

LSESU Student Group Agreement

2026/27

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Introduction

The purpose of this agreement is to state the behaviours and conduct that the London School of Economics Students' Union (LSESU) expects from Student Groups (i.e. Sports Clubs, Societies), and what Student Groups can expect in return from LSESU. All affiliated Student Groups within LSESU are bound by these sets of regulations. However, whilst the content contained within this particular document is extensive, Student Groups should also defer to their central training content, further operational guidance regarding specific processes and procedures relevant to the running of their Student Group via the **Committee Hub**, and/or other communications and updates from the Student Communities team throughout the year, as they are subject to change.

LSESU must ensure the safety of all Student Group activity, and will take any action necessary to comply with their duty of care and legal responsibilities. These regulations are intended to ensure that Student Group activity is safe and in keeping with LSESU's charitable objectives. The overall purpose and objectives of Student Groups are laid out in their individual Constitutions. Student Group funding, support and resources can only be used and provided in pursuing these objectives.

Memberships

LSESU Student Group membership must be open to all eligible LSE students regardless of any characteristics protected by the Equality Act 2010.

Standard Membership

- Any member of the Union is eligible to be a full member of a Student Group, subject to payment of the necessary membership fee.
- All LSE students must abide by the LSESU Code of Conduct.
- The core committee for each Student Group are responsible for checking that individuals have purchased the appropriate membership prior to taking part in their activities. Membership shall last from the time of its purchase until the 31st of July unless removed as per these regulations.
- Each Student Group (with the exception of National/Cultural/Faith Groups which only need 10 members) must gain at least 20 members by the end of Reading Week in Autumn Term. Those that do not meet this threshold will be referred to the Activities and Communities Officer, and may be considered for disaffiliation.

Associate Membership

- Any non-LSE students, LSE staff, or LSE Alumni who wish to become a member of an LSESU Student Group must purchase an Associate Membership.
- All Associate Members must abide by the LSESU Code of Conduct.
- In order to set up an Associate Membership option, Student Groups must apply for this annually, to be reviewed and approved by the Activities and Communities Officer.
- A maximum of 20% of a Student Group's total membership can be made up of Associate Members.
- Associate Members may not take part in representative sport if the competition host does not allow them to. However, Associate Members may take part in representative sport if the governing body does allow it, and it has approval from the Activities and Communities Officer. This decision will be made based on whether an LSE student would be denied an opportunity if a non-LSE student was to participate, and whether the participation of a non-LSE student would enhance the activity for LSE students.
- Associate Members may not vote in Union Elections or Referendums, at General Meetings of the Union, or in Student Group Elections. They're also unable to hold any committee positions within Student Groups.
- Associate Members will be considered 'external' with regards to their attendance at Student Group events, unless they are a current member of LSE or LSESU staff.

Membership Fees and Refunds

- All students must purchase and hold a membership to participate in that Student Group's activity. Committee members must also purchase a membership for their Club/Society.
- Student Group memberships are sold annually, and are valid until 31st July within the academic year for which it is purchased.
- The minimum membership fee for Societies is £1, and for Sport Clubs it's £10.
- If students cease to be a member of LSESU, their membership of Student Groups also ceases.
- The Union is responsible for the sale of all Student Group memberships via the LSESU website. Committee members are not permitted to collect membership fee payments themselves, or through any other means.
- All membership income is automatically transferred to the relevant Student Group account(s) internally.
- Membership fees can be changed by incoming committee members ahead of their year in post (beginning 01 August), but any changes after that must be agreed with LSESU. These will then be confirmed on a case-by-case basis.
- Members may request a refund for a Student Group membership up to 14 days after registration. Refund requests for memberships purchased over 14 days before the date of request will be considered on a case-by-case basis.
- Associate Membership fees must be set at a rate higher than the standard Student Membership fee, and will be reviewed and approved by the Activities and Communities Officer and/or Student Communities Team as part of the initial Associate Membership application process.
- Associate Members are not eligible to receive reimbursement of expenses (i.e. travel and trip costs) relating to Student Group activity.

