

# University of Salford Students Unions' Sports Club Handbook.



**This document was current as of January 2016 for 2016/17**

(The information in this document is subject to change without notice and should not be construed as a commitment by USSU. USSU assumes no responsibility for any errors that may appear in this document.)

To be revised June 2017

# **UNIVERSITY OF SALFORD STUDENTS' UNION**

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## **INTRODUCTION**

This guide has been produced in order to assist you in the running of your Sports Club. If there is anything you do not understand, or is not covered in the handbook, please do not hesitate to contact Student Activities by one of the following methods;

Email: [studentactivities-ussu@salford.ac.uk](mailto:studentactivities-ussu@salford.ac.uk)

Facebook: [USSU Sport](#)

Twitter: [@USSU\\_Activities](#)

Telephone: 01613515400

Or in person, we are located downstairs in University House, Student Activities, Peel Park Campus.

### **Why are there rules?**

The Union is a registered charity, and hence is governed by charity law. In addition to this, the 1994 Education Act places considerable legislative responsibilities on Students' Union's. The Union attempts to conduct its affairs in as fair a way as possible and hence some procedures are designed to prevent the unscrupulous from extracting funds unreasonably. Any queries regarding this should be taken up with Student Activities.

### **Membership**

In order to be recognised as a Sport Group the group must obtain at least 10 student members; these students can be either part or full-time at the University of Salford. In addition, at the discretion of the Sport Group committee, any of the following may join a club, provided the total of the membership does not exceed 20% of the club:

- *Members of the University or Union staff*
- *Life members of the Union*
- *Members of the Alumni (Student who have graduated)*

The President and Vice Presidents' of the Union are automatically ex-officio members of all clubs without payment of any fee

Committee members are also required to pay a membership fee to the group.

### **Minimum Membership Price**

Sports Group £10

**This is the minimum amount, however groups can charge more if they wish. We advise you to think about how much you charge in relation to the operation of your Sports Group; please think about the following;**

**Facilities Costs** – The Union pledges to pay for up to two hours of training facility hire a week, if a club wants to have extra training they will have to fund it themselves. The good news is the Union have access to exclusive rates with Salford University Sports Centre, gaining a significant discount on facility bookings.

**Coaching Costs** – The Union will pay for up to two hours of coaching a week, this does NOT include Wednesday afternoons. If the club want their coach to attend extra training sessions or Wednesdays then the club will have to finance the coach from their own account.

**Equipment Costs** – Do you need equipment for your sessions? How much will this cost?

**Transport Costs** – Do you need transport? How much will this cost? How will you be attending competitions?

**Competition Costs** – The Union will pay for entry to any BUCS competitions. However, if the club wish to enter any other leagues/tournaments they will have to finance their own entry.

## **GETTING STARTED**

### **Starting/Reforming a Sports Group:**

Sports groups can be set up at any point during the academic year, either by setting up a new group or reforming a pre-existing group. Groups need to have a minimum of 10 members for the group to be formally recognised by the Students' Union. A full current list of activity groups can be viewed at [www.salfordstudents.com/groups](http://www.salfordstudents.com/groups)

Students interested in starting a student Sport Group should fill in a group start up form which can be found here: <http://www.salfordstudents.com/sport/startaclub> .

This will then be sent to the Club Sport Coordinator who will contact you regarding the next steps.

### **Committee Roles**

The following is only a suggested organised structure. You may have your own already. If it works, it would be advised not to change it. The only committee members whom you must have are Chairperson, Treasurer and Secretary.

#### **Chairperson**

- Lead the development of the club (action planning, strategic plans)
- Utilise resources effectively, including people
- Plan, prepare and conduct meetings

- Identify tasks (needing to be done) and the skills (needed to get them done)

### **Secretary**

- Ensure the smooth running of the club through effective administration
- Have a pivotal role within the club, closely involved with the running of the club
- Delegate tasks to other committee members as appropriate
- Support the Chairperson/Club Captain in administrative duties
- Ensure all documents are correct and minute meetings
- Communicate with club members, external agencies and interested parties
- Submits a trip form to Student Activities regarding those students who will be attending the Annual Tour trip.

