

PART ONE

the basics

To get you started we will look at how UBSport is run, how you and your club fit in to our structure and give you all the key contact details that you'll need throughout the year.

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ONE welcome

If ever there was a time to be involved in sport, it is now. You'll be starting your roles in earnest with the dust having barely settled on the London 2012 Games with interest in sport in this country higher than it has ever been before.

You can't have helped but notice the fantastic reception and recognition that the Olympic and Paralympic Games Makers received from just about everyone this summer. Well, your role here at UBSport is no different and it is with this in mind that I offer a **big thank you** for having stood for a position on your committee. Over the past decade, University of Birmingham Sport (UBSport) has firmly cemented itself as a top three BUCS institution and a destination for sport in Higher Education. This simply cannot have happened without the hours that you put into your club and your sports.

To help you in your year on committee, we have produced a handbook that should act as a guide and a first point of reference for any questions or queries you might have. Whether your looking for contact details or perhaps some ideas, use this handbook to help you on your way.

While extremely useful, this handbook should never replace the experience and expertise that is available for you via the staff of UBSport. The interaction with club members is one of the main reasons our staff are in their roles. 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.

You are UBSport.

Thank you.

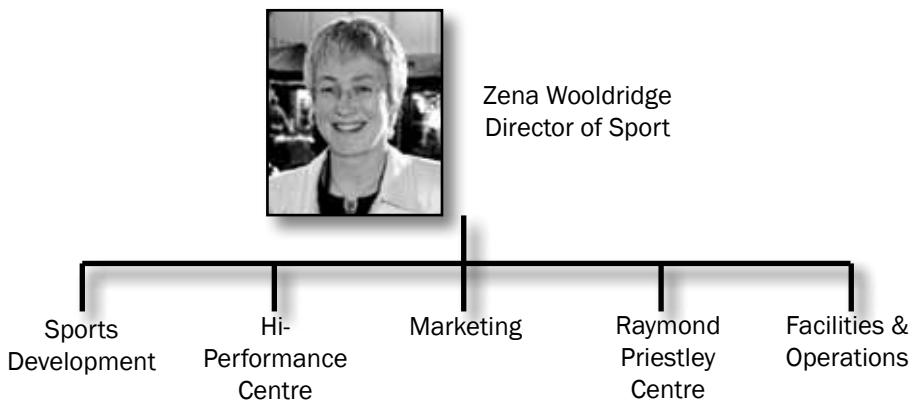
TWO

ubsport structure

The majority of sport provision within the University of Birmingham is managed and supported by UBSport. UBSport delivers its services to achieve four strategic aims, below, which we'll be hearing a lot more of when we begin to look at your club development plans:

- **Increasing participation:** Increase participation in sport and active recreation amongst students, staff, alumni and the community.
- **Improving performance:** Position the University of Birmingham to challenge the best in higher education sport in its academic class.
- **Development of leadership through sport:** To develop leadership and vocational skills through sport to enhance citizenship and employability.
- **Sustainable business:** To ensure UBSport's longer-term business sustainability and success through the application of robust management principles and processes.

These four strategic aims are delivered through five departments listed below:



Sports clubs sit within Sports Development, but your activities will straddle all departments. For example, your club could be holding a tournament on campus. To do this you would need to consult with Operations to ensure risk assessments are in place; you might talk to Hi Performance to set 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...

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 UBSport 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.



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. Clubs should also notify Adrian of all trips. 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.

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.

Senior Sports Scientist | Eleanor Jones

t: 0121 414 8583 | e: 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

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. Please contact him if you would like to know more about how he could help you.



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

t: 0121 414 8073 | e: 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

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



Sports Scholarships Officers | Various

t: 0121 414 4519

With Jennifer overseeing the Scholarship Manager role while Luke Gunn is on a 12-month sabbatical, there are a number of administration staff who will assist with our UK-leading scholarship programme with its excellent recruitment and athlete care.



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 UBSport **Facebook fanpage** has nearly 4,000 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.



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 as well as big events such as the Sports Awards Evening.



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 UBSport is represented across the University, the West Midlands region and nationally by working with the Media and writing stories for the UBSport website and *The Pride*.

Raymond Prestley Centre

Tucked away in the idyllic setting 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 training camp.

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



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 clad 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 UBSport 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 UBSport facilities.

Senior management team

Overseeing each of the above departments, the senior management team is responsible for the overall delivery of sport at UBSport. While their contact details are given below, please only contact them in case of an emergency - their time is valuable and so if your question can be solved by other members of the team then please approach them first.

Director of Sport | Zena Wooldridge OBE | z.j.wooldridge@bham.ac.uk

Vice President - Sport | James Hughes | vps@guild.bham.ac.uk

Sports Development Manager | Christina Boxer | c.boxer@bham.ac.uk

Performance Sport Manager | Alex Taylor | a.s.taylor@bham.ac.uk

Marketing Manager | Glen O'Donovan | g.d.odonovan@bham.ac.uk

Raymond Priestley Manager | Norman Beech | n.e.beech@bham.ac.uk

Operations Manager | Bess Evans | b.evans.1@bham.ac.uk

Sports Project Manager | Sue Briggs | s.c.briggs@bham.ac.uk



THREE

guild of students

The Guild of Students provides support, directed by a democratically elected sabbatical officer team. It is in place to make sure that your student experience is as good as it possibly can be, whether that is in the form of campaigning for your student rights, nights out, being a place to meet new people, house hunting and much more! Vice-President Sport this year is James 'and the Giant Peach' Hughes, who will be the go to figure, running your club forums and mini-forums, as well as Sports Nights, Sport Ball plus much more to ensure your voice is heard.

Vice President (Sport) | James Hughes

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

What made you run for VPS? I only beginning playing the sport I now compete in once I started at Birmingham gave huge motivation to allow others an easy entrance into sport at whatever level.

What changes are you hoping to make? In addition to improving making student sport open to all, I want to make sure that all sport is capable of giving every student a sense of identity. All students when they join something sport-related need to be made to feel a genuine part of it. Also, I believe that students should be more aware about having a healthy diet and I will be looking to input a fresh sense of momentum into improving the healthy options across the Guild and University Campus.

On a closing note, I want to work in order to get the best possible value in student sport at Birmingham.

What are you most looking forward to? The chance to really make a difference to students by combining my own ideas with the representation of all interested or potentially interested in sport. There is of course the fun social side that should always exist in sport at whatever level, that will no doubt bring much excitement.

Best thing about playing sport at Birmingham? The pride I feel every time I pull on my blue, red and gold running vest is something that makes me tingle! I have been able to gradually work my way up from social to elite sport within the structure of sport at Birmingham. This is something I am desperate to see a more common experience!



Your full-time sabbatical officers alongside the VP(Sport) for 2012-13 are:

President | David Franklin
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) | Leander Jones
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) | Simon Furse
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) | James Robertson
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) | Ollie Cosentino
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) | Katherine Easy
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.

