

# Sports Club Training



# Meet The Sports Team

Staff	Role	Speak to them about
Angus Gueterbock	SU Sport officer	Club budget, handover, committee and exec meetings
Jo Dixon	Sports Manager	Welfare and complaints, sport strategy, central sport major events, contracts
Sam Smith	Sports Coordinator	BUCS League and general BUCS enquiries, beyond equality, sponsorship
Jo Mansfield	Sports Coordinator	BUCS events, Bath Active, sports coaches, kit, coach education, team photos, elections
Stacey Bromley	Sport Administrator	Equipment hire, BUCS team sheets, event planners, online products, general enquiries

# What We Will Cover

- Sports Exec & Sports Department
- Handover
- How to run a club
- Must dos
- Finance/How to use a budget
- Sponsorship
- Coaching
- Event Planners & welcome socials
- Website & Marketing
- Bath Active



## Sport Executive Committee

A committee of students who oversee all sports clubs and work with the Sports Officer

- Chair
- 2 treasurers
- 2 media and marketing officers
- Events Co-Ordinator
- Welfare & Inclusivity Officer
- Performance Sport Officer
- Recreational Co-Ordinator

Part of their role is to report back to SU Sport with information on what students want from their membership



## Where we are and facilities

The Activities Office in The Edge, level 2

SU Facilities- [subathsport@bath.ac.uk](mailto:subathsport@bath.ac.uk)

- Scala
- Virgil
- Carpenter House
- The Edge ([su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk))

Team Bath/Sports Department Facilities

- STV
- Founders hall bookings.
- Grass Pitches
- Sulis

Bookings, storage

# Handover Period

The Handover is vital to ensure a smooth transition from old to new committee. During the handover period committees should work as one large committee and share all knowledge and development plans. On the document you need to update risk assessments, equipment list, facility request and complete a budget request.

## Top Tips

Meet with **ALL** committee members

Think about all subgroups within your club and speak to each representative to find out what they need or their plans are.

Find updated costs- inflation is real! you can't just copy and paste

Storage is limited so check all equipment and get rid of any broken/unsafe equipment to make room to replenish

Don't miss the hand in deadline! Late requests will mean less choice of facility bookings and delay your activity from starting.

## Budget Request

- Competition/entry
- Transport
- Activities- club activities that are part of your sport, not socials
- Equipment/maintenance- only club owned, not for personalised kit/training wear
- Non-essential BUCS subsidy (NEBS)
- Coaching allocation and rent- held centrally not in club account

Budget must be used on what was confirmed from handover document.

More info= more likely to be approved



# How To Run a Club

3 committee members minimum

Chair and Treasurer are core positions and signatures for the club.

## Club Meetings

Committee meetings – regular, committee members attend, bring forward issues, updating what 's been happening within your areas. Minutes! upload them on the website for all members to see and keep them informed.

