

ATHLETIC UNION HANDBOOK

August 2020


BUCKS
STUDENTS' UNION

COVID GUIDANCE

- AU Council will now be held virtually
- All Committee meetings to be held virtually
- No students are allowed into the SU office until further notice, so if you would like to meet with the Activities Coordinator (Competitive Sport) in person, you can set up a 1-to-1 meeting by coming to the main reception or booking one in advance.
- You will need to ensure registers are kept up-to-date on google docs and sent by midnight of the day of the session. Given the importance of this for track and trace purposes, failure to complete this task may lead to penalties such as temporary suspension of the activity and other penalties that are covered in the Students Union Bye Laws.
- Before each session you will need to ask every individual the 5 questions that are on a separate tab of the google docs, if any of the answers to the questions are yes, they will not be allowed to take part.
- All clubs will be provided with a temperature gun, temperatures need to be checked before the start of your session outside of the facility. If the temperature is 37.8 C or above that person should be tested 10 minutes later, if it remains high the student will not be allowed to go to the session. The student will be advised to keep an eye on their temperature and for any other symptoms. It is down to the student to report any COVID -19 symptoms to the Student Centre.
- For clubs going off site and using a minibus check temperature before you leave
- All equipment will need to be signed out and you will need to arrange a timeslot to collect your equipment before the session
- For clubs that use equipment make sure these are cleaned at regular intervals as per guidance issued by the NGB or Government
- All training will be taking place whilst adhering to the NGB's return to play protocols.
- For any club session using a facility off site you will be required to follow their protocols, these will be sent out before your first session
- At the time of writing you cannot gather as a group of more than 6 people – this means there will be no Welcome Games or Takeovers. There will be penalties for those that don't adhere to this, again these may include temporary suspension of the activity in question.
- For anyone caught having socials with more than 6, there is the possibility of being fined £10,000 to the organiser and £100 fine to those in attendance. There will be further penalties from the Students Union.
- Tour is currently checking to see if there is interest to attend
- Volunteering will be carried out in groups of 6
- Each Club will nominate a Covid Officer whose responsibilities will include (but is not limited to):
 1. Monitoring and making sure the club adhere to the current government /NGB/ facility/University guidance.
 2. Ensuring Club Covid Specific Risk Assessments are kept up to date in line with the current government/ NGB/facility guidance.
 3. Make students aware of the reporting process if they are suffering symptoms – contact the Student Centre **thestudentcentre@bucks.ac.uk**

Kit Collection

- You will need to arrange a timeslot to come and collect your equipment before your session (during the hours of 9:00-17:00) arrange with Fergus
- You will be given a box with all the equipment you require – plus cleaning equipment and hand sanitiser
- All equipment needs to be sanitised after use – this is the club's responsibility
- Bibs will also be in these boxes they are to be handed out to each individual who will assume responsibility for these throughout the season
- First aid kits are in this box as well. If you use anything from these let us know and we can replenish the stock.
- Drop this box back at the bar after your session, if your session finishes at 10:00pm and it is taking place in the hall, leave your equipment tidily in a corner and it will be picked up the following morning.

Trials

- Attendance is limited to the number of participants permitted to attend a session by the governing body.
- No returning players are to attend in to give Freshers maximum chance and maintain these attendance limits.
- Only 2 members of committee should attend, we suggest the Chair and relevant Capt. of appropriate team (this to be included in your max no. set by your NGB)

Covid Officer Responsibilities

The role of the COVID OFFICERS will include (but is not limited to):

- Monitoring and making sure the club adhere to the current government/NGB/facility guidance.
- Ensuring club Covid Specific Risk Assessments are kept up to date in line with the current government/NGB/ University/facility guidance.

Track and Trace Guidance

- Clubs already have Google docs to record attendance of members please make sure this is filled in for every session. Societies and SFF to send their registers to daniel.lawrence@bucks.ac.uk All registers to be sent by midnight of the day of your session.
- All registers will need to record your members full name/phone number/email address/date/time and student ID.
- Make students aware of the reporting process if they are suffering symptoms this is to contact the Student Centre TheStudentCentre@bucks.ac.uk This is the students responsibility.

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Bucks Students' Union

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Bucks Students' Union is a registered charity – no. 1144820

YOUR STUDENTS' UNION

Bucks Students' Union

WHERE OPPORTUNITY IS NEVER DEFEATED BY CIRCUMSTANCE.

Everything we do as an organisation will work towards achieving this vision for our members. An environment where all members, regardless of background, can come together to create new communities based on shared interests and ideas. Where members are inspired to embrace and explore a broad variety of educational and social opportunities to help discover and influence their own destiny. Where members both create and exploit opportunities for each other in equal measure. Where the collective strength of the membership is recognised, respected and valued for its unique contribution. Where members are provided with essential training and support to lead their communities effectively, helping to positively shape and enrich their university experience.

MAKING LIFE BETTER FOR STUDENTS AT BUCKS.

To achieve our vision, Bucks Students' Union is wholly committed to the ongoing support and development of our members. We will equip our organisation with the technology and tools it needs to perform effectively and provide our staff with the knowledge and skills to thrive in their role and progress their careers. We will diversify our income to provide a stable financial base for our operations. We will build and demonstrate our credibility with partners and other stakeholders in order to more effectively support our members. We will reach out to our diverse membership to encourage broader participation so that we can better understand and represent them. We will work hard to show members the value of deeper engagement with Bucks Students' Union through the scope of our activities and leadership opportunities. We will identify valuable new opportunities for all our members and provide a robust platform on which they can create more opportunities for each other. We will make life better for students at Bucks.



Tom Featherstone

Vice President Student Involvement (VPSI)

My name is Tom and I have been elected by the students to be the Vice President Student Involvement for the 2020/21 year. I am one of three sabbatical officers. I represent the Students' Union in matters regarding the extra-curricular student experience.

As a Union we are highly focused on supporting and engaging as many students as possible in sport. One of our main goals for the coming year is student retention and we believe that a positive sporting experience can be a contributing factor when it comes to students following their studies through to completion.

If you have any questions regarding this Handbook or your role in general, then please do not hesitate to contact Fergus Adams, our Activities Coordinator (Competitive Sport) – **fergus.adams@bucks.ac.uk**.

Thank you and I look forward to working with you over the coming season.



Meet the Team



Catherine Lymer
Student Activities Manager
catherine.lymer@bucks.ac.uk



Tom Featherstone
Vice President Student Involvement
tom.featherstone@bucks.ac.uk



Fergus Adams
Activities Coordinator
(Competitive Sport)
fergus.adams@bucks.ac.uk



Daniel Lawrence
Activities Coordinator
(Recreational Sport and Societies)
daniel.lawrence@bucks.ac.uk

Help is only ever a phone call or email away, please get in touch with any problems or queries.

