



# SPORTS UNION HANDBOOK GUIDE

# SPORTS UNION COMMITTEE HANDBOOK

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## WHAT'S INSIDE

1. Welcome to the Sports Union / Club Committee Role
2. Job description / roles and responsibilities of each position
3. Affiliation to the Sports Union
4. Constitution – How to update your club's constitution
5. Meetings and Committees (Sports Executive Committee, Sports Zone, Clubs Academy, Forums etc)
6. Finance and purchases
7. Funding and sponsorships
8. Transport and Accommodation requests
9. Training times, fixtures, ad-hoc bookings
10. Running an event, tournament or alumni day
11. Elections & AGMs
12. Room and atrium stall bookings
13. Coach recruitment
14. Memberships
15. Club Culture
16. Social Media
17. BUCS and SSS (Including the app, player movement, matchdays, eligibility and competitions)
18. Kit
19. Best Practices/FAQs

# WELCOME!

# MEET THE TEAM



**Welcome! Congratulations on being elected into your role as a Sports Union Club Committee member! Club committee members are integral in ensuring our clubs are represented. We hope that this role provides you with the opportunity to develop your club, increase your leadership experience and help to shape our Sports Union.**

Our Sports Union is comprised of over 50 clubs. Every single club plays an important role in offering students a chance to participate, be active and enjoy sport at Stirling University in a diverse range of sports. It offers new students a chance to meet like-minded people with similar interests and allows students to compete for your Sports Union.

This Handbook aims to support you in your committee role, outlining policies and procedures that you are required to follow across the year. If you do require support, please reach out to either the Sports President or a member of staff.





## Meet the Team

The Sports Union aims to create an inclusive environment for all students to participate in sport at Stirling University, for all levels of ability. Our job is to empower students within committee roles, whilst also supporting the running of operations and development.

The Sports Union works very closely with the Sports Centre to ensure there is a delivery of sporting activity for all levels, from recreational to elite. Our aim is to ensure everyone at the University of Stirling can participate in sport, and has a positive experience being active on our campus. The Sports Union also facilitates the delivery of BUCS, SSS and other governing body competitions, as well as running campaigns and supporting fundraisers which promote inclusivity and healthy wellbeing.

Our Sports Union team is made up of 3 members; two staff members and one sabbatical officer (Sports President).

### Contact the Sports Union:



**Murray Bushell**  
Sports President  
[sports.union@stir.ac.uk](mailto:sports.union@stir.ac.uk)



**Sophie Charlton**  
Sport Development Coordinator  
[sophie.charlton@stir.ac.uk](mailto:sophie.charlton@stir.ac.uk)



**Aileen Ferguson**  
Sports Union Administrator  
[aileen.ferguson@stir.ac.uk](mailto:aileen.ferguson@stir.ac.uk)

### Other contacts:



Sports Union Fixtures Inbox,  
monitored by Sports Union staff:  
[fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)

Sports Union mobile number:  
07721132061

Weekly drop in sessions in  
Sports Centre cafe:  
Monday 2-3pm  
Tuesday 9.30-10.30am  
Thursday 2-3pm

Feel free to contact us if you ever  
have any issues or questions!



# JOB DESCRIPTIONS



Each of our club committee members has a role and responsibility to ensure the club is able to run day-to-day. This will take commitment and time on your behalf. If you feel that you are struggling with your time management or a specific issue, then please get in touch with member of staff.

Below is a brief overview of each committee position's roles and responsibilities.

## **President**

- Main point of contact for the club
- Oversees the club's development and organisation
- Authorises (signs) club expense claims, invoices and purchase orders
- Ensures members attending sessions have a valid membership
- Coordinate events, such as Sports Bazaar, GIAGs and Varsity
- Host/chair regular committee meetings
- Host/chair at least 2 whole club meetings
- National Governing Body contact
- Coach recruitment
- Promote kit provider and ensure members have playing kit
- Update information on website/social media channels
- Organise AGM and handover meeting
- Agreeing the club's core values and culture with the committee

## **Treasurer**

- Responsible for monitoring spending and income through club's finance private account
- Authorises (signs) club expense claims, invoices and purchase orders
- Identify and prepare funding applications (Development Fund, Stirling Fund etc.)
- Pay fundraising money into club account
- Ensures members attending sessions have a valid membership
- Support the President with running the club

