

PART THREE

club essentials

In part three we will examine the day-to-day running of your club. Having a clear understanding of the essential information will mean your club can successfully manage the basics, allowing you to concentrate on developing your club.

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finances

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 therefore extremely important. In this section we will make sure that you have the information you need to be able to manage your club's money and make it work for you as best as you can.

Most clubs have two accounts: a UBSport account and a Guild account. The majority of your activity will take place through your UBSport 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 UBSport account. Full details are given of both accounts over the following pages.

Financial responsibilities

Before we get into the details of the accounts, it is important that you know your responsibility as a committee member regarding finances.

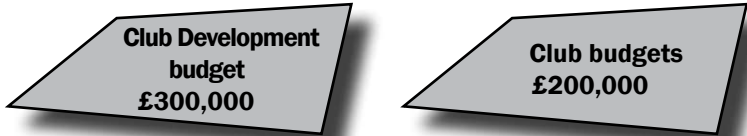
While ultimately UBSport are responsible for all club finances, each committee member (and specifically the Club Captain and Treasurer) is responsible and will be held accountable for their own club's income and expenditure.

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. The University's financial policies and procedures can seem awkward and slow, 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.

UBSport account overview

If you were still harbouring any doubts about the University's commitment to sport after the announcement of the new £55m new sports centre then you only need to look at the financial support it offers clubs. Each year, UBSport receives a grant of £1.2m a year of which Club Development receives around £500,000 in a direct budget. This money is (roughly) split in the following way:



The Club Development budget (which can also be referred to as the General Account) supports costs such as:

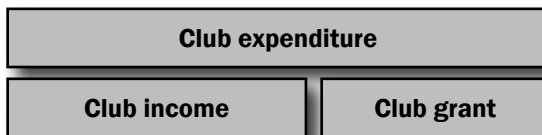
- fixed-term coaches
- affiliation to BUCS
- BUCS team entries
- BUCS individual entries
- costs relating to BUCS knockouts

The money set aside for club budgets goes into directly subsidising the costs associated with your club, which are based on the budget applications that clubs make at the end of the second term, more of which now.

How your budget is allocated

Every year clubs are required to fill in a budget request form that forms the basis of the decision on how to split the £200,000 set aside to directly subsidise club sport.

The budget form is set out into three key areas: two for expenditure (relating to wages and non-wages); and one for income. We ask you to budget for everything you want to spend and then think about all of the income that you believe you will be able to generate through membership fees and fundraising. The difference between the two is the amount by which you are asking UBSport to subsidise your club, as shown in the below diagram:



Once all budgets have been received we fit them all into the available money and revised versions are sent back to clubs, with any changes highlighted and detailed. This is then the budget that you will work on over the next year.

Managing expenditure

As we have previously covered, managing your expenditure is one of the most important responsibilities that you have as a committee. By making sure that you do not overspend you will ensure that you will not be forever chasing extra income. The following subsections provide you with information relating to how to make payments for a variety of goods and services and the processes that are in place to help you.

As with income, there is an amount of flexibility with your account. Circumstances can change and so we need to be able to adapt to the situation. Having said that, you have been allocated a grant based on set items so if it changes too significantly then we might have to reassess what you are doing.

Internal Transfers

Typical purchases: facilities, vehicle hire, catering

Some of the activities that you undertake are provided by the University of Birmingham, such as your facilities, Raising the Bar 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. All expenditure needs to be pre-authorised, especially if it is not already in your budget.



Timescale: Automatically debited at the end of every month.

Invoices

Typical purchases: large equipment orders and other goods.

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
- A quote for the goods that you wish to order

Once the company is 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, but usually allow for at least a month.



Timescale: Payment within a month or as per the invoice details if urgent

Credit card

Typical purchases: accommodation, train travel, small equipment orders

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. 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

Typical purchases: petrol, small miscellaneous items

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

Managing 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 across all membership levels. Once submitted clubs can only alter their fees over the Christmas break should you wish to lower costs for those wishing to join for a shorter amount of time.

