

TeamWorc Points

Accreditation



Introduction

Worcester Students' Union has so many amazing Clubs & Societies to choose from & we want to ensure that they get the recognition they deserve.

Our TeamWorc Points accreditation scheme is here to recognise those Clubs & Societies who stand out, whose committee put in the extra effort, and whose members go that extra mile to make their Club or Society the best it can be.

Clubs & Societies will receive points based on a variety of criteria. The criteria includes running events, raising money for charity and attending Student Activities Council.

Clubs & Societies will all start on 0 points and will be able to achieve 3 levels of recognition - Gold, Silver, and Bronze - depending on the number of points gained. For new Clubs & Societies set up in semester 1 they will be given 20 points to start from and those set up in semester 2 will be given 40 points.



A leaderboard of points for Clubs & Societies will be available on our website, it will get updated monthly and can be found here: worcsu.com/sports_activities/hub/teamworcpoints. The leaderboard will also be presented at Student Activities Council, which happens four times a year. The scheme will begin once you have received your committee training until two weeks before celebration week. Many TeamWorc Points will be awarded automatically, however there are some activities you have to tell us about in the TeamWorc Point submission form to receive your points: **TeamWorc Points Submission Form 2024/25**.

How do I sign up?

We will automatically sign your Club or Society up to TeamWorc Points once your committee has completed training.

How long after the activity do I have to claim the points?

You will receive an email to clarify how many points have been awarded. If the activity is not automatic, please see the deadlines on page 2 to submit claims for your TeamWorc Points.

Our Clubs & Societies are so diverse, therefore, our criteria had to be too. The criteria are split into seven categories and the activities are worth differing amounts of points.

Outstanding Achievement Awards

At any point, the Vice President Student Activities may award points for exceptional achievement.

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Submission Deadlines

Sem	Deadline for submission
1	End of semester (Jan 25)
2	Two weeks before Celebration Week

Membership

Acquiring and retaining new members is key to the success of any Club or Society. Points will be awarded to those who are successful in doing so. Additional points will be awarded to Clubs & Societies who are able to significantly increase their membership numbers from the previous year.

Membership figures will be checked at the end of February – this is to reward Clubs & Socs who have semester-based memberships who retain their semester one members and recruit more members at the start of semester 2.

Activity	Points	How it is Awarded	Frequency/ Check Date
12 paid members.	10	Automatically. Upon reaching 12 members points will be awarded.	Once.
			End of Feb.
20 paid members.	Extra 10	Automatically. Upon reaching 20 members points will be awarded.	Once.
			End of Feb.
25 paid members.	Extra 10	Automatically. Upon reaching 25 members points will be awarded.	Once.
			End of Feb.
30 paid members.	Extra 10	Automatically. Upon reaching 30 members points will be awarded.	Once.
			End of Feb.



Communication

Communication through numerous channels is key to the success of your Club or Society. Using engaging content helps to keep your members informed and recruit new members too! We will be reviewing the Clubs & Societies website page and social media channels after the semester 2 deadline to decide whether they have been ran well using the criteria below.

Please note, we will only check the social media pages you have provided on your website page. If you set up a new social media account, please update this on your website page and notify the Students' Union. For Clubs email Sophie Smith (sophie.smith2@worc.ac.uk) and Societies email Hannah Heskin (hannah.heskin@worc.ac.uk) and we can ensure this is included when we award the points for this criteria.

Activity	Points	How it is Awarded	Frequency
Website is updated for the academic year.	5	Automatically.	End of September.
Content is made accessible.	5	Automatically.	After Semester 2 deadline.
Content is regular.	5	Automatically.	After Semester 2 deadline.
Content has a consistent visual style.	5	Automatically.	After Semester 2 deadline.
Being featured in an SU TikTok Spotlight	10	Content to be featured on TikTok can be sent to sucommunications@worc.ac.uk and the best content will be spotlighted on our SU TikTok account.	Once a term.

For committees of Clubs & Societies set up in the academic year, they will be given a deadline to update their website by to receive points.

Connect with the SU on social media



worcsu



@worcsu



@worcsu

How can I make my social media accessible?

When making your design work...

