



CLUB HANDBOOK

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1. Introduction

The SU Club Handbook is a simple ‘must read’ guide for key information on all things Sports Union related. While extremely useful, this handbook should never replace the experience and expertise that is available for you via the staff of USSU. The interaction with club members is one of the main reasons our staff are in their roles. So, if you fancy a chat about your sport, want to let us know how well you are doing, or just fancy a catch-up then please come and see us!

Good luck throughout your year on the committee and take this opportunity to use sport as a tool to change lives and improve the experience of our students while studying at University of Strathclyde.

2. About the Sports Union

Sports Executive Committee

Student sport executive members are in place to make sure that your experience is as good as it possibly can be. They use their ears to listen to the student body and their voice to advocate on your behalf to meet Sports Union member needs and wants.

The 2024/25 Sports Executive committee is as follows:

ROLE	NAME	CONTACT DETAILS
Sports President	Anna Edvaldsson	strathunion.vpsport@strath.ac.uk 0141 574 5403
Vice President of Sport Exec	Ahmed Al Fuwaires	vp@strathsports.co.uk
Awards Officer	Grace Thompson	awards@strathsports.co.uk
Events Officer	Jack Hamilton	events@strathsports.co.uk
Finance Officer	Ellise Anderson	finance@strathsports.co.uk
Governance Officer	Andrew Tait	governance@strathsports.co.uk
Inclusion Officer	Rachel Brogan	inclusion@strathsports.co.uk
Publicity Officer	Finlay Sheriff	socialmedia@strathsports.co.uk
Wellbeing Officer	Helen Blenkhorn	wellbeing@strathsports.co.uk

Staff Team

The student-led sport programme is delivered with support from the Sports Union staff team, each with their own workstream as well as the combined workstream of a sports development portfolio for each of our clubs to receive some more intimate sports development support. Ideally your club will link in with each of the staff members at some point throughout the year across your generic club management.

The Sports Union office can be found at Strathclyde Sport, 160 Cathedral St. Glasgow G4 0RQ with the office open on weekdays from 10am-4pm. You can also find details of all key Sports Union contacts on the [Sports Union website](#).

ROLE	NAME	CONTACT DETAILS	Sports Development Portfolio
FULL-TIME STAFF			
Sport Manager	Abby Irvine	abby.irvine@strath.ac.uk 0141 574 5402	N/A
Sport Union Coordinator	Leanne Carnan	leanne.carnan@strath.ac.uk 0141 574 5405	Canoe, Fencing, Karate, Kendo, Korfball, Lacrosse, MMA, Mountaineering, Mountain Bike, Muay Thai, Pool & Snooker, Powerlifting, Road Cycling, Snowsports, Surf, Ultimate
Sport Programme Coordinator	Ann Taylor	ann.taylor@strath.ac.uk 0141 574 5404	Archery, Boxing, Curling, Equestrian, Football (M) (W), Futsal, Handball, Judo, Rugby (M) (W), Sailing, Shinty, Squash, Table Tennis, Trampoline
Sport Development Coordinator	Lee Gallacher	lee.gallacher@strath.ac.uk 0141 574 5401	Badminton, Basketball (M) (W), Cheerleading, Cricket, Cross Country & Athletics, Dance, Golf, Hockey (M) (W), Netball, Rowing, Swimming & Water Polo, Tennis, Triathlon, Volleyball
CASUAL STUDENT STAFF			
Membership Services Student Assistant	Erik Escala	ussa.sportsuser@strath.ac.uk 0141 574 5400	N/A
Fixtures & Competitions Student Assistant	VACANT	ussa.sportsuser@strath.ac.uk 0141 574 5400	N/A
Social & Rec Sport Student Assistant	VACANT	ussa.sportsuser@strath.ac.uk 0141 574 5400	N/A

Sports Union Committees

Within the SU there are various committees that operate year-round (e.g. General Committee) or are initiated as and when required (e.g. Discipline). We have identified the following as the most important committees for you to be aware of:

General Committee

The General Committee is in summary the Governing Body of the Sports Union. The General Committee meets at least four times per year, where all clubs must have at least two representatives attending from each club at each meeting. The General Committee receives reports and updates from the Sports Executive team, votes on matters relevant to the Sports Union membership, and reviews and approves minutes, reports and policies.

Sports Executive Committee

The management of the Sports Union shall be vested in the Executive Committee, which shall implement the policy determined by the General Committee. The Executive Committee is made up of 8 positions with various workstreams. The Executive Committee shall meet at least once between each meeting of the General Committee, and at least six times over the year, and provide regular reports of activity at each General Meeting.

Finance Committee

The Finance Committee is made up of student and staff representation, with the student representation holding the voting powers. The Sports Executive elected finance officer chairs the committee. The committee is responsible for reviewing and setting annual club budgets; monitoring, reviewing and decision making linked to funding applications; addressing any financial issues; and managing the spend of relevant funding pots. The committee meets on the last Tuesday of months September, October, November, January, February, March and April. A finance report will be issued by the finance officer to the General Committee at the Annual General Meeting.

Awards Committee

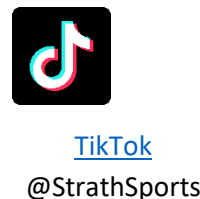
The Awards Committee is made up of student and staff representation, with the student representation holding the voting powers. The Awards Committee are responsible for monitoring, reviewing and decision making linked to award applications; distributing awards to members on behalf of the Sports Union and leading on the shortlisting and award allocations for awards (blues, colours) presented at the annual Sports Awards Ball.

For more information on the Sports Union, you can check out the Sports Union Constitution our [Policies & Procedures](#) section on the website.

SU Social Media

Sports Union social media is used not only to promote our central service and offering, but to promote all our clubs and the activity you get up to such as training, matches, competitions, campaigns, and fundraising. It's one of the quickest and most engaging way to speak to club members.