New Groups

- LSESU may approve new Student Groups at specified times within an academic year. This must be done via the [LSESU New Group Affiliation Process](#).
- The Activities and Communities Officer and LSESU Communities Team decide the outcome of all New Group applications, based on the criteria set out within the application process.
- Once a final decision regarding a prospective New Group's affiliation has been made by the Activities and Communities Officer and/or Student Communities Team, no appeals will be accepted. However, a new application can be submitted for consideration during the next available application window.
- Founding committee members of New Groups' period of office (pending upon completion of required training) shall be from the point their Club/Society has officially been set up until the subsequent 31st of July by default, but may be extended until the 31st of July in the following academic year if the students are continuing at LSE and want to stay on beyond their initial time in post following set up.

Constitutions

- The Student Group Constitution template for 2026-27 can be found [here](#).
- All Student Groups must submit their Constitution to the Student Communities team ahead of each academic year as part of the onboarding process. They will then be bound by what's included within it for the duration of their time in post.
- Constitutions must lay out the Student Group's annual membership fee, its overall aims and objectives, and the core activities, events and opportunities it will offer to its members.
- Constitutions must also include an Annual Purpose Statement for, setting out how the Student Group will continue to align with LSESU's values and charitable aims/objectives.
- Constitutions may be changed, but any amendments to the Constitutions will be reviewed and ratified by the Student Communities Team and/or Activities and Communities Officer.

Committee Roles and Duties

- Student Group committees must be made up of the following core elected positions: President, Treasurer, Secretary and Wellbeing and Inclusion Officer.
- No individual may hold more than one of these core positions at the same time per Student Group, with the exception of the Secretary, who can assume the responsibilities of Wellbeing and Inclusion Officer as well in the case that this position is unfilled after two rounds of Elections.
- Committee members' period of office (pending upon completion of required training) shall be from the 1st of August (if elected in the Winter Term Elections / ahead of the next academic year) until the subsequent 31st of July. Those elected outside of the Winter Term Elections (i.e. in Autumn Term) will instead have their period of office from the date of that until the subsequent 31st of July.
- The committee is responsible for ensuring that their Student Group is run in accordance with its Constitution, and that they abide by these and all other relevant regulations of LSESU.
- The general responsibilities of a Student Group's core roles are included within the Constitution template by default.
- Non-core (sub-committee) roles may also be included as part of a Student Group's wider committee, but Student Groups must add the role descriptions for these themselves when completing their Constitution. These must be approved by the SU, and can only be held by Standard Members of the Student Group.
- Non-core roles can be included within those listed as part of the official Elections cycle, but can also be appointed by a Student Group's core committee via a recruitment/selection process, so long as all members have an equal opportunity to get involved.
- Non-core committee members may assist the core committee in running the Student Group, but cannot act or take on the duties of their roles.

Elections

- All core committee members (President, Treasurer, Secretary, Wellbeing and Inclusion Officer) must be elected via an LSESU facilitated online election process. Student Groups are not permitted to organise their own Elections for these positions outside of this process.
- Should a core role within a Student Group be left vacant following the official Winter Term Elections period, it will be included as a role in the next academic year's Autumn Term Elections instead.
- If none of the core roles are filled, or if only one person is elected into a single core role, the Club/Society for which that's the case won't be able to continue into the next academic year by default, and will instead go dormant. Interested students would then be able to set it back up again via the next available New Groups application process, subject to the requirements of that process being fulfilled.
- Details for Elections will be communicated to all Student Groups within the academic year, with up-to-date information (including Rules and Regulations) being provided and hosted [here](#) ahead of each cycle. All candidates and current committee members must abide by the Election rules.
- Elections normally take place during March/April in Winter Term, and September/October in Autumn Term.
- To run for a committee role, students must have purchased a Standard Membership for the relevant Student Group, and must be a continuing LSE student in the following academic year.
- Students who are studying abroad (but will be returning in the next academic year) can be added as candidates in the Winter Term Elections for Clubs and Societies, subject to approval by the Activities and Communities Officer and/or Student Communities Team.
- In promoting Club and Society Elections, current committee members are not permitted to show preference for individual candidates within their Club/Society.
- Use of Student Group funds or resources (including membership lists) for Elections-related campaigning and/or promotion is prohibited.
- The Returning Officer (RO) for Club and Society Elections shall be the Activities and Communities Officer, whilst the Deputy Returning Officer (DRO) will be the Head of Student Communities (or delegated authority) - both of which will be responsible for investigating/resolving complaints.
- Election results for each Student Group will be published no longer than 10 working days after the close of voting, subject to there being no outstanding issues or complaints to be resolved.

