

# HISA

[www.hisa.uhi.ac.uk](http://www.hisa.uhi.ac.uk)

Highlands and Islands  
Students' Association

Comann Oileanaich na

Gàidhealtachd agus nan Eilean

## HISA NEW CLUBS AND SOCIETIES

### Q's & A's

### 2017-2018



# Welcome!

On behalf of HISA, we are delighted you have decided to run a club or a society. Being a student in the Highlands and Islands is a fantastic experience, and we are here to ensure you make the most of it!

As a new club, we hope you will work towards gaining members, organising exciting events and most importantly, that you will have a valuable time running your club or society.

This document aims to answer common FAQ's, and provides you with a list of contacts that you will hopefully find useful.

Good luck for your year ahead!

# HISA Funding

The stuff we all want to know about- how to secure some funding! It's no surprise that running a club or society anywhere comes with costs, and living in somewhere like the Highlands and Islands whereby everything is simply awesome for miles means we want to get out and explore. It would be smart to gain some kind of funding to ensure you've enough funds for your meetings to be productive. We are more than happy to support you with this!

New clubs and societies can be eligible for the **Emerging Fund** and can gain up to £100 as a gesture towards starting up costs. This may include advertisements, leaflets, administration materials, or even a welcome buffet for new members- it is really up to you!

You are also eligible to apply for **HISA's Match Funding**. You can apply for this at 3 different times of the year:

- Round 1: September - December
- Round 2: January - April
- Round 3: May - August

This is a great way to gain more funds by fundraising in the community, and a fantastic way to get to know your fellow club or society members. The maximum for a club or society in one round would be £500, with a total of £1,500 if you managed that each round. It is on a ***first come, first served basis***, so we suggest you get planning!

How to spend your allocated money:

## Emerging Club funding

Currently, HISA keep hold of your allocated budget and deduct as you spend. The way this works is:

**1. You fill in a HISA existing C&S request form.** This asks for information on:

- + Event/ Equipment you are putting money towards
- + Why you are making the purchase
- + The amount

This process allows you to either:

- + Pay for the item yourself and claim back the money
- + Send the invoice of purchase directly to us
- + Send a request in for us to purchase the item directly

## **2. We send you confirmation, followed with an update on your budget total left**

This is to ensure you know exactly how much money you have left over following your recent purchase, and to provide you with information on when you should receive your item(s).

### Terms & Conditions:

-HISA has the right to decline any purchases we deem as not fit for purpose for your club or society. This can sometimes be based on what you have stated in your application form.

- All updated equipment must be noted, and a list of equipment the club owns must be sent to the Activities Coordinator as soon as possible

-You are expected to keep all equipment purchased in good condition

### How to apply for match funding

**1. Fill in a Match Fund application in advance of fundraising.** This allows HISA to view your plans, and promote your fundraising event. It also allows us to keep this as fair as possible regarding the first come, first served policy.

Please note, clubs and societies are able to apply for match funding as many times as they wish, but will not receive more than £500 per round

**2. Fill in a Match Fund Claim Form** once the fundraising event has taken place, to enable you to receive the funding. You will be expected to provide evidence that the money has been received into a bank account

**3. You will need to supply further evidence of your fundraising event in the form of photographs or videos.** You must also agree for HISA to use your photographs for social media and for promotional purposes

### Terms and conditions:

- The money received from HISA as part of the Match Funding scheme will be used for the club or society, and will be added onto the total amount given from the 'existing club fund' or 'emerging club fund' to enable HISA to note what the money is being spent on

-HISA have the right to refuse applications where we feel the fundraisers do not meet satisfactory standards. 'Fundraising' is designed to be a social event, whereby members of

your club or society work together to gain extra funds. We will not accept applications to match other external funding as there is no evidence of community engagement

- HISA have the right to refuse applications if no evidence is given, or if the application does not support HISA using photographs for promotional purposes

### **What do we expect from you in return of the funding and support?**

As we are funding you to help to sustain your club, or society, there are a few conditions we wish you to adhere to.

1. Use our logo on any kit you have. If we are the primary funders of your club or society, we expect to be able to see some form of representation for us.
2. Keep us up to date with what events you have planned as much as possible. We can then advertise the events for you free of charge, and share your fantastic organisation with other clubs and societies- you are the idols!
3. Keep in touch- we want to hear from you! If members have changed, or if your club/society has changed in anyway, please let us know. We like to keep up to date with numbers, so we can provide as much help as possible with the sustainability of your group.
4. Let us know before you enter competitions: We want to document how many of you are competing and, more importantly, want to ensure we are backing you guys!
5. Throughout your year, create a handover document for the club or society. This enables new members to pick up a simple document with what the club or society has done in the past and how to do it. Simple!
6. If you have our elite athlete tops (featured below) please ensure you wear these in competitions where possible. If you are competing in an event as a team OR individually, we would like to hear from you.