Here at the SU, we want to know what clubs are doing to keep members, coaches and volunteers engaged so don't forget to make sure your club is following the SU and share your success, stories, results, events and fixtures with us, with the following tags:



3. Club Reaffiliation

One of the first things club committees are required to do at the start of their tenure, is to review and complete the Club Affiliation Agreement to reaffiliate to the University of Strathclyde Sports Union ("USSU") for the new academic year. This document forms part of your club's responsibility as an affiliated member of USSU. It is expected the outgoing and incoming committee members will work together on the reaffiliation process and complete a thorough handover too.

Handover Checklist

Your reaffiliation is broken down into the following areas:

DOCUMENT SUBMISSIONS

Document	Contents	Format
1. Club Reaffiliation Document	About the club, action plan, development plan, website/social media updates	Word Document
2. Club Reaffiliation Workbooks	Committee Contacts, First Aid Database, Equipment Inventory, Budget Plan	Excel Document
3. Club Constitution	A club specific constitution written by the club	Word Document
4. Club Risk Assessment	A club specific risk assessment, written by the club	Word Document

TASKS

Task	Source
1. All incoming committee join the Facebook group	2024-25 Sports Union Committee Group
2. Incoming BUCS & SSS team captains join the Facebook group	2024-25 BUCS/SSS Captains Committee Group
3. Complete committee training online / Register for the Committee Training Day	USSU Online Training Hub
4. Access and review USSU Essential Documents	'Essential Documents'.
5. Access and review USSU Policies and Procedures	Policies & Procedures

Reaffiliation Guide

The following aims to give clubs guidance on how to complete your reaffiliation, however your staff development lead will arrange a club 1:1 to go through the process and will also be on hand for any questions or assistance you need throughout the process.

Document 1 – Club Reaffiliation Document

This document is made up of 5 sections:

1. Social Media & Website Information

Check the information currently held for your club within the [Club Directory](#) and note down any changes you want to make. If you're content with what's already there, please leave this blank

2. Development Plan

The development plan is a tool which can give a real strategic focus to your club. This will help you to successfully work towards your club's short-and-long term goals. An effective club development plan will be developed in consultation with the committee and regularly reviewed at club development meetings with staff to ensure things are on track.

3. Action Plan

Setting actions to your objectives from the development plan will help you breakdown ways in which you can achieve your objectives throughout the year and assign these tasks to specific committee members where necessary. Staff will help the club to review these actions.

4. Activity Plan

This gives the Sports Union a better understanding of the full spectrum of activity from your club on a weekly basis.

5. Agreement

This outlines the confirmation that your club has successfully completed a comprehensive handover between the outgoing and incoming committee. Additionally, it is to guarantee transparency between the committee and its members on the contents of its reaffiliation, from the club's values and objectives through to the understanding of the risk assessment associated to all activity.

Document 2 - Club Re-Affiliation Workbooks

This document is made up of 4 sections:

1. Committee Contacts

Providing contact details of your full committee will aid the staff team to ensure the appropriate committee members receive relevant communications throughout the year. It will also allow us to set up the core committee (CSTW) with their permissions on the website (MSL).

2. First Aider Database

Providing us with a database of your current first aiders, their graduation year, and their course expiry will allow us to understand how your club is setup for the upcoming academic year in terms of health and safety. We run first aid courses annually in September and we will be prioritising access for clubs with limited first aid qualifications.

3. Equipment Inventory

This is an essential annual task to allow the club to not only do a stock take of equipment but to check equipment functionality and manage any required repairs ahead of the upcoming season. Anything purchased with SU funds such as your budget, or savings; as well as alumni/sponsorship funds should be added to this document. There is no requirement to add personally owned equipment, and such equipment must not be stored within club storage spaces as it's not insured by us. Clubs will be provided with their previous equipment inventory to allow a review and update.

4. Budget Application

One of the more complex tasks of the reaffiliation process is applying for your budget for the upcoming season. This task is one that really required input from the outgoing and incoming committee. Staff will provide clubs with your budget spend from the previous academic year to give you a steer on how your budget was managed, and any alterations you may need to make beyond the obvious inflation.

The spreadsheet has been split into income and expenditure sections, with a further breakdown within each of the areas you can apply for budget. The spreadsheet will calculate most totals for you, including your overall profit or loss from the income vs expenditure detailed. From this, the club is then required to consider a reasonable request for a budget in light of the forecast profit/loss. Budget applications are reviewed by the USSU Sports President and Finance Officer ahead of the upcoming season and is taken to the first finance committee in September to get approval before clubs are then issued their budget end of September/early October.

BUDGET SUBMISSION TOP TIPS

- Try to avoid using estimates, and seek out actual costs from SU staff/previous committees
- Give as much detail as possible to associate costs to a full years activity, including all training, leagues and competitions you plan to engage with
- Anything you budget for cannot later be applied for to the finance committee unless anything unexpected occurs, e.g. drastic change of cost, surge in members/engagement
- When budgeting for transport, make use of knowledge of the location you're traveling to, as well as vehicle costs which can be found in 'Section 7. Transport'
- The budget application spreadsheet is set up to include the areas you CAN spend your budget on, so be aware of other costs that will come from your savings account instead.

Document 3 - Club Constitution

This is a rolling document which requires annual review and updates to it at the club's discretion. Club constitutions have been created from a basic template issued by the Sports Union, to ensure all clubs meet the minimum standard of what is expected to be within a club constitution. However, all clubs are different and have their own needs so we would recommend clubs add more detail to make it more specific to your club, for example including all committee positions you have beyond the essential four (CSTW).

Your club constitution is a great way to outline the clubs' minimum standards of what to expect in the running of your club.

Document 4 - Club Risk Assessment

This is another of the more complex tasks within the club affiliation process, but a required one for health and safety/insurance purposes. We know the words 'risk assessment' can sometimes be daunting, but this document is in place to ensure your activity leaders can run your activity properly and safely. All clubs have an SU provided template which has then been tailored towards your activity.

