College Sport Survey 2014-15
Guidance Notes
1. Introduction
AoC Sport collects sport data to assess progress against the targets set in the national college sport strategy.

The data provides essential management information for your college, with regional and national benchmarks for you to compare, and will help you identify priorities for your Self-Assessment Review (SAR) and college sport strategies. It also provides us with a valuable advocacy tool to make the case for further investment into college sport nationally.

Please note: the survey should be completed once for each college. Where two or more colleges have merged, we require only ONE collated return for the new merged college.

The questions are similar or the same as previous years to ensure continuity, with additional clarity provided in terms of the definitions for some questions. If you require further clarification please contact Christopher Pitts.

We would like you to complete the questionnaire online at:
www.smartsurvey.co.uk/s/CollegeSportSurvey15

This link will take you to a survey system that allows you to save and come back to the survey at any time.

2. The survey: purpose and information
AoC Sport has been working towards the ‘Growing Sport, Growing Colleges’ strategy since its inception, inheriting this strategy from the Association of Colleges. AoC Sport continue to work towards this under the leadership of the AoC Sport managing director and board.

Each college is responsible for completing the questionnaire accurately and submitting their answers by the deadline of Friday 17 July 2015.

- Once submitted, answers cannot be changed so please ensure you fill out the survey correctly.
- Survey returns must be approved by a member of the college Senior Management Team before submission.

This document provides further guidance regarding the interpretation of some of the questions. It is essential that you refer to definitions and key terms used so that you are familiar with what should and should not be reported under each question.
3. Step by step guide

Step 1
Nominating a person to submit the form and getting SMT approval for submission

The link to the survey has been sent out in the AoC Sport briefing and by email to college Principals and Heads of Sport. The survey will also be promoted through existing sport networks. Other staff in colleges have also been provided with information about the survey through sports briefings.

One person per college should be nominated to complete the survey, ideally through consultation with all relevant staff, which may include Head of Sport, Head of Student Services, Academy directors, College Sport Makers, Sport co-ordinators, lecturers, coaches and team managers.

The college submission must be approved by a member of the college Senior Management Team.

Step 2
Get to know the questions

The survey lists all the questions you are required to answer. The definitions section of this guide helps you to understand how to interpret the questions and what you should and should not include within your answers. You can download a PDF version from the AoC Sport website resources section.

Step 3
Collect and collate your data

It is essential that the survey is completed accurately, with information collected across all the college sites. Information should be collected from:

- College prospectus, website, MIS and general information
- Lists of enrichment activities, sports teams, squads and clubs offered
- Registers and enrolment information
- Information provided by Student Services, Curriculum Leaders and staff in the sports department

Step 4
Fill in the questionnaire and submit your answers

Fill in the questionnaire

Go to www.smartsurvey.co.uk/s/CollegeSportSurvey15 to complete the survey and submit your answers.

The list of college names has been pre-populated. If your college is not listed, this may be because your college has merged with another college and its name has been changed.

If you are absolutely certain that your college is not already listed in the drop down menu, please select ‘Other – not in list’ and type in the name.

The system enables the respondent to save and come back to the survey at any time. Simply click the ‘Save and continue’ button, enter your email address, and an automated email will be sent to you containing a link to where you left off.
Submit your data

Please review all your answers to check for accuracy before you submit your data. We also require the name and email address of a member of your Senior Management Team to verify that the data has been submitted correctly.

You should print a copy of your answers before submission.

When you are satisfied that all is in order, you should press the submit button.

Please note that once your information has been submitted you will not be able to change your answers. If you become aware of an error in your submission, please contact Christopher Pitts.

Deadline

The deadline for submitting your online questionnaire is Friday 17 July 2015.

4. Further information and assistance

If you have any problems that prevent you from participating or are unclear about any issue connected with the survey, please contact Christopher Pitts.

5. Survey results

Full results will be available in September 2015 and will be published on the AoC Sport website and via sports briefings. To sign up to receive sports briefings, please visit www.aoc.co.uk, go to the ‘Briefings’ section and click on ‘Apply for Access’.

Results will also be presented at regional sport network meetings in the autumn term 2015. For details of your local meeting, please contact your AoC Sport regional staff members.

6. Definitions of key terms used in the questionnaire

Key terms are presented in order of appearance in the questionnaire. The relevant question numbers are clearly labelled.

7. Questions

Question 1

Name of college

The list of college names has been pre-populated. If your college is not listed, this may be because your college has merged with another college and/or its name has been changed.

