

# CLUB COMMITTEE HANDBOOK 2011-12





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# WELCOME TO YOUR ROLE

With London 2012 just around the corner and the Jamaican Track and Field Team using the University as their Olympic training camp it is an exciting time to be involved in sport at the University of Birmingham. But as a committee member you're not just involved in sport, you *are* sport. Without what you do there is no way that University of Birmingham Sport (UBS) could deliver the level of service and variety of opportunities that it does. This puts you in a very privileged position and one that comes with a lot of responsibility.

This handbook should act as a guide and a first point of reference for any questions or queries you might have but it should never replace the experience and expertise that is available for you via the staff of UBS. The interaction with club members is one of the main reasons the staff are in their role. So, if you fancy a chat about your sport, want to let us know how well you are doing or just fancy making someone a cup of tea then please come and see us!

Good luck throughout your year on the committee and take this opportunity to change someone's life for the better: get them involved in sport.



The majority of sport provision within the University of Birmingham is managed and supported by UBS. UBS delivers its services to achieve three strategic aims, which are:

- *Encouraging and supporting personal development through sport:* promoting leadership development of vocational skills and experience in order to enhance employability and citizenship.
- *Supporting sports performance and talent development:* enabling talented student athletes to achieve their potential by providing a high quality professional environment and support, including student-athlete focussed scholarships and support for University teams.
- *Participation:* Encouraging and enabling more students to adopt active, healthy lifestyles as part of a balanced/holistic student experience.

These three strategic aims are delivered through five departments listed over page.

# 1. UBSport Structure

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Zena Wooldridge  
Director of Sport



Sports clubs sit under the banner of Sports Development, but your activities will straddle all departments.

For example, your club could be holding a regional tournament on campus. To do this you would need to consult with Operations to ensure smooth running and that risk assessments are in place; you might talk to Hi Performance to set specific training programmes for your scholars; a promotion campaign could be set up with Marketing and you might organise a training weekend at the Raymond Priestly Centre for a tune up.

So, what do these departments do? Let us explain...

## 1.1 Sports Development

The Sports Development department will quickly become your new best friends. Most of your day-to-day running will be delivered by one of the individuals below and so the vast majority of your contact within UBS will be with one of them. Both sports participation and performance are delivered through Sports Development so ideally your club should tie-in with each of the individuals below at some point throughout the year.



### **Sports Development Manager | Christina Boxer**

t: 0121 414 7519 | e: [c.boxer@bham.ac.uk](mailto:c.boxer@bham.ac.uk)

The SDM oversees the department, ensuring that we are linked into as many different National Governing Bodies and aware of any funding streams that clubs could benefit from.



**Club Development Manager | Chris Anthony**

t: 0121 414 6712 | e: c.j.anthony.1@bham.ac.uk

Chris's main role is to support the development of all club committees in running their clubs. This includes delivering Club Conference, budget setting and support, and authorising payments relating to club expenditure.



**Club Development Officer | Adrian Scriven**

t: 0121 414 3870 & 07867 906 387 | e: a.r.scriven@bham.ac.uk

Adrian oversees the administration of your club activities including booking training sessions, transport and arranging all fixtures. All contact regarding BUCS should come through Adrian.



**Participation Development Manager | Catherine Adams**

t: 0121 414 3781 | e: c.a.adams@bham.ac.uk

Providing Active Lifestyles classes such as Body Pump, Intra-League tournaments like 11-a-side football and introductory Try Sport programmes, Cat delivers participation sport to the masses.



**Volunteer Development Manager | Gary Yates**

t: 0121 414 2274 | e: g.p.yates@bham.ac.uk

Gary runs various volunteer programmes including PasSPORT and also link into local coaching schemes to provide community links for your club and its members.



**Sports Development Administrator | Michelle Poole**

t: 0121 414 42259 | e: m.poole@bham.ac.uk

Without Michelle's work, nothing would get done. Behind everything that you see one of the above do, Michelle is there pulling the strings ensuring you get the very best service possible.

### 1.2 Hi-Performance Centre

As you might expect, this department deals with the high-end of University sport, hosting an interdisciplinary sports science and sports medicine support service. From delivering one of the most complete sponsorship packages in the country to providing cutting edge sports science support our team is dedicated to helping you make the most of your season. The department is overseen by Alex Taylor ([a.s.taylor@bham.ac.uk](mailto:a.s.taylor@bham.ac.uk)).

#### Senior Sports Scientist | Eleanor Jones

t: 0121 414 8583 | e: [e.jones.2@bham.ac.uk](mailto:e.jones.2@bham.ac.uk)

A BASES accredited laboratory director, Eleanor is also accredited for physiological support. She has completed the IOC Diploma in Sports Nutrition – helping to bring cutting edge sports nutrition support to our athletes.



#### Sport Science Officer | Alex McGregor

t: 0121 414 7859 | e: [a.r.mcgregor@bham.ac.uk](mailto:a.r.mcgregor@bham.ac.uk)

Alex works closely with our clubs to make sure that they have the programmes that they need to perform. From S&C to club testing he provides a complete support programme.



#### Head Strength & Conditioning (S&C) Coach | Darren Fowler

t: 0121 414 8073 | e: [d.w.fowler@bham.ac.uk](mailto:d.w.fowler@bham.ac.uk)

Darren heads up the team that delivers sport specific training plans to maximise the physical preparation of athletes in relation to their sport.



#### Sport Psychologist | Jennifer Savage

t: 0121 414 7645 | e: [j.savage@bham.ac.uk](mailto:j.savage@bham.ac.uk)

Jen will assist athletes in maximising their own individual potential, achieved with individually tailored sessions to develop psychological skills and coping strategies.



#### Sports Scholarships Manager | TBC

t: 0121 414 4519 | e: TBC

With Luke Gunn on a 12-month sabbatical as he prepares for London 2012, a new member of will join the HPC and look after our UK-leading scholarsip programme with its excellent recruitment programme and athlete care.



## 1.3 Marketing

Our Marketing department is here to raise the profile of sport on campus and, of course, that means your clubs, too. From big events, such as the annual xpLosION, to the electronic newsletter, *The Pride*, Marketing strive to ensure that as many people know about what you do as possible.

The team also ensure that every social media angle is covered. The UBS **Facebook fanpage** has over 2,000 followers from which we can tag and promote your club pages and events. Our ever growing catalogue of tweets on **Twitter** and photos on **Flickr** give us further ways to publicise your club.



### Marketing Manager | Glen O'Donovan

t: 0121 414 7526 | e: g.d.odonovan@bham.ac.uk

Glen oversees the Marketing Department and is in charge of orchestrating Marketing strategy. He also manages how branding is used throughout UBS.



### Assistant Marketing Manager | Ann Kite

t: 0121 414 7143 | e: a.kite.1@bham.ac.uk

Ann looks after the UBS website, which in turn links into all aspects of social media, including Facebook, Flickr and Twitter feeds. She also oversees and designs the majority of publicity materials.



### Marketing Officer | Kate Allum

t: 0121 414 8213 | e: k.allum@bham.ac.uk

Kate works in three key areas: Recruitment, getting the best young sports people to come to UoB; Alumni, making sure relationships with ex-students are maintained; and Sponsorship, working with clubs to find you extra money!



### PR, Media & Promotions Officer | Jenna Hadley

t: 0121 414 2262 | e: j.v.hadley@bham.ac.uk

Our public relations guru, Jenna will ensure that UBS is represented across the University, the region and nationally by working with the Media and writing stories and *The Pride*.

### 1.4 Operations & Facilities

Operations look after the health and safety and day-to-day running of the sports facilities on campus. Delivered by your friendly black and orange glad Recreation Assistants and key managers, Operations ensure that you can perform to the best of your abilities without worrying about whether you have the equipment and facilities.

#### Facilities Manager | Steve Harris

t: 0121 414 7932 | e: s.a.harris@bham.ac.uk

Steve oversees all Facilities run by UBS including all indoor and outdoor facilities on the Edgbaston and Selly Oak Campuses. Steve also ensures the Health and Safety of all members and will help clubs with any risk assessments.

#### Operations Team Leaders:

**Dan Daly - Indoor | Alan Tolley - Outdoor | Sarah Smith - Reception**

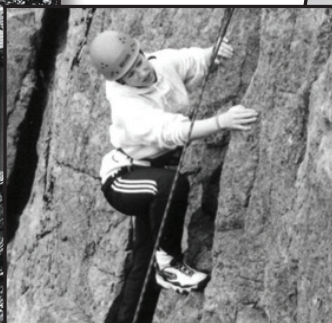
t: 0121 414 3302

Our team leaders are responsible for the quality of facilities, making sure they are fit for purpose and ready for your usage, with each of the three leaders specialising on one of the UBS facilities.

### 1.5 Raymond Prestley Centre

Tucked away in the idyllic settings of Coniston in the Lake District it is sometimes easy to forget this service and what it could do for your club. Adventure weekends are run through the year, and the Centre can be used as a base for training camps or team building sessions. It also offers clubs coaching qualifications so is definitely worth a look if your club could do with a bit of team bonding or a pre-season workout.

**Key contacts:** t: 01539 441 364 | e: coniston@bham.ac.uk



## 1.6 Guild of Students

The Guild of Students also provides support, spear-headed by a democratically elected sabbatical officer, the VP Sport - this year this is Tim 'Timmy Tango' Smith. The Guild exists to enhance your student experience, whether that involves campaigning to defend your rights, helping you meet people with similar interests, finding that perfect house, enjoying a great night out and much more. When it comes to sport Tim will run Club Captain Forums and Mini-Forums to make sure your voice is heard.

### Vice President (Sport) | Tim Smith

t: 0121 251 2339 | e: vps@guild.bham.ac.uk

**Why did you run for VPS?** I saw VPS as a natural progression for me and a chance to really make a difference to students in areas that I feel are currently being neglected.

**What changes are you hoping to bring?** To bring student sport at Birmingham out of its shell. I want to create bigger sporting events on campus so sport is appealing to the wider student body. This will give people a better chance to get involved, whether this is socially, competitively or even just coming along to watch.

**What are you looking forward to?** The chance to work with people who have great experience and knowledge, putting forward my fresh ideas and bringing long-lasting change which will benefit for years to come.

**What was in your manifesto?** To bring sporting events to campus through more 'Big Event' style promotion, featuring a different sport for each event. I want to advertise first team 'campus' fixtures better, using student media and sports representatives in halls and societies. The aim is to instil a greater sporting community ethos around the university. Finally, a second sports fair to give students a second chance to get involved.

**Best thing about playing sport and studying at UoB?** The campus and the people you meet on and off the field, it is a university with real prestige and sporting pedigree that you always feel proud to pull on your shirt or hoody!



## 1. UBSport Structure

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Your full-time sabbatical officers alongside the VP(Sport) for 2011-12 are:

**President | Mark Harrop**  
**president@guild.bham.ac.uk**

The President leads the Officer Team and the Guild, with responsibility for ensuring that your views about your education and welfare are represented and heard at every level within the University.



**VP(Democracy & Resources) | Hugo Sumner**  
**vpdr@guild.bham.ac.uk**

Ensures elections run smoothly and that campaigns and Guild Council are working in your interests. Oversees the Guild's communication channels, facilities and events and considers the need to invest in representation, support and involvement.



**VP(Education) | Edward Bauer**  
**vpea@guild.bham.ac.uk**

Represents you on academic issues, to ensure students get the highest quality of teaching, feedback and assessment. Attends senior committees such as University Senate and the Quality Assurance and Enhancement Committee.



**VP(Housing & Community) | Zuki Majuqwana**  
**vphc@guild.bham.ac.uk**

Represents students in University halls and in the local community, working to ensure they get the best from their accommodation. Works closely with Residence Associations (RAs) and Student Mentors.



**VP(Activities & Development) | Fliiss Cross**  
**vpad@guild.bham.ac.uk**

Helps students develop and champion the diverse array of activity they undertake both on a local and national level. Emphasises the skill-set that students develop whilst undertaking student activity.



**VP(Welfare) | Luke Reynolds**  
**vpw@guild.bham.ac.uk**

Protects your rights as a student and ensures that you know your rights. Fight for equal opportunities, religious freedoms and liberation. Support and direct: the Advice & Representation Centre (ARC), the Student Mentor Scheme and the Job Zone.