Resignations, Removals and No Confidence Motions

Resignations / Removals

- Committee members may resign by submitting a formal resignation in writing to the President of their Student Group and the Activities and Communities Officer.

- If a committee member chooses to resign, the Activities and Communities Officer will decide on the best course of action for filling the position based on the timeline against the next official round of Elections. Another committee member may assume the responsibilities of the vacant role in the interim period.
- A committee member may be removed from office because of LSESU disciplinary sanctions and/or failure to comply with the rules and regulations related to leading a Student Group, or if they no longer fit the eligibility criteria to be a Standard Member. The Activities and Communities Officer will decide the best course of action for filling positions left vacant as a result of this in the same way as outlined above.

No Confidence Motions

- Motions of no-confidence regarding any member of your committee must be submitted to the President. If the motion regards the President, it should be submitted to the Treasurer.
- The President or Treasurer must pass the details of the motion on to the Activities and Communities Officer within 24 hours of receiving this.
- The Activities and Communities Officer must approve the motion of no-confidence to move forward. They may propose several outcomes for doing so, such as the need for mediation, an investigation into what's outlined within the motion, confirmation of the vote being able to continue, or immediate removal of the committee member's position.
- The Activities and Communities Officer will advise on whether the voting constituents must be all of those with a full Standard Membership, the elected committee only, or a suitable alternative.
- Motions of no-confidence require a clear 2/3 majority of the designated voting constituents in order to pass.

Training and Development

- Student Group committee members must complete the required training as part of the onboarding process for their role, plus any additional mandatory training assigned to their Student Group and/or committee position(s) throughout the year.
- Approval of Student Group activities may be suspended until the relevant committee members have attended/completed their training and onboarding requirements.

Financial Management

Finance Accounts

- Only affiliated Student Groups shall have access to funding from LSESU, for the purpose of pursuing the aims and objectives included within that Student Group's Constitution.

- Each affiliated Student Group will be provided with an allotted financial account by LSESU. All funds collected by or on behalf of the Student Group must be paid into this account. Use of any other account or platform for collecting Student Group funds will be considered as unauthorised activity as per these regulations, and may result in disciplinary action.
- All financial transactions must be first authorised by a Student Group's President or Treasurer, and then the Student Communities team, and must not contravene LSESU's charitable status.
- LSESU reserves the right to act on behalf of a Student Group with regards to all financial matters, including the authorisation and rejection of its payments and/or reimbursements.
- The financial year end for all LSESU Student Groups shall be the 31st of July. All payment and reimbursement claims by current committee members must be submitted before this date.
- Any balances in these accounts at the end of the financial year shall be retained by LSESU within the Student Group's allotted account for use by new committee members during the following academic year.

Debt Management

- There is no overdraft facility available for Student Group accounts. They must remain in-credit at all times, unless formal arrangements and/or agreements have been made with LSESU.
- Should a Student Group incur a deficit balance for whatever reason, they must work with LSESU on implementing a debt-recovery plan, to restore the account to a credit balance over an agreed upon timeframe. This remains the case for the committee members of a Student Group beyond the academic year within which a debt and/or loss was incurred.
- LSESU retains the right to take legal action to recover monies from individual member(s) of a Student Group where a repayment plan has not been agreed or acted upon.
- No private or external bank / payment service accounts (e.g. PayPal) can be opened or operated by Student Groups.
- It remains the responsibility of the Treasurer to act as the authorised signatory for a Student Group's financial expenditure. They must stay on top of their Club/Society's current balance, plus all income and expenditure at all times. In lieu of a Treasurer, this responsibility sits with the President.
- The accounts of a Student Group which has been disaffiliated (or has ceased to exist) shall be closed, and monies transferred into a central Student Communities Fund in accordance with these regulations.

Expenditure and Reimbursement

- Student Groups must follow the appropriate processes and procedures when requesting payments or reimbursement from their allotted account. Details of this process works, and what Student Groups can and can't spend money on can be found [here](#).

