
THE

SPORTS PARTNERSHIP



CLUB HANDBOOK

2018 - 19

Contents

1.0 Introduction

2.0 Club Documents

3.0 Membership

4.0 Marketing and Promotion

5.0 Health and Safety

6.0 Finance

7.0 Facilities and Storage

8.0 Events, Trips and Tours

9.0 Transport

10.0 Sport and Leisure Kit

11.0 BUCS Competitions

12.0 Coaching

13.0 Club Development

14.0 Training Opportunities

15.0 Warwick Active: What Can We Offer Clubs?

16.0 Performance Sport

17.0 Fundraising

18.0 Elections

19.0 Key Dates for Clubs Programme

1.0 Introduction

Welcome to the handbook for clubs at the University of Warwick. This document will give you all the information available to help you deliver the activities of your club.

1.1 Support Staff – Contacts

Support Role	Contact Options	Based
Sports Officer Balraj Dhingra	Email: sports@warwicksu.com Phone: Social Media: @sportsofficer	SUHQ – Sabb Office
Sports Coordinator (Non-BUCS) Lloyd Clark	Email: loyd.clark@warwicksu.com Phone: 02476 572782	SUHQ – Student Activities
Sports Coordinator (BUCS) Lydia Smith	Email: lydia.smith@warwicksu.com Phone: 02476 522246 Social Media: @lydia_SUSports	SUHQ – Student Activities
Club Development Officer Matt Nicholson	Email: clubdevelopment@warwick.ac.uk Phone: 07884 733050 Social Media: @ClubDevOfficer	Sports Centre Office
Performance and Club Assistant Laura Henson	Email: performancesport@warwick.ac.uk	Sports Centre Office
Student Activities Coordinator (Transport) Claire Bullivant	Email: Claire.bullivant@warwicksu.com Phone: 02476 572782	SUHQ – Student Activities
Participation Manager Catherine Eaton-Brown	Email: warwickactive@warwick.ac.uk	Sports Centre Office
SU Finance	Email: finance@warwicksu.com Phone: 02476 573063	SUHQ – Finance Office
Sales and Events Jenny Ball	Email: sportssales@warwick.ac.uk Phone: 02476 524639/02476 524993	Sports Centre Office

1.2 Sports Partnership Structure

The University and Students' Union work in partnership to provide sports opportunities across campus and beyond. The Sports Partnership oversees all club activity including BUCS, finances, facilities, club development as well as health and safety, marketing and all major University of Warwick sports events (e.g. Varsity).

If you have any questions relating to this structure or how it affects your club please email clubdevelopment@warwick.ac.uk.



2.0 Club Documents

The following documents are included in the Club Handover Pack and must be completed by every club immediately after elections. These can be found by contacting clubadmin@warwicksu.com:

- Club Exec Contact Sheet
- Memorandum of Understanding
- Club Development Plan
- Club Constitution
- Club Code of Conduct
- Risk Assessments for club activity
- Facility Request
- Budget Pack

These documents should be reviewed, signed off (by both incoming and outgoing presidents) and submitted electronically to clubadmin@warwick.ac.uk & clubdevelopment@warwick.ac.uk

3.0 Membership

THE

SPORTS PARTNERSHIP

Introducing the Club Pass (On-Campus)

1) I want to access other Warwick Sport facilities and join an on-campus club/s

↓

2) Go to the Warwick Sport website to purchase your chosen annual membership type (variety of options)

↓

3) Go to the Students' Union website and purchase your Sports Federation (£32) and your Club Fee (£6 per club)

1) I just want to join an on-campus club


↓

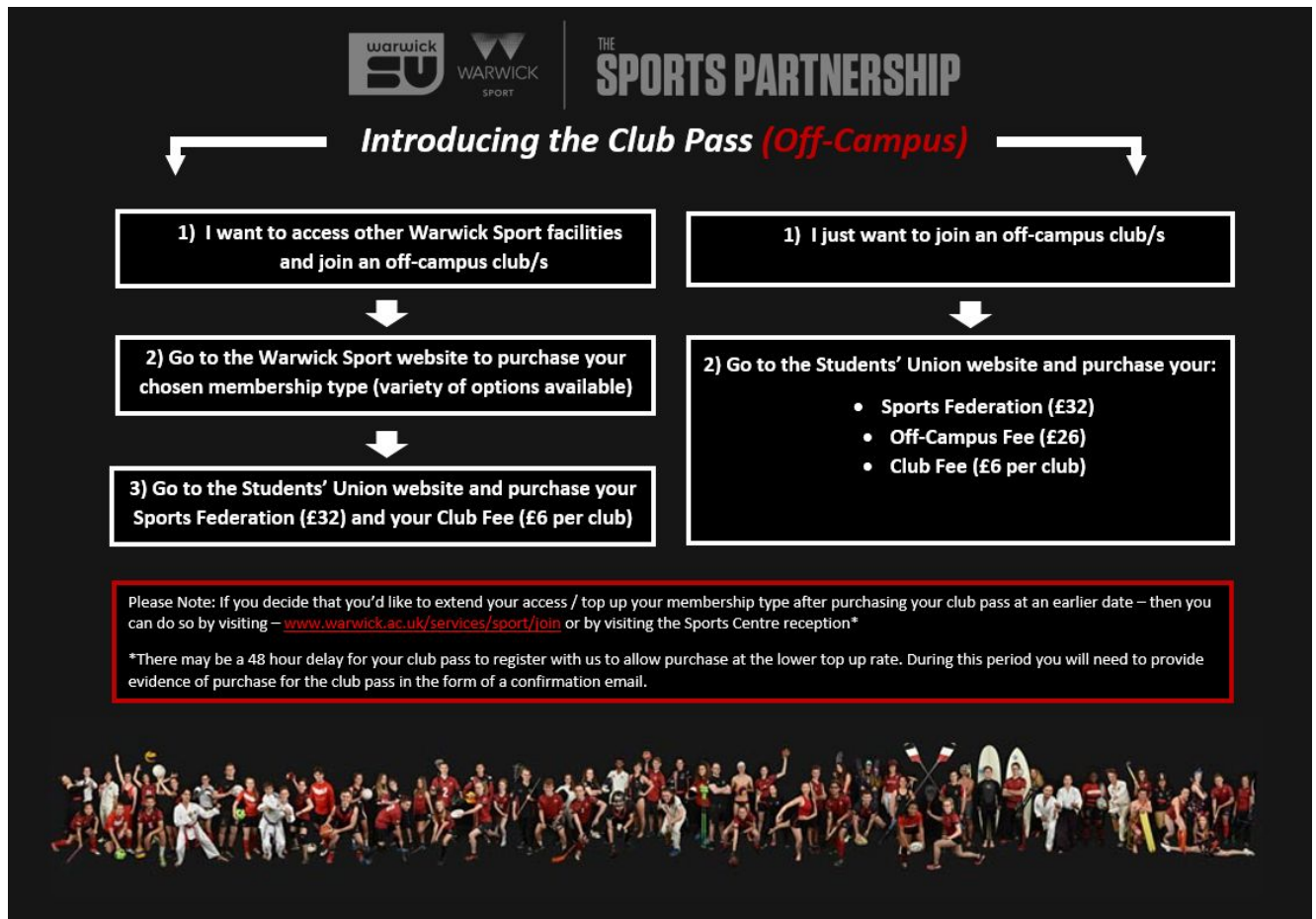
2) Go to the Students' Union website and purchase your:

- Club Pass (£55)
- Sports Federation (£32)
- Club Fee (£6 per club)

Please Note: If you decide that you'd like to extend your access / top up your membership type after purchasing your club pass at an earlier date – then you can do so by visiting – www.warwick.ac.uk/services/sport/join or by visiting the Sports Centre reception*

*There may be a 48 hour delay for your club pass to register with us to allow purchase at the lower top up rate. During this period you will need to provide evidence of purchase for the club pass in the form of a confirmation email.





4.0 Marketing and Promotion

4.1 Sports Fair

Sports Fair is held during Welcome Week and takes place in the Sports Centre. It provides every club with an opportunity to attract new members, and advertise upcoming trials and taster sessions.

There are a number of guidelines that need to be adhered to on the day:

- Alcohol, stickers, or fly postering around the building will not be permitted
- Access to power is incredibly limited to please make sure that any devices that you plan on using are fully charged
- Each club will only get access to one advertising board and one table unless otherwise arranged with the Sports Coordinators

4.2 Exec Admin Functions, Website(s), Social Media

Once a 'Club Exec Contact Sheet' has been submitted the President will be given access to Exec admin functions listed in the drop down menu next to your name once you have logged in to the SU website. The President must then log on to give access to all other exec members. To do this, simply click '**groups**' from your Exec Admin homepage and add accordingly. Please note that memberships are reset for the start of Term 1 you will have to re-register (after purchasing membership for the coming year) exec members to get access to these admin functions.