## **Secretary**

- Attend weekly fixtures forum meeting to book pitches and changing rooms
- Book fixtures, training times and transport with the Sports Union
- Competition updates - contact Sports Union to discuss affiliation and entries (and deposits, if applicable)

- Support president with running of AGM
- Ensures members attending sessions have a valid membership
- Responsible for club communications

### **Captain/ Vice-Captain**

- Oversee fixtures for their own team and book them in with Sports Union
- Support secretary to arrange transport and accommodation for all fixtures
- Book officials for fixtures, if required
- Welcome new members within the team
- Support president with coach recruitment
- Support coach with team selection
- Run trials, GIAG sessions

### **Welfare Officer**

- Welcome new members within the team
- Support the captains and/or social secretaries in organising team bonding activities
- Be the point of contact if someone is struggling. Your job is not to be a counsellor but instead to signpost students to the Union, the University, charities, or apps where they can receive professional support.

### **Social Media/PR/Communications**

- Ensure your club is well represented on social media by posting score updates, club pictures, and campaigns
- Help to promote vacant coaching spaces
- Engage with alumni members and/or sponsors
- Promote club events/fundraisers
- Introduce your committee and how to contact them
- Support President in keeping website and social media channels updated

### **Social Secretary**

- Welcome new members within the club
- Organise social activities such as team bonding days, pot-luck dinners, Christmas dinners, End of Year Awards etc
- Support Welfare officer if members need to be signposted for support
- Support and organise fundraising events
- Support treasurer by depositing fundraising money into club account



# SPORTS UNION CLUB AFFILIATION



Each club is expected to re-affiliate with the Sports Union each year. This is an important process and avoids the club folding due to lack of members. It also allows the Sports Union to identify which clubs are still active and who will require funding at the start of the year.

To become an affiliated Sports Union club the following must all be completed:

- Have a minimum of 3 elected committee members (President, Treasurer, Secretary)
- Have 10 paid members
- Completed a risk assessment
- Updated the [club's inventory](#)
- Hold a committee meeting by September
- Hold a whole club meeting in September or October
- Completed the [development plan](#)
- Have a constitution
- Have a handover document including; passwords to social media and club emails, sport specific job descriptions, kit provider details, sponsor details, a generic timeline of the club's annual calendar including competitions, fundraisers, tournaments and socials

Whilst this is not part of the affiliation process, we would recommend that each club creates a club email. This email will ensure that information, previous email chains and key contacts are passed to the committee each year.





# CLUB CONSTITUTION



Clubs may wish to update their constitution for a number of reasons, including committee positions, clauses or spelling.

To update your constitution, follow the below steps;

- Hold a whole club meeting
- Propose the changes you would like to see within your constitution
- Hold a vote for all paid club members to approve these changes
- After this meeting, if the majority vote to edit the constitution and adopt the changes, please get in touch with the Sports Union and highlight your proposed changes to your constitution. (Email the Sports Union if you do not have a copy of your constitution)
- Your constitution will be taken to the next Sports Executive Meeting, where the committee will vote whether or not to adopt the changes to your club's constitution
- The Sports Union will email clubs to confirm whether the changes proposed were accepted





# MEETINGS & COMMITTEES



There will be several forums and meetings throughout the year that you will be expected to attend. This will allow you to stay informed with key dates, important changes and campaigns to get involved in. Not all committee members will be required to go to all of the meetings, therefore communication about who is representing your club is important.

Sports Zone	All Sports Union members	Twice per semester
Sports Executive Committee	Elected members only	Monthly
Clubs Academy	All Sports Union committee members	April
September Inductions	All Sports Union committee members	September
Club 1:1s	All Club Presidents	Once or twice per year
President's Forum	All Club Presidents	Once/ Twice per semester

## **Sports Zone - Twice per semester**

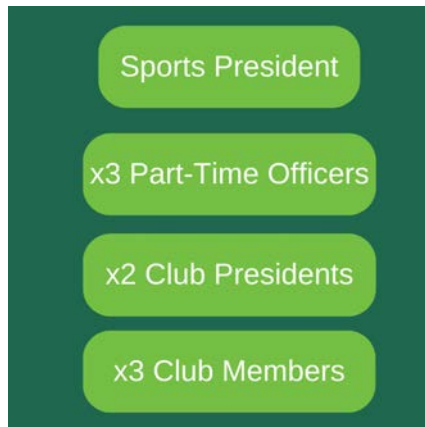
Sports Zone is open for all Sports Union members to attend, whether you hold a committee position or not.

