

US  
SU

**SPORTS CLUB  
COMMITTEE  
HANDBOOK**

# 1 - Welcome

Congratulations from all of the team here at USSU on your successful election on to your club committee, we are excited to work with you all over the course of the academic year. Each of you have been elected because your clubs have the belief in your ability to lead and develop your club.

There will be highs and lows during the course of the year and I'm sure situations will arise that will test the strength of your club, however the work that each of you do individually is so important and can really make a difference to the overall student experience and to your teammates time here in Salford, and we as staff are here to support you through it. From Chairperson to Social Secretaries, although your responsibilities will differ, you are all key players and will play a huge part within your club.

Be sure to engage as much as you can with us here at USSU to ensure you fulfil your roles throughout the year, as there are numerous skills you can acquire and develop. So we wish you all the best of luck for this forthcoming year and thank you for your commitment and dedication so far!







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## 2 - The Union

Who we are and what we stand for!

We are a democratically run charity led by elected student representatives – working to represent your academic interests and to make sure your University experience is the amazing, life changing experience it should be.

We are independent of the University and work entirely for you, the students. Our aim is to help you love your life at Salford. Our representation system, led by our 5 sabbatical officers, means that with our support your academic interests are represented and you have a very powerful voice to address the university with on whatever issues may come your way.

We offer a hugely diverse range of great social opportunities, designed for you to make new friends, learn new things, improve your fitness, take up new hobbies or develop old ones. Thousands of students are involved in our activity groups, sports clubs, social sports programmes and our student radio station.



## 2.1 - What we do

Provide a relaxed, safe social space and a place to unwind with low costs drinks and meals in Atmosphere Kitchen and Bar

Offer academic support and advice in our advice centre

Provide over 100 different societies and sports teams to join

Support Shock Radio, our award winning student radio station

Run Campus Leagues, giving you the chance to play social sport with your friends

Run 'Give Sport A Go' sessions, allowing you to take part in a variety of sports with no commitment

Run fun social events, including club nights, cultural events, pub quizzes and more

Sell discounted tickets for Manchester United, Manchester City and Bolton Wanderers football games

Offer you the chance to participate and lead in University governance and leadership

Provide paid job opportunities for students to work in Atmosphere, Student Activities, Info Point and as promotions staff

Run student elections, giving you your voice – to stand and vote

Coordinate and work with the University of a variety of events, including Welcome Week

Sell NUS Extra discount cards, providing you with discounts at many popular high street shops and services

Provide a payment point for bills and transport ticket at our finance office window



## 2.2 - Student Democracy

The Union is all about giving more power back to students so they are well represented, and have as much say in how the Union runs. There are two student bodies which make "on-the-ground" decisions for the Union.

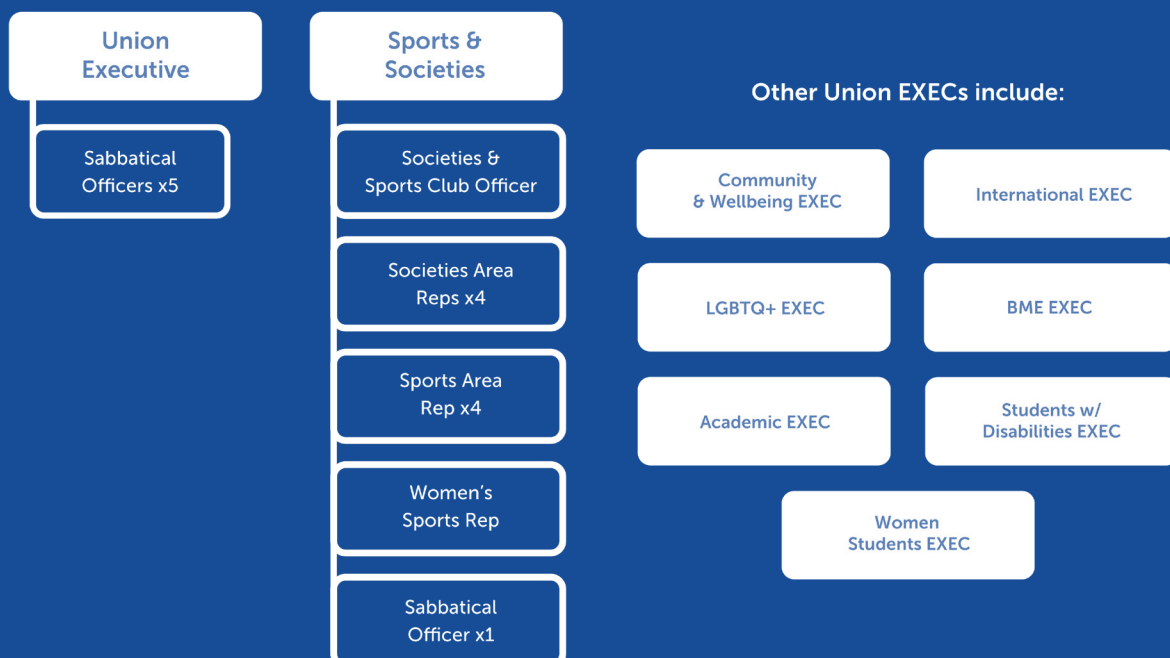
The first of these bodies is the Union Council. This is made up of your five elected sabbatical officers, ten executive members, five volunteer elected officers, and twenty randomly selected students.

