Super Application Group Policy Handbook

Engineering Design Team Version

Summary

The Super Application is a required application that acts as a registration/renewal for all APSC-related groups. It must be submitted annually for a student group to maintain its status as an APSC group.

The word counts provided are only an estimate, we expect groups to submit responses ±20% in length within the limits given.

SuperApp application responses may be shared broadly within APSC, and with other UBC units, as necessary.

Section 3 of The Super Application details your group's policies and addresses key concerns for managing a student group.

> **Group Policy Handbook format**: This is flexible, we will accept many different formats. If your group already has a similar document or repository (like a procedure manual, playbook, team wiki, etc.), that contains (at a minimum) the sections listed below, you are able to submit this instead (please ensure it's accessible). Ultimately, all of this information should be "team facing" (i.e., for the team's regular access and reference).

Safety Plan & Rules

Safety Training Plan

Provide a detailed outline of your safety training requirements for new members, and refresher requirements for returning members. (200 words)

Safe Working Environment Plan

Discuss how your group will ensure that all of the environments it undertakes activities in will be managed for a safe working environment, including enforcement policy. (150 words)

Supervision Rules

Detail how and when members may work on group activities, or what types of supervision or environment must be present, and how your group enforces these requirements. (150 words)

Personal Protective Equipment Rules

Specify your rules regarding personal protective equipment use and requirements, and how these requirements are communicated to your group. (150 words)

Psychological Safety

Describe how your group ensures the psychological safety of its members and the mechanisms used to achieve it. (150 words)

Safety on Campus

Indicate how your group works to create a safe space on campus for all members, and the expectations on members to uphold these guidelines. (150 words)

Student Group Success

Membership Policies

List the membership policies pertinent to your group, including but not limited to:
- Requirements for joining
- Classes of membership, if applicable
- Limitations on the number of members
- Membership selection criteria
- Organization leadership selection
- Minimum participation requirements

(250 words)

Transition Planning

Was your team's transition from your previous year successful? How could it be improved? Briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (e.g. subteams) contributes to this. (200 words)

Recruitment Plan*

Briefly outline how you attract new members and help them make an informed decision about joining your group. For new groups, please provide an in-depth plan to attract a sufficient member base. We are interested in how you plan to recruit new members initially, but also what plans you have made to foster a strong commitment from them throughout the year. (250 words)

Collaboration Plan

Provide a detailed list of all collaborations you take part in. We are particularly interested in cross-group collaborations, cross-institutional collaborations, and industry collaborations (include industry associations). (200 words)

Succession Plans

Provide a plan for how your group manages its membership over time and detail its plans for succession. Discuss what measures your group takes to ensure sustainable work – maintaining people, tools, space, and knowledge. (230 words)

New Group Member Training

Outline the training process for new members, and how you support their development during their first year in the group. (100 words)

Senior Member Continued Development

Outline how your senior members continue to benefit from being a part of your group. (50 words)

Academic Success Plan

Detail any policies or programs that help ensure your members do not experience academic difficulty as a result of their commitment to the group. (50 words)