Sports Zone is chaired by your Sports President and topics such as President updates, elections, training times, campaigns and Sports Ball are covered.

This is also a forum where you will have the opportunity to bring your agenda points to be shared with other Sports Union members. For example, you may need help getting sign ups for a charity fundraiser. Email the Sports President with 48 hours notice of the Zone meeting to bring your point to add your point to the agenda.

Your club must be represented by at least 3 members, one of which must be a committee member.

## Sports Union Executive Committee - monthly



The Sports Union Executive Committee is made up of 3 elected part-time officers, 2 club presidents and 3 lay members of the Sports Union. This meeting is also chaired by the Sports President.

The 3 part time officers are elected in March, along with the 4 full time Sabbatical positions. Their year in office will run from June-June.

The 5 other positions will be elected at the first Sports Zone of the year. If you would like to run for one of these positions, please get in contact with the Sports President, prior to the first Sports Zone meeting. You can also put yourself forward at the first Sports Zone meeting.

During these committee meetings, topics on the agenda generally include but are not limited to:

- Review of club constitution
- Funding application reviews
- Sports Ball
- Campaigns and events
- Widening participation
- Representation of your fellow Sports Union members to the Union
- Support clubs
- Kit ambassadors

## Clubs Academy - April

Clubs Academy is the first meeting that you will attend in your new committee position. It is held in April, after all the AGMs have been completed.

The aim is to welcome everyone into their new roles and provide a brief overview of your responsibilities. We will cover any important information required to be completed over summer and we will give helpful information to aid you in your handover.

All committee members are required to attend their specific meetings.

## **September Inductions**

Inductions are hosted in September before the season starts. We aim to bring everyone together to re-cap on information covered at Clubs Academy, and to cover important information and action points to set your club up before welcoming new students.

There will also be a Sports Centre induction held, where you can meet members of the Sports Centre staff team and to be given a tour of safety elements related to your training area.

All committee members are required to attend their specific meetings.

## **Club 1:1s - Twice a year**

Club 1:1s generally take place 1-2 times per year and are held between a Sports Union staff member and the club president, however, others are more than welcome to join. The aim of these meetings is to offer a chance to discuss club-specific questions or issues and to create a brief development plan for the year.

## **President's Forum - Once a semester**

The President's Forum is an informal space/meeting that brings together all of the club presidents to discuss shared best practices, challenges from their year and offer any support that might be beneficial to others.

These meetings happen 2 or 3 times per year, with the first generally being during the September Inductions. Whilst the Sports President will chair the meeting, there is no formal agenda to follow and students are welcome to bring their ideas, questions and talking points to the forum.

## **Whole Club Meetings and Club Committee Meetings**

These meetings will be chaired by your club president.

We would recommend that whole club meetings are held at least once a semester, and committee meetings are held at least 3 times a semester.

Whole club meetings allows for the President and committee to welcome new members into the club with an overview of what the club does, what an average week looks like, what your training times are, who your committee are, how to contact the committee and if there are any key dates to keep a note of. It also allows for the club to meet outside of your club activity and to engage with others that they may not otherwise have the chance to, such as bringing the men's and women's teams together, different disciplines together or even simply different teams together.

Committee meetings are essential for ensuring that information is passed on to relevant members. It can be an opportunity for Presidents to relay information from the President's Forum, or for a captain to raise concerns of an issue they are having, or for the social secretaries to plug in key dates for team bonding, fundraisers and socials.

### **Meeting with your coach**

The responsibility of meeting with your coach can lie with various committee members. However, for the most part the President and/or relevant captains should meet with your coach at least twice a semester. These can be informal catch ups before or after training or a meeting over a cup of coffee (in your Students' Union Starbucks!).

Brief, but regular catch ups can offer the opportunity for you both to share feedback on how you feel the team is performing, how your team find the training sessions, and what amendments can be made to better performance, enjoyment and skill level.