RISK ASSESSMENT TOP TIPS

- It must include details of all types of activity e.g. training/matches/drills
- Consider all venues you use and seek important information from your venue providers
- Be specific about all equipment being used and any risks that may be associated
- List member responsibilities and relevant qualifications that come with the stated responsibilities.
- Use the 'Risk Rating Chart' at the bottom of the document to allow you to calculate the likelihood of risk, severity, and overall risk rating.
- N.B. this is your generic risk assessment that covers your basic annual activity. Any clubs that run standalone events such as Cheerleading Showcase, Sailing Wrath O Strath, Rowing Barony Cup etc., must have an event specific risk assessment to request extended cover from our insurance.

Ensuring this document is up to date also covers the club and the Sports Union in the event of an accident/incident occurring. We need to be able to display that all risks have had mitigation applied to them to reduce any chance of accidents/incidents occurring, and on occasion will need to display this to our insurance company if a claim is submitted. Failure to address all potential risks may result in the Sports Union being sued in extreme cases.

We don't expect individuals in the club to have extensive skills in completing the risk assessment, but your ability to detail to us the types of activity, facilities and equipment you're engaging with will help us help you to ensure all risks are mitigated for.

Once the risk assessment has been completed and authorised by SU staff, it's essential to make sure club members, activity leaders and committee members are all aware of its contents – to help minimise risk of accidents/incidents occurring within your sessions.

4. Club Governance

Understanding how your club is structured is vital if you are to run your club successfully. From electing committee members, holding meetings, to how to complete committee training, this section looks at giving you the best possible foundation for the year ahead.

A club's success is largely down to the work of its committee, the group of people who manage the club's affairs. The committee exists to serve the club and to ensure that its members receive the best possible service and experiences. To help your committee to be as successful as possible, make sure it follows a structure that works and is made up of a diverse mix of people with the right skills and experience.

Your club should be regularly electing new committee members, or at least asking existing members to stand for re-election, as an opportunity to develop or bring in new skills, experiences, and perspectives.

New committee members are typically elected at your club's Annual General Meeting (AGM). Remember to refer to your club constitution as there should be rules in place around the recruitment of committee members. For example, make sure you know whether nominations for

new committee members must be taken in advance or if you can take them at the meeting (most AGMs require a proposer and a seconder for each nomination).

You might also look for new committee members if:

- Some of your committee members have left or are intending to leave.
- Your committee needs further skills and experience, e.g. in areas such as governance, finance or marketing.
- You generally feel that your committee needs reinvigorating.

When appointing new committee members, you should make sure that you take skills and diversity into consideration. We have devised brief job description for each of the four compulsory committee roles, they can read on the [Committee Roles](#) section on our website.

Club Committee Roles & Responsibilities

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

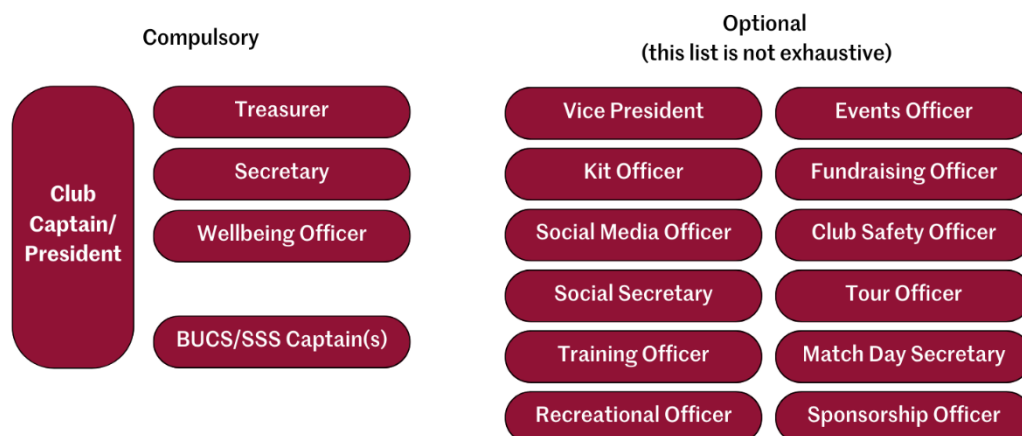
To help you understand your role a bit better we have devised a job list for the compulsory committee positions. This might seem like a lot at first, but don't forget that you are a committee and not just one person doing this – delegation is a good sign of leadership! Just to prove that it should never be a "one-person show", below are some of the collective responsibilities that committee members should all undertake:

- Develop your club
- Organise trips and fixtures
- Safety of members including reporting all accidents, incidents and near misses to the Sports Union within 24 hours of the incident.
- Complete and update all risk assessments
- Adhere to all USSU Polices & Procedures
- Communicate with the Sports Union
- New committee attend mandatory committee training
- Ensure all members have paid club membership
- Hold an AGM
- Attend compulsory SU GMs

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

Club Committee Structure

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



The exact make-up of your structure is dependent on the needs of your club and should be set out in your club constitution, however there are 4 compulsory positions: Club Captain/President, Secretary, Treasurer and Wellbeing Officer (often referred to as CSTW). The club constitution should detail the committee positions that your club holds alongside how the club is to be governed, in line with USSU policies and procedures. If you want to change a role within your club then your members must agree to it by voting to accept a new constitution with the changes in it included. This can only happen at a club AGM or EGM (Extraordinary General Meeting), so it is not something that happens every day.

Club AGMs (Annual General Meetings)

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

AGMs should provide your club and your members with:

- Info on what has been achieved over the past academic year
- A clear handover process between committees
- A chance to contribute to club developments
- Elect a new committee
- Approve the minutes of the previous AGM
- Present the President's report to the members
- Present the Treasurer's report to the members
- Discuss any other business that is relevant

AGMs set the direction of your club and so they are important to get right. From ensuring you get the right candidates for the appropriate committee position to ensuring everyone can provide

feedback and vote, a well-run AGM will ensure that preparations for the new year are on track. There are 3 compulsory items which must be included in an AGM

1. Reports from committee members
2. Election of the new committee
3. Agreement of handover dates

The Sports Union can help in several ways, such as booking rooms and providing the [template](#) for clubs to record meetings minutes (this should be uploaded to the clubs 'Resources' section of MSL afterwards). Staff members can also attend the meeting if you would like to so that we can provide hints and tips on how to improve what you do.

