



# NTU Sport

**Nottingham Trent University**

**Sports Clubs Committee Handbook**

**2015 - 16**



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## 2. Aim of this handbook

This handbook has been created to help you in your role on the committee of a sports club at NTU.

The aim is to provide you with:

- Guidance on running your club
- A place to look to find out how to do something
- The assistance you may need to help succeed in your role on the committee

### **Foreword from James Hayter, Director of NTU Sport:**

Congratulations on being voted onto the committee of your respective sports club. I hope you find it an enjoyable and rewarding experience.

As you will know, sports clubs play a substantial role in the student experience here at NTU.

My advice to you would be to make the most of the opportunity - being on a committee will give you valuable experience and help you to develop skills that can be transferred into all aspects of life - for example, communication, negotiation, time management and leadership.



My team of staff are here to support you in your role - each sports club has its own dedicated Development Officer to oversee the support of the club. Mike, Dan, Lawrence, Louisa, Neil and Alessandro are all experienced in their roles and are there to help you - so please make use of their expertise.

Furthermore, the admin team of Zhanna, Jess and Andrew and the facilities team led by Dave deal with much of the liaison with students. We are all here to ensure you are supported as much as possible in your role as a sports club committee officer.

Our mission is to support consistently high levels of success for NTU students in competitive sport and encourage regular participation in physical activity among NTU students and staff.

I look forward to meeting as many of you as I can during the year and working towards achieving our mission together.

Best wishes,

James.

James Hayter  
Director of NTU Sport



### 3. Useful contacts

Need to contact someone in the NTU Sport Department? Find their number and email address below.

<b>General contacts</b>		
Lee Westwood Sports Centre reception	0115 848 3219	
City Sports Centre reception	0115 848 4066	
General NTU Sport queries email	<a href="mailto:sport@ntu.ac.uk">sport@ntu.ac.uk</a>	
NTU Security	0115 848 2222	
<b>Sports Development Officers</b>		
<b>Name, role and email</b>	<b>Office Number</b>	<b>Mobile number</b>
<b>Lawrence Uttley</b> Development Officer Participation Sport <a href="mailto:Lawrence.uttley@ntu.ac.uk">Lawrence.uttley@ntu.ac.uk</a>	0115 848 3941	07795 520397
<b>Louisa Boddy</b> Development Officer Competitive Sport <a href="mailto:louisa.boddy@ntu.ac.uk">louisa.boddy@ntu.ac.uk</a>	0115 848 3921	07795 521644 (shared)
<b>Mike Smith</b> Development Officer Outdoor Activities <a href="mailto:Mike.Smith1@ntu.ac.uk">Mike.Smith1@ntu.ac.uk</a>	0115 848 3986	07795 540285
<b>Dan Corlett</b> Sports Development Officer <a href="mailto:daniel.corlett@ntu.ac.uk">daniel.corlett@ntu.ac.uk</a>	0115 848 3067	07787 665992
<b>Neil Fowkes</b> Head of Rugby <a href="mailto:Neil.fowkes@ntu.ac.uk">Neil.fowkes@ntu.ac.uk</a>	0115 848 3075	
<b>Alessandro Barcherini</b> Head of Football <a href="mailto:Alessandro.barcherini@ntu.ac.uk">Alessandro.barcherini@ntu.ac.uk</a>	0115 848 3301	07990 668487
<b>Administration</b>		
<b>Zhanna Shchetkina</b> Finance Officer <a href="mailto:Zhanna.shchetkina@ntu.ac.uk">Zhanna.shchetkina@ntu.ac.uk</a>	0115 848 3898	
<b>Andrew Shemeld</b> Sports Administrator <a href="mailto:Andrew.Shemeld@ntu.ac.uk">Andrew.Shemeld@ntu.ac.uk</a>	0115 848 6389	07795 521644 (shared)
<b>Jessica Northfield</b> Marketing & Communications Assistant <a href="mailto:Jessica.northfield@ntu.ac.uk">Jessica.northfield@ntu.ac.uk</a>	0115 848 3959	07795 521644 (shared)
<b>Nottingham Trent Students Union contacts</b>		
<b>Matt Nicholson</b> VP Sport <a href="mailto:vpsport@su.ntu.ac.uk">vpsport@su.ntu.ac.uk</a>	0115 848 2918	
<b>Jeremiah Anson</b> President <a href="mailto:president@su.ntu.ac.uk">president@su.ntu.ac.uk</a>	0115 848 2913	

Please note, when anyone rings you from an NTU telephone number , the number shown is 0115 848 5000, but you cannot call back on this number.

## 4. Aims of the NTU Sport

The 100-strong NTU Sport department is here to ensure your time at university is more than just lectures and lie-ins.

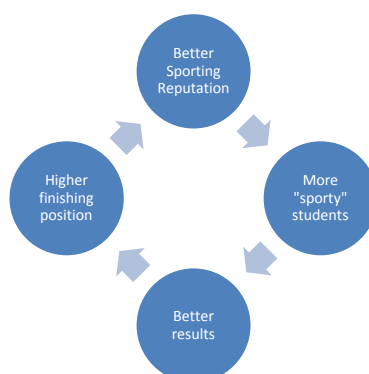
*"Our Mission is to facilitate **success for our students in competitive sport**, **encourage active lifestyles** and develop **strong community links** through sport"*

NTU Sport & Physical Activity Strategy

### What does this really mean?

#### **"...success for our students in competitive sport..."**

1. Higher participation in British Universities and Colleges Sport (BUCS) leads to NTU having a reputation as 'good for sport'.
2. Scholarships & support services for the very best athletes help to manage their academic and sporting commitments and represent NTU both nationally and internationally



#### **"...encourage active lifestyles..."**

1. A wide range of sports clubs and sport activities give students the opportunity to continue with their chosen sport, whatever standard of play, or try new ones
2. Providing excellent sport & fitness facilities for students & staff to use will encourage a healthier community
3. Provide a wide range of active lifestyle classes for students & staff to access

#### **"...strong community links through sport..."**

1. The student community is an integral part of the local community and can create a bigger, more positive impact by engaging with local volunteering opportunities
2. Positive attitudes towards NTU within the locality can open doors to additional funding opportunities for facilities or coaching, and a greater awareness of student value



## 5. Individual fees for the year

In this section we outline the fees that each person will need to pay to be a member of an NTU sports club.

Please be aware of the membership structure change as from 2015

### NTU Sports Club Affiliation

As a member of a sports club, you are required to purchase the Sports Club Affiliation along with any subs the club charge. Without the affiliation you will not be able to access a sports club or represent your team in any form of competition.

### NTU Sport Membership

By purchasing this membership you can gain access to the gym at both sites, exercise and blast classes, facility hire, exercise programmes and much more. This membership is an optional purchase.

Prices are as follows:

£40	<b>Sports club affiliation</b>
£110 annual fee (10% discount online) OR £12 a month via Direct Debit	<b>NTU Sport Membership*</b>

\*Please Note: Off Peak membership is also available.

Please visit [www.ntu.ac.uk/sportmembership](http://www.ntu.ac.uk/sportmembership) for more details.

### Free period

All sport and fitness facilities are free of charge (including sports clubs) from Monday 1 September to Sunday 11 October 2015.

If you would like further information about how the membership works, talk to your SDO.

### Club fees/subscriptions

It's very important that you communicate with potential members about the fees it will cost to join and take part in the club.

This could include:

- Weekly/monthly/termly training fees
- Sports clothing – compulsory and optional items
- Social tops
- Trip costs – money towards transport, entry fees, accommodation
- Personal equipment to take part in the club's activities



## 6. Club Health Check

This is to ensure that all the NTU Sports Clubs operate, at the least, to a basic criteria.

We know that all our NTU sports clubs are fantastic. However we would like to ensure that standards are maintained throughout all clubs, and help committees to share best practice year-on-year. By doing this it helps to provide the best possible experience for all students who wish to take part in sport during their time in NTU.

Throughout 2015-16, the SDO's will be continuing to assist clubs in fulfilling the club health check criteria. To meet the standards each club will need to document proof of achieving the criteria.

The areas of evidence are:

1. Membership & Club Development
2. Participation
3. Competition & Trips
4. Community Contribution
5. NGB & Local Partnerships
6. Club Governance
7. Finance

There are different elements within each topic, where evidence is required for each. A large portion of the evidence that needs to be supplied will be shown in the Club Health check documents. There are some elements which will be new to a few clubs so if you need help and advice on them, please don't hesitate to talk with your SDO.

You will be required to complete the Club Health Check documents as part of a handover with the outgoing committee. This will also help you to carry on the great work that clubs do year on year. The deadline for completion will be the 12<sup>th</sup> of May 2015.

If your club doesn't manage to complete the Club Health Check or provide any evidence then it will have an impact on your clubs budget request. You are encouraged to work closely with your SDO to gather evidence and demonstrate that your club is running effectively and efficiently.



## 7. Good practice for committees

The cause of many sports club's problems is poor communication – both between committee members and from the committee to the club's members.