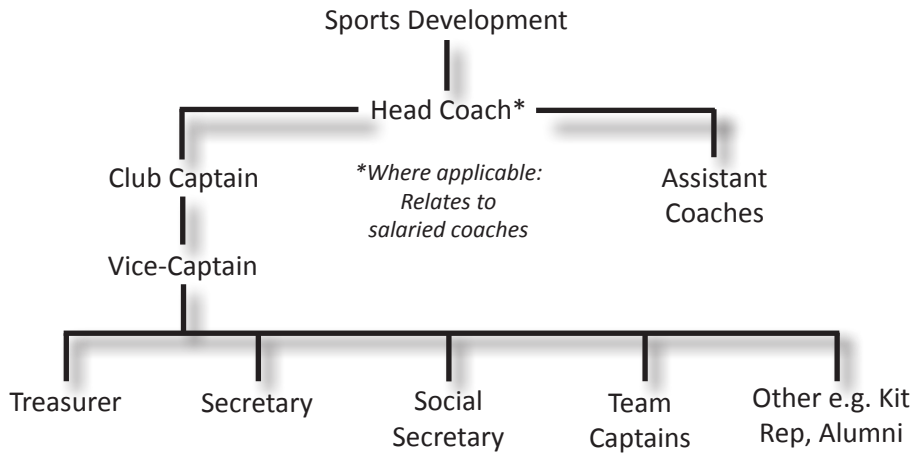




## 2. CLUB STRUCTURES

### 2.1 Committee Structure

There is not a one-size-fits-all structure that your club must adhere to. Each sport is unique and that means how you run your club must be adapted to your specific needs; however, the basic idea remains the same: clubs are run by a student committee that is democratically elected at a club AGM (Annual General Meeting) for the benefit of their members. A typical structure of a club committee is as follows:



## 2. Club Structures

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The exact make-up of your structure is dependant on the needs of your club, and should be set out in your Club Constitution.

The **Club Constitution** should outline all of the fundamental aims and objectives of the club and should detail the committee positions that the club holds alongside how the club is to be governed in line with UBS policies and procedures. If you want to change a role within your club then your members must agree to it by voting to accept a new constitution with the changes in it included; this can only happen at a club AGM or E(mergency)GM, so it is not something that happens everyday. Section 2.2 deals with this in more detail.

Please note that coaches sit directly under Sports Development and so are not directly accountable to club committees. This means that all appointments and changes in coaching staff must be dealt with through Sports Development Staff. For more details please see Section 2.5.

### 2.2 Club AGMs

Your AGM is the process by which each club reviews their year and elects a committee for the following academic year as well as voting in any changes, such as an update to a club constitution. It gives members a fair and democratic opportunity to stand for a committee position and affect the way that your club is run.

If run correctly, AGMs should provide your club and your members with:

- A fair and democratic committee election process
- More informed candidates running for positions
- A clearer handover process between committees
- Improved understanding of budget submission

AGMs set the direction of your club and so they are important to get right. From ensuring you get the right candidates for the appropriate committee position to ensuring everyone can provide feedback and vote, a well run AGM will ensure that preparations for the new year are on track.

#### **How AGMs should fit into your year**

The below time line gives you an overview of how your second and third terms should look. If you believe that you will not be able to hold your AGMs within this time frame then please let the Club Development Officer or Manager know as soon as possible so an alterative can arranged.

## Holding your AGM

An AGM needs to include some compulsory items:

- Reports from committee members
- Election of the new committee
- Agreement of handover dates

While an AGM must accomplish these objectives as a minimum, it doesn't have to be boring! This should be as much about celebrating the year as planning for the next so add in some awards or thank yous among the compulsory elections and reports.

A complete set of procedures for clubs to follow will be circulated at the 1-1 meetings in January but an example AGM time line is below:

<b>When?</b>	<b>What?</b>
In February	Decide upon date of meeting and a suitable location
AGM - 7 days	Send out the AGM agenda to all members and Club Development Officer
AGM - 2 days	Make voting cards and print out copies of the agenda.
<b>AGM</b>	<b>Hold your AGM! Make sure you have an attendance list.</b>
AGM + 1 day	Write up the minutes of the AGM and send to the club
AGM + 7 days	Send in minutes of the AGM to the Club Development Officer
Before June	A period of handover should be observed
In June	The incoming committee must attend Club Conference. You are not exempt if you are a re-elected committee member. Failure to attend will result in the withdrawal of Kukri sponsorship.

### 2.3 Committee Responsibilities

The democratic nature of a student-run club allows all club members to have a say in how the club is run and ensures that you members take ownership over their club. With this ownership comes a responsibility to ensure that your members are safe, happy and adhere to UBS's policies and procedures.

#### Joint Responsibilities

To help you understand your role a bit better we have devised a job list for each of the compulsory committee positions. This might seem like a lot at first, but don't forget that you are a committee and not just one person doing this – delegation is a good sign of leadership!

Just to prove that it should never be a "one person show", below are some of the collective responsibilities that committee members should all undertake:

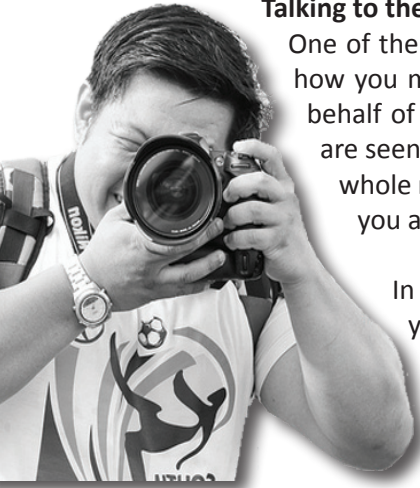
- Develop your club
- Organise trips and fixtures
- Ensure the good conduct of members when representing your club or the University
- Safety of members including reporting all accidents, incidents and near misses to the Sports Development Office within 24 hours of the incident.
- Complete and update all risk assessments
- Adhere to all UBS Polices & Procedures
- Communicate with UBS
- New committee attend mandatory committee training
- Ensure all members have paid club membership
- Hold an AGM

But don't be overwhelmed – while you might be doing some of this for the first time the staff at UBS have been helping committees for years and in some cases have been committee members both in and out of University so don't be afraid to ask for their help!

#### 1-1 Meetings, Club Forums and Mini-Forums

Another joint responsibility is to represent your club and your members by attending a small number of meetings a year. These are held by UBS and your VP Sport, respectively; for more information see Section 9.6.

### Talking to the Media



One of the key responsibilities for a committee as a whole is how you might respond to the Media. When you speak on behalf of the club, in University clothing or on campus you are seen to be representing the views of the University as a whole rather than you as an individual. As a consequence you are expected to follow the guidelines below:

In the event of any emergency and/or incident we ask you to not make any statement to the media other than “no comment”. DO NOT discuss ANY aspect of an incident with anyone who is not connected with the emergency services. If contacted by the Media please contact UBS Marketing. We can then, if necessary, make a statement on your behalf.

## 2.4 Committee Job Descriptions

These are by no means comprehensive lists – you will almost certainly find other things cropping up all over the place but they do give you a starting point from which to work with.



### Captain/Chairperson (Current UoB Student)

- To be the main UBS contact
- Ensure that all club good practice guidelines, codes of practices, risk assessments are followed.
- Arrange regular meetings of the club including the AGM.
- Ensure that the aims and objectives of the sports club are achieved.
- Ensure that all accidents/incidents are reported as appropriate to Sports Development within 24 hours or where practicable.
- Ensure the Clubs Code of Practice and Safety Policy is strictly adhered to.
- Attend club 1-1 meetings and compulsory training or sending a nominee in their absence



### **Treasurer** (Current UoB Student)

- Administer the club's finances.
- Produce the club's annual budget request.
- Manage the collection of club membership fees.
- Ensure that all members that will be competing in BUCS leagues and competitions have paid their membership fee before your first BUCS events.
- Be the signatory on all claim forms.
- Ensure that an income and expenditure account for the previous academic year is presented to the club AGM.



### **Secretary** (Current UoB Student)

- Deal with all incoming communications and pass these on to the committee and/or members.
- Maintain accurate membership lists.
- Keep members up to date about all club activities.
- Publicise meetings.
- Provide secretarial support to the club committee and issue minutes of meetings and agendas to club members.
- Compile introductory material for new members in conjunction with the club committee.



### **Social Secretary**

- Liaise with UBS Staff on everything concerning initiations, socials, social trips, social shirts etc.
- Publicise all social events to club members.
- Ensure all social activities are inclusive and non-discriminatory.
- Organise Freshers' Week and Sports Fair activities to help promote and publicise the club.
- Look out for sponsorship opportunities

### **Team Captain**

(Current UoB student undertaking a minimum of 60 credits if representing UoB in BUCS competitions)

- Liaise with the Club Development Officer about everything concerning fixtures, friendlies and transport arrangements.
- Ensure that all squad members have paid and registered and fulfil the BUCS or equivalent eligibility requirements.
- Submit team sheets by 12.00hrs a day prior to the fixture or friendly
- Ensure that appropriate officials have been booked in accordance with BUCS and/or equivalent regulations.
- Communicate with the Club Development Officer immediately in the event a problem arises with a fixture: t: 07867 906 387
- Call or text in the final score, immediately after a fixture.
- Report any accidents to the Club Development Officer immediately, specifically if the emergency services have been called: t: 07867 906 387
- Attend the BUCS Captains briefing (6th Oct) – failure to do so will result in removal from position.
- Ensure that BUCS rules and regulations are adhered to.
- Communicate your successes through UBS Marketing, Redbrick and our website.

## **2.5 Coaches and Instructors**

Getting the right coaches and instructors can make a huge difference to your club, not only to your performance but also to the stability of your club in terms of their expert knowledge and recruitment links.

UBS aims to provide excellent standards of coaching and training for each club and appoints qualified coaches of the required standard to carry out the coaching of each club. UBS alone are responsible for appointments and as such:

**Clubs have no jurisdiction to employ coaches and doing so could lead to serious legal consequences for the Club and the University.**

As a committee it is your role to ensure that the coaching provided is suitable for the club, and if you are not happy you should come to the Sports Development Office first.

## 2. Club Structures

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### How are coaches appointed?

To ensure that UBS are following the correct employment regulations, the below process must be followed:

**1. Resignation:** Written confirmation of resignation must be received by UBS from your existing coach before you can look to appoint a new coach. Where the post is a new one, start with step 2.

**2. Job Description Review:** To make sure the coach is still doing what UBS and the club want the Job Description must be reviewed and accepted by UBS and Club committee. Where a new post is being considered, this will be written from a template.

**3. Advertisement:** Coaching positions must be advertised for a minimum of two weeks. UBS will post adverts on websites such as BUCS and NGB websites; committees can also distribute them to those they feel might be interested.

**4. Interview:** Once candidates have been short-listed by UBS and the Club Committee, interviews will be attended by UBS Staff members and representatives from the club. Interviews can include practical tests.

**5. Probation Period:** Once appointed coaches will be under a review period of three months. Clubs will be expected to work closely with UBS to ensure the newly appointed coach delivers to a high standard.

### Coaching performance

If you are not happy with the performance of your coach or instructor then we need to be told about it. We will then work with you and your coach to review what hasn't been working and look at ways to fix it. If this still doesn't work then, and only then, can we look at the possibility of getting a new coach.

It is very important that these steps are followed so that the University are covered from a legal stand point.

**REMEMBER: coaches are employed by the University so cannot be hired or fired by clubs!**



## 3. CLUB FINANCES

### 3.1 Financial Overview

Getting the finances of your club right is key to allowing your club to do everything that it would like to do. If you do not bring in enough money or overspend in one area then you are going to have to make sacrifices in other areas. Understanding what you need to do to access money and your responsibility is extremely important.

Most clubs have two accounts: a UBS account and a Guild account. The majority of your activity will take place through your UBS account, which is used for the day-to-day running of your club, while your Guild account is most often saved for social activities or for paying in extra fundraising, above what is expected for your UBS account. Full details are given of both accounts over the following pages.

#### Financial Responsibilities

While ultimately UBS are responsible for all club finances, each committee member (and specifically the Club Captain and Treasurer) is responsible and will be held accountable for their own club's income and expenditure.

The accounts used to run your club are in place so that you should rarely have to spend your own money and therefore never be personally liable for club costs and, should a worse-case scenario ever happen, you are financially protected.

#### UBS (Grant) Account: Quick Guide

**Held by:** UBS

**Used for:** Everyday, regular club activities such as training, transport, equipment, wages.

**Accessible via:** Sports Development in the Munrow Sports Centre.

**Feature:** Account run to break-even and so will be zeroed at the end of every year.

#### Guild Account: Quick Guide

**Held by:** The Guild of Students

**Used for:** Social or non-budgeted for activities, such as fundraising activities.

**Accessible via:** Student Development in the Guild of Students

**Feature:** Account rolls over each year keeping extra income or debt in following years.

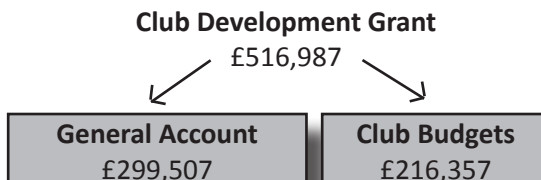
The University's financial policies and procedures can seem awkward and slow (sometimes painfully so), but they are in place for a good reason. All of the checks that are put in place are there to protect you as an individual and to remove liability where we can.