AGM Timeline

February	Decide upon and book the date of meeting and a suitable location
7 days before AGM	Send out the AGM agenda to all members
2 days before AGM	Make voting cards and print out copies of the agenda
AGM	Hold your AGM! Make sure you have an attendance list
AGM + 7 days	Write up the minutes of the AGM and send to club members and the Sports Union
Prior to 31st May	Undertake handover
September	Incoming committee must attend Committee Training. You are not exempt if you are a re-elected committee member.

AGM Common Problems

Knowing some of the issues that might arise will allow you to address and hopefully avoid some of these common problems.

O Members don't know what they are running for

Aim to provide your members with role titles and descriptions of all committee roles available to them. You could also encourage members to speak to current committee role holders to understand their experience in the role and anticipate what to expect if they choose to run for the role.

O No one wants to run for a position

Talk up the opportunities and personal development opportunities that being on a committee offers. While you shouldn't campaign for an individual there is nothing wrong with telling someone that you think they would be perfect for a role.

O I don't think the person is suitable

While you might not be a fan of the person running for the position, don't forget that your committee is democratically elected and so a majority might like this person to be elected. Think about your reservations and consider discussing them with the individual or a member of the Sports Union.

O I think attendance will be low

While an AGM must accomplish set objectives, it doesn't have to be boring! This should be as much about celebrating the year as planning for the next so add in some awards among the compulsory

elections and reports. Make the venue accessible and at a convenient time - or just ask your members what they want from an AGM, so they have no excuse not to attend!

5. Club Essentials

Club Management & Administration

Once you have completed your club reaffiliation, you will need to understand more about club management and administration for the year ahead.

The Sports Union predominantly operates club administration digitally via the website (MSL), with added portals that support payment requests, raising invoices, and applying for funding to the finance committee.

Club CSTW will be given relevant permissions within your own sports webpage to manage your club administration in the following areas:

- club memberships
- payment requests
- applying for funding
- managing club resources
- setting up events
- managing surveys and polls
- administering sign ups
- selling products

For more extensive guidance and training, complete the club website management module within our [committee training hub](#).

Membership

Our membership is open to affiliations to University of Strathclyde in the following three categories:

- Current students
- Graduates
- Staff

It also includes those who have a life-membership of the section or Sports Union.

All potential club members are entitled to one free session; after which they must join the Sports Union and club. This free session may not include any trip that involves going off campus or taking part in any competitive activity unless given permission by the Sports President.

Our Sports Union membership package is as follows:

- Full Year (£30 flat fee): 1st September to 31st August
- Semester One (£20 flat fee): 1st September – 31st December
- Semester Two (£20 flat fee): 1st January to 30th April
- Summer (£10 flat fee): 1st May to 31st August

To find out more information about memberships, go to our [SU website](#). To become a full member, you need the following three things:

1. Purchase your Sports Union membership – This income forms funding to distribute club budgets for the academic year, such as for affiliations, competition & league entries, transport, accommodation, equipment etc.
2. Add your sports club bolt-on fee – many clubs also charge a joining fee for the year which is used to subsidise additional sport specific costs. This fee is charged on top of the Sports Union membership and again, goes directly back to the club via club savings which is an account which offers more flexibility in what it can be spent on.
3. Facility access – members participating in clubs who train at the University’s £31m Strathclyde Sport facility are charged a pay-as-you-go facility fee of £4 (when presenting your Sports Union membership card) to access each session. However, if you are a member of Strathclyde Sport gym you do not need to pay this fee and can access for free.

Once individuals purchase a membership for your club, they will appear within the ‘member’ section of your club webpage dashboard. It is club’s responsibilities to keep on top of the memberships held by participants engaging in your activity. Most importantly, the SU membership guarantees participants coverage on the Sports Union insurance policy, but it also guarantees the club to budget earned from each membership. No matter the type of activity ran by the club e.g. competitive, recreational and social, it all is termed as club activity and cannot be accessed by individuals without the appropriate SU and club membership purchase.

Club Training

All clubs who train at University of Strathclyde sports facilities (Strathclyde Sport and Stepps Playing Fields) can find details of training timetables on the Sport Union Website under [Club Timetable](#). All clubs will be notified of the start and end training dates per semester. If clubs want to book an additional session or need help with booking external venues, please contact [Ann](#) (Sport Programme Coordinator, SPC). Your club committee handover should include agreeing to the [facility club booking protocols](#). When notifying the Sports Union of your club training allocation request, please ensure you provide information of all sessions including team/competitive and recreational. This helps us advertise your training schedule to any prospective members.

Any cancellations of booked fixtures by university teams (or their opponents) must be reported to the SPC as soon as possible to enable us to keep the grounds staff at Stepps and Strath Sport staff up to date. It is essential that clubs check the cancellations procedures on the committee training & resource hub. **Failure to comply with the correct cancellation procedures are likely to result in a charge being applied to the club for staff time and resources.** Training space is so valuable to all clubs and Strathclyde Sport members, so we are very lucky and grateful to have a partnership with Strathclyde Sport and it is important to manage the relationship to its greatest potential.

Breach	No Show to training with no prior notification to Strathclyde Sport/ Sports Union
1 st	Meet with club to discuss shortfalls and required standards.
2 nd	The club will lose 30 minutes of training time at the end of their training session the following week.
3 rd	The clubs next planned training session will be cancelled.
4 th	Recurring ‘no-show’ conduct – club charged the overtime costs of Stepps Ground Staff

Club numbers will also be monitored regularly by Strathclyde Sport staff to make sure that clubs are utilising the space given to them to its full potential. Should numbers be low, then the Sports Union, along with Strathclyde Sport, will investigate the club's real requirement for that space, this could affect the clubs training time allocation for the following year.

For more extensive guidance and training, complete the facilities & club training module within our [committee training hub](#).

Trips & Tours

SU clubs should complete a Trip Registration form. This form is for **all** club trips:

- Overnight within the UK
- Abroad
- Clubs categorised 'High Risk' by the Sports Union Executive must also complete this form for same day trips.