### Good communication

To ensure good communication, we recommend having an up to date database (not just a Facebook group!) that contains information such as:

- Name
- Student number
- Telephone number
- Email address
- Campus
- Access to a car
- Position in the team
- Where they live

Having a database will enable you to send a weekly/fortnightly information email out to keep your members informed of what's happening within the club. Maintaining regular contact is vital to retaining a member's participation and interest.

### Committee meetings

Meeting regularly as a committee ensures that you are communicating with each other – letting each other know of successes or problems.

The President should chair committee meetings (the Vice-President in their absence)  
The Secretary should arrange the venue, set the agenda and take minutes  
The Treasurer should prepare a financial update of the club's budget to share  
All other roles should attend, contribute and deliver on any jobs they are given to do

Good practice, please send the minutes from meetings to your SDO – we can help!

### Clarity of roles – who is doing what?

Good committees have clear roles and responsibilities for each member. The President should help committee members to understand what their role is and any tasks they are expected to do. The 'TEAM' acronym sums up working on a committee perfectly:

T - Together  
E - Everyone  
A - Achieves  
M - More

**For advice, guidance and support come in and speak to your SDO regularly – we're here to help!**





## 8. Club finances

This section explains how the sports club accounts operate, including grant allocation, how to pay money in and spend money from the club's accounts

### **Allocation of Sports Club Budgets**

Each sports club must complete a grant request during term three. The grant request should be submitted after attending a budget request workshop and meeting with the club's designated SDO. The funding provided will be a contribution to the clubs operating costs for the following academic year.

All grant requests are submitted to the Sport & Lifestyle Management Team (SLMT) for review and any necessary adjustments in line with the funding guidelines are made. The Sports Executive Committee then confirm SLMT's recommendations. Where no consensus can be reached, the Director of Sport will be asked to make the final decision.

### **Grant Allocation**

For the purpose of grant allocation sports clubs are divided into sub - categories and there are funding guidelines applicable to each category. Generally NTU contributes 1/3 funding towards the following areas of expenditure; venue hire, coaching, transport, affiliations, equipment and entry fees. Some items of sports club expenditure receive no funding towards such as referees and umpires, printing costs and items of clothing.

The grant allocated can only be spent in the area specified, so if it is a grant towards coaching it must be used to contribute towards coaching costs. If the club no longer pays for coaching the grant allocated will be removed for that area.

NTU Sport keep an account of clubs' grant spend, a copy of which can be requested from an SDO or a Finance Assistant. To prevent any grant allocation going to waste and/or over funding we may remove some clubs grant allocation throughout the year. We will review your clubs activities and accounts on a regular basis and notify the club if any changes are to happen.

Unspent grant cannot be carried forward to the following year and will be cleared!

The S&L Finance Officer will notify each club of their grant allocation at the start of August.

### **New Sports Clubs**

Each year, SLMT will set aside a budget for any new sports clubs that are formed during the year.

The sum requested will be agreed between the club committee and their SDO. The amount granted by SLMT will be dependent on availability of funds, and the immediate needs of the new club.

### **Sports Clubs Accounts**

Sports clubs' accounts are used to track clubs' income, expenditure, grant spend and club's contribution.



Actual figures are regularly checked against the budget to ensure clubs are not overspending. The budgeted figures are taken from the budget requests submitted by clubs in April. The actual figures show clubs' actual income or expenditure to date.

#### *Expenditure*

The Purchasing Procedure should be strictly followed when purchasing goods for clubs and placing bookings. Any kinds of expenditure from the club's account have to be approved by the club's SDO. A purchasing request should be submitted and approved for any type of expenditure before a cost commitment is made.

Clubs' contribution calculates the real cost to clubs after taking grant allocation into account. Clubs should raise enough income to cover the club's contribution. Where this has not been achieved, the club will end the year in debt.

#### *Income*

All income has to be paid into the club's account. Any sports club or a committee member can pay money into the club's account during normal opening hours at either of the sports centre receptions. The payer must state the name of the club and what the payment is for. Separate paying-in accounts can be set up for on request to track payments for one-off events (Boat Ball, Christmas meal, games DVD, etc).

At the end of each year any debt or unspent income will be transferred to the next year. Where a debt is being carried forward, the following year's grant allocation will be reduced to cover the cost.

### **Account Statements**

Can be made available at any time by emailing the NTU Sport Finance Officer or Finance Assistant. Termly meetings will also be arranged with the club's Treasurer to review the club's current financial position. It is the clubs' responsibility to ensure a positive account balance but the NTU Sport team will provide ongoing support with monitoring clubs' accounts.

### **Value Added Tax (VAT)**

#### *Expenditure*

VAT is a tax that's charged on most goods and services that VAT-registered businesses provide in the UK. There are several different rates at which VAT is charged, depending on the goods or services that are being provided. Below are the current rates plus examples of each;

- **Standard rate** 20 per cent - The standard rate of VAT is the default rate - this is the rate that's charged on most goods and services in the UK unless they're specifically identified as being reduced or zero-rated
- **Reduced rate** 5 per cent - domestic fuel and power
- **Zero rate** 0 per cent - food (but not meals in restaurants or hot takeaways), books and newspapers, children's clothes and shoes

NTU Sport clubs pay the pre-VAT price as the University claims VAT back from HM Revenue. The company in which you are purchasing from must be able to provide a full VAT invoice or receipt in order for the club to be charged the net price (total price minus VAT).

To benefit from paying the pre-VAT price you should provide a valid VAT invoice. Please refer to the Purchasing Procedure for further details on invoicing.



*Income*

All income paid into the sports clubs account is subject to 20% VAT being deducted from the amount paid in. Therefore, multiply how much you need in your account by 1.2 to find how much you need to deposit.

All invoices relating to sports club spend must be addressed as the following;

<b><u>Invoice Address</u></b>	<b><u>Delivery Address</u></b>
Nottingham Consultants Limited  Burton Street  Nottingham  NG1 4BU	Nottingham Consultants Ltd Nottingham Trent University Lee Westwood Sports Centre Clifton Campus Clifton Lane Nottingham NG11 8NS



## 9. Purchasing

How to buy something in three easy steps!

- **Step one – SDO Approval**

Firstly, agree with your committee members items which need to be purchased. All sports club expenditure should come through the club accounts and should be in line with the grant allocation document submitted in May. Anything the club wishes to purchase different/additional from the grant allocation document will need to be clarified and agreed with the club and SDO.

Submit a Purchasing Request form to your SDO. The club should aim to do this four weeks prior to when you need the item to arrive. Your SDO will be able to advise you on NTU suppliers and information on payment processes.

- **Step two – Pay money in**

Your SDO will check if the money is available in the club's account. If so, your expenditure request will be approved. However if the club don't appear to have the funds you will be asked to demonstrate how the income will be raised.

It is advised that members of the club pay into the accounts individually, rather than a single person collecting all the money in. It is much safer than an individual carrying cash and is easier for us to identify payments.

- **Step three – NTU will make payment**

It is advisable to 'shop around' suppliers to ensure you are getting the best deal, you are allowed to contact companies and obtain quotes and best prices but you are not permitted to order anything.

Once you have obtained quotes, you can pick which supplier you would like to use. Send the details (company, amount, sizes, prices, delivery date) to the NTU Sport Finance Officer who will place the order for you.

### **Purchasing Guidelines – what you can and cannot do**

Please follow the purchasing guidelines below at all times:

- Sports clubs are not permitted to purchase anything without prior authorisation
- Sports club purchases can only be authorised by the relevant SDO and transacted by the Sport and Lifestyle Finance Officer
- The SDO can refuse purchase requests from clubs where insufficient funds are available
- All purchases must be authorised by 1 June each year in order for the purchase to be made within the same financial year. Any requests received after this date will be authorised at the discretion of the NTU Sport Finance Officer.
- Failure to correctly follow these procedures may result in disciplinary action in accordance with the NTU Student Code of Behaviour.
- Payment will take up to 30 days from the date of the invoice and will be sent to the company/individual directly.
- It is not permitted to use sports club money for activities that involve alcohol or gambling



## Invoices

NTU Sport cannot arrange bank transfers or card payments without a correctly addressed and dated invoice.

All invoices relating to sports club spend must be addressed as the following:

<u>Invoice Address</u>
Nottingham Consultants Limited
Burton Street
Nottingham
NG1 4BU

<u>Delivery Address</u>
Nottingham Consultants Ltd
Nottingham Trent University
Lee Westwood Sports Centre
Clifton Campus
Clifton Lane
Nottingham
NG11 8NS

## Expenses Claims – e.g. travel, printing

To claim expenses from the club account, an individual should complete an "Official Sports Club Account Expenses Form". The form can be downloaded from the NTU Sport website ([http://www.ntu.ac.uk/sport/document\\_uploads/146008.pdf](http://www.ntu.ac.uk/sport/document_uploads/146008.pdf)) or collected from either sports centre reception.

Please note:

- Payment will not be made where forms are not fully and correctly completed.
- The form will not be accepted unless agreed with your SDO beforehand and sufficient funds are available in the club account.
- Claims must be made within 30 days from date of purchase.
- All receipts and documents related to the claim must be attached to the form.
- Expense claim forms must be given to the Sport and Lifestyle Finance Officer for payment.
- Payment will be paid via BACS usually within 2 weeks.
- Under no circumstances will students receive cash payments to cover expenses.