Exec members must have purchased their membership to gain access to their club's webpage management functions on www.warwicksu.com. If you have any questions on this process please email clubadmin@warwicksu.com.

Once you have access to the admin functions you will also be able to access a club members list and email all of your club members. Please note that members will only appear on this list once they have purchased a membership. Anyone participating in club activities (after registered tasters and trials) that doesn't appear **is not insured to participate**.

You can set up products on the SU website - fill out the [form](#) then we'll set up the product for you and we'll let you know the website address to forward on to your members. You'll then be able to check sales reports to find out how many you've sold and who's purchased them.

4.3 Social Media

Each club will have their own social media channels and methods for engaging with both members and potential members. All engagement on social media must be in line with the Warwick SU social media policy. Make sure you let us know of your social media accounts (Facebook, Twitter, Instagram etc.) so that we can share what you do through our official channels.

To gain access to the official Sports Officer snapchat contact the Sports Officer.

Exec Members are also invited to share best practice in the following groups:

Team Warwick Execs: <https://www.facebook.com/groups/224781001503324/>

Team Warwick Presidents: <https://www.facebook.com/groups/284761722270754/>

Use the **#TeamWarwick** for anything related to your club programme or Varsity.

- Use the **#thisgirlcan** and/or **#thiswarwickgirlcan** to promote female participation
- Use the **#ReshapingSport** hashtag to promote inclusive sport activities
- Use the **#activecampus** to promote participation from the University community
- The following handles can also be tagged to increase exposure or make a group aware of your content @warwicksport @warwicksu @sportsofficer @warwickuni

4.4 Physical Promotions

4.5.1 Video Equipment

Video equipment can be borrowed from SUHQ to make promotional material for your club. Please come into the Resources Room and speak to the sports coordinators to arrange this. Clubs will be liable for any damage to equipment whilst they have it booked out.

4.5.2 Digital Screen Promotions

Clubs can utilise the screens on campus for promotional material providing it adheres to these [guidelines](#).

Once you have prepared your content please visit this [webpage](#) to contact either digital signage, notice boards or the big screen team.

4.5 General Advice

Please see below on some quick tips on ensuring your promotions are effective: -

1. Ensure your promotions (website, facebook, twitter, instagram) details are up to date by the end of the academic year. Most prospective Warwick students will be searching for student activities during the summer break.
2. It is particularly important that your information is up-to-date for A Level Results week (see the UCAS website <https://www.ucas.com/> for the exact date) as this is when students will know if they are attending at Warwick. On open days most students are pointed towards the [club directory](#) so please ensure your club page on the Warwick SU website is up-to date and welcoming.
3. Keep it up to date throughout the year! There is nothing worse than potential members visiting your pages(s) at any point in the year and finding no information or updates from more than 12 months ago.

5.0 Health and Safety

5.1 Risk Assessments

All clubs must complete risk assessments for all their activities. You can find the [template for risk assessments](#) in Exec Resources on the SU website. Please ensure that all risk assessments are completed in time for your activities to take place as your exec will be responsible if a member has an accident and the risk has not been properly assessed and where possible reduced to a safe level. If you are unsure what to include in your risk assessment please speak to one of the sports coordinators.

5.2 First Aid Kits

First Aid kits are available to hire from the Resources Room in the SU. Bring a deposit of £20 to the Resources Room to collect - this will be returned upon return of the kit.

5.3 Accident / Near miss reporting

You need to submit an accident or near miss form for anything that happens during club training or competitions using the forms found [here](#). Please submit an accident form for every event, trip, tour or ball. If no accidents occur please write this on the form and return it to lloyd.clark@warwicksu.com

You do not need to do an accident form for every league match, BUCS match or training session unless an incident occurs that requires such a form.

5.4 Adoptions

We are proud to say that we permit our clubs to host safe and inclusive 'Adoption' events. If your club is wanting to host Adoptions, please follow the Adoptions Policy (link found here). <https://www.warwicksu.com/sports/club-administration/adoptions/>.

It is essential that these are adhered to. Your club will be subject to a major disciplinary if they are not followed and they bring the Students' Union or the University into disrepute.

All adoption plans must be submitted to the Sports Officer by the deadline that is given, and if the plans are deemed to be inappropriate the Club Executive will be asked to make the necessary amendments to their plans.

As an Executive Committee, your responsibility for individuals attending this event does not stop when the event is over. It is your responsibility to ensure all individuals return home safely.

6.0 Finance

6.1 Club Budgets

Each year clubs are asked to request a budget to support the delivery of their activity. The budget pack is part of the Handover Packs that clubs submit in Term Three. The club development group and SU Finance then meet to review club requests and allocate budgets for the following academic year. Please be aware that there are limited resources available and as such clubs who are more realistic with their requests are more likely to be allocated an appropriate budget. Every year clubs request more than the available budget and as such allocations are usually a proportion of the request for each club in each budget area. For example for 2018/19 clubs requested £526,040.36 in total to be allocated from a £150,000 budget.

6.2 SU Finance Processes

Finance forms can be found here: <https://www.warwicksu.com/sports/club-finances/>.

You will need to fill in the relevant finance form and attach evidence to the back in order for it to be processed. An exec member and either the President or Treasurer will have to sign the form. Once the form has been signed by the exec and the evidence attached, please bring the form to the SU resources room and hand to a Sports Coordinator. For any queries please contact Lloyd. The following forms can be used depending on the circumstances: -

6.2.1 Money Request Forms

Money Request Forms are to be filled in whenever your club want to pay for something. There are a number of issues that come up a lot within MRFs that can be easily avoided. Here a few things need to know that are forgotten;

- When handing in a MRF (non-BUCS)...
 - When handing in a MRF, please title the subject of the email 'Money Request Form' and your club, and copy in either the President or Treasurer to reply with their approval.
 - The earlier you hand it in, the quicker it will be paid as staff are sometimes busy or on courses.
 - The door to resources room is always open and you are free to ask Lloyd or Lydia any questions and help you complete the form.
 - Attach the evidence to the back of paper forms, or include as email attachments.
 - Make sure you put the name of your club in the top right box
- Please include **what the cost is related to** in the box underneath (event/equipment/travel etc)
 - If it is BUCS related, then please note this on the form and give it to Lydia
 - The BUCS forms that will come through are predominantly for BUCS transport, accommodation and officials. If it is non-BUCS, then please give to Lloyd
- **Who are the SU paying?** Name and details
 - If we are paying a club member who has paid an invoice, we need proof that the club member has paid that invoice (bank statement etc)
 - If we are paying a company or service directly then we need an invoice from the company
 - Please include the account coding which you can find on the finance web page. This includes the account name and codings (e.g Acc name: Transport, Acc Number: 4922, Cost Centre: W63, Code: X01)
 - If it is a refund, the Acc number will be a 19 number instead of a 49 number

- **Payment details** - how do we pay them?
 - BACS, Cash or Credit Card
 - If you are booking flights for a trip or tour, please note the prices can fluctuate.
Please also make sure you have the money in the account before you hand in a MRF
- **Account names and coding** - whichever code you are taking money out of, that is the name of the account (Fuel Reimbursement and Travel Costs/Trips and Tours etc).
- **Details of payment** - please be as specific as possible and get your maths correct
- Travel - If you are paying for travel reimbursement, please not if it was a hire or private vehicle and exactly where you went. For example 'Hire car: Campus - Preston - Campus'
- If you are paying in a foreign currency, please keep it in the currency and the finance office will check it when they pay it
- If you are paying for a service from someone, whether it be a coach or photographer, they will be asked by Finance to complete a self-assessment declaration. This is for tax purposes and will be requested only once every six years.

6.2.2 Mileage Forms

This is for mileage expenditure

- Please only use this if using your own vehicle and it has been previously agreed
- Please attach to the back of the MRF

6.2.3 Purchase Order Forms

For quotations from companies who do not require payment immediately.

6.2.4 Sales Invoice Form

- Attach sponsorship contracts, goods or services proof to the back of the form
- State which account do you want it to go into
- Include any relevant information

6.2.5 Internal Transfer

This is if you want to transfer funds from one account to another

- You can also transfer between your own accounts
- Transfers are processed by Lloyd (non-BUCS) and Lydia (BUCS)

6.2 Funding and Sponsorship

Clubs should be financially sustainable through their club budget grants and member contributions and as such should not be regularly in deficit as monitored by Warwick SU. Sponsorship and additional funding (both internal and external to the University) are available for further developments but the base level of activity should be sustainable year or year.

6.2.1 University Funding Opportunities

The Club Development Fund

These grants of up to £1000 are funded through the club development programme and are intended to support club aims and objectives to improve the student experience within their sport. Clubs can apply in terms one and two as shown below. The application opening and closing dates are placed so that successful clubs can receive their funding at the start of each term, although this cannot be 100% guaranteed for every successful club: -

Term	Opening Date	Closing Date (16:00 Deadline)
Term 1	Monday 27 th August	Friday 7 th September
Term 2	Monday 26 th November	Friday 7 th December
Term 3	Capital Bids - May be opened if funding remains available	

For further information and terms and conditions please click [here](#).