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. Please make sure that this is explained to members before they go to pay.

All committee members have a responsibility to ensure that all members have paid their membership fee. Members who are represent UBSport 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; **all committee members must also pay their fees.**

Fees can be paid online or at Munrow Sports Centre reception desk.

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 UBSport 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 a Midlands league so it is appropriate for first team players to contribute more towards travel than other members.

Sponsorship

Having an organisation sponsor your club can be hugely beneficial but it is not easy to do. Should you be so lucky to have found one (and please see Part Four for more details) then there are a few ways to collect money based on the individual circumstances of the club and organisation. Companies can pay by bank transfer, cheque, cash or UBSport can raise an invoice and send it to them. Once you know how they want to pay then talk to UBSport and we'll make sure your money arrives,

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 sportswear guidelines please see Section 16.

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; and **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, e.g.:

"Hello, fine member of reception. Please can I pay £45 into the fundraising section of the Tiddlywinks account? Thank you kindly."

Please note that while we can accept cheques from organisations (such as from sponsors) we cannot accept personal cheques - simply too many of them bounce. Finally, please do not bring in money in loose change in off peak hours as the staff on reception can often be on their own and so unable to spend all their time counting your 1p collection.

Tracking your money

In the middle of every month from October onwards, your club will receive a club statement, a breakdown of your budget, so that you know what you have spent to date and what you have left. It is split into all of the areas that you can spend your money on and reflects what you were given following your budget request.

These statements will be in the form of a spreadsheet and will offer a quick reference guide to your clubs spending. If you want a more detailed breakdown at any point please come into the Sports Development Office.

You are reminded that while ultimately UBSport 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. Having a good knowledge and understanding of these statements is important for you to be on top of your club's financial status.

Guild accounts

The majority of clubs also have a Guild account used for social activities and extra fundraising, once you've made the hit the target for your UBSport account. 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

Before you can use your Guild 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 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 to request a statement

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. Go 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. 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 social clothing, 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

Transfers can be made between the Guild and UBSport accounts in exceptional circumstances. As the two organisations are completely separate in financial terms it should not be a regular occurrence but we understand that sometimes it will be necessary.

If you need to transfer from the *Guild to UBSport* talk to Club Development and 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.

For a *UBSport to Guild* transfer, 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 UBSport and they'll transfer the money. Please allow a few weeks for this to happen both transactions to happen.

What happens at the end of the year?

The Guild is a separate organisation from UBSport and so runs to different rules, meaning that money can be rolled over each year. This applies equally to debt as a surplus so it is still vitally important that you manage the account well.

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 to comply with financial regulations of the University.

By holding an external account the club removes all responsibility and liability from UBSport 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 UBSport.

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 UBSport. 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 immediate disciplinary action.

ELEVEN

facilities

All UBSport facilities that you use for **training** will have been booked for you during the process of submitting your budget requests for the 2012-13 season. Your requests will have been confirmed when your budgets were returned to you. If you would like clarification on any facilities then please contact the Club Development Officer.

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.

Emergency procedures

If any goes wrong during your booking please contact Munrow Reception or a Recreation Assistants (wearing orange and black uniforms) as soon as possible, ensuring you are safe first. Please note that within the first three weeks of term staff from the Munrow will attend one of your training sessions to run through the evacuation procedures at each of your training venues to ensure all members are aware of what they need to do in case of an emergency situation.

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.

Facility expectations

You have booked and paid for a facility with UBSport and, just as any other customer, you are entitled to receive a good level of service and quality of provision. If you ever feel that this has not been met then please contact a member of UBSport staff to ensure that your concerns are heard and expectations are met.

If you feel your session was overly compromised then after informing Munrow staff at the time, please come and talk to the Club Development Officer; it may be possible to get you a part-refund. For example, if half of your booking was disrupted due to something outside of your control you might be entitled to a 50% refund on your booking.

