



CLUB HANDBOOK

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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 change someone's life for the better: get them involved in sport.

Executive Committee

Student sport executive members are in place to make sure that your experience is as good as it possibly can be, whether that is in the form of campaigning for your student rights, increased training time, nights out, being a place to meet new people and much more!

| | |
|------------------------------|--|
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| Finance Officer | Sophie Shephard finance@strathsports.co.uk |
| Inclusion Officer | Rachel Brogan sponsorship@strathsports.co.uk |
| Events Officer | Anna Edvaldsson events@strathsports.co.uk |
| Executive Officers | Ava Hamilton & Freya Riddell execmember@strathsports.co.uk |

Staff Team

The full sport programme is delivered through the Sports Union staff team so ideally your club should tie-in with each of the individuals below at some point throughout the year. Most of your day-to-day running will be delivered by one of the individuals below and so most of your contact within USSU will be with one of them.

The Sports Union office can be found at Strathclyde Sport, 160 Cathedral St. Glasgow G4 0RQ with the office open on weekdays from 9am-5pm. You can also find details of all key Sports Union contacts on the [Sports Union website](#).



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1. Club Essentials

The Sports Union has worked hard to streamline the administration process and requirements for clubs. A calendar of events and training for the full year will be released at the beginning of the new academic year.

Please note, fines will be given to clubs who miss compulsory deadlines, without supplying a valid reason to the Sports President or staff team advance of the deadline, at the discretion of the Executive Committee. All fines are issued in line with the Incentives & Fines Policy.

Club Affiliation Agreement

Club committees are requested to review and complete the Club Affiliation Agreement to re-affiliate to the University of Strathclyde Sports Union (“USSU”) for new academic year. This document forms part of your club’s responsibility as an affiliated member of USSU.

The Sports Union send out a weekly email during term time with essential fixture, event and club activity for the week ahead so please make sure your club contact details on the CMP are as accurate, and as up to date as possible. Each year, we have a new Facebook Strathclyde Sports Union Committees page for the incoming members as well as a BUCS/SSS Captain’s page. This is an important channel of communication between SU staff and committee members. We can quickly distribute key information regarding SU updates, fixtures, club training, CPD opportunities etc. Links are included in the club affiliation document on the USSU hub.

Club Management Portal (CMP)

For 2023-24 we will be moving away from the CMP. This is due to an unfeasible rise in annual licence fee that the Sports Union simply cannot afford. This will impact a large amount of administration between the SU and clubs (e.g. funding forms, club documents, payment requests, transport requests, membership management). We are currently working with the Union on solutions and the likelihood is that most of these functions will move to the MSL website (similar to societies current functionality). Unfortunately, we can’t currently provide any more information or guidance as we will be spending the next couple of months in the quiet period to get this set up for clubs. We’ll be in touch as soon as we can provide further information, at this time we ask clubs not to waste time handing over how to utilise the CMP to new committees. The CMP can still be accessed until the end of our current license fee, and we will archive as much information as we can in the process.

Each club has one login and password to access the [club management portal](#) system. The login is the club’s official SU email address. The club committee will hold the current password; however the SU has the power to change this at any time if it’s forgotten or for security reasons. Clubs use the CMP to update committee contact information, submit invoices, monitor club sport training sessions via the Track & Trace booking system, and book transport. Please note,

Membership

Any current student at University of Strathclyde with a current Sports Union Membership Card, life member of SU, graduate of the University of Strathclyde, or University of Strathclyde staff member

may join clubs. All potential club members are entitled to one free session; after which they must join. This free session may not include any trip that involves going off campus or taking part in any competitive activity unless given permission of the VPSW. Membership shall run from 1st September to 31st August each year, to find out more information about memberships, go to our [SU website](#). To become a full member, you need the following three things:

1. Sports Union Membership – this is a flat £30 fee for the year (or £23 for one semester) which goes directly back to the club to fund various club activities and operations.

2. 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 and participants taking part in our activities.

3. Facility Access – members participating in clubs who train who train the University’s £31m Strathclyde Sport facility are charged a pay-as-you-go facility fee of £3 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.

Club Training

All Clubs who train at Sport facilities (Strathclyde Sports Centre and Stepps Playing Fields) can find details of training timetables on our Sport Union Website under Club Sport. 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](#).