Perfect For: New developments specifically for your club

The Opportunity Fund

The Opportunity Fund provides bursaries to clubs, societies and other groups of students as well as individual students to help fund extra-curricular activities. They are 'one-off' contributions aimed at supporting unique activities that will benefit the individuals involved and help enrich their Warwick experience.

Website: www.warwick.ac.uk/go/opportunityfund

International Representation Fund

New for 2018/19 this fund supports athletes representing their home nation at major international competitions. For more information please contact clubdevelopment@warwick.ac.uk

Lord Rootes Memorial Fund

The University administer a fund in memory of one of the key figures in University history, Lord Rootes. The fund is for innovative and creative one-off individual or group projects.

Website: <http://www2.warwick.ac.uk/insite/topic/teachinglearning/rootes>

The Vice Chancellor and Registrar Fund

The Vice Chancellor and Registrar Fund (Otherwise known as the VC's Fund) is a fund that is ideal for clubs and societies to fund new initiatives, grow events and generally provide more value to warwick students, the local community, and Warwick University as a whole.

Website: <http://www2.warwick.ac.uk/services/vco/vc/studentsupport/>

The GoGlobal Grant

In recognition of the great diversity on campus, the Go Global Grant is designed to support individuals or groups who wish to celebrate the cultural identity of their own community, as well as those who are striving to promote diversity, integration and to provide all students with opportunities to become global.

Website: <http://www2.warwick.ac.uk/study/international/students/goglobal/grant/>

6.3.2 Students' Union funds

The Project Fund

The Project Fund is administered by the funding exec, and is open to any kind of bids that aren't for donation to outside bodies, food or drink, or to fund socials.

Website: <http://www.warwicksu.com/democracy/execs/funding/>

Contact: democracy@warwicksu.com

Campaigns Fund

The Campaigns Fund is administered by the funding exec, and exists to support any student led campaigns. This fund is open to all students, societies and clubs, as well as sabbatical and part time officers to bid to.

Website: <http://www.warwicksu.com/democracy/execs/funding/>

Contact: democracy@warwicksu.com

University and SU Environmental Sustainability Fund

The Environmental Sustainability Fund is administered by the funding exec, and is there to reinforce Environmental projects and campaigns our students lead on across the University, community and country. The fund prioritises the environmental sustainability goals of the University: Teaching learning Research, Engagement, Biodiversity, Waste recycling, Transport mobility, Procurement, Social wellbeing.

Website: <http://www.warwicksu.com/democracy/execs/funding/>

Contact: democracy@warwicksu.com

6.3.3 External Funding

Depending on the sport and your clubs situation there may also be external funding opportunities available to your club. The following opportunities are worth searching through to see if any available funding might apply to your club - for more information please visit:

<https://warwick.ac.uk/services/sport/teamwarwick/clubs/funding/>

6.3.4 Sponsorship

Writing a Proposal

There are two main things that will essentially form the core of your proposal:

- What the sponsor can do for you
- What you can do for the sponsor

These will determine what you need and will dictate the terms of the agreement.

What the sponsor can do for you

The first step in writing a proposal is to consider what the sponsorship is for, whether it's an overall sum of money to help your club/society, provision of specialist equipment, or a particular event. Potential sponsors will be keen to know what you're going to do with their money or support, and how it's going to help your club or society achieve its goals.

Some ideas are:

- Improving or purchasing equipment that is available for all members to use
- Reducing the amount that members have to spend, for example on clothing or publicity
- Helping you achieve greater success through improved facilities and equipment
- Offering more opportunities for people, go on tour, take part in events, or generally get involved
- Giving you the chance to run your own event or tournament

What you can do for the sponsor

You obviously need to be able to demonstrate the benefits to the company of sponsoring your society. This will depend on the nature of your society and what aspect of it is being sponsored.

A few ideas are:

- The company name and logo on all society merchandise, clothing, kit and/or equipment
- A section on your website or a link from your homepage
- The company name and logo featured on all emails sent out, as well as letters and any other publications (including publicity material) produced
- Company banners at society events and tours
- The opportunity to come to run a presentation evening to which all your members will attend (very good for larger societies)
- To help companies who have a particular product or service to introduce or promote. Often societies have a clearly defined specialist audience, and sponsorship allows a company to target those people very precisely.

Always make sure you factor in what it costs you to offer your sponsorship. If, for example, you offer a logo on the sleeve of your hoodies make sure the sponsorship covers the additional print costs.

Sell yourself

Once you've established what you require the sponsorship for and what you can offer a sponsor in return you then need to sell your proposal. A few things to think about here:

- When writing to companies make sure that you make the letter concise, whilst really promoting what packages you can offer them.
- A nice personal touch is to add photos or publications, maybe even with examples of the benefits past sponsors have had so they know what they've missed out on previously!
- Be sure to mention any successes that your club or society has had
- Be realistic - to claim that a logo on your society hoodie will be seen by all 20,000 students at Warwick is probably a little misleading. Potential sponsors would prefer you to be honest and give information that will offer them an insight into your society's activities and give them a realistic idea of what exposure you are offering.
- Push benefits rather than features. Facts and figures are of interest to a potential sponsor, but what's more important in terms of selling your proposal is relating those features to a tangible benefit to the sponsor.

Stand out from the rest

Sponsors love quirky ideas that you may be able to come up with, such as a new event, tour or an award for your society that you could name after the company. If your society is holding an event/awards dinner/ tournament, invite a representative from your sponsors to give out a prize or say a few words about their company.

Let them know that this really matters to you - if you don't hear from them, follow up your proposal with a polite call to see how things are going.

A good proposal should be:

- **Short & sweet** - if your proposal is more than 2 sides it is too long. If you're e-mailing a document, make sure the filesize isn't too large - you don't want to crash their inbox.
- **Well presented** - you don't have to be a graphic designer but spending a little bit of time to make sure your proposal is easy on the eyes won't hurt - images aren't a necessity but can be useful giving your society an identity and really getting them to understand the promotional opportunities.
- **Innovative** - try to make your proposal stand out, think about what you can offer that no-one else can. From a sponsor's point of view, if you can make your proposal stand out then they'll be thinking what you can do for their brand.

Let the Sports Officer Know

Please communicate with the Sports Officer before you approach any sponsor so he/she can check with the Marketing department to make sure you're not competing with them for the money! This would almost certainly damage your bid.

General Advice

Who you should contact when offering a sponsorship proposal varies. Think about the aspect of the business that is going to benefit most from involvement with your society, and then try to get in touch with someone responsible for that aspect of the business.

Approaching companies that have something in common with your society will give you a better chance of obtaining sponsorship, but don't feel constrained solely to companies of a certain field.

- Graduate recruiters like getting involved in Students' Unions as it puts them in contact with potential employees.
- Inside contacts within companies are often a good way to achieve sponsorship so ask your members if they know anyone who may be willing to sponsor you.
- Local companies are often very interested in sponsoring local students as it helps them to get their name to as many people as possible.
- Pubs and restaurants in Coventry and Leamington are often very interested in groups of people who can offer some custom and will also promote their name locally and amongst the University community. A good way to approach these is by agreeing certain dates where you will hold socials or dinners at their establishment.
- A company who has been an active sponsor in the past should always be approached, if only to maintain a good working relationship that can be built on in the future.

You may find that some companies come back to you offering slightly less than you asked for, or they may come back and ask for something else in addition to what you've offered. Whether you take them up on these is up to you, just make sure that whatever you take you are still able to honour your proposal. You should also consider the possibility of offering smaller packages to multiple sponsors, though this may mean more legwork.

Contracts

If you've managed to get yourself a sponsor there are a few things you need to do just to finalise it all. Some companies will provide you with a contract detailing the agreement. You should make sure of at least the following:

- Ensure that the terms of the contract match that of the proposal and/or anything else you have agreed with the sponsor.
- Check whether or not the contract stipulates exclusivity - if you are looking to get multiple sponsors for an event make sure you have made the sponsor aware there will be other sponsors.
- Check whether or not the company will provide you with banners/flyers/posters for you to display or distribute, or whether you have to produce them at your own expense.
- Make sure there's a specified payment date! Otherwise it will be much more difficult to chase payment if you do not receive it.
- Make sure you do not offer services you cannot honour. For example, the Union has costs for external companies for venue hire. You will not be able to get around this to offer them to your sponsors at club and society rates!
- If they don't provide you with a contract, then you can [create something using the example](#). Bear in mind that not all of the lines of the example agreement may apply to your agreement so edit it as appropriate.

Once you have an agreement with your sponsor you need to inform the Student Activities and Development Manager, and get them to sign the agreement. With the full weight of the Students' Union behind the contract, it will be much easier to follow up if there are any problems.

Please also make sure you provide the Student Activities and Development Manager with a copy of the contract. If at any point you'd like someone to look over your proposal or agreement then email it to the relevant officer, or pop up and see them in SUHQ.