Additional facilities

If you would like to book additional facilities (e.g. for friendlies) that you have not originally been budgeted for then you are able to do so, but you will need to provide extra funds. To book an extra facility please provide the Club Development Officer with the following information over email:

- Facility required
- Date/s and time/s of booking

The Club Development Officer 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 is listed on the previous page.

Lecture theatres and teaching rooms

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)

Raising the Bar hire

Munrow's very own bar and cafe can be hired at no cost to clubs for club socials and fundraising events. As well as putting on special drink offers and accommodating any special needs that you might have, they offer their very own Quiz Master, James Hyde. For details please contact any member of staff to discuss your requirements and to book dates.

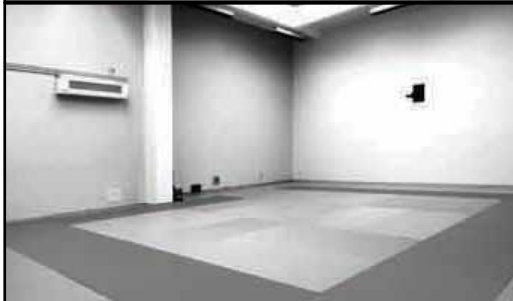
Guild of Students rooms

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

Facilities costs 2012-13

UBSport facility club rates	
Facility (per hour)	Cost
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 (40min)	£4.00
Swimming Pool	£19.60
Tennis Court	£4.00
Water Based - 1/3	£15.90
Water Based - Full	£34.00

Guild of Students room hire	
Facility (per hour)	Costs
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



TWELVE

transport and trips

Booking transport

If you need to book transport for an event other than BUCS then you will be required to contact the Sports Development Office who will help you to work out the most cost-effective method of transport for you. For all types of vehicle hire, please ensure that you book transport 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 Club Development Officer - in no circumstances should you book transport with an external provider. Booking costs are listed over the page.

Coach hire

If you need to transport a large number of people then a coach is often the cheapest method. You will need to specify the following information to the Club Development Officer so that he can book the coach on your behalf:

- Date/s of travel
- Time/s of travel
- Number of passengers
- Destination

For all transport relating to BUCS fixtures or championships please see page 68

Once booked you will be provided with the movement details, which will include meeting points for the coach, likely to be at the North Car Park.

Please note that it is illegal to drink alcohol on coaches, and this will not be tolerated by the coach company or UBSport. Any reports of consuming alcohol on coaches will result in disciplinary action against the individuals involved.

Vehicle hire

If a minibus, car or van is needed then you will be required to fill in a Transport Booking Form, which will be signed by the Club Development Manager or Officer to confirm that you have the money in your account to pay for the vehicle. You will then need to take this form to Transport Services. If you have not budgeted for transport then you will need to pay for the cost prior to the date of departure.



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.

Upon return please ensure that the vehicle is left clean and tidy and that it is full of fuel or you will be charged extra for the cost. When filling up please make sure that you check whether the vehicle requires petrol or diesel. All **damage** must be paid by the club and not UBSport. The damage excess is £525 so if the cost of repair is over this amount then you will only be charged the excess amount.

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 photo-card 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:

- 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.
- 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 between £95-£120 depending on how many people are on a training session 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.



Personal transport

In many cases it may be easier to use your own transport. UBSport 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.

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 Sports Development within in 7 days of the incident by completion of an Accident Form. Without this it may not be possible to claim for personal injury insurances.
- Alcohol must not be consumed in any vehicle hired by UBSport.

Hire costs 2012-13

Please note that prices are given as a guide only and may be subject to change.

Vehicle hire	
Hire period	Cost
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	
Destination	Cost
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.)

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 UBSport or Guild account
- Requires the use of equipment owned by the club
- Requires transport booked through UBSport

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

While away, please ensure that your club still follows all emergency procedures that are outlined on page 56 and that are given to you upon registration of your trip.

