

10 Ways To Welcome You Back!



A huge “hello” from all of us in Activities :-)

We hope you are all keeping well and are excited about returning in term 1. We have prepared this guide for you which is full of updates on what to expect for your clubs and societies during term 1:

People’s safety is priority in everything we do during this time.

We’ve taken a lot of measures to make the LUU building safe:

<https://www.luu.org.uk/news/2020/08/12/how-were-approaching-coronavirus-safety-in-the-luu-building/>

And we want to help you deliver what you can for students whilst also making sure that what you do is safe.

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1) Term 1 expectations

Due to Covid-19, we will be operating differently in term 1 and this guidance is for term 1 only. As a Union, we are making robust preparations to ensure your safety whilst aiming for each society to continue with their activity at a reduced capacity. Do expect

limited activity and socials in term 1 due to social distancing measures - however we are working on the principle that every society will have access to space during the term.

(We are continuing to review health guidance and will release an update for Term 2 as soon as we can)

The following will continue to be on hold over the summer until the start of term 1:

Activities and socials (unless they can take place digitally)

Trips

Events

Bookings (including transport, rooms or events)

Grants and funding applications

The following activities will **not** take place during term 1:

Singing and Performances - We are not permitting any indoor or outdoor performances (or performance rehearsals) during term 1. This includes: drama, comedy and music performances. We know that this is disappointing and we want to showcase societies as much as possible. We have therefore invested in digital screens across campus where you can showcase any videos or virtual content throughout term 1.

Note: we will continue to review the situation and will communicate as soon as there is any change to our policy.

Society formations - LUU society formations will be on hold until further notice. This is to ensure that our current societies are well supported (especially those that may be struggling and need extra support). Please choose a similar society to join until society formations re-open.

Varsity - Varsity is postponed (until further notice) and will not take place in 2020 due to government social distancing regulations for mass gatherings.

These are unprecedented times and we will continue to monitor the latest guidance. Your safety and reducing the risk of transmission is our primary concern. We want to thank you for your understanding. If you have any queries, please contact activities@leeds.ac.uk.

2) Social distancing guidelines for Societies

We will continue to follow government guidelines for all club and society activity during term 1 in order to keep you and your members safe. **Please click on the links below and read the latest government guidelines for multi purpose activity spaces and outdoor sport:**

COVID-19: Guidance for the safe use of multi-purpose community facilities

Guidance for the public on the phased return of outdoor sport and recreation in England

Social distancing

Up to two households are permitted to gather in groups of more than 6 people indoors or outdoors, provided members of different households can follow social distancing guidelines. This means a distance of 2 metres between people from different households, or 1 meter plus mitigations (such as face coverings or avoiding face-to-face contact) where 2 metres is not possible.

Key things to remember:

In addition to the guidelines, the following principles should be observed to ensure that your activity operates in a way that minimises the risk of spreading infection:

- **Government guidance** - ensure activity is COVID secure
- **Keep your distance** - keep at least 2 meters (3 steps) away from anyone you do not live with
- **Adaptability** - be adaptable, for example if a local lockdown were to be necessary
- **Gatherings** - rules on [gatherings](#)
- **Face coverings** - to be worn on campus but not during your activity
- **Wash hands** - wash your hands often and utilise the cleaning stations across campus
- **Time limit** - limit the time you spend interacting with people from outside your household or support bubble to the activity you are participating in
- **Activity limit** - limit the number of different activities which you participate in succession to reduce the potential chain of transmission
- **Limit sharing** - where possible it is recommended that sharing of equipment is limited, for example you should use your own tennis racquet, golf club or basketball. If you do share, practice strict hand hygiene
- **Limit group** - the size of the group should be limited to the minimum which allows the activity to take place
- **Testing** - [track and trace requirements](#)
- **Communication** - communicating clearly and consistently with all your members

- **Risk prevention** - If organising an activity, you should carry out a risk assessment to identify actions which could minimise the risk of transmission

The Activities team will support you with your risk assessments - the team will be preparing your risk assessments over the summer which you can review at the start of term 1. Please do not fill out an additional annual risk assessment form unless you have been asked to do so by the activities team.

3) All things sport

Staff from Sport and Physical Activity (SPA) and LUU will host two interactive sessions that will be used to provide sports club committee members with updates about facilities and programming, BUCS, Gryphon funding and return to activity. All club training and activity will have to adhere to the Government, NGB and University guidelines. There will be a chance for committee members to ask any questions you may have. These sessions will be taking place online via MS TEAMS and can be accessed through the links below on the following dates:

Weds 26th August: 10am – 11am

Friday 28th August: 3pm – 4pm

Please register here: <https://forms.gle/AZRLxdwD3wqvy9SU9>

BUCS League and Knockout Competition will run between the end of January to April 2021 (this is the weekly Wednesday fixtures). It is still TBC whether this will be a League and Knockout programme or simply just a League programme.

The BUCS Events Calendar is due to be officially released at the end of August. The majority of events will run in Term 2 however there may be a handful that can run in Term 1 depending on the safety of the event and the guidelines in place at the time.