- Try to stick to simple and easy-to-read fonts e.g. Calibri, Arial, Century Gothic, Montserrat for your main body of text.
- Avoid heavy use of script style texts or italics as this can prove difficult for screen readers.
- Steer away from heavily contrasting colours such as brown and yellow or red and green, as this can make your text hard to read. **This doesn't mean you can't have colour graphics on your feed, a tactically placed text box can ensure that your text both stands out and is accessible.**
- Keep it simple! Too many photos and fonts can make a graphic look busy and confusing. We recommend using only one or two fonts and only a couple of photos.
- Try and stick to just the information you really need, too much text can put people off.

When writing your captions...

- Include any text you've added in your graphics (dates, times, links).
- If you've got a long caption, try using line breaks to spread the text out more and make it clearer to read.
- Keeping your #hashtags in one place and at the bottom of your caption makes it a lot cleaner and also less confusing for screen readers.
- Adding alt text to your photos is a great way to improve accessibility. You can find this option in post settings and you should include all the information you've put in the graphic. **Alternatively, if your post is photo-based, your alt text could look a little like this: 'The photo is of two students enjoying a game of tennis. They are standing on a green Tennis court, each holding a tennis racket'.**

Events, Trips, Activities & Campaigns

Trips and events offer your members the opportunity to interact with different groups of individuals in a variety of settings and to experience new things, which university is all about. They can be held for a number of purposes and points will be awarded to recognise the efforts of the Clubs & Societies who provide these opportunities to students.

Campaigns benefit your Club & Society members, but they also benefit all students at Worcester. They empower the students involved to create a positive change in their behaviour and society.

Please note TeamWorc Points will only be awarded if you gain SU approval for the Event, Trip or Campaign prior to the event. For events and trips, complete the following request form at least two weeks before the date you want to begin advertising. The form can be found on this area of the Committee Resource Hub:

https://www.worcsu.com/sports_activities/hub/travelandevents/

For campaigns, please email Hannah Heskin at hannah.heskin@worc.ac.uk at least two weeks before you want to run the campaign.

Definition	Explanation
Event	An event is any social activity offering, excluding Wednesday nights. If you are unsure what qualifies as an event, then please email Jack at jack.lambert@worc.ac.uk for confirmation. An event can be either in person or virtual.
Sober Socials	A social that does not involve the consumption of alcohol.
Raise and Give (RAG)	Any event where you raise money for a charity or your student group.
Campaign	A campaign is the coordination of people and resources aimed at positively changing the behaviour of organisations and individuals. Campaigning can take many forms including petitions, demonstrations, activism and policy work.
Trip	To be considered for points for a trip you must meet the following criteria: <ul style="list-style-type: none"> • The trip was an event/activity outside of Worcester • You completed a trip request and trip ticket request form • It is an activity you do not normally do (not a typical Wednesday afternoon social – e.g., bowling will fall under sober socials)

If you are unsure if your activity is a trip please send Jack an email at jack.lambert@worc.ac.uk

Criteria continues on the next page.

Events:

Activity	Points	How it is Awarded	Frequency
Holding an event.	15	Evidence via TeamWorc Points submission form.	No limit. Upon form submission.
Hangar Quiz.	10	Automatically.	Max 2 per year.
Bonus Points			
Event is a RAG event.	(+5)	Evidence via TeamWorc Points submission form.	Once per event.
Event is joint with another Society/Club/Network.	(+5)		
External speaker attends.	(+5)		
Linking with similar student groups at other Universities, external groups, and national bodies.	(+20)		
Providing training for members resulting in recognised qualifications.	(+30)		

Sober Socials:

Activity	Points	How it is Awarded	Frequency
Holding a sober social.	10	Uploaded evidence via TeamWorc Points submission form.	Max 6 a year.
Bonus Points			
Social is joint with another Society/Club/Network.	(+5)	Via form. As per above.	Once per sober social.

Supporting Student Groups:

We really encourage our student groups to put on events for our students, and without students taking part their events would not be as successful as they are.

As we want to bring our student groups together and be a part of TeamWorc, we want to reward our Clubs & Societies to support other student groups to succeed and so we have created this new criteria:

Activity	Points	How it is Awarded	Frequency
Taking part in a student-led event by a different student group to your own.	10	Uploaded evidence via TeamWorc Points submission form.	One submission per student group per event. Upon form submission.