Registering a trip

All trips must be registered and authorised with the Club Development Manager or Officer. All clubs must provide, via a Trip and Tour Form, 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
- 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 equipment that belongs to your club. 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.

Your up-to-date risk assessment will likely cover the majority of your activities on a trip but if there are any anomalies then please update your form to include these new risks.

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.

THIRTEEN

marketing your club

Making sure that your club's achievements and activities are well publicised can have huge benefits. Having a good reputation on campus means you will find it easier than ever to attract members, and off-campus sponsors will be far more likely to support your club if you can prove to them how well your club is known. So, let's look at the various ways on offer to publicise your club.

UBSport website

During 2011-12 the website underwent a complete overhaul and has received plaudits across the sector for its clarity and ease of use. This was made abundantly clear during the London 2012 Olympics and Paralympics when interest in the Jamaican track and field team's training camp saw huge surges in web traffic.

Each club has its own web page and, from surveys, we know that the vast amount of prospective students and freshers find out their first information about clubs from these pages so it is vitally important that the information on your website is up to date. They are updated each year with the use of a marketing form you fill in during your committee handover period, but it is your responsibility to make sure that it is up-to-date throughout the year.

Updating club pages

Simply go to the website and see what needs to change. Once you know what you want to update, send Chris Anthony 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 us; we may be able to add your feature, such as a photo gallery or embedding a video, to your page.

External websites

If you want something more than what is offered by UBSport then you are more than welcome to go and set up your own website. Remember that you are representing UBSport and the University through your site so it needs to conform to our guidelines. If you ever have any questions, please talk to us; 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.

Social media

Alongside our official website, UBSport also has a presence on various social media sites. With nearly 4,000 fans of the **University of Birmingham Sport** Facebook page and over 1,500 followers of **@UBSport** on Twitter 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.

It is also a really easy way to cross promote yourself on the back of UBSport'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 James Hughes's Facebook profile, **BhamGuild VpSport**, and his Twitter feed, **@Guild_VPS**, to keep up to date with everything that your VP Sport is doing for you.

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 swears banter. To that effect, here are our top tips for responsible social media:

- 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.
- 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 ask that you take them down.

Media stats

3,830 fans on the UBSport Facebook page
1,566 followers on Twitter
1,614 photos on Flickr
3.5m website pages views a year
175,000 unique visits to the UBSport website a year

Match reports and stories

One of the most asked questions is: “how do we get news stories about us on the website?” Well, the answer is straightforward: 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 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.

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



The Pride

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

Sports Fair

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.

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.

Sports Fair: what to do and what not to do

Remember that you only get chance to make a good impression so let's take a look at some examples of how to and how not to do it.



Be happy:

Try and look like you want to be there! You're not going to attract anyone if you look grumpy or tired!



Colourful:

Not that you can see from the B&W photo but a colourful stall such as this one will help your club stand out.



Too much of a good thing:

While having lots of help is great, too many people on the stall is intimidating to freshers. Send them out on to campus instead.



Shiny things:

A well presented stall with trophies and silverware will make sure that freshers are in no doubt about how successful your club is.

Big events

An area that will see big changes over the next academic year will be big events. These are events that UBSport will work on with committees to promote because we feel there is a market for them to the wider student population.

Long-running events such as xpLosION, are now well established but we know that we need to do more for other sports.

Following discussions that clubs have had with 2011-12's VPS, Tim Smith, we now have a much better idea on how to approach events to make sure that we give you what you want and that you understand what is expected of you as part of the process.

More information about the process of applying to host a big event will be sent out by the Marketing department early in the first term. In the meantime, if you would like to know how you could get involved or what would be expected of you then please go and talk to a member of the Marketing team.



Sports Ball and Sports Awards Evening

The Awards Season at 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	Sports Awards Evening
What?	Run by the VPS, the Ball is your chance to recognise the development and participation side of sport.	The Awards Evening recognises the highest level of achievement such as Sports Person and Team of the Year.
When?	3rd June 2013	11 June 2013
Tickets	Available from March at the Guild	By invitation only
Awards	Club Colours Sport Society of the Year Impact Award Victoria Wesley Award (Outstanding Contribution to Sport) Student Leadership Award Club of the Year (Development)	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

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.