## Payments for Referee/Umpire/Match Officials

Referees, umpires and match officials must also complete an 'Official Sports Club Account Expenses Form' to receive payment.

Please note:

- Payment will be paid via BACS usually within 2 weeks.
- Non-student match officials will be paid via BACS wherever possible. Cash payments will only be considered on an individual basis.
- Expense forms may be authorised prior to the match start time, if this is outside of normal office times. In this case clubs should consult with the appropriate SDO before the date of the fixture to arrange payment.
- Travel expenses will not be paid unless agreed by prior arrangement.
- The maximum cash payment is £50. Amounts over this will be paid via BACS.
- Claims must be made within 30 days from date of match.



## 10. Sports kit

We want our students looking smart and professional, both on campus and away from NTU.

Kukri is the current official sports kit supplier for NTU teams/clubs. In all instances they must be consulted for the provision of any kit, including leisurewear and competitive kit.

This also means they have the sole use of the NTU logo and the NTU crest.



(Background not applicable. Used to show white text)

**No other supplier is allowed to use or adapt these logos under any circumstances.**

### Playing Kit

Kukri sponsor the playing shirts of teams that compete in BUCS leagues and knockouts and/or compete eight or more times per year in an NGB recognised competition. NTU will work with clubs to place an order for these shirts, which will arrive at NTU for the start of term one.

If you are representing NTU in any competitive event and wishing to purchase any additional Playing Kit, it must be organised through Kukri and your SDO. If Kukri cannot provide a particular item then your SDO will help you to resolve this.

NTU has a standard design for all team's shorts, skorts and socks. Two colours and styles are available:

- Socks – Pink
- Short socks – White
- Football shorts – Navy Blue
- Basketball shorts – Navy Blue
- Rugby shorts – Navy Blue
- Skorts – Navy Blue
- Netball Hotpants – Navy/Pink

All these items are available to buy from the Lee Westwood Sports Centre. Each individual player is responsible for buying their own shorts & socks.



### **Sport Specific Clothing**

There is also the opportunity to order NTU sport specific clothing – e.g. rowing kit, Cheerleading dresses.

You must consult with Kukri and your SDO in order to select a design and place an order, following the purchasing guidelines set out in the Purchasing section. Please be aware that there can be an extended production and delivery time for kit produced in this way.

If Kukri are unable to provide your item then your SDO will work with you in order to find alternatives.

### **Leisurewear – e.g. hoodies, tracksuit bottoms, jackets**

Clubs can order branded leisurewear through the website <http://www.squirrelsports.co.uk/>. This website is open 24/7.

Kukri will deliver direct to the person who places the order online. Kukri will require a signature on delivery.

### **How to order other kit/clothing - e.g. social tops**

Follow the same procedures as laid out in the Purchasing section of this handbook, but you must remember you are not allowed to use the NTU logo or Shield on these items of clothing.



# 11. On campus sports facility bookings

Clubs are reminded that their allocated training time also includes setting up the equipment and packing away. All clubs must vacate their training area at the end time of their session ready for the next club to start training.

## **On Campus facility booking guidelines**

Suitable training times as judged by your SDO, senior management and the club will be allocated during term 3.

Please note that some sessions may be cancelled due to certain events such as open day. You will be notified with approximately 2 weeks' notice

## **Additional requests**

All additional bookings must be ran through your SDO. In unique circumstances such training for varsity or a competition then additional block bookings may be made.

If you wish to cancel a session then:

- Please provide us with a minimum of 24 hours' notice.
  - City: 0115 848 4066
  - Clifton: 0115 848 3219
- If you repeatedly miss booked sessions you will lose your facility allocation.
- You must swipe in when using our facilities.
- Check term dates for bank holiday closures.

Please make sure that your club members wear the appropriate footwear for sessions. E.g. no blades or studs on the Astro.





## 12. Off campus facility bookings and usage

In principle we support clubs wishing to train off campus. However hiring a facility off campus can be expensive.

You should also consider that your coach may need to be present too - therefore adding an extra cost to running that session.

### Hire costs example

	£30 per hour facility hire
	+
	£20 per hour coach wages
	x
	1.5 hour session
Session cost:	£75
Termly cost:	£750 (£75 x 10 weeks)
Full year cost:	£2,250 (£75 x 30 weeks)

Please note that VAT is often added to the basic hourly rate. Please check with your SDO for confirmation in working out your costs before booking.

### Funding to hire off campus facilities

Where NTU can provide the facilities on campus, we will not also provide funding towards the hire of any facility off campus.

For example - We wouldn't fund Netball hiring a sports hall off campus  
We would provide funds towards Canoe training at Holme Pierrepont

We may already have agreements in place with external facilities so contact your SDO for information.

If you would like to book a facility off campus, please speak to your SDO. All invoices will need to be made out to Nottingham Consultants Ltd (our trading name). The full invoice address is;

Nottingham Consultants Ltd  
NTU Sport  
Burton Street  
Nottingham  
NG1 4BU

If this is not confirmed with a venue and an invoice is raised to "Bob Watson, NTU Korfball" we will not be able to pay it.



## 13. Initiations

The Students' Union has voted and initiations are **NOT** allowed. The policy below explains the Union's stance on initiations.

### NTSU Policy on Initiation\* Ceremonies

**\*Definition:** An initiation ceremony is an event in which members (often new members) of the club are expected to perform a task or tasks as a means of gaining credibility, status or entry within that club. This may involve peer pressure (though not explicitly) exerted on students, and may compromise a person's inherent dignity as a person by forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity and behaviour that may be deemed humiliating/ Anti-social.

This Union notes:

1. There is concern that initially harmless intentions may frequently evolve to demeaning, felonious, dangerous, and even fatal activities.
2. The 2006 NUS Conference condemned 'initiation ceremonies'.
3. In 2013 BUCS (British Universities Colleges Sport) have condemned initiation ceremonies as well as alcohol abuse linked with any competitions/ University sport
4. Welcoming student into their sports club/ society in an appropriate way is a good thing, as it builds a sense of belonging & community.

This Union believes:

1. The practice of an 'initiation' can be a dangerous and degrading exercise that jeopardises the safety of Sports Clubs members and is a source of negative publicity for the Union and University.
2. All students should be able and encouraged to participate in sport in an atmosphere free from discrimination or fear of physical danger.
3. Clubs who are found to be holding initiation ceremonies, or in breach of their agreed welcome event, are to be disciplined accordingly.
4. That the Union has a duty to protect the interests of its members.

This Union Resolves:

1. Sports and societies will NOT carry out initiation\* ceremonies either on or off university premises.
  - 1.1. Breaches of this policy may result in the following penalties:
    - Closure of the activity
    - Activity Funding removed or frozen
    - Removal of individuals, team or club from **all** competition
    - Suspend all functions of a club
  - 1.2. Individuals who organise events in breach of this code of conduct will be subject to disciplinary action in line with the Students' Union Disciplinary Procedures.
2. An event welcoming and introducing members is a good idea, as this would allow new members to meet, providing the activities as described above do not take place. Attendance at the event should not be made compulsory.
3. Information on such events are to be provided to the relevant Executive Committee member and should include, but not be limited to, when and where the event shall be held and what activities are planned to take place there. *Such events are not to take*



*place without the prior approval of the relevant Executive Committee member and any Executive Committee member, Sports or Society Executive Member is permitted to attend such events, unannounced, to monitor the activities taking place there.*

4. If a breach of this policy may also constitute a breach of the University's Student Code of Behaviour, the University may decide to take appropriate action against you in accordance with those regulations.
5. It is the policy of Nottingham Trent Students' Union that every student has the right to participate as a full member in all activities without attending any social events. Selection for competitive activities should be based purely on ability, skill, fitness criteria and attendance at training.
6. To educate committees and new members of our policy and to encourage wider participation within sport.



# 14. Ocean tickets

Wednesday night equals Ocean. This section explains the process of collecting, selling and paying in Ocean ticket money.

## Agreement

An agreement is currently in place between NTSU and Ocean nightclub regarding a weekly social event on Wednesday evenings during term time for NTU students. There are over 1,000 Ocean tickets available per week for distribution to sports clubs and societies.

## Ticket allocation

All clubs are given the opportunity to reserve 1 x book of Ocean tickets per week. Each book contains 20 tickets. As the demand for ticket books sometimes exceeds the number available, there is an online reservation system in place where each club can attempt to reserve a book online at a specified time and they will be available on a first come first served basis.

There is an opportunity for the larger clubs to request to increase their allowance to 2 books per week, this will be judged based on the size of the club's membership and the ratio of ticket sales from the previous year.