Further details can be found here: <https://www.warwicksu.com/execresources/funding/contracts/>

Honouring the agreement

The better a relationship you build with your sponsor the more likely it is they will wish to continue sponsoring you in the future. In the event that you are unable to carry out part of the agreement speak to your sponsor and see if you can arrange an alternative - don't just try to get away with not doing it.

By going above and beyond what the sponsor expects and providing them a detailed record of what their sponsorship has got them you have a much better chance of them renewing their sponsorship for another year.

Use a Sales Invoice Requisition (from the Student Activities Room or the [forms page](#)) to raise an invoice to obtain payment.

6.4 Insurance

Your club membership includes personal accident insurance. The policy is designed to provide a level of cover which will meet the expectations of the majority of members and associate members involved in sport on a non-professional level. It provides a fixed benefit in the event that an individual is injured whilst participating in an organised Sports Club activity, including training and practice sessions, and whilst travelling to and from an organised activity

Any individual that participates in club activity and does not have a membership **will not be insured** and may invalidate other participants insurance too depending on circumstances. Memberships can be checked on the admin section of your Warwick SU webpage. Anyone not on this list will not be insured. The only exception to this is for tasters or trials that have been registered with the sports officer in order to clarify that insurance is in place.

6.4.1 Equipment

Your equipment is insured through a Warwick SU insurance policy. The equipment inventory that you (or your previous exec) submit as part of your budget pack is used to ensure that equipment is insured correctly. Please ensure that this is kept up to date and any new equipment is registered with SU Finance in order to ensure that it is covered.

6.4.2 Queries

If you need further information regarding insurance, need to make a claim or have Any queries regarding insurance generally please email finance@warwicksu.com .

7.0 Facilities and Storage

7.1 On campus facilities

Facilities for on campus clubs are provided by Warwick Sport. Please bear in mind that facility space is limited and at a premium so clubs will not always be allocated their preferred days and times. Warwick Sport will endeavour to provide an appropriate facility for clubs at an appropriate time but some flexibility from all parties may be required.

7.1.1 Regular Bookings

What areas will Warwick Sport agree to provide facilities to support for Clubs?

- Training Sessions
- Matches and Competitions

The timetable for regular bookings is set for Term 1 and Term 2 at the same time and is mostly consistent between these two terms. There is a separate request process for Term 3 when many clubs will reduce their activity due to the exam periods.

7.1.2 One-Off Bookings

What is a one off booking (only the below will be considered for one off bookings):

- Pre-season
- Taster/Trial sessions

Rules for One-Off Bookings:

1. If the one off booking does not incorporate one of the above, it will be considered an event.
2. All one off bookings will be made on a first come first served basis within that term or vacation period, one off bookings for the following term will not be considered until the current term has ended
3. All one off bookings must be requested at least 1 week in advance. Requests must be planned further in advance (2 week minimum) for Cryfield and Swimming Pool bookings. For bookings made less than 1 week in advance charges may be incurred.
4. One off bookings must be for Club members only (with the exception of Taster Sessions), if booking is to be opened up to non-members or those external to the University this will be considered an event.
5. If additional costs to Warwick Sport will be incurred as a result of one off bookings then charges may apply.
6. Clubs requesting one-off bookings should email sportsales@warwick.ac.uk regarding availability. Availability will be checked and providing the time and space required can be accommodated, bookings will be confirmed by return email.

7.1.3 BUCS Facilities

All facilities for BUCS will be coordinated by the Sports Coordinator. If you have any queries regarding facilities for BUCS please email clubadmin@warwicksu.com who will communicate with the Warwick Sport team on your behalf.

7.2 Storage at Warwick Sport

Warwick Sport provide kit storage for all clubs that use on campus facilities and are committed to helping clubs with their sports equipment storage solutions. To ensure we can continue to make this agreement work, all items stored within Warwick Sport facilities should be limited to kit that is essential to your training or match play sessions. Any new equipment purchased must fit within the clubs current storage provision. If you would like to review your current storage please contact the Assistant Operation Manager (sportoperations@warwick.ac.uk) to discuss.

7.3 Off campus Facilities

Clubs, particularly those 'off campus' clubs that do not have access to facilities on campus can utilise facilities away from campus. Any club that makes use of off campus facilities must remain financially sustainable in doing so. All off campus facility use must also be signed off by the Student Activities Manager in terms of both finances and health and safety. If you are interested in booking an off campus facility or require your facility to be signed off please email gerard.henry@warwicksu.com.

8.0 Events, Trips and Tours

If you intend to go on a trip or tour, or organise an event you are required to submit an Event Planning Pack with five forms;

- Event Planning Pack form
- A thorough risk assessment
- Financial planner
- Trip leader form listing all club members going on a trip
- Accident form (after an event/trip/tour/ball)
 - If no accidents occur, you still need to submit a form stating this
 - All accident forms to be submitted to one of the sports coordinators

Once you have submitted your Event Planning Pack you may be asked to attend a meeting with a member of the Student Activities Team to confirm details of your event. For the financial planner, the event should aim to break even around 65% attendance, unless you can demonstrate that attendance is very likely to be higher.

If it is a charity events, you also need to fill out a [fundraising form](#). Contact Sam Parr in the SU to talk about the feasibility of a fundraising event at sam.parr@warwicksu.com

Should you require tickets for your event, please complete a [Ticketing Form online](#).

8.1 Facilities for Events

If your event requires Warwick Sport Facilities then you will need to complete a booking request and return to sportsales@warwick.ac.uk. Warwick Sport facilities will only be allocated if the event has been signed off the Warwick SU Student Activities team. Please see below for the events process for all those events that require Warwick Sport facilities: -

What is an Event?

For the purpose of this process we define an event as any of the following: -

- Internal competitions
- Charity related activities
- Inter university competitions
- National Governing Body related eg. competitions / courses
- Any other one off booking over 3 hours

Dates for opening of facilities request to be received by Warwick Sport

For Term 1, 2 & Vacation:	Wednesday 1st August
For Term 3 & Vacation:	Wednesday 5th December

Please bear in mind that your event planning pack must be signed off before this is submitted for your event to be considered. This can take a few depending on the size of your event, any complications or clarifications needed and the time of year (staff often take annual leave during the holidays).

Rules for Club and Society Events:

1. Clubs and Societies must submit their event planning pack to Warwick SU in order for their event to be approved for facilities consideration.
2. Priority will be given to sporting events, where possible social and charity events should utilise other facilities on campus or combine with multiple clubs and societies to best make use of facility times.
3. Competitive Events, especially linked to National Governing Bodies etc. will be prioritised over social sports events.
4. Depending on participant and spectator numbers, clubs or societies may be required to organise adequate first aid cover. Alternatively Warwick Sport may book first aid in house and then charge clubs & societies accordingly.
5. No catered events can take place in the Sports Facilities (Warwick SU can advise on catering options within SU buildings, wider University or external venues).
6. Final event details must be received by Warwick Sport SET at least 7 days prior to the event.
7. Terms and conditions will apply to all bookings as will cancellation charges.

Guest Sessions - Clubs must submit a coaching pack and/or a guest speaker form to Warwick SU for any guest coaching sessions that they wish to deliver as part of an event.

9.0 Transport

Your SU Transport Co-ordinator is Claire Bullivant (clbullivant@warwicksu.com). Claire is part of the Student Activities Team based in the Warwick SU Building. Claire working hours are Monday-Thursday 8.30am-4.30pm, Friday 8.30am-3.30pm).

The SU hires in vehicles from The University of Warwick Estates Department (Post & Portering), Enterprise Rent a Car, Midhire Self Drive and Northgate Vehicle Hire to enable students to rent at reasonable prices, be insured by the University and be able to collect and return the vehicle(s) conveniently from the Sports Centre on Campus. These vehicles include 5-seater car, vans, 7-Seater, 9-seater, 14-seater minibus and 17 seater minibuses) It is the drivers responsibility to make sure that all vehicles are operated safely and legally at all times by Sports & Societies and that drivers fulfil their obligations and responsibilities.

EU and other non-UK drivers:

- Check with the Warwick Uni Estates Office before applying as there are certain restrictions and we want to be sure that you don't waste your time applying only to find that you're covered by one of the restrictions!
- Drivers with EU licences must be at least 21 in order to be accepted by our insurers.

What do I Need to Do?

When you hire a car you will need to produce a current driver's licence and a driver's card. You can apply for a driver's card via the Warwick SU Website.

To drive a 9-seater, you will need to attend a safety lecture, be at least 19 years of age, have a clean licence of two years and complete a driving assessment for the vehicle.

To drive a minibus (14-17 seater), you will need to attend a safety lecture, be at least 21 years of age,

have a clean licence of two years and complete a driving assessment for the vehicle. If you do this assessment, you will not need to complete an assessment for the 9-seater as you will be covered

Once you have successfully completed your drivers assessment, collect your Drivers Card from your Transport Co-ordinator in the Student Activities Room, Level 2, SUHQ.