The Volunteer Elected Officers are elected in October every year by Salford students, and serve for one calendar year. They represent five areas of work:

- Societies and Sport
- Community and Wellbeing
- Liberations
- International
- Academic

## 2.3 - Student Executive

Each of the above Officers chairs a Student Executive specific to their area, and the executive members of the Union Council are taken from these Executive (two from each). The Student Executives have devolved power from the Union Council and are broken down as follows:



The Societies and Sport Executive determines the outcome of funding applications, approves policy, looks to make improvements specific to its area, approves or dissolves societies, reports any issues to Union staff or where appropriate, Union Council, as well as much more. They meet in the first week of each month from September through to May.



Societies have four representatives on the Student Executive from the following areas:

- Academic
- Cultural/Faith/International
- Liberation
- Other

Positions in the Student Executive are announced by the Student Opportunities Coordinator as and when they need to be filled. The current process to apply is through application, and the Volunteer Elected Officer and Sabbatical Officer whom sit on the Executive appoint the positions. All of these are designed to give more power and say back to students!

## 2.3 - Useful Contacts

The entire Student Opportunities department is located in University House. We are available 9am-5pm Monday to Friday, and you can stop by to see us by going to the Info Point desk in the main foyer where our Info Point staff can call down for us. We advise always calling or emailing before stopping by to ensure we are available and your visit isn't wasted.

Your main contact in the Union for Club Sport is Emily Wilkes. She is your coordinator and facilitates everything you do. She can be reached on [e.wilkes@salford.ac.uk](mailto:e.wilkes@salford.ac.uk) or on 0161 351 5400.

Other useful members of staff in the department are:

Steven Smallman

Student Opportunities Coordinator (Societies)

[s.smallman@salford.ac.uk](mailto:s.smallman@salford.ac.uk)

Asif Omar

Student Opportunities Coordinator (GSAG & Campus Leagues)

[a.omar@salford.ac.uk](mailto:a.omar@salford.ac.uk)

Alice Sugden

Student Opportunities Coordinator (Wellbeing Coordinator)

[a.sugden@salford.ac.uk](mailto:a.sugden@salford.ac.uk)

Andy Hargreaves

Head of Student Opportunities and Wellbeing

[a.hargreaves@salford.ac.uk](mailto:a.hargreaves@salford.ac.uk)





### 3 - Team Salford

Team Salford is the partnership between the University of Salford Students' Union, the University of Salford and Under Armour the official kit supplier for sport at Salford. All parties work collaboratively to ensure we deliver the best sporting experience during your time at Salford.

A combination of health and wellbeing, participation, performance and academia ensure we provide exciting opportunities for you as students to develop in ways that will benefit you in life after university.

From first team club sport to Campus Leagues and Give Sport a Go, from industry collaboration with schools and sports teams to volunteering as a Sport Activator, even spectatorship – we have an opportunity that suits everyone and enables everyone to be a part of Team Salford.