## The authorisation process

Only 1 person (per book) can be authorised to reserve & collect Ocean tickets on behalf of their club. Once a club has decided who the authorised person will be they can follow this process

- If the club already has a current member authorised to reserve Ocean tickets, they can simply ask this person to e-mail [entertainments@su.ntu.ac.uk](mailto:entertainments@su.ntu.ac.uk) from their NTU e-mail account and give the full name and student ID number of the individual that will be taking over from them.
- If the club doesn't have any current authorised members, the club president will need to e-mail [vpsports@su.ntu.ac.uk](mailto:vpsports@su.ntu.ac.uk) and [entertainments@su.ntu.ac.uk](mailto:entertainments@su.ntu.ac.uk) from their NTU account giving the full name and student ID number of the individual that they would like to start reserving tickets on behalf of the club.

The nominated person must then go to: <http://www.trentstudents.org/groups/ocean-ticket-books> and click "Join this group" As long as the correct information has been e-mailed as stated above, the membership will be accepted online and their online account updated to allow access to the Ocean ticket reservation pages.

## Reserving and Collecting tickets

The authorised member will have access to reserve a book of Ocean tickets from 11:30am on Monday mornings (during term time). The ticket books are allocated on a first come first served basis. Reserved books can be collected from the City SU Box Office (Lower Ground floor of SU building) between midday on Monday and midday on Tuesday. Any books uncollected by midday on Tuesday will be available for other clubs to reserve or will go on general sale.

## Paying in ticket money

The person authorised to reserve and collect tickets is also responsible for collecting the money from the sale of tickets and paying it in. Tickets must be sold for £4 each. Under no circumstances should any tickets be sold at a higher or lower price.



## 15. Welcome Week fairs

Welcome Week is one of the busiest but most important weeks for the club – it's a time to run excellent taster sessions, pick the best fresher's for the team and experience great socials!

### Dates

Welcome Week runs from Friday 25<sup>th</sup> September 2015 to 4<sup>th</sup> October 2015.

### Fresher Fairs

- Tuesday 29 September - Lee Westwood Sports Centre, Clifton Campus
- Wednesday 30 September – Orangery, Brackenhurst
- Thursday 1 October – Sports Clubs, Students Union, City site
- Friday 2 October – Societies, Students Union, City site

### What do you need to prepare?

- Have a club rota with peoples roles for the day – don't leave someone on the stall all day!
- Use a laptop and electronic sign-up sheet to collect details – e.g. ask for telephone numbers, email addresses etc.
- Produce a handbook for new members, it's a great way to introduce your club – include taster session dates, club contact details, Facebook groups etc.
- Do you need to design and print flyers for the fairs?

### What's going to happen on the day?

- Be friendly, approachable and excited!
- Show off your successes – cups, trophies, banners
- Visual aids are always good, DVDs, club film footage, photos – a bare stall is a boring stall.
- If you have taster sessions or trials – tell people about them!
- Keep an eye out for new members – what stash are they wearing, is there an 'ideal size' of a member. E.g. Rowers need long levers!
- Be upfront and clear with what it costs to join your club – don't forget all your members need to be Sport and Fitness members!

### What happens afterwards?

- Thank them for signing up to your club tell them about your first social sessions and events.
- Contact them and remind them of club sessions, social sessions and tasters – don't just expect them to appear!
- Try and find out where they found out about your session – where are people finding out about your club?

### NTSU regulations for the Fairs

- The club will be fined £50 if you fail to turn up
- The club will be fined £30 if your stall is left unmanned
- The club will be fined £1000 if you promote external businesses without prior written consent from the Students' Union
- The club will be fined £50 if you don't clear up around your stall after the fair
- The club will be fined £50 if you place any advertising away from your stall

You can have a maximum of three people on the stall at any one time



# 16. Trials and taster sessions

For potential members, this will be their first interaction with the club, so spend a bit of time planning it to make sure you get it right.

## **Make them feel welcome**

- Every member needs to be welcoming to new members
- Make the effort to talk to them - don't wait for them to come to you
- Be enthusiastic - this will make everything more enjoyable
- Take a note of contact details if you missed them at fresher's fair
- Check everyone has been getting your messages - e.g. Facebook, emails
- Give details of the next session and any socials coming up
- Demonstrate yourselves to be professional

## **Plan for big numbers**

- The first few sessions are always busy – be ready!
- If you're not ready, the session won't work and you will lose potential members
- Could you split the one hour session into two 30 minute tasters?
- Have you got lots of helpers?
- Is the activity you have chosen suitable for large numbers?
- Let people know that the first couple of weeks will be busy so they are not put off.

## **Be organised**

- Arrive early and make sure everything is set up
- Make sure that your session is suitable for complete beginners (where appropriate)
- Do you need to bring extra equipment to lend to people?
- Brief your helpers - everybody needs to know what they are expected to do and what their role is. This should be done before the session starts and will help the session run smoothly.

## **A bit of advice for running trials**

- Have a trials sign-up sheet so you know who is coming
- Have a clear process to filter out the better players and decide who has the final say on squad/team selection. (how will you identify them?)
- Think about what the committee say if someone wants to appeal your decision and/or ask feedback on their performance
- If possible, offer the students that don't get into the team something else to play in
- Plan for lots of people attending - make sure you have enough equipment, space and volunteers to run the session time



# 17. Running club sessions

You've done the hard work in getting them there – now make sure you give them a quality experience so they come back for more!

## Recruitment

- Welcome Week isn't the only time you can recruit!
- You can recruit all year round – the start of term is always a good time to invite new people along
- Think of creative ways to publicise the club's activities – such as newsletters, news stories, Twitter feeds, taster sessions
- Be visible around campus – why not run a mini-taster session to show people what your sport is about and how they can join your club?
- Plan when, how and why you are going to recruit new members
- Make sure you invite people along to the most suitable session – especially if they are new to the sport

## At the start of the session

- Ensure your session starts and finishes at the allocated time. Make sure all your members can leave the facility in plenty of time without disrupting the beginning of the next session.
- Give the new people directions on how to get to your session – they may not know where they're going
- If you're expecting new members along, make sure a friendly face is at reception to greet them and answer any questions they may have – they may be nervous
- Show new people the basics of your sport so as they can join in as quickly as possible
- Ask experienced club members to help out new members
- For on campus sessions, make sure everyone swipes in at reception
- For off campus sessions, ensure a register is taken for each session and emailed to your relevant SDO weekly

## Collecting and paying in subs

- A committee member needs to keep a good record of who has paid
- Subs need paying in at reception before the end of each session

Ideally we would like your subs collected through the reception at NTU Sport! If you'd like this setting up, please speak to your SDO before the end of the Academic year.

## The session itself

- Make sure the activity leader is organised and has planned what they are going to deliver beforehand, to ensure the session runs smoothly
- Make sure you have enough equipment for everyone
- Make sure a committee member arrives 15-20 minutes before the session is due to start
- Make sure your club members are wearing the appropriate clothing for the session. E.g. only astro shoes are permitted on the astro – no blades, moulds or studs.



## 18. Employing coaches, instructors & officials

Employing a professional coach or instructor to lead club sessions can really add value and aid member retention. Additionally a large number of clubs are required to pay officials when they play matches against other institutions. This section covers how individuals are employed and paid.

### Coaches and instructors

#### Rates of pay and agreeing hours

- Sports clubs are **not authorised** to employ and agree payment with any instructor/coach without prior authorisation from the relevant Sports Development Officer. Failure to comply may result in the coach/instructor not being paid, and the student facing disciplinary sanctions.
- The process of employing coaches is time-consuming, highly complicated and subject to a number of protocols. Never promise payment to any prospective coaches.
- Rates of pay for all coaches and officials are set in accordance with the University's pay scales. Your SDO can give you more information on this if you wish.
- Sports Coaches/ Instructors hours are agreed with the club, SDO & coach at the start of the year based on what the club can afford & the coach's availability.
- The Sport & Lifestyle Management Team reserves the right to cancel coaching sessions at any point throughout the year where clubs funds are insufficient.

#### Nottingham Trent University Employees

Sports Clubs that have NTU contracted coaches or instructors delivering sessions must ensure that the "Sport & Lifestyle Coaches Timesheet" is completed, a downloadable copy is available from [www.ntu.ac.uk/sport](http://www.ntu.ac.uk/sport).

The timesheet must be completed by the coach / instructor, signed by a committee member and handed back to the coach. A committee member of the sports club, normally the President or Treasurer, will then authorise the timesheet to confirm the hours being claimed are correct.

#### Handing in timesheets

Completed timesheets need to be handed into the Lee Westwood Sports Centre or City Sport Centre reception by **9am on a Monday each week**. Coaches will be paid on the 22<sup>nd</sup> of each month and will be working a month in advance. Any time sheets not submitted by the 1<sup>st</sup> of each month will miss the deadline to be included in the next month's pay cheque. It's essential that your coaches complete their timesheets weekly to ensure they get paid correctly.

If you coach has any problems with pay they need to contact your SDO who will help to resolve any issues.





### **External Companies**

Service Level Agreements (SLAs) are in place with external companies that deliver some sports club sessions.

External companies will normally invoice Nottingham Trent University directly. These invoices are then forwarded to the Sports Club for confirmation of services received.