EU and other non-UK drivers:-

Check with Warwick Uni Estates Office before applying as there are certain restrictions and we want to be sure that you don't waste your time applying only to find out that you're covered by one of the restrictions! Drivers with EU licences must be at least 21 in order to be accepted by our insurers.

The Minibus Safety Briefing and Practical Driving Assessment can take a few weeks to organise so please plan in advance.

How Do I make a Booking for a Vehicle?

Please see the Transport Booking Flow-Chart.

IF THE DRIVER DOES NOT FOLLOW THE NEW PROCESS YOUR CLUB/SOCIETY WILL BE RESPONSIBLE FOR FULL PAYMENT OF ALL INCIDENT/DAMAGE REPAIRS FROM THE DATE YOUR VEHICLE IS DELIVERED TO THE DATE IT IS COLLECTED BY THE HIRE ORGANISATIONS.

THE DRIVER IS RESPONSIBLE FOR PAYING ANY FINES DURING THE HIRE OF YOUR VEHICLE. THE DRIVER PAY THE MONEY INTO YOUR CLUB/SOCIETY FUNDS AS IT WILL BE IMMEDIATELY TAKEN OUT UPON NOTIFICATION.

IF THE DRIVER CANNOT PROVE THAT THEY DID NOT CAUSE ANY DAMAGE/INCIDENT/ACCIDENT YOUR CLUB/SOCIETY WILL BE AUTOMATICALLY RESPONSIBLE FOR THE FULL PAYMENT OF REPAIRS ETC.

Warwick SU Website

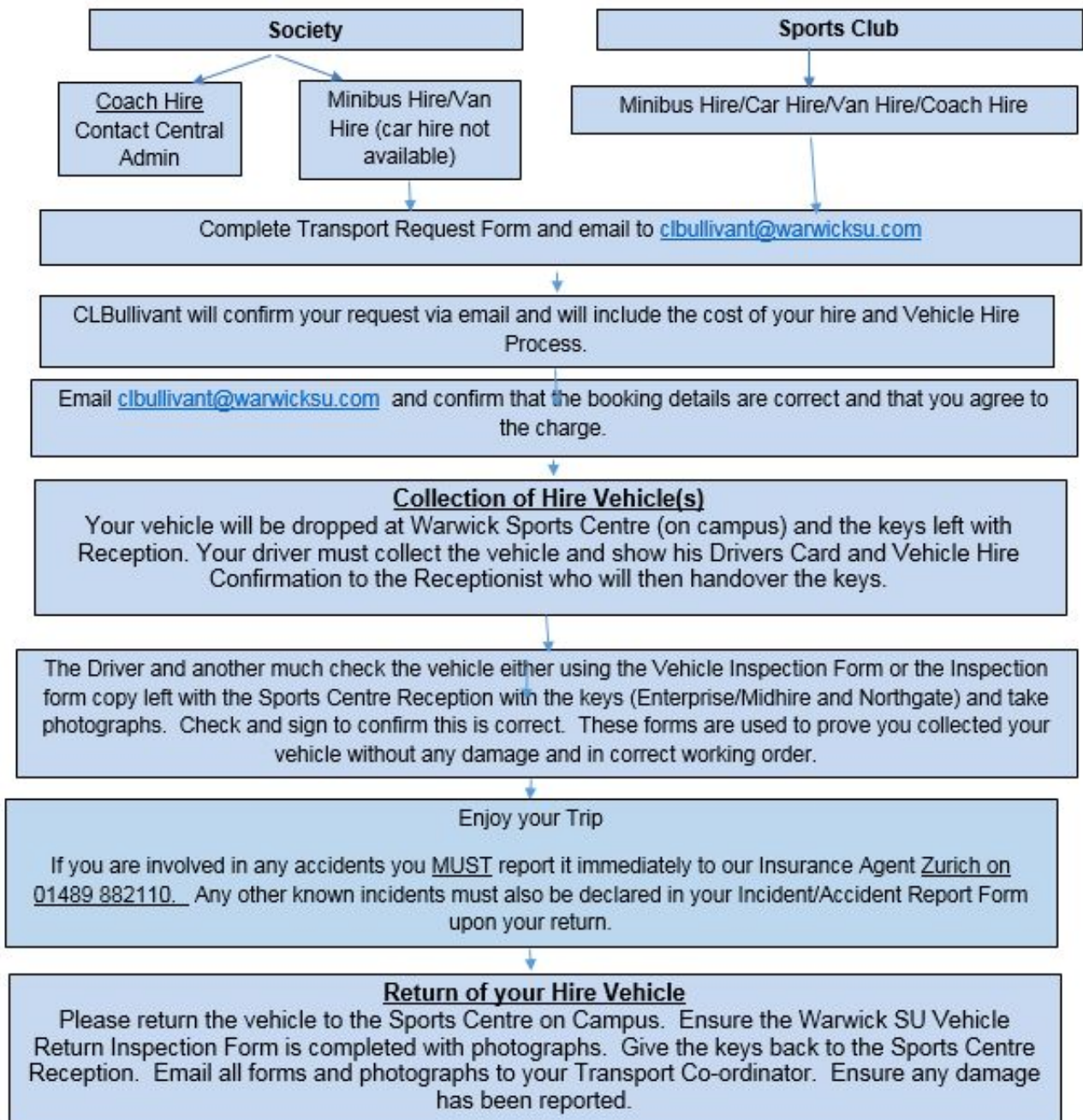
Private Vehicle Registration Form - if you want to use your own car for use of your club, you will have to register your car with a copy of your insurance.

Transport Hire Request Form - If you need a van, car or minibus for hire.

Mileage Form - if you are driving a personal vehicle, this can be attached to a money request form as evidence to claim fuel costs.

All of these documents must be emailed to your Transport Coordinator who will confirm your request by email.

Transport Booking Process



All Incidents & Accidents

All hired vehicles are comprehensively insured by Warwick University with an excess of **£1,000** for any claim. Sports/Societies will be responsible for paying the excess for any 'own fault' claim.

Please note that clubs/societies will be charged for any damage or bad condition of a hired vehicle caused through negligence or if a vehicle is not returned in a clean and tidy condition. In serious cases sports/societies may be refused bookings.

Accidents/Incidents

All drivers should report the accident direct to:

Zurich on 01489 882110 for any accidents that occurred on or after 1 August 2018

AIG on 0345 2660575 for any accidents that occurred prior to 1 August 2018

Should an accident occur on no account should liability be admitted? If blame is admitted this could invalidate the University of Warwick Motor Insurance Policy.

All drivers of University or hired vehicles must be aware that failure to report an accident promptly may entitle insurers to repudiate the claim.

Any third party correspondence should be forwarded unacknowledged to the University's Purchasing and Insurance Office immediately.

Any summons, notice of proceeding or prosecution, inquest or fatal injury must be forwarded to the University's Insurance Office.

Please do this as soon as you can and email the details to your Transport Coordinator at the Students' Union and Warwick University Estates Office.

You must then arrange a meeting with your Transport Co-ordinator at the SU to discuss the facts of the accident. This discussion will then be reported to the Student Activities Manager who will confirm the outcome of the situation. This will be communicated back to the club/society by the Transport Co-ordinator.

Please note:

Failure to comply may result in the suspension of vehicles being booked again for the offending society and full charges for any accident/repair being deducted from your Club finances.

Motor Insurance European Cover

The vehicle Insurance Certificate extends to the obligatory requirements on motor vehicle insurance in all countries which are members of the European Union

All drivers must take with them:

- A Certificate of Motor Insurance (available from Richard Campbell-Kelly, Insurance Services Manager, Warwick University).
- A letter from the owner authorising you to take the vehicle abroad

Breakdown Cover

Emergency Assistance contact the RAC (available 24 hours per day, 365 days per year) – details in your vehicle.

For further details or to request a copy of the Motor Insurance Certificate please contact Warwick University Insurance Services

Payment of Transport Hire

Warwick University Hire of 17-seater Minibus Hire is currently £68.00 + VAT per day. No discounts has been advised.

Enterprise/Midhire & Northgate will give quotes before confirmation which the Transport Co-ordinator will ask you to confirm.

Payment for transport hire is deducted from Club/Society finances approximately one month after hire.

Payment will also be deducted from your funds on an interim basis towards the maintenance and cleaning of the vehicles that you have hired.

9.5 BUCS Transport

For details about BUCS Transport, please see section 11.

10.0 Sport and Leisure Kit

Akuma are our chosen kit suppliers, with a centralised kit. The tender agreement stipulated that Akuma will supply the University's sports kit, and this includes both playing kit and leisurewear for all sports clubs for which Akuma do provide kit. This contract will last for 3 years.

All Sports Clubs must order their kit through Akuma so long as they supply playing kit for your sport. If Akuma do not, you must work proactively with them to develop adequate kit. In the interim, you must meet with the Sports Officer to discuss an alternative arrangement and agreement.

