

BSU SPORTS CLUB HANDBOOK



**Information on how to start
and manage a sports club**



Sarah Ruff

SU Manager & Sports Coordinator

Welcome Message

Welcome to the Buckingham Sports Union. We are set up to manage and look after the university sports clubs. In this handbook you will be able to find out how to set up a club as well as useful information for existing clubs. As SU Manager & Sports Coordinator I manage the BSU Executive to ensure the sports offer at the University of Buckingham is as engaging as possible, as we aim to offer a vibrant sporting offer for all of our students.

If you have any questions please feel free to get in touch with me on sarah.ruff@buckingham.ac.uk.

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Meet The BSU Executive



Zash Vaz

BSU President

I am responsible for the running of the BSU, chairing all BSU council and executive meetings as well as being the main point of contact for the Sports Coordinator.

Contact me on: 2303474@buckingham.ac.uk



Lydia Offei

BSU Secretary

It is my responsibility to ensure that minutes are completed for all BSU Council and Executive meetings as well as ensuring that I keep track of the finances with the Sports Coordinator.

Contact me on: 2305960@buckingham.ac.uk



Faith Akinwumi

Social Sports Officer

I am responsible for creating new sporting opportunities here for students at Buckingham. If you are interested in helping to develop recreational sporting opportunities then please get in touch.

Contact me on: 2201845@buckingham.ac.uk



Aryan Ahangar

Sports Club Officer

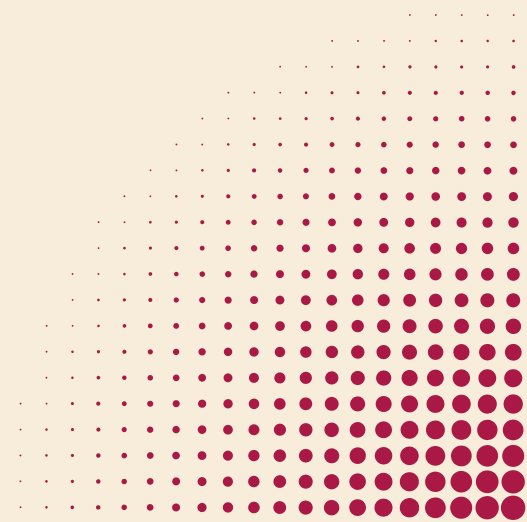
I am the main point of contact for all BSU member clubs and will help support them and give them guidance on development opportunities.

Contact me on: 2309803@buckingham.ac.uk

Setting up a Sports Club

In order to set up a sports club you need to ensure you have completed the following steps:

- Ensure that the sport has a relevant national governing body, this can be checked on the Sport England website, if you are not sure or you can check with the Sports Coordinator. For example, the National Governing Body for Netball is England Netball
- Gain interest for your proposed club by ensuring that you have enough of an interest list - there needs to be a minimum of 10 people
- Complete the Start a Sports Club Form on the SU website under the help hub. You will need your three club executives confirmed as well as aims of the club and proposed training days and times
- Arrange a meeting with the Sports Coordinator to go through the proposal form, this is also an opportunity to clarify anything you were unsure with on the form
- Once discussed with the Sports Coordinator they will then take this to the BSU Executive and seek their approval
- Once approved the club will then need to set up an Instagram account and work with the Sports Coordinator to get the web page set up



Club Committee Roles

There are three mandatory committee roles which you need in place in order to establish a sports club. These are President, Secretary and Social Secretary. What each role is responsible for is listed below. If as a club you wish to have additional roles, this will need to be discussed and agreed with the Sports Coordinator.

President

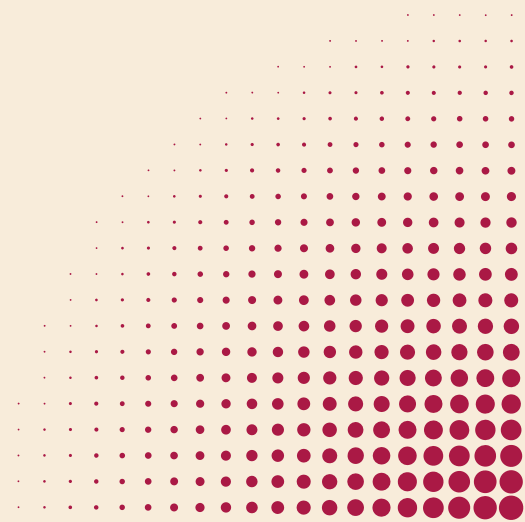
The Club President is the leader who oversees all of the club's activity as well as being the main point of contact with the Sports Coordinator. They provide support, advice and guidance to the other committee members and are responsible for the overall development and success of the club. This role requires experience of what the club does, and a strong belief in the aims and objectives of the club.

Secretary

The role of Club Secretary is largely administrative, creating agendas and taking minutes, overseeing the club's financial affairs and keeping the club's records up to date. The Club Secretary also needs to communicate what is going on to all the club members so they stay interested and stay involved.