High Wycombe: **01494 601 600**
Uxbridge: **01494 605 180**

AU STRATEGY

How we support you

The Students' Union has a Strategic Plan (2019-22) which is designed specifically to improve the experience of you, our members. You can read the whole plan online at bucksstudentsunion.org but we wanted to give you a short overview of how the Sports Department and in particular the Athletic Union is working to realise that strategic plan.

There are five key themes within the plan and our key work in each area is outlined briefly below:

The Athletic Union is supported by the Big Deal which creates opportunity for all students to become part of a sports club for free. Joining a sports team gives individuals the chance to compete against other universities in regional and national competitions in 18 different sports.

The Athletic Union aims to improve stability of competitive sport at university through professionalising the way clubs are run. Clubs are run by the sports committee who work closely with the Athletic Union and each Club is coached - where possible - by a level 2 qualified coach. Clubs are encouraged to complete a three year development plan to ensure that they are always aiming to progress and develop.

There are 14 different competitive sports to choose from at Bucks New University, all of which are completely free for all students. The University aims to broaden participation through the organisation of training sessions outside of university lecture times and at local facilities to ease access. You can also compete for Bucks in many individual sports at the annual BUCS Championships.

Sport at Bucks helps student members to be able to find other students with similar interests and form new communities, as well as engaging with established ones.

Students also have the opportunity to be voted onto the club committee providing the potential for individual development of social and leadership skills.

The teams all play in Under Armour kit which remains the property of the Students Union. This we believe increases the professional look of competitive sport.

The Union continues to build its reputation with partner colleges and the local community.



CODE OF CONDUCT

As a member of the Bucks Athletic Union you are representing the University when playing and therefore it is expected that you abide by the following Code of Conduct, which supplements the Union's Code of Conduct Bye Law; as opposed to superseding it:

THE PROCESS FOR BREACHES OF CONDUCT:

1. This Code of Conduct should be read in conjunction with the Students' Union's Members' Code of Conduct and Disciplinary Procedures. Where the Union deem that an incident is serious enough and the Members Code of Conduct has been breached we reserve the right to invoke our Disciplinary Procedures as outlined in the relevant Bye Law. The Student Activities Office may also impose sanctions.

BEHAVIOUR:

2. All members must abide by national governing body rules and respect officials and their decisions.
3. All members must respect the rights of individuals, regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
4. Any form of discrimination will not be tolerated and if witnessed, must not be condoned. Any incidents need to be reported to the Students' Union.
5. Members should keep to agreed timings for training and competitions or inform their coach or team captain if they are going to be late.
6. Members must display high standards of behaviour.
7. Members must promote the positive aspects of sport (eg fair play).
8. Members must respect the community and its surroundings.
9. Members must act accordingly at away games, just as they would at home.
10. Members must pay any fees and/or fines promptly (eg bookings).

KIT:

11. Members must wear suitable kit for training and match sessions, as agreed with the coach/team captain.
12. Members should sign out and return ALL the kit appropriately as documented in the handbook.
13. Each team will be given a first aid kit at the start of the year which they will need to maintain and take to each game and training session throughout the season.
14. It is the club's responsibility to pay for lost or stolen kit.
15. Members should respect University/Union kit and equipment as they would their own.

FACILITIES/PROPERTY:

16. Members should leave home and away facilities as they found them and in a timely manner.
17. Members should respect the playing and changing facilities both home and away.

18. The club is responsible to pay any fines/charges for misconduct at facilities.
19. Members should respect University, Students' Union and Community property.

SPONSORSHIP:

20. Members should consult with the Student Activities Manager prior to contacting organisations or entering into negotiation or agreement.
21. Any team or club entering into a sponsorship deal involving promotional support, cash or 'in-kind' incentives without the prior consent of the Students' Union may face disciplinary procedures.
22. The AU does not permit sponsorship or any other forms of promotion or support from pubs, taxi firms, nightclubs or daytime eateries.
23. For the complete list go the Sponsorship guidelines and restrictions document on the students union website.

SOCIAL MEDIA:

24. Members should be aware of using inclusive language on social media websites.
25. Members should not use foul/offensive language on Students' Union associated pages.
26. If asked by any member of the Student' Union staff to remove posts/messages on social media, they should do so immediately.
27. Members must make the Bucks VPSI an admin on their media sites.
28. Members should seek advice from the Students' Union on what should/should not be used on promotional material.

TRIALS/OPEN TRAINING SESSIONS:

29. Members should make all possible effort to include every participant.
30. Trials, open training or 'try outs' should be accessible and inclusive to all – no matter the standard of play.
31. Members are encouraged to help the development of students not 'selected' for a team – support will be given where possible to help clubs provide development teams.
32. It is the club committee's responsibility to actively promote the recreational sporting offer to those not in a team either through the societies programme or Sport for Fun, making it clear there is always the chance for those individuals who may not have been selected for the competitive team, to be selected at a later date.

WELCOME GAMES:

33. Members must adhere to the University's Health and Safety policy, which can be found at **bucksstudentsunion.org/healthandsafety**.
34. Members must submit a detailed written proposal which is subject to approval/rejection by the Student Activities Manager.
35. One delegate must remain sober and competent.
36. Throughout the night members must follow the policy on **Page 19** of this handbook.
37. Failure to follow procedure within this policy may be subject to the following disciplinary actions;
 - fines to individuals or the club to cover costs
 - expulsion from the AU of an individual and/or team
 - banned from the bar and other Union activities/facilities
 - frozen club accounts
 - cancellation of fixtures leading to walkovers and points penalties
 - withdrawal from competitions
 - withdrawal of privileges such as Takeovers and Tour.

COMPLAINTS AND PROCEDURES:

There are two forms of complaint; informal and formal.

The Students' Union take any complaint, whether small or large, very seriously, and have a complaints procedure in place. If you would like to make a formal complaint please go to **bucksstudentsunion.org/constitution** and download the formal complaint form at the bottom of the page.

An informal complaint must be received within 10 working days of the incident or event giving rise to the complaint. After this time the Union will not consider the complaint unless there are special circumstances present. The complaint will be acknowledged within two working days of the receipt. This confirmation should include deadlines by which an outcome will be communicated to the complainant, which should not exceed 15 working days.

If it is a formal complaint the form will need to be submitted to: **sucomplaints@bucks.ac.uk**.

Receipt of a formal complaint must be acknowledged with two working days of complaint. If the complaint is in relation to any staff member of the Union then the matter will be referred to the CEO.

If the complaint relates to the CEO and or the President, then the complaint will be handled by the longest serving external member of the trustee board.

For further information visit our website: **bucksstudentsunion.org/constitution**.