If you are unhappy with the quality of the material used for your kit, you must provide evidence of poor quality to the Sports Officer and Akuma, and then work collaboratively to find an alternative with them. If no alternative can be found that all parties are satisfied with, then you must meet with the Sports Officer to discuss an alternative agreement.

All Sports Clubs must go through Akuma for all leisurewear.

The process for ordering kit is as follows:

10.1 Playing Kit

All playing kit should be ordered directly through Tom Jackson (Akuma Account Manager) E: tomj@akumasports.com M: 07813355542 & Jasmine Cabourn: jasmine@akumasports.com

- Please email Tom to discuss your requirements & arrange to meet him on campus or at their head office. Address: St. Michael Stud Farm, CV8 1PU.
- There is no minimum order for kit and the lead time is 3 weeks once payment has been processed by SU finance.
- The DST embroidery set-up cost for one club logo only, is free of charge.

You will need to complete a purchase order form for your club. If the kit is for individual ownership you will have to arrange for the relevant members to pay for their items at the Finance Office in SUHQ. If the kit is for the club inventory, the treasurer can pay for the order directly from the club account.

10.2 Leisurewear

The process and lead times for this is the same as above. There will be sizing samples based in the SU resources room.

Tom will be based in the resources room from 11-1pm every Tuesday from Week 0- Week 4 in Term 1. All kit is delivered to and needs to be collected from the Resources Room in SUHQ free of charge.

11.0 BUCS Competitions

British Universities and Colleges Sport (BUCS) provide a sporting programme for over 100,000 students throughout almost 160 institutions. BUCS delivers over 50 sports, and over 100 individual finals and championships every year.

A lot of you will be familiar with BUCS from playing weekly fixtures, competing for Team Warwick in a bid to make those Cup, Trophy and Championship Finals! Some of you may have attended National Championships, or BUCS Tournaments.

Exec Training will take place on the first Monday of Term One and there will be a specific BUCS Captains Training session so it is **vital** that anyone with responsibility for BUCS attends this session as there will be information that you will need for your BUCS season.

11.1 Affiliations

All clubs need to check any affiliations required to take part in BUCS, usually these will be to your sport's National Governing Body. The deadline list can be found from mid-August on the [BUCS Website](#) so please ensure your club is affiliated before the deadline.

11.2 Membership

It is imperative that every BUCS team member has full SU and Warwick Sport memberships to ensure they are insured to play – if you have anyone on your team without membership it invalidates the insurance of **every player in the fixture**. This is also in keeping with the BUCS eligibility regulations so failure to follow this may lead to the forfeiture of fixtures and competitions.

11.3 BUCS Teams: Weekly Fixtures

BUCS will announce the Leagues for the year at the start of August. Once released please check to see if you notice any immediate issues. Contact the Sports Coordinator as soon as possible to confirm or raise any issues. During summer the facilities and timings for your fixtures will be organised. If you are Club President or Team Captain and responsible for BUCS please check your emails regularly over summer as a lot of changes usually occur ahead of the new season.

11.3.1 Transport

All drivers must have an SU Drivers Card which can be obtained by completing an [online form](#) and then collecting the card from Central Admin in SU HQ. You will just need a full time UK Driver's License; you do not need to be over 21 for driving cars.

If you predict that you will be entering members into the minibus tests in term one please indicate, and update us on the outcome of the test. Anyone driving a minibus must be over 21.

Transport for weekly fixtures will be arranged by the Sports Coordinator, if you are using a hire car they will check the driver each week. For one-off BUCS Competitions you will need to request transport through a transport hire form. This can be done in advance but will only be confirmed in terms of funding once your entries have been confirmed

Coaches: If you are travelling by coach then you will be given the pick-up point and time. You will need to arrive promptly. On occasion you will be sharing with another team. It may be useful to arrange a place for the driver to collect you after your match, or take their contact number should you have any issues.

Hire Cars, Vans & Minibuses: You will require a UK License holder to drive all the vehicles, being over 21 and having taken the test to drive the minibus. You will need an SU Drivers Card prior to using the vehicle. These can be obtained from Central Admin in the SUHQ. You will need to collect keys from the Sports Centre reception and show your drivers card. On return you need to leave the car with a full tank of petrol, the keys must be returned to the Sports Centre. There is an out of hours box should you arrive after the centre has closed. Fuel reimbursement can be claimed with a **receipt only**.

Own Cars: If you are using your own vehicle then you must complete a Vehicle Registration Form and submit to the Sports Coordinators prior to using your vehicle. Fuel reimbursement can be claimed by completing a **mileage form only**.

Public Transport: You may be required to use public transport, in this instance you will need to book tickets or pay on the day and claim the money back.

Weekly Fixtures (Weekly Schedule)

A full list of BUCS Fixtures can be found on the [BUCS Website](#): Each week a list of Team Warwick's Fixtures will be emailed to all BUCS Captains.

11.3.3 Weekly Structure (for Wednesday fixtures)

Below outlines the BUCS weekly structure for Wednesday fixtures:

Monday	Tuesday	Wednesday	Thursday	Friday
12:00 - Submission of cancellations for Wednesday	If opposition cancel (not due to the weather) the Sports	Game Day!	Submit team sheets and any appeals from	Submit all money requests and

<p>14:00 - Team sheets for Wednesday to be submitted. Captains will receive confirmation of Wednesday fixtures and transport</p> <p>Email: clubadmin@warwicksu.com</p>	<p>Coordinator will notify captains via email no later than 16:30</p>	<p>Please collect first aid kits, relevant monies and camera's from the resources room in SUHQ no later than 10:00</p> <p>Please text your results immediately after your fixture to 07938722947</p>	<p>the day before 10:00</p> <p>Captains will receive the following weeks fixtures later in the day</p>	<p>transport requests to the Sports Coordinator for all BUCS activity.</p>
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11.3.4 Cancellations

If you see an issue with a fixture or are struggling to get a team together (e.g. during reading week) then please contact the Sports Coordinator as soon as you foresee an issue. Team Warwick do not give walkovers so there is a 12pm deadline on a Monday for any cancellations (with the exception of weather) though this is not a guarantee of fixtures changing - all games must be played on the set date unless otherwise agreed by BOTH universities involved.

On a Monday afternoon you will receive your confirmation for your transport with pickup and return times indicated. See the Transport Section for specific transport information.

Cancelled matches due to weather are unavoidable; therefore if we can call a match off on a Tuesday before 4:30pm we will do so. In the case of a home cancellation, the Sports Coordinator will notify you, and the opposition. With away fixtures the Sports Coordinator will cancel your transport.

11.3.5 Team Sheets

Team Sheets must be submitted no later than 2pm on Monday (if your fixture is on a Saturday/Sunday then they need to be submitted by 2pm on a Wednesday). Any team failing to submit a team sheet risks their fixture being cancelled. It is the captain's responsibility to ensure all players have their membership before submitting the team sheet.

11.3.6 Scores

Please submit your scores no later than 10pm on Wednesday evening. Late scores result in point deductions and fines from BUCS. Text the BUCS Mobile: **07938722947**, tweet or email.

11.3.7 Knockout and Championships

You will also take part in the BUCS knockout rounds leading up to the Cup, Trophy and Championship finals in Term Two. The majority of Warwick Teams compete in the Midlands Conference Cup, during the season you will play knock out matches, fighting to progress to the next round. The first knockout matches will be in the fixture list from summer, however keep an eye out for further rounds as these only get updated once all the scores have been submitted. Admin for knockout matches is exactly the same as your league matches.

11.4 BUCS Individual Competitions

This section is referring to the one-off competitions that take place rather than the weekly (i.e. Indoor Athletics Championships).

1. If you are responsible for entries send the Sports Coordinator (BUCS) an email with your name, email address and committee position so you can be made an admin on BUCScore.
2. Once you have imported all the people/teams you want to enter, please contact the Sports Coordinator again, who will then authorise the entries. All entries must have the relevant Warwick Sport and SU Membership otherwise they will not be entered.
3. You will be notified once the entries are made, so you can double check your entries are correct.
4. The Sports Coordinator will then email you a confirmation of who has been entered. After you have submitted the entry please check on the BUCS website for pre competition details
5. You will need to request any transport by completing a Transport Hire Form and returning to the Sports Coordinator (BUCS). Any required accommodation should be booked by the club (with the exception of BUCS Nationals).

You will need to check the BUCS website for event details. These can usually be found under the **Sports** section and within each **Sport's Page**. You can also see most BUCS Events on the [BUCS Calendar](#).

The Sports Coordinator will send out reminders for entry deadlines but it is the club's responsibility to keep to these deadlines. If you want to know what individual competitions are on offer for your sport, and you cannot find the information on the BUCS website, email clubadmin@Warwicksu.com.