### **Officials**

#### **Employed by Nottingham Trent University**

All officials will be employed by the University in line with legal requirements and the demands of Human Resources department. Nottingham Trent University employs a pool of officials for all sports. Officials are booked by a relevant member of staff from the Sport & Lifestyle department, who will then communicate this to the club. If this procedure is different for your club, the appropriate methods for confirming officials' appointments will be communicated.

Sports Clubs are not required to undertake any further actions as the official will submit their timesheet directly to the Sports & Lifestyle department, and as such does not require a signature from a member of the club committee.

Any officials who are not volunteers and therefore require payment will need to be already employed by the University. Payments can otherwise not be made.



# 19. Sponsorship

More information to follow regarding 2015/16 sponsorship.



## 20. Safety

We want you to run enjoyable and safe sessions for your members. This section explains assessing the risks of your sport and how to reduce those risks.

Any organisation, undertaking any activity, has a common law duty to make certain that all reasonable steps are taken to ensure the safety of the participants and others likely to be affected by the activity - "as far as is reasonably practicable" (this means if your NGB or NTU recommends a certain procedure or piece of safety equipment you must ensure the practice is followed or the correct kit is available and used).

It is critically important that your members receive sufficient information about the activities and expected standards of safety. If they are fresher's/beginners/novices this must be followed up by adequate briefing, instruction/training and protective equipment to enable them to participate safely.

During any activity where a group leader has not been appointed the most experienced and/or qualified person present ought reasonably to intervene, and at least advise, if a foreseeable risk of injury arises.

All students are to abide by all Health & Safety instructions as required by adopting "best practise" in line with University Rules, National Governing Body guidelines and specific Sport Rules.

### Risk Assessment

Each club must have a document that aims to assess the risk of all club activities. It is available from the [Club Committee pages](#). This must be reviewed annually by the club.

### Definitions

<b>Hazard</b>	Something with the potential to cause harm - the thing that you need to worry about!
<b>Risk</b>	The likelihood of the hazard actually hurting/injuring someone (the lower the better)
<b>Who is at risk</b>	This will include club members but may also include staff and bystanders – in fact anyone else who might be at risk from the activity
<b>Control Measure</b>	Something you do to negate the hazard and bring the risk down to an acceptable level e.g. using ropes for climbing brings the risk of falling to an acceptable level. Also, who is responsible for ensuring the control measure is applied. This will usually be the senior committee members present or relevant instructor or coach.

### What activities are covered in a risk assessment?

- Anything which your club does throughout the year e.g. Training, Matches, Trips and events. Most venues will also have their risk assessment available to look at.



### **What happens if you want to do something which is not on the risk assessment?**

- Let your SDO know and you will probably have to update the risk assessment. This is a very simple procedure but any changes must be documented.
- If you cannot justify something on your risk assessment then you should not be doing that activity.

### **When is the risk assessment completed/reviewed?**

- If your club does not have a new risk assessment already then you will need to complete one with your committee as part of the Action Pack.
- Once a risk assessment has been created then it must be reviewed a minimum of once per year as part of the committee handover and there must be a committee member appointed who is responsible for monitoring safety. You do not have to appoint a specific 'Safety Officer'.
- Should an accident occur then the club risk assessment should be reviewed and updated if necessary.

### **Daily Risk Assessment (DRA)**

A DRA has been produced to help risk assess activities that are conducted away from controlled sites. The procedure will be explained to the relevant clubs. It is available as a download from the committee pages.

### **First Aid**

Each club should have a first aider on trips away from the university and ideally at all club sessions. One First Aider per 15 students is an absolute minimum but this can be relaxed subject to discussion with your SDO. The sports department organises free First Aid Courses throughout the year to enable Medium/High Risk Clubs to maintain at least two first aiders who are able to administer basic life support. It is the responsibility of the club to ensure that it has sufficient trained first aiders at all times. Organising committee members must assess first aid provision when planning a trip or event. Low risk clubs must ensure that at least two committee members look at the free first aid training that is available at [www.redcross.org.uk/everydayfirstaid](http://www.redcross.org.uk/everydayfirstaid)

### **First Aid Training**

All committee members are strongly encouraged to attend First Aid Training. There are three levels available:

Every Day First Aid – Low Risk Clubs

Emergency Response Training – Medium Risk Clubs

Activity First Aid – High Risk Clubs

Courses will be published on the committee pages area of the [NTU Website](#).

### **First Aid Kits**

These are available from both Clifton and City sport receptions. They should be taken on all trips or away matches. Contents should be checked when collecting kits and there is a slip within the kit to inform staff that items have been used.

### **Reporting Accidents**

In the event of a serious accident the Club First Aider or the most senior committee member present should follow the NTU procedure for reporting accidents, it is available on the [Club Committee pages](#). The procedure must be taken on all trips. In addition the accident should be reported to your SDO. There is also a report form within each first aid kit for this purpose. By reporting an accident or incident you may help prevent a future fatality.

### **Protective Equipment**

Any equipment specifically designed to protect individuals must be subject to a stringent regime of regular checks to ensure damaged or ineffective items are taken out of use.



These checks must be documented and recorded by a senior committee member. Items removed from use must be reported to your SDO.

**Equipment - keep a track of your equipment - do not lose it!**

A member of the committee should be responsible for maintaining an up to date inventory. This will be included in your Action Pack. It will mean you know when kit was bought and when it will need to be replaced.

**Equipment check list:**

- When was your equipment last serviced or inspected?
- Check pooled equipment before each use.
- Report and quarantine damaged equipment.
- Ensure all members know how to look after/ use equipment properly – You need to teach them early to prevent equipment from being broken and new members being injured.

**Carelessness:**

**Each year items are lost and just abandoned through sheer laziness. Make sure that you check how much equipment you take from stores and bring the same amount back. If a club loses or break equipment as a result of carelessness or negligence, they will be expected to replace the equipment themselves.**



## 21. Planning and organising a trip

This section is designed to give you guidance on planning and organising a successful trip. Any activity involving overnight accommodation is automatically a trip.

Many clubs will run a trip at some point in the year to take part in club activities, whether it's to go to the Peak District, a regular training venue (outside of Nottingham), or to play a sports fixture (not Wed BUCS). Planning and organising trips can be a very rewarding experience, but they also pose many potential pitfalls. This guide will help you to avoid them. **Security must be informed if a Club is departing from or returning to Nottingham outside of normal working hours** – between the hours of 10pm & 7am. Contact your SDO at the earliest opportunity as they are best placed to advise and guide you through the process – **but ensure you have read this guide first.**

### Communication

Do not plan and organise a trip on your own. Involve the whole committee and make sure the whole committee are kept informed of progress. Once you have signed up members, ensure they are kept informed. Timings, weather, cost and other factors may change at short notice.

### Finance

Do you have enough money to pay for your trip? You will need to do a rough budget to ensure the trip is affordable. The club treasurer should have an accurate account balance. A simple income and expenditure table should be created for the specific trip. Things that may be included:

Expenditure	£	Income	£
Transport	100 miles @ .96ppm = £96	Transport Funding (1/3 only)	£32
		Club Members	£5.33 x 12 = £64
Accommodation	X 12 @ £15pp = £144	Club Members	£15 x 12 = £144
Hire of Venue	£204	Venue Funding (1/3 only)	£66
		Club Members	£11.50 x 12 = £138
Entry Fees	12 x £10 pp = £120	Entry Fees (1/3)	£40
		Club Members	£6.70 x 12 = £80
Equipment Hire	N/A	Sponsorship/Club Funds (To be agreed by committee)	The club can agree to offset further providing the committee agrees and the opportunity is available to all members
Insurance	N/A		
Instructor Hire	N/A		
<b>Totals (Should Balance)</b>	<b>£564</b>		<b>£564</b>
<b>Cost to individuals with NTU support = £38.50</b>		<b>Cost to individuals without NTU support = £47</b>	



### **Trip fees**

You will need to collect trips fees from your members **before** your trip takes place. It is always worth charging a little more than you have worked out as there may be additional expenses you've not considered and some members may drop out. Ensure this is paid into either of the sports facilities receptions as soon as possible. We can set up a specific event for this if required. You are not allowed to use students bank accounts or hold large sums of cash (£200) for this purpose. You should at least collect a deposit (make this non-refundable) prior to committing any expenditure. You will still have to pay for transport and/or accommodation if participants drop out at short notice. Certain BUCS events are fully funded. Seek advice from your SDO if unsure.

### **Informing Participants**

It is helpful for people to know information about the trip before they sign up. Produce a basic itinerary which should include locations, timings, kit required and costs. Also let participants know what is expected of them such as standards of behaviour etc, especially if staying in public accommodation.

### **Transport**

This is covered under section 22. The golden rule is book early to avoid disappointment. Ensure you have two drivers per vehicle and a rough idea of how many miles you are travelling.

### **Accommodation**

If you plan to use accommodation it is vital that you let your SDO know as soon as possible. Many establishments require a deposit. This means you need to collect this from your members first. We will not release funds unless there is sufficient cash in your account. If you require a cheque this needs a minimum of two weeks to process. Credit Card bookings are quicker but are limited to under £1000. We can also do BACS payments for invoices but the organisation must be set up on our finance system first and this can take over three weeks. Keep a good record of all transactions and communications with the proprietor. Do not agree to a booking unless you have read their terms and conditions and you have enough funds in your club account. Once a payment has been made it is unlikely you will be reimbursed.