- LSESU may make payments or raise invoices on behalf of a Student Group providing that it's complied with the relevant procedures and regulations, and has the available funds.
- Student Group members who have spent their own money on Student Group activities may seek reimbursement via the appropriate procedures linked above.
- All reimbursement claims must be submitted within the academic year for which they were incurred. Any claims made after the financial year-end deadline will not be accepted.
- Student Group funds collected via members, or provided by LSESU, must be spent primarily on the benefit of members / the LSE community, and be done so responsibly in line with LSESU's charitable status. Use of these monies must not be limited to a minority of members / beneficiaries.
- Overall Student Group expenditure must also align with the aims and objectives outlined within its Constitution.
- LSESU reserves the right to reject payment or reimbursement requests if they contravene these or other LSESU regulations or policies, or if the Student Group doesn't have the available funds, in which case the individuals who incurred those costs would be personally liable.

Students' Union Fund (SUF) and Sports Club Grants

SUF

- Student Groups may apply for funding for their activities and events via the Students Union Fund (SUF) - full details and updates for which can be found [here](#) throughout the year.
- The SUF panel, consisting of the Activities and Communities Officer (Chair) and members of the Student Communities team will assess applications, and allocate funding accordingly based on the outlined SUF criteria.
- Student Groups must ensure that funding provided via the SUF is only used for the activities approved as part of their award confirmation. Reimbursements and/or payment requests for activities outside of this, or that exceed the amount of money allocated may be rejected on this basis.
- LSESU reserves the right to update the maximum cap on funding that can be applied for per Student Group at any time.

Sports Club Grants

- A percentage of the SUF will be allocated to Sports Clubs ahead of each academic year, to support their essential operational costs. Each Student Group will still be required to apply for this, with applications reviewed by the SUF panel, who will determine the amount each Club receives.
- The application and review process for this will take place between June and September.

Fundraising

- Affiliated Student Groups cannot divert or donate their own members' and/or Group funds to another Group or charity without expressed written permission of the LSESU.
- Information regarding the rules and regulations for Student Groups wishing to fundraise for charity can be found [here](#).
- Money raised by Student Groups for other charitable organisations must be organised in collaboration with, and paid into, the Raising and Giving (RAG) Society account – it can't be donated from their own account. Only then can any monies be donated to the Student Group's selected charity where indicated.
- Where a Student Group wishes to collect money on behalf of a charity, they must seek prior approval from LSESU before any activity is planned or monies collected. This must be done by following the usual procedure for submitting Event Forms.
- All fundraising collections and payments must not contravene LSESU's charitable status, or UK charity law.

External Contracts and Sponsorships

- No Student Group may enter into any contractual relations with external individuals, entities or organisations without the consent of LSESU.
- LSESU reserves the right to reject any prospective Student Group contracts or sponsorships that contravene LSESU's organisational regulations, policies, values, or charitable status.
- All contracts and agreements (including sponsorship contracts, venue hire agreements, etc.) must be signed and approved by LSESU. Student Groups are not permitted to enter or sign contracts themselves.
- If a contract or agreement is not signed by an authorised member of LSESU but is by a Student Group, LSESU will not, under any circumstances, be liable for any expenses or losses incurred under that contract. All liabilities will revert to the signatory or signatories of that contract.
- Breaches of this clause may be considered a disciplinary matter, and will be dealt with under LSESU's relevant disciplinary procedures.
- All joint ventures such as events, trips and campaigning activity with external Students' Union Groups or organisations shall require the advance approval of LSESU.

Student Group Activities and Events

General Rules

- All Student Groups must submit an [Event Form](#), complete with a Risk Assessment and budget (where necessary) for any activities and events they wish to organise on campus or off. This includes any information stands or stalls, for which the following form can be used in cases where these take place on Sheffield Street: [Sheffield Street Stalls](#)