The Sports Union feel that these catch ups should be led by committee members as they understand best how the training and competition environment is, however, the Sports Union would be happy to sit in on any meetings with a coach, should you think this is beneficial.





# FINANCE AND PURCHASES



The Students' Union looks after all club finances. This will ensure club budgets are managed appropriately and it avoids money being handed over to committee members each year.

Each Sports Union club will have two accounts; a Budget Account and a Private Account.

## **Budget Account**

This is the annual allocation given to you by the Sports Union. This amount will be confirmed with the club treasurer at the start of the season. This allocation, for the majority of clubs, goes towards BUCS affiliation and entry fees.

Your budget account can also be spent on the following:

- Competition fees and affiliation
- Competition transport and accommodation
- Coaching invoices
- Umpire/referee/officiating costs

Money from your budget account must be spent by February, unless for extenuating circumstances (for example, your sport runs during the summer season).

## **Private Account**

This is comprised of membership income, sponsorship income, and all other miscellaneous monies. This account can be used for all other expenses, including but not limited to:

- The above list of expenses
- Equipment
- Miscellaneous expenditures
- Fines
- Refunds

Your private account can only be used upon authorisation of your club's president or treasurer. Money which remains in this account at the end of each academic year will roll on to the next committee.

## Club Budget

Each year, the Sports Union will require every club to submit their budget form. This exercise will allow you, as Treasurer, to budget your expected membership income. It may also allow you to understand how much funding, sponsorship or fundraising money you will require to break even by the end of the year. By completing this exercise early in the season, it will allow other committee members time to plan for fundraisers and other events.



# FINANCE FAQs



## How do I make an equipment purchase from our club account?

- Complete a Purchase Order Form

This form can be found [online](#). After completing the form with any relevant URL links, please email it to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)

We cannot order anything until your club is affiliated. All deliveries will be sent to office and must be collected within a week of delivery.

## How do I purchase kit or other items which require embellishments or specific sizes?

- Either complete a Purchase Order Form or ask the company for an invoice

If this is personal kit for members to keep, all members must have paid their individual contributions into the club account **before** we process the purchase. We can set up an online payment system (similar to buying a membership) on the club page, where money will go straight into the club account.

We will require the following details in order to set up the online pay system: What you are buying, the cost each member must contribute, a brief description (Example: Green top with white logo or top/shorts/socks kit bundle), how many members you are expecting to pay, a timeframe of when the final payment can be made.

Please allow enough time for money to be transferred into the club account before the invoice is required to be paid.

## How do I check our club's balances?

- Email the Sports Union staff ([aileen.ferguson@stir.ac.uk](mailto:aileen.ferguson@stir.ac.uk) or [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk))

We can send either just your nominal balance or your nominal activity (club transaction history).

## How do I get refunded for paying a match official?

- Complete the Match Official Form **at the match** and complete the Expenses Claim Form **after the match**

For a claim to be paid, your club must be affiliated, you must be a paid member of the club, you must attach a signed match official form and the claim form must be signed by either the President or Treasurer.

## How do I get refunded after driving my car to an away game?

- Complete the [Driver Registration](#) form and the [Trip Declaration](#) form online **before** travelling to the fixture. Complete the expense claims form **after** the fixture.

Both the registration and declaration form can be found online. Ensure to complete these before driving and making the trip.

For a claim to be paid, your club must be affiliated, you must be a paid member of the club, and the claim must be signed by either the President or Treasurer. The Sports Union will work out the mileage of your trip and complete the form for your refund at 25p per mile travelled.

## How do I get a refund after refuelling the MPV?

- Complete the Expenses Claim Form and **keep the receipt** after your purchase.

Ensure to keep the receipt after purchasing the fuel then attach it on the Expenses Claim Form. For a claim to be paid, your club must be affiliated, you must be a paid member of the club, and the claim must be signed by either the President or Treasurer.

## How do I pay our coach?

- Send their coaching invoice monthly to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)

Ensure the coach has registered (i.e. google form complete, qualification, public liability) and that the club have sent their coaching contract to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)

All coaches must be registered before any invoices are paid from the club account. The Sports Union will accept and email from the President or Treasurer as confirmation to pay the invoice from the club's account.