REMOVAL OF A COMMITTEE MEMBER:

The removal of a committee member can happen in two ways. It can be decided by a two thirds majority at a General meeting of the Club. Five signatures are needed to call a General meeting and 50% of the voting members must attend for the meeting to be quorate. A committee member can also be removed as a consequence of a disciplinary procedure.

MENTAL HEALTH TRAINING:

The Welfare Liaison will be expected to attend a Mental Health workshop put on as part of committee training.

This will ensure there is a designated member of each club that can be a point of contact for any club members for any general welfare issues. They will also be able to signpost to the mental health department of the University.

SEXUAL HARASSMENT:

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when either:

- The conduct is made as a term or condition of an individual's employment, education, living environment, or participation in a University community.
- The acceptance or refusal of such conduct is used as the basis or a factor in decisions affecting an individual's employment, education, living environment, or participation in a University community.
- The conduct unreasonably impacts an individual's employment or academic performance or creates an intimidating, hostile or offensive environment for that individual's employment, education, living environment or participation in a University community.

Please be aware that many other Universities have a Sexual Harassment Policy which you will fall under when playing at their grounds. We do not accept any form of sexual harassment and if any is reported the University will be informed.

CHARTER FOR ACTION FOR TACKLING HOMOPHOBIA AND TRANSPHOBIA IN SPORT:

We believe that everyone should be able to participate in and enjoy sport - whoever they are and whatever their background. Sport is about fairness and equality, respect and dignity. It teaches individuals how to strive and succeed, how to cope with success and disappointment, and brings people together with a common goal. We are committed to making these values a reality for lesbian, gay, bisexual, transgender and other LGBT+ people.

We will work together, and individually, to rid sport of homophobia and transphobia. We will make sport a welcome place for everyone - for those participating in sport, those attending sporting events and for those working or volunteering in sports at any level. We will work with all these groups to ensure they have a voice, and to challenge unacceptable behaviour.

CONSTITUTIONS, AGMS AND ELECTIONS

Constitutions

A constitution details the purpose and rules of your sports club. It is the basic document which helps to ensure smooth and proper running of your affairs.

All Athletic Union affiliated sports clubs must have a proper Constitution. If your club does not have a Constitution, please speak with the Vice President Student Involvement. These do not supersede the Students' Union Constitution.

Governance

Committee meetings, constitutions, rules and policies are just as important as the playing of the sport. This will help to run your club much more effectively. You will need to get these basic arrangements in place early.



Annual General Meeting (AGM)

All teams within the Athletic Union must hold an AGM this meeting should happen towards the end of your season and coincide with the Student Union Elections. The purpose of the AGM is to allow the committee to report back to the members about how the season has gone and for the Treasurer to present the financial position to other members and to explain what the money the club has raised has been spent on.

The AGM is held toward the end of the year, allowing the opportunity for committee candidates to present and be questioned regarding the elections.

Elections

The main Committee elections take place in the Union's main general election week. Candidates must submit online nominations through the Students' Union website by the specified deadline in February which will be advertised through the Student Paper and Website. The Student Activities Team will also communicate the deadline to clubs via social media and email.

Candidates will then be entered into the election and voting will take place in the second week of March. Results will be announced via email by the Student Activities team.

If the AGM has not been held by the time of elections then an open meeting is encouraged to take place. Allowing for the candidates to deliver speeches and take questions from club members.

Where committee positions are not filled during the main election period an online by-election will be held at a later date. In order to organise a by-election the club must contact a member of the Student Activities Team who will advise on the process and time-scales.

In order to vote in any election, students must have attained an online club membership prior to the deadline for nominations. You also need to have attended at least one training session or match after the taster session period.

Members standing for election must be full members of the Union, as detailed in the Membership Bye Law of the Constitution.

AU COUNCIL

Bucks AU Council is the part of Bucks Students' Union that is responsible for the administration and coordination of all organised student sports teams and clubs at Bucks New University. All competitive sports are affiliated to the AU Council catering for diverse interests and abilities. A full list of affiliated clubs and teams can be found at **bucksstudentsunion.org**.

AU Council is the forum in which all our clubs can plan and develop as a collective for the year ahead. It acts as consultation group in which issues affecting our clubs and teams can be raised and dealt with accordingly. It is compulsory for Chairpersons and Captains to attend AU Council but open to any committee members who want to join. The AU Council also offers the opportunity to share issues that may have arisen within a club/team either with individuals, teams or the club as a whole.

One of the many benefits that comes about from the AU Council, is the opportunity for Chair's from a variety of different backgrounds to network and collaborate on a range of different projects such as club fundraisers, charity initiatives and sharing good practice on club development.

All clubs/teams are obliged to attend every AU Council meeting. In the absence of the Chair, a committee representative must attend in their place, ideally the secretary.

Failure to send a club rep, will result in your club being fined £20. Failure to attend three meetings will result in your club/team operational account being frozen!



MEDICAL INFORMATION



When you sign up for a sport you will need to complete a couple of questions about your medical information. This is important to complete correctly so that we can make coaches and committee members aware of any relevant issues. Medical information will be held digitally in a password protected document and will be deleted after the AU member has left or is no longer part of the team.

Medical information is an important questionnaire that is completed before your membership is confirmed. No student will be allowed to compete without signing up to be a member.

If you have any questions regarding giving medical information please contact the sport staff within the Students' Union.

PERSONAL DEVELOPMENT

The skills you can gain

The Student Activities Team and Communications Department have devised a benefits key for you to see what skills you are gaining from being on the committee of a club. We feel it is important for your personal development to understand the skills you are learning, most of which without even realising and being able to communicate these to future employers. To familiarise yourself with the skills associated with your committee position, take a look at the icons and descriptions below.



Decision Making – You will be developing a wide range of interpersonal skills including creativity, logical thinking, assertiveness and sensitivity to others.



Delegation - Dealing with a large club isn't an easy task and without realising it, you will be delegating jobs to the rest of your committee team.



Leadership – As the committee of a club, you are the leaders and ultimately, responsible for your club achieving their goals. The ability to lead a group is valued by potential employers.



Numeracy – Whether you have a qualification in maths, or not; taking on the role of treasurer will prove to employers you have the ability to understand basic maths and undertake everyday numeracy tasks.



Finance – The ability to manage budgets and finances will not only be useful in future employment but in everyday life managing your own finances.



Community Awareness – Should your club choose to participate in a volunteering project, you will be learning about the wider community in which you live and having a positive impact on it.



Physical Fitness – Some clubs will give you the opportunity to improve your health, energy levels, mood and overall well being. Raising your self esteem and giving you confidence in your work.



Team Work – You will need to work together to achieve your aims and to run your club. In the workplace you are rarely able to carry out your role without working with other contributors.



