

SPORTS CLUBS ACCREDITATION

The Accreditation system aims to help clubs run smoothly, provide a meaningful time to its members, have a positive impact on the wider community and help Committee members build a strong CV for future employment.

In order to run as a club the committee must complete the relevant documents that allow them to operate within Bucks Students' Union. Once the essential documents have been completed and submitted to the Activities Coordinator (Competitive Sport); **charlotte.thomas@bucks.ac.uk**. The club is then able to work their way through the accreditation system.

There is no specific order to the completion of the accreditation scheme and clubs can run through it in whatever order suits them best. The scheme is divided into five areas; 'Inclusion', 'Stability', 'Promotion', 'Liaison' and 'Own Targets'. Once a club has completed a target from the accreditation they must speak with the Activities Coordinator (Competitive Sport) who will check it off their accreditation. Failing to inform the staff of an event or not being able to produce evidence of an event occurring may result in the target not being completed on the accreditation scheme.

COMPULSORY FOR CLUB STATUS

Accreditation Checkpoint	Description	How to Complete
Complete a Risk Assessment	It is a safety requirement for all clubs to complete a risk assessment for the venues at which they regularly train and compete.	Risk assessments need to be completed prior to the start of term and sent to the Activities Coordinator (Competitive Sport).
Produce a Club Constitution	For any club to run, it needs to have a clear constitution to show its members how it will be run. Changes to the constitution must be shown to the whole club and agreed on.	The constitution needs to be handed in before the season starts.
Produce a Club Code of Conduct	The Athletic Union has a code of conduct which applies to all sports members. Sport specific codes of conduct outline specific behaviours and attitudes that are relevant for your club and run alongside the Athletic Unions current code of conduct. All members have the chance to input ideas to the code of conduct and changes can be voted on at the Club AGM.	The Club code of conduct needs to be handed in before the season starts.
Submit Fresher's Fair Sign-ups	All clubs will record all sign-ups at the Freshers' Fair.	The sign-ups need to be typed up in an Excel spreadsheet and sent to the Activities Coordinator.
Full committee and contacts	It is important for the Students' Union to have the contact details for the full committee to pass on information and maintain a close relationship with the clubs.	Committee contact details must be sent to the Activities Coordinator (Competitive Sport).

INCLUSION

Accreditation Checkpoint	Description	How to Complete
Joint Activity with Another Club	To further strengthen our 'Bucks Community' ethos, clubs are encouraged to partake in social and/or voluntary events with other teams.	A joint activity must be planned and promoted. This can be counted towards the accreditation once the event has taken place.
Non-Drinking Social Event	Socials are important for increasing bonds between members of a club and influence sporting performance. To make sure all members of the club are included in the clubs socials, Committees are asked to host non-drinking based socials.	This can be counted towards the accreditation once the event has taken place.
Support a Students' Union Diversity/Welfare Campaign	The Students' Union host a number diversity and welfare campaigns throughout the academic year. As active members and representatives of the Union you are great ambassadors to support campaigns run by the Union.	This will be ticked off the accreditation once the club has actively taken part in a Union campaign.
Organise Transport to Training	Each club that competes and represents the University is expected to train in their sport. As training facilities and coaches are booked through the Union, it is the club's responsibility to organise how members attend the sessions. In the case of needing transport, the club must use the money from their fundraising account.	
Monthly Meetings/Minutes	It is vital that clubs regularly meet and communicate what is going on within the club. This is to make sure that correct information is being passed through the clubs and to check that the clubs are running smoothly.	At the monthly meetings, minutes need to be taken and sent to the Activities Coordinator (Competitive Sport) for record; charlotte.thomas@bucks.ac.uk