If you are absolutely certain that your college/college group is not already listed in the drop down menu, select ‘Other – not on list’ and type in the name.
Question 3
Full-time students
A full-time student in FE for 2014-15 undertakes at least 540 hours of guided learning per academic year.

Question 4a
Students on sports courses
This question asks you to breakdown the students on sports courses by the type of course/qualification they are on.
Please only include sports courses, e.g. A level PE, not all A levels.

Question 4b
Additional Qualifications
This question asks you to breakdown the students studying shorter or part time sport and sport related qualifications.

Question 4c
Students on sports courses - demographic
This question asks you to breakdown all of the FULL TIME students on sports courses by their gender and whether they have a disability or not.
NOTE: ‘Male’ and ‘Female’ percentages MUST add up to 100%.

Question 5a
Organised sporting events/activities – how many UNIQUE opportunities?
These could include:

- Any AoC Sport league, cup or competition (count each league and cup or competition entry only once – if you have two or more teams in the same sport, count each team once. Also count each individual entry into AoC Sport competitions. DO NOT count each time they play in that league, cup or competition).

- Any other local or national competitions/events. These could include: organised or friendly sporting events or fixtures where students from one or more colleges compete against each other, as individuals or as part of team. As above, count each competition once.

- A single one-off event or festival. If you have lots of events that together form part of a larger festival (e.g. a sports week or charity events), count each event separately.

- Sports-related clubs, activities and sessions organised by the college to take place either at the college or at an off-site location. These could include enrichment activities/sessions run by the college with the aim of encouraging
participation. Examples include yoga, dance classes, martial arts, outdoor/adventure clubs and gym sessions. Also include here any training sessions or team practices where students are practising to take part in inter-college matches; and also include clubs/sessions with open access for games such as badminton and basketball

- Dance/Fitness related clubs, activities and sessions organised by the college that take place either at the college or at an off-site location. These could include enrichment activities/sessions with the aim of encouraging participation. Examples could include yoga, Zumba, bums & tums etc

If the activity is taking place more than once (e.g. regular weekly practice or training sessions, regular lunchtime or enrichment club, intra-mural league) count it ONCE ONLY.

Question 5b

Organised sporting events/activities – how many opportunities in TOTAL?

Count the same opportunities as question 5a, but this time count each time the activities occur – these could include:

- Any AoC Sport league, cup or competition (count each league fixture, cup fixture or competition separately – count each time they play in the league, cup or competition).

- Any other local or national competitions/events. These could include: organised or friendly sporting events or fixtures where students from one or more colleges compete against each other, as individuals or as part of team. As above, count each time the team competes.

- An event or festival. This includes friendlies, intra-competition events, or events that form part of a wider festival or sports week. Count each opportunity every time they occur.

- Sports-related clubs, activities and sessions organised by the college that take place either at the college or at an off-site location. These could include enrichment activities/sessions with the aim of encouraging participation. Examples include martial arts, outdoor/adventure clubs and gym sessions. Also include here any training sessions or team practices where students are practicing to take part in inter-college matches; and also include clubs/sessions with open access for games such as badminton and basketball.

- Dance/Fitness related clubs, activities and sessions organised by the college that take place either at the college or at an off-site location. These could include enrichment activities/sessions with the aim of encouraging participation. Examples could include yoga, Zumba, bums & tums etc

Count every opportunity throughout the year. Weekly events or sessions should be counted separately for every week that they are organised.
Question 6a

Number of participants

The question asks for the number of students who have participated in ANY of the events you have counted in question 5. You should include within this number both students who are on sports courses and non-sports students. Count each student once only: even if an individual has participated 200 times in the year, count them once.

The first and second boxes ask you to differentiate between sport and non-sport students – we need this information to analyse how widely the activities are being taken up across college.

The third and fourth boxes ask you to differentiate between male and female students – we need this information to analyse participation levels by gender.

Note: boxes 1 and 2 (sport/non-sport courses) should add up to your total number of full-time students that have/will have participated in sporting events/activities in 2013/14, as should boxes 3 and 4 (male and female).

Question 6b

Casual or non-supervised sport activity

The question asks for the number of students who will have participated in any casual or non-supervised sport activity throughout the academic year. Only include a figure if you monitor this usage, DO NOT GUESS. This could include

- Gym usage (student only, do not include staff or other users)
- Casual student use of 3G pitches or other outdoor facilities (for 5-a-side football etc)
- Casual student use of sports hall or other indoor space (eg. for students to play table tennis)

This list is NOT exhaustive so please include any activity which students take part in at college which is not organised by the college or other organisations.