Networking – As a club, you may have the opportunity to network with similar interest groups to develop your club. As a committee, you will be expected to network with other sports teams and societies.



Written Communication – Employers look for candidates who can express themselves clearly and effectively through written communication.



I.T. – Basic I.T. skills are essential in almost all workplaces and it is becoming increasingly more important. Committee members will, no doubt, develop I.T. skills using packaging like Excel, Outlook and Word.



Verbal Communication – As a committee, you will need to communicate with the rest of your membership and the Students' Union regarding a wide variety of areas. This is an invaluable tool in the workplace.



Marketing – You will be marketing your club to the wider student population in order to gain more membership.



Organisation – Managing a club's paperwork can include meeting minutes to keeping records of student members and dealing with all correspondence.



Project Management – As a committee, you will be managing your activity and balancing your degree and any other commitments simultaneously. This is a fundamental skills to have for future employment.



Creativity Skills – Creative based clubs will give you the skills to think creatively in the workplace and to be open to new ways to solve problems and to be open to new ideas.



Time Management - This opportunity will allow students to gain an understanding of the concept of time management, prioritise their workload, take control of their time, productivity and meet goals.



Problem Solving – Running a club isn't always smooth sailing. There will be times when problems arise that you will need to solve as a committee. Being able to demonstrate this skill will aid you in future employment.

COMMITTEE POSITIONS

Outlined below are the roles and responsibilities of all the committee positions, failure to abide by these and the code of conduct may result in these being removed. It is important to note that when choosing a committee position, the Welfare Liaison cannot also hold the position of Social Secretary. Captain is the only position that can hold more than one role in the committee.

CHAIRPERSON (CHAIR)

As Chair you are responsible for the organisation of the club, overseeing that other committee members are fulfilling their roles and responsibilities. The Chair shall lead the Committee and conduct any club meetings. They shall ensure that meetings are organised and conducted in a proper manner and that all points of discussion are received in plenty of time before the meeting. The Chair is required to represent their club at AU Council. Failure to attend and without informing the Athletic Union Chair will result in the club incurring a fine.

Your main roles will be:

- To decide the agenda with the Secretary for each meeting
- to chair meetings and ensure that all items on the agenda are discussed fully in addition to any other important issues raised by the members
- to represent the club at Athletic Union meetings
- to chair the Annual General Meeting (AGM)
- to have overall responsibility for the club, including its continued development
- to encourage and maintain harmony within the committee and the club as a whole
- to encourage attendance at Union Council
- to ensure that all members of the club sign up as an online member.

As Chairperson of a sports team you will be taking on a great deal of responsibility. Some of the skills you will develop are:



Team Work



Networking



Delegation



Leadership



Organisation



Decision Making



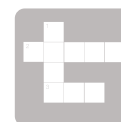
Verbal Communication



Project Management



Written Communication



Problem Solving

SECRETARY

The role of Secretary is primarily one of administration although an active role in all club activities is important.

Your main roles will be to:

- be the first point of contact for club related enquires
- take and distribute minutes - keeping accurate records and sending a copy of each one to the VPSI and Activities Coordinator (Competitive Sport)
- produce and circulate agendas. Agendas should be circulated two weeks prior to meetings
- organise the club AGM
- forward AGM minutes to the Activities Coordinator (Competitive Sport), failure to do so will result in the club incurring a fine
- forward contact details of incoming committee members to the VPSI and Activities Coordinator (Competitive Sport), failure to do so will result in the club incurring a fine
- deal with correspondence
- maintain and update club membership list with correct names, addresses and contact numbers
- co-ordinate or write two articles for the Bucks Student newspaper
- organise regular accreditation meetings with the Sports Department.



Marketing



Verbal Communication



Team Work



Written Communication



Organisation

TREASURER

The role of Treasurer is to ensure that the finances of the club are organised and managed effectively. The Treasurer must meet with the Student Activities Manager once a year to report on income and expenditure.

Your main roles will be:

- To keep an overview of the clubs fundraising accounts
- to collect monies centrally and pay all monies into accounts
- to ensure that money matters are handled honestly and above board
- keep all receipts you get for payments arrange and carry out termly checks with the finance department to check accounts and sort any discrepancies
- write and report back to the rest of your committee a monthly overview of your accounts
- to organise booking and payment of transport to and from training.

How the accounts work

- Each club has two accounts which both carry their own individual budget code
- the accounts are the operational account and the fundraising account. Club treasurers look after the club's fundraising accounts.

Operational accounts

- The operational account contains the budget given to your club to run for the duration of the season
- the account has a number of budget lines which include:
 - Affiliations
 - referee/umpire and officials
 - facilities hire for both matches and training
 - transport.

Fundraising accounts

- Each club will have three strands to their fundraising accounts these are - tour, general fundraising and stash
- all purchases made from this account must be made through the Student Activities Manager and have a Bucks Students' Union purchase order number. Failure to do so will make the club or individual liable for any payment
- purchase can only be made if there are sufficient funds in the clubs accounts to cover them.

The following regulations apply to all clubs funds:

1. All clubs hold their accounts with the Students' Union.
2. No other accounts (i.e. bank) shall be held by a club.
3. All income received on behalf of the club shall be paid into its account with the Students' Union.
4. All expenditure on behalf of the club shall be paid out of its account with the Students' Union.
5. No club shall obtain a loan from any source other than the Students' Union.
6. All expenditure shall be spent to further the aims of that club.
7. All the equipment purchased by the club remains the property of the Students' Union.
8. At year end, any funds remaining within the club account will be carried forward to the next year.

Purchasing Goods

All purchase orders and cash withdrawals must be made through the club treasurer with a confirmation email being sent by the clubs chair to **catherine.lymer@bucks.ac.uk**.

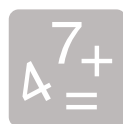
When drawing cash out of your fundraising account an email must be sent to **catherine.lymer@bucks.ac.uk** 48 hours prior to the day you want it.

Monies won't be paid out unless previously agreed with the Student Activities Manager. A receipt or proof of purchase is required to draw money out of your fundraising account. If this isn't provided then no money can be withdrawn.

All purchase orders and or credit card purchases must be made through the Student Activities office on official Bucks Students' Union purchase order forms.

Failure to follow this procedure will result in the Bucks Students' Union not recognising the invoice and thus not paying it, making the individual in question liable for the full amount.

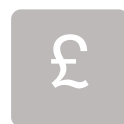
As Treasurer some of the skills you will develop are:



Numeracy



Organisation



Finance



Problem Solving



Verbal Communication



Written Communication

TEAM CAPTAIN

Each team should have a Captain who is responsible for their team. The position(s) need people who are of suitable standard for the particular squad. Eg 1st team standard for 1st team captain position. Team captains need to be fair, diplomatic, enthusiastic, well organised and preferably contactable by phone.