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.

Recreational Sport

Does your club have a session that is open-to-students all year round? If so, we are keen to advertise sessions such as these to ensure students who miss out on the Sport & Fitness Fair or want to try a sport midway through the year, have an avenue to get involved. In addition to the StrathActive programme having a recreational club session is a great way to increase membership numbers, and ensure your club's offering is advertised year-round. Please contact [Lee](#) (Sport Development Coordinator) and StrathActive lead for help in advertising your recreational sport sessions.

Committee Training

Most committee training is completed online on the committee training hub. There are over 10 training courses available for committee members to complete, with a variety of learning outcomes. You can access the learning hub via the [Sports Union 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 to a club achievement records page. 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. We will also have some in person or zoom training sessions in September.

2. Committees

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.

General Committee

The General Committee meeting, is in summary the Governing Body of the Sports Union, and receives for approval Minutes of all meetings of the Executive Committee. The General Committee meets at least six times per year, where all clubs must have at least two representatives attending from each club at each meeting.

(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 Sports Exec Committee shall receive minutes of all other committees and will report through submission of minutes to the General Committee. The Exec Committee shall meet at least once between each meeting of the General Committee, and at least six times over the year. The Sports Executive oversees the coordination of the Sports Ball.

Finance Committee

The Finance Committee sits on the **last Tuesday of every month** and are responsible for preparing, managing, and monitoring the main Sports Union grant, Sports Union club budgets, decision-making on financial issues, funding applications, expenses, and reimbursements. The Finance Committee meets at least six times per year. The Finance Committee are responsible for the submission of SU grant request to the Students Association.

Communications Committee

The Communications Committee is responsible for communicating and promoting the Sports Union, and its activities to the University of Strathclyde and the wider population (through Facebook, Twitter, YouTube, and the Student Telegraph along with other media opportunities). The Committee meets approximately 8 times per year.

Development Committee

The Development Committee are responsible for development across the Sports Union and ensures development work is aligned to the vision, values and strategic objectives as determined by the AGM and Executive. The Committee meets approximately 8 times per year.

Awards Committee

The Awards Committee are responsible for distributing awards to members on behalf of the Sports Union, and lead on the nominations for awards (blues, colours) presented at the annual Sports Awards Ball.

Hall of Fame Committee

The Hall of Fame Committee are responsible for inducting Strathclyde Alumni into the Sporting Hall of Fame. They are responsible for the presentations at the Awards Ball and during University Week, annual updating of candidates for induction, maintaining a running portfolio of possible candidates and determine where relevant, appropriate themes.

3. Committee Roles

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 our [Sports Union 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](#).

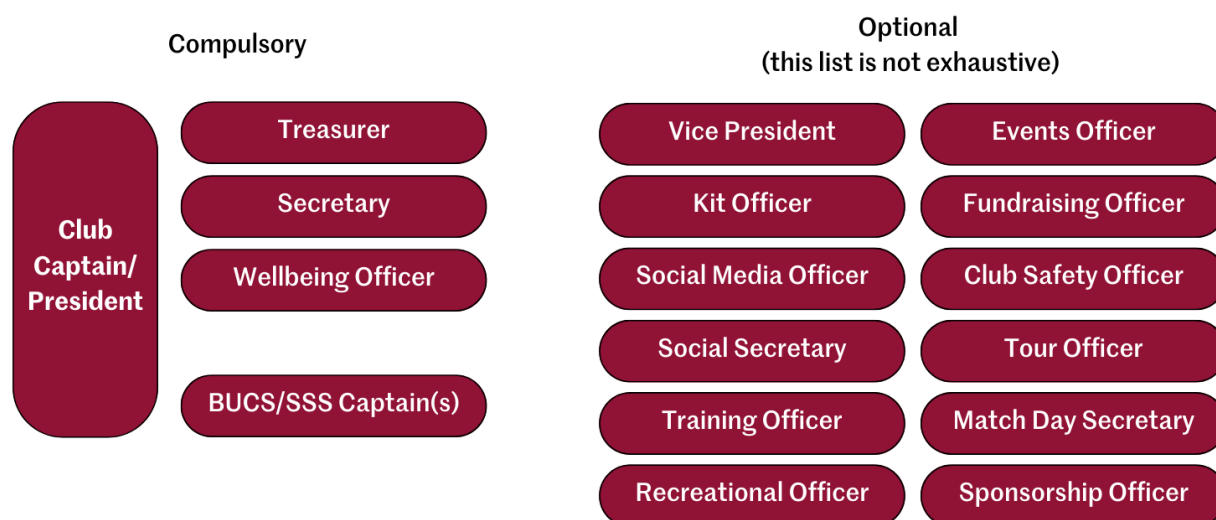
To help you understand your role a bit better we have devised a job list for the compulsory committee positions. This might seem like a lot at first, but don't forget that you are a committee and not just one person doing this – delegation is a good sign of leadership! Just to prove that it should never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