Chapel Access

There is currently no access to the Chapel or any university sport facilities. Access may be arranged to remove personal items only. This access requires a staff member to be present on site - any visits must be booked and agreed in advance. Contact Sam Lee: 0113 343 3003 or email: s.d.lee@leeds.ac.uk

An update from Sport & Physical Activity (SPA)

***“We are very excited to be making plans for reopening our facilities and to welcome you back. Following the recent government announcement our facilities will remain closed at the present time, however, we are aiming to open The Edge on the 28th September and to provide some access to our outdoor facilities at Sports Park Weetwood and Bodington Playing Fields.*”**

We continue to work hard to ensure that the transition towards reopening our facilities, as part of the wider University reopening, goes smoothly and that the safety of our users is maintained. We will reopen in accordance with government and university guidelines to provide a safe and planned COVID-secure environment, with staff trained to give the best possible experience."

Updates from the Sport & Physical Activity will continue to be published on:
sport.leeds.ac.uk.

4) Freshers/Welcome Week (w/c 21st September 2020) and 'Welcome Term'

September 2020 will be a Freshers like no other! Our aim is to use this change in landscape as an opportunity to do things differently, more innovatively and maximise our virtual reach to students. Freshers' this year will be a 'Welcome Week'. There will be commercial stalls, events and society stalls (campus stalls will be limited due to social distancing). In order for all clubs and societies to have the opportunity to showcase their activities, we will be asking you to host 'virtual society stalls' and update your websites. This is so your society can be promoted on our digital platforms across campus - it will also give you time during 'Welcome Week' to interact with new students digitally (via google, zoom, facebook etc) like you would on a Freshers' stall. 'Welcome Week' will give you a much wider audience than ever before, this is an opportunity not to be missed!

To achieve this blended approach of in person and virtual interaction, we will need all societies to be creative. This could include online cooking demonstrations, virtual choirs or even interactive sport competitions... the possibilities are endless and our team is here to support you. We will be asking you to complete a google form telling us what support you will need - we will send this out separately. There will be representatives from a range of societies on campus throughout the week (including space for live demos) however due to limited space, the majority of society interaction with students will be virtual - enabling students who are social distancing in Halls, living off campus or even living abroad, to be involved.

Members of our team are in the process of putting a schedule together so that you will have a designated time slot throughout the week to interact with Freshers' students virtually. We will also be asking you to provide an 'expression of interest' in being present on campus (and having a stall) during 'Welcome Week'. Spaces for this will be very limited. We require representation from all society categories and you will need to follow strict social distancing guidelines including: keeping a 2 metre distance, using face coverings and not providing any leaflets due to cross contamination. Further guidance on social distancing will be provided if you are allocated a stall on campus.

We will be contacting all societies separately regarding digital content for 'virtual society stalls', virtual demos and stalls on campus during 'Welcome Week'.

5) Give it a Go (GIAG) and room bookings

Give it a Go (GIAG) remains as popular as ever and we are approaching GIAG's differently this year. Feedback has highlighted that societies would like their GIAG's to take place in term 1 but due to lack of space this has not been possible in the past. We have listened to you and what we propose this year is to have a designated space for student activity to host their GIAG's (in addition to other bookable rooms and events off campus) with the aim for all GIAG's to take place in term 1.

This designated society space will allow GIAG's to happen daily throughout term 1 (lunch time, late afternoon and early evening) - the space will be available at weekends too. This is a new way of working and all societies will need to adhere to social distancing guidelines. We will require each GIAG to be streamed live (using a digital platform such as Zoom, Skype or Facebook live) enabling those unable to attend to still participate. We will support you with this.

We are asking you to be creative with your GIAG's and bear in mind the current Covid restrictions, e.g. you will not be able to provide food (give away samples) due to cross contamination but instead you could host a cookalong online. Our team will be in touch separately regarding GIAG's - you will be able to select a date for your GIAG and submit a short google form outlining your GIAG activity so we can approve it and ensure it meets the safety requirements.

Room Bookings

We are currently mapping out all the bookable space on campus so that rooms can be booked for your activity in term 1 - we will contact you regarding booking rooms as we will not be using the usual booking system in term 1. Measures have been put in place to ensure that you can still utilise LUU communal spaces where possible and ensure that any activity that happens in them does so safely. Where activities (such as committee meetings) can take place online, we would encourage you to do so as space is very limited. Activities such as: art classes and small socials can be booked at the start of term 1.

In order to ensure the rooms are clean and safe for each usage, it is the responsibility of your society members to clean the room both before and after each use. We will extend all bookings made for the rooms to include a 15 minute time at the start and end of the booking to prepare the room. The cleaning materials located at each cleaning station within the rooms must be used by your society members to clean and prepare the room for the activity both before and afterwards.

It is the responsibility of your committee to ensure that:

- The activity has been approved (criteria and a google form will be provided) and is unable to take place either outdoors or using virtual meeting tools. Where a

face to face activity is required, social distancing mitigation measures must be in place.