# FUNDING, FUNDRAISING & SPONSORSHIP



## Funding

There are 4 main funds throughout the year that you can apply for. Two of these funds sit within the Sports Union and the other two sit within the alumni department in the University.

The two Sports Union funds are:

- **Equipment Fund**
- **Development Fund**

Applications for these can be found on the [website](#). Our Sports Executive Committee will review these applications monthly, when they meet, and will vote to decide who will receive the funding. The aim of these funds is to provide financial support for club activity, whilst also developing students and/or improving their experience.

Top tip: The committee tend to look favourably on applications which have a lasting impact, impact a multitude of students, clubs who are in need of financial aid and clubs who also part contribute to the application.

The equipment fund is for items of equipment, excluding balls.

The development fund is for students wishing to attend official or coaching courses.

The two University funds are:

- **Stirling Fund**
- **Vice-Chancellors Fund**

More information on these funds can be found on the University website.

These funds are similar to the Sports Union funding, in that applications which aim to benefit a multitude of students over a longer period of time are looked upon favourably. These applications are also for larger projects of up to £5000.

The [Stirling Fund](#) is made up of generous donations from alumni of the University, while the [Vice-Chancellors Fund](#) is made up of an annual generous donation by the Vice-Chancellor.

## Fundraising & Sponsorships

We strongly encourage all clubs seek sponsorships throughout the year and to try and make links with businesses, cafes and bars for annual income.

We also encourage club fundraising, such as organising tournaments, campaigns, walks, charity events, exhibition matches etc.

We advise that all clubs make the Sports Union aware when they secure sponsorship contracts and send this to the Sports Union ([fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)). Sponsorship templates can be found on our [website](#).

Once you have collected money from your sponsor or fundraising event, you must deposit this within the Sports Union within 5 working days. Money cannot be deposited in cash.

There are two ways which you can deposit money:

- Ring the Sports Union
- Pop into the office/drop-in sessions



# TRANSPORT & ACCOMMODATION



## Away Fixture Transport

The Sports Union will **not** automatically assign you transport for away games. It is the responsibility of the club committee members to request transport and accommodation. This must be requested with 3-4 weeks notice. However, cup/trophy knockouts are an exception.

To request transport of any kind, please complete:

- the [Travel Request Form](#).
- the [Hired Driver Registration](#) (unless taking public transport). This will register members of your club and allow them to be eligible to drive the hired vehicles

If you will be taking a hired vehicle to an away fixture, please complete the hired vehicle mileage check form. This will require you taking a picture of the mileage gauge before and after the trip, and will ensure that your club are not fined refuelling charges. When refuelling the hired vehicle, please top up the mileage you drove x 25p.

If you plan to drive your own car and do not require a hired vehicle, coach or public transport, please ensure the following forms are completed:

- [Driver Registration](#)
- [Own Vehicle Trip Declaration](#) *prior to the trip taking place*

## Away Fixture Accommodation

If you are competing more than 5+ hours away and travelling to and from the match in one day is not possible, you will require accommodation. The Sports Union will book this on behalf of your club.

To request accommodation, please complete:

- [Accommodation Request](#)

## Match Day Claims

More information on claiming back for your expenses can be found in the Finance section. To summarise:

- To claim for a payment of a match official, send your completed expenses claim form and signed match official form to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)
- To claim for a payment of fuel in the hired vehicle, send your completed expenses claim form and receipt to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)
- To claim for fuel for your own car, send your completed expenses claim form to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk). The Sports Union will work out your mileage with your completed Own Vehicle Declaration form.





# TRAINING TIMES & FIXTURE BOOKINGS



## Home Fixture Bookings

Fixtures Forum will run weekly every Thursday from 11am online. This is your opportunity to book pitches/courts, confirm your fixture bookings, make any required amendments and request changing rooms.

## Training times and ad-hoc bookings

Training times are distributed to clubs over the summer before the season starts, along with the dates when your training slot is unavailable.

If you would like to book alternative training times for these cancelled sessions or ad-hoc times, please attend the Fixtures Forum on Thursday morning at 11am.

## Match Officials

It is the responsibility of the club to source and confirm their own match officials for their fixtures. If there are any changes to your fixture, please ensure your match officials are informed.