Trips:

Activity	Points	How it is Awarded	Frequency
Holding a trip.	20	Evidence via TeamWorc Points submission form.	No limit. Upon form submission.
Bonus Points			
Trip is a RAG event.	(+5)	Via form. As per above.	Once per trip.
Trip is joint with another student group.	(+5)		
Linking with similar student groups at other Universities, external groups and national bodies.	(+20)		
Providing training for members resulting in recognised qualifications.	(+30)		
Trip includes an overnight stay	(+5)		

Campaigns:

Activity	Points	How it is Awarded	Frequency
Leading a Campaign.	10	Evidence via TeamWorc Points submission form.	No limit. Upon form submission.
Bonus Points			
Campaign is RAG.	(+5)	Via form. As per above.	Once per campaign.
Campaign is joint with another student group.	(+5)		
Linking with similar student groups at other Universities, external groups and national bodies.	(+20)		

Democratic Procedures

Democratic procedures are key in the running of Clubs & Societies, and are part of the SU's Constitution. Participation from your membership is key in this process and TeamWorc Points will be awarded to those who are able to engage their members accordingly.

Activity	Points	How it is Awarded	Frequency
Activity Committee elections held. All available positions must have a candidate and must have at least one contested position.	10	Automatically. Will be awarded once the elections close, 50%+1 of the society membership must vote.	Once a year. End of Committee Elections.
Committee (or nominated replacement) attends Students' Union All Student Meeting.	10 points per committee member.	Automatically. Awarded using registers after the meeting. Maximum of 30 points will be awarded.	Once a year.
50% of membership votes in SU Elections.	15 points.	Automatically. Awarded using SU Website.	Once per year. End of Committee Elections.
70% of membership votes in SU Elections.	Extra 15 points.		
90% of membership votes in SU Elections.	Extra 15 points.		
Submitting Nominations in the TeamWorc Awards Categories.	5 points.	Automatically. Upon submitting nominations.	Once a year.
Voting in the TeamWorc Awards Categories.	5 points.	Automatically. Upon voting.	Once a year.
Sending Minutes from your Student Group's Annual General Meeting.	5 points.	Automatically. Upon receiving copy via email.	Once a year.

Funding, RAG and TeamWorc ACTION

Funding, RAG (fundraising) and TeamWorc ACTION (volunteering) are important components of any Club or Society. Creating positive community links will enhance the reputation of your student group and now you will also be rewarded with generous amounts of TeamWorc Points!

This will also include volunteering for the SU at events and at important times of the year, such as Open Days, when you can help prospective and new students and encourage them to participate in what we offer, not least your own Club or Society.



Funding	Points	How it is Awarded	Frequency
Receiving external funding, sponsorship and discounts.	30	Automatically.	Once SU received signed contract. Max of 1.
Receiving donations for a RAG or fundraising event from a local business.	10	Upload evidence via TeamWorc Points Submission form.	Max of 2. Upon form submission.

RAG	Points	How it is Awarded	Frequency
Book on for 1-2-1 fundraising advice session.	5 points per meeting.	Automatically.	Once per Semester.

TeamWorc ACTION	Points	How it is Awarded	Frequency
Members organising and running a TeamWorc ACTION day.	50	Automatically.	No limit.

If you want to claim points for fundraising for charity please go to Events & Trips on page 6.

Committee Representation

Attending Committee Fest, Student Activities Council, catch-ups and various other meetings will provide your committee with a greater wealth of knowledge, opportunities to network, and to have your voice heard. A further benefit of engaging in these areas will now be the chance to earn TeamWorc Points.

Activity	Points	How it is Awarded	Frequency
Minimum of three core committee members attend Committee Fest.	10	Automatically awarded at the end of the training week.	Once. End of Committee Training.
All three core committee members complete mandatory online modules.	10	Automatically awarded after the summer deadline.	Once. End of Committee Training.
Club/Society represented at Student Activities Council.	5	Automatically awarded at the end of meetings. Using attendance registers.	Four times per year. After each meeting.

For committees of Clubs & Societies set up in the academic year, they will be given a deadline to complete their online modules by to receive points.

Below is a list of extra activities that will be rewarded with TeamWorc Points.

Make sure you are certain as to how to claim for these points so you don't miss out!

Activity	Points	How it is Awarded	Frequency
Being featured positively in local press.	15	Automatically. Points will be awarded after activity.	No limit.
Submitting Green Checklist.	10		Once a term.
Participate in an SU campaign.	10		Once.
Nominated for Club/ Society of the Month.	5	Automatically. Points will be awarded after announcement.	Once a month.
Awarded Club/ Society of the Month.	15		Once a month.
TeamWorc UNITED.	50	Automatically. Points will be awarded after Clubs & Societies receive the award.	Once.