### **Treasurer**

- Manages and records income (fees, sponsorship, fund-raising, grants)
- Manages and records expenditure (invoices, petty cash, personal claims, expenses)
- Collects and cashes weekly subscriptions
- Reports to the committee and club members on a regular basis
- Liaise with students' union staff and ensures institution-specific, legal and financial regulations are adhered to

### **Fixtures Secretary**

- Liaises with the Union Administrator regarding fixtures
- Provides club and captains with information regarding fixtures
- Books referees for matches
- Reports match scores to the Union Administrator

### **Captain**

- Manages and leads match squads
- Responsible for the kit in the absence of the kit secretary
- Manages any BUCS related issues at the match e.g. playing under protest

### **Kit Secretary**

- Responsible maintaining all kit and equipment
- Conducts annual equipment audit
- Ensures the club complies with the Samurai sponsorship deal (all kit to be ordered through samurai unless Samurai cannot provide the kit in question)
- Student Activities has a kit contract with Kukri Sports, therefore any teams must play in Kukri branded kit. Student must also buy their group leisure wear from [Kukri Sports website](http://www.squirrelsports.co.uk/varsity/universities/england/salford) – [www.squirrelsports.co.uk/varsity/universities/england/salford](http://www.squirrelsports.co.uk/varsity/universities/england/salford)
- Groups must not buy kit from any other sports provider unless Kukri cannot accommodate. If groups do go elsewhere they will break the contractual agreement between the Students' Union (Student Activities) and Kukri Sports.

### **Social Secretary**

- Work with all members of your committee to plan and carry out an enjoyable and effective social calendar for the academic year
- Liaise with the Student Activities department and ensure all social events adhere to the Students' Union Social Policy

## **GUIDELINES FOR COMMITTEE MEMBERS**

### **Annual General Meetings (AGM)**

Each year all Sport Groups are required to hold an Annual General Meeting. It usually takes place in the second semester mainly for the purposes of electing the Sport Group committee for the coming year. This meeting should be advertised at least one week in advance by e-mail, Facebook and at weekly meetings. Students can only run for a committee position if they have paid their membership to the group. The current committee are responsible for checking that all members have signed up and paid the membership fee. At this meeting all positions should be elected by the current members of the activity group and must be a fair and democratic election. An AGM guide is available in the Committee Hub on the website.

### **Managing your group account**

Group finances are overseen by Student Activities, the finance office is open Monday-Friday 10am-4pm and is located on the first floor of University House, Peel Park Campus. You may request a print out of your account statement at any time, it is advised you do this regularly and present the statement at the committee meetings. If you have any queries or concerns about your group finances please speak to one of Student Activities staff. It is advised that groups do not hold large amounts of cash on your person at any time.

### **Claiming money back/ Paying Invoices**

In order to claim money back from your account or to pay an invoice a requisition form needs to be filled in; these are available from Student Activities. The invoice or any receipts need to be retained and attached to the requisition form.

All Requisition forms need to be signed by two members of the Committee.

## Social Events

As a Sport Group, it is important that you get to know your members, and they get to know you on a social level. This can enable good group rapport, as well as possibly increase numbers within your group. The socials do not have to be every week, and are by means not compulsory, but can often be a good way of getting to know each other and making people feel welcome. The Students' Union encourages all groups to hold socials which do not include alcoholic consumption to ensure the group is as fully inclusive as possible.

## Initiations

It is the aim of The University of Salford Students' Union mission to Enhance Students Lives and in doing so to ensure a safe environment.

The University of Salford Students' Union believes the practice of initiations is a dangerous and degrading exercise that jeopardises the safety of members and reflects negatively on the public image of students. The Union is also painfully aware that unforeseen circumstances resulting from such activities can cause anguish that may affect students and their families both personally and academically.

