

STUDENT GROUP TRAINING

Introduction to Sport Clubs

Housekeeping

- Questions
- Feedback form
- Attendance Registration

Got a question? Head to [Slido.com](https://www.slido.com) and enter the code #3031195

Objectives of the session

- To understand the differences between the SU and ALS and how both can support you
- To understand the key tasks for the summer to get ready for the year ahead
- To know what processes and policies are in place to support your club
- To know what opportunities are available to you to help you develop

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Meet the Team

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STUDENT OPPORTUNITIES



Julia Saunders
Student Opportunities Manager



Alastair Copland
Incoming VP Societies & Sport



Will Harrington
Sports Clubs Coordinator



Josh Miskin
Societies Coordinator



Rory Ford
Helpdesk Coordinator



Hannah Hockin
VP Societies & Sport



Student Group Admin Assistants

How does the SU work with Sports clubs

SU

The SU & ALS work together but we are separate organisations

Have ownership of student groups -
they sit within the SU constitution

We have overall responsibility for our clubs

Oversight of all student group activity -
from regular activity, and implementing the processes to aid delivery of your
events, governance, finances, elections and training

Manage fixtures & competition entries

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Facilities

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Facilities

- On campus facilities are managed by ALS
- SU and ALS work together on training allocation
- When using the facilities:
 - Sign in on entry
 - Be respectful
 - Make bookings via SU



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Training Facility Allocation: Process

- Facility allocation is determined by ALS each year based on a number of factors
- ALS + Student Opportunities work together to allocate this fairly
- Clubs will receive their training allocation in July

Training Facility Allocation: Principles

- Clear principles that is fair and consistent across all clubs
- There is no opportunity for changes or negotiation
- This applies to term one and term two only.

| Members | Sessions Allocated |
|---------|-----------------------|
| 0-40 | 1 |
| 40-80 | 2 |
| 80+ | 3 |

Fixtures Facility Allocation

- Clubs will be guaranteed space (either allocated on campus or external facility space funded) for one team (or two teams if there is a men's and women's split).
- If space is not available after this, the cost of an external facility hire will need to be funded by the club.
- New teams entered into 23/24 - will have to cover external facility hire

External Facilities

- Facilities we use regularly where we don't have space on campus e.g. Strodes, ACS, Egham Orbit
- Specialist facilities that do not exist on campus e.g. swimming pool, golf courses, climbing wall etc.
- Annual H&S visits

Coaching

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Coaching: Recruitment

- Over July/August
- How to recruit?
 - Network of contacts
 - Create a job description and advertise through BUCS
 - Check NGB for qualification requirements
- Form on Freshdesk
- Coaching for Captains



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Coaching: Onboarding

- Must be done on an annual basis
- Contract for services
- Car registration
- Committee and coach must complete registration form by 1 September
- Coaching code of conduct



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Coaching: Things to think about

- If your NGB states you must have a coach, you will not be able to commence training until you have a coach in place
- If you have had a coach for a long time: still check you're getting good value for money.
- Concerned about a coach or need to have a challenging conversation: we can support

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Competitions

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Competitions: Intro to BUCS and LUSL

- British Universities & Colleges Sport
 - Leagues, knockouts, events
 - Wednesday afternoons
- London Universities Sports Leagues
 - Weekend fixtures
 - More focus on getting active & having fun
 - Student organisation
- Captains Training



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BUCS & LUSL League Entries

- 2023/24 leagues have been determined
- Deadlines are around April/May time
- Knockout Opt-Out
- New Teams - 1 league only
- Walkovers



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Individual Competitions

- One-Off competitions
- Student Group Admin Form
- 2 weeks notice



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Fixture Management

BUCS

- Organisation managed by the SU
- Medic cover provided by the SU
- Facilities managed by ALS

LUSL

- Organisation managed by captains
- SU must still be informed - space must still be booked
- Captains must be first aid trained
- Last minute cancellations
- Facilities managed by ALS

Competitions Funding

| # of Members | Funding provided |
|--------------|--|
| 0-40 | Up to £200 / 1 BUCS + 1 LUSL OR 2 BUCS OR 2 LUSL |
| 41-80 | Up to £300 / 2 BUCS + 1 LUSL OR 3 BUCS OR 3 LUSL |
| 80+ | Up to £400 / 2 BUCS + 2 LUSL OR 4 BUCS OR 4 LUSL |

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Health & Safety

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Health & Safety

- Your responsibility to operate safely
- First aid kits
- First aid training
- Annual Services/Inspections
- Risk Assessments