# EVENTS, TOURNAMENTS & ALUMNI DAYS



If you wish to plan a campaign, fundraiser, tournament or event, please get in contact with the Sports Union.

To begin, please complete state the date, time, location and nature of your event. From here, we can find what times and spaces are available on your preferred date.

The Bookings Team from the Sports Centre will organise a briefing meeting where finalised requests can be made and a risk assessment should be submitted.



# ELECTIONS; CLUB AGMS & UNION ELECTIONS



## Club Annual General Meeting (AGMs)

Club AGMs take place in March each year, where your committee for the next season are elected.

Please see below how to run an AGM:

- Pick a date and book a room to host your AGM
- Notify the Sports Union when your room is booked
- Invite all of your members to the AGM with at least 7 days notice
- Create a group page on Facebook and post this Handbook or post the job description of each committee positions
- Ask members to put their name forward for a position ahead of the AGM, either by notifying the current club president or by posting on the page
- At the AGM, each person should give a short speech as to why they want to run for the role
- Club members should anonymously vote either via paper or google docs
- Following the AGM, the current president should complete the committee list ([template online](#)) and email a copy to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)
- For more info or support, please contact the Sports Union

*What happens after you have been elected?*

After being elected into your new committee position, you will be invited to a Clubs Academy day in April to go over important information about your role.

The Handover period from 'old' to 'new' committees will be in April/May. We advise that your final committee meeting of the year invites your outgoing and incoming committee members together to pass over information.

You will then officially take up your new positions on 1st June.

## **Sports Executive Committee Elections**

More information about the Sports Exec Committee is in the above sections.

This committee is chaired by the Sports President, and consists of 3 volunteer officers, 2 club presidents and 3 sports union committee members.

To run for either the club president or committee member role, please notify the Sports President in August/early September. The election for these positions will take place at the first Sports Zone of the year, and at subsequent Sports Zone meetings, if the positions have not been filled.

## **Sports President and Volunteer Officer Elections**

The elections, to run for any of the above positions, will be held in the second semester around February/March. If you require any further information please contact any staff or Sabbatical member within the Union, or visit our website.

To summarise how these elections work:

- Submit your name to run for a position via the Union website
- Sports President is a full-time, paid role. Whilst Volunteer Officers complete this role part-time, alongside studying.
- Write a manifesto of what aims you have for the role and what goals you want to achieve
- Create a poster for your campaign
- Campaigning will be over several days, when you can visit and speak to clubs, members and students
- There will be a short voting window, when students vote online
- The results will be announced shortly after

We appreciate all of the work and time our students invest in their clubs and in your Union. We wouldn't be able to achieve and deliver the amount that we do without your support and drive. If you haven't already, we would highly recommend you considering to run for any of the above positions. All of the roles are unique, they allow you to be creative, put your stamp on the Union and gain valuable experience in a leadership role.

If you are on the fence about running for a position, please reach out to a staff, sabbatical officer or current committee member.

We're all more than happy to answer any questions!



## Sports Union President Job Descriptions

- Campaign for widening participation
- Promote inclusivity within the Sports Union
- Meet with key staff to develop and improve performance and facilities
- Create opportunities for sports clubs
- Meet with stakeholders and sponsors
- Organise events
- Be the voice for students

## Sports Union Volunteer Officer Job Descriptions

- Promote inclusivity
- Widen participation
- Promote clubs and success stories
- Support Sports President
- Be an ambassador of the Sports Union



# ROOM & STALL BOOKINGS



## How to book an atrium stall

- Complete the template risk assessment
- Email the Sports Union with your booking information, with at least 7 days notice

Booking information includes date, time, reason for booking.