Conduct of Members

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 particular Regional and National Governing Body guidelines.

As such please make sure that you are familiar with these policies and procedures by looking at the [code of conduct](#) on our SU website.

4. Club Meetings

Sports Union General Meetings (GMs)

The Sports Union General Committee comprises of the Sports Union President (chair), the 7 elected student Executive Committee members and 2 committee members from each club.

There usually are 5 GMs per year and attendance of 2 club members is mandatory. Should your club fail to have 2 members at a meeting, without notifying the Sports President at least 2 days in advance, then the SU have the right to impose a fine in line with the Incentives & Fines Policy. You may appeal any fine imposed on your club by email to the Sports President within 14 days.

The dates and times of each GM for the year, can be seen and communicated via the Sports Union social media and email communication to club committees.

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:

- Inform members what has been achieved over the past academic year.
- A clearer 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
- Present the Secretary'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 must be uploaded on the CMP 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 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 |
| Before June | 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.

• Members don't know what they are running for

Try and provide them with as much information about the roles as possible. In section six we outline example job roles that you could email out. Last year, Squash organised a pre-AGM meeting a month before to outline the positions available.

• 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.

• 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 Sports Development.

• 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!

4. 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 University of Strathclyde Centre for Sport & Recreation 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.

Risk Assessments

Individuals who stand for committee positions assume responsibility for the Health and Safety of their participants during their activity so far as practically and reasonably possible, unless formally stated otherwise by the relevant sport National Governing Body. Therefore, all participants must be made

aware of the health and safety implications prior to partaking in an activity to protect both the individual members and the activity leader.

A club risk assessment will be carried out by the Club Captain/President, Activity Leader(s) and any other relevant office bearers prior to student activity taking place at the beginning of each academic term, regardless of the location and number of participants.

Further and additional assessments should be carried out prior to irregular activity due to the fluctuating conditions and standard of the facilities used.

It is the responsibility of the Activity Leader(s) to 'risk manage' and enforce any control measures identified as part of the risk assessment process and make Strathclyde Sports Union aware of more serious risks as soon as practicably possible.

Strathclyde Sport Centre can provide adequate information and advice to ensure that those conducting risk assessments can do so competently.

Typically, risk assessments will consider:

- The activity area, such as the facility, pitch, area, and the hazards present there
- The task being performed (what sport)
- The tools, equipment and materials being used to fulfil that task (equipment used)
- The control measures necessary to reduce those risks to the lowest acceptable level

Every club must continually update their risk assessments throughout the year and submit a risk assessment for club training and any external venues used to the SPC before any training commences. A club sport risk assessment template can be found on the committee training & resources hub [here](#). Please contact the SPC if you have any questions or queries about risk assessments.

External Venues

It is not possible to control external facilities and perform risk assessments in advance. However, it is just as important to identify the risks of an external facility before beginning an activity. Before an event or a match, it is crucial that a competent person makes a thorough assessment of the scene to ensure that it is suitable and safe for use by the Club. This person might be a qualified official or referee, qualified coach, or suitably trained member of your Club/team. If the venue is considered unsuitable then the activity should not commence until it has been made safe, or an alternative venue has been found, even if this means postponing the event.

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.

Guidelines:

- **Every club and team must have at least one qualified first aider.**
- 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 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:

- 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

Child Protection (U18s)

If you have club members who are under the age of 18, please inform Strathclyde Sports Union staff who will help the club implement the University's Child Safeguarding Guidelines and Code of Practice. This provides guidance for University Staff and Student Representatives involved on campus working with pupils under the age of 18.