Question 6c

Selection for national competition

Only count those students who are selected as part of a National Governing Body talent pathway.

Question 7

Intra-college competitive activities

This is the total number of students who have competed in intra-college competitive activities. Count each student ONCE ONLY.

This should include any event or series of events in which students from the same college compete against each other, as well as all college based training and club activities where students are preparing and practising for competition. Common events include inter-departmental tournaments or leagues in sports such as netball, tennis.
and football (e.g. the TEAM NINETEEN initiative), swimming/aquatic galas, club and
team practices where students are practising to take part in inter-college matches and
clubs/sessions with open access for games such as badminton and basketball.

Intra-college competitive activities do not include clubs without competition, such as
aerobics and dance clubs.

If your college has not collected this data or you are unsure, please leave this question
blank.

Question 8
Regular intra-college competition

Regular intra-college competitions are those with formats that allow for sustained
involvement rather than one-off events. Examples would be regular team practices or
an intra-college competitive league or tournament held over a term. Regular annual or
termly events are also included.

A student is deemed to be regularly participating in intra-college competition when
they have competed on eight or more occasions during the academic year.

If your college has not collected this data or you are unsure, please leave this question
blank.

Question 9
Inter-college competition

Any event or series of events that takes place between colleges on pre-arranged
days. These could include sporting events or fixtures where students from two or
more colleges compete against each other on a regular basis, as individuals or as part
of team. This includes competition organised by AoC Sport, ECFA, SESSA or other
leagues and organisations – as well as friendly fixtures.

Inter-college sporting competition also includes one-off events/competitions or other
sporting events against another college which give students the opportunity to
participate.

Question 10
Regular inter-college competition

Regular inter-college competitions are those with formats that allow for sustained
involvement rather than one-off events. Regular annual or termly events are included.
A student is deemed to be regularly participating in inter-college competition when
they have competed on four or more occasions during the academic year.

Question 11
Sports and facilities

First column: Please tick each sport that is provided either directly by college staff or
offered as a college activity but provided by an external coach/provider. Please do not
tick the box if the activity is provided externally with no involvement, organisation or
responsibility from college staff.
Second column: Please tick if the sport or activity is offered on one or more of the college sites.

Third column: Please consider only your onsite facilities, and only tick this box if the facilities would be suitable for this sport at a club or community use standard, i.e. for at least local league level play and the correct size court/pitch for the full version of the game. Only consider the playing facility, not the changing or reception facilities

Fourth column: Please tick this box if the activity has been provided over a period of 10 weeks or more (does not have to be ten weeks in a row)

Fifth column: Please indicate whether you are planning to offer a particular activity in 2014-15.

Sixth column: Please indicate which sports you offer an adapted version for people with disabilities.

Question 12
Facilities

Please tick ‘Yes’ if there are any planned facility developments (e.g. new gym, new build or renovation of a sports hall etc) at any of your college’s sites within the next five years. If so, please describe what is planned and whether the funding is in place.

Question 13
Links to clubs

The following table is designed to assist you in determining if a club link should be counted.

<table>
<thead>
<tr>
<th>DO NOT include if only the following condition(s) are met:</th>
<th>DO INCLUDE if any of the following apply:</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is only a poster or advertisement for the club</td>
<td>The club coach helps to deliver sessions in college</td>
</tr>
<tr>
<td>The club has provided a one-off taster session</td>
<td>Students participating in college are actively encouraged (e.g. through organised transport links) to attend a club session off site</td>
</tr>
<tr>
<td>There is a mention of the club on the college website</td>
<td>Students use the club facilities at discounted rates or free of charge</td>
</tr>
<tr>
<td>Students use club facilities as a private or public booking</td>
<td>There is a formal Service Level Agreement between the club and the college</td>
</tr>
</tbody>
</table>

Question 14a
Sports volunteering and leadership

Complete the question separating those students who are on a sports course and those studying other subjects.

The total number should include students who are:
• Undertaking leadership activities (e.g. organising tournaments, coaching others) as part of their sports course in the curriculum or participating in a short leadership training course which includes the obligation to log volunteer hours.
• Using leadership skills and volunteering in sport, e.g. organising and supporting sport in schools.
• Helping, leading or coaching in enrichment or club sessions, organising and supporting intra and inter-college or school competitions, supporting holiday programmes, etc.
• Using leadership skills and volunteering in community sport e.g. community volunteer placement in clubs and other community organisations settings through sport – i.e. youth groups, uniform groups etc.
• Students do not need to have had volunteering and leadership training – they can be informally volunteering/leading for example by organising events at lunchtime or after college.