11.4.1 Team Entries

There are a number of BUCS Team competitions which require individual entries (your teams will not automatically be entered into these events). If you take part in a sport which begins in the middle of the academic year the likelihood is your teams will be entered separately to the weekly BUCS entries which are done during the summer.

11.5 Finance and Money Requests

A lot of the BUCS Activity is funded for your clubs. Each week if you have expenses for transport and match officials you can claim the money back by handing a money request to the Sports Coordinator. Payment for any transport that is booked for you will be processed automatically. Please make sure you provide evidence for your expenditure. Ideally submit any money requests by Friday morning so they will be processed quickly for you.

For match officials you need to complete the Match Officials Expenses Form, getting the official to sign upon receiving their payment. You can also collect money in advance to pay on the day, and hand in the form following your match- please speak to the Sports Coordinator if you wish to use this option.

All BUCS Money Requests should be coded with X09 (Non-BUCS is X01).

All BUCS forms can be found here:

<https://www.warwicksu.com/sports/club-administration/bucs-forms/>

12.0 Coaching

12.1 Requirements for Coaching

All invoices should be paid in arrears of services and under no circumstances should coaches be paid in advance. Money request forms can be found in exec resources at <https://www.warwicksu.com/sports/club-finances/financeforms/>.

It is the responsibility of the Club Executive Committee to ensure that coaches are qualified to a sufficiently high standard to ensure your members are coached safely. If you have any doubts about the qualifications required, you should contact your national governing body for advice or speak with the Club Development Officer at Warwick Sport (clubdevelopment@warwick.ac.uk).

It is the responsibility of the Club Executive Committee to ensure that all coaches have suitable insurance cover before any coaching takes places. This should include Professional Indemnity insurance and Public Liability Insurance where this is not provided through membership to a national governing body.

A completed coaching pack must be received from a coach before any coaching commences. Existing coaches must complete a new form each academic year. Packs should be emailed to lloyd.clark@warwicksu.com.

12.2 Recruitment of Coaches

It is the executive committee's responsibility to recruit coaches for their Sports Club if they wish to. This includes writing a role description and/or service specification incorporating relevant qualities and qualifications requirements (sports specific templates for can be found online), posting adverts in appropriate places (see point 2) and deciding on an appropriate closing deadline.

Under no circumstances should a club be advertising for a contracted or employed coach. Job adverts must be clear that the role will be a self-employed position and as such will need to adhere to the following guidelines: -

- a. The coach must have all relevant insurance in place before submitting their coaching pack. This must be funded by the coach and not the club or Warwick SU
- b. The coach must submit a coaching pack before services to the club commence
- c. Once a coaching pack has been submitted all coaches must be paid in arrears via invoice through Warwick SU

All adverts for self-employed or voluntary coaches must be reviewed. This will ensure that your advertisement follows the above guideline will provide some feedback to support you in recruiting the best possible coach for your club situation. Please email your draft adverts to the Club Development Officer at Warwick Sport (clubdevelopment@warwick.ac.uk). Once the club has adverts in place both Warwick Sport and Warwick SU will support the club to promote their advert to partners and local networks where appropriate.

The Clubs' Executive Committee can choose how they advertise any new coaching roles or opportunities within the club. We would advise the use of the following websites: -

- UK Sport Jobs
- Sports Coach UK
- Sport England Jobs
- Careers in Sport
- BUCS Website
- National Governing Body for the Sport

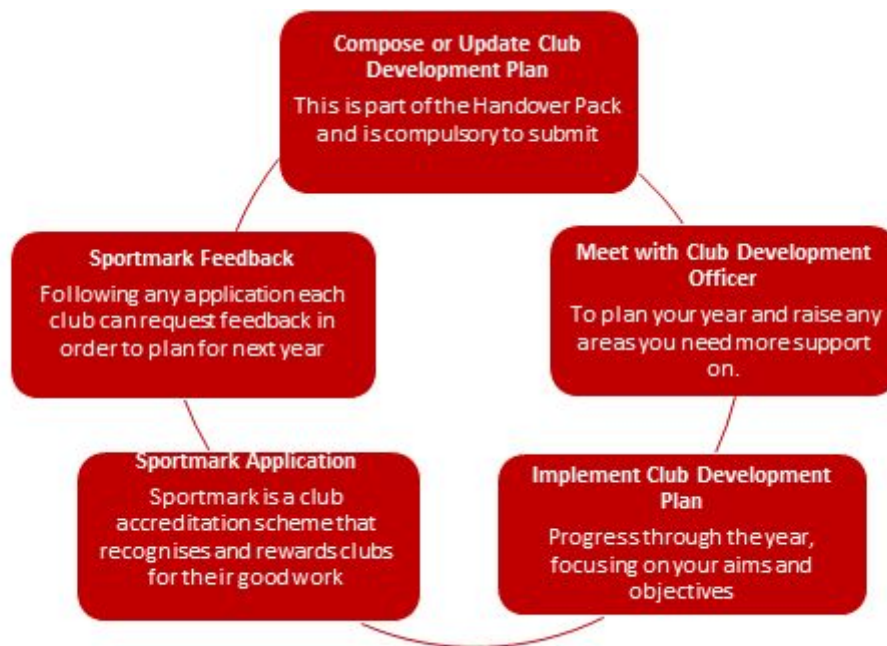
- County Sports Partnership (Coventry, Solihull and Warwickshire Sport)
- Distributed to local Community Sports Clubs
- Distributed to local Elite Clubs with community sections

13.0 Club Development

The club development programme is delivered by Warwick Sport as part of the sports partnership at Warwick. The programme is delivered by a full time Club Development Officer whose role is to support your clubs in improving across all areas. Every sports clubs, regardless of how big or small, can benefit from this support which includes goal setting, expanding your club's delivery, developing your members and exploring further funding opportunities, just to name a few. The aim of the programme is to encourage all University of Warwick clubs and their members to improve and develop year on year.

13.1 Club Development Process

This is an annual process which all clubs can follow in order to continue to improve even when the club is already recognised as a competent or highly developed club.



13.2 Sportmark

Sportmark is the annual recognition and accreditation scheme for sports club standards. Sportmark has been designed to only relate specifically to sports clubs at the University of Warwick. Any sports club within the University can apply to become an accredited club within a specific category.

The categories are as follows:



How does it work?

Within each category a club can receive a Bronze, Silver or Gold accreditation based on meeting certain criteria standards. These accreditations will highlight your clubs strengths and weaknesses to support future club development. Depending on your clubs overall score you may also gain access to specific recognition and rewards for the following academic year.

What are the benefits to my club?

In addition to the recognition of being a Sportmark club and being highlighted as a successful University club; the following rewards will also be offered to all clubs who gain at least Bronze accreditation in one of the following three areas:

- All Sportmark accredited clubs will be taken into consideration for end of year sports awards. If your club wants to be considered for an award then you must ensure you have Sportmark accreditation.
- All Sportmark accredited clubs will have their achievements highlighted on the Warwick Students' Union club directory pages.
- All Sportmark accredited clubs will receive a specific logo related to their achievements, which can be used in any club promotional material.

Gold Accredited Clubs

Clubs who achieve Gold accreditation in any of the three categories will also gain access to the following specific rewards:

- Participation: Preferential training times; clubs will be given priority during the facility allocation.
- Community: £200 to subsidised coaching and officiating qualifications for up to two members.
- Competition: £200 financial reward to be spent on enhancing your club.

13.3 Club Development Plans & Meetings

Each club must have Club Development Plan in place as part of their handover pack. Clubs may be asked to submit their most up to date development plan as part of applications for Sportmark, the Club Development Fund or when requesting additional facility time/space. But predominantly the purpose is to ensure all exec members, and members where applicable, are aware of the planned developments and aspirations of the club. Each club is also required to have at least one club development meeting with the club development officer within the academic year to go through their development plan and request support where appropriate.

14.0 Training Opportunities

14.1 Club Conference

Club Conference takes place in Term 3, it is an action packed day with various workshops giving you lots of ideas and the tools to make the most of your year on exec. There will be a number of sessions on how to really make a difference to your club during your time on the Exec, you will be able to ask questions and start planning for the new year.

14.2 Sports Forum

Sports Forum takes place once every term; the Sports Officer will provide you with key information and dates for the term ahead as well as providing an opportunity for you to raise any questions or discussion topics with exec members across all clubs. Sports Coordinators and members of the Warwick Sport Team will be present to answer any questions and deal with any issues. Term 3 Sports Forum welcomes newly elected exec, to kick-start your year and get you involved with the wider Team Warwick straight away. This is also built upon at Club Conference so don't worry if you are concentrating on exams in Term 3.