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](#).

5. 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 several training courses 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.

6. 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.

Clubs must follow the guidelines [here](#) and ensure your coach/instructor receives their club coach's guide and register online as a Sports Union coach [here](#). Failure to comply with these guidelines is a serious matter and may be dealt with through disciplinary procedures. At Strathclyde Sports Union we insist that any coach (paid or volunteer) must have a minimum UKCC or equivalent qualification and fill out our online registration coaching/volunteer form [here](#). This is an important step for insurance and record purposes. Please contact the SDC for any questions or queries relating to coaches or volunteers.

Coaches

Good coaches ensure that individuals in sport have positive experiences and are therefore more likely to continue in their sport and achieve their potential. Strathclyde Sports Union also has [code of conduct](#) that they expect their coaches to adhere to. Strathclyde Sports Union will ask coaches to supply photocopies of all relevant qualifications, NGB Membership, insurance details and first aid certificates. They should also be required to provide personal contact details on an annual basis. The SU can provide help in advertising and recruitment, but we strongly suggest clubs undertake this process themselves.

All paid coaches need to have the following for invoices to be processed by clubs:

1. A valid contract for services for that year (valid for 1 year max)
2. Be a registered coach for the Sports Union

3. Coach qualification sent to the Sports Union as evidence

Volunteers

Many coaches are volunteers and you may wish to use a volunteer as your club coach, or to assist a paid coach. Volunteers do not need to be qualified and insured, but they must declare before each session (register as a volunteer coach). We recommend that you still endeavour to find volunteers with qualifications or experience, and in the case of student coaches, we can help them to gain their qualifications through the Step into Coaching scheme. We ask that any volunteer coaches fill out the relevant sections of the registration form and return them to the union.

Support for Coaches & Volunteers

We are currently working hard on our offering to better support you, and your clubs, to better support your coaches. Keep an eye on the [‘coach & volunteer hub’](#) on the SU website which will provide you with all the information and guidance required with regards to coach support. In the meantime, if you need any support or assistance with coach development or CPD, then please contact Lee (Sport Development Coordinator).

7. Club Finances

Budgets

The University of Strathclyde Sports Union (“Sports Union”) operates all Club Sport Finance through the University of Strathclyde Students’ Association (“Strath Union”).

Together, we supported Sports Clubs financially through a mix of funding from the University block grant and income from membership sales.

Here at the Sports Union, we consider the Club Captain/President, Secretary, Treasurer and Wellbeing roles to be the ‘Leadership Group’ of the Sports Club – often you’ll hear us refer to the group as the CSTW.

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 invoices and expenses through the Club Management Portal
- Act as the main point of contact with the Sports Union for club financial matters and undertake relevant training when it comes to finance

Club Budget funding provides committees financial support across the following areas: affiliation fees, competition entry and accommodation costs, coaching expenses, external facility hire subsidy, equipment provision and transport costs.

Committee groups should apply for a Club Budget on the Club Management Portal at the end of each academic year. Funding allocations are decided by the Finance Committee and then deposited into your accounts at the beginning of next term.

Top Tips

- 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 submitted on the CMP every May – the Alumni Fund is another good source of income and can be applied for in April or October.

Within the office, your primary contacts for financial matters is [Leanne](#) (Sports Coordinator). When it comes to funding requests, we recommend contacting the Finance Officer who chairs the Finance Committee as your elected representative.

8. Transport

Booking Transport

All bookings must be made via the Club Management Portal. They need to be made **7 days in advance**. Anyone can drive the vehicle if they are on your registered driver's list. This means anyone can collect and return the vehicle. Clubs can chop and change who is driving any of the vehicles provided they are on the driver's list. Due to the high number of vehicle insurance claims in 2018-19, we will now be asking all drivers to participate in an online driving assessment before they can be added to the driver's list.

It is an online assessment combining driver history, anticipation, observation, behaviour and knowledge, to provide a credible risk rating. Please contact [Leanne](#) (Sports Coordinator) about transport or you can find more information by completing our transport committee training course.

Booking will be processed by Sports Union staff. Please check continual check in to see if your bookings have been confirmed.