### **Types of Accommodation**

- Hotel – Expensive but may be the most convenient/cost effective option
- Self-Catering – You will also need to plan food for your trip, make sure all damage is reported before checking out.
- Bunkhouse – rough and ready, not an ideal option in winter, may have to share with other groups
- Camping – check on amenities, some campsites will not accept student groups

### **Considerations**

- Size and gender of the group
- Amenities available
- Security and storage
- Cost
- Fire safety

### **Equipment**

Your club has a budget for new equipment but this should be for planned replacements and not to buy kit for specific trips. Make sure you confirm availability and serviceability before you depart Nottingham.

- Do you have enough equipment for all participants?
- Is it serviceable and safe?
- When was it last checked?
- Do you know how to use it?



- Do you need to hire equipment?
- Does this need to be paid for in advance?

### **Trip Registration – Online**

There is an easy to use online system for registering trips. **Ensure you tell your SDO who will require access to the portal.** The portal can be accessed via the [Sport Committee Pages](#). [www.ntu.ac.uk/sport](http://www.ntu.ac.uk/sport) . The system is fairly intuitive and no training is required – just jump straight in. Contact your SDO if you get stuck. Once saved the information will automatically be sent to your SDO. The trip will be authorised by your SDO via the online form. Make sure you have told your SDO in advance so the right person can be set up to access the system.

### **Participant List**

If you complete your trip registration online this is not required. This should be submitted before departure to either Sports Receptions by 1pm latest on the day of travel. For weekend activities by 1pm on Friday. Names and Student numbers should be clearly readable. The form is scanned and distributed within NTU. The form is available from both Sports Receptions and an electronic version of the form is also available on our website. [www.ntu.ac.uk/sport](http://www.ntu.ac.uk/sport)

### **Emergency Procedures**

You must know what to do in the event of an emergency or life threatening incident. The process is on our [website](#). [www.ntu.ac.uk/sport](http://www.ntu.ac.uk/sport) You must take this form with you on all trips:

- **Traffic Accidents** – follow procedure as taught on MiDAS training (also contained within Vehicle folder).
- **Activity Accident** – this is available on the sports pages and Online Trip Registration Page.
- **First Aid** – if your trip is going to a non-controlled site (most controlled sites have a member of staff who is first aid trained and access to emergency services) you must have at least 1 first aider within your group and a fully charged mobile phone.

### **Insurance**

NTU has arranged an insurance policy with Endsleigh which covers you for some medical and dental expenses in UK or Abroad while participating in NTU organised activities. The insurance does not cover personal items or club equipment, money or travel delays. Specialist Travel insurance may be required for more ambitious trips. Seek advice from your SDO. The policy wording is available on our website. [www.ntu.ac.uk/sport](http://www.ntu.ac.uk/sport)

### **On Your Return**

- Close down you online trip registration by stating if there were any accidents.
- Evaluate your trip, did it go well? What could have been done better?
- **Report any accidents or incidents to your SDO.**
- Ensure all club kit is cleaned and returned to the correct location; report any damages to the relevant member of staff or committee.
- Ensure you have correctly recorded your mileage and cleaned out the minibus.
- Ensure all finance is sorted – is extra cash required to cover those that didn't turn up or damages to accommodation or additional mileage?

**Have a great trip.**





## 22. Transport

This section explains how you can book transport for your club activities – including Students Union and external hire vehicles

### What Vehicles are available?

NTSU Self Drive Fleet	External Hire Vehicles with/without a driver
3 x 15 Seat Minibuses 1 x Transit Van 1 x 9 seat people carrier	Cars/People Carriers = 4 to 9 seats Minibuses = 15 seats only Coaches = 24 up to 75 seats
If these vehicles are not available then we are able to hire from external companies. This will incur a significant increase in the cost to the trip, so please ensure you book NTSU transport early to avoid disappointment.	Driven vehicles. Drivers of these vehicles are on strict hours; make sure you consider this when planning a trip. On overnight trips you will be expected to supply the driver's accommodation and all meals.

### Register your drivers

- Only MiDAS registered drivers are allowed to drive NTSU vehicles
- To be registered as a driver with the Students Union you need to be at least 21 years of age and have held a full driving licence for 2 years (aged 19 for 9-seater and Van only)
- To register as a driver follow the instructions on the [NTSU Website](#). Re-registration must be completed every academic year for every driver.
- All new drivers must go on a Minibus Drivers Assessment (MiDAS) course. Shortly after you apply you will be booked on an assessment. This takes a few weeks to organise so get your application in early. Your club will be charged for the course, currently £47. Contact the SU if you have not had a response within a week.
- Coaches and volunteers can drive NTSU vehicles but they need to join NTSU as an associate member and complete MiDAS. (This can be waived for external hire but seek advice from your SDO)

### How to book Transport for regular and weekend trips, non-BUCS & friendly matches, and one-off events;

#### All Transport booking – [online](#)

There is an online transport booking system it is fairly intuitive and no training is required – just jump straight in and click on [+Add new item](#). Bookings should be made at least 7 days before you require the vehicle. Your SDO needs to set you up as a user. Contact your SDO if you get stuck.

You can check on NTSU transport availability on the [SU website](#).

#### Drivers Responsibilities

**By volunteering to drive you accept that you are bound by all traffic regulations and that any infringement of these could result in a traffic enforcement penalty.**



## Cost of Transport

**NTSU Vehicles:** These are currently charged per mile. The price includes; insurance and fuel.

	Band One	Band Two	Band Three	Late Cancellation
<b>Range</b>	Up to 150 miles	151 to 600 miles	601+ miles	
<b>Structure</b>	All miles charged at	All miles charged at	Any miles above 601 charged at	Cancellation within 48 hours of trip
<b>Cost</b>	£1/mile	72p/mile	28p/mile	£48
<b>Example</b>	Every 50 miles = £50	Every 50 miles over 150 = £36	Every 50 miles over 600 = £14	

**External Hire:** Price per day – subject to negotiation. Fuel and insurance are extra. Please ensure you get the price inclusive of VAT and let us know that you have booked a vehicle. The vehicle will not be released without payment so we require at least seven days' notice.

### External Contacts:

#### All Truck – Only Vans

<http://www.alltruckplc.co.uk/depots/nottingham/>

Private Road No. 7, Colwick,

Nottinghamshire NG4 2JW

Tel: 0115 940 2044

E: [sales@alltruckplc.co.uk](mailto:sales@alltruckplc.co.uk)

#### East Mids Van Hire – Cars, Mini Buses (15 Seater only) & Vans

<http://www.eastmidshire.com/>

Unit 2 Queen's Road,

Nottingham,

NG2 3AS

Tel: 0115 906 3299

Email: [nottingham@eastmidshire.com](mailto:nottingham@eastmidshire.com)

#### BUCS matches

All transport for BUCS matches is arranged by NTU Sport. Team captains will be informed in the week prior to the fixture in Captains Meetings, or earlier if requested.



## 23. BUCS home and away fixtures

This section explains what you can expect from the regular BUCS Wednesday afternoon league fixture arrangements – including transport, officials, facilities.

We do BUCS Wednesdays quite well, but that is down to captains knowing what is expected of them. The table below will hopefully show you what you can expect.

<b>NTU Sport will provide</b>	<b>Further information</b>
Transport to all matches out of Nottingham	Coaches and minibuses with driver – often shared with other teams - take you to your match and bring you home. Paid for by NTU Sport.
Facilities for matches on and off campus	The best available facilities for your match booked with warm up time included. Paid for by NTU Sport.
Suitably qualified match officials	Officials for your matches are allocated by NTU sport to your matches, but paid for by your sports clubs.
Training on all regulations	The basics of regulations covered to make you aware of how to deal with things that will go wrong at some point.
First point of contact for all your teams	A central team that coordinates your team transport and fights your battles on your behalf
<b>Club and team will provide</b>	<b>Further information</b>
Playing kit and protective equipment	From Hockey goalie kits to shin pads and balls to gum shields – you provide this!
Full list of players involved in each match	Each captain must detail their teams before each match. You will use dropbox to upload your team sheets and check them before matches
A winning mentality	It goes without saying, but the dedication to winning is key to being a captain and member of a team.
Scores after the match	Apparently the hardest thing to do, but after every match we want to know how you got on! Phone in and tell us

We know how important your role as a captain is to the success of the team. From long experience, we know that the better organised you are, the less likely you are to suffer problems on the pitch. We run weekly captains meetings to talk through the issues you may face and develop your skills throughout.

We will ensure you have the information you need to beat your opposition home or away, and to cope with the pressures of captaining your teams. We are always available to talk to so please ask for help when you feel you need it.

<b>Office Phone</b>	<b>Mobile Phone</b>	<b>Email</b>	<b>Social media</b>
0115 848 6389	07795 521644	<a href="mailto:Andrew.shemeld@ntu.ac.uk">Andrew.shemeld@ntu.ac.uk</a>	Twitter; <a href="#">@ntusport</a>
			Whatsapp



## 24. Social Media advice

Social media can be a great platform to enhance the reputation of your sports club, helping recruit new team members, gain sponsorship and celebrate success.