For example, if you have ordered and paid for goods from a company personally and then the company goes under the University has no financial responsibility and you will be left to bare the costs; if the order has been placed properly then there will be insurances in place to protect the club and deal with any costs.

## 3.2 UBS (Grant) Account

Sport is hugely important to the University of Birmingham and one of the ways it demonstrates this is through the financial support it gives clubs (let alone the announcement of a new £55m new sports centre to be opened in September 2014). UBS receives a grant of £1.2m a year of which Club Development receives just over half (£516,987 for 2011-12).

This money is split in the following way:



The Club Development General Account supports the fixed-term coaches, affiliation to BUCS and all costs related to BUCS knockouts.

The other amount is distributed to clubs based on the Budget applications that clubs make at the end of the second term. Once all budgets have been set and we have matched your requests to our University grant, budgets are sent back to you with any adjustments that have been made (all of which will be highlighted should there be any questions). The money you are given is held within UBS as a sub-account of our finances.

### Budget Workshops

When it comes to submitting your budget the Club Development Manager will be running two workshops to help you work through the form and ask any questions that you might have:

Workshop 1: 1 March 2012

Workshop 2: 8 March 2012

### How Your Budget Works

Budgets are based on making your expenditure balance with your income. After you have budgeted for everything you want to spend (your expenditure) and everything you think you can bring in through membership fees or fundraising (your income), the remaining difference between the two is what you are requesting for us to fund, as shown in the below diagram.



Because what you can spend is based, in part, by what you can bring in it is incredibly important to be on top of your income so pay special attention to Section 3.4.

### Account Flexibility

One point to note is that while the money in your UBS Account has been budgeted to cover specific costs, this doesn't mean that you have to keep to this if circumstances change. As long as the income still meets the expenditure then the way in which you spend your money is up to you as long as it is for the benefit of your club members and helps you to reach your club's aims and objectives.

#### **Tracking your Money**

At the end of each month you will receive a breakdown of your budget, so that you know what you have spent to date and what you have left. It is broken down into all of the areas that you can spend your money on and reflects what you were given following your budget request.

If you want a more detailed breakdown at any point please come into the Sports Development Office.

### **3.3 Spending your Money**

Because the nature of what you do can be so varied there are often a number of different ways that you can spend your money. The main ways are detailed below.

#### **Internal Transfers**

Some of the activities that you undertake are provided by the University of Birmingham, such as your facilities, Premier League catering or transport, and as such internal transfers can be made between your account and the department providing the service, without you needing to provide further documentation

*Timescale: Automatically debited at the end of every month.*

#### **Invoices**

One of the most common ways to pay for goods or services is by invoice. For a company to be paid by invoice they **first** need to be set up on our Approved Supplier List **before** an order is placed. This ensures that we do not order goods from one company that might invalidate a contract that is held with another supplier. To get a company on the Approved Supplier List, which will take 2-3 days, please provide the following:

- Company Name
- VAT or Charity Number
- Company Address
- Company Phone Number

Once set up invoices must be sent to the Club Development Manager and addressed to the University of Birmingham; invoices addressed to individuals can not be paid. If the invoice is urgent then please make us aware of the payment date and we will do our best to meet it.

*Timescale: Payment as per the invoice details.*

### Credit Card

The Club Development Manager has a company credit card that can be used for online or phone payments. It has a single transaction limit of £500 and a total monthly limit of £5,000. This will be used predominately when clubs wish to book transport or accommodation but can also be used for any purchases such as equipment or affiliations.

To use the credit card you must come to the Sports Development Office - the card can not be taken away from the office.

*Timescale: Transport and Accommodation needs to be booked 3 days prior to the date required. It can only be used when the CDM is available so consider making an appointment.*

### Claim Forms

Sometimes it is easier to spend your own money and then claim it back. But before you purchase something, please check that you can do so first. If you do not have the authorisation from the Club Development Manager then there is no guarantee that you will be able to claim your money back.

Once you have authorisation, which can be as simple as an email response from the CDM, you must fill in a claim form, available from the Sports Development Office, which must be accompanied by two committee signatures. Remember to keep all receipts. Where train travel is concerned, actual tickets are required so that we know we are refunding BUCS travel and not a trip to see your Granny; and for accommodation we need an breakdown of the costs so we know we are not paying your mini-bar tab.

Importantly, **you only have two weeks from the date of expenditure to claim back any money**. This allows us to keep track of money and reduces the risk that all the money in your account has been spent before you can claim.

*Timescale: Forms processed Thursdays at 12pm. Payment takes 10 working days*

### Wages

Coaches and instructors must also fill in a claim form available from the Sports Development Office, for their wages. **These must come in at least once a term and committee members must initial the form to confirm that the coaches have done the hours that the coach is claiming for.**

*Timescale: Forms processed Thursdays at 12pm. Payment takes 10 working days*

### 3.4 Generating Income

Once your budget has been set it is the responsibility of the committee to make sure that you reach your income target to ensure that you can do everything that you have planned to do. If you are able to bring in more money than you planned then you will have extra money to spend on what you wish; conversely, if you fail to bring in your income then you will have to look at areas to cut your expenditure. There are four areas where you can bring money into the club.

#### Membership Fees

Your membership fee is the most obvious way for your club to generate income. When your budget was submitted you will have set your membership fee. Different fees can be set (see the boxes for different approaches) within a club to suit the level of participation and clubs are able to set lower fees for members joining after the first term. This must be done when budgets are submitted - **membership fees cannot be changed after August.**

**All-inclusive, up-front membership fee:** One fee without further subsidy.

**Pros:** Once joined, members will feel like they should come as they have “already paid for it”; you already have their money, whether they train/play or not.

**Cons:** You will inevitably need to charge a higher initial fee, which may put some people off.

**Lower membership fee with top-up fees:** Low initial fee with pay-as-you-go contributions.

**Pros:** Lower initial fee may attract more members; Members only pay for what they want to use.

**Cons:** Not as much incentive to attend training or matches; committee will have to collect money at various points throughout the year.

On top of this fee a further £10 charge will have been added for the **Club Development Fee**. This covers the cost of insurance and the added member benefits such as free triage and strength & conditioning sessions and discounted physiotherapy. See Section 9.5 for more details.

All committee members have a responsibility to ensure that all members have paid their membership fee. Members who are represent UBS in BUCS without paying their club fees are in contravention of BUCS regulations, which can lead

to a deduction in overall BUCS points for the University. More importantly, they will be playing and training without insurance while also invalidating every other members' insurance. Because of this it is vital that all members pay.

Fees can be paid online or at Munrow Sports Centre reception desk. **All committee members must also pay their fees.**

### **Match Fees and Subs**

These are extra revenue strands that pay for specific costs as a kind of top up payment, e.g. transport or referee expenses. Whenever collecting extra monies it is important that they are always paid into the Munrow Reception as soon as possible. If money goes missing or gets stolen before it has been deposited then UBS can take no responsibility.

It is important to get the balance of membership fees and match fees right. An example of where top-up fees have been used well is in the subsidisation of Premier League transport: if the first team are travelling to Scotland their travel expenses are going to be much more expensive than the third team who play in the Midlands area so it is appropriate for first team players to contribute more towards travel than other members.

### **Sponsorship**

Sponsorship is a great way to ensure there is some extra income for your club and is also great for links with the local community and businesses.

#### ***How should you go about getting it?***

First look at what your club could benefit from, and remember this doesn't have to be money, it could be equipment with a company logo on. Then think about what your club has to offer prospective sponsors:

- Their logo on social or playing shirts; links from your website or Facebook page; attendance of their venue at weekly socials or fundraising events, publicity through match reports, publications or equipment?

Once you have an idea of what you are looking for you should talk to Kate Allum (k.allum@bham.ac.uk) in UBS Marketing. It is important that we know about all sponsors; UBS has many links with companies and we may be invalidating a contract with an existing sponsor by having a club associated with a competitor.

### 3. Club Structures

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If you already know of someone who is keen to sponsor you then please contact Kate Allum who will then work with you to draw up a contract or agreement.

#### ***Kukri sponsorship***

It is important to note that you cannot count Kukri sponsorship on its own towards your Sponsorship total as this money must be spent on Kukri merchandise. For full details on your sponsorship with Kukri and ways that you can turn it into fundraising alongside all Kit guidelines please see Section 12.

#### **Fundraising**

Fundraising is a key part of your income generation. Your club should budget for at least **10-20%** of your income to come from fundraising activities. Don't be put off by this number: if you plan events well and make them enjoyable you'll easily make your target and have some fun along the way.

Fundraising should be paid into Reception at the Munrow Sports Centre. Any additional fundraising that you make can be transferred to your Guild Account at the end of the year if you have not spent it and wish to carry it over.

The Guild of Students run fundraising workshops throughout the year and also provide a comprehensive guide as part of their *Pick & Mix* leaflets, available at the Guild and online. Their key advice to simple but effective fundraising is to tell people:

- WHAT you are doing
- WHEN it is happening
- WHERE the venue is
- WHY you are doing it

...and, of course, make sure it's legal!

#### **Paying in Money**

Now that you have all this money, how do you pay it in? Simply go to the Munrow Reception and make it very clear what area you are paying in money for. You have budgeted to bring in set amounts for membership, match fees, sponsorship and fundraising, so when you are paying in money **please make it very clear which one you want it to go towards.**

## 3.5 Guild Account

Most clubs also have a Guild account used for social activities and kit. If you're not sure about what should be paid into/out of which account, please talk to Club Development and they'll let you know which account would be best to use, as mistakes take time to correct and could cause problems for your club.

### Accessing the Account

You'll be asked to sign a committee signatories declaration, which also gives the Guild a specimen signature to check any expense claims against; if they find out that you have broken any of the terms or deliberately misused your bank account, they will initiate disciplinary procedures against the individual and/or clubs, which may lead to the closure of your Guild account.

You can find out your account balance, and a statement of past transactions for up to the last 15 months, in two ways:

- Go to the Student Development Counter and ask for a print-out
- Email [studentgroups@guild.bham.ac.uk](mailto:studentgroups@guild.bham.ac.uk) to request a statement to be sent by PDF

### Paying in to the Guild Account

You would normally pay into your Guild account by cash or cheque. Cheques need to be made payable to 'University of Birmingham Guild of Students', and please write the name of your club on the back of the cheque. Come to the Student Development counter, fill out a paying in slip and they'll check your payment before crediting your account. Please give as much detail as you can, i.e. rather than saying it's for "ticket sales", the Guild need to know what event/activity it relates to. You can also make bank transfers directly into the account, please ask for the details if you'd like to do that.

### Using your Money

There are three main ways to take money out of the account:

- 1. Personal claim:** if you spend some money on behalf of the club, fill out a claim form and bring in the receipt(s), it can then be returned to you as cash (if under £50), cheque or a bank transfer. It takes about a week to process these claims. Whoever's claiming needs to sign the form, and two other committee members: the claimant can't sign their own claim form.

**2. Business claim form:** if you're paying a company, e.g. buying kit, the Guild can make a cheque, bank transfer or credit card payment to them. Just bring in a copy of the invoice/order form along with a claim form, signed by two committee members. If it's for over £500, they'll need you to do a purchase order – still with the same information, it's just a different form.

**3. Retail voucher:** If you're paying for a Guild service, such as Fab or Sports Ball tickets or publicity from the Printshop you can get a retail voucher from Student Development, it's like an internal Guild cheque that gets charged straight to your account.

#### **Transferring money between accounts**

If you need to do a transfer from the Guild Account to UBS, first check how much you've got in your Guild account and then talk to Club Development—they'll raise an invoice and send it to the Guild. When the Guild receives it, we'll need two of your committee to come in and sign to approve the transfer. Please allow a few weeks for this to happen.

Similarly, you may occasionally need to transfer money from your UBS account to your Guild one. If you think you need to do that, check with Club Development first and then come over to the Guild and ask for a 'Sales Invoice Request Form', fill out the details; the Guild will invoice UBS and they'll transfer the money. This can also take a few weeks, so don't leave it until the last minute.

#### **What happens at the end of the year?**

Unlike your UBS account, we don't reclaim the money in Guild accounts, so you can leave a balance sitting in your Guild account until you need to use it, there are no deadlines. This is the same for debt as well as a positive balance.

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### 3.6 External Accounts

As well as the two accounts listed above, some clubs also hold external bank accounts. These have been set up in *exceptional* circumstances and unless your club encounters a situation in which they are deemed essential clubs are strictly forbidden to hold one.

By holding an external account the club removes all responsibility and liability from UBS and places it solely on the signatories of the account. If an account becomes overdrawn or there are charges that must be paid it is the individual signatories for the account that are liable and not the club or UBS.

External accounts have been set up mainly due to UoB's financial processes and regulations which can restrict the functioning of some club activities which lie outside the 'normal' scope of club activity or activity directly managed by UBS. If you think that an external account is necessary then you must first come and talk to Sports Development - there might be a way for us to put in place special processes to meet your needs.