### 4 - Committee Responsibilities

Due to the democratic nature of the Students' Union, all our student groups are ran by students, for students. This allows all club members to have a say in how the club is run and ensures you have full ownership. However, with this comes a responsibility that ensures your members can enjoy the opportunities your club offers in a safe and friendly environment, and adheres to the USSU policies.

Available in this handbook is a list of individual role descriptions for each committee role, however, there are responsibilities that you as a collective committee should carry out to ensure everyone is contributing equally:

- Develop your club and work towards your priorities and objectives
- Organise and hold an AGM
- Ensure your club members represent the university with excellent conduct
- Create an inclusive environment for all members
- Complete all relevant paperwork
- Ensure all your activities are conducted safely and any incidents are reported to USSU staff
- Adhere to all USSU policies
- Attend ALL mandatory committee training
- Ensure all active members have a valid membership

This may seem like a lot of work but remember, we at USSU are here to support you so don't be afraid to ask for help, no question is too big or too small.



## **4.1 - Role Descriptions**

The committee of each sport club is made up of a number of very important roles. You can find here the full documents containing details of each of the roles we recommend a committee has, and their responsibilities:

### 4.1.1 - Chairperson

The club Chairperson is the front-runner and leader of the club who oversees the sports club activity. They will provide support, advice and guidance to other committee members throughout the year and should delegate duties to ensure the committee is working as a collective. This is a challenging but exciting role and should be fulfilled by a club member with good knowledge of the club and its opportunities. The Chairperson should be a good advocate for the club and liaise well with USSU staff on a regular basis.

#### Personal skills:

- Communication
- Dedication
- People management
- Passion for the sport
- Motivating committee members & volunteers
- Organisation
- Delegation
- Personable and approachable
- Hard working

#### Key responsibilities

1. Calling committee meetings – organise meetings and work with the Secretary to set the agenda
2. Chair committee meetings – lead the meetings to cover all agenda items and ensure everyone gets a fair turn to speak
3. Delegate tasks – you shouldn't have to do everything yourself so make sure other committee members have tasks to do however, ensure you do this in a manner that isn't dictating
4. Understand the aims of the club – to work towards your goals and organise activities you should understand your clubs priorities
5. Be a figurehead for the club – you must represent your club and be a good advocate for what you do
6. Be a good role model – club members will look up to you and follow your behaviours so make sure you are positive and conduct yourself well





7. Complete all paperwork – ensure the development plan and constitution are up to date and return completed paperwork sent out by the Club Sport Coordinator
8. Meet with Student Opportunities staff when required – act as the main point of contact for Student Union staff and meet a minimum of two times a year to discuss the club development plan
3. Oversee funding applications, social events, fixtures, social media and the general running of the club

### 4.1.2 - BUCS Captain

The main responsibilities of a BUCS Captain revolve around fixture administration for your team. BUCS Captains are responsible for submitting team sheets and ensuring everything runs smoothly at your fixture and ensuring your team know the details of the fixture. BUCS Captains must be able to motivate the team to achieve their goals and should be the point of contact for the opposition and the match officials.

#### Personal skills

- Excellent communication
- Strong organisation
- Be a respected member of the club/team
- Lead by example
- Good attention to detail
- Motivator/good team spirit
- Able to inspire and lift team morale
- Good conflict management

#### Key responsibilities

1. Team selection alongside the team coach
2. Receive all fixture details from USSU staff for BUCS fixtures
3. Submit completed team sheets to USSU staff before and after your fixture and take one to every fixture along with student ID cards
4. Ensure all fixtures are fulfilled and are played within the rules and regulations of your sport's governing body and BUCS.





1. Be responsible for any appeals for and against your team
2. Submit scores to USSU staff immediately after your fixtures

### 4.1.3 - Fixture Secretary

This role may differ from club to club but the main duty of this role is to ensure all aspects of your fixtures are organised in good time including officials and transport. The fixtures Secretary must be on hand at all times to ensure any information regarding fixtures can be passed on quickly from USSU staff such as cancelled fixtures and any alterations. The responsibilities of this role may be shared with the BUCS Captain.