The following conditions apply to all members when requesting transport from the Sports Union:

- A Transport Booking Form must be completed 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.
- Upon hiring a vehicle from the SU, all drivers must submit a photocopy of their Drivers Licence.
- Once booked, a confirmation e-mail with details of the vehicle booking will be sent from the SU, containing all the details of your booking and reservation numbers.
- Members are required to ensure that vehicles are returned to hire companies with the amount of fuel started with, and the inside of the vehicle left clean and tidy, and most

importantly - returned on time. If a club runs over hire time they will be charged for an extra day's hire and will not be insured.

- If the event of an accident with a hired vehicle, the SU Emergency Procedures should be followed and inform the SU or the Emergency Phone for serious accidents only during out-of-hours.
- Any Sports Union member who is 20 years old or over with 1 years driving experience - to hire cars/people carriers, or over 21 years old with 2 years driving experience to drive vans & minibuses.
- Any Sports Union member who wishes to drive a minibus must complete a MIDAS theory & practical test - which are provided by the Sports Union.

MIDAS (Minibus Driver Awareness Scheme)

MIDAS enables you to drive vehicles that are over 9 seats. We have access to 12, 14 and 15-seater minibuses. To qualify to sit MIDAS students must follow the same rules in section 'Requirements to Drive'. However, students must be a minimum of 21 years old and held their licence for 2 years.

The Sports Union will be running MIDAS theory tests throughout the summer and semester 1 and 2. These will be advertised to club committees over the next few months. The Sports Union carries out the theory part of the test. The practical part is outsourced to an external company who are based in Glasgow

The MIDAS practical costs £50 which is covered by the Sports Union for up to 3 members per club per academic year. Additional driver assessments must be covered by the club as well as a resit of the test due to a fail.

If you have any questions or queries regarding sport club transport, please don't hesitate to contact [Leanne](#) (SC).

9. 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 Sports Union Students

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

Travel Insurance

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

National Governing Bodies (NGBs)

As an affiliated member of a National Governing Body, clubs could be provided with insurance for sports related activities. This might include training, competitions and may include meetings and social events as well as other Club activities. It is essential that Clubs determine what level their National Governing Body covers their activities.

Coaching Insurance

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.

Independent coaches, referees and other consultants engaged by clubs are not covered by Strathclyde Sports Unions' liability insurances. Clubs should ensure that such advisers have their own Public Liability and Professional Indemnity insurance.

10. BUCS/SSS & Competitions

BUCS/SSS Leagues & Events

For BUCS (British Universities and Colleges Sport) and SSS (Scottish Student Sport) Leagues, it's the Captain's responsibility to make sure that scores for fixtures are submitted via the [BUCS Play](#) app or [SSS Playwaze](#) app and a team sheet is completed on the system prior to your match. Failure to submit your score by 12pm the day after your fixture could result in a fine from BUCS. **Team Captains must text the SPC with the result asap after the fixture has taken place to avoid this (07754134039)**. Clubs use these apps to check when their teams are playing, team line ups, details of fixtures and if they are playing at Home or Away.

To enter BUCS & SSS events, individuals should enter through BUCS Play or SSS Playwaze. If it's a team event or competition, please contact Ann (SPC) asap as she will need to do this as 'institution administrator'.

Non-BUCS/SSS Competitions

The Sports Union are aware that there are some clubs 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!

Transport for Fixtures

All transport for team fixtures and competitions may be booked through the Sports Union and clubs may benefit from the business deals with our transport. Full transport information and procedures can be found in the Transport section of this document. The Sports Union aims to support the competitive success of our students and teams, and so we have funding set aside to assist with the cost of travelling around the country to represent the University. This funding applies to our top-level teams travelling throughout the UK on a weekly basis, as well as knockout and tournament finals.

Rules & Regs

When hosting a fixture, it's up to the home team to ensure that they meet the minimum requirements for hosting fixtures. Please contact [Ann](#) (SPC) with any questions about this. If teams encounter any issues when playing a fixture, SU staff are the best people to seek advice from.

At the beginning of the semester, the SU will hold a BUCS/SSS specific training session to ensure teams avoid having any problems and are aware of the [General & Sport Specific Regulations](#) published by BUCS. SSS base their rules off BUCS so if you are a SSS captain, please read through these as well. These get updated every year so please ensure you re-read them even if you were a BUCS captain last year!