Question 14b
Volunteering and leadership qualifications
Of the total number indicated by the answers given in question 14a, please indicate how many have been trained and to what level. Please only include completed qualifications.

Question 14c and 14d
Student Management Teams
Please tick yes if you have a formal system in place for recruiting and training student activators, volunteers or organisers and they are recognised formally by the college over and above their normal course of study. This does not include trained student volunteers who run activities as part of their qualification.

If you offer informal or alternative systems of mentoring or reward for students (e.g. offering prizes, incentives, or one-off rewards), please give details in the free text box.

Q14d – if you have a Student Management Team, please indicate the type of training you have provided them.

Question 16a
College sport strategy
AoC Sport is working with individual colleges to help them to create a cross-college sport and physical activity strategy that covers all areas of college business. Please tick ‘Yes’ if your college has a strategy document that covers more than one of the following areas: curriculum planning/academic programme, extra curricular clubs, enrichment activities, academy provision, facilities, or links with community sport organisations and employers.
Question 17

Towards Outstanding: National standards for college sport

In 2013, AoC launched Towards Outstanding, which defines a set of national standards that can be used for self assessment and benchmarking to support your planning processes. AoC Sport has refreshed these standards in 2014 and this question seeks to assess how widely these have been used.

Question 18

Staff with an overall strategic lead for sport

Please tick yes if your college has a senior member of staff who has authority and / or budgetary control over all areas of college sport, from enrichment activities to curriculum to extra curricular, community links and competition. This member of staff is likely to be a senior manager who oversees or drives the college sport strategy.

Question 19

County Sport Partnerships (CSPs)

Please tick yes if you have any links with your CSP. A list of CSPs can be found at CSPn website.

Question 19a – please indicate which relationship best describes your CSP link. You may tick more than one box.

Question 20

Academies

Question 20a – Please indicate in this question if your college has any sport academy programmes which are defined as: “A sports programme which involves a minimum of 4 hours per week (excluding inter-college matches) lead activity. The programme should include the development of skills, strength and conditioning, access to specific sporting medical support and a defined player pathway.”

Question 20b – Please indicate in this question, by way of tick box which sports and genders you have academies in. The total amount of ticks should equal the amount you entered in Q20a.

Question 20c – Please indicate where the students for your academy are sourced from. You can only choose one option for this question.
Question 21

Community use of sports facilities

The following table is designed to assist you in selecting the type of access available at each of your sports facilities.

<table>
<thead>
<tr>
<th>Type of access</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free public access</td>
<td>There is no charge to use the facility.</td>
<td>May include outdoor areas that are open to recreational use without charge.</td>
</tr>
<tr>
<td>Public pay and play</td>
<td>The main means of public access to the facility is on payment of a charge. The facility may also have a membership scheme, and it may be possible to block book the facility for a specific activity or for lessons, but during the public opening hours anyone can just turn up, pay and play.</td>
<td>Access to the college sports hall or health and fitness facility, where the casual user pays per session, although there may also be a membership scheme.</td>
</tr>
<tr>
<td>Sports club/community association use</td>
<td>The main means of public access to the facility is via sports clubs or community associations, which book it for use by their members. Membership of the club or association is based on a particular sport or community group, and is not based on performance criteria or on a particular facility. The club or association may use several different facilities.</td>
<td>Access to the athletics tracks through an athletics club, or access to the indoor dome, sports hall or swimming pool that can be used by relevant sports or swimming clubs, but cannot be used by the general public. Facilities are booked by clubs either on a block booking or for one off sessions.</td>
</tr>
<tr>
<td>Registered membership use</td>
<td>The main public access to the facility is by membership. Members usually pay a joining fee as well as a monthly or annual subscription. Membership is controlled by the college or subcontracted manager of the facility.</td>
<td>College fitness facilities that can only be used by registered members.</td>
</tr>
<tr>
<td>Private use</td>
<td>The facility cannot be used by the public, either on a pay and play basis or through a recreational club, except when playing against a college team. It may be available for use by elite clubs or development squads.</td>
<td>College grass pitches or synthetic pitches that are only available for the college teams and the teams they are playing against, which may include members of the public or community – facilities are not available for general public use. Or the facilities are available for other schools or colleges but only by individual arrangement.</td>
</tr>
</tbody>
</table>