This form must be completed at least 2 days before departure for UK travel and at least 4 weeks before departure abroad. Before submitting, clubs should read and understand all our guidance and policy documents.

Club committees and trip organisers should consider the following: Leaders, Security of the Region, Country Specific Considerations Insurance, Risk Assessment and Guidance Notes, Number of Beginners /Novices, Itinerary, Playing Programme, First Aiders, First Aid Kits and Reporting Accidents, Club Equipment, Medical, Travel. More details about safety abroad can be found on our website [here](#).

When travelling abroad, participants should purchase travel insurance relevant to the nature of activity, covering medical expenses, personal possessions, cancellation costs etc.

Events

Strath Union utilises [Native](#) for administering and promoting any events, which is open for clubs to utilise should you wish. The CSTW will be given admin permissions at the start of each academic year for you to be able to add and edit events for your club. Get in touch with the SU office if you require any assistance accessing your account, or if you need to add any further committee members to the permissions list.

Information on how to use Native can be accessed within [this recording](#). Use this passcode for access: aEz+iX9C

Committee Training & Resources

Most committee training is completed online on the committee training hub. There are various training courses available for committee members to complete, with a variety of learning outcomes. You can access the learning hub via the [Committee Training](#) page on our website. When you register for an account, please make sure you put your club in the 'tag' box e.g. Hockey (W).

Within the committee training hub, each course details which committee role the training is recommended for. Resources are provided for each course to ensure you are fully equipped to carry out your role following the training. It also has useful club resources from template team sheets and risk assessments. If you have any problems accessing content, or have any feedback about the new platform, then please don't hesitate to contact one of the SU staff members.

The Sports Union also hosts an annual conference style Committee Training Day on campus. The event is open to all committee positions, but is compulsory for your CSTW (Club Captain, Secretary, Treasurer and Wellbeing Officer) to attend where possible. The opportunity will allow you to complete committee training in person, experience some guest speakers, network with fellow committee members across our 48 sports clubs, not to mention a free lunch and refreshments plus prizes to be won!

Club resources will predominantly be found on the Sports Union website, such as our [Policies & Procedures page](#), via our [committee training hub](#), and within each sports club webpage within the 'resource' folder.

Official Club Kit

Macron is the official kit supplier of Strathclyde University Sports Union clubs for 2023-26. All clubs must use Macron team sports as their playing kit supplier with the only exception to this is for playing kit which Macron is unable to produce to meet your sport's requirements (this must be signed off by Abby, Sport Manager). All club members are required to exclusively wear Macron team sports clothing whilst representing the University of Strathclyde at any event, tournament, or fixture.

When it comes to ordering kit, Macron is very flexible and can adapt to each club's requirement, so if there is something you know your members would buy, please contact our Macron rep [William](#), or [Abby](#) in the Sports Union. All bespoke orders must be signed off with Abby before the order is placed. Macron will be requesting a meeting with every club to ensure they meet the needs of your sport and to set up a club shop to easily order custom kit.

Check out our updated [Kit Policy](#) for procedures club must adhere too and more specifics on the ordering process.

6. Club Finances

Budgets & Savings Accounts

The University of Strathclyde Sports Union ("Sports Union") operates all club sport finance through the University of Strathclyde Students' Association ("Strath Union"). Together, we support sports clubs financially through a mix of funding from the University block grant and income from membership sales.

The Sports Union will allocate **club budgets** at the start of October. Budget allocations are based on your budget application submitted within the reaffiliation process and are approved at the first Finance Committee meeting of the year (end of September).

Club savings is where your membership income plus any additional income the club has sourced such as sponsorship.

The Captain/President and Treasurer roles have certain financial responsibilities

- Coordinate the club budget and correct spending of the sports club
- Safeguard club finances and ensure stability between academic years
- Authorise and approve invoices and expenses through SGF (an extension to MSL)
- Act as the main point of contact with the Sports Union for club financial matters and undertake relevant training when it comes to finance

Grant Applications

Applying for additional funding to the finance committee can be done via 'GAS' (Grant Application System). Clubs must apply for funding prior to funding being required and should not apply retrospectively. The finance committee meets to review all applications in the last week of each month September to April.

Clubs can apply for funds within the following categories:

- Coaching and Development
- Equipment
- Events
- Facilities
- Representative Sport (National/International)

Other Funds

[The Alumni Fund](#) is a very reliable source of income and can be applied for in April and October. Sports Union clubs have received thousands of pounds worth of grants from alumni in the past. Seek support from the Alumni department as well as the Sports Union when filling out your application.

[The Participation Fund](#) is a pot of funding Strath Union full-time officers have historically ensured the University tops up regularly to support students with engaging in extracurricular activities at University of Strathclyde. If you have individuals within your club that could do with some extra financial support to engage with your club, whether it's to pay for membership, or personal equipment, signpost them here.

Finance Top Tips

- The finance work stream sits within the Sports Union Coordinator's responsibilities, so contact [Leanne](#) with any queries.
- When it comes to funding requests, we recommend contacting the [Finance Officer](#) who chairs the Finance Committee as your elected representative.
- Submit Payment Requests well in advance – don't leave it to the last minute and receive angry emails from your coach wondering where their money is.
- The Finance Committee meet on the last Tuesday of every month during term to review funding applications – if an application is submitted on the following Wednesday, then it won't be reviewed until the next meeting.

- Club Budgets are due every May – the Alumni Fund is another good source of income and can be applied for in April or October.
- Funding allocated to each sports club is deposited in bulk to the Club Budget Account. Any monies left in this account by 31st June annually must be returned to Strath Union.

For more extensive guidance and training, complete the transport module within our [committee training hub](#).

7. Transport

The Sports Union can support clubs with arranging transport linked to your activity. Transport may be in the form of hiring a vehicle or booking a coach. Clubs should consider all alternative means of transport including public transport and should consider what the most efficient and cost-effective way to travel is.