**It is the policy of The University of Salford and the Students' Union that no student, University or Union employee, student club or society or other recognised group or association shall conduct or condone initiation activities.**

## Definition

Initiation activities are defined as any action taken or situation created as part of induction into or continued membership of a student organisation which produces or could be expected to produce mental or physical discomfort, harm or stress; embarrassment; harassment or ridicule.

**For more information on initiations and social events please see the 'Initiations and Social Events Policy' in the Committee Hub**

<http://www.salfordstudents.com/committeehub>

## Students' Union Annual Awards

The Annual Awards is an exciting awards ceremony where the Students' Union celebrates the achievements of Salford Sport and Activity groups. There are seven awards which range from Newcomer of the Year to Students' Union Personality of the Year. Any student *can nominate* another student for an award and any student *can be nominated* for an award.

In specific relation to Sports Groups graduating students may be nominated for Colours if;

- They have athletically represented a Sport Group (Athletic Colours)
- They have been a member of the structural committee of a Sports Group (Executive Colours)

The Awards Ceremony takes place toward the end of Semester Two.

## **REC night**

REC night is a semesterly social evening where all sport and activity groups gather in fancy dress and participate in group games and entertainment. The theme is chosen a number of weeks before the event by voting on the website poll. The event is run by the Union's events team, details on this event can be found here: <http://www.salfordstudents.com/events>

## **ACTIVITY FUNDING**

### **Activity Group Budget Funding**

All recognised groups have the opportunity to apply for an annual budget. The application process takes part in Semester Two of the prior academic year ensuring that groups have access to their budget from the 1 August each year.

Requests for over £150 will be allocated a presentation slot before the volunteer funding panel to present and support the application.

All groups will be notified when application forms are available to download from the website for the academic year.

### **Monthly Funding**

Groups may find they are presented with unexpected costs throughout the year. Each month there is an opportunity to access monthly funding. The deadline for applications is the last day of each month.

Funding will be allocated based on each application and the relevance of the request to the Union's mission and values and the aims and objectives of the strategic plan.

We will also take into account how many previous applications the group has submitted, efforts or plans to fundraise and the group's membership price.

The Monthly Funding application form is to be completed online and can be found in the Committee Hub <http://www.salfordstudents.com/committee-hub/funding-sponsorship/monthly-funding-request-form>

## **Sponsorship**

Although the Union provides sponsorship towards your activities as part of your budget account and through Monthly funding, we know that sometimes student groups will want extra funding, for example to help subsidise costs of events, socials, coaching or kit.

Student groups are allowed to source external sponsors, the contract must be signed by a member of the committee from the club, not by the Activities Team. However, no person can be forced to sign the contract against their will. Clubs are encouraged not to have the sponsor's logo on their kit as if you ever wanted to change sponsor you would have to purchase a brand new kit.

## **Fundraising**

Clubs can put on events to help fundraise their clubs, the Club Sport Coordinator must be notified of any fundraising events to ensure they are in line with the Union's code of conduct.

## **HEALTH AND SAFETY**

### **Activity Group Risk Assessments**

All groups must complete a risk assessment upon forming and review this assessment each year thereafter <http://www.salfordstudents.com/committeehub>

### **Emergency Procedure**

All groups must be familiar with the emergency procedure especially when participating in activities and trips off campus <http://www.salfordstudents.com/committeehub>

### **Accident Reporting**

All accidents must be reported to the Activities Development Unit and an accident form completed <http://www.salfordstudents.com/committeehub>

### **Insurance Cover**

The Students' Union has a public liability insurance policy which covers all Union activities. This protects students against injuries or damage to their property caused as a result of negligence by the Union: <http://www.salfordstudents.com/committee-hub/insurance-policy>

The Union also has a joint personal accident policy with the University. This covers students in the eventuality should they have an accident and incur serious injury whether negligence exists or not. It also provides £20 per week should the student miss university due to the injury.