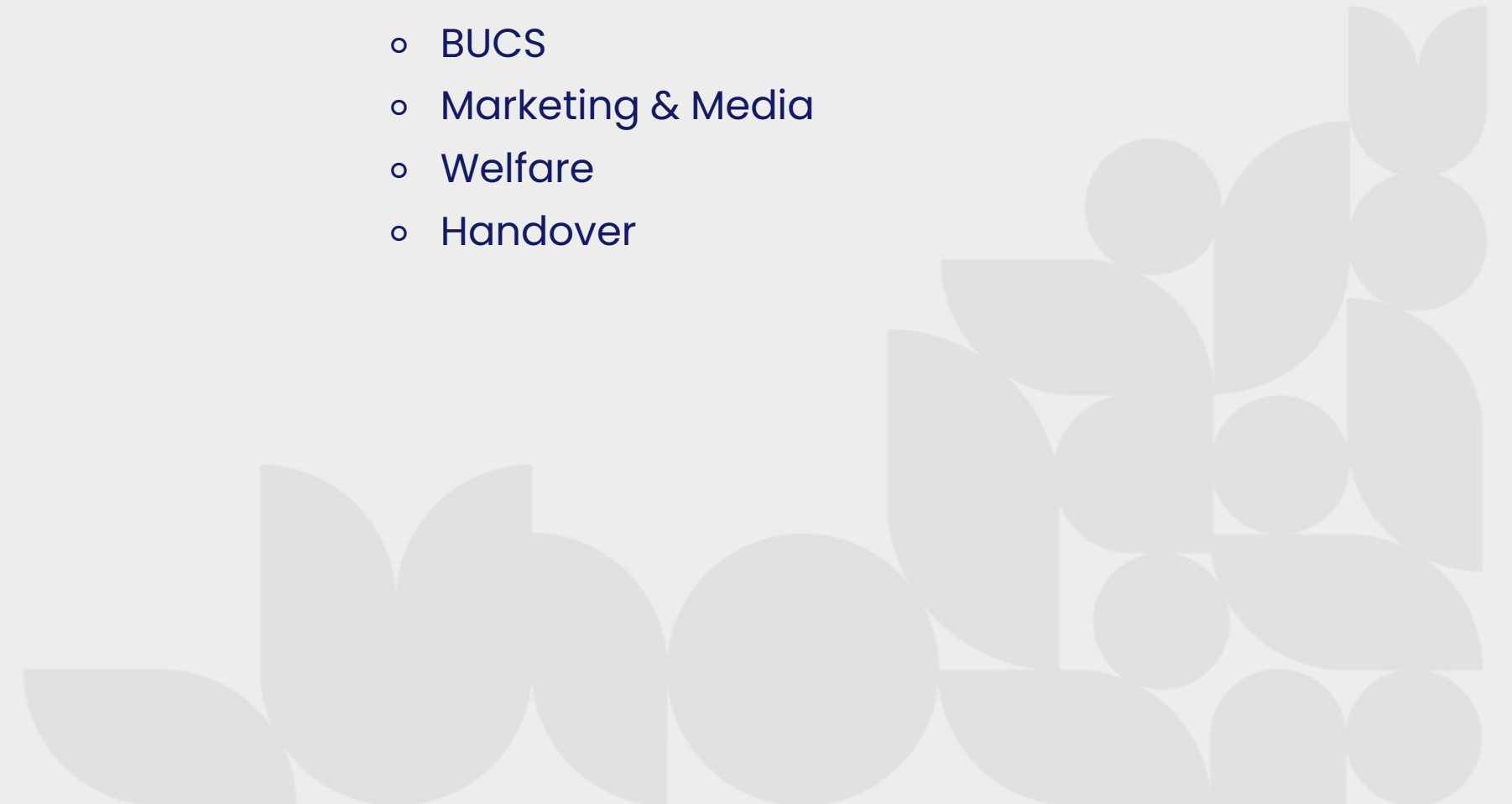
General meetings (GMs)–less frequent/as and when needed, all club members attend, used to share the club's plans for the year with members, to fill a committee position if someone no longer wants the role, Clubs may wish to run regular GMs with their members if they want member input in changes, or members to vote on projects that are up and coming. Members must be given two weeks' notice of any GM.

Annual general meeting (AGMs) – 1or 2 a year, all club members attend, use opportunity to talk about elections and advertise roles, make sure your club isn't at risk of disaffiliation!

## Committee Workshops

Lead by Sport Officer and the Sport Exec team. your chance to ask any questions, raise any concerns and network with other committees.

- 4 workshops a year
- Mandatory– useful information!
  - Finances
  - BUCS
  - Marketing & Media
  - Welfare
  - Handover



# Committee Must Haves!

## Club email

- **ALL** committee members will be given access and will receive an email on how to add it to your student account in August
- Info from previous committee
- Organising your inbox- folders/colour code so emails can be delegated to the relevant
- BUCS information, all clubs who compete in BUCS Events will receive vital entry information to
- Can get it on your phone, you can find guides on youtube to add inboxes and there's IT services you can contact in the library
- Committee updates
- Creates consistency between committees
- Will help you in future job- learn how to write an email in a professional way.

## Committee Handbook

This handbook will have more details on all areas of sport and includes links to the relevant guides all in one place to help you answer any questions if you're not sure about something!

