**How to Set up a Sports Club**

## The Students’ Union offers a wide range of teams and clubs to get involved in but if the sport you're looking for isn't currently available then why not set one up yourself?

Not only will setting up a sports club bring the activity you're passionate about to a whole new group of people but it will also provide you with a lot of skills that are going to boost your CV. There's a saying that goes "Don't just get a degree, get an education!" – starting up and running a sports club can give you the extra transferable skills that employers are looking for.

It's easy to start a sports club: the four steps outlined in the Quick Guide are all it takes for you to get there. There is plenty of support for you along the way, too; the Sports and Activities Centre are on hand to help the process along and then to ensure that you get all the know‐how you need to kick start your activities, whether that's a welcome meeting, first training session or a social event.

**Quick Guide: 4 Steps to Setting up a Sports Club**

1. **Unique Activity:**

Your club can not duplicate the activities of a club that already exists. If it is too close to an existing group then we'll contact them for you to see if a compromise can be made.

## Online Application and Constitution:

Fill in the online application form which includes an introduction to the activity and your contact details and then sign a *Sports Club Constitution* so we know you understand what you're letting yourself in for.

## Ratification:

Attend Sports Council to state your case for inclusion. You'll be asked to make a two‐minute speech and then answer any questions before members of other Clubs vote on your ratification.

## Training:

If successful then your committee will be asked to attend a training session where we'll tell you about all of the things that you can do to make the most out of what the SU offers.

**The Students’ Union At UWE**

**Main site:** Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY. **Tel:** 0117 32 82577 **Fax:** 0117 32 82986

**Email:** union@uwe.ac.uk **Web:** [www.thestudentsunion.co.uk](http://www.thestudentsunion.co.uk)

# The Process

So, you want to start a sports club? You have an idea and want to turn it into something that the student community can get involved in and enjoy? Good, then here’s the procedure you need to follow to turn it from an idea to reality.

### Is your activity unique?

To make sure that we are not duplicating what is being offered to students you cannot start a sports club that too closely resembles the activities of another. A full list of current clubs can be found on the The Students’ Union website: **http://www.thestudentsunion.co.uk/opportunities/sports/**.

However, if your proposed club *is* similar to another then it may be still possible for you to get involved. You could:

* + Work with the current Club to ensure your exact needs are catered for; or
	+ Continue to set up your Club with agreed boundaries between the two groups. Either way we’ll ensure that everything that can be done to get you off the ground is done.

### Fill in the online application form

To give us the information we need to set you up we ask you to fill in an online application form followed by signing a constitution as detailed below:

* + *Online Form:*

The form can be found at **http://www.thestudentsunion.co.uk/opportunities/sports/** and has three sections:

* + - Profile – detail what you’re planning to do and how students can get involved. You might not have the specifics but a gist is required. You’ll also set the cost of joining here. The minimum is £20 and there is currently no limit.
		- Committee Contact Details – each club must be run by a group of at least three students: a President, Secretary and Treasurer. It is their job to be the main contact for students and The Students’ Union. See the Committee Roles section for more details.
		- Pre‐Member List – to prove that there is a need for your society to be started we ask that you provide us with the names and Student ID numbers of 25 current students.
	+ *Constitution:*

The Constitution outlines the rules and regulations that you must follow as a club, including our equal opportunity policy. Once the online form has been submitted each committee member must sign it before it is handed into the SU Reception.

### Ratification

Assuming your application form checks out then the next stage is to attend a meeting of Sports Council, a meeting of all clubs and other elected representatives. To become ratified you must make a two‐minute speech detailing your aims and objectives and then be prepared to answer any questions that council members have. A vote will then be taken. If there are more yeses then no’s then you become a newly ratified society.

### Your application must be submitted 10 working days before the date of a Sports committee meeting, a list of which can be found online:

### <http://www.thestudentsunion.co.uk/representation/committees/sports/>

1. **Training**

Before you can start to run as a fully‐fledged club we want to ensure that you are aware of all of our policies and procedures, as well as the ways in which you can start to make yourself noticed across the University. We’ll run through information such as how you take money, how you can manage your members online, how you can put on an event and how you book rooms.

All of your committee need to be in attendance; a convenient date will be arranged with the VP Sport after ratification, the sooner the better.