# Setting up

## **Should I charge for membership?**

The choice here is yours. Whether you choose to charge for membership should depend on how many trips you want to plan and how much money it will cost you to run your club or society. For example, if you are paying for space, or rentals of pools, etc., a small membership fee may help to sustain the group. It can also keep costs down for trips.

## **What help will I receive from HISA?**

HISA has an activities coordinator, who is dedicated to ensuring activities happen across the whole of the UHI. Providing support and advice for clubs and societies is extremely important in this role and the activities coordinator is available to contact between 9.00am-4.30pm each day.

Contact details as shown below:

[Emma.robson@uhi.ac.uk](mailto:Emma.robson@uhi.ac.uk)

014632 79294

In regards to help, HISA will ensure your means of joining the club and society are advertised on the HISA website and will give regular Facebook updates of your events and fundraisers.

## **What does my year plan need to look like?**

A lot of information is asked on the registration form and it is designed to try to guide you to make yearly plans for your club or society. By having an idea what you'd like to do, this allows you and your committee to start planning and maximise members. It also makes your group look more appealing as you've been proactive. There is no right or wrong answer, but it would be advisable to come up with a draft plan for example;

**Winter Events**

**Spring Events  
of events**

**Summer Events**

**Autumn Events**

**OR**

**January – December: Full calendar**

# Other Funding stuff

## What fundraisers can I organise?

To gain match funding, you must fundraise. We had some successful fundraising last year that included:

Tea Party  
Homemade pub quiz  
5k run for the football team  
Bake sale.... To name a few

Other ideas you could use are:

Bake-a-thon	Gift wrap service	Pools
Ticketed event	Make a student cookbook & sell it	Board game tournament
Raffle	Spa Night	Chilli cook off
24 hour matches	Halloween party	Carol Singing
Offer car washing	Dance-a-thon	Duck race
Auction unwanted presents	Pizza Night	Funny photo contest
Cook off	Santa Breakfast	Trivia Night

If you would like any advice, or are struggling to come up with ideas, please get in touch and we will endeavour to try our best to help.

## Terms and conditions:

- The fundraisers set out must be deemed appropriate. You must ensure you have shown the activities coordinator your plan for fundraising before going ahead to ensure any safety concerns are flagged.
- The public must not be put at risk for any of the fundraisers
- No under 18s will be allowed in public drinking areas
- A risk assessment will need to be carried out before the fundraiser goes ahead

## Is there any external funding on offer?

There are pots of external funding in Scotland, which are always worth applying for.

The UHI offers an Elite Athletes fund. The criteria for this is:

- You must currently be studying at UHI or at one of its academic partners

- You must be competing in your chosen sport at a national or international level and, where possible, representing the UHI

The Elite Athletes Fund is intended to provide monetary assistance to support participation in your chosen sport.

That means you can claim for things such as:

- Travel to competitions
- Competition entry fees
- Costs associated with taking part in training camps, such as accommodation

The fund is not intended to support athletes with day-to-day costs, such as living expenses or sports equipment. However, an individual who is part of a team could apply for funding for costs which they are expected to pay themselves. For example, individual members from clubs and societies rather than a whole team.

### **Awards for All**

This one's designed to assisting sports clubs to develop sport. It includes:

- equipment, coach education, programmes, small facilities projects
- Award level £300 - £10,000
- All projects should be discussed with sportscotland prior to application
- Governance document must be checked by sportscotland prior to application

They will prioritise projects that make an impact on the participation or progression in sport by:

- Providing opportunities for those from disadvantaged areas to get involved in sport and physical activity
- Engaging with women and girls, people with disabilities, and young people, to get them involved in sport and physical activity
- Increasing the number and quality of coaches and deliverers working across all sport and physical activity environments

and will take into consideration projects that:

- Demonstrate established partnership working with Local Authorities and/ or Scottish Governing Bodies of Sport
- Demonstrate strong engagement with their community and other sports clubs

[www.awardsforall.org.uk](http://www.awardsforall.org.uk)

[sportscotland.enquiries@sportscotland.org.uk](mailto:sportscotland.enquiries@sportscotland.org.uk) 0141 534 6500

## **UKCC subsidy for coaches**

- Funding for accessible, affordable coaching courses
- UKCC endorsed qualifications

Level 1: 40% of full course cost with a maximum value of £75

Level 2: 60% of full course cost with a maximum value of £350

Level 3 & 4: A variable scale of 20%, 40% or 60% of the full course cost (see website)