#### Personal skills

- Good communication
- Well organised
- Personable
- Good attention to detail
- Can think under pressure

#### Key responsibilities

1. Receive all fixture details from USSU staff for BUCS fixtures
2. Liaise with other fixture secretaries to organise friendly fixtures
3. Collate the fixtures for all teams within the club
4. Liaise with USSU staff in case the team needs to rearrange a fixture
5. Ensure officials are appointed at least a week in advance and are in line with your rules and regulations (check BUCS officials matrix)
6. Ensure transport is booked and confirmed with USSU staff
7. Responsible for communicating with USSU staff in case of cancelled/postponed fixtures
8. Liaising with the club to ensure a full team is available for each fixture





### 4.1.4 - Wellbeing Officer

It is essential that the Wellbeing Officer works to create a safe and inclusive environment for all club members. It is the duty of the wellbeing officer to ensure your membership is diverse by providing opportunities to all students from different demographics and cater for their needs.

It is important for you to listen to your members to ensure your opportunities appeal to all students. You will be required to signpost students to the correct service if they are struggling with their wellbeing however, you are not expected to carry the weight of someone's problem or advise them yourself so make sure you are aware of the service the university and union offer.

#### Personal skills

- Passionate about equality
- Good at empathising with people
- A good ally to people of all cultures and backgrounds
- Positive attitude to mental health and wellbeing
- Open-minded and fair

#### Key responsibilities

1. Ensure the club acts equally to all members at all times and there are equal opportunities to take part in activities
2. Understand there are barriers to participation for some people so ensure there are inclusive opportunities
3. Create an inclusive environment for people from underrepresented backgrounds such as LGBT+ and BME. Ensure the club does not tolerate racism, homophobia or any form of discrimination
4. Be actively involved in the Student Union wellbeing campaigns and understand where to signpost members if they are struggling with their wellbeing
5. Ensure the conduct of the club is safe and welcoming





### 4.1.5 - Trip Secretary

This role is responsible for organising all trips for the club, ensuring they are inclusive and safe and assuring everything is booked in a timely manner.

#### Personal skills

- Good communication
- Well organised
- Ability to liaise with people
- Good attention to detail
- Able to plan ahead

#### Key responsibilities

1. Complete all trip forms and return to USSU staff on time (at least 2 weeks in advance)
2. Contact USSU staff to organise transport
3. Ensure the club has sufficient first aid trained members attending the trip
4. If driving, ensure the driver has their car registered with the SU
5. Fill out appropriate paperwork including risk assessments
6. Book tickets and take correct equipment for the trip

### 4.1.6 - Secretary/Vice-Chair

This role is to support the club Chairperson and to step up if the Chairperson is absent, taking on their responsibilities. The Secretary/Vice-Chair must have a good understanding of all aspects of the club as queries from new members will be directed to them. This role is responsible for the administration of the club, as well as organising events such as trials, AGM's and welcome.

#### Personal skills

- Good communication
- Organisation
- Time management
- Written and verbal skills
- Eye for development
- Good at negotiating
- Personable
- Ability to work in a team

#### Key responsibilities

1. Provide all committee details to the Club Sport Coordinator
2. Organise committee and club meetings and book accessible venues
3. Maintain up to date membership records and ensure active members have a paid membership
4. Be aware of key dates throughout the year
5. Be aware of any rules and regulations that apply to your sport

6. Manage the club email account and be the first point of contact for queries about the club
7. Take minutes for every meeting and share them with club members
8. Communicate relevant information to the committee and wider club members
9. Organise the Annual General Meeting (AGM) including committee elections
10. Organise the club trials during welcome
11. Support the Chair and stand in for them should they be absent

### 4.1.7 - Social Secretary

The Social Secretary should be a fundamental part of a sports club as it is their responsibility to ensure everyone enjoys themselves in an inclusive and safe environment.

Social activities are sometimes the most important events as these are the times when club members get to know each other and build friendships which may have a positive impact on your team development. The social secretary should plan events that break down barriers between old and new members and make everyone feel welcome.