Your main roles will be to:

- liaise with Activities Coordinator (Competitive Sport) and the VPSI with regards to fixtures
- support the coach in ensuring players know the expectations of them as a member of the club. This includes commitment and attitudes toward training and competition
- discuss selection of the team with the coach but bear in mind the coach has ultimate say
- encourage the players to be open and frank about all issues concerning the club
- maintain balance between satisfying individual and team needs
- communicate with players and to listen and react appropriately to any problems that may arise
- ensure that all players are appropriately dressed and equipped
- ensure that all players are members have an online membership and have signed up to BUCS Play. Such individuals that do not are liable to disciplinary action being taken against them
- ensure that appropriate health and safety concerns are addressed at all competitions and matches
- ensure that all injuries or violent behaviour are reported by either using a match day report form or an incident report form if something occurs during training
- liaise with the coach and support and enforce their decisions

- represent their club along side the Chairperson at AU Council.

Bucks Students' Union enters a number of Sports Teams into the British Universities and Colleges leagues. All teams that compete in this competition can look at the full season's fixtures, results, league tables and Rules and regulations on the BUCS website: **bucs.org.uk**

For those sports where BUCS do not provide a league, other competition opportunities are available. For more information contact the Activities Coordinator (Competitive Sports).

As Captain some of the skills you will develop are:



**Physical
Fitness**



**Verbal
Communication**



**Time
Management**



Teamwork



Organisation



Leadership

MATCH PROCEDURE

Match day procedures for captains

- Submit a virtual team sheet on BUCS Play before the scheduled fixture start time, including all players attending the fixture.
- Collect all relevant paper work for fixture, including:
 - directions when necessary
 - score sheets are also to be completed and submitted on BUCS Play by midday the next day
 - match officials payment sheet when at home to be filled out and signed by match official and returned with kit
 - match officials money
 - playing under protest forms
 - petrol claim form for when playing away from home
 - team sheet
 - take a fully equipped first aid kit
 - match report form.
- Kit and any other match day equipment must be collected and returned by the same individual by 10.45am on the Thursday morning or at the same time Monday morning for fixtures played at the weekend. Failure to do so will result in a strike against said captain.
- You will be required to submit a team sheet on BUCS Play prior to the fixture starting.
- All Captains will be sent the relevant medical information and emergency contacts for match days. This is to be kept electronically and is not to be shared.

Consequences of not following these procedures

- Failure to submit the team sheets to BUCS Play by the deadline will result in the fixture being forfeited, it will also result in a strike against the captain.
- Failure to return kit by stated times will result in a strike against the said captain.
- If a captain plays a non-registered student in any fixture, they will not be available to play in their team's next fixture.
- If the same captain does this twice they will be stripped of their captaincy.
- Failure to return a match day report form when there has been an injury or violent behaviour will also result in a strike against the captain.

What is the strike policy?

- To ensure that there is more ownership and responsibility placed on captains the Students' Union has a system in place which allows us to hold our captains accountable if they are not running their teams and clubs correctly and in line with the AU Handbook.
- The policy states that if a captain receives two strikes they will not be available to play in their team's next fixture.
- As stated previously, fielding an ineligible player also results in an instant one-match ban for the captain.
- Fielding an ineligible player twice will result in the captain being stripped of their position.

WELFARE LIAISON

As Welfare Liaison, you are responsible for the welfare and safety of your members. This student led role takes proactive measures to impact student welfare within their club/society, be that through providing students the opportunity to talk, signposting students to relevant support services, or helping the committee plan sessions that considers all of their members. As an elected committee member you will help to shape your club/society going forward.

Your main roles will be to:

- Attending Welfare Training
- Point of contact for members to talk about their welfare concerns
- Signposting to relevant services.
- Displaying information about welfare support
- Helping the committee plan socials that consider all members of the club.
- You have a responsibility for the welfare of all members, not only on nights out but throughout the whole academic year. Make it known to members that you are always available to hear their thoughts and concerns regarding the club/society or members, but refer anything more serious to the appropriate Bucks SU staff member or the Advice Centre.

As a welfare officer the skills you will develop are;

- written communication
- teamwork
- organisational skills
- verbal communication
- time management
- community awareness
- problem solving
- leadership
- cultural awareness
- decision making
- networking



PUBLICITY

Attracting and recruiting new members as well as retaining interest is an important part of the club. The Students' Union can promote your activity through all of our media outlets and sport related events.

Freshers' Fair

Every year, during Freshers' Fortnight, all Athletic Union clubs gather to advertise themselves to the new students joining the University. At no other time throughout the year will clubs get the same opportunity to reach such a wide and enthusiastic audience. Below is a checklist of things you might like to consider ahead of the fair:

- Ensure you have support from committee members and current members who can promote the club
- organised displays and photos
- provide flyers with details of trials, training, competitions and contacts
- have information about your first social night.

Information will be circulated in the weeks prior to Freshers' Fortnight, so secretaries need to be contactable and able to respond and pass on information where necessary.

Posters

These must be displayed in Students' Union designated notice boards. Posters not in boards will be removed by the cleaners.

Club Websites - bucksstudentsunion.org

Each club has a mini-site page on from the main Bucks Students' Union website. Each club should designate a committee member to keep their website up-to-date. Any updates the committee would like to make to their minisite should be emailed to fergus.adams@bucks.ac.uk. As a minimum club websites should contain information on news, training and club contacts. Appropriate training in website management will be provided at the beginning of the academic year, or alternatively for help please contact sucommunications@bucks.ac.uk.

The Bucks Student

The Bucks Student is a newspaper for Bucks New University students; it is published once every three weeks during term time and is a useful tool for raising the profile of your club. Articles and adverts for inclusion should be sent to editor@thebucksstudent.com.

Social Media

There should be a designated committee member who is in charge of updating any social media platforms for their club. Over the summer, all passwords should be changed by the new committee and all pages/ groups should be made public so that Freshers can easily find them.

Sponsorship

It is recognised that the clubs may wish to subsidise the cost of various activities and or additional clothing that is not part of a person's playing kit. In this instance, clubs have two options - either personal contributions or sponsorship. The Athletic Union actively encourages sponsorship as a legitimate way of funding clubs.

The Athletic Union asks that any club who enters in a sponsorship agreement contact the VPSI with details of the deal. There are a number of templates available on the students union webpage under, Your Union, Resources and then Sports. No sponsorship contract can be agreed without the signature of the Student Activities Manager.

The Students' Union does not permit sponsorship from pubs, night clubs, day-time eateries, pizza companies, taxi companies or takeaways.

PROCEDURES FOR ANY INCIDENTS

The process for removing a committee member is through an AGM, whereby the entire committee is expected to attend and there will be a vote on whether the individual is required to leave their post.