Appeals

Appeals should only be made by teams when a regulation has been breached. Appeal must be made by 3pm the next day. The following are a few examples which may lead to appeals:

- Problems with officials (incorrect number, wrong qualifications, lack of neutrality, bad conduct)
- Eligibility of players (there must be reasonable doubt)
- Player movement between 1st and 2nd teams
- Travel (late arrivals)
- Facilities (inadequate facilities or health and safety issues)

PUP Forms

If a team and the SU agree that there has been a breach in the BUCS General Regulations, Sport Specific Regulations or Premier League Contract, but it is still safe to play, you **MUST** complete a [Playing Under Protest Form](#) (PUP form).

The form should be completed as soon as the issue arises, whether this is before play has begun or during the fixture. The form should be completed in detail and must include:

- All grievances experienced.
- Signature from **BOTH** teams - opposition cannot refuse as this is simply an acknowledgement that you have raised an issue.

- There is space for the opposition to add their opinion on the form, ensure that all sections are initialled to mark their conclusion.

There are several small regulations which have an impact on whether an appeal is successful or not so when this situation arises it is vital that the captain or coach contacts the SU immediately to make staff aware and give advice if necessary. If possible, a photograph of the completed PUP form must be emailed to Ann or text to the fixtures phone 07754134039 by 10pm on the day of the fixture so that we can lodge an appeal with BUCS by 12 noon the next day.

Key Guidelines

The completion of a Playing Under Protest form allows an institution the right to an appeal, it does not guarantee the outcome of this appeal.

If a team advises you of a situation prior to departure and you choose to travel this equates to accepting the conditions as advised and voids your team's right to play under protest – **read all email correspondence regarding fixtures carefully!**

A team cannot refuse to fill out a PUP form (it's not an admission of guilt). If a Playing Under Protest Form is not completed the Sports Union will have no right to appeal following the fixture as the conditions of play have effectively been accepted (the only exception to this is if something comes to light following the fixture, which the team did not or could not know at the time).

Full Regulations and Guides can be found on the [BUCS website](#). The SU office point of contact for clubs on all things BUCS and SSS, is [Ann](#) (SPC).

BUCS Captain's Facebook Page

Each year the SU distributes a Facebook page for BUCS Captains [here](#). This page is an essential way for the SU to communicate important information regarding all things BUCS/SSS to clubs and captains but it's also a platform for students to post any queries or concerns they may have about competitions.

11. Official Club Kit

Macron is the official kit supplier of Strathclyde University Sports Union clubs for 2023-25. 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 Abby, SU 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.

Ordering Kit

Please contact the Sports Union for more information on how to place kit orders, a contact Club contact for Macron will be available once the 23-24 season begins.

Macron is very flexible and can adapt to each club's requirements, so If there is something you know your members would buy, please contact the Macron rep or Sports Union. All bespoke orders must

be signed off with the Sports President 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.

12. Social Media

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.

The SU Social Media

Since the covid-19 pandemic started, we cannot stress the importance of reaching out and engaging with members through various social media platforms. 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:



Instagram
@strathsports



Facebook
@strathsports



YouTube
@StrathSports



Twitter
@StrathSportSU

Key Guidelines

- 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.

13. Wellbeing

Where possible, complaints should be dealt with informally. The complainant should inform the activity leader or club captain/president of the nature of their complaint and ask for the issue to be investigated and resolved. This may be done verbally or in writing. The Activity Leader should keep a record of the complaint and how it was resolved and notify the Sports President of the complaint.

If the complainant is dissatisfied with the response, they receive from the activity leader or club captain/president, or if the complaint directly concerns the activity leader, or if the complaint is about a very serious matter such as an intolerable or substantial risk of harm, they should make their complaint directly to the Sports President. This should be done in writing but may also be done in person. The following protocol will be followed:

- Acknowledgement of receipt of the complaint in writing within 3 working days.
- Investigation into the complaint and make a response to the complainant within a further 7 working days.
- If the complaint is in relation to the Students' Association staff, the complainant should indicate their dissatisfaction directly to the Sports President. If the complainant is dissatisfied with the response they receive from the Sports President, they should indicate their dissatisfaction in writing to the Students' Association President who will follow the Union Complaints procedures.