We have collated a useful pricing list of what to expect from vehicle costs from our hire companies, including the required insurance cover while you hire:

Daily Sum with VAT + Insurance (Arnold Clark)							
Type of Vehicle	1 Day:	2 Days:	3 Days:	4 Days:	5 Days:	6 Days:	7 Days:
Small Car	£63.83	£98.49	£136.90	£176.14	£216.94	£256.51	£268.27
Medium Car	£68.76	£108.35	£145.50	£187.57	£231.28	£273.65	£286.24
Large Car	£77.36	£125.54	£167.60	£217.09	£268.12	£317.93	£339.84
MPV 7 Seater	£101.21	£173.25	£233.05	£304.30	£377.20	£448.75	£475.50
MPV 8 Seater	£101.21	£173.25	£233.05	£304.30	£377.20	£448.75	£475.50
MPV 9 Seater Auto	£108.45	£187.72	£247.60	£323.70	£401.84	£477.84	£509.26
Small Van	£60.82	£92.46	£129.01	£165.58	£203.80	£240.67	£249.20
Medium Van	£65.09	£101.01	£137.29	£176.62	£217.60	£257.23	£268.27
Large long Wheel Base Van	£76.96	£124.74	£169.87	£220.11	£271.90	£322.46	£328.58
Extra Large Long Wheel Base Van With High Roof	£92.07	£154.96	£218.80	£285.34	£353.44	£420.31	£411.99
4x4 Crew Cab Pick-up	£92.07	£154.96	£218.80	£285.34	£353.44	£420.31	£411.99
12 Seat Minibus	£103.61	£178.05	£234.02	£305.60	£378.82	£450.70	£493.72
Daily Sum with VAT + Insurance (AMK Self Drive)							
Type of Vehicle	1 Day:	2 Days:	3 Days:	4 Days:	5 Days:	6 Days:	7 Days:
9 Seater	£105.59	£199.98	£299.96	£399.95	£499.95	£599.93	£699.92
15 Seat Minibus	£120.60	£230	£345	£460	£575	£690	£805
Weekend with VAT + Insurance (AMK Self Drive) Fri 12 noon - Monday 10am							
9 Seater	£254.02						
15 Seat Minibus	£294						

Transport Top Tips

- The transport work stream sits within the Sports Union Coordinator's responsibilities, so contact [Leanne](#) with any queries.
- A Transport Booking Request must be emailed by clubs who wish to hire a vehicle from the Sports Union.

- Each booking is provided on a 24-hour basis (i.e. pick-up vehicle at 10am must be returned at 10am the following day). Bookings must be coordinate with the hire company opening times.
- Bookings for vehicle hire must be made 7 days in advance of hire
- We are MIDAS certified which means we can put students through a theory and practical test to allow you to drive vehicles that are over 9 seats. We have access to 12, 14 and 15-seater minibuses.
- Any Sports Union member who is 20 years old or over with 1 years driving experience is able to hire cars/people carriers, or over 21 years old with 2 years driving experience to hire vans & minibuses.
- Due to the high number of vehicle insurance claims, all drivers must complete an online driving assessment before they can be added to the driver's list.
- If the event of an accident with a hired vehicle, the SU Emergency Procedures should be followed. You should inform the SU for serious accidents only during out-of-hours.
- Check out transport policy on our [Policies & Procedures](#) page on the website to understand all terms and conditions associated with transport.

For more extensive guidance and training, complete the finance module within our [committee training hub](#).

8. Fixtures & Competitions

The Sports Union is affiliated to British Universities and Colleges Sport (BUCS) and Scottish Student Sport (SSS). This enables clubs to engage with various opportunities they provide such as leagues and competitions.

The Sports Union are aware that there are some clubs that don't compete in BUCS or SSS leagues and events but do in other governing body run competitions. The Sports Union doesn't work in direct contact with these other governing bodies, so clubs are responsible for keeping the Sports Union informed of any entries and club achievements throughout the year, so they are acknowledged and celebrated properly. We want to know!

Fixtures & Competitions Top Tips

- The fixtures & competitions work stream sits within the Sports Programme Coordinator's responsibilities, so contact [Ann](#) with any queries.
- All clubs that are involved in leagues, are expected to have allocated team captains, to manage and administer the league throughout the season.
- BUCS & SSS both operate with the Playwaze system to administer leagues, from submitting team sheets, to posting results – it's all online and can be accessed on the desktop and via the app.
- The SU has a fixtures phone, where results should be submitted ASAP after the fixtures has taken place: **07754134039**.
- There are various [rules and regulations](#) set-in place by BUCS (which SSS base their rules off too), so making yourself aware of these ahead of the season, as well as bookmarking relevant pages with rules & regulations list will help you avoid running into any issues.

- As well as the online training module, there is an in-person training session delivered by Ann in September to upskill your team captains ahead of the season.
- Don't forget to join the [2024-25 BUCS/SSS Captains Committee Group](#) too!

For more extensive guidance and training, complete the fixtures & competitions module within our [committee training hub](#).

9. Coaches & Volunteers

Coaches and volunteers are an integral part of the USSU's club sport activity, and are important in maintaining and developing safety, up to date practices, and the performance of the clubs.

Check out the '[coach & volunteer hub](#)' on the SU website which will provide you with all the information and guidance required with regards to coach support.

Coaching Top Tips

- The coaching work stream sits within the Sport Development Coordinator's responsibilities, so contact [Lee](#) with any queries.
- The Sports Union can assist with any job adverts by providing the club with a job description template, as well as listing the vacancy on relevant websites such as the SU, BUCS, SSS, sportswoman and your sports relevant Governing Body.
- Ensure coaches have sufficient qualifications and experience
- It is strongly recommended that coaches have their own Professional Indemnity Insurance. Some National Governing Bodies provide this when Coaches affiliate, but Clubs should not assume this to be the case. Please check with your coach and seek advice from the Sports Union if unsure.
- Clubs will be supported to set up a valid contract for services for the academic year (valid for 1 year max)
- Coaches must register with the Sports Union annually.
- Clubs can access funding via the finance committee to gain funding towards qualifications

For more extensive guidance and training, complete the coaching module within our [committee training hub](#).