- For smaller-scale, regular activities, Event Forms must be submitted at least 10 business days before an event is due to take place, and they must be approved by a member of SU staff before the associated activity/event can go ahead.
- For larger-scale, or higher-profile events (including those that may involve higher-profile external speakers), Event Forms must be submitted 1 month before an event is proposed to take place.
- LSESU reserves the right to request that Student Groups leave its premises, or other spaces typically reserved for authorised LSESU activity, if the appropriate booking and event procedures have not been followed.
- Any behaviour or conduct that takes place at a Student Group event that predictably creates fear or hostility towards identifiable groups may be subject to the LSESU's disciplinary procedures.
- All Student Group events involving external speakers must abide by [LSE's Code of Practice on Free Speech](#), and other relevant processes and procedures as outlined here: [Guidance on External Speaker Events](#)
- All Student Groups events must also uphold Freedom of Speech regardless of external speakers being involved or not. The use of Non-Disclosure Agreements is prohibited unless otherwise agreed upon with LSESU.
- Where Student Groups are selling tickets for their events, or in cases where tickets are required for an activity or event as required by LSESU, Student Groups must use the LSESU's designated ticketing platform only.
- Committee members take responsibility for ensuring that all information, banners, posters and messages shared at events are aligned to SU values of dignity and respect, and the standards of behaviour outlined within the LSESU Code of Conduct. Any communications that are found to be in breach of LSESU policies may be handled in accordance with our disciplinary procedures.
- If Student Groups wish to record an activity or event, this must be requested ahead of it taking place, and have written permission from LSESU in order to do so. In accordance with our Data Protection Policy, unsolicited recordings of events are not allowed. Any Groups in breach of these guidelines will be subject to our Disciplinary Procedure.
- LSESU reserves the right to have Student Group activities and events recorded should it be deemed necessary as part of the event approval and risk mitigation process.

Flagship Events

- Flagship events are defined as having a large number of attendees, a larger budget, and those which require a lot more planning than 'regular' events which Student Groups throughout the year. As such, Student Groups will receive a higher amount of direct staff support for these throughout their organisation.
- Flagship events also have their own separate deadlines when it comes to the submission of associated Event Forms, which will be published here: [Events](#)
- Proposals to run a large-scale flagship event must be submitted by the given deadlines in order to be approved and supported by LSESU.
- All flagship events will be assigned a staff lead from the Student Communities Team, and Student Groups will be expected to liaise with them throughout the event planning process.

Welcome Fair

- The LSESU Welcome Fair is an opportunity for Student Groups to positively promote their activities to fellow students. Committee members are responsible for maintaining and representing their Group's stall and area for the duration of the Fair.
- LSESU reserves the right to remove any messages, images or equipment that (1) conflict with these regulations and the LSESU Code of Conduct, (2) bring the LSESU, School or a third party into disrepute, (3) pose a health and safety risk, or (4) damage or deface buildings and/or property of the School.
- Specific information regarding dates, format, rules and regulations for the Welcome Fair will be shared separately with Student Groups, and hosted on the Committee Hub.

Trips and Tours

- All Student Groups planning a Trip or Tour (either in UK or abroad) must follow LSESU's [Trips and Tours procedures](#).
- A Trip Form, including a Risk Assessment and budget, must be completed by the relevant deadlines in order to be considered and approved. A comprehensive breakdown of the itinerary for each day must also be provided, alongside any additional Risk Assessments from organisations who will be hosting activities which the Student Group will be participating in as part of the trip.
- Sports Clubs travelling and touring overseas must comply with the tour registration policy of their respective National Governing Body, where applicable.
- Any student attending a Student Group's Trip/Tour must fill out the Travel Information Form at least 14 days before travel. It is the student organiser of the Trip/Tour's responsibility to ensure that all students attending the trip complete this form.
- Trips may only be approved once LSESU has received all the required information. Student Groups must not proceed with their Trip unless they have written approval from LSESU.

Faith Groups

- Faith Groups will receive direct support from the [LSE Faith Centre](#), but all Student Group led events and activities must still be submitted and approved via the relevant LSESU processes.
- All Faith Groups must provide a full list of any external organisations they plan to work with to both LSESU and the LSE Faith Centre ahead of each academic year.
- All Student Groups planning to work with external organisations must be aware of and abide by LSE's [Policy for Engagement with External Religious Organisations](#).
- All Student Group activities and events must be organised in line with the LSE Faith Centre's [Safeguarding Policy](#).

