

BUSINESS SPONSORS

Briefing
Pack



Introduction

Who we are and what we do

1. HASSRA is a lively and successful sports and leisure membership association open to current and former employees of the Department of Health, Department for Work & Pensions, the Food Standards Agency and associated executive agencies and public bodies. Membership is also available to former staff of any qualifying employer including retired staff, private contractors working on Departmental business and staff from other government departments and local authorities who are co-located with DWP staff.
2. Formed in 1935, HASSRA has traditionally served government departments concerned with health and social security, becoming the Health and Social Security Recreational Association in 1969, but now simply known as HASSRA.
3. HASSRA offers a vast array of sporting, recreational and cultural activities, and a valuable package of discounts and membership benefits. With 12 affiliated regional associations and hundreds of local clubs and societies, HASSRA has something for everyone.
4. HASSRA is the only organisation officially approved to fulfil this function and enjoys management support at every level including **Peter Schofield CB (Department for Work and Pensions Permanent Secretary) and Chris Wormald (Permanent Secretary for the Department of Health)**, who are our President and Vice President respectively.

Structure

5. HASSRA has more than 60,000 subscribing members, making it one of the largest organisations of its kind in Europe, operating at national, regional and local office levels.

DWP	DH and agencies	Retired Members	Others	Total
53,713	1,160	3,239	2,150	60,262

National

6. The National Board of Management (chaired by DWP and DH Permanent Secretaries' representative) sets Association policy and delivers the national programme which includes:
 - The HASSRA Lottery, with cash prizes of £55,000 every month
 - The Livelife Challenge, grants to members to encourage activity
 - Sponsorship programme to enable individuals to develop their full potential
 - Fun 'n' Free Competitions, with big prizes such as entry to major sporting events, electronic gadgets and short break holidays
 - Two HASSRA sports and activity festivals each year
 - Discounted full membership of English Heritage
 - Discounted tickets for all major cinemas and theme parks and the Wildfowl and Wetland Trust sites
 - Discounts on holidays, short breaks, sports and activity clothing, white goods and many more

Regions

- Twelve regional boards of management set regional priorities and are responsible for delivering regional activities, competitions and other benefits for their members. These include:

- Qualifying events for the national festivals
- Regional trips – anything from theatres trips to weekend breaks
- Special rates for gym membership and fitness centres
- Opportunities to compete in a range of sports and leisure activities
- Discount offers for theatre tickets, spa breaks, etc.
- Taster Days to try new experiences
- Sports or family fun days
- Fun 'n' Free Competitions

Clubs

- Within regions, there is a network of over 350 local clubs, largely site-based, which deliver local events and activities. These include:

- Charity dress down days
- Cake bake sales
- Raffles
- Christmas parties
- Trips
- Local discounts
- Healthy eating and exercise

HASSRA Clubs

- One of HASSRA's great strengths is the local club network. Clubs are run by members who volunteer their time to put on a program of events for their colleagues. Clubs can be either:

- local office clubs, based at single or multiple sites which aim to organise and encourage social interaction through a variety of activities such as office outings, exercise groups, fundraising or
- single activity clubs, catering for specific interests such as angling, chess, wine tasting

Benefits of having a HASSRA Club

- HASSRA clubs are run by members for members. They generate ideas, run events and play an important part in supporting wellbeing and engagement in the workplace. HASSRA volunteers acquire skills and qualities that are transferable to their work and they frequently role-model positive behaviours which make the office a better place to work.
- HASSRA local clubs also enjoy:
 - support and guidance from regional and national HASSRA, including training, admin support, grants
 - a generous regular funding stream to help fund local office activities
 - insurance cover under the HASSRA Third Party Public Liability Policy
- This provides a strong and stable platform on which to build a vibrant and safe programme of activities, delivered fully in compliance with DWP's staff clubs guides.

Club Officials

13. All clubs must have a Chairperson, Treasurer and Secretary. These officials manage the club and its finances. Their roles are set out in DWP's Staff Clubs Guide and they must complete DWP's Staff Clubs Training to ensure they know how to fulfil these roles effectively and securely. Clubs also have a management committee elected by members which typically meets once per month. These volunteers decide the programme of events and organise and deliver activities for club members.

Business Sponsor

14. Every club must have a Business Sponsor. The Business Sponsor of a local office club should be senior to the Chair of the club and ideally the Senior Business Manager on site. Single activity clubs are the responsibility of HASSRA Regions and so the Regional Chairperson acts as Business Sponsor for these clubs. A list of business sponsor responsibilities is listed at Annex 1.

Further information

15. All Business Sponsors should read the Staff Clubs Guide http://intranet/1/corp/sites/finance/financeandcommercial/financialmanagement/dwp_t790708.pdf to understand their role. The HASSRA Volunteer Manual provides an easy-to-follow guide to carrying out these responsibilities <https://www.hassrashop.org.uk/volunteer-toolbox>.

Regional Chairs and the National HASSRA Team can help with any issues not covered by guidance. You can contact the National HASSRA Team at contact.hassraandcommunity10000@dwp.gsi.gov.uk

Annex 1

Responsibilities of the Business Sponsor

The Business Sponsor should meet regularly with the Club Chair and assure themselves that the club is being run correctly and in accordance with the Staff Clubs Guide.

Other Business Sponsor responsibilities include:

- ensuring each club has a constitution which is fit for purpose. A model constitution can be found in the HASSRA Volunteer Manual
- ensuring the club's program of events is delivered in a proper and responsible manner and is never a cause, or even potential source, of embarrassment to the employing department
- ensuring the Club Treasurer maintains proper accounts and produces annual audited accounts in accordance with the Staff Clubs Guide
- ensuring the club holds an Annual General Meeting at which club officials and committee are elected and accounts are presented to members. These meetings are often held on a lunch-time to enable all members to attend. The Business Sponsor should ensure appropriate arrangements have been made by the club
- ensuring any irregularities within the club are dealt with in accordance with the Staff Clubs Guide. In the case of serious financial irregularities, the Regional Chair, or Club Sponsor in conjunction with the Regional Chair and HR Business Partner may request an investigation by Risk Assurance Division
- maintaining regular contact with the Regional Chair and acting as a key influencer within the region, encouraging managers across the business unit to support volunteers and promote HASSRA and the contribution it makes to the health, wellbeing and engagement of staff



Cover photo:
Path Bhatt HASSRA East Midlands
Winner of the HASSRA Best Business Sponsor 2017