The Union advises those students who regularly participate in sporting activities to take out their own personal accident policy to cover the eventuality should they have an accident whilst taking part in activities. Especially those students who rely on an income from employment of a physical nature – the personal accident policy referred to above does not provide cover for loss of earnings.

## **TRIPS AND TRANSPORT**

### **Organising a Trip or Excursion**

All group trips and excursions must be approved by Student Activities at least two weeks in advance of the event. Larger annual trips (Scotland, Alps, Iceland) must be planned earlier and all trip documents submitted for approval no less than 1 month before the date of the trip. All trips must be run within the remit of the group leader's qualifications and/or experience.

To get approval for a trip the following must be complete;

- Trip Form
- Trip Risk Assessment
- All trip attendees must be registered on the online system and be a fully paid member
- All members attending a trip must fulfil the prerequisites for that particular trip.

The club committee, group leaders, the Student Activities Manager reserve the right to refuse a place on any trips or suspend any individual from club activities if their behaviour puts themselves, the trip or any other person at risk.

In the event of an accident refer to the emergency procedure.

### **Using Student Vehicles**

The Students' Union operates a transport policy. The policy enables the Union to comply with its duties under rules covering corporate manslaughter, as directed by our insurers. The policy has implications for staff, sabbatical officers and students.

Please take time to read the van transport policy carefully, in particular the sections which relates to drivers responsibilities and 'for drivers (students) using their own vehicle on Union related activities'. This will mean that any students who drives on behalf of an activity group will need to register their vehicle at Info Point, this includes:

1. Completing an application form
2. Producing copies of a current driving licence including paper counterpart
3. Producing copies of current car insurance
4. Providing copies of a current MOT certificate (if vehicle is over 3 years old)
5. Providing a signature to confirm that their vehicle is correctly maintained

Please note that your members have a responsibility to ensure that this policy is practiced. If this policy is not adhered to, the Students' Union will not be held responsible for those students who drive their vehicles and their passengers on Union related activities should they be involved in an accident. Checks should also be made with individual insurance companies to ensure that their class of insurance is valid. All students' should be aware that they travelling in other students' cars at their own risk.

### **MiDAS Accreditation**

University of Salford Students' Union offers a Minibus Driver Awareness Scheme to activity group members wishing to drive either the transit van or a minibus. This accreditation is valid for 4 years and can be included on your CV

*Students wishing to achieve MiDAS accreditation must:*

- Hold a valid driving licence (with the entitlement for the type of minibus being used)
- Meet the conditions imposed by USSU and its insurers on age, max no. of penalty points

*Students who passed their driving test after 01 January 1997*

- Be aged 21 years or over
- Held full car licence for at least two years
- Be providing their services on a voluntary basis

*You will have to participate in a Midas training session.*

*Midas training involves attendance at a three hour induction, which will cover the following:*

- safe driving
- legislation
- procedures
- driver's responsibilities
- a minibus driver theory paper based on information given at the session

Followed by participation in a 70 minute on-the-road assessment to be undertaken at a date and time suitable to you.

Contact Info Point 0161 351 5400 to register on the next training session.

## **CAMPUS FACILITIES**

### **Booking a meeting room/event room**

The Students' Union has various spaces which are available for hire to student activity groups providing there are no other bookings in at the specified time. These spaces are available free of charge from 9am – 11pm.

Spaces For Hire;

Boardroom One  
Boardroom Two  
Student Representation Centre  
Student Activities  
Speechley Suite  
Atmosphere Bar

There are also several other locations around the University which are available to hire. However, if these facilities are booked for after 5pm then groups will incur a porters overtime charge.

Atmosphere Bar/Cafe are available to hire after 5pm by student activity groups; however this will need to be approved by retail manager Paul Venner.