Social Secretary

Socials are an essential aspect of club life and the Club Social Secretary is responsible for organising these events. An active social calendar helps members get to know each other better, encourages new members and engages non-competitive members. The individual should ideally be sociable, innovative, approachable, out-going and above all well organised and responsible.



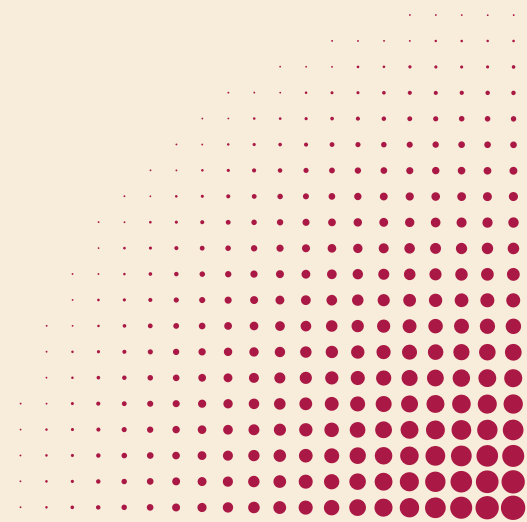
Financial Information

All basic needs of a sports club are paid for by the Sports Office. This includes all training equipment, facility hire and any paid coaches. Anything the club would like in addition the club will need to fund themselves.

The club's membership fee which it sets on a yearly basis goes into the clubs fund and this can be accessed to organise socials and reimburse members. The Sports Coordinator will provide updates to the club executives on a termly basis as to what their club balance is and work with them to effectively manage this.

Reimbursement forms can be found under the help hub on the SU website. This is where as execs you can claim back for any expenses that have been approved by other exec members. If you need to make a large purchase on behalf of your club (for example booking a club social) you can fill in the request a purchase form on the website.

If you are struggling for club funds and you need to make a purchase you can request a grant from the BSU. This form is again under the help hub on the website. Please provide as much information as possible about what the grant will be used for as the BSU exec team and Sports Coordinator will use this information to determine the outcome of your grant request.



AGM Process

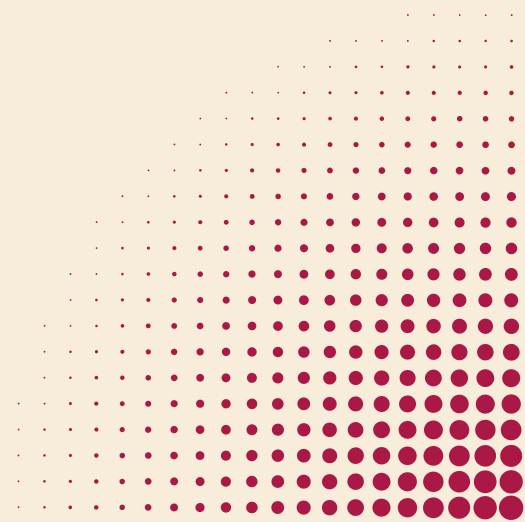
AGM's take place every year during a two week period in August, dates will be set by the Sports Coordinator at the start of Summer term but it will normally be the first 2 weeks of August.

During the AGM period you must give all club members the option to stand for a position. Only paid club members are eligible and they must be a student from the September through to the following August in order to be elected into a role.

A member of the BSU Executive will be allocated to your club and they will need to be present at your AGM. We advise that these are held at your normal training slot during this period. If this is not possible, then you are able to hold the AGM online in order to have as many members attend as possible.

Once the AGM has taken place the new executive will be required to complete the following forms and submit to the Sports Coordinator. This is part of the club renewal process and ensures that all information is up to date:

- Club Committee Form
- Club Risk Assessment
- Club Resubmission Form



Promotion

Website

Once you are an approved Sports Club you will be set up with a club page on the SU website. This is where membership payment is taken as well as links to your Instagram and main club contact.

The Club President is able to access the members list as well as having admin access to edit the basic information.

If the club runs an event, please ensure you send this information over to the Sports Coordinator so details can be added to the What's On Page.

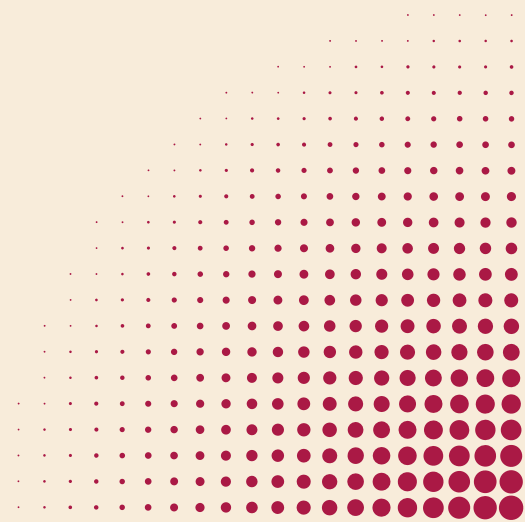
We also like to see regular news articles on the website from our sports clubs so please ensure you send these over to the Sports Coordinator.