Political and Campaigning Groups

- It is critical for LSESU to ensure all political activity conducted under the SU's name is responsible, respectful, and compliant with charity law. The SU, as a charitable organisation, may only engage in political activity that is non-party-political, and does not cause harm to our beneficiaries or the charity's reputation. However, this does not prohibit or exclude party-political Student Groups from being affiliated to the organisation.
- LSESU is responsible for ensuring that Student Group activities also align with the SU's charitable purposes. Any Student Group whose activities include political expression, issue-based advocacy, commentary on international or domestic conflicts, and/or campaigns aimed at influencing opinion must not, through the course of their activities or in their communication with members, undermine the SU's public benefit or student welfare.
- The primary purpose of any Student Group is to provide community, peer support, friendship, and belonging. Student Groups may discuss political issues where relevant to their identity or interests, but they must not use SU platforms as campaigning machines whose outputs conflict with the LSESU Code of Conduct, and/or other regulations as outlined within this agreement.
- The SU is not, in its attempt to meet its charity obligations, preventing students voicing their personal political beliefs, but Student Groups must not use their platform, status or affiliation within LSESU to share communications that conflict with the behavioural standards outlined as part of the LSESU Code of Conduct.

Volunteering

- Student Groups are encouraged to work with the [LSE Volunteer Centre](#), but all Student Group led events and activities must still be submitted and approved through the relevant LSESU process.
- Student Groups may signpost their members towards general opportunities for volunteering with the LSE Volunteer Centre, but it must be made clear to them in doing so that students participating in these opportunities would be doing so as individuals, not as representatives of an LSESU Student Group.

Marketing and Communication Guidelines

Social Media Guidelines

- All content distributed/posted on Social Media or elsewhere (i.e. in-person) by Student Groups must align with the values and principles of LSESU. This includes respect for diversity, inclusivity, and integrity. If any Student Group communications are found to be in breach of the standards of behaviour outlined within the LSESU Code of Conduct and related policies, it may lead to disciplinary action being taken as per LSESU processes.

- Student Groups must clearly state that views expressed on official Group accounts are those of the Group, and not necessarily those of LSESU or the School. Student Groups must review and monitor posts to ensure that they're appropriate, accurate, and in line with their Constitution.
- Student Groups should must not share personal information, or images of individuals on Social Media without their explicit consent. In cases where individuals ask for details like this to be removed, the Student Group must comply with the request as soon as they feasibly can.
- Student Groups must ensure that they have a clear moderation process for any posts they make, and also for handling comments or posts from followers that may be inappropriate, or violate LSESU policies.
- Student Groups must ensure that any media (including images and videos) used on Social Media are free from copyright restrictions.

GDPR Compliance

- Student Groups must only collect personal data that is necessary for their activities, events, and operations. Explicit consent must be received from individuals before their data is collected.
- All personal data must be stored securely, with access limited to committee members only.
- All personal data must be used solely for the purposes for which it was collected, and must not be shared with any third party without individuals' consent.
- Student Groups should regularly review the data they hold, and dispose of anything that is no longer needed (or upon request by relevant individuals) in a timely manner.
- Student Groups must report any data breaches to the Students' Union immediately should they occur.

Defamation, Libel and Slander

- Student Groups must ensure that all statements made publicly, whether online or offline, are accurate and can be substantiated.
- Student Groups must avoid making statements (online or in person) that could unjustly harm the reputation of any individual or organisation without verifiable evidence.
- Student Groups must clearly distinguish between statements of fact and opinion. Opinions should not be presented in a way that could be misinterpreted as factual assertions.
- If a defamatory statement is made by a Student Group unintentionally, they must take immediate steps to correct the information, and issue a public and/or private apology if it's deemed necessary.
- Student Groups looking to publish something which concerns allegations against a particular individual/organisation, they must give that individual/organisation a reasonable amount of time to reply to before the publication goes live.
- Any Student Group wishing to produce written content and/or publications as part of their activity must follow the LSESU's procedures for having this libel-checked - see [here](#).

Email and Communications

- All Student Groups will be provided with an lsesu.org email address. This shall be the primary central email address for the Student Group.
- Student Groups will also be provided with admin access (on completion of the relevant training / onboarding requirements) to their own LSESU webpage, for the purpose of promoting what their Group is all about, and collecting membership fees. Student Groups will be able to email all members directly via the back-end of this page (in a GDPR-compliant way), too.
- Student Groups must provide an option for members to remove their details from mailing lists at any point.
- Identifiable membership data must not be given or shared with any organisation external to LSESU without explicit consent. Requests for this data from external organisations or third parties must be referred to LSESU.