#### Personal skills

- Creative thinking
- Commitment to inclusion
- Motivating club members
- Ability to plan sober socials
- Personable and approachable
- Respect others values
- Respected by club members

#### Key responsibilities

1. Organise a wide range of socials that suit all club members and don't always revolve around alcohol
2. Reflect the diverse nature of the student body to increase membership and ensure events are accessible





3. Provide a calendar of events throughout the year
4. Ensure everyone has a fun but safe experience
5. Ensure positive club morale but uniting the club and breaking down 'cliques'
6. Bring club members together
7. Be a good listener to members who may not be enjoying an event
8. **REMEMBER INITIATIONS ARE NOT PERMITTED**

### 4.1.8 - Treasurer

The Treasurer is responsible for the financial management of the club. The treasurer will manage both the funding account and the membership account and make decisions on expenditure and ensure there is always a healthy balance in both accounts.

The treasurer should advise the committee if the balance becomes low in order to fundraise and generate income. The Treasurer will work with all committee members to authorise payments for various different aspects of the club including facilities, transport and social events.

#### Personal skills

- Well organised
- Good numeracy skills
- Communication
- Trustworthy
- Respected amongst the club
- Attention to detail
- Able to meet deadlines
- Good numeracy skills

#### Key responsibilities

1. Understand the Student Union's financial systems and processes
2. Organise affiliation to any national governing bodies via the Club Sport Coordinator
3. Apply for annual grant funding from the Students' Union & look for external funding





4. Ensure all members have a paid membership
5. Keep track of regular income and expenditure
6. Keep the committee and wider club members informed of the club's financial situation
7. Organise fundraising and sponsorship
8. Countersign Requisition forms to authorise payments
9. Liaise with the committee to agree on an appropriate membership price
10. Work closely with the Kit/Equipment Officer when new Kit/Equipment need ordering

### 4.1.9 - Kit/Equipment Officer

The Kit/Equipment Officer will be responsible for ordering new Kit/Equipment and ensuring it is maintained in good condition. This role will work closely with the Treasurer to ensure the club is in a good financial position to make essential purchases for the club to run. The Kit/Equipment Officer should liaise with the Club Sport Coordinator to ensure the club has appropriate kit and request any leisurewear that suits the sport.

#### Personal skills

- Creative thinking
- Excellent organisation
- Good time management
- Able to meet deadlines
- Good numeracy skills
- Knowledge of good deals
- Good knowledge of sport specific kit/equipment

#### Key responsibilities

1. Ensure the size/material/design/numbers of the kit is correct
2. Complete the Team Salford kit inventory to keep track of what is owned and what needs ordering
3. Ensure sponsors logo's go on leisure wear and NOT playing kit



4. Liaise with the Club Sport Coordinator to order new equipment
5. Ensure the club has sufficient first aid supply
6. Work with the Treasurer to ensure the club can afford what is required
7. Keep all kit and equipment in good condition



## 5 - Developing Your Club

Being on a club committee is not just about ensuring people have paid a membership or making sure you don't overspend your budget, it is also an excellent opportunity to shape the way sport at Salford is delivered. It is a chance to make your mark on the club for years to come and leave footprints for those committee members that will follow in your footsteps.

## To achieve more than just turning up to a training session or a fixture, you need to plan ahead.

It is great for those of you who wish to be ambitious, but it's important to know what you want to or what you can achieve. To help you reach your goals and targets, we encourage you to use the SMART objectives framework:

### **S – pecific:**

If you want to increase your membership numbers, don't just say you want to increase your membership numbers. Do you want to improve by a certain percent from the previous year? Do you want to set a target of 50 members?

### **M – easurable:**

How will you measure your goal? It will be easy if your goal has a number attached to it e.g. 'win 50% of all BUCS fixtures' but if your goal can't be quantifiable, what will you do to measure if you have achieved it?

### **A – chievable:**

Be realistic about what you can achieve, if you have just been promoted to a higher league, the chances are you won't then go and win that league too! So set yourself goals you know you can achieve.

### **R – ealistic:**

Although a goal may be achievable, is it realistic? Winning the league may be an achievable goal, but in 2 or 3 season's time so make sure your parameters are realistic to make it achievable.

### **T – ime:**

Make sure you set a time period for achieving your goal. Is it something you wish to achieve after a few weeks? Or is it more long term?