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Minimum Operating Standards

- Introducing Minimum Operating standards
- Must be met in order to operate, train & compete
- In conjunction with ALS to ensure your clubs are operating safely
- We will provide each club a document detailing key safety requirements set out by NGB's

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Minimum Operating Standards Checklist

- ☐ Collect first aid kit
- ☐ Attend first aid training
- ☐ Coaches
 - ☐ Recruit
 - ☐ Register
 - ☐ Check insurance and qualifications
- ☐ Complete general risk assessment
- ☐ External Facilities - annual review
- ☐ Affiliate to National Governing Body
- ☐ Equipment inventory
- ☐ Annual service / inspection
- ☐ Set membership price
- ☐ Sign code of conduct
- ☐ Sport Specific

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The year ahead

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A Year In The Life

Term One

Freshers' Fair

Trials

Fixture season
begins

Term Two

Cup Finals

End of fixture season

Colours Ball

Varsity

Term Three

Elections

Handover

Training

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National Governing Bodies

- You must affiliate to your national governing body over the summer
- They set out the requirements for you to operate
- They also can provide opportunities



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Development Opportunities: SU

- Development Training
 - Year-Round
 - Examples: Sponsorship, Wellbeing, Sustainability, Event Planning, Leadership, Handovers, Employability
- Development Funding

Thinking Sustainability

- Kit
 - Kit Tender
 - Second Hand Kit
- Equipment
 - Inventory
 - Storage Implications
- Transport



Awards

Colours Ball

Half & Full Colours Criteria



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Summer 2023: Getting Sport Ready

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Getting ready for sport



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Summer Meetings

- Meet with members of the SU and/or ALS to get support in a variety of different areas
- VPSocsSport - Committee & governance
- Sports Club Coordinator - Plans, finances, Competitions & Summer admin
- Divine - Volunteering, NGB & Development



ROYAL
HOLLOWAY
— SPORT —



Introduction to Active Lifestyle & Sport



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Introduction



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Who is taking part in Sport and Physical Activity?



- **3644** Memberships
- **294** (T1) & **405** (T2) Unique students attending Active Sessions
- **300** Unique students taking part in Campus Sports Leagues
- **156** (T1) & **210** (T2) Unique students attending Group Exercise Classes



Sports Clubs



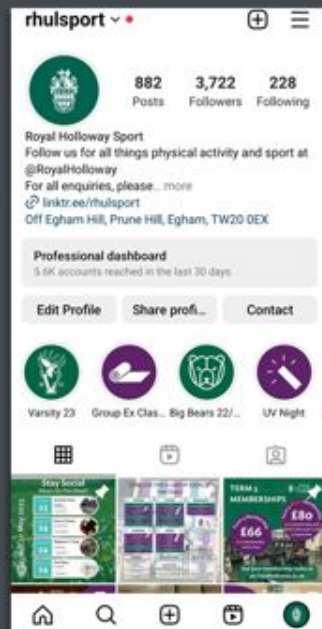
- **1588** Students' Union Sports Club Members
-
- **1369** Representing Royal Holloway in competitions
- C.13% of the student population
- 178 hours total – (minimum 136) - £108,184.54 in kind cost
- Need to consider the wider student access and availability at the right times too



Branding and Communications



- Social media accounts
- Branding Guidelines – club lockups, teamwear
- Tone of voice Guidelines
- Royal Holloway Sport Communications



Performance Teams



- Strength and Conditioning sessions to develop first teams
- Any Sports Club can apply
- Must show clear aspirations for competitive success
- More information will be available over the Summer break



Sportswear



Active Lifestyle & Sport Operations



- Health & Safety
- Bookings & sign in process
- Terms & Conditions
- Storage



Club Development



How can we support you?

- Coaching & Volunteering Academy
- Workshops
- National Governing Bodies Programmes
- Support on Campaigns and Events



Club Development Discussion



On your tables consider the following two questions:

1. Aside from fixtures what does a successful year look like to you?
2. What would you like to do over the coming year to be more welcoming, offer different opportunities in your sport and be the best that you can be? How can we all help you achieve this?



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Round Up



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Next Steps

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Upcoming Training Sessions

Thursday 25th May

- Running your Student Group 15:00-16:30

Friday 26th May

- EDI (Equality, Diversity & Inclusion) 10:30-12:00
- Running your Student Group (Session 2 - Repeated content) 14:00-15:30

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Drop Ins

Mondays - 3-4:30pm
Thursdays 11-12:30pm



Feedback Form



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