

#TeamWorc Points

Accreditation



Introduction

Worcester Students' Union has so many amazing clubs and societies to choose from, and we want to ensure that they get the recognition they deserve.

Our #TeamWorc Points accreditation scheme is here to recognise those Clubs and 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 TeamWorc 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 and 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 table of points for Clubs & Societies will be updated at TeamWorc Council, and the scheme will begin once you have received your committee training until end of March.

Many #TeamWorc points will be awarded automatically. However, there are a few activities you have to tell us about in the #TeamWorc Points Submission form to receive your points:

<https://worcsu.wufoo.com/forms/po44fdq1ihawgu/>

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?

For automatic activities you do not need to worry, we will organise this. 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. When these decisions have been made you will be alerted through the SU's social media!

Additionally, if you feel you have done something that deserves additional points please complete this form to provide us details of your activity:

<https://worcsu.wufoo.com/forms/k1g115301snv003>

Contents

Membership	3
Communication	4
Events, Trips and Activities	5 - 8
Democratic Procedures	9
Funding, RAG and #TeamWorc ACTION	10 - 11
Committee Representation	12
Other	13

Submission Deadlines

Sem	Deadline for submission
1	End of semester (Jan 23)
2	End of March

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 who have semester-based memberships who retain their semester one members and recruit more members in the Refreshers period. Please note, this will NOT include semester one memberships.

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 Clubs and Societies social media channels in April to decide whether they have been ran well using the criteria below.

Please note, we will only check the social media pages you provided the details for in your Club Development plan or Society Development Plan. If you set up a new social media account, please update your checklist/plan and send it to Sophie (Clubs) **sophie.smith2@worc.ac.uk** or Hannah (Socs) **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
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.
Submitted an article which featured in WorcHardPlayHard.	10	Automatically, upon publication.	No limit.

Connect with the SU on social media



@wsu.teamworc



@worcsu



@worcsu

Events, Trips and Activities

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 and societies who provide these opportunities to students.

To receive points for some criteria in this activity, you are required to complete an **event request form** or a **trip request form**. These can be found via these links:

Event Request Form:

<https://worcsu.wufoo.com/forms/w1iofgk20jb063z/>

Trip Request Form:

<https://worcsu.wufoo.com/forms/w14j2ow119r5eon/>

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 Meg at m.lee@worc.ac.uk for confirmation. An event can be virtual.
Sober Socials.	A social that does not involve the consumption of alcohol.
RAG (top-up).	Any event where you raise money for a charity or your student group.
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 Meg an email at **m.lee@worc.ac.uk**

Criteria continues on the next page.

Events:

Activity	Points	How It Is Awarded	Frequency
Holding an event.	10	Evidence via event request form.	No limit Upon Form Submission.
Top-Ups			
Event is a RAG event.	(+5)	Evidence via event request 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.
Top-Ups			
Social is joint with another Society/Club/Network.	(+5)	Via form. As per above.	Once per event.

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 and 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 different Club/ Society/ Network /RAG Led Event.	5	Uploaded evidence via #TeamWorc points submission form.	No limit.
			Upon Form Submission.

Trips:

Activity	Points	How It Is Awarded	Frequency
Holding a trip.	20	Through trip request form.	No limit Upon Form Submission.
Top-Ups			
Trip is a RAG event.	(+5)	Via form. As per above.	Once per event.
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)		

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
Committee elections held. 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 Elections.
Committee (or nominated replacement) attends Students' Union ASM.	5 points per committee member.	Automatically. Awarded using registers after the meeting. Maximum of 15 points will be awarded.	Once a year.
50% of membership votes in SU elections.	15 points.	Automatically. Awarded using SU Website.	End of Elections Once per year.
70% of membership votes in SU elections.	Extra 15 points.		
90% of membership votes in SU elections.	Extra 15 points.		

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

RAG	Points	How It Is Awarded	Frequency
Members working with RAG committee for a RAG event.	5 points per member.	Upload evidence via #TeamWorc points submission form.	No limit. Upon Form Submission.

Criteria continues on the next page.

If you want to claim points for fundraising for charity please go to Events & Trips on page 5.

#TeamWorc ACTION	Points	How It Is Awarded	Frequency
#TeamWorc ACTION - attending			
Maximum of 5 members attending a #TeamWorc ACTION day.	10	Automatically.	No limit.
Top-Ups			
Over 10 members attending a #TeamWorc ACTION day.	(+5)	Automatically.	No limit.
#TeamWorc ACTION - running event			
Members organising and running a #TeamWorc ACTION day.	30	Automatically.	No limit.
Top-Ups			
Original #TeamWorc ACTION event (i.e., hasn't been done by another group already).	(+10)	Automatically.	No limit.
#TeamWorc ACTION - Logging Hours			
Logging TeamWorc Action hours (50 hours combined by members of club / society).	20 per 50 hours logged.	TeamWorc points submission form. Provide a document with list of names of members and how many hours they have logged. We will cross-reference this with our action hours to check they have been submitted and approved.	Maximum 200 hours per semester Upon form submission.

Criteria 6

Committee Representation

catch-ups and various other meetings will provide your committee with a greater wealth of knowledge,

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
All 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 at the end of the training week.	Once. End of Committee Training.
Club/Society represented at #TeamWorc Council.	5	Automatically awarded at the end of meetings. Using attendance registers.	Four times per year. After each meeting.

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

Criteria 7

Other

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 and societies receive the award.	Once.