Please use it! We get lots of emails so it can take up to 5 working days to get a response. When possible, read the handbook or use the website before asking for help.

**USE YOUR CLUB EMAIL (su-'club name'@bath.ac.uk) You should not be using any other club emails that have been created. We send all vital information to club emails. Committees from each year can follow on and tells us who you are**

# Website

- Website admin access for all committee members
  - Finance training
  - GDPR training
- Keep up to date! First point of contact for any first years interested in your club, so make it easy for them to find you.
- Sales/purchaser reports
  - Check who has paid their membership. If you don't have any paid members this effects your budget
  - Non-members can't join in any club activity; it will affect our charity status
  - Check BUCS fees, kit product, event
- Update documents
  - Risk Assessments, use the most updated version and review so you don't have to start from scratch!
  - Meeting minutes
- Training sessions
- Committee list
- Promote your club/events
- Events/tasters on What's on Page

You need a consistent way to share important info each year.

If you want a website on a different platform, it needs to be approved by marketing and will only be approved if MSL can't provide what you want.

Don't just use WhatsApp! Great for to get instant responses, but not for sharing information that needs to be referred to. Make it easy for yourself by using the right platform e.g. Microsoft Teams, SU website, Facebook.



# Marketing

The SU Marketing team is here to support you through marketing and promotion of your student group event or activity. There is a Marketing training module which we suggest all group committee members should take to ensure you make the most of what's on offer.

Share your stories with us! Submit a news article request so we can share your successes. Looks great when shared on your LinkedIn profile! Create one yourself or the marketing team can help you write it.

Guidelines on branding, Instagram and Tiktok can all be found on the SU website marketing page.

- Social Media – get log in details for your club
- Promote your club, regular posts and showcase your events
- SU Instagram
  - Tag @subathsport and @thesubath for reposts on our socials.
  - Takeovers on the accounts

# Finance

## How to run a budget

All payments need to come out of their correct pot, money can't be moved from 1 to another as it needs to be given for what it was requested for in handbook, unless agreed with staff.

### Club controlled:

- Affiliation/insurance
- Maintenance
- Equipment
- Competition/Entry
- Activities (this means activity costs for your sport, not socials)
- Transport
- Non-essential BUCS costs (accommodation, transport for spectators, costs for hosting a BUCS event)
- Rollover

### Central/staff controlled

- Coaching staff allocation
- NGB Affiliation required for BUCS
- Rent
- BUCS league
- BUCS Events

All the above are restricted funds, which means at the end of each academic year if they are not spent, they will be sucked back into 1 big pot and does not rollover into the next or be used to cover any debt.

## Income, kickback & debt

Income- can be used to top up other budget pots and go towards socials. must be used to benefit the whole club and used within the same year unless agreed with the SU

- Online products
- Sponsorship (only look if you have a project)
- Alumni
- Fundraising for your club

Kickback- a way of generating club income. The SU bar and bars in town may offer the club kickback just for using them on certain days.

Debt- whether this is inherited from the previous year or an unforeseen circumstance puts you in debt, as a committee you need to look for ways to balance your account.

**The budget you are given does not bring you out of the debt- any budget not spent is removed and does not rollover each year!**

# Sponsorship

Only seek sponsorship if you have something specific the money is going to be used for. Don't just get sponsored for the sake of it

Sponsorship can be used to top up your budget to help pay for coaching staff to competition entries.

As part of the SU you will need to follow some guidelines and note that there are some companies we prohibit sponsors from Gambling Companies to Pizza Takeaway Companies. there are also some companies that would be checked case by case.

You can find the full list and guidelines on the SU website in the Sport committee section.

## **Tops Tips**

- Seek advise from The SU
- Don't sign any agreements
- Make it fair, the whole club needs to benefit otherwise it's called bribery!
- Create a win-win proposal
- Deliver on promises
- Maintain communication
- Show appreciation
- Think of the cost implications (logos on kit, who's paying for it?)
- Report success
- Cultivate ongoing relationships

# Coaching Staff

All coaches need to be registered with the SU as either a volunteer, hourly paid worker or self-employed coach.