FOURTEEN clubs for all: trials & socials

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.

So while it is ok to have trials and to have the best players in your best teams, is there any reason why you can't look at how to encourage beginners at the same time? You might not be able to take on everyone that wants to join your club but have you considered ways that you could help them carry on with their sport in TrySport, Intra Mural Sport leagues or local clubs?

Your club members are diverse and so should be your approach. 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 page X 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.

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. Who needs trials?

Any club that has a representative team will require a trials/team selection, usually held at the beginning of term one.

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 UBSport:

- 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 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.

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.

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. And there's always the option to set up your own book club. What about combining this with a fundraising activity, like a curry club? Approach a curry house and agree a deal for a set menu (say £6 per person) on the understanding that you'll bring in a minimum number of people. Then charge members £10 a head and you'll make £4 per person. Get a group of 20 and that's the tastiest £80 you'll have made.



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.

FIFTEEN

club safety

Running a club safely is vital to protect you and the activity leaders, the activity's members, UBSport, the University and the public from personal injury and legal proceedings. As a committee member you have accepted the responsibility of leading others and that includes ensuring their safety as best as you can. You owe them a duty to ensure that they are not exposed to foreseeable risk of injury as far as you 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 and how to run events similar to those that you will be undertaking.

If you are ever in any doubt, just ask! Steve Harris (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.

Risk assessments

Knowing the risks involved in your sport 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 already have a risk assessment that covers three areas: training; matches and competition (including travel); and socials. It is important that these risk assessments are kept up to date and that you are aware of them so that you can implement any recommendations that might reduce injuries.



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.

Reporting incidents

Hopefully you can now undertake the steps that you need to reduce risk, but what do you do if an accident does happen? This depends on where the incident occurs but the basic principle is the same: **report it**. It is only by having a record of the incident that we can look to stop it from happening again. Because of this it is vital that you report it as soon as possible.



Imagine that you have noticed that a spring has broken on a trampoline but you just leave it without telling anyone and the next day a child seriously hurts themselves while bouncing – you could be held partially responsible for this. By reporting the incident you have carried out your duty of care to ensure that incidents are less likely to happen.

On-campus incidents

In case of a serious emergency contact a member of staff on duty at the facility immediately. If an injury requires an ambulance it is vital that a staff member, and not yourself, phones the emergency services as staff will need to ensure that barriers and suitable directions are given to the emergency services. Instead, in case of emergencies phone: 0121 414 4117. An accident report form will be filled in by the relevant staff member.

If the incident is regarding equipment or facility faults then please report them to Munrow Reception as soon as possible so that the issue can be dealt with.

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 transport 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.

If the incident is regarding equipment faults then please report them to Munrow Reception as soon as possible so that the issue can be dealt with.

Insurance

As part of the Club Development Fee that all members pay when they join a sports club, UBSport provides insurance cover under the Endsleigh Gold Personal Accident Insurance Policy. This allows you to claim for injuries that you might sustain while training for or representing the University. Please note that all coaches and support staff should possess their own insurance and should be affiliated to their respective governing body.

Key insurance 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 (excluding the first 7 days)	£30.00 per week
Dental Injury (excluding the first £25.00)	Up to £200.00
Hospital Confinement (maximum 90 days)	£10.00 per day
Additional Travel Expenses (minimum claim £25.00)	Up to £100.00

The policy has the following significant and unusual exclusions or limitations:

- 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 UBSport strongly recommends that individual insurance cover is taken out specific to the activity undertaken. This is not medical insurance, which each individual remains 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

With any injury claim it is important that it is dealt with as soon as possible so that we can ensure that we have the best possible chance of making a successful claim. The below diagram details the process that you need to go through to make a claim, which is dependant on whether the injury was sustained on or off campus.