Before using social media to promote your club, please consider why you are using social media and who are you talking to?

- To keep your members informed of team information?
- To raise awareness of the club with other NTU students?
- To celebrate success with the university and sports community?

### Which social network?

The type of social network you use will depend on what you want to achieve. Just because a social network exists doesn't mean that it will help your goals. Select the best social platform to reach your audience and best represent your club.

- Facebook – build a community of followers engaged in your club. Useful for organising events, sending group messages and sharing photos.
- Twitter – build relationships with similarly minded people and clubs, across the university and beyond.
- Instagram – share success via pictures and video.
- Pinterest – share success via pictures and video. Curate topical pictures and video from around the web related to your club.
- WhatsApp – closed group for communication between group members.

\*Before setting up any social media accounts speak to your SDO\*

### Basic do's and don'ts

- Identify one or two members of your committee who should predominantly post on social media – this way the tone of voice stays the same, and there is clarity and accountability.
- Make sure your name is simple and intuitive. E.g. when people are searching for the football club at NTU they are most likely going to type "NTU Football" not "Trent footy" etc.
- Be useful, entertaining, and ideally both.
  - Followers and friends will like it when you show a bit of your personality and a fun side to your club, but make sure what's funny to you isn't offensive to another, this could have a negative impact on your club.
  - Being useful means that you are relevant to followers and likely to build up a loyal base of social supporters.



- On Twitter and Facebook make sure you mention (or @ tag) **@NTUstudentnews @TrentUni @NTUSport** or **@SportNotts** - these accounts will be more than happy to share and amplify your success to a wider audience.
- Hashtag usage – Use appropriate hashtags on both Twitter and Instagram, for example #NTU #proudtobeNTU in order to be easily picked up by other channels, prospective/current students and create more content and engagement around them!
- Support other NTU teams when they do big things, remember that ultimately, you're all on the same team, build a positive community and support one another!
- Do tweet opponents – but in a friendly and safe manner, we don't want any social media battles! Create buzz around sports events but always in a positive way.
- Don't use social media straight after (the unlikely circumstance of) a team loss. Losses can be hard to deal with so it's better to sleep on it before posting a status or tweet.
- Then again, if you've just enjoyed a big win (which is more likely), take a few seconds to shout out to your friends who were cheering you on. This does not mean rubbing it in the losing teams faces! Celebrate success in the right way.
- Don't think that you can't @ and share successes with bigger bodies and organisations – you never know they may retweet/share what you write. It's happened before!
- Explore inventive ways to use social media to show off your club in the best light e.g. Vine, Hyperlapse. But please don't set up new accounts without consulting your SDO. Social media accounts are for life, not just for Christmas!
- Make sure notifications are enabled – you don't want to miss a message from a potential member.
- Be aware of privacy settings – nothing is 100% private, so don't post anything that you'll later regret because once it's on the internet it can never fully be erased.
- Do direct people to your [Sports Club Directory](#) page it's the core place to get information for your club online – depending on what you wrote at the start of the year it should have heaps of information that you can't always list in a tweet/Facebook post.
- NTU has an online social media directory that sits on the NTU website for [Twitter](#) and [Facebook](#) sports club accounts – make sure you take the time out to get this information to your relevant SDO, as it's a great way for people to find out more about your club and upcoming events.
- Remember, you chose to be a NTU sports club committee member and there are many people out there who would love the chance to be one too. So, don't make



yourself look bad by posting negative tweets about teammates, NTU, university life or other sports clubs.

- Remember at all times, when using social media you're representing your club, your teammates and the University.
  - Before hitting the post button, stop and think if the content is appropriate
  - Think about what information your followers want to know **e.g.** achievements, training times, taster sessions and upcoming events
  - Re-read any post or tweet 3 times to check for errors/mistakes
  - Only post images or video that enhance the reputation of your club (if you wouldn't want your gran to see it, don't post it!)
- Do remember SDO's do have access to your accounts, so they will be check that you are using your accounts properly and safely. The university monitors all social networks and misuse of social media could lead to consequences that won't be in your favour! The Student Code of Conduct applies and breaking the code can result in application of its most serious consequences. This could lead to disciplinary action including being removed from your course. **Provide all students involved with code of conduct.**

## Using Social Media to attract and retain members:

### Facebook:

- Ensure a cover photo that represents your club at its best. Perhaps use it to quickly promote training session times and locations? Or feature an inspiring group or action photo to make the page more attractive and show your team spirit. Ensure it is sufficiently high resolution for the space and to the correct dimensions - if it doesn't look right – take it down.
  - Good example: Lacrosse group
  - Not so good example: Volleyball **not** a good example - too much info, not compatible with tablet/mobile.
- Pin important posts to the top of your group so that they are not lost and can be viewed easily.
- Put your Facebook page URL/Twitter handle on your promotional materials so people can find your page easily – remember, you're a student and you know how much you use social media, so it'd be the same for another student.
- Upload photos from taster/training sessions – people are likely to tag themselves and you'll get more members for your group
- Make the most of the 'documents' feature. Upload committee contact details, team selections, social themes etc.

### Twitter:

People want their Twitter experience to be fun and friendly so have fun with social media but make a real effort to tweet about successes and positive things rather than negatives.



- When people decide to follow you on Twitter, it's because they believe you can add value to their feed. Don't write useless tweets - you know the kind... they're the ones you skip over every day while looking for something interesting/useful.
- If someone follows you, follow them back! (unless they are an inappropriate/offensive channel, in which case use the block feature)
- Try and follow other sports clubs, relevant institutions or groups and NTU students to make the most of potential opportunities and audience.
- Use trending topics to be relevant to your fans but avoid commenting on sensitive topics such as sexual orientation, race, political views and religions you don't understand. Don't comment on topics that you don't have a rounded view of.
- If you have some good news tweet us @NTUSport and @NTSUVPSports. We always retweet good news and it might get you more followers (don't forget the central university twitter handles- @TrentUni and @NTUstudentnews)
- Tweet other sports clubs – people can be in more than one club so why not run joint socials?
- Do #followfriday with other clubs – share members!
- Tweet about membership throughout the year – members of your club must be a Sport and Fitness Member so it makes sense to encourage members to take advantage of offers that we have.
- Why not get Tweetdeck or Hootsuite to make it easier to manage your Twitter account, have customised search streams to let you know what is going on/what people are saying and keep an eye on our direct messages/sent tweets etc. Also they allow you to pre-schedule tweets in advance!
- Use a simple username – something intuitive and short
- Do not use apps to allow you to send longer tweets. Twitter is 140 characters for a reason and the best twitter handles embrace that.
- Try to use clear English. It can be tricky to get a message across in a tweet, so be succinct and pithy, rather than using slang or bad grammar.
- Hashtag usage – Use appropriate hashtags on both Twitter and Instagram, for example #NTU #proudtobeNTU in order to be easily picked by other channels, prospective/current students and create more content and engagement around them!



## 25. Elections guidance

Conducting an Annual General Meeting (AGM) and elections are vital to the running of the club. Here we advise you on how to run a fair, democratic process.

The AGM and elections process is vital to the running of your club, it is a chance to review the year and then elect the new committee in view of the entire membership. Elections now take place. The VP Sports will hold specific training sessions at the start of Term 2 to provide more information but if you require any further help in the meantime, contact the VP Sports and/or your SDO.

### Set a date for your AGM

Book a venue for this. This should be an accessible space, not someone's flat or a pub. If you want a room at the Uni, ask your SDO. Rooms in the Students' Union may be booked online. Tell **ALL** your members of the date, time & venue in writing (email, Facebook message, posters up at training), and make sure they **ALL** attend.

Send an agenda to all your members, so they know there is a structure to the meeting.

E.g.

- 6.00pm - Arrival time
- 6.05pm - Presidents Welcome and Review of the year
- 6.15pm - Financial report (by treasurer or VP Finance)
- 6.25pm - Proposed changes to the Club (new committee roles, role changes etc)
- 6.45pm - Captains Reports
- 7.00pm - Hustings for candidates (committee Q&A)
- 7.20pm - Any other business / Notices
- 7.30pm - Conclusion and all to the club dinner

### Communicate the roles to be elected

The Students' Union will contact you at the start of Term 2 to confirm which positions you will be electing to your committee for the upcoming year. They will ask you for a brief description of what the role entails: it might be a good idea to ask the members currently holding these positions to write the descriptions based upon what they do on a regular basis.

E.g. Social Secretary

*"Social Secretary will secure sponsorship for the club, make sure the sponsorship agreement form is signed, as provided by the Sports department. Working closely with the bars, the Social Secretary will make sure they are happy with the club's behaviour when there and that enough people are going on socials. The Social Secretary picks up the Ocean tickets each week and has responsibility for selling them to raise money for the club. Alongside the President, the Social Secretary will arrange socials for the year ahead. Past position holders estimate they spend about 3 hours a week on Club matters."*

Inform your members of what positions are available and direct them to the descriptions about what each role entails, displayed on trentstudents.org in Term 2. Ensure those who are interested in running for a position complete a nomination form online BEFORE the advertised deadline: nomination dates will be advertised from the beginning of Term 2. The nomination forms are then automatically uploaded to the voting pages and voting takes place online alongside the main NTSU elections.