LSE Brand Guidelines

- As LSESU is a separate organisation to LSE, there are some restrictions on what students and Student Groups can use in terms of official LSE branding. The following guidelines (found [here](#), under the 'Brand Guide for Students' section of [this webpage](#)) must therefore be adhered to by all Student Groups.
- Using 'LSE' in your Student Group name:
 - Sports Teams: Yes - You may use LSE in your name (e.g. LSE Boxing), because you represent LSE externally as well as LSESU.
 - Societies: No - You cannot use LSE in your name and must instead use LSESU only (e.g. LSESU Photography Society). This includes any websites, social media accounts, or other representations of your Student Group.
- Using the LSE Coat of Arms (Also known as the Crest or Motto):
 - Sports Teams: Yes - You may use the one colour version on sports kits only. Do not use the coat of arms in your logo, or on promotional material or merchandise. Contact comms.brand@lse.ac.uk to request LSE coat of arms files and guidelines.
 - Societies: No - Use of the coat of arms is restricted to items such as degree certificates, ceremonial uses and official sports team apparel.
- Using the LSE logo:
 - Sports Teams and Societies: No - Students and Student Groups are not permitted to use the LSE logo. Club logos should not include any parts of the LSE logo. You should not reproduce the LSE logo on any promotional materials, including both digital graphics and printed materials such as posters or banners. You should not use the LSE logo on social media account profile images or graphics.

Health and Safety

LSESU and its members must adhere strictly to Health and Safety legislation and follow the guidelines stated in the LSESU Health and Safety Policy. Student Group committees are responsible for ensuring that all of their members adhere to these requirements, too.

Coaching / Instructors

- Recruitment of coaches and instructors must follow [LSESU's procedure](#).
- All coaches must provide relevant coaching qualifications, a valid DBS, a First Aid qualification, Public Liability Insurance, Professional Indemnity Insurance, a signed Service Level Agreement (SLA) and a character reference annually.
- All of this information must be submitted via the [Instructor / Coach Registration Form](#).
- Coaches and Instructors must not lead or attend any sessions until all of the required documentation has been seen and approved by the SU.
- Please see the [coach / instructor SLA](#) for further information.

First Aid / Medics

- Requirements for First Aid provision will be made on a case-by-case basis, and will be communicated to your Student Group. This decision will be based on the type and location of your activity and the number of attendees.
- Additional requirements may include having a qualified First Aider, a lead coach, or some amendments to your Student Group's risk assessment.
- Qualified medics will be organised by LSESU to cover Berrylands matchdays on Wednesdays and Saturdays.

Incident Reporting

- Student Groups must ensure that all near misses, accidents and incidents are reported to LSESU via the [Incident / Near Miss Form](#) as soon as they can (within 24 hours if possible).

Risk Assessments

- All Student Groups must submit a comprehensive and up-to-date [Risk Assessment](#) for all of their activities and events. Student Groups may also be required to submit an annual Risk Assessment.
- All Risk Assessments must be approved by a member of LSESU staff before the related Student Group activity can commence.
- For repeat events, such as Sports Club training and matches, an Event Form must be submitted covering all of the relevant dates and times, with a Risk Assessment specific to the activity.

Emergency Procedures

- Details on emergency procedures relating to Student Group activity can be found on risk assessment templates [here](#).
- For on-campus incidents, LSE Security can be contacted on 020 7955 6200. Further details relating to general safety on campus can be found here: [Security services](#)
- Specific emergency procedures for Student Group trips abroad must be included within that Trip's individual Risk Assessment.
- Student Groups are required to always be aware of these emergency procedures, and signpost them to members themselves whenever necessary.

Safeguarding and Under 18s

- Student leaders must complete the necessary safeguarding training outlined by the Communities team.
- Student Group responsibility in Safeguarding is outlined within the Safeguarding Moodle module.
- No Under 18s can purchase a Student Group membership until some additional mitigations are completed, as per the regulations outlined [here](#).
- Under 18s must follow LSESU's procedures if they want to join a Student Group.
- Student Groups must abide by LSESU's Safeguarding procedures as per the regulations outlined [here](#).