**Any club that is found to have an external account without permission will be subject to disciplinary action.**



## 4. BUCS (BRITISH UNIVERSITIES & COLLEGES SPORT)

### 4.1 What is BUCS?

The BUCS sporting programme is available to the 2.3 million students across the UK. Over 100,000 students regularly compete in BUCS competitions, leagues and events. BUCS delivers 50 sports to these students and universities and organises 150 individual finals or championship events each year. Its vision is to enhance the student experience in three key areas: Performance, Competition, Participation.

To do this, BUCS works with student athletes, athletic union staff and elected officers as well as professional sporting staff, coaches and volunteers at its 157 member institutions. It offers a comprehensive, multi-sport competition structure and manages the development of services and facilities for participative, grass-roots sport and healthy campuses through to high-performance, elite athletes.

#### What does BUCS mean to me?

For most of you, being part of BUCS means turning up to training and winning as many games and Championships as you can for Birmingham, which, incidently, you all did very well as the league table later in this section proves.

As a membership organisation though, you can have an impact on how your sport is run across the Higher Education Sector.

Our very own VP Sport, Tim Smith, has been elected as Chair of one of the 12 regional groups who regularly meet to discuss issues surrounding BUCS's events and governance of sport. Each group brings their problems and issues along to regular Management meetings so that they can be discussed and resolved. So, if you have an issue with your sport or how it is run then let us know - don't suffer in silence or we can't help! Tim's door is always open so please talk to him or anyone in Sports Development.

## **4.2 Team Captains' Briefing**

When it comes to playing in BUCS competitions it will be your Team Captains who will be responsible for ensuring that you are abiding by the rules and regulations of your competition. To this end, the Team Captains' Briefing gives captains the opportunity to learn about their roles and all of the relevant responsibilities that come along with the role. All team captains **MUST** attend this meeting.

### **BUCS Team Captains' Briefing:**

Thursday 6th October 2011, 17.00 - 18.00, Munrow Lecture Theatre

**Failure to attend without prior consent will result in the elected team captain being removed from position.**

## **4.3 Basic BUCS Rules**

While it will be the Team Captains who are responsible for understanding most of the rules, knowing the key information is good for the whole committee. You will be given a BUCS Handbook with all the rules and regulations in it but some of the regular topics are below:

### **Club Membership**

Anyone who trains with you should pay membership but this is even more important when representing the University in BUCS competitions. If a player is fielded who is not a member then your team can be removed from the league, points docked and refused entry into subsequent years. If you need help in getting members to pay their fees, please don't hesitate to ask.

### **Walkovers**

A walkover is given when a team cannot complete a fixture. Birmingham will aim never to give a walkover as it can lead to docked points and removal from teams from subsequent years. As committee members you have agreed that you are able to honour the number of teams that we have entered on your behalf - it is your responsibility to make sure that all matches are played.



### **Late Arrivals**

If you know that you are going to be late to an away fixture then please contact the Club Development Officer on **07867 906 387** as soon as possible so that we can let the opposition know. Failure to do so may result in a walkover being claimed by the opposition.

### **Colour Clashes**

In the case of a clash of kit colours, it is the home team's responsibility to change their kit or wear bibs.

### **Scores**

All scores should be called or texted into the Club Development Officer as soon as the fixture finishes. The number is **07867 906 387**.

### **Playing Under Protest**

If you arrive at a fixture and feel that the conditions do not meet the regulations or you know that there is a problem with the officials then you can 'play under protest'. To do this you will need a Playing Under Protest form which all institutions have to provide. This must be signed by both teams' captains. You will continue to play the fixture but the form will make the basis of an appeal should one be necessary.

### **Appeals**

If you are going to make an appeal then your report must be **in writing to the Club Development Officer by 11:00 on Thursday morning**. Please give as much detail as possible so that we can argue your case.

## 4.4 Match Teas

If you are a Premier League team then it is in the BUCS regulations to provide away teams with match teas. These must be booked with Raising the Bar a week before your fixture takes place (i.e. by the Thursday before a Wednesday match). These will be charged back to club accounts via invoices so you will not have to worry about payment on the day.

If a non-Premier League teams requires match teas these must still be booked in advanced but you will have to pay £2.00 per person on the day.

## 4.5 BUCS Accommodation and Transport

### Accommodation

If you require overnight accommodation for a BUCS competition then please come and talk to the Club Development Manager as soon as possible. You will be asked to research hotels and prices, but the accommodation will be booked with the Club Development credit card where appropriate.

If it has been budgeted for or it is a knockout round, UBS will subsidise up to £15 per person per night. Any additional cost must be paid in **BEFORE** the date accommodation is required.

### Transport

Please see Section 6: Transport & Trips.

## 4.6 BUCS Championships 2010-11

As we are sure you're aware UBS claimed an historic 2nd place in the BUCS championships for the 2010-11 season! While we have rarely been out of the top 3 for the last 15 years placing 2nd is a massive achievement and one that you should all be very proud of contributing to.

As the points table below shows, it was incredibly close, with just 50.5 points separating us from Leeds Met Carnegie in 3rd. With your hard work and consistent effort we have no doubt that we can consolidate our 2nd place in 2011-12.

Ranking		Institution	Ind. Champ. & Knockout Pts	League Points	TOTAL POINTS
1	↔	Loughborough	3579	1763	5342
2	↑ 1	<b>Birmingham</b>	<b>1574.5</b>	<b>1410</b>	<b>2984.5</b>
3	↓ 1	Leeds Met Carnegie	1527.5	1406.5	2934
4	↑ 2	Durham	1439	1403	2842
5	↓ 1	Bath	1293.5	1196	2489.5
6	↓ 1	Edinburgh	1096.5	1332	2428.5
7	↔	Nottingham	1043	1181	2224
8	↑ 2	Exeter	839	1361	2200
9	↔	Manchester	1005.5	1132	2137.5
10	↓ 2	Oxford	822	1050	1872
11	↑ 1	Bristol	772.5	1030	1802.5
12	↑ 3	Cardiff	869.5	923.5	1793
13	↔	UWIC	873	854	1727
14	↔	Cambridge	949	767	1716
15	↓ 4	Newcastle	774.5	927.5	1702
16	↔	Leeds	588	877.5	1465.5
17	↔	Imperial	716	739.5	1455.5
18	↑ 1	Southampton	786.5	645	1431.5
19	↑ 8	Nottingham Trent	720	682.5	1402.5
20	↔	Northumbria	429.5	882	1311.5



# 5. FACILITIES

## 5.1 Training and Match Facilities

All UBS facilities that you use for training will have been booked for you during the process of submitting your budget requests for the 2011-12 season. Your requests will have been confirmed when your budgets were returned to you. If you would like clarification on any facilities then please ask.

Match facilities are booked on your behalf by the Club Development Officer and do not need to be booked by your club unless you use an external provider, such as the Priory Tennis Club or King Edward's School. In such cases you will be asked to assist the Club Development Officer in booking facilities.

## 5.2 Facility Expectations

You have booked and paid for a facility with UBS and, just as any other customer, you are entitled to a good level of service and quality of provision. If you ever feel that this has not been met then please talk to someone about it to ensure that your expectations are met.

If something is wrong during your booking please talk to one of the Recreation Assistants (in the orange and black uniforms) at the time.

## 5. Facilities

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If you feel your session was overly compromised then please come and talk to the Club Development Officer; it may be possible to get you a part-refund. For example, if the door to Metchley 3G was locked and you could not get on the pitch for 15 minutes of an hour-long booking then you would likely be entitled to a 25% refund on your booking.

### 5.3 Setting up Equipment

If your booking requires equipment to be set up then your committee will be asked to help set up the equipment to save time. Please note that equipment is set up within your session and will not necessarily be ready for the start of your session. Recreation Assistants will set up meetings with each club that this affects early in the first term to instruct members on how to set up equipment.

A meeting will be scheduled with all relevant clubs to show you how to set up equipment, which will allow you to help our Recreational Assistants and speed up how quickly the facility is ready for your use.

<b>UBS Facility Club Rates</b>	
<b><i>Facility (per hour)</i></b>	<b><i>Costs 11/12</i></b>
Spin Room	£12.40
Athletics Track	£23.15
Badminton Court	£4.00
Bournbrook Training Area	£8.70
Dance Studio	£12.40
Dojo	£10.35
Gillet Centre	£15.00
Lecture Theatre - Term/Vacation	Free/£10.35
New Gym	£15.00
Old Gym	£12.40
Outdoor Netball	£10.35
Playing Fields	£34.00
Slater Hall	£21.00
Sports Hall	£21.00
Squash Courts	£4.00
Swimming Pool	£19.60
Tennis Court	£4.00
Water Based - 1/3	£15.90
Water Based - Full	£34.00
<b>Guild Room Hire</b>	
Deb Hall	£20.00
Underground	£20.00
Common Room	£20.00
Amos Room	£15.00
Mandela Room	£10.00
Rosa Parks Room	£10.00
Thomas Training Suite	£10.00

## 5.4 Extra Facilities

If you would like to book extra facilities (e.g. for friendlies) then you are able to do so, but you will need to provide extra funds as this might not be covered in your budget. To book an extra facility please detail the following:

- Facility required
- Date and time of booking

Send this information through to the Club Development Officer, who will check availability and confirm the cost of your booking. This must be paid into Munrow Reception one week before the date of your booking or the facility will be cancelled. The list of charges are on the previous page.

## 5.5 Room Bookings

If you would like to book other rooms across the University, such as a meeting room in the Learning Centre, then please contact the Club Development Officer. The majority of the rooms, including the Munrow Lecture Theatre can be booked free of charge. To book please provide the following information:

- Date of Booking
- Time of Booking
- Capacity
- Special Requirements (projector, computer, etc)

If you would like to book rooms at the Guild of Students then please contact Steve Streatfield ([s.streatfield@guild.bham.ac.uk](mailto:s.streatfield@guild.bham.ac.uk)) with the above information and be aware of the charges listed in the table.



## 6. TRANSPORT & TRIPS

### 6.1 Match Transport

**Large Teams:** If you are travelling to an away match for a Wednesday fixture then the Club Development Officer will book the coach on your behalf. In order to save us money, where possible we will put multiple teams on the same coach if they are going to the same venue or city. This could lead to a possible wait for a team to finish but be patient and support our other teams where you can!

**Smaller Teams:** If it is not cost effective to travel to a Wednesday fixture by coach then a minibus or car might be more appropriate. If this is the case then you must fill out a transport booking form, which is located outside the Sports Development Office. This will need to be signed by a the Club Development Manager or Officer to confirm that you have the money in your account to pay for the vehicle.

If you do not have someone who is able to drive then travelling by public transport may be the best option. If you are travelling by train then you will need to come into the Sports Development Office to search for and book the transport. We can pay for the transport using our credit card, or you can pay for the journeys and then claim them back.

**N.B.** If you are claiming the money back then you need to keep your travel tickets so that we know where you have travelled to and from; a receipt may not be enough for University Finance to process. **This must be claimed within two weeks of expenditure.**

### **One-off Championships**

If you are going to a one-off championships then you need to let the Club Development Officer know what your requirements are so that the transport can be booked on your behalf. If you require a coach then we'll need to know your destination, times of arrival and departure and the numbers travelling. If you require a car, minibus or public transport then please follow the information for smaller teams, above.

## **6.2 Booking Other Transport**

If you require transport for something other than BUCS fixtures or championships then you will need to come to the Sports Development Office and fill in a Transport Booking Form, which will be signed by a the Club Development Manager or Officer to confirm that you have the money in your account to pay for the vehicle.

**Please ensure that you do this a minimum of one week before the date of departure to give us time to complete payment and make the booking.**

In all cases vehicles must be hired through the University's Transport Services department, through the Club Development Officer. If Transport Services are unable to book the vehicle you require then they will source a vehicle from an outside company for you - **in no circumstances should you book transport with an external provider.** Booking costs are listed over the page.

### **Vehicle Collection**

The keys of the vehicle can be collected from the Security department, located at the back of Aston Webb past Earth Sciences. The vehicle must be dropped off at the time specified or additional charges will be applied.

Upon collection, the vehicle must be checked for damage and satisfactory oil and water levels before departure and recorded on the Driver Checklist provided with every vehicle.

### In all vehicles

- It is the driver's responsibility to recommend that all passengers wear a seat belt; it is then the passengers' responsibility to wear them
- Any incidents and accidents involved in vehicles and whilst participating in activities **MUST** be reported to the Sports Development within 7 days of the incident by completion of an Accident Form.
- Alcohol must not be consumed in any vehicle hired by UBS

## 6.3 Driving Requirements

In order to be able to drive any of the vehicles hired students must be a **minimum of 21 years of age and have held a license for two years**. Transport Services will require a copy of your Licence and Paper Counterpart as proof of this - please ensure that this is provided to the Club Development Officer upon booking of the vehicle.