- The room is cleaned using the cleaning materials provided before and after the meeting, this includes tables, surfaces, door handles, screens and any other communal equipment which may pose a contamination risk. The responsibility for cleaning the room lies with the society that booked the room.
- That room usage does not exceed the occupancy capacity at any time. Capacity for each room is clearly displayed on the entrance to and within each room. Again, spot checks will take place throughout term 1.
- Social distancing is observed at all times within the meeting space (2 metres, or 1m+ with risk mitigation where 2m is not viable, is acceptable). There will be more information on social distancing and risk mitigation in the 'Social distancing guidelines for Societies' section.

All room booking requests will need to be approved before any activity takes place. We will be in contact separately as we have a new 'Individual Activity' Google form to be completed for all term 1 activity.

6) Membership, Funding, Grants and Cash Office

As club and society activity will be operating at a reduced rate in term 1, we propose that you think carefully about your membership fees with the aim to make your societies as inexpensive and as inclusive as possible. This will mean adapting your core activities to reflect social distancing and limited activity. You may want to have the majority of your activity online or repeat set activities so more people can get involved.

In terms 2 and 3, your society costs are likely to increase due to government restrictions being lifted and more activity taking place. It is the responsibility of the core committee to agree a membership price - please email your membership costs to activities@leeds.ac.uk.

Grants

Do check the grants page for any additional funding that you may wish to apply for:

[Are there any funding opportunities available for my club or society?](#)

Cash Office

We are trying to minimise the use of cash and will no longer be able to offer cash advances or expense reclaims in cash. You can pay out any amount by bank transfer, providing you have the money in your account via the online system. You should try to take all income via your LUU website shop. We appreciate this will not always be possible so you can now request your society bank details by contacting askfinance@leeds.ac.uk

It's time to retake your cash office training (if you are a signatory) and you no longer need to physically come into the cash office with your student ID. Once you have completed the quiz and at least two people are signed on as signatories, you will automatically be set up on the online system and be authorised to use your account.

Here is the link to the Cash Office Quiz: [Cash Office training](#)

7) Compliance checklist for Term 1

We will be asking you to submit the following documents at the start of term. We have provided each society with a G Suite account - please start using your G suite society accounts so we can share the documents with you. Most societies will simply need to review the documents from last year and sign them (and therefore not submit new documents). Our team will support you and you will have until the **19th October** to complete your core compliance documents. Here is a checklist to help you:

Annual Compliance Documents	Task	To be completed and submitted between
Annual Risk Assessment	Update and sign	21/09/20 to 19/10/20
Social Guidelines	Update and sign	21/09/20 to 19/10/20
Constitution	Update and sign	21/09/20 to 19/10/20
Additional Documents (Sports Only)		
Code of Practice	Update and sign	21/09/20 to 19/10/20
Code of Conduct	Update and sign	21/09/20 to 19/10/20
Coaches registration	Update and sign	21/09/20 to 19/10/20

8) Activities Team

Based on your much valued feedback, we are revising the way the Activities Team operates to reflect the changing needs of our students. From September onwards, we will focus on:

- ★ **Society development to better support student committee leaders**

- ★ **Streamlining processes and documentation (ensuring that you do less of it)**
- ★ **Working more collaboratively with the Activities Exec to ensure that your voices are heard and your feedback is actioned**

The changes to our team will ensure that you receive the best service possible - enabling your clubs and societies to thrive. We ask that you bear with us during this transition period and we encourage you to provide regular feedback so that your needs are being met.

9) Activities Officer and the Activities Exec

We would like to introduce the fabulous Lucy Murphy who is our new Activities Officer 20/21. Watch the video below to hear a few words from Lucy....

[Lucy-Murphy-Activities-Officer-Leeds-University-Union.MOV](#)

Lucy will be hosting 'virtual' drop in sessions in the lead up to 'Welcome Week' - do drop by if you have any questions or if you'd just like to say hello:

Friday 4th September at 1:00	https://zoom.us/j/94436970752
Friday 11th September at 1:00	https://zoom.us/j/97604718106
Friday 18th September at 1:00	https://zoom.us/j/97640968678

Alongside Lucy we have a brand new Activities Exec to listen to you and represent you, ensuring that you have the best experience possible whilst leading your societies.

10) What we need from you...

To make all this work we need YOU - your enthusiasm, your innovation and your leadership so that term 1 is as brilliant as you deserve it to be. Do start preparing your virtual content so that we can support you in showcasing your societies online - there is plenty of support available and we will be in touch soon to let you know the next steps.

Here is a guide to support you with your webpages: [Clubs and Socs website user guide](#)

Our team will also be in touch with you regarding ideas and content that you may want for your 'virtual society stalls' during 'Welcome Week'.

For LUU updates please check the LUU 'Welcome Website': <https://welcome.luu.org.uk/>

We will send out the new 'Individual Activity' form which will cover activity during 'Welcome Week', 'Welcome Term 1' and GIAG's.

From all of us in 'Activities' we want to say THANK YOU for your patience, for looking after yourselves and each other during a global pandemic. Thank you for making us all so proud to work with you.

Kindest regards and well wishes,

Jade Ibegbuna
Head of Activities, Volunteer Engagement and Development