**The SU must follow UK Law has led to the process we follow**

An email will be sent out in August to all CLUB EMAILS with guidance and a step-by-step guide to follow Once you have received your club's budget.

- Guidance on pay rates
- Breaks down process for
  - Volunteers
  - Hourly paid workers/casual coaches (on our payroll/use timesheets)
  - Self-employed (needs PLI, declares own tax)
  - **Highlights when coaching can begin**

The budget is often used as an incentive for students to give back to their own clubs by coaching. Some coaches will volunteer their time and only get payments for some of the hours they coach.

Club needs to:

- Advertise the position, don't be misleading. State the budget you've been allocated. You might top it up through your members but that is not guaranteed money in the account. Show staff the advertisement draft.
- **WAIT FOR CONFIRMATION EMAIL FOR COACHING TO COMMENCE**
- Monitor the hours your coach works, raise it with staff if their allocation needs to be reduced.
- Update the SU if any issues or changes need to be made
- Make sure all payments go through SU Staff and are all in by 31st July

Team Bath Head coaches do not need to go through this process. They are paid through the Sport Department, not the SU

# Club Run Events

## Event planner required for:

- Over 200 people
- Over £2000
- Overnight/UK & overseas
- Fundraising
- Food (not including restaurant socials)
- External speakers
- External providers (photographer, DJ)
- Screening a film

Depending on the type of event you're running will depend how long in advance you submit your planner. Can be up to 8 weeks!  
Timelines are found on the event planner website page

## Booking rooms

Use the University website/portal for individual and group room bookings

## Booking facilities

- TeamBath for STV & Founders Hall- check their website
- The Edge- [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)
- Virgil, Carpenter house and Scala- [subathsport@bath.ac.uk](mailto:subathsport@bath.ac.uk)



# Welcome Socials

Your first social of the year where plans need to be approved by SU staff. Look out for the email around this for guidance.

Strict policy on initiations and as a member of our student groups, you should not experience or encourage anything of the following;

- Forced attendance at social events
- Attendance at socials should have NO bearing on team/squad selection
- Forced consumption of drink or food
- Peer pressure or bullying
- Discrimination
- Harassment
- Hate motivated misconduct
- Victimisation



# #NeverOK



## #NeverOK Campaign

- What is the #NeverOK Campaign?
- The Support and Report Tool  
We will listen and take you seriously!

How you can work with the #NeverOK Campaign.

- Training- What are the benefits?

Find out more

- Visit our website via the QR code.
- Contact the team if you have ideas on collaboration- [neverok@bath.ac.uk](mailto:neverok@bath.ac.uk)



## Recreational Offer

All clubs are expected to have an offer from recreational to competitive.

BUCS should not be the only competition you offer to your members.

Look at local leagues for other competitive offers, you can request budget to help subsidise costs, entry/travel