10. Health & Safety

Running a club safely is vital to protect you and the activity leaders, the activity's members, the Sports Union, the University and the public from personal injury and legal proceedings. At the end of each year committees must pass on all appropriate information to the incoming committee members.

Strathclyde Sports Union, in consultation with the Strathclyde Sport has developed an official [Club Health & Safety committee training](#) available on the committee training hub. Please ensure all committee members have completed this course.

Clubs must ensure that they adequately assess all health and safety issues relating to their specific sport and have suitable risk management procedures in place. Clubs should ensure that they seek advice from the National Governing Body (NGB).

Every single club member has a responsibility for health and safety. Failure to implement codes of conduct, rules and regulations may be construed as negligence. Clubs may find themselves facing fines, or even university disciplinary procedures.

Club Safety Management

Clubs have a general legal duty to avoid carelessly causing injury. A duty of care can arise in many ways, some of which may not always be immediately obvious, such as:

- Loaning equipment to others
- Fundraising events
- Hosting fixtures, tournaments, and competitions, even friendlies
- Selling food at events
- Giving instruction/coaching

Club Committees should provide a safe environment for all club activities from normal training and match days to social events and trips. They should also ensure that the risks associated with all Club activities have been considered, documented, reported, and are reviewed regularly in their risk assessment. The Committee should ensure that health and safety recommendations from the appropriate National Governing Body are acted upon. To this end, Strathclyde Sports Union provides funding support to all member clubs regarding affiliation costs.

Clubs are advised to elect a Club Safety Officer who has a designed responsibility for safety within the sport club. The club committee should ensure that those holding such positions have the appropriate knowledge and experience to discharge their health and safety responsibilities. We have a Club Sport Safety committee training course; we encourage all committee members to complete this course.

The Club Safety Officer should take the lead in promoting a positive safety culture. In the absence of a Club Safety Officer on the Club Committee, the Club Captain/President shall assume relevant duties.

First Aid

Each Sports Club should have the appropriate level of first aid cover for their activities. For sports clubs with multiple teams, it is strongly advised that each team has at least one qualified first aider, who should then attend every match. Strathclyde Sports Union host first aid courses during the academic year for club members. It is the duty of the Club Committee to ensure that the clubs and their teams have the appropriate level of first aid cover for matches, training sessions and trips to deal with the nature of injuries that might occur in their sport.

Top Tips:

- Every club and team must have **at least one qualified first aider** in attendance at all activity.

- It is the Club Committees responsibility to submit up-to-date information of its first aider database annually within the club reaffiliation process to help the Sports Union office understand clubs first aid cover and react to demand for first aid training.
- Every team captain/president will collect and sign out a fully stocked first aid kit from the SU office prior to training and fixtures. This first aid kit must be available at all club/activity sessions.
- It is this Club Captain/President's responsibility to ensure that the first aid kit is always fully stocked. They will also be held financially responsible for the kits return at the end of the year.

Accident & Emergency Procedures

In the event of an emergency during a student activity, the Sports Union Emergency Procedures must be followed. These can be found in our [Policies & Procedures section](#) on our website. These procedures should be followed in the event of a serious accident or major incident involving Sports Union members whilst on a club activity/trip, out with normal SU office hours. Follow the accident and emergency procedures if:

- Your club has a minor accident, non-life-threatening injury to a member or has incurred damage to a hired vehicle/piece of club equipment
- In the event of a serious accident or major incident involving sports union members during a trip or fixture

Concussion

Concussion is a brain injury, and all concussions are serious. Most happen without a loss of consciousness and each should be managed individually. Not all concussions are direct contact to the head, they can occur with direct impact to the body. Concussion affects the way a person thinks, feels and remembers things. The Sports Union organise training opportunities for club committee members, staff and coaches throughout the year with ConcussED. It's vital that captains, coaches, members, spectators are aware of the dangers, symptoms, treatment and long-term effects of concussions.

At all levels in all sports, if an individual is suspected of having a concussion, they must be immediately removed from play. If in doubt then sit them out! There should be no return to competition before 21 days from injury.

Please refer to the full [government concussion guidelines](#) and if you can, share them with your club members and coaches. If your club is a high-risk sport e.g. rugby, then this should be included in your club handover. You can find a note of high-risk sports within the [Health and Safety Policy](#).

Insurance

The Sports Union urges all members to take out their own personal injury policy. For a relatively small annual fee, students can take out your own personal injury and accident insurance that will cover should the worst happen.

Should students not have personal cover the Sports Union has a basic Personal Injury policy for clubs participating under the auspice of Sports Union activity. This should be treated as a back-up as the

benefits are not a significant amount, therefore we recommend members take out their own policy or check if they are on their family's group policy.

Strathclyde Sports Union insurance does not cover:

- Hire vehicles (other than those hired via Strathclyde Sports Union)
- Use of own vehicles
- Travel insurance, nor Winter Sports insurance
- Private medical insurance
- Life insurance
- Personal possessions of club members
- Non-Strathclyde students (therefore cannot join the Sports Union or participate in sessions)
- Independent coaches, referees and other consultants engaged by clubs.

Clubs should contact the SU office for a copy of our current policies which are renewed annually. To initiate a claim, the individual should email the Sports Union at the earliest opportunity.

Talking to the media

One of the key responsibilities for a committee is how you might respond to the media. When you speak on behalf of the club, in university clothing or on campus you are seen to be representing the views of the University rather than you as an individual. Therefore, you are expected to follow the below guidelines. In the event of any emergency and/or incident we ask you to not make any statement to the media other than "no comment".

DO NOT discuss **ANY** aspect of an incident with anyone who is not connected with the emergency services. If contacted by the media, please contact the Students' Association communications team. We can then, if necessary, make a statement on your behalf.

Top Tips:

- Remember you are representing your university, SU and club every time you post on social media.
- Posts do not just disappear!! Be wary about what you post, you don't know who's watching.
- It is **NEVER** ok to post discriminatory or offensive material.
- If you are running a club account, please never post personal opinions or air grievances or annoyances.

For more extensive guidance and training, complete the safety module within our [committee training hub](#).