STABILITY

Accreditation Checkpoint	Description	How to Complete
Attend Committee Training	Committee training is designed to help committees run their clubs successfully. Attending the training will give the club an advantage in running the club and provides direct information between the sports staff and the AU committees on a whole.	Committee training will be held before the start of term and must be attended by the whole committee.
Development Plan and Equipment Inventory	The development plan is a one year planning document which asks committee members to plan how they would like the club to progress. The development plan clearly defines the aims of the club and provides a platform for future committees to work from. With each club needing different equipment in order to run successfully, an up to date equipment inventory is necessary. This will help support requests to replace or purchase new equipment throughout the season.	The development plan and equipment inventory needs to be sent to the Activities Coordinator (Competitive Sport); charlotte.thomas@bucks.ac.uk . It can also be completed online at bucksstudentsunion.org/sportscommitteehub .
Committee Handover Document	The handing over of information from one committee to the next is very important. The document helps pass on contact information, maintain club traditions and ensures that the club is in the best possible position to start in the new academic year.	This can be counted towards the accreditation once the document has been completed and submitted to the Activities Coordinator (Competitive Sport); charlotte.thomas@bucks.ac.uk .
Budget Funding Meeting	Each club has its own fundraising account held within the Students' Union. Clubs need to be aware of what is in the account, have an aim of how much money they want to raise over the year and what they will be using the money for.	The clubs are asked to have a meeting with the Sports Staff in the Students' Union to plan the year ahead. The Treasurer must be present.
Fundraising or Sponsorship	The most successful clubs are those who have healthy account funds and manage the club accounts well. Money can be used to enter pre-season/friendly training fixtures, Sporting events, Club activities and Transport. Clubs can raise money through fundraising events or gaining sponsorship from an external company as long as they are not a competitor of the Students' Union.	This will be ticked off once a sponsor has been established or a fundraising event has happened.

PROMOTION

Accreditation Checkpoint	Description	How to Complete
Newspaper Articles	The Students' Union run a newspaper every three weeks that is accessible for all students. In order to promote your club throughout the university and potentially gain membership, each club needs to submit a minimum of two articles throughout the year.	If the article does not get printed the submission of the article is still counted toward the accreditation scheme.
Promotional Poster	Promotional posters are an easy way to promote your club and can be printed and handed out and shared over social media.	Each club should have a poster to help advertise what they do and need to send it to the Activities Coordinator; charlotte.thomas@bucks.ac.uk .
Freshers' Fair Stall	Freshers' Fair is a key event to gain as many sign ups to the club as possible. With a high footfall, Freshers' Fair provides a perfect opportunity for you to advertise your club and get new sign-ups.	Each club must hold a stall at the Fair and have to people man the table at all times.
Mini-Site	Each club has a minisite on the Students' Union website which they should update with events, contact details, videos and competition information.	The website must be updated at minimum once a year and must contain the following to be ticked off accreditation – names, contact numbers, emails and social media accounts (eg Twitter and Facebook)
Social Media	Social media is one of the most effective ways to spread information and advertise your club. Clubs are expected to run a Facebook page, a Twitter account, and to update their minisite.	All committee Facebook pages must have the VPSI and sports staff accounts added to them.

LIAISON

Accreditation Checkpoint	Description	How to Complete
Fundraise for RAG	Each year the Students' Union raises funds to support a number of local charities. As clubs you are active members and representatives of the Union in the local community. Raising money for RAG shows that your club is having a positive impact on the wider community.	Money raised for RAG must be handed in to the Students' Union to be counted toward the accreditation.
Volunteering Hours	As a Union we aim to work closely with the community around us. Clubs can have a positive impact on the wider community not only through RAG but also through volunteering. As well as specific events, your roles in committee are voluntary and the time you spend in meetings and volunteering your time for your club can be counted as volunteering hours.	We expect each club to give a minimum of 250 hours before it is counted toward the accreditation. Hours can be submitted to the volunteering portal through the website.
AU Council	AU Council meets each month to discuss the overall running of Sport at Bucks. The meeting provides opportunities for clubs to give feedback and have a say on how sport is run.	The chair of each club must attend the monthly AU council; in their absence a representative must be present. There will be a fine of £10 if no representative is sent.
Union Council	Union Council is a monthly meeting which discusses the running of the Students' Union. The Council provides an opportunity for students give their input in how the Union is run.	As active members of the Union through playing sport, a club representative must attend at least one meeting per term to make sure the sports student's opinions and feedback is well represented.
Create a local Club link	The University is a large part of the local community and there are numerous clubs for our sports teams to form a positive link with. Each club is expected to contact a local club to let them know who you are and find out about them as a club.	All emails sent to the local club will need to have the Activities Coordinator (Competitive Sport); charlotte.thomas@bucks.ac.uk copied in. Once proof of contact has been made, this will be checked off the accreditation.

OWN TARGETS

Accreditation Checkpoint	Description	How to Complete
Setting the Clubs Own Targets	Each club needs to set five of its own targets for the year, this may be a fundraising target, competition target, promotional target, membership target or the organisation of a specific event.	The targets need to be realistic but worth aiming for and provide a beneficial to the Club. Targets need to be decided by the committee as a whole and discussed with the Sports Staff before being added to the accreditation scheme. They cannot be events that have already been completed prior to the start of term.