Instagram

Once your club is approved you will be asked to set up a club Instagram page. We recommend you post on a regular basis on your story to ensure you keep active as well as a minimum of every 2 weeks on your grid.

Please follow the BSU (buckinghamssportsunion) on their account as well as all other university sports clubs.

If you require any support with setting up an account please contact a member of the BSU Executive.



Top Tips

Some of our former Club Presidents have shared their top tips for being on a Sports Club Executive Committee:

Eleanor Stevens

Cheer Club President Sept 2021 - Aug 2022 and Social Secretary Sept 2022 - Dec 2023



Being the President of a sports club can initially feel overwhelming and intimidating, but once the initial period of welcoming new members is over and your club is up and running, it becomes an incredibly fulfilling and exhilarating experience to witness the growth of your club. Here are some valuable tips to help you along the way:

1. Embrace creativity: Remember that there is no right or wrong answer when it comes to running a club. If you always prioritise the best interests of your club and its members, don't hesitate to implement new ideas and social events. Be innovative and think outside the box!

2. Communication: Don't isolate yourself. If you find yourself facing stressful situations or unsure about how to proceed, reach out for support. Utilise the resources available to you, such as the BSU and your executives. Don't hesitate to ask for help; you should never try to solve problems alone. Remember, being the president doesn't mean you have to shoulder all the responsibilities by yourself.

3. Prioritise organisation: Establish a regular club executive meeting at the beginning of each term to outline your plans and social events. This way, you can ensure that everything is well-organised and avoid last-minute stress when it comes to hosting events towards the end of the term.

Josh Luchmun

Korfball Club President Sept 2022 - Aug 2023

Being part of a sports club exec team is a valuable privilege and one of the best things to do at university. Successfully running a club involves multiple facets, all aimed at providing the best experience for members. Here are some top tips to allow you and your team to do that:

1. Organisation is crucial; it can involve planning 3 to 4 months in advance or establishing clear targets for each term, whether they pertain to hosting more events/socials or achieving improved match/training outcomes.
2. Prioritising effective communication is essential, fostering transparency and the exchange of ideas within the exec team. Stepping up and aiding during stressful periods (such as exam season) contributes to the smooth functioning of a well-coordinated team.
3. Recognise the significance of your members, as they are the heart of the club. Act as a bridge between the team and members, ensuring their voices are heard allowing your exec team to bring the best out of your sport.



Ultimately, amid the challenges of club management, the foremost priority is to have fun. While it may not be without its difficulties, the experience is immensely rewarding, fostering friendships, and making the role of an exec truly enjoyable.

Aditya Bose-Mandal

Badminton Club President Sept 2022 - Aug 2023



Becoming an executive for a sports club within the BSU is an amazing experience and can be tons of fun but it can sometimes feel a little intimidating as well.

1. Organisation is key! Make sure you know where your club's equipment is stored or who is looking after it, keep an eye on your club funds and establish clear responsibilities within your exec team.
2. Communicate clearly! Start a group chat with your exec team so you're all on the same page, communicate clearly with your members on training times and locations and don't be afraid to ask the BSU team about anything you're unsure of!
3. Balance! Being a club exec can sometimes be very demanding and can draw your attention from other important things such as your personal time and studying (especially when exams and assignments roll around). It's okay to take a step back to focus on something else if it requires your attention, just make sure you communicate that with your team so you can make sure the running of the club isn't affected.
4. Work as a team! Sometimes it feels easier to just do everything yourself but remember that everyone in your exec team also wants to be involved so delegate tasks and work together.

Melina Petrie

Netball Club President Feb 2020 - Aug 2021



Running a sports club for the first time can sound like a lot, especially whilst studying, but I promise it's easy and fun. Here are some tips that helped me run the university netball club:

1. You have your execs - all the work isn't just down to you, your execs are there to help you and make your workload easier
2. Put 30 mins aside a week. Putting this time aside each week to focus on your club (what you will do at training that week, organise events, matches etc) makes life so much easier
3. Remember to enjoy it!! Yes, as running anything, it can get stressful, but remember you have the team to support you and it should be a fun active break from studying

Edward Hollingworth

Rugby Club President Sept 2021 - Aug 2022



Being a Club President is a very privileged role. With such privilege comes the burden of going above and beyond to deliver an invaluable service to your peers. That is why running a club successfully takes a closely knitted executive team, all singing from the same hymn sheet. As President, it is important to lead from the front, acting as a figurehead and motivator for fellow club members. Having said that, it is also important to empower people within your club, especially your fellow executive team. A final recommendation from me would be to get talking. It may appear overwhelming sitting in a position of power where fellow students, along with your friends, are relying on you to do a good job, but piggybacking knowledge and experience from other people can help resolve problems. The fantastic thing about being a member of a sports club, let alone running it, is that you are never alone; use the resources available to you to do the best job you can do!