Student Group Property and Insurance

Equipment and Property

- LSESU retains ownership of any items or services purchased by or on behalf of Student Groups.
- Student Groups may not sell, loan or otherwise dispose of any such items without the expressed written consent of LSESU, and even where consent is granted, LSESU shall not be liable for any losses incurred by or following the disposal of such items.
- LSESU retains the right to update or replace any items in the possession of a Student Group.
- LSESU retains the right to sell or otherwise dispose of any items in the possession of a Student Group where that Student Group account is in deficit, in order to reduce the debit balance.
- Committee members are responsible for maintaining and sharing a list of equipment owned by their Student Group.
- LSESU has limited storage facilities available for Student Groups, so is unable to accommodate all requests for space(s) of this kind. Student Groups that do use LSESU storage facilities must ensure that cleanliness, organisation, and respect for others' property/space is maintained at all times.
- Safety checks on equipment must be carried out before any Student Group activity commences.

Personal Accident Insurance Cover

- Personal accident insurance cover is provided by LSESU for all full members of Sports Clubs. Further information on the cover and claiming process can be found on the [Sports Club Documents webpage](#).
- LSESU does not provide insurance for any personal belongings.

Equipment Insurance

- Safety checks on equipment must be carried out before any Student Group activity commences.
- Student Groups must maintain an up-to-date inventory of any equipment they own and submit this to LSESU as part of their core documentation requirements. Equipment is not automatically covered under LSESU's insurance arrangements, and any insurance cover will be considered based on the information provided. Student Groups should refer to the LSESU website or contact the Student Communities Team for further guidance.
- All equipment must be stored in secure and locked premises when not in use.
- LSESU's insurance policy does not automatically cover equipment or goods that are hired or borrowed by Student Groups. Student Groups should contact LSESU in advance to discuss any insurance requirements for hired or borrowed equipment.

Insurance for Trips Abroad

- Any Student Group undertaking activity outside of the UK mainland is required to arrange additional insurance cover for any LSESU equipment taken on the trip.
- All personal travel insurance (including medical expenses, repatriation, cancellation costs, personal liability and possessions cover) must be arranged by individual members. LSESU does not provide insurance for these purposes.

Specific Regulations for Sports Clubs

Sports Facilities

- Student Groups can book time in LSESU-managed sports facilities annually.
- Student Groups are expected to treat the facilities and any relevant equipment with care and respect, and report any problems to the relevant LSESU staff members.
- Student Groups using LSESU facilities must sign a spaces agreement before use, and abide by the guidelines in the agreement.
- Student Groups can use external venues and facilities for their activities and events if arranged in line with the relevant processes and procedures.
- Student Groups that use external venues must adhere to the terms and conditions of the relevant venue use agreement (if applicable).

Participation in Competitive Sports

- All Student Groups representing LSESU in competitive sporting fixtures or events will abide by the relevant regulations provided by BUCS, LUSL, relevant National Governing Bodies (NGBs) and competition organisers.
- Participation in BUCS and LUSL leagues must be requested annually via the processes outlined in Student Group guidance.

Breaches of the Regulations

- Should any Student Group not adhere to the regulations in this document, it may result in LSESU taking disciplinary action against individual member(s) and/or the Student Group as a whole in line with LSESU's relevant procedures.
- Breaches and/or complaints relating to individual members may also be referred to LSE as well, with disciplinary action from the School also being a possibility depending on the nature of the breach and/or complaint.

Disaffiliation and Special Measures

- Any Student Group may be disaffiliated or put in special measures should it fail to:
 - Carry out activities and events in accordance with its Constitution.
 - Fully comply with these or other LSESU regulations, procedures and policies (including the LSESU Code of Conduct).
 - Attend/complete compulsory meetings or training without prior contact with LSESU.
 - Maintain contact and/or meet with LSESU upon demand.
- A Student Group put into special measures may impose the following penalties - including, but not limited to:
 - The Student Group's ability to organise and run activities/events being suspended.
 - The Student Group's financial accounts being frozen, meaning no payments or reimbursements can be made.
 - Any assets held by the disaffiliated Student Group being stored by LSESU for use by other Groups. LSESU may also sell these assets without notification, with money raised being transferred to a central LSESU Student Communities Fund.
- Any monies held in disaffiliated Student Group accounts being transferred to an LSESU Student Communities Fund at the end of the same academic year in which the Student Group was disaffiliated.
- Once a Student Group has been disaffiliated, it will cease to be open to accept memberships, and current members won't be allowed to perform or carry out any duties or actions on behalf of the disaffiliated Student Group.