## How to book a university room

- Club presidents and secretaries can book rooms via [Resource Booker](#). This link can also be found on your University Portal
- Bookings can be made for team talks, club meetings and AGMs
- Bookings must be made 3 days in advance
- Bookings can only be made after 6pm on weekdays and any time on weekends
- For booking out-with these times, please email the Sports Union



# COACH RECRUITMENT & REGISTRATION



Coach recruitment is a very important part of the committee's roles and responsibilities. However, this should not be left to just one person of the committee. Here are the Sports Union's top tips when recruiting a coach:

- Create a job description. Include details such as what you expect of them, what experience/qualifications are required, when and where you train
- Create a job advert for social media. This should be brief but have important info, such as, 'Hiring: Head Coach' or 'Coach Vacancy', 'send interest/CV to...' and 'closing date is.'
- Tag the Sports Union in all job advert posts
- Tag your governing body, SSS and other organisations
- Post your advert on the BUCS website

*What happens after you've recruited a coach?*

- Complete the [coach registration link](#)
- Email relevant documents to the Sports Union including coaching contract and public liability insurance

*How do we pay our coach?*

- Complete an invoice for coached sessions each month
- Either your President or Treasurer should then email this over to [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)



# MEMBERSHIPS



## **Sports Union membership**

Everyone who trains, competes or participates in club activity should have a valid membership. Memberships can be purchased on the Sports Union website.

By purchasing your Sports Union membership, you are insured in case of personal accidents, while taking part in club activity.

If an incident does occur that leaves you injured, please contact the Sports Union asap.

## **Checking club members**

It is the responsibility of the committee to ensure that students who are attending training, have purchased their club memberships. All presidents will have access to do this via the Sports Union website.

## **Sports Centre membership**

All Sports Union clubs who train on-campus, using the Sports Centre facilities, are required to have a Sports Centre membership. This can be purchased along with the Sports Union and club memberships. Currently there is a monthly direct-debit or annual option.

## **One semester Memberships**

Memberships for just one semester are available to either those on study abroad or those joining a club in January.

If you require a membership for the first semester only:

- Firstly buy your Sports Centre membership
- Then pop into the Sports Union office to purchase a one-semester membership



If you require a membership for the second semester only, this can be purchased via the website, via the same process as a yearly membership.

### **Ending a membership**

Memberships are valid until termination.

To terminate your membership, please reach out to the Sports Union. They will inform you of the refund policy and confirm if you are eligible for a refund on your Sports Centre membership.

Committee members cannot end the membership of another member or ask another student to leave the club.





# CLUB CULTURE & INCLUSION



As a committee member, one of your main responsibilities will be to create and foster an inclusive culture within your team and club. By creating a club culture that is safe and welcoming, you will ensure that your club grows with a fresh influx of new members, who aren't deterred by your club's behaviours or out-dated rituals.

Creating a club culture that you are proud of can sometimes be difficult but with the help of your committee you can instil behaviours by leading others. When working on your club development plan over the summer, with your committee, we would suggest listing 3 non-negotiable behaviours that you expect from all members. This could range from 'must arrive 5 mins early to every training session' to 'is respectful of all coaching staff and other members'.

At your first club meeting, you can present these 3 non-negotiable behaviours to your new and existing members. This will hopefully begin your year as you mean to go on. Over time, these behaviours will become second nature and will be passed down to each committee and team who follow you.

The Sports Union code of conduct, which is agreed to by all students who purchase a Sports Union membership, outlines our policies on tours, socials and alcohol on transport. This code of conduct can be found on the Sports Union website.

If you feel that a member of your club is harmful, disrespectful or unsafe, please reach out to the Sports Union in the first instance. As a committee member, you do not hold the authority to remove someone from the club.

If, under specific circumstances, a member is required to be removed, this will be communicated and actioned by the Sports Union. Your responsibility is only to report harmful, disrespectful or disruptive behaviour to the Sports Union.



# SOCIAL MEDIA & WEBSITE



A social media presence is important for show casing your club, promoting your achievements and fundraisers, engaging with your sponsors, and most importantly attracting new members.

The Sports Union would recommend that you include the Sports Union and club logo on important posts. Our logo can be found on the [website](#).

Your club page on the Sports Union website should be kept updated with important information for new students to know. You can update the website using our [website guide](#).

The most important information to update is:

- Your club logo (ensure it is not blurry)
- Your committee's contact details
- Your training times
- A short blurb about your club



# BUCS & SSS



BUCS (British Universities and College Sport) and SSS (Scottish Student Sport) are the two main entities that oversee the delivery of sport within Scotland and the UK.

The majority of teams will compete in leagues/events run by one or both of the organisations. You can find out more information about these governing bodies on their respective websites.

Below is important information that you may require about the app, rules and regulations.