There is an expectation that there will be a designated first aider involved with every team. The Students' Union will organise a first aid course for AU members at the start of the year and just after Christmas. However, there are also numerous first aid courses that you can book onto at bucksstudentsunion.org/whatson.

There is a form provided for match days to note any injuries, or issues that occur on the day. Captains or the designated first aider are expected to fill out this form and return it to Fergus

Adams so that any issues/injuries can be followed up. In the case of a serious injury or violent misconduct coaches are advised to ring the Activities Coordinator (Competitive Sport) during work hours 01494 601600 or the University outside of 9am – 5pm 01494 605070 immediately to alert us to the incident.

There is also a form for training that will be provided for the captain or designated first aider to note down any issues/ injuries. This should also be returned to Fergus Adams and the procedure outlined above should be followed.

It is appreciated that there will not always be a first aider present during matches. In this case for any serious injury ring **999** and fill out the appropriate form.



Bucks New University's current stash provider for the 2020-21 season across all sports teams is VX-3. All playing kits will slowly be updated to VX-3 over the next few years.

VX-3 is a fresh new brand with decades of experience at its foundations. Specialising in manufacturing technical high performance sportswear across a vast range of sports and fitness activities including rugby, football, cycling, fitness, triathlon, basketball, netball and hockey to mention but a few.

Their products are made from the highest quality technical fabrics and accessories. Their apparel is quality assured because we control every stage of production from fabric to delivery. We are providing best quality teamwear to clubs, colleges, universities, events, retail and club stores.

You can order Bucks VX-3 KIT from their online store where you can personalise any item of clothing. If you would like to purchase any of the new VX-3 kit then please visit:

vx-3.com/shop/Club/Bucks-University

The Union provide red playing tops for all Wednesday BUCS competition fixtures. For match days members will need to provide their own shorts/skort, socks and sport specific equipment. We strongly encourage you to buy the shorts/skorts and socks that the Union sells.

Shorts and University Socks can be purchased from the Students' Union.

Item prices:

Socks £8.00

Shorts £22.00

Rugby Shorts £23.00

Skort £22.50



TRANSPORT

The Students' Union cannot guarantee that transport will be provided for all competitions, matches or training sessions. In the event transport cannot be provided for competitions or matches members are asked to use their own cars and you will be reimbursed the cost. Where the Students' Union minibuses are available all users must comply with the minibus handbook which can be found at bucksstudentsunion.org/minibus.

Petrol Claim forms

- petrol money is allocated at 30p a mile and based on the AA route planner to the venue
- petrol money must be collected within two weeks of the date of the fixture
- petrol money is to be claimed from the Students' Union reception desk
- to claim money, a player must provide the following:
 - a copy of their insurance certificate
 - a copy of their MOT certificate
 - a copy of their driving license
- petrol claims for over £60 will be issued via a bank transfer
- drivers can only claim petrol money back if they have taken 2 or more teammates with them.

Minibus requests

Subject to availability, every club is entitled to use the Students' Union minibuses for club activities.

The Students' Union will allocate buses on the basis of greatest need.

Please note that if you request transport, and is not approved it is the clubs responsibility to look for alternative transport.

MIDAS Training

The Students' Union can arrange for minibus driver training for our Union members who are eligible. The cost of the training is £90 which can be claimed back from your club account providing you have funds available.

To undertake the course you must be over 21 years old and have held a UK drivers licence for a minimum of two years. If the licence isn't clean then please declare this and discuss with Fergus Adams. The Student Activities team suggests you put a first or second year student through the training where possible in order to have a minibus driver for a minimum of two years.





WELCOME GAMES

The Students' Union believes...

Bucks Students Union does not permit initiations however it recognises the danger on non-sanctioned initiations being carried out 'underground'. The Union also recognises the positive impact that team building can have as new members join clubs. Therefore, subject to approval, we do allow clubs to run Welcome Games under strict conditions.

If any complaint is made to the Students' Union by any parties involved in or affected by initiations the Students' Union may hold the committee members of the club involved to account which may lead to the club incurring a penalty (at the discretion of the Students' Union).

Key Point

Participation in any welcome games activity is completely optional for all members. Whilst recognising welcome games primarily are seen as a team building social activity, they must allow for all cultural and personal beliefs in which members can opt out without fear or undue pressure, reprisal or any other discrimination. Refusal to take part in initiations will not have a negative impact on the individual's ability to take part in sport.

Procedure and Policy

A meeting will be held with a member from each sporting committee where the activity will be discussed, if this meeting isn't arranged then no form of welcome games will happen. Organisers of welcome games must also submit a detailed written proposal to the Student Activities Manager ten working days prior to the event. Failure to do so will result in your club not being able to take part or hold any form of welcome games. If a club is found to be running any form of welcome games after it has been banned from doing so, it will result in all funding will be withdrawn. All the individuals within that club are then banned from taking part in any other clubs welcome games

Detail

To promote health and well-being, clubs are encouraged to run activities that breakdown barriers and have a sporting element. Welcome games are supposed to act as a forum for team bonding - please bear this in mind when you submit the proposal form.

The proposal should include the following: The theme of the event. If drinks are required they are to be purchased in advance from the Students' Union bar. Details about any activities that are going to take place, any food or props that will be used and any additional materials required from the Students' Union.

The proposal is subject to rejection or amendment by the Students' Union.

On approval of the proposal a date and a time slot for your clubs initiation will be allocated.

Responsibility

There must be a delegate from each club who is the point of contact for the Union staff. This person must remain sober and competent throughout the activity if taking place in the bar, and the absence of such a person may result in the cancellation of the welcome games.

For welcome games taking place at the bar a member of Union staff will be in attendance the whole time and if anything takes place that hasn't been previously agreed or is putting the welling of a student at risk, the welcome games will be stopped. The will be reported back to the Student Activities Manager who could pursue disciplinary action.

No initiation style activity involving drinking will take place outside of the Union bar, as this can be dangerous and it could damage the Club or University's reputation and more importantly it could put a students welfare at risk. This may then have a detrimental effect on recruiting new members. There will be serious repercussions for the club/individuals who don't adhere to these guidelines.

Welcome games will not be:

- dangerous to the individual or others involved
 - disrespectful to the community
 - discriminatory
 - compulsory.
- Under no circumstance should a club member be penalised or discriminated against for not participating. Welcome games or similar activities are voluntary and will not hinder members' participation in activities.

Welcome games will be

- Conducted in a safe environment
- Stewarded and monitored throughout
- Inclusive
- Accessible
- Advertised appropriately by the Students' Union.

Students' Union bar rules and regulations

Standard Students' Union bar procedures such as eviction and bans will be enforced throughout the event. The management has the right to refuse entry (including anyone deemed to be too drunk) in accordance with our entry policies. Any activity conducted which has not been approved by the Students' Union may result in eviction from the premises and may lead to the club incurring a penalty.