### At the AGM

The current President would normally chair the AGM (unless they are running for election again – don't worry, this will all be explained in the Term 2 training). Make sure everyone





can hear what is being said - a busy bar isn't appropriate! Another committee member should take minutes/notes of the meeting to prove who was there, what was said and that all of the correct votes were held.

In brief, the following should be covered under each agenda point but full AGM training will be provided by the VP Sports in Term 2 so keep your eyes peeled for those dates.

1. Review of the year – what did you do, talk about what was good and bad, and thoughts for the future. Give all members the chance to ask questions and make comments.
2. Financial report – where has the club got income from, where has this money been spent, how much is left in reserve
3. Proposed changes to the Club – outline the changes proposed, allow all members to vote (for the changes, against the changes, or abstain/not have an opinion) – note, you need two thirds of the people in the room to vote FOR any changes (people who abstain don't count)
4. Hustings for candidates (committee Q&A) – allow all candidates to speak for the same amount of time (suggested 1 minute), allow all members to ask questions, remind members of the voting dates for online voting (results will also be announced online)

### **Handover**

The new committee, with the guidance of the old committee, will be required to complete an 'Action Pack' for the Sports Department. This includes all contact details, sports facility requests and most importantly the budget submissions.

## 26. Sports Volunteering

Did you realise that being a committee member means you are a VOLUNTEER? No? Well if you would like the opportunity to getting extra recognition for the amount of hours you put into your committee role and gain access to our reward scheme then signing up to NTU Sport Volunteering is the way to go!

### Logging your Committee Hours

By logging your hours spent working on committee activities you will achieve two things:

1. As a University we will know how many hours volunteering you put in so we can value your efforts
2. You can gain rewards for your work – anything from some Kukri kit to money towards coaching/development courses.

To log your hours you need to:

- **Sign Up** as a volunteer [HERE](#) by clicking on the Sign Up link in the top left corner (use your NTU Single Sign On to log in)
- Read the [LOGGING YOUR COMMITTEE HOURS](#) document
- Complete a [Volunteer Activity Log Sheet](#) for each activity you wish to log (you will need to have signed up and logged in to complete a form)



### NTU Sport - Clubs in Schools Coaching Program

NTU Sport Volunteering offers you the opportunity to help develop your members' skills by getting them engaging with the community and delivering a sport they love in our local schools.

#### What we give you –

If your club commits to the Clubs in Schools Program, we will provide an **NGB training course** for your members **FREE OF CHARGE** alongside in-house training BEFORE you go into schools to start coaching. (This will take place in October). Each volunteer coach will also get a FREE volunteer T-shirt, and all coaching hours can be logged towards the Reward Scheme.

#### What we need in return –

To be part of the program your club MUST –

- Recruit a MINIMUM of 12 coaches who are willing to commit to coach at least 2 blocks of 6 weeks of coaching
- Deliver three 6 – 8 week blocks of coaching over the year
- Appoint a designated person to be the 'Lead Volunteer Co-ordinator' for your club volunteers, who is responsible for overseeing the project. (This person will get free Hoody and Jacket as well as funding support towards NGB level 1 or 2 courses).

If you would like to put your club forward for this please email [Natalie.broom@ntu.ac.uk](mailto:Natalie.broom@ntu.ac.uk)

#### Finding coaches/volunteers for your club

If you are looking for any support for your club NTU Sport Volunteering can advertise any opportunities you have for volunteers whether you are looking for:



- Voluntary coaches
- Match day support
- Volunteers to video or take pictures of a session/match/competition
- Event Assistants

### **Developing yourselves**

If you would like to develop yourself beyond your committee role, there are a number of opportunities available on our [website](#) so please take a look and feel free to apply to any that you are interested in!

**For all enquiries please email [sport.volunteering@ntu.ac.uk](mailto:sport.volunteering@ntu.ac.uk) or phone 0115 848 3214**

## 27. Beginner & Social Sport

A great opportunity to get involved in a Sport England funded project, which can really enhance your Sports Club.

### Beginner Sport

- Weekly sessions in a range of sports, usually 1 hour long
- Targets students who want to try something new or different
- Led by a qualified coach or instructor, to ensure students can learn the basic skills in a safe environment
- No commitment to attend weekly, can drop in and drop out
- All required equipment is provided
- £2 per session to non-members, free to members

### Social Sport

- New 3 year project, started in October 2014
- Targets students who want to play sport on a casual basis
- Perfect for those who may not wish to play representative sport, have been unsuccessful at trials or can't commit to training regularly
- Led by student ambassadors and volunteers
- Non-coached sessions, focus on fun games and friendly tournaments
- £2 per session to non-members, free to members

### Why should your sports club get involved?

- To increase the number of people participating in your sport, and hopefully lead to increased membership
- To increase capacity for those sports who have limited spaces available
- To provide additional opportunities for talent identification for any students who may have been missed at trials/tasters
- To provide volunteering and coaching opportunities for sports club members
- To provide opportunities for late starters to get involved
- To improve your clubs profile within the student community and potentially attract students who may not normally engage

### How can your sports club get involved?

- Please contact Jessica Withers, Sports Projects Officer, [Jessica.withers@ntu.ac.uk](mailto:Jessica.withers@ntu.ac.uk) or 0115 848 2288
- If you would like to get involved in the projects for Term 1 2015-2016, the sooner you get in touch the better. We can then organise to meet to discuss your clubs involvement further



## 28. Retaining members

Below are 50 suggestions for how to retain members – from simply saying hello to long term session planning. See how many you do on a regular basis.

Effective Communication with members	Listen to members feedback & act on it
Recognise each member's achievements	Get to know each member individually
Make sessions enjoyable	Show members that you care about the club
Have themed sessions – e.g. fancy dress!	Don't pressure new members
Find out member's individual needs	Make members feel important
Have a strong mentoring/buddy system	Invite back inactive members
Have a coach to run the sessions	Work towards a goal together
Have joint sessions with other clubs	Treat everyone with dignity and respect
Ensure there is a welcoming atmosphere	Friendly, non-threatening atmosphere
Run a variety of social activities	Plan ahead for four to six weeks
Allow time for everyone to take part equally	Positive and encouraging environment
Committee have clearly assigned roles	Have an annual awards ceremony
Survey your members	Have a welcome meeting
Give positive feedback to participants	Have members write down their goals
Tell members the club's aims	Celebrate birthdays
Aim for each member to improve	Tell members about activities coming up
Get everyone involved – don't leave them out	Do things as a club/team
Give praise	Enter competitions/events/tournaments
Give members the chance to meet people	Elect a strong committee
Have a training schedule for the club	Tell inactive members you miss them!
Committee know the names of all members	Encourage commitment
Recognise progress in members	Solve conflict promptly and fairly
Encourage members to make friendships	Motivate and teach your members
Committee set a good example	Award regular attendance
Be open to new ideas/feedback	Say thank-you!



## 29. Useful tools

On the NTU Sport website, we provide electronic copies of all the forms you will need as a committee member. The page can be found at:

[http://www.ntu.ac.uk/sport/sports\\_clubs/committees/forms/index.html](http://www.ntu.ac.uk/sport/sports_clubs/committees/forms/index.html)

Document / Portal	Use for
<b>Safety</b>	
Club Emergency Procedure (Call 0115 8482222)	If you need to urgently speak to someone whilst you're away from the University this procedure explains what to do.
Accident and Near Miss Report form	Complete this form if there is an accident or incident at a club session which results in someone requiring further medical treatment. Your SDO may request this form if the incident is a near miss.
<b>Transport &amp; Trips</b>	
<b>Transport Request form - delete</b>	Complete to request transport for trips and training. Not for BUCS league fixtures.
Vehicle Hire Costs	If you're planning a trip, use this sheet to work out how much you'll be charged.
Trip Registration Portal	Complete for every trip or activity off campus. Not for BUCS league fixtures.
Participant List	All activities & trips – especially BUCS league fixtures – require this form to be completed and submitted getting onto the bus or setting off. Included in Trip Registration Portal.
Trip Planning Checklist	Helpful tick list to help guide you through planning a trip.
<b>BUCS</b>	
Playing Under Protest form	For BUCS league games only. More will be explained in Captains Meetings.
<b>Finance</b>	
Sponsorship Agreement template	Download an editable template for sponsorship agreements.
Official NTU Sports club expenses form	To claim any expense from the club accounts. Also use for match officials claims in BUCS matches.
<b>Coaching</b>	
Volunteer coach & instructor registration form	To register any volunteer coach to work with your club sessions.
Coaches time sheet	Download and complete to pay your coach.
<b>Equipment</b>	
Writing off equipment form	If your club has old equipment that needs to be retired.
<b>Miscellaneous</b>	
Club Of The Week	Nominate your club if they do something special.
News Story Template	Want to get your club in the news.