### Minibus Tests

One of the easiest ways to reduce the cost of transport for your club is to get one of your members trained to drive a minibus. To be eligible the driver needs to meet the criteria above and take a test put on by Transport Services. This involves two stages:

- 1. Theory Test.** Taken in the Learning Centre, the instructor will take you through the specific legislation relating to minibuses and will ensure that you understand aspects such as speed limits and DVLA regulations.
- 2. Practical Assessment.** The instructor will observe you driving and give you hints and tips so that you are safely able to drive the vehicle.

The tests cost £95 (with a full class of six - costs may increase if there are less people on a course) and can be booked through the Club Development Officer. Simply let him know who would like to take the test and he will add you to the waiting list. If you have included the cost of the course in your budget then this will come directly out of your account, otherwise you will need to provide the money up front, before the test is taken.



## 6.4 Personal Transport

In many cases it may be easier to use your own transport. UBS has a responsibility to ensure that all members are safe; this includes when members transport people in their own vehicles. To ensure this is the case, before you drive for the benefit of your club the driver of the vehicle must provide us with a copy of:

- MOT and Insurance Certificate

If you have a new vehicle which does not have or require a MOT then a copy of the insurance is all we will need. **Without the above then you will not be able to claim money back for petrol costs. Proof must be provided *before* the vehicle is used.**

### Your insurance

We advise you to inform your insurers that you are intending to drive people to and from a club activity to make sure that they are aware—they may need to alter your insurance policy to include 'business use'. There is usually no charge to do so.

Vehicle Hire	
<i>Day</i>	<i>Cost 11/12</i>
1-day Weekday (Mon-Thu)	£90
1-day Weekend (Fri - Sun)	£85
3-day Weekend (Fri - Sun)	£265
1-day Car Hire	£50
Minibus Test	£95

Coach Hire: Example Destinations	
<i>Destination</i>	<i>Cost 11/12</i>
Stirling	£1,075 (£1,145)
Edinburgh	£995 (£1065)
Newcastle	£805
Durham	£805
Leeds	£605
Manchester	£545
Liverpool	£545
Nottingham	£405
Loughborough	£405
Leicester	£380
Oxford	£430
Cambridge	£525
Exeter	£605
Cardiff	£550
(Prices in brackets relate to the cost of travel plus over night accommodation for the driver.)	

### 6.5 Trips: Events, Tours and Training Camps

A trip is defined as a visit to a location which is recognised as being one of the following:

- Publicised at a club meeting
- Publicised on a club notice board, via email or on webpages/social networking sites
- Part/Funded by your UBS or Guild Account
- Requires the use of equipment owned by the club
- Requires transport booked through UBS

It is your duty as committee members to inform us of any trips that you undertake, which you do by following the procedures below.

#### Registering a trip

All trips must be registered and authorised with the Club Development Officer.

All clubs must provide, via email, details of:

- Name of Trip Leader (person in charge of the trip)
- Full Itinerary
- Travel arrangements
- Copies of any contracts
- Delegate List
- Next of Kin and Medical information of all delegates
- Risk Assessments
- What equipment you will be taking

Undertaking a trip without the appropriate information being completed and as such the necessary consent renders all participants uninsured as it does the kit that belongs to UBS. Should any difficulties or injuries occur then personal liability would fall to the club's committee members and trip leaders, as would any subsequent costs.

**Any breaches in club policy and procedure may result in disciplinary action being considered against the club and its committee which will result in sanctions against the club and/or individuals.**



# 7. PUBLICITY & COMMUNICATIONS

3,000,000+  
page views

## 7.1 UBS Website

Of one the first ways that many people find out about the clubs available to them at University is through the UBS Website. Because of this it is vital that your information is current and correct. Who knows how many people you could be sending to the wrong venue at the wrong time because of incorrect details for two seasons ago?

Although Ann Kite (a.kite.1@bham.ac.uk) runs the UBS website, it is your responsibility to make sure that it is up-to-date. As you can see from some of the stats across this page, the site gets a lot of traffic, so it is in your best interest to get it right! This is especially important at the start of the year as September and October get the most visits.

150,000+  
unique visits a year

### Updating Club Pages

Simply go to the website and see what needs to change. Once you know what you want to update, send Ann an email with the changes. It's just that simple. If there is something else that you want to add or something specific that you want added to your website then please

come along and talk to Ann; we may be able to add your feature to your page.

### External Websites

If you want something more than what is offered by UBS then you are more than welcome to go and set up your own website. Don't forget that you are representing UBS and the University through your site so it needs to conform to our guidelines. If you ever have any questions, please talk to Ann Kite; we are happy to help out in any way we can including branding your site and making sure it confirms to our standards.

We can not help in the funding of domain names or provide space to host your website but there are a number of free options that you could consider:

- **Groupspaces.com:** A great way to manage groups, that includes calendars, mail lists, member management and Facebook tie-ins.
- **Pitchero.com:** Aimed at sports so perfect for clubs
- **Moonfruit.com:** Hosts and creates well designed websites and requires no html knowledge.

## 7.2 Social Media

Alongside our official website, UBS also has a presence on various social media sites. With 2,657 fans of the **University of Birmingham Sport** Facebook page and 614 followers of **@UBSport** it is one of the best ways to keep up to date with all of the news and events that affect you and your clubs.

2,657  
Facebook fans

614 Twitter  
followers

It is also a really easy way to cross promote yourself on the back of UBS's number of fans and followers. By tagging us in your posts or tweets we can re-publish and re-tweet your information, getting out your message to many more people than clubs traditionally have on their own pages.

Look out for Tim Smith's new Facebook profile, **BhamGuild VpSport**, and his Twitter feed, **@VPSportTim**, to keep up to date with everything that your VP Sport is doing for you.

891 photos  
on Flickr

Our online photo collection on Flickr is rapidly growing so please send us your photos so that we can help to publicise your club in a more visual way, too.

## Club Social Media Guidelines

While we don't want to curb your fun online, we do ask you to be responsible when using social media that is linked to one of the official UBS pages or accounts. A lot of visits we get are from parents checking out the University on behalf of their children and the last thing we want them to go away thinking all UBS clubs are about is drinking and swearsy banter. To that effect, here are our top tips for responsible social media:

### Useful Twitter Profiles

@UBSport  
 @VPSportTim  
 @GuildofStudents  
 @redbrickpaper  
 @redbricksport  
 @unibirmingham

1. Ask Ann Kite to set up a club page linked to our official Facebook page - keep this one professional. Ann will then provide a designed logo for you.
2. Set up a 'request to join' Facebook group - use this for your banter and social pictures.

If we do come across inappropriate content on pages anyone could access then we will request that you take them down.



## 7.3 Match Reports and Stories

One of the most asked questions is: "how do we get news stories about us on the website?" Well, the basic answer is fairly straight-forward: Provide us with the information! Often clubs will complain that we're not covering their success but fail to provide us with the information to publish.

Jenna Hadley (j.v.hadley@bham.ac.uk) is our PR, Media and Promotions Officer and is in charge of all press releases, stories and The Pride and so must find a balance between clubs and everything else that UBS does. Because of this it might not always be possible to get your story published.

This year we are lucky to have three Marketing interns that will be, in part, helping to cover sports stories. This will help save Jenna's time re-writing stories but there is still a lot that you can do to help. By following some simple guidelines when writing match reports and stories you will be much more likely to be featured.



### The Pride

UBS's online newsletter is one of the ways your club can be publicised if you follow the guidelines listed.

### What to include?

- Facts – venue, place, date(s) and opponents
- What is it for? How important is it?
- Links to relevant websites
- Result
- Names! Who scored, who competed, year of study/course
- Key moments and details
- Quote (Captain and/or Coach)
- Good quality action photos

By providing us with this information, it will be much easier to publicise your information. If you are late with the story, still send it in - we may still be able to use it.

Don't forget to send your information to Redbrick Sport as well:

***sport@redbrickonline.co.uk***

## 7.4 Sports Fair

Simply put, Sports Fair is your best opportunity to get members for your club. With a footfall of around 4,000 student in just 5 hours you will not have as many people exposed to your club again until the next Sports Fair. Because of this it is important to get it right.

Your first port of call will be to fill in a Marketing Form that will be sent round in February. Once submitted, you will then be given some more information at Club Conference. A full briefing will also be given on the day of the Fair but below are some tips on how to prepare for your recruitment drive in the meantime.

**What's your USP?** What is your club's unique selling point? What makes your club the right choice? Think about what you have to offer and sell it to prospective students.

**Handouts.** If you are providing literature on the day, what information are you going to give? Contact details are a must. Also make sure flyers are eye-catching and won't find themselves in the bin as soon as it's out of sight of your table. If you're giving out sweets, do you have enough for Sports Development staff?

**Know your dates.** Trials, training times and days are all essential, but have you planned your first social or an introduction meeting before a training session?

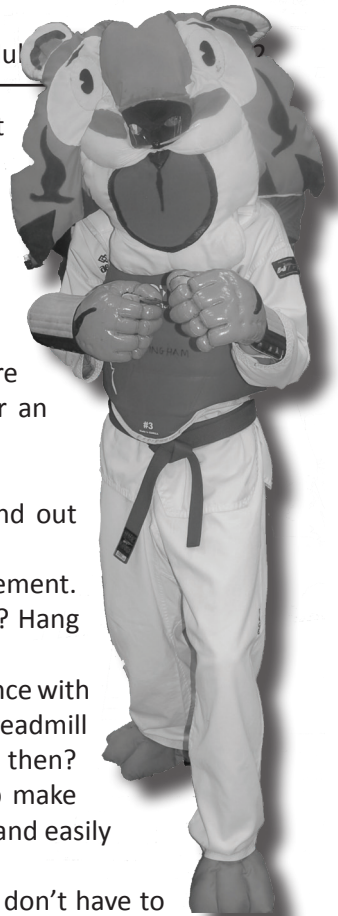
**Your Stall.** Having an attractive stall will help you stand out from those around you. Think about the following:

- **Equipment:** Use your equipment to make a statement. If you have a boat, why not bring it? Got some skis? Hang them on the wall.
- **Demos:** Make sure that you are wowing the audience with all that you do. Can you bring equipment such a treadmill next to your stand so people can have a go there and then?
- **Clutter free:** While it is good to have photos up make sure it is clear who you are by keeping posters large and easily read from afar.
- **Tables:** While you are provided with a table, you don't have to stand behind it (or even use it!). Get out in front and interact with all your new members.
- **Numbers:** One of the recurring features of the Club Survey carried out last year was the intimidation felt from clubs with lots of members around the stall. Please limit those at the stall to five and send anyone else around campus to drum up support.

### **Risk Assessments and Safety**

Because of the scale of the Fair we will ask you to tell us in advance what you are bringing and planning on doing through the Marketing form. Please give us as much information as possible so we can make sure that everyone is safe.

We want Sports Fair to be as successful as possible for you so help us help you and always feel free to come and talk to us if you want to try something new.



## 7.5 Big Events

An area that UBS want to improve on over the course of the coming season and beyond is the atmosphere at matches and events. Aside from xpLosION, which we think we have got down fairly well now, we don't do enough to promote all sports on Wednesdays or on the weekends.

Over the next year we want to know how you would like UBS to tackle Big Events on campus. Our VP Sport, Tim Smith is passionate about making this happen and so during the course of 2011-12 at Sports Forums and Club Meetings we will be trying to find a solution to making Big Event work for as many people as possible.

In the meantime, think about some of the following questions and let us know what you think:

- What is needed to get people down to your events?
- What can your club do to help?
- Should there be an application process?
- What should a Big Event include?
- Should there be Big Events and BIG Events?



## 7.6 Sports Ball and Sports Awards Evening

The Awards Season at the University of Birmingham is our opportunity to recognise all of the hard work that you have put in throughout the year. Awards are split across two events:

- **Sports Ball:** Run by the VP Sport and the Guild, the Ball is your chance to come together as a club and recognise the development and participation side of sport.
- **Sports Awards Evening:** The Awards Evening recognises the highest level of achievement such as Sports Person and Team of the Year.

### Awards and Nominations

The majority of awards are chosen based on nominations from yourselves. Nomination forms and the awards criteria will be released around March and it is imperative that you provide us with as much information as possible so

that we can make an informed decision. We try to find out as much as we can about your club and what you have achieved but we can easily miss something if it is not BUCS or GB-related. So please provide us with as much as you can so you're not disappointed.

### Blues Eligibility

Of all the awards, receiving or not receiving Half or Full Blues tends to be one of the most emotional issues surrounding the Awards. In a nutshell, Half blues are awarded for Home Nations or sub-senior country representation and Full Blues are reserved for those that have represented their country internationally. But we also recognise that there is not one rule that can be applied across all sports. Because of this we will be working with you over the next six months to create a definitive criteria for each sport so that you know what to nominate individuals for.