It is important to note that balloons are banned in the venue, this is so the venue remains compliant with the Student Unions' Green Initiative.

TAKEOVERS AND TOUR



Clubs have the opportunity to partner up with a Society and host a 'Takeover' at the Students' Union Venue on any night of the week. For those clubs that do partner up the Union will fund costs of £100 (not including alcohol) for the evening with all profits going to the clubs and society. Clubs can either choose the Society they wish to pair up with or they will be assigned a Society based on the similarity of ideas. There will be the opportunity to hold a maximum of 4 takeovers in each term. The money raised would be aimed to be split 50/50 between Club and Society, however, the final decision on this will be made by the Ents team depending on efforts from both sides. If clubs choose to host a takeover on their own the Union will not fund anything and all expenses will be taken from your fundraising account. You will keep all the profit.

Takeovers last approximately two hours between 8pm and 10pm and can be themed and consist of different games and entertainment.

Clubs have the chance to apply to Host a takeover by

submitting their concept/idea for your event to the Ents team at the Students' Union. When submitting an idea, make sure you consider:

- Name/theme of the night
- type of décor - when decorating the room it is important to remember that no balloons are to be used, in order to comply with the Students' Unions green initiative.
- stalls/games you wish to carry out
- performances
- promotion.

Takeovers are a popular way of raising money for their fundraising account. Clubs are not guaranteed the chance to host a night, whether the club is successful is dependent upon the quality of idea. This will be judged by the Events team and the Vice President of Student Involvement. Artwork and pictures used for promotion will need to be submitted two weeks prior to the event.



Sports Tours offer an opportunity to spend six days away with your team in one of the largest University Sports Festivals in the world. Teams have the chance to enter into one of the 30 different sporting competitions, enjoy time

round the pool, spend days on the beach and head out for four big nights in the town.

Tour takes place over Easter and lasts six days including 24 hours travelling either side the four days at the venue.

As a Students' Union, we are invested in responsible touring and therefore only allow our sports teams to Tour under the banner of ILoveTour.

As an organisation ILoveTour set the payment deadlines and organise transport. The Students' Union is unable to influence the payment deadlines or help if a student misses them. Clubs are not allowed to use the money raised by the club to sub people or offer cash advances.

Tour is a great opportunity to celebrate the end of the sporting season and spend time with your club. Students must be aware that while they are on Tour they are still representing the University and should behave in a responsible manner. Any student who brings the University into disrepute may be subject to disciplinary procedures.

Any club that desires to go on tour at another time or to a different location should speak to the Activities Coordinator (Competitive Sport).

VARSITY

Wednesday 24 March 2021

Varsity is an annual event and the culmination of the Athletic Union calendar. The fixtures played at Varsity will usually represent the last competitive fixtures of the season.

Varsity offers an opportunity for all of our sports teams and supporters to travel together and watch each other play in a bid to win the Roebuck Cup against the University of Roehampton.

When playing fixtures at Varsity you are representing the University and therefore will be expected to play within the laws of the game and adhere to the Athletic Union Code of Conduct.

Varsity is competitive and is offered to our entire student body at a heavily subsidised cost. For this reason you are expected to pick your best team. Failure to comply with these rules may result in your club being excluded from the following year's Varsity fixture.



VOLUNTEERING AND FUNDRAISING

Ten reasons to volunteer and fundraise for RAG:

1. To get to know your sport team better & develop your networking skills.
2. To give back to the community in which you have chosen to live.
3. Network with local organisations that could be potential employers in the future.
4. To improve your CV.
5. To develop transferable skills such as team work, leadership and communication.
6. To use your skill set to teach others who may not have the same opportunities as you.
7. To complete 250 hours of volunteering which is an essential point of gaining Outstanding Accreditation.
8. You can use Bucks Students' Union facilities and receive help from Union staff to host fundraising events.
9. Raise money for local and national charities connected to your activity allowing you to make a difference.
10. To make a difference and feel a real sense of achievement.

There are plenty of events planned to get you on your way to completing 250 volunteering hours. Pick your project now and start off the year with a head start!

There is a wide variety on offer, and as a group, you can volunteer on:

- Monthly conservation projects
- regeneration projects
- games afternoons / visits to the elderly
- sports coaching
- assisting in local community events.

RAG:

There are a number of RAG opportunities available throughout the year. To find out what events you and your club can get involved with, check out our website:

bucksstudentsunion.org/rag.

Past events include:

- Promotional filming
- collections at events such as fireworks display
- sports tournaments
- row & give
- Hughenden clean up
- sponsored challenges
- supermarket collections
- 24 hour game-a-thon
- 24 hour dance-a-thon.

Fundraising accounts

Each club is allocated a fundraising account. Your fundraising account acts as a bank account for the club which can be used to help in the running of the club. No club is allowed to hold a bank account outside of the Students' Union.

Any money raised by the club will be put into the fundraising account. The treasurer is responsible for checking the fundraising account is correct and must authorise all withdrawals.

If the club wish to withdraw money from the account the committee must have a vote on what they are going to spend it on, and 2/3 of the committee must agree before any money is spent.

Money cannot be withdrawn to benefit an individual, all money spent must be of benefit/available to every member of the club.

Money raised must be spent on something sport related or suitable for the club like new equipment, Sporting event or transport. The Students' Union will not automatically authorise money to be reclaimed so check before you make any purchases.

Raising money for Tour: although groups travel to tour as a club there will be members of the club that will choose not to go on tour. Money that has not been specifically raised for Tour will not be allowed to be used from the account. Any money raised specifically for tour will need to be labelled tour when deposited to the Students' Union account.

CLUB ACCREDITATION SCHEME

The accreditation scheme 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 essential documents which allow them to operate within Bucks Students' Union. Once they have been completed and submitted to the Activities Coordinator (Competitive Sport) - **fergus.adams@bucks.ac.uk** - club status can be awarded. Then you can start work on the accreditation system:

[YOUR SPORT]

CLUB LEVEL: TARGETS ACHIEVED

OUTSTANDING CLUB	25	<input type="checkbox"/>
	24	<input type="checkbox"/>
	23	<input type="checkbox"/>
	22	<input type="checkbox"/>
	21	<input type="checkbox"/>
ESTABLISHED CLUB	20	<input type="checkbox"/>
	19	<input type="checkbox"/>
	18	<input type="checkbox"/>
	17	<input type="checkbox"/>
	16	<input type="checkbox"/>
	15	<input type="checkbox"/>
	14	<input type="checkbox"/>
	13	<input type="checkbox"/>
	12	<input type="checkbox"/>
	11	<input type="checkbox"/>
DEVELOPING CLUB	10	<input type="checkbox"/>
	9	<input type="checkbox"/>
	8	<input type="checkbox"/>
	7	<input type="checkbox"/>
	6	<input type="checkbox"/>
	5	<input type="checkbox"/>
	4	<input type="checkbox"/>
	3	<input type="checkbox"/>
	2	<input type="checkbox"/>
	1	<input type="checkbox"/>