## The App – BUCS Play and Playwaze

- The Sports Union have to select captains on the app. If you are a captain, contact us in September, confirming that you have purchased your membership and you need to be added as a captain to your team.
- Captains must complete a team sheet for every fixture, by selecting players for the team on the app. Failure to do so will result in a fine. Team sheets cannot be completed after the fixture.
- To help you with this, ensure that all your team members have purchased their memberships and created an account on the app, before fixtures begin.
- When entering into competitions/events, send the Sports Union a list of entries from your club that need to be accepted **before** the deadline. If you are having any issues, please get in touch before the deadline closes.

## Individual Event Entries

If you have entered a BUCS event, you must notify the Sports Union immediately, as we are required to approve your entries. Failure to approve entries will mean that you cannot take part in the event.

## Team Sheets

- As you have now selected your team (after trials), you are now responsible to select a team EACH WEEK before the fixture
- Team sheets cannot be completed after the fixture starts
- Ensure that you are following the specific requirements of your sport, for example, football
- If the app stops working or crashes, please let us know ASAP; [fixtures@stir.ac.uk](mailto:fixtures@stir.ac.uk)

## Uploading Scores on the App

- This must be done as soon as the fixture has been completed
- Failure to upload within 12 hours, will incur a fine

## Player Movement

- Ensure that you have checked the eligibility of players for teams within your sport. This can be done on the BUCS website. For support, contact the Sports Union
- Once a player has been selected for a certain team for a number of games, they cannot play for the team below

## Play Under Protest

- Take a paper copy to games
- Be familiar with the BUCS regulations related to your sport
- If you are about to play under protest, ring the Sports Union on 01786467199 OR 07721132061 **first** – we will talk you through it
- You must state the relevant BUCS regulation(s) that have been broken/breached on the form
- The form must be signed by captain from both teams
- More information [can be found here](#)

## Sport Specific Regulations

BUCS have sport specific regulations which must be followed at fixtures. We would recommend that all captains are aware of their sport's BUCS regulations, as well as the General Regulations, at the start of the year.

These can be found below:

[GeneralRegulations](#)

[Sport SpecificRegulations](#)

## Individual eligibility

BUCS regulations also outline what individuals are eligible to compete in competitions.

[This link](#) contains all regulations, however, important points to note are:

- You must be a registered student, with a valid membership
- Transgender athletes are eligible to compete, provided they have met the specific criteria outlined





# KIT



## Kitlocker

Stirling Sports Union currently have a kit deal with Kitlocker. Kitlocker provide students was casual-wear kit, as well as the opportunity to purchase playing kit.

Our current Kitlocker liaison is Hannah Thorpe, who can be contacted via email (hannah@kitlocker.com). If you wish to make an order for playing kit, please contact Hannah directly.

Individual students can purchase their casual wear kit at any time via [the online shop](#).

If your team wishes to purchase playing kit from another provider, you must follow the below process:

- Design your kit and get approval from the Sports Union
- Your kit design must include the Sports Union logo either on the right or left breast
- Your kit colour must be Stirling's green (for more information, contact us)
- Once your kit design has been approved, the Sports Union can set up online payments for students to pay in their contribution for the kit
- No invoices can be paid until all members have paid their individual contributions



# BEST PRACTICES



- Host a committee meeting x3 times a semester
- Host a whole club meeting x2 times a year
- Commit to 3 non-negotiable behaviours for the year
- Create a shared club email address and google drive
- Get in contact with your National Governing Body
- Ensure that you and your committee are a member of the Sports Union Facebook Committee and President page
- Fundraise and seek extra funding
- Engage with your alumni members
- Engage with the community
- Host a GIAG and trials sessions
- Develop your members through coaching and official course
- Hold a Handover meeting at the end of the year
- Offer members the chance to shadow you in your committee position at the end of the year, giving them an opportunity to be slowly introduced to the role
- Create a Handover Document outlining passwords to club emails and social media accounts, as well as a timeline of activity for the year, and previous development plans
- Socialise and get to know members outside of your club activity
- Host at least one sober social once a semester
- Ensure you have spare club kit for new members for the interim period of their kit arriving
- Have a completed risk assessment
- Notify the Sports Union of any injuries or accidents during club activity
- Seek the Sports Union's advice on anything that you are unsure of



#BleedGreen