11. Grievance & Misconduct

One of the biggest roles of a committee is to ensure that all members of their club are not acting in a way that could foreseeably cause harm to themselves or anyone else and be aware that they owe a "Duty of Care" to those who are so closely affected by their acts and omissions. Members of your club will look to you to set the standards of behaviour, so your committee needs to be sure that you are aware of all policies and procedures that govern your club, whether they are set by SU, BUCS or, if relevant, your Regional and National Governing Body guidelines.

There are various ways to handle any complaints / grievances dependent on their nature. If it's a minor club specific complaint that has a clear resolution, it is anticipated this will be dealt with informally by the club, however, please do seek clarification and support from the Sports Union if required.

For anything more severe, particularly where the Sports Union code of conduct has been breached, this should be escalated to the Sports Union, by notifying the Sports President and the Sport Manager. We understand flagging issues can be daunting, but the Sports Union has procedures in place to support clubs to manage issues, as well as the ability to raise at a higher level with the Students' Union and University if required.

With regards to incident reporting, a safe campus is everyone's responsibility: staff, students, and visitors. We all have a responsibility to report if someone's safety has been threatened, whether that is through inappropriate behaviour, verbal or physical harassment, or other actions that make them feel unsafe. Utilise University of Strathclyde's [Report & Support](#) system to lodge any concerns.

Top Tips

- Record any useful information in writing as evidence.
- Try have any complainants initial provision of information as the most fruitful way to gather information to prevent needing to reach back out to the complainant for further information. This is particularly important for any victims who have experienced a traumatic event, to try to reduce their need to revisit the experience again.
- Ensure you are aware of and have read the Sports Union Code of Conduct which can be accessed on our [Policies and Procedures](#) page on the website.
- Incidents of a severe nature may instigate the Sports Union, Strath Union or University discipline procedure.
- Always ensure you check the wellbeing of all parties involved and provide relevant signposting – safeguarding all individuals is of utmost importance.

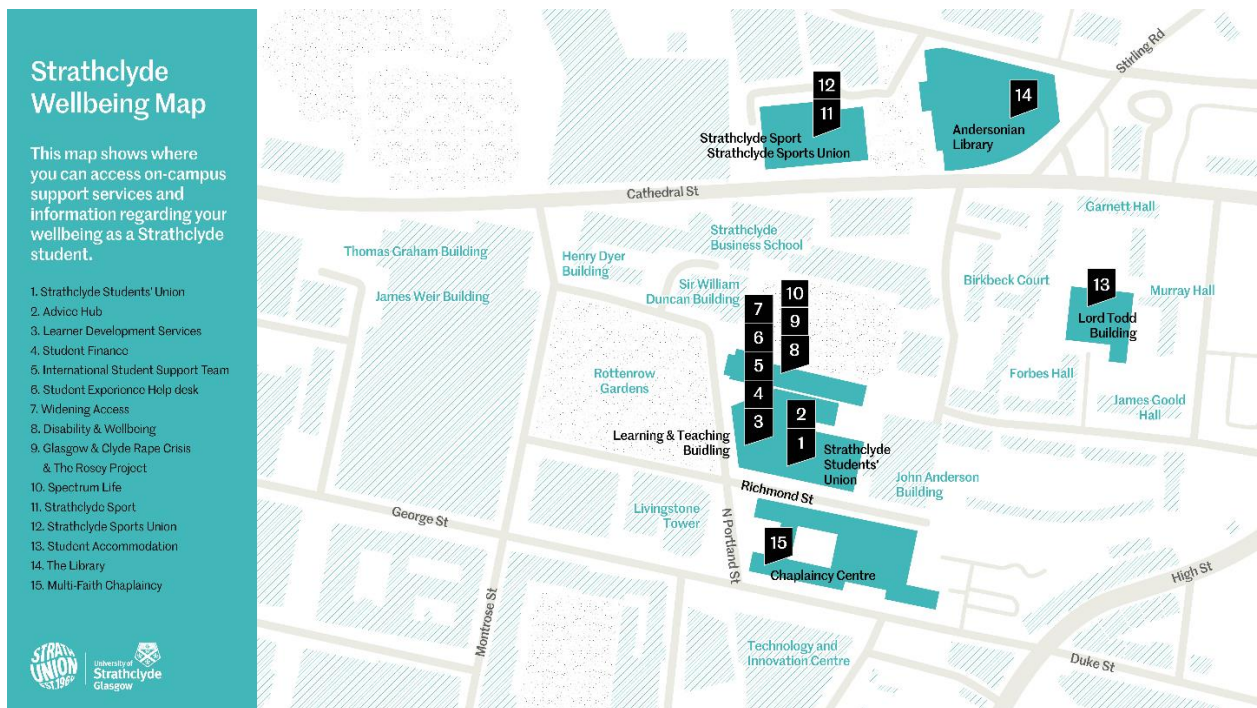
12. Wellbeing

Physical And Mental Wellbeing

The wellbeing of our members and the student community is important to us. We love that we can support a community of students to keep physically fit and healthy, but the mental health of our community is important to us too and there are many everyday things we can do to support our wellbeing.

University can be a busy time, which can make it harder for you to take the time to look after your wellbeing. When you're busy, stresses can mount up and really take their toll - so it's important to take the time to prioritise your own wellbeing.

At Strathclyde specifically, we offer various support services to help you with your physical and mental wellbeing. Check out our Wellbeing Map for more information on what the services offer, and where you can find them:



Signposting & Services

Further [signposting and access to services](#) can be utilised from the services provided within the Students Union organisation.

Additionally, the University has a [Disability & Wellbeing](#) service dedicated to supporting the student body.

The Sports Union staff and executive team are also on hand to speak with, and support club committees and members so please do reach out to us.

Emergency Services

If it is an emergency on campus, please use the contact numbers below:

- Call Campus Security via calling 0141 548 2222
- Emergency Services via calling 999
- Accident & Emergency Services nearest the University is Glasgow Royal Infirmary
- NHS 24 on 111 for Health Information and Self Care Advice

For more extensive guidance and training, complete the wellbeing module within our [committee training hub](#).