CLUB STATUS AWARDED

Complete a risk assessment	<input type="checkbox"/>
Produce a club constitution	<input type="checkbox"/>
Complete a club code of conduct	<input type="checkbox"/>
Submit Freshers' Fair sign-ups	<input type="checkbox"/>
Full committee and contact details	<input type="checkbox"/>

INCLUSIVITY:

Joint activity with another club	<input type="checkbox"/>
Non-drinking social event	<input type="checkbox"/>
Support a Union diversity / welfare campaign	<input type="checkbox"/>
Organise transport to training	<input type="checkbox"/>
Monthly meetings / minutes	<input type="checkbox"/>

STABILITY:

Attend Committee Training	<input type="checkbox"/>
Development plan and equipment inventory	<input type="checkbox"/>
Identify First Aider + Welfare Liaison	<input type="checkbox"/>
Budget funding meeting	<input type="checkbox"/>
Fundraising or sponsorship	<input type="checkbox"/>

PROMOTION:

Two newspaper articles + promotional poster	<input type="checkbox"/>
Committee handover documents	<input type="checkbox"/>
Freshers' Fair stall	<input type="checkbox"/>
Mini-site	<input type="checkbox"/>
Social media: have two platforms + attend training	<input type="checkbox"/>

LIASON:

Fundraising for RAG	<input type="checkbox"/>
250 Volunteering hours	<input type="checkbox"/>
50 Community Volunteering hours	<input type="checkbox"/>
Attend Union Council	<input type="checkbox"/>
Club members to take part in a Green Initiative	<input type="checkbox"/>

OWN TARGETS:

#1	<input type="checkbox"/>
#2	<input type="checkbox"/>
#3	<input type="checkbox"/>
#4	<input type="checkbox"/>
#5	<input type="checkbox"/>

bucksstudentsunion.org

inspiring. creative. tenacious.
MAKING STUDENTS AT BUCKS



Gomez



Autograph

Autograph

CLUB ACCREDITATION SCHEME

Once you have had club status awarded, there is no specific order to the completion of the accreditation scheme and clubs can work through it in whatever order suits them best. Once a club has completed a target from the accreditation they must speak with the Activities Coordinator (Competitive Sports) 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. The scheme is divided into five areas; 'Inclusion', 'Stability', 'Promotion', 'Liaison' and 'Own Targets'.

Compulsory for club status:

- **Complete a risk assessment** - It is a safety requirement for all clubs to complete a risk assessment for the Venues that 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 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.
- **Submit Freshers' Fair sign-ups** - All clubs will hold sign-ups at the Freshers' Fair. These need to be typed up onto an Excel spreadsheet and sent to the Activities Coordinator (Competitive Sport) fergus.adams@bucks.ac.uk.
- **Have a full Committee and provide 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.

Inclusivity:

- **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 toward 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, Committee are asked to host non-drinking based socials, this can be counted toward the accreditation once the event has taken place.
- **Support a Union diversity/welfare campaign** - The Students' Union host a number of 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.
- **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. At the monthly meetings, minutes need to be taken and sent to the Activities Coordinator (Competitive Sports) for record (fergus.adams@bucks.ac.uk). This is to make sure that correct information is being passed through the clubs and to check that the clubs are running smoothly.



CLUB ACCREDITATION SCHEME

Stability:

- **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 Student Activities team and the AU committee as 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.
- **First Aider and Welfare Liaison** - All teams are required to have a current qualified first aider. Certificates will be used as proof there are a number of courses throughout the year for those that don't already have them. Clubs are also required to have a welfare liaison who will receive training from Bucks Students' Union.
- **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 Student Activities 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 preseason/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. Please check with the Activities Coordinator (Competitive Sport) fergus.adams@bucks.ac.uk before entering any agreements.

Promotion:

- **Two Newspaper articles and a promotional poster** - Promotional posters are an easy way to promote your clubs and can be printed and handed out and shared over social media. Each club should have a poster to help advertise what they do which can be submitted to the paper.
- **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 toward the accreditation once the document has been completed and submitted to the Activities Coordinator (Competitive Sport) fergus.adams@bucks.ac.uk.
- **Freshers Fair stall** - Fresher's Fair is a key event to gain as many sign ups to the club as possible. With a high footfall, fresher's 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 two people at the table at all times.
- **Mini-site** - Each club has got a mini-site on the Students' Union website, which they can update with events, contact details, videos and competition information. The mini-site must be up dated at least once per academic year and must contain the following to be ticked off for accreditation: member names, contact numbers, emails and social media accounts (eg Twitter and Facebook).
- **Social media: two platforms and attendance at training** - Social media is one of the most effective ways to spread information and advertise your club. Clubs are expected to have at least a Facebook page, and then either a Twitter account, Instagram etc. All committee Facebook pages must have the VPSI and sports staff accounts added to them.

CLUB ACCREDITATION SCHEME

Liaison:

- **Fundraise for RAG** - Each year the Students' Union fundraises to support a number of local charities. As clubs you are active members and representative of the Union in the local community. Raising money for RAG shows that your club is having a positive impact on our community. Money raised for RAG must be handed in to the Students' Union to be counted toward the accreditation.
- **250 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 as committee are voluntary and the hours you spend in meetings and volunteering your time for your club can all 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.
- **50 Community volunteering hours** - These 50 hours can be a part of your 250 volunteering hours. Community hours encourage clubs to volunteer within the local community. Clubs can do a project involving all its members in one go ie One Can Trust, or spread their hours across the year. We do encourage that a high proportion of club members get involved.
- **Union Council** - Union council is a monthly meeting which discusses the running of the Students' Union. The Council provides an opportunity for students to input their thought in Union activity. As active members of the Union through playing sport, a club representative must at least one meeting per semester to make sure the sports students' opinions and feedback is well represented.
- **Club members to take part in a green initiative** - The Union works hard each year to retain its Green Impact status in which we currently have the rating excellent. The Union will run numerous campaigns and initiatives which you as a club can get involved in. We will be checking to see how many club members get involved before this is ticked off the accreditation.

Own Targets:

- **Setting the Club's own targets** - Each club needs to set five of its own targets for the year, this may be a fundraising 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 purpose for the Club. The targets need to be decided by the committee as a whole and discussed with the Student Activities team before being added to the accreditation scheme. Club targets cannot be events that have already been completed prior to the start of term.