University of Birmingham venue: Inform a member of UBSport staff as soon as possible. An accident report form will be filled in on your behalf. If you are mobile then fill in an accident report form, available from Munrow Reception, within 24 hours of sustaining the injury or as soon as is practicably possible if the injury does not allow transportation. Return the form to Club Development.

A non-UoB venue: Fill in that institution's or organisation's accident report form ensuring that you are given a copy. Return the copy to Club Development.

Then, for both: If you feel it is necessary, please fill in an Endsleigh Insurance form, found from the Sports Development Office, **within 9 days**.

It is important that these forms are filled in as they act as a record of the injury for both ourselves and Endsleigh. For this reason it is important for you to fill in these forms even if you feel the injury is not severe; you may develop problems further down the line which you may still be able to claim for based on the foundations that you have set by claiming early.

Physiotherapy cover and claims

As part of our ongoing commitment to your safety and recovery we offer club members the opportunity to claim back £10 from their first two sessions of physiotherapy with Physiokenetic. Before you can claim back you must first fill in an accident report form detailing how you sustained the injury. This will allow us to assess if there are any changes that we need to make, in terms of coaching or the safety of equipment so that we can identify whether injuries are occurring as a one-off or a recurring problem.

Once you have filled in an accident report form, found at Munrow Reception, please bring it to Club Development and we will provide you with a physiotherapy claim form, which you will then need to get signed off by your coach and committee so that they are aware of your injury. When signed bring it back to Club Development.

Only once you have filled in an accident report form and received a signed physiotherapy claim form should you book into a session with Physiokenetic. **If you do not receive prior authorisation then you will not be able claim back the £10 subsidy.**

For more information go to www.physiokinetic.co.uk or call 0121 440 7736.

Safety training and first aid courses

UBSport 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.

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 so that we can assess your needs and to see how we could incorporate them into your budget.

Such courses could include:

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

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 club will be notified by Gary Yates when a course becomes available.

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 Sports Development 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. Any club without an up-to-date

New build

For those that currently store equipment in the Munrow this will be more important as we begin to establish what equipment can be stored in the New Build. Throughout the year you will be contacted to ensure that we can meet your needs as best as we can.

SIXTEEN

club clothing



Kukri has been successfully working with UBSport for over six years to provide the University with sportswear that has helped UBSport grow as a brand and sporting presence in HE sport. As part of the sponsorship package, Kukri gives UBSport £30,000, which is then distributed between clubs based on membership numbers and level of performance. By following the simple guidelines across the next few pages you'll be able to make the most out of your sponsorship and ensure that you abide by UBSport's sportswear guidelines, which enable such a large sponsorship to clubs.

Branding rules

It has taken a number of years to grow and establish, but UBSport now represents one of the most recognisable brands in university sport. To make sure that this remains the case, there are a few 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 UBSport 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 UBSport logo it must be Kukri.
- **Non-UBSport branded clothing:** If it does not carry the UBSport logo then you can use any supplier that you like but it cannot say UBSport or use the University's word marque anywhere on it.

It is hugely important that you stick to these rules as you would no doubt want to avoid having to explain to all clubs why their sponsorship packages have been taken away because your club has violated branding rules. If you are ever in any doubt about what is allowed then please just come and talk to either Club Development or a member of Kukri and we'll be happy to point you in the right direction.



UBSport logo



UoB crest

UNIVERSITY OF
BIRMINGHAM

UoB word marque

Ordering Kukri sportswear

There are four simple steps to purchasing your clothing:

1. Choose your sportswear

Look at the various options with Kukri and come up with items you'd like to offer to your club. Your clothing 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. Please take note of the **VAT** amount, which is added separately from the individual cost of items.

3. Get a purchase order number

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

This is only raised by UBSport once a minimum of 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 clothing.