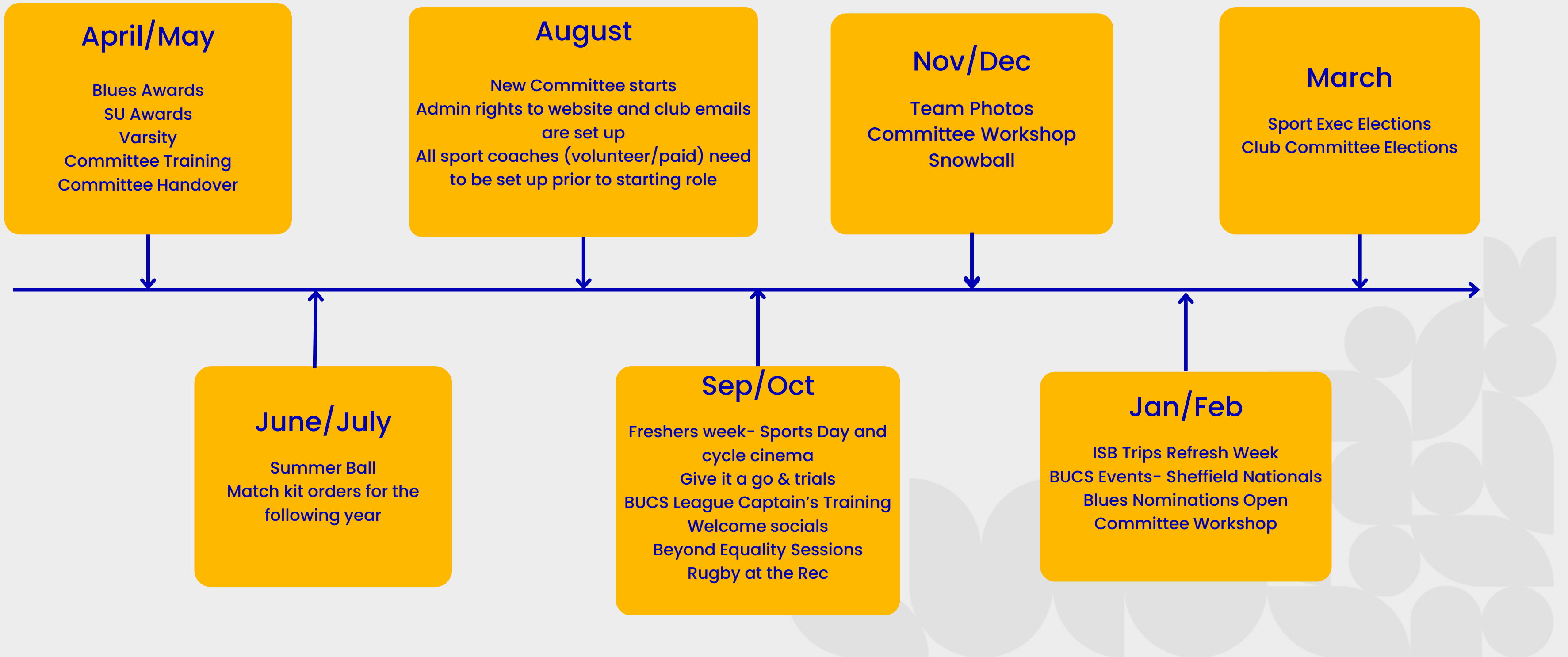
## Bath Active

At Bath we offer a programme which is open to all current students to get involved in social sport and activity for **free!**

We encourage all clubs to get involved in and to ideally offer a weekly session. A great way to increase your members if they get into sport from the Bath Active session and want to do more

You can either make one of your club sessions a Bath Active session or we can book a new session in. Depending on the type of sport and how many people you need may affect how you run the session.

# Events Timeline



# Key Contacts

<a href="mailto:susport@bath.ac.uk">susport@bath.ac.uk</a>	Budget queries/requests, club ideas
<a href="mailto:subathsport@bath.ac.uk">subathsport@bath.ac.uk</a> (shared staff inbox)	General sport queries, events help, online products
<a href="mailto:su-sportexec-treasurers@bath.ac.uk">su-sportexec-treasurers@bath.ac.uk</a>	Finance queries and approval for payments/refunds
<a href="mailto:sufinance@bath.ac.uk">sufinance@bath.ac.uk</a>	Credit card use, ledgers (club statements)
<a href="mailto:susportkit@bath.ac.uk">susportkit@bath.ac.uk</a>	Match or training kit queries and bulk orders
<a href="mailto:J.dixon@bath.ac.uk">J.dixon@bath.ac.uk</a>	Welfare, disciplinaries & complaints/issues
<a href="mailto:su-fundraising@bath.ac.uk">su-fundraising@bath.ac.uk</a>	All fundraising queries
<a href="mailto:sumarketing@bath.ac.uk">sumarketing@bath.ac.uk</a>	Marketing, share stories, branding and social info

# Online Training

Finance training- making payments, using the app, online products and finance form

