitted on a Trip form and approved by both the Union and University before being authorised.

10.6.5 All incidents and near misses must be reported following Union procedures.

11. Charity Fundraising

11.1 General Principles

11.1.1 The Union is a registered charity, and its funds must support its own charitable objectives.

11.1.2 Clubs and Societies are permitted to fundraise for external charities, but this must be done through the Raising and Giving (RAG) initiative and in line with Union procedures.

11.1.3 All fundraising activity must comply with relevant charity law and be appropriate for a students' union setting.

11.2 Approval of Fundraising Activities

11.2.1 All fundraising for external charities must be submitted for approval by the Student Activities Team in advance.

11.2.2 External charities must be registered with the UK Charity Commission.

11.3 Fundraising Procedure

11.3.1 A Fundraising Form must be completed before any fundraising takes place.

11.3.2 The Fundraising Form must include:

- a. Contact details for the Club or Society
- b. Date and description of the fundraising activity
- c. Name and charity number of the intended beneficiary

11.3.3 Forms must be submitted electronically with sufficient notice ahead of the event date.

11.3.4 Activities must not go ahead until approval has been granted.

11.4 Handling and Donating Funds

11.4.1 Clubs and Societies are responsible for ensuring funds raised are collected correctly and transparently.

11.4.2 Funds must be deposited with the Union Finance Office, who will arrange for the donation once the RAG fundraising form has been completed.

11.4.3 All donors must be able to clearly identify the benefitting charity (/charities) at the point of donation.

11.5 Cash Collection and Best Practice



11.5.1 All cash collections must adhere to charity law and any relevant Union processes.

11.5.2 The Union will provide guidance and support, including:

- a. Collection buckets or tins
- b. Advice on appropriate conduct and messaging
- c. Guidance on how to count and store money securely

11.5.3 Clubs and Societies must not undertake street collections or public collections off-campus without appropriate permissions.

12. Foreign Influence Registration Scheme (FIRS)

12.1 Overview

The Union of Brunel Students adheres to the UK Government's Foreign Influence Registration Scheme (FIRS), which requires registration of certain arrangements with foreign powers if they involve political influence activity in the UK.

12.2 Union Responsibility

As affiliated societies are not legally distinct from the Union, the Union assumes legal responsibility for any necessary registrations under FIRS.

12.3 Society Responsibilities

All Clubs and Societies are required to declare any formal or informal arrangements or affiliations with foreign governments or foreign state-linked organisations (e.g. embassies, cultural organisations).

12.4 Declaration Process

As part of society registration and re-registration, all societies must complete a Foreign Links Declaration confirming whether any such arrangements exist or are planned. Where applicable, brief details must be provided.

12.5 Monitoring and Follow-Up

Where a relevant relationship is declared or identified, the Union will follow up with the society to gather further information. If needed, the Union will complete the registration process with the Home Office.

12.6 Oversight and Training

The Union includes FIRS compliance within its risk management procedures. Relevant training and guidance will be provided to Union staff and society committee members to ensure ongoing awareness and compliance.