#### Sports Ball

**When:** 4 June 2012

**Tickets:** Available from March at the Guild of Students

#### Awards presented:

Club Colours  
Sport Society of the Year  
Victoria Wesley Award  
(Outstanding Contribution to Sport)  
Student Leadership Award  
Club of the Year (Development)

#### Sports Awards Evening

**When:** 12 June 2012

**Tickets:** By invitation only

#### Awards presented:

Half Blues  
Full Blues  
Volunteer Coach of the Year  
Coach of the Year  
Team of the Year  
Club of the Year (Improvement)  
Club of the Year (Performance)  
Sports Person of the Year



UNIVERSITY OF BIRMINGHAM  
SPORT





## 8. CLUBS FOR ALL

### 8.1 Equitable Clubs

While sport is by its nature a meritocracy, this does not mean that you can't make your club inclusive for all that want to partake. From trials to welcome meetings to socials, you need to make sure the club is open for all members across all aspects of your club. Some of the main areas for your club to look at are:

- **Trials:** Is the process fair? Does everyone know what is expected of them before the trials begin?
- **Welcome Meetings:** Are you holding it somewhere everyone will feel comfortable attending? Are you forcing people to do what they don't want to?
- **Socials:** Are you offering non-alcoholic alternatives for those that want to get up for lectures?
- **AGMs:** Is everyone being given the opportunity to run for a post or have you already decided that your best friend will be taking over? (See Section 2.2 for more information.)

There is a lot that you can do to make sure that your club is as inclusive and equitable as possible as we shall see over the next few pages.

## 8.2 Trials and Try-outs

The following guidelines have been produced to provide a rough outline of best practice for team selection/trials for all team-based sports and are the responsibility of Committees and Coaches to implement. Please note that this is an outline; any club wishing to tailor team selection to their specific requirements can do so providing it is put in writing and agreed by the Committee, Coach and Sports Development Office.

### Guidelines

1. Any club that has a representative team will require a trials/team selection

2. Co-ordinating trials/team selection effectively

Due to the sheer volume of athletes at the beginning of an academic year it is necessary to co-ordinate team selection. All individuals must trial every academic year wearing no representative clothing and irrespective of previous team selection and/or ability.

Information submitted to UBS:

- Booking request for trial dates, times and venues
- Confirmation will be provided and then this information will then be included on the UBS website and disseminated to students.

- Trials results and any subsequent dates.

This information can then be disseminated to trialists and faxed where necessary to all campus offices.

Any individuals wanting to participate in Social Sport competition contact either: eg: [football.men@hotmail.com](mailto:football.men@hotmail.com) or contact the Munrow Sports Centre

3. Trials Format

Coaches should be present at trials to co-ordinate and advise committees and captains on selection policy and team selection. Some Sports Clubs find it beneficial to have trials

on one day and then use training sessions to finalise squads, other Sports Clubs find it more beneficial to have trials over a series of days. Outlined below is a trial format that can be employed for both styles of trials:

*Closed trials:* Closed trials/teams selection where players are invited to trials that are of a specific standard, for example: County/Regional and/or National League standard and above. These individuals would then trial with the current 1st team squad, providing all athletes with an optimum opportunity to perform at a standard that is appropriate.

*Open trials:* Where players trial that are of a wider level of ability ie: those players asked from closed trials that would not make the 1st team, down to players that may not have played the sport before. As the level of ability is varied it may be of benefit to grade the level of open trials further ie: trial for club and county standard then for those that are recreational/school standard.

NB: Examples provided of ability are done so as a guide and are not exclusive as individuals ability is sport specific.

#### 4. Trial Feedback

If individuals require specific feedback on why they have not been selected direct them to the coach for constructive feedback on their performance. For those not selected for representative honours an alternative should be provided by the club for example **Try Sport** programmes or **Intra-League** competitions where individuals can be integrated into the squad upon development. Any recreational programme should be supported by squad players in order that progression of those not selected can be facilitated throughout the season; this has and continues to prove to be an effective programme for certain sports.

## 8.3 Initiations

After you have held your trials and first training sessions, one of the first times that you will involve new members in your club will likely be the first social outing of the year. Making sure that you understand your duty of care to your members is critical to ensuring an inclusive club and not contravening UBS's Social Policy.

An initiation is described as: *“a rite of passage ceremony marking entrance or acceptance into a group or society.”* In terms of clubs this means forcing people to do something against their will to gain access to a team or club.

Initiations in HE sport have come under national media spotlight in recent years thanks to YouTube clips surrounding a filmed initiation ceremony at the University of Gloucestershire in 2008. Individuals were forced to wear plastic bags on their heads and make Nazi salutes while individuals were vomiting around them.

An incident at Exeter University in 2006 was more serious still. First-year Exeter student Gavin Britton died from alcohol poisoning after drinking four vodkas, three pints of cider, a glass of wine and numerous sambucas before downing a pint of spirits as part of an initiation to join Exeter University's golf club.

It is to prevent the above examples and to ensure inclusivity for all that UBS has a Social Events Policy, of which two of the key points are:

**4.1.1** Every club member has the right to participate as a full Club member in training sessions and competitions without participating in any of the club's social events.

**4.1.2** It is each individual's choice whether or not they attend such an event. Non-attendance should not act as a barrier to other club activities.

UBS's position on initiations as detailed above is very straightforward:

**In no way, shape or form should any club undertake an initiation where an individual is forced to do something against their will.**

If clubs are found to have forced any individual to do something that they do not want to do or it comes to light that an individual is not picked for a team because of an initiation then there will be subsequent disciplinary action that will include the removal of committee members.

If that does not put you off holding an initiation ceremony then please take a moment to imagine how you would feel if you had to explain to Gavin Britton's parents why you forced their son to drink the amount that led to his death.

### 8.4 Inclusive Socials

While we want you to be aware of your responsibility and take it very seriously we do not want you to stop having socials at all. Club socials can be some of the best and most memorable of a student's time at University and we certainly wouldn't want to stop them. But please consider that not all of your members will want to get drunk all the time. Offering something else can really make a difference so consider some of the tips below:

#### **Provide a non-alcoholic alternative**

It doesn't always have to be about alcohol. Make sure that people aren't put off asking for a soft drink.

#### **Do something away from the pub**

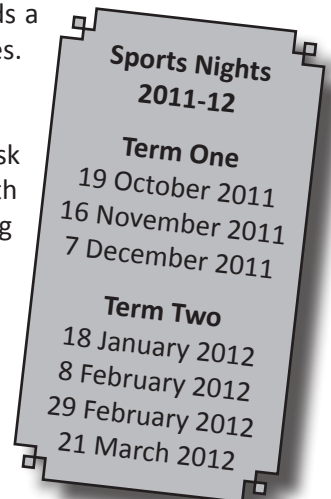
Go ice-skating or to the cinema. Have a meal in a fine Selly Oak establishment. Or go bowling, even if it is just because the shoes are cool.

#### **Look after each other**

If you are going to go out on a big night make sure that you are looking after each other. There should be at least one non-drinker and please make sure that you all get home safely and give your friends a text in the morning if they haven't made it into lectures.

#### **Ask members what they want**

A sure-fire way of getting members to socials is to ask them what they want to do. Get them to come up with something and don't be afraid to embrace it. Fishing might be fun after all.





## 9. DEVELOPING YOUR CLUB

### 9.1 What's your Goal?

Being on a club's committee is not only a big responsibility as the previous sections should have made you aware, but it is also a big opportunity for you to do something quite amazing. In a University with around 30,000 students you are one of just a handful of people that can have an chance to really make a difference to the lives of those around you.

You might be thinking that all you have to do is make sure people pay their membership and that you don't go over your budget but you have the chance to do so much more. With the help of those around you and from UBS staff you can ensure that you leave your mark on the club for years to come.

#### SMART Goals

To achieve more than just what's required you must plan ahead. It is no good diving in, all guns blazing, trying to change this or that without an idea of what you want or even what you *can* achieve.

To help you reach your goals try using the acronym SMART:

**S**pecific: It is no use have a goal such as “get more members”. That is not a specific enough target - are you looking for one extra member or are you looking for 30?

**M**easurable: How are you going to measure your goal? It is easy if it is something like increase in members to a social event, but what if your goal is to improve offensive plays?

**A**chievable: Don't aim to win the BUCS championships if you are in Midlands 2A. You aren't helping anyone by setting targets that you simply cannot reach.

**R**ealistic: While something may be achievable is it realistic? You could win a BUCS gold in the Outdoor Athletics High Jump final, but if your PB is 1.20m is it likely to happen?

**T**ime-bound: Having a goal set within a time scale helps to motivate and to complete in a certain period. Do you want your goal to stretch the season or just the first three weeks?

### Examples

Some bad examples for you:

- *“We are going to win BUCS in two seasons.”* It's time bound and depending on the club it could be realistic but it too vague. How are you going to win BUCS? What is it that needs to change for you to win?
- *“I want to increase attendance at socials.”* Great, but how? And by when?

And some good examples:

- *“By December 2011 we will have 50% of members attending BUCS Regionals.”* Only the club can know if this is realistic, but, assuming it is, it is a SMART goal.
- *“We will reduce the number of short corners conceded in term one by 10% by running extra defensive drills.”* Ticks all the boxes.

So, what are your SMART goals going to be? Over the next few pages we'll take you through some of the areas that you might want to consider, starting with how you might improve the participation in your sport.

## 9.2 Participation Pathway

Rightly or wrongly, there is a perception at the University of Birmingham that Sports Clubs are elitist and only for those that wish to compete at the highest level. This is partly because we *are* very good at sport at Birmingham but also because clubs don't always offer the widest range of levels to perspective members. The Try Sport, Intra-League and Head-to-Head programmes run by our Participation Development Manager, Catherine Adams (c.a.adams@bham.ac.uk), is one avenue through which you might like to address this and provide a full pathway from beginner to recreational to advanced.

### Try Sport

Try Sport is a programme of coached sport within the University, ideal for beginners or individuals returning to sport, providing a pathway from participation to competition. A course lasts 10 weeks and is led by a Level 2 coach. It is a great way to increase members, as you can sign-post them to your training sessions once they are more confident in their ability.

#### What's your goal?

Organise a one-off Try Sport event in Term 2 with aim to setting up a full 10-week programme the following academic year.

Clubs must plan the session and prove that there will be a weekly progression leading towards a end-goal, such as a tournament or completing a skills challenge. There is also a **monetary contribution** to all clubs that run a course, which can be paid to individuals to help them obtain coaching and officials qualifications or it can go straight back to the club.

### Intra League

A programme of recreational sport within the University, Intra League sport provides an opportunity to take part in competitive sports without the commitment of training. Emphasis is put on sportsmanship, team spirit, fair play and above all enjoyment. Over 2000 Staff & Students from across the University compete in the leagues and one-day tournaments throughout the year, which is currently spread across six sports and 28 leagues:

Clubs must provide weekly sessions or organise one-off tournaments, which must include an organised rota of officials. You will work closely with Intra-League reps and Sports Development.

While the League and course programmes for 2011-12 are set, there is plenty of opportunity for a one-off tournament or course to take place, which could lead into a full programme the following year.

### Head-to-Heads

Head to heads pit an All Star Intra-league team against an established UBS Team and can take the form of a one-off or series of matches. This can provide an excellent opportunity for the best players to keep their options of playing for the team open having kept their development and playing skills sharp over the season.

Please contact Catherine (c.a.adams@bham.ac.uk) for more information on how she can support you in any of the above programmes.

### 9.3 Volunteering

A great way to improve your club is through volunteering. The perception of volunteering is sometimes that unless it involves picking up litter or going to Africa that it doesn't really count. Well, for a start, just by being a committee member you are already doing it! You are giving up your time, without payment, to benefit the student community, so pat yourselves on your backs.



What you're doing is great for your employability, too. When more and more people have a degree to their name, standing out from the crowd with volunteering stamped across your CV is more important than ever especially considering the skills associated with it such as: communication, confidence, time management, organisation and leadership. But what else is there?

- **Campus Projects and Sports Festivals** such as the Vale Lurve Festival are great opportunities to get involved with projects advocating a healthy lifestyle.
- **Community Projects** can help you link with schools and other sports clubs in the local area. This will also help you recruit members. You can either look to set up your own project or integrate into an existing one.
- **Individual Placements** can also be sought, whether that is coaching at schools or officiating local sports clubs.

Whatever your goal our Volunteer Development Manager, Gary Yates (g.p.yates@bham.ac.uk), can help you achieve it in the following ways:

- Support to set up your project including gaining additional funding
- Support to access funding to subsidise qualifications in return for volunteer coaching and officiating hours
- Recognition of volunteering

### Personal Skills Award

The PSA Award is a nationally-recognised points-based recognition scheme run by the University of Birmingham. Participants on the scheme are awarded points based on the extra-curricular activities that they are involved in. Points must come from two providers, such as the Guild of Students or UBS. And the great news is that you're already eligible for points by being a committee member:

- Club Captain = 80 points
- Committee Position = 55 points
- Intra-league Rep = 55

To find out what points make (...prizes) go to [www.as.bham.ac.uk/psa/](http://www.as.bham.ac.uk/psa/). There will be opportunities for all committee members to sign-up during Welcome Week.