Trip module

BUCS webinar- how to use BUCS Play for BUCS League and BUCS Events

# In-person training

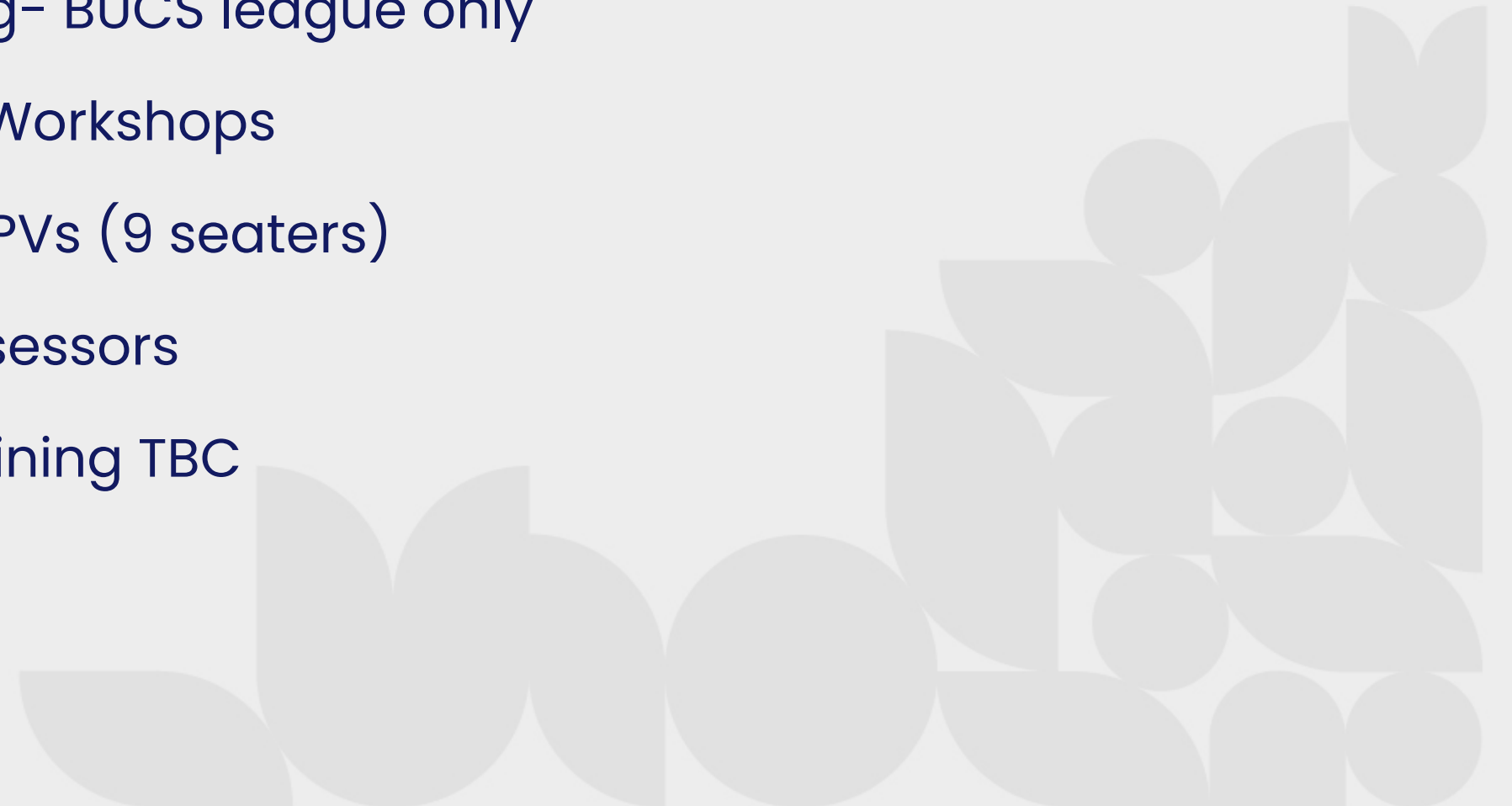
BUCS captains training- BUCS league only

Committee Workshops

MiDAS to drive MPVs (9 seaters)

Swim Assessors

Welfare training TBC



# ***Any Questions?***