<https://sportscotland.org.uk/funding/ukcc-subsidy-for-coaches/>

0141 534 6500

## **Direct club investment programme**

This programme is focused on strengthening club sport by investing in sport clubs that can significantly deliver on:

- Growth in club membership
- and/or
- Growth in clubs which provide the correct environment to develop athletes to performance levels.
- Award level: A guide figure of up to £10,000 per project per annum. Investment will be provided for 2-4 years, depending on the project

[www.sportscotland.org.uk/clubinvestment](http://www.sportscotland.org.uk/clubinvestment)

## **Other funding sources**

These can be found at [www.sportscotland.org.uk/funding](http://www.sportscotland.org.uk/funding)

### **Write to:**

**Sportscotland**  
**Doges, Templeton on the Green**  
**62 Templeton Street, Glasgow G40 1DA**  
**Tel: 0141 534 6500**

### **Am I supposed to set up a bank account?**

You are able to set up a club/society bank account and this can be done at any local branch. However, it is NOT essential. Bank accounts are generally set up if there are lots of transactions taking place, or if you fundraiser regularly and need to ensure someone is on top of your funding situation.

Almost all banks have an option to open an account designed for clubs and societies but will naturally have different policies. You are generally able to have up to 3 signatures to allow

access to the bank and sign cheques.

Try the following if this is something of interest of you.

Santander Treasurers Current Account

<http://www.santander.co.uk/uk/business/clubs-charities-accounts>

Natwest Community Account

<http://personal.natwest.com/personal/life-moments/starting-a-club.html>

RBS Community Account

<http://personal.rbs.co.uk/personal/life-moments/starting-a-club.html>

TSB Treasurer Account

<http://www.tsb.co.uk/business/accounts/treasurer-account/>

Lloyds Treasurer Account

<http://www.lloydsbank.com/business/retail-business/current-accounts/treasurers-account.asp>

Clydesdale bank also offer several accounts that could be used [www.cbonline.co.uk/](http://www.cbonline.co.uk/)

### **Am I insured? Is my equipment insured?**

HISA have basic insurance for clubs and societies that are registered with HISA.

That is: **Endsleigh Personal Accident Insurance Plan for Students**

HISA give lists of clubs and societies to Endsleigh annually, so it is vitally important you are on that list to receive cover.

This is basic cover and details on this can be sent, as requested. It is vital clubs are aware that the insurance does not cover: engaging in:

1. Aviation as pilot or crew of a fixed wing rotary aircraft;
2. Canoeing, boating or sailing more than 4.5 miles from the coastline;
3. Underwater diving unless in accordance with BSAC or PADI regulations;
4. Activities undertaken in the pursuit of danger e.g. bungee jumping and fire-walking

Equipment is **NOT** insured and this will be something your club will need to look into and take out of your budgets separately. If you have any questions about this, please get in touch.

## **Can HISA advertise for us?**

Absolutely! We want to shout about how fantastic you are, and help to increase your membership over our website and social media! Please just remember to get in touch with our fantastic communications coordinator, Lucie Bell, who will be incredibly happy to hear from you! If you have any events coming up, get in touch below:

Lucie Bell  
[lucie.bell@uhi.ac.uk](mailto:lucie.bell@uhi.ac.uk)  
01463 79392

## **Do we need a constitution?**

A what?! A constitution is used quite a lot in sporting clubs. They are basically a set of aims and rules your group will use. It's a statement of what your group is going to do and how it is going to do it. It is important because:

- A written understanding is easier to pass down to new members
- Jobs are more likely to get done
- It will serve as a reference, and help to resolve problems in times of controversy
- Outsiders, especially potential funders, will want to see that your group is democratic and accountable. This involves having a clear procedure by which decisions are made

There are plenty examples online, but please feel free to get in touch for a HISA basic constitution copy in which you alter to suit your club or society

They are not always necessary, but are an excellent idea in taking steps to keep your club sustainable

## **What is a handover document?**

Nothing scary that's for sure. It's a simple report on what's happening, how to do it and when.

Break your document into pieces:

- + Welcome and background of the club/society
- + What to organise straight away when taking over the club/society
- +First half of the year plans and what there is to arrange
- +Second half of the year plans and what there is to arrange
- +Funding: What to do and when
- +Top tips
- +What to look out for

**Is there anywhere we can ask all these questions?**

2017-2018 is a little different from last year. HISA will have a Clubs and Society AGM taking place in April next year in which you are all invited to. This is a place to talk about what's happening in your clubs and societies and also a chance to openly discuss funding and how this should be spread across the clubs and societies for next year.

**This will take place Thursday 19<sup>th</sup> April.**

More information will follow.