## 9.4 Alumni

There are many reasons to develop relationships with those members who have graduated or left your club and it can be one of the easiest areas for development. Kate Allum (k.allum@bham.ac.uk) looks after alumni and runs the successful Alumni Sports Day. Here are her top tips:

**Experience:** Whether you need some advice on how to run an event, the contacts to get some cheap equipment or just someone old enough to drive a minibus to events, alumni have been there and done that.

**Potential source for funding:** Now that they are (hopefully) working they will have a bit more disposable income and may be willing to support the club. Imagine getting just £5 from 20 members across a year - that's £100 to subsidise a training camp. Make sure they are getting something for it though - an e-newsletter or invites to matches? Maybe they work for a company who is looking for just your sort of club to sponsor?

**What's your Goal?**  
Ensure all committee members sign up to the PSA scheme during Welcome Week.

**Want to give something back:** Members will have gotten a lot out of being a member of your club and are usually willing to give time as well as (some) money. Ask them to come back and help with trials or the end of year head-to-head you've just set up.

**What's your Goal?** Increase attendance of Alumni Day by 10% by setting up an Alumni Facebook page.

**Collect contact details:** When people leave make sure that you have a non-bham.ac.uk email address for them and, if you have one, add them to an Alumni Facebook page.

### Alumni Sports Day

One of the easiest ways to start the ball rolling is to tap into Alumni Sports Day. Organised by Kate Allum, the Alumni Sports Day, held in early June each year, features alumni of all ages taking on both mixtures of current students and fellow graduates. Previous tournaments have been staged by Badminton, Basketball, Football, Hockey, Lacrosse, Rugby, Swimming and Water polo, but there is always room for more.

If you would like to get involved and improve your alumni relations then get in contact with Kate ([k.allum@bham.ac.uk](mailto:k.allum@bham.ac.uk)).

## 9.5 Club Performance

Another area that you could build on is probably the most obvious - your club's performance. There are a number of ways that you could do this, beginning with tapping into the Hi Performance Centre's services.

### Hi Performance Centre (HPC)

The HPC is a UK-leading centre for sports science and is the reason we can offer the calibre of scholarship packages that UBS do. But this can be accessed by any club, including a lot of free services you might not be aware of.

- **Themed workshops:** Nutrition, psychology, training and recovery workshops have all been put on free of charge for club members.
- **Strength and Conditioning:** Every week there will be the opportunity to attend circuit based strength and conditioning sessions
- **Rehab and Pre-hab:** sessions run in the gymnastics hall by a S&C coach aimed at getting and keeping you injury free

- **Triage:** Free 15-minute assessments on Mondays and Thursdays from 11:00-13:00; you must sign up outside the HPC. If you need continued treatment and have filled out an Accident Report Form you are eligible for a £10 discount on your first two sessions.
- **Fitness Testing:** Twice a term there will be an opportunity to test your team's fitness, strength and speed. Make sure you book your club in! After being tested you will be able to access fitness programmes to help you work on your weaknesses.
- **Video Analysis:** We have cameras. We have an analysis suite. Get yourselves booked in and get more from your team!

For more information on any of the above contact our Sport Science Officer, Alex McGregor (a.r.mcgregor@bham.ac.uk).

### Scholarships & Recruitment

The best players don't just turn up to training out-of-the-blue. With only 40 UBS scholarships available there is already an intense process in place so that UBS can find the best athletes and show them why they should choose this University over another.

Our Scholarship Manager runs the scholarship programme and together with Kate Allum (k.allum@bham.ac.uk) plan out strategies to make sure that we are targeting as many potential top class athletes as possible. There is a lot that you can do to help to make sure that your club has the best possible.

**Open Days:** The University runs Open Days several times a year and UBS have several stands in the New Gym to sell sport and its added benefits to prospective students. Your club are more than welcome to come and attend so that you can answer any specific questions about your club or even just what it is like to be part of sport at Birmingham.



**Youth Sports Events:** If an event is showcasing some of the best young athletes then USB will try and be there. You can help us by letting us know of all the Schools Games that might be running in your sport, and, where possible, you can even attend on USB's behalf.

**What's your Goal?** Attend both University Open Days to represent our club to prospective students.

**School Links:** From September UBS will be targeting 280 schools, ranked according to academic ability, reputation and sporting results. If you know of a school which is a particular hotbed of activity for your sport then please let us know.

For more information on any of the above contact a member of our Hi Performance team, or Kate Allum for more information on School Links.

### 9.6 Club Captain Forums and Mini-Forums

Meetings with the VP Sport have taken many different forms over the years but for 2011-12 Tim Smith has revamped the format to make them as relevant as possible for you.

The meetings allow you the chance to learn about how you can tap into the wider sporting opportunities that the Guild offers, as well as giving your club the chance to really change the way that sport is run at UBS.

#### **Club Captain Forums | 6 October 2011 & 12 January 2012**

It's not often that the people that shape sport at Birmingham get together, so the chance for all club captains to get together and discuss matters that effect all clubs is a great opportunity. You'll look at how to improve on aspects of sport such Big Events or discuss what you want from the Sports Ball.

**Required attendance: one club member**

#### **Mini-Forums | 7-18 November 2011 & 13-24 February 2012**

Clubs will be roughly grouped based on their type, e.g. water sports or large team sports. The forum will allow you to discuss topics that will be common to all clubs, such as facilities. If one club in your group is worried about

**Required attendance: one club member**



## 10. RUNNING YOUR CLUB

### 10.1 Leading with Style

Now that you have seen some of the areas that you could develop, all of a sudden you have to find a way to do it and to lead your club to make the change. In many cases, members are elected onto a committee without any previous experience of a similar environment. So, how do you do achieve your goals and successfully run your club? Below are five tips to help:

#### Communication

Knowing what you are doing in your individual role is important. But when you are running one aspect of a club then communicating what you are doing and knowing what others are doing becomes increasingly important. Committee meetings can become hugely important; take a look at Section 9.2 to see how to make them work for your club.

#### Delegation

Once you know what it is that you have to do, make sure that the workload is shared. Too often a committee member can take on all of the work, which has two negative effects:

1. Things don't get done. If there is too much for one person to do, then

one person won't be able to do it. Or if they can it will probably be at the detriment of their degree.

2. Resentment. If your committee are feeling under-used and neglected then they might stop doing what little they have been allowed to take responsibility for. To avoid this, find out the strengths of each committee member and share the responsibilities accordingly.

### **Time Management**

Important in all aspects your life, prioritise what needs to be done and plan accordingly. And please don't forget to include time for going to lectures.

### **Preparation**

Make sure that you prepare for anything that you need to do. You wouldn't go in to a match or race without training so bring the same philosophy to running your club.

### **Ask for help**

Never be afraid to ask for help. No one expects you to have all the answers if you have never done the job before. Both staff and previous committee members have the experience to help you so make sure you ask!

## **10.2 Committee Meetings**

Meetings are crucial for good communication and getting the most out of your committee. They can be used for: making decisions; solving problems; long- or short-term plans; and handing out actions. But meetings can be a complete waste of time and energy if they are not run properly.

### **How Often?**

This is completely up to you. Our suggestion would be at least once a month but no more than once a week, unless there is a particular event that is coming up that needs special attention.

### **Stages of your Meeting**

Now you know how often you are having your meetings, what are the stages?

- **Before:** Plan the Agenda - decide what items to include; give a deadline for agenda items; send the agenda three days before meeting; what reports have to be prepared beforehand, by whom?
- **During:** make introductions; hand out agendas for clear running orders; hand out all the necessary papers

- **After:** Minutes written up and circulated; actions are followed up; another meeting is prepared.

### Chairing a Meeting

Once you have appointed a chair, usually the club captain, their first role is to start the meeting and to proceed through the agenda (an example of which is opposite). The Chair, more than anyone else present, needs to be conscious of the amount of time available for the meeting. It also helps to know who is going to start speaking on each item. The Chair first allows QUESTIONS, then a discussion, before moving to a DECISION.

### Keeping Order

The Chair's other main role is to keep order so that the meeting proceeds in a fair manner, giving everyone the opportunity to contribute. People who want to speak indicate by raising their hand, and then only speak once they have been called to do so by the Chair in the order that they indicated. Of course discussions should be allowed to flow, but always under control.

### Voting

The Chair also has a vital role in clarifying matters when a decision is to be made. He/she should only move to a vote when everyone in the meeting is clear that a vote is first of all needed, and then that everyone understands exactly what is being voted on. Voting, normally by a show of hands, then takes place, and the proposal is either carried or defeated. Once a decision has been made, it is important that it is recorded properly so that it can be followed up.

### Common Problems

Meetings can be plagued by problems. Some of the most often recurring problems are easily avoided if you know what you're looking for:

- **Lack of clarity:** The Chair should clarify or sum up all issues, for the purpose of the attendees and the minute taker
- **Decisions are put off:** Putting off a decision won't make it go away. Only do this if you genuinely need more information or wider consultation.
- **Too little involvement:** Make sure everyone gets the chance to share their point of view. If someone is being over-bearing ask them to pipe down.
- **Meetings go on too long:** agree a rough finishing time at the beginning of the meeting. Encourage succinct contributions, and don't let people ramble on.
- **Too many meetings:** Don't meet for meeting's sake. Agree on what you think is reasonable and stick to it.

- **Lack of understanding of the issues:** Make sure people are given the information they need to make a decision on an issue.
- **No real follow up:** Make sure decisions are properly recorded, and the people to carry them out are clearly identified. If work is not done then it is easier to find out where the problem is.

## Example Agenda

### 1. Apologies for absence

Make a note of who is present and people who have said they cannot make the meeting.

### 2. Minutes of the last meeting

Go through quickly to see if they are a correct record, and agree. This is just to correct any errors or omissions, not to discuss items again.

### 3. Matters arising

Progress made on items agreed at the last meeting.

### 4. Reports

Circulated in writing beforehand – a report of what the committee has been doing.

### 5. Issues

Go through the Agenda Items in order. For each point make sure there is an action point given to someone with a deadline.

### 6. Standing Items

Items discussed each meeting such as:

- Financial Report
- Club development
- Recruitment and profile
- Constructive criticism
- Events and Competitions

### 7. AOB (Any Other Business)

Anything else that needs to be discussed.

### 8. Date of Next Meeting

When are you next meeting?



# 11. HEALTH & SAFETY

## 11.1 Why does safety affect you?

Simply put, to protect you and the activity leaders, the activity's members, UBS, the University and the public from personal injury and legal proceedings. As a group leader you have accepted the responsibility of leading others. You owe them a duty to ensure that they are not exposed to foreseeable risk of injury as far as they reasonably can.

### Who's here to help you?

Your previous committee should always be your first point of contact - they've been there, done that, got the Risk Assessment. They have knowledge and experience of regulations of how to run events similar to those that you will be undertaking.

If you are ever in any doubt, just ask a UBS Staff member. Steve Harris ([s.harris@bham.ac.uk](mailto:s.harris@bham.ac.uk)) is the man in the know but come to Sports Development first so that we can book in a time for you. In the Sports Development Office and online there are a host of policies and procedures designed to help you understand your duty of care to your members while they take part in your activity.

## 11.2 Risk assessments

Knowing the risk involved in your activity is vital in reducing the number of accidents and injuries that will affect your club. It is impossible to have a risk free environment, especially in sport, but assessing what you do allows precautions to be taken so that the risks are reduced.

Each club should have three risk assessments, covering the following areas, examples of which can be found online and in the Sports Development Office:

- Training
- Match/Competition (including travel)
- Socials

### Five Steps to Risk Assessment

Risk is determined using the impact that an accident could have on the group and the probability (likelihood) of that accident/incident happening. And if you get stuck or you need help, just ask. When putting together a risk assessment follow the five steps outlined below. Remember to use your common sense, think about all areas of the activity including the facility as well as club members.

**1. Look for hazards.** Only those hazards that you could reasonably expect to result in significant harm, i.e. water related hazards, manual handling hazards, slipping/tripping or falling.

**2. Identify who may be harmed.** Identify the groups who may be affected e.g. spectators, officials, general public paying special attention to inexperienced participants

**3. Evaluate the risk.** Do you meet legal requirements? Comply with recognised standards? Have you provided adequate information, instruction and training?

**4. Record your findings.** Record identified hazards and existing precautions. This info should be kept in your logbook and reported to UBS staff. Incident forms are available.

**5. Review and Revision.** Set a date for review, at least annually; during the review check precautions still control the risk; and, review assessments when significant changes have taken place.

**Worked Example: Hockey goal line injury**

A hockey player defending a short corner runs out to attack the ball. A member of the opposition strikes the ball towards goal; the ball hits the defender on the face and breaks their nose.