# The Benefits

Once you are a ratified sports club there are a number of benefits, such as:

* + Financial assistance through budget allocation
	+ Free room hire
	+ Subsidised first aid courses
	+ Free use of first aid kits
	+ Free Committee and Safety training
	+ MiDAS (Minibus) Assessments
	+ Use of SU minibus & people carrier
	+ Invite to the Sports Awards Dinner
	+ Free website
	+ Free use of a phone for club business
	+ Once ratified can charge membership to use for the benefit of your Club members
	+ Voting power at Sports Committee meetings and AGMs
	+ Use of photocopiers for club business at a cheaper rate
	+ Help with event planning, publicity, sponsorship deals...

# Committee Roles

Deciding who should get what role on a committee can be tricky. The below job roles should help you decide who is best for each position, but roles can always be adjusted to meet specific needs. You can also create further roles where appropriate.

### President:

* + To be the main The Students’ Union contact.
	+ Ensure good practice guidelines, codes of practices, risk assessments are followed.
	+ Arrange regular meetings of the club including the AGM/EGM.
	+ Maintain effective contact with The Students’ Union.
	+ Ensure that the aims and objectives of the club are achieved.
	+ Ensure that all accidents/incidents are reported to the Opportunities Manager

### Treasurer

* + Administer the Club’s finances.
	+ Produce the Club’s budget requests.
	+ Manage the collection of Club membership fees.
	+ Ensure that all members have paid and registered online
	+ Be the signatory on all claim forms.

### Vice President

* + Deal with all incoming communications
	+ Maintain accurate membership lists
	+ Keep members up to date about all society activities
	+ Publicise meetings and issue minutes of meetings and agendas to society members

# Frequently Asked Questions

**Can I get help to reach 25 interested members?** To help you sign up members for the pre‐member list we can book a room out for a meeting and help publicise it. Contact the Sports and Activities Centre with your preferred time and date. Once you are a ratified Club you can book as many rooms out as you’d like including lecture theatres and seminar rooms.

**Do I have to get 25 members because that’s the minimum membership?** Yes. Because of the demand on facilities, we have to ensure that our groups will benefit the most people possible.

**When can we start training?** Once ratified and trained we can start booking facilities for you.

**When can we compete in BUCS?** BUCS is the national governing body for higher education sport in the UK. Because of the costs associated and our responsibility to uphold the reputation of the University we must ensure that your club is sustainable for a minimum of 12 months before we can enter you into BUCS competitions.

**What funding is available?** We will provide funding for affiliation and training in the first 12 months. After that you can also apply for a further budget. Help for sourcing sponsorship and fundraising is also available.

**How will we pay for things?** Each new Club is given an account which can be used to pay for things. The Students’ Union has a company credit card which can be used to pay for things but you can also pay for things and claim money back afterwards if that is easier. In all cases you must get authorisation from the Sports and Activities Centre before expenditure.

**How will people know we exist?** As soon as you are ratified you will be invited to write a short article which will appear in Western Eye and be sent out as part of SU News, our weekly email to over 10,000 students. You can also start holding events straight away, helping you get members and noticed.

**Do we get a website?** You’ll have a basic webpage prepared for you.

**What are my responsibilities?** As well as those listed in the Committee Roles section you’ll also be required to: attend three Sports Committees a year; attend Committee training; hold an AGM to elect new committees in February; and fill in committee forms as necessary.

**What about kit?** We use approved kit suppliers so once you know what kit you want, how much of it and what sizes, come and speak to a member of opportunities staff

# Useful Contacts

If you’ve looked at the FAQs and still have questions then the people below are ready and waiting:

**VP Sports**

•Elected by you in the Spring Term, the VP Sports represents Sports Clubs across the University.

They’ll be able to tell you all about your role in The Students’ Union.

• vpsports@uwe.ac.uk

• 0117 32 82915

**Club Development**

**Manager**

•A permanent member of staff responsible for making sure that day to day club administration is running smoothly. They’ll be able to answer all your queries about the start‐up process.

* colin2.stevens@uwe.ac.uk

• 0117 32 82033 / 82719

**Opportunities Team**

•While the two people listed will be your main contacts there are also a number of other people ready and willing to help you out in any way you need, be it photocopying or answering general queries.

* suopportunities@uwe.ac.uk

• 0117 32 81403