To book or enquire about a space please contact Info Point or fill in the room booking request form on the website in the Committee Hub <http://www.salfordstudents.com/committeehub> or contact Sophie Wood at the info point [S.Wood@salford.ac.uk](mailto:S.Wood@salford.ac.uk)

### **Booking sports facilities**

Sports team training slots new or additional, either in the Sports Hall, Allerton Hall or Castle Irwell should be booked through Student Activities on 0161 3515400 or by emailing [studentactivities-ussu@salford.ac.uk](mailto:studentactivities-ussu@salford.ac.uk)

### **Freedom of Speech Requests**

Any group wishing to invite a guest speaker onto campus must fill in a Freedom of Speech Request. This will then be assessed by Student Activities and the university to decide whether permission for the speaker to attend will be granted. No promotion of the event will be permitted until the speaker has been granted permission. All Freedom of Speech forms must be submitted at least 10 days in advance of the event. The form can be found online in the Committee Hub <http://www.salfordstudents.com/committeehub>

## **PROMOTION OF SPORT GROUPS**

### **Methods of promotion**

It is important for groups existing and new groups to constantly promote themselves to the student body. For new groups we strongly advise the following ways to promote the group to attain student interest and gain more members.

- Posters/Leaflets – Poster templates are given to new groups to design a poster of their choice. Please ensure you use this template or your poster will be removed
- Website –Every student Group has their own page on the Students' Union website where they can upload photos, manage events and add articles. This is also where students will sign up to the group. Full website training will be provided at the start of every year
- Facebook – Make sure you create a Facebook group to keep in contact with members and promote your group. Student Activities will be more than happy to share this or any other events you may publicise on Facebook
- Emailing Student Activities – We are happy to promote Student Groups events through our Facebook, website, Twitter and other platforms. Please email us with any information you would like promoted

## **EQUALITY AND DIVERSITY**

It is the policy of USSU to promote equal opportunities for its staff and students by prohibiting all forms of discrimination, harassment and incitement to discriminate or harass.

All student Activity Groups committees must read the full USSU equality and Diversity Policy and ensure their group behaves accordingly.

The Trustee Board reserves the right to suspend any USSU student Activity Group for producing discriminatory literature or holding a discriminatory event within the context of this or any other union policy. If you would like to access the Equality and Diversity policy, please email Student Activities.

## **BRITISH UNIVERSITIES AND COLLEGES SPORT**

BUCS fixtures take place each Wednesday afternoon as well as weekend tournaments. All fixtures and results can be found on BUCS Score. Further information and BUCS regulations are available on the BUCS website at [www.bucs.org.uk](http://www.bucs.org.uk) or can be found in the BUCS handbook, it is the Captain's responsibility to familiarise themselves with the rules and regulations for their sport.

### **Fixture Arrangements**

The BUCS Administrator is responsible for coordinating BUCS fixtures. The Administrator is contactable in the Students' Union's Info Point in University House or via e-mail: [s.wood@salford.ac.uk](mailto:s.wood@salford.ac.uk) or by telephone 01613515400.

Once matches have been confirmed with the opposing universities and transport has been arranged, an e-mail to all Club Chairs/Fixture Secretaries will be sent including the fixture list which will include start times, venues and transport arrangements. Directions to venues will also be provided.

If a sports team cannot get a team together for their fixture, the Fixtures Secretary must contact the BUCS Administrator by 12pm on the Friday before the Wednesday fixture. Failure to do so will mean that the fixture will be awarded as a walk over to the opposition.

### **Match Officials and Results**

Fixture Secretaries are responsible for booking their own umpires for all matches. Preferably the umpire/referee, a receipt for the fee should always be obtained and this will be reimbursed once a requisition has been issued from the Student Activities Office.

The Club Chair or Fixture Secretary should input the results onto BUCS Score before 10am on the Thursday after the fixture. Please contact the BUCS Administrator on [s.wood@salford.ac.uk](mailto:s.wood@salford.ac.uk) if you cannot log into your BUCSCORE System.

[www.bucs.org.uk/bucscore/login.aspx](http://www.bucs.org.uk/bucscore/login.aspx)