1. Short Corner. Ball travelling at speed in restricted area.
2. Goal line defence.
3. Good practice in place for certain levels to wear face masks. All players instructed to do so by qualified coaching staff.
4. Accident forms are submitted and on file.
5. Face masks bought for Men's and Women's 2nd teams



**Resulting Action:** Club buys face masks for goal line defence to wear to stop a repeat occurrence

## 11.3 Club Equipment

Equipment should be in good condition and regularly checked to maximise its life expectancy and safety. Kit that does not conform to safety standards should be reported to the Sports Development Office and then upon agreement disposed of in an appropriate manner. If you are unsure please speak to the Club Development Manager.

An equipment inventory **must** be amended every year. If any equipment is bought, discarded or replaced throughout your term in office it must be done with prior authorisation.

## 11.4 Reporting Incidents

Once an incident occurs it is vital that it is reported to ensure that the right action is taken.

### **On-campus incidents**

Contact a member of staff on duty at the facility immediately. Please do not phone for an ambulance yourself - UBS staff need to ensure that barriers and suitable directions are given to emergency services.

**Instead, in case of emergencies phone: 0121 414 4117**

An accident report form will be filled in by the relevant staff member.

### **Off-campus incidents**

At the time of the accident/incident, all incidents/injuries should be reported to the sport officials and where appropriate with the opposition/event organisers.

If anyone is taken to hospital or is in need of further treatment please ensure that the Club Development Officer is phoned on 07867 906 387. He can then ensure that the relevant Next of Kin are informed and return transports arranged if necessary.

Once back on campus, please come to the Sports Development Office within one working day to fill in an Accident Report form.

### **Insurance Claims and Subsidised Physiotherapy**

Without an Accident Report Form the individual/s will not be able to claim on insurance should that be necessary. Subsidised sports physiotherapy referral is also only available following submission of an accident report form to the Club Development Manager.

## **11.5 Conduct of Members**

Members should not act in any way that could foreseeably cause harm to themselves or anyone else, and be aware that they owe a “Duty of Care” to those who are so closely affected by their acts and omissions.

Members are expected to abide by UBS policies (copies available from the Sports Development Office) and if relevant their particular Regional and National Governing Body Guidelines. The club will abide by the safety codes of practice at all training facilities or events they attend.

Members will pay their own fines for any cautions or suspensions received. Neither the club nor UBS will take any responsibility financial or otherwise.

Any member or official who is deemed by UBS to be acting in an irresponsible manner or ignoring guidelines laid down in the Code of Practice may be subject to disciplinary measures by your respective club, UBS, NGB or the University.

The benefits of membership to all sports and activities are conditional upon the proper conduct of members and such benefits may be to conditions or may be withdrawn in the event that it is shown that a member’s conduct has breached UBS’s values or policies.

Members must abide by UBS's Social Policy, which is available online and covered in more detail in section 8 of this handbook.

All members are also expected to follow the Terms and Conditions of the Munrow Sports Centre at all times.

## 11.6 Insurance

As part of the Club Development Fee that all members pay when they join a sports club, UBS provides insurance cover under the Endsleigh Gold Personal Accident Insurance Policy. All coach and support staff is to possess their own insurance and should be affiliated to their respective governing body.

### Key cover

The personal accident policy pays out set financial benefits following an injury some of which are listed below.

Type of Cover	Cash Benefit
Accidental Death	£10,000
Permanent Disabling Injuries	Up to £50,000
Temporary Total Disablement	£30.00 per week (excluding the first 7 days)
Dental Injury	Up to £200.00 (excluding the first £25.00)
Hospital Confinement	£10.00 per day (maximum 90 days)
Additional Travel Expenses	Up to £100.00 (minimum claim £25.00)

### Significant and unusual exclusions or limitations

The policy excludes the following:

- Any claim under £25.00 in respect of Travel Expenses
- Benefits cannot be issued in the event of the insured person committing suicide or inflicting self-injury
- Insurers will not be liable for payment should the insured person sustain injury whilst engaged in any of those activities strictly prohibited under the policy
- Bodily injury resulting from sickness and disease not covered under the policy

- The cover does not extend to providing for the cost of seeking medical treatment. Such costs are typically met by a Medical Expenses Policy.
- Insurers will not be liable for disabilities arising from repetitive strain injury or psychological disorders

Please note that UBS strongly recommends that individual insurance cover is taken out specific to the activity undertaken. This is not medical insurance, which each individuals remain personally responsible for. All members travelling outside the United Kingdom should ensure that they take out the appropriate medical insurance and where relevant ECIH card. For more information on the BUCS Personal Accident Insurance Policy please contact a member of Sports Development.

### **Making a Claim**

Before any claims can be made an Accident Report Form must first be filled in. Without this no claim can be made. These are available from the Munrow Sports Centre.

## **11.7 First Aid Courses**

During training or a match there should always be a member of staff who is first aid trained who will be able to help in case of an emergency. But if you would like to undertake first aid training yourselves then the courses are run at the Guild of Students throughout the year. Courses cost £20 per person and clubs will be notified by Gary Yates when a course becomes available.

## **11.8 Safety Training**

UBS always want our students to be safe, just as much as you do. For many of your clubs this could mean that putting members on a coaching or safety qualification is necessary.

From 2012-13 we will be hoping to subsidise such courses by up to 50% of the cost, with the other half coming from the club or individual. Such course could include:

- Single Pitch Award and Mountain Leader Training
- Dinghy Instructor, Power Boat Level 2
- Relevant Seminars

If there are any other courses that you feel would help the development of safety within your club then please come and talk to us to see how we could incorporate them into your budget.



## 12. KIT



### 12.1 Kukri-UBS Partnership

Kukri has been successfully working with UBS for a number of seasons to provide the University with kit that has helped UBS grow as a brand and sporting presence in HE Sport. As part of the sponsorship package, Kukri gives UBS £30,000, which is then distributed between clubs based on membership numbers and BUCS status. Getting kit right can be a minefield so let's look at the key areas.

### 12.2 Branding Rules

It has taken a number of years to grow and establish, but UBS now represents one of the most recognisable brands in University sport. To make sure that this remains the case, there are a number of rules to follow regarding kit.

- **Representative Kit:** Must be produced by Kukri unless they are unable to do so (swimming and triathlon kits being notable exceptions).
- **Training Kit:** Any UBS branded kit must be provided by Kukri. This doesn't mean that you always have to wear Kukri when training but if it has the UBS logo it must be Kukri.
- **Non-UBS branded clothing:** If it does not carry the UBS logo then you can use any supplier that you like but it cannot say UBS anywhere on it.

## 12.3 Ordering Kit

There are four simple steps to purchasing your kit:

### 1. Choose your Kit

Look at the kit options with Kukri and come up with items you'd like to offer to your club. Your kit can be designed specifically for your club so take advantage of the bespoke options available

### 2. Confirm your Order

Once you know numbers of items you wish to order, confirm your order with Kukri. Kukri will then produce a Job Sheet - a breakdown of the design and the numbers you are ordering. Check this carefully before confirming that it is correct with Kukri as **once in production no further changes can be made and you will be charged.**

### 3. Get a purchase Order Number

Once the Job Sheet is confirmed Kukri will request a Purchase Order Number to be raised by UBS - this acts as an official I.O.U. between the organisations agreeing that UBS will pay for the goods once they have been delivered.

This is only raised by UBS once 50% of cost is accounted for, either through your sponsorship amount or money that you have deposited. Once this has been raised the 8-week delivery time starts so if you need to bring money in make sure you do it as soon as possible or you will be delaying the production of your kit.

### 4. Pick up your Kit

Kukri will email you when kit has arrived to the Kukri shop. You will then need to obtain a Kit Release form from the Club Development Manager; this will only be given once all of the money has been paid in to your account.

Upon collection check that your kit matches your order before you leave the shop; you have 72 hours to notify Kukri of discrepancies once you have been informed that it has arrived. Once you take the kit away from the Kukri Shop you cannot question the order.

## 12.4 Paying for Kit

There are two ways that you can pay for you kit but ultimately you must pay all money into the Munrow Sports Centre Reception. Each club has its own kit tab that it can pay into so please make sure that who ever is paying in money clearly states that it is for kit.

1. Individuals pay their share direct to Munrow Reception. They will get two receipts: one for their records and one to give to the Kit Secretary as proof of payment. This means that you never have to handle large sums of money.
2. Kit Rep collects the money. If it is easier for one person to collect money at training then you can do so, but please be careful when carrying large sums of money. You will still need to pay the money in at Munrow Reception.

Whichever method you choose to pay in your money with, it is again up to you how much is collected up front. You could take all the money with the order or you could take just enough to reach the 50% deposit. If you go for the latter that please remember that 100% of the money must be in before kit will be released upon delivery, so you might be left chasing one individual.

## 12.5 Sponsorship to Fundraising

As mentioned earlier, the sponsorship that UBS receives from Kukri is distributed among clubs. You can only spend this on Kukri products but it completely up to you how you spend it. One option is to just give everyone in your club free kit. You'll certainly be a popular committee if you do. But you could also use it to generate money for your club that can count towards your fundraising income target. Here's how:



Cost: £400

Sponsorship: £400



### Example A

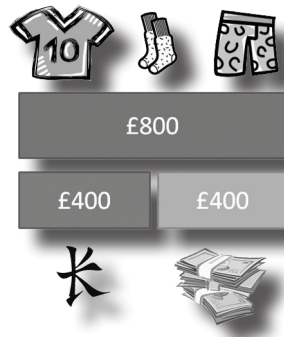
#### 1. Using only Sponsorship

If you only order kit up to the value of your sponsorship amount then you could provide kit for free, using your sponsorship amount to totally offset the cost to your members.

In Example A, kit which costs £400 is completely paid for with 400-Kukri Pounds.

### 2. Using Sponsorship and Cash

If you order kit that costs more than your sponsorship then you will also need to pay in some money. In this example your sponsorship amount accounts for 50% of the total cost so you only need to charge members 50% to make up the full cost, meaning you are providing them with half price kit.

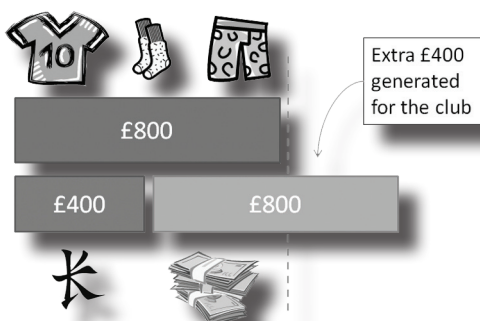


**Example B**

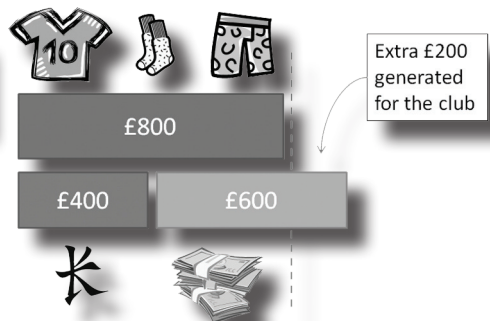
### 3. Generating money

While it is nice to be able to provide a discount to members, what clubs often find is that members are really keen to get their hands on kit and so willing to pay for it. Because of this you could consider charging them full price as in Example C, below. You are still using the sponsorship money but then collecting in the full cost of the kit as well. In effect you change the 400-Kukri Pounds into 400-GBP that you can use to count towards your fundraising.

But you could find a happy medium between the two. In Example D, 75% of the kit is collected in (£600 of the £800), which generates £200 for the club but offers the students a 25% discount on their kit.



**Example C**



**Example D**

## 12.6 Key Contacts

Your key contacts at Kukri are:

**Joey Turnbull: Shop and Teamwear Sales Manager**  
t: 07754 707024 | e: joey.turnbull@kukrisports.com

**Josie Morris: Midlands Sales Manager**  
e: josie.morris@kukrisports.com

**Will Hemming: UK Universities Sales Manager**  
e: will.hemming@kukrisports.com

## Club Handbook 2011-12 Feedback

This is the first time that such an in-depth handbook has been produced for Club Committees. Whilst we think it is an improvement on what committees have received before we also know that this means it will need a lot of work to make it the finished article.

Please provide us with your feedback by returning this form to the Sports Development Office so that we can make it better for you and your future club committees.

**Name**

**Club**

**Committee Position**

**Most Useful Features/Aspect**

**Least Useful Features/Aspect**

**What's missing?**

**Anything else?**

**Thank you!**

**Please return to the Sports Development Office.**

**Inter-campus  
competition for  
students & staff  
in the following  
sports:**

# intra league

- **\*\*NEW\*\* Men's badminton**
- **\*\*NEW\*\* Women's badminton**
- **Mixed netball**
- **Mixed hockey**
- **Men's 11-a-side football**
- **Men's 6-a-side football**
- **Women's 6-a-side football**
- **Men's futsal**





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