14.3 Compulsory training

Training Sessions

- Exec Training: At least three exec members should attend exec training held in term one though we recommend all members attend.
- Club Conference: At least three members of the club Exec should attend club conference although it is beneficial for all executive committee members to attend.
- Treasurers Training: Any exec member who holds a position of some financial responsibility, must attend treasurers training which takes place after SU Exec Training
- BUCS Captains Training: Any club who wishes to compete in BUCS Competitions must attend this training. It is recommended that one representative per team is sent (i.e. 1st team, 2nd team)

14.4 Further Training Opportunities

- Personal development sessions through SU Student Development
- Coaching / Officials Courses through Warwick Active or Club Development Programme
- Training courses through club budgeting process
- DBS and potential training through Warwick Volunteers projects

15.0 Warwick Active: What can we offer clubs?

Our programme is designed to get everyone active whether they are beginners, returning to sport, want to get fit and meet new friends or play at a semi-competitive level.

15.1 Active Leagues

Our league offer gives people the chance to play semi-competitive sport. This is the ideal opportunity for those who miss out on BUCS teams to still play the sport at a semi-competitive level, or for those who simply can't get enough of their sport. This is something you can direct people to after trials so ensure that they aren't lost from the sport.

If we don't currently offer a league for your sport get in touch with us by emailing warwickactive@warwick.ac.uk.

15.2 Rock Up & Play

Our Rock Up & Play sessions do exactly what they say on the tin: you can turn up and get involved without having been to a session before and without committing to attending on a regular basis. We already work with a number of clubs to deliver these sessions, with clubs using it as their participation offer. There is scope for clubs to get involved with existing sessions or speak to us about setting up a Rock Up & Play session for your sport. Please email warwickactive@warwick.ac.uk for more information.

15.3 Courses

Our courses are a block of lessons where you either learn a new sport/ activity or improve your skills in a sport you already do. All our courses are delivered by knowledgeable instructors, so this could be a great opportunity for some club members to get some extra coaching or learn a new skill.

15.4 Running and Walking Groups

Our running and walking groups work in a similar way to our Rock Up & Play sessions. Come along to our running groups as a club as a great way to keep your fitness up. If there isn't a run at a time that suits you, you might want to set a new run. Alternatively, join us for a walk to destress and have a chat!

15.5 Events

We run a whole host of exciting events throughout the year and there are plenty of opportunities to get involved. Many of our events rely on the help of clubs to take place. Have you got an idea for an event and think we could work together? Do you want to volunteer your time for one of our existing events? We want to hear from you!

15.6 Pop Up Sport

Our Pop-Up sport programme is the newest addition to Warwick Active. We would love clubs to help us out by running ad hoc pop-up sessions for their sport in various locations around campus. This is a great way to get new members and expand your participation efforts in a new way. Please email warwickactive@warwick.ac.uk if your club would like to get involved.

15.7 Activators

Want to take on a little more responsibility? Are there members of your club who are aspiring to be exec but want to get involved now or could do with some experience first? Whether you are already the president of a sports club, just missed out on an exec position or are an eager first year you could gain a lot from being an activator!

It is a great way for you to develop your employability skills and stand out from the crowd. We offer training and development opportunities to all our activators and the more hours you put, the more rewards you can earn. Apply [online](#).

There are lots of benefits to working with Warwick Active: we can support you with your participation offer, it can be counted towards Sportmark and can strengthen Sports Ball Award applications. If you do want to work with us please get in contact: warwickactive@warwick.ac.uk

16.0 Performance Sport

We support and develop our high performing student athletes to reach their full potential by creating an environment for both individuals and teams to excel. We achieve this through two programmes of support, Team Warwick Performance which is for our highest achieving sport teams and Sports Scholarships for individual athletes.

Team Warwick Performance

Our Team Warwick Performance programme supports our highest performing clubs that show commitment and drive to adopt a performance culture

The main benefits for these clubs are

- Preseason training camps
- Regular strength and conditioning sessions
- Access to a Warwick Sport Mentor
- Support with sports, physiotherapy, psychology, and nutrition
- Management and development of coaches
- Financial Support- For more detailed information please reference the TWP paper which outlines the exact criteria and support given at each level of the pathway

Team Warwick Performance

[-https://warwick.ac.uk/services/sport/teamwarwick/performance/team](https://warwick.ac.uk/services/sport/teamwarwick/performance/team)

Applications Process

- The application should be completed by the incoming captain assisted by the president, coach and outgoing captain.
- Applications open Term 2 just before the Easter Vacation and will be open for 4 weeks.
- Applications close the 2nd week of Easter Vacation.
- Clubs who are successful will be invited for interview with the Warwick Sport Performance team
- Unsuccessful applicants will be notified in Term 3 week 1.
- Interviews will take place during the first 2 weeks of term 3.
- Successful and Unsuccessful applicants will be informed in week 3. Please note teams that are selected to be on the programme will not have to reapply each year to continue on the

programme. However, teams who underperform, as outlined in the TWP paper, will result in being removed from the programme

For further questions email: performancesport@warwick.ac.uk

Sports Scholarships

Our sports scholarships are designed to assist elite level athletes continue their dual academic and sporting careers whilst they are studying at University.

Scholarship athletes can benefit from a range of support depending on their level of performance:

- Dedicated mentor to support with balancing academic and sport commitments
- Strength and Conditioning coaching
- Sports Physiotherapy, Nutrition, and Psychology support
- Gym Membership
- Financial bursaries- this is dependent on the type of scholarship awarded
- Team Warwick Performance Kit
-

Sports scholarships are eligible for anyone that is competing for their county or country. Please note your sport must have a Sport England recognised governing body to be considered.

Scholarship Applications open the day after A-level results have been released.

To apply, simply click on the relevant link below to download your application form. Ensure you answer all questions accurately.

<https://warwick.ac.uk/services/sport/teamwarwick/performance/scholarships/>

17.0 Fundraising

Charity fundraising is something that we encourage all of our clubs to do and is an important strand of the Community category for clubs seeking Sportmark accreditation.

As a Students' Union, we have a dedicated team who will help you with all charity fundraising, however we will only count money for the following charities:

- Action Against Hunger
- Alzheimer's Society
- Birmingham Children's Hospital
- Breast Cancer Care
- Charity Collections
- Cancer Research UK
- CHILD.ORG
- Coventry Cyrenians
- CRASAC (Coventry Rape and Sexual Abuse Centre)
- Guide Dogs for the Blind Association
- Mind
- Oxfam GB
- Teenage Cancer Trust
- UNICEF UK
- Water Aid
- Zoe's Place Hospice

In order to complete a charity collection for one of the above charities you will need to complete an online form which can be found [here](#).

What do we do if we are collecting for a charity not listed above?

If you wish to collect for a charity that is not one of the 15 above, the SU will still help you to facilitate this, however the money will have to go directly to the charity rather than returned to the SU.

The following conditions need to be adhered to when fundraising:

- Any publicity including buckets, posters and collection tins must be labelled with the Charity (who you're collecting for):
 - Name
 - Logo
 - UK Registered Charity Number
 - Percentage of Proceeds going to Charity
- Should the club/society fail to return buckets to the Students' Union, they hold fundraised monies at their own risk.
- Any lost or unreturned buckets will be charged to the society.
- Bucket seals may only be broken by a member of SU staff or the Finance Office.

Any fundraising queries should be directed to charities@warwicksu.com.

18.0 Elections

All club exec members must be democratically elected in accordance with the stipulations detailed in the SU by-law 10, and clubs must have elected their new exec (not necessarily have handed over) before the end of Term Two.

The Presidents' Handover/Thank You event will take place on the last Friday of Term 2.

For questions relating to elections you should refer to By-Law 10 which can be found in full here: <https://www.warwicksu.com/democracy/documents/>. If you have any further questions having read this document, please direct them to the Students' Union's Democracy and Development Officer.

19.0 Key Dates for Clubs Programme

Term 1

Wednesday 1st August – **Event Submission Opens**

Monday 27th August – **Club Development Fund Open**

Friday 7th September – **Club Development Fund Close**

Monday 24th – Sunday 30th September – **Welcome Week**

Wednesday 26th September – **Sports Fair**

Friday 28th September – **Sports Day**

Monday 1st October – **Exec Training**

Monday 1st – Sunday 14th October – **Trials & Taster Fortnight**

Monday 29th October – **Student Minds Mental Health in Sport Workshop**

Thursday 1st November – **Student Minds Mental Health in Sport Workshop**

Monday 19th November – **Sports Forum**
Monday 26th November – **Club Development Fund Open**
Friday 7th December – **Club Development Fund Close**

Term 2

Monday 7th – Sunday 13th January – **Never Too Late Campaign**
Monday 28th January – **Sports Forum**
Friday 15th- Sunday 17th February – **BUCS Nationals**
TBC – **Varsity**
Monday 4th March – **Handover Packs and Sportmark Sent Out**
Friday 8th March – **Sports Club Election Deadline**
Friday 15th March – **Presidents Handover Event**
TBC – **Big BUCS Wednesday & Conference Cup Finals**

Term 3

Saturday 27th April – **Club Conference**
Sunday 19th May – **Handover Pack & Sportmark Deadline Day**
Saturday 15th June – **Alumni Sports Day**
Tuesday 25th June – **Sports Ball**