4. Pick up your order

Kukri will email you when order has arrived at the Kukri shop. You will then need to obtain a Sportswear 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 order 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 order away from the Kukri Shop you cannot question the order.



Paying for your order

There are two ways that you can pay for your 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 whoever 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 before all of the kit is released.

Example

To save yourself the trouble of collecting kit then it might be worth you considering the following example:

- Create a simple kit order form that states all prices and size options
- Ask members to work out how much their kit options will be and then pay this in to Munrow Reception
- Once they have paid, ask them to give you a receipt and the completed booking form, being sure to check that they have paid in the right amount
- Once a pre-agreed deadline is reached you can make the order with Kukri in the knowledge that all money has already been paid into the club account



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:

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.



Example A

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.

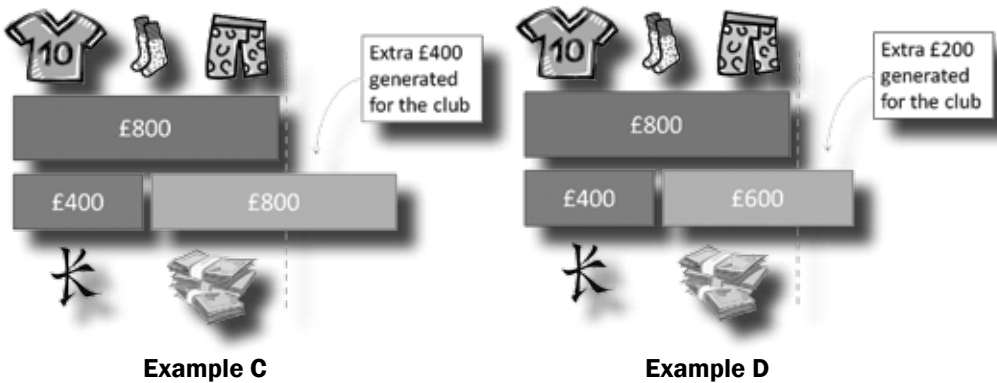


Example B

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.



Key contacts

UBSport are served extremely well with a dedicated Sales Manager based in the Kukri shop in the Munrow Sports Centre. Your key contacts at Kukri are:

Carly Brown | Shop and Teamwear Sales Manager
e: carly.brown@kukrisports.com

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

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

SEVENTEEN

british universities and colleges sport

The British Universities and Colleges Sport (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 over 50 sports (the newest of which is American Football!) to these students and universities and organises 150 individual finals or championship events each year.

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.

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.

Club Development and your VPS attend regular regional group meetings to discuss issues surrounding BUCS events and their 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! James Hughes' door is always open so please talk to him or anyone in Club Development.



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 4th 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.

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**. You can even tweet Ade your result on **@AU_Ade**.

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

The appeals process has changed slightly this year. 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. The change relates to the fact that BUCS now charge £50 to appeal in a bid to reduce the amount of unfounded appeals they received last year. If your appeal is successful then the opposing institution must pay, but if it fails then the club must pay. Because of this it is more important than ever that you understand the rules relating to your sport.

UPDATED!

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). If your club has budgeted for the cost of match teas then the cost of the food will be charged back to your account on a monthly basis, until such a time that your allocation has been spent. After this point, teas will still have to be booked but members must pay for the food on the day at a cost of £2.00 per meal.

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.



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, UBSpport will subsidise up to £15 per person per night. Any additional cost must be paid into your account **BEFORE** the date accommodation is required.

Transport: Wednesday fixtures

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 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.

Transport: 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.

Accidents and injuries

It is vitally important that if accidents or incidents occur that we are notified as soon as possible so that the relevant action can be taken. This is equally important if physiotherapy or insurance claims might be needed.

On-campus incidents

If an accident or incident occurs during a match at Birmingham then contact a member of staff on duty at the facility immediately. Please do not phone for an ambulance yourself - UBSport 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 and if appropriate contact with the opposing institution will be made.

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. We can then ensure that the relevant next of kin are informed and return transport 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.