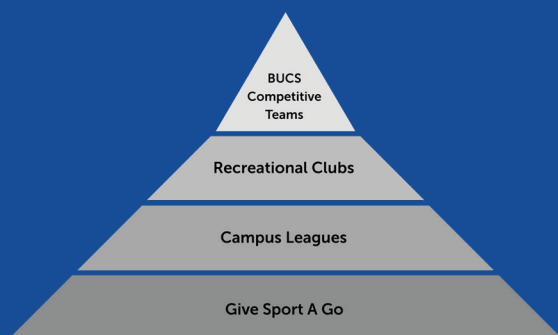
Throughout the year, the USSU staff will be on hand to help support you to achieve your goals and guide you in the right direction. Whether you want to be financially stable, grow participation or focus on performance, we are here to help you whatever avenue you choose to explore.



## 6 - Performance Pathway

Here at Salford, we have a sporting offer for everyone, from give it a go sessions through to competitive BUCS teams. We think it is important for you to understand the pathway we offer for each sport to help you signpost students to the correct sessions.

You may have people sign up for your club who decide they don't enjoy club sport but want to be involved in a different capacity. Equally, you may find there are students participating at a social level who develop and improve their skills and would be better suited to compete in your teams, so is important you know where to find potential new members.



## 7 - BUCS (British Universities & Colleges Sport)

The BUCS programme is available to millions of students across the UK with over 100,000 students regularly competing in BUCS competitions, leagues and events throughout the academic year. BUCS delivers 50 different sports and organises 150 individual or championship events each year. The vision of BUCS is to enhance the student experience for performance, competition and participation in sport.

BUCS work collaboratively with Universities and Student Unions as well as National Governing Bodies, professional sports staff, coaches and volunteers to ensure the BUCS programme can be delivered at a high quality level and offers a range of opportunities from grass-root sport to elite athletes.

For most of you here at Salford, BUCS means weekly Wednesday afternoon fixtures against other institutions in a league format. All your team fixtures and results can be found on the BUCS website here [bucs.org.uk/bucscore](https://bucs.org.uk/bucscore)

For those of you who enter individual competitions such as Snow Sports, Badminton and Rowing, you will enter these when competition entries open via the Club Sport Coordinator.





## 8 - Facilities

All facilities that you use for training will have been booked for you during the process of submitting your registration forms for the 2018-19 season. We provide you with 2 x 10 week blocks of training throughout the academic year which has a split cost between the club and the Union, anything outside of this the club must fund fully themselves.

### 8.1 - Training

All facilities that you use for training will have been booked for you during the process of submitting your registration forms for the 2018-19 season. We provide you with 2 x 10 week blocks of training throughout the academic year which has a split cost between the club and the Union, anything outside of this the club must fund fully themselves.

The two week blocks are as below:

**24th September – 30th November 2018**  
**28th January – 5th April 2019**

The way this is funded is:

**30% from the club**  
**70% from the Union**

## **8.2 - Matches (BUCS Fixtures)**

Match facilities are booked on your behalf by either the BUCS administrator or Club Sport Coordinator and the Union covers 100% of this cost.

## **8.3 - Facility Expectations**

When you book and pay for a facility, just as any other customer; you are entitled to a good level of service and quality of provision. If you ever feel that this has not been met then please talk to someone about it to ensure that your expectations are met. If something is wrong during your booking please talk to a member of on-site staff and report any issues to the Club Sport Coordinator immediately.

Equally, you as a club and individuals should respect each and every facility you use whether this is internal or external. Any equipment used, always make sure this is stored away properly and leave all facilities in an appropriate condition.

## **9. - Funding and Finance**

As a charity, we are governed by charity law, which puts restrictions on what we can spend our money on. Each of the Union's departments gets a budget for each academic year to help deliver its services. In Student Opportunities, we put this money into helping, among other things, our Student Groups (sports clubs and societies).

### **9.1 - Sports Club Accounts**

Each Sports Club has a finance account under the Union's banking system. No Sports Club is allowed to have an external bank account, and doing so jeopardises their position as a recognised Sports Club within the Union.

Each Sports Club has a unique nominal code which is three digits long – think of this as your sort-code. Under each nominal are two separate accounts: your membership account (2110) and your budget account (2112) – think of these as your account numbers.

Into your 2110 account goes your membership fees, fundraising money, donations, and any money from ticketed events. With this money, the Sports Club is free to use it as they see fit, to benefit the members of their groups and the wider Salford student population.

Your 2112 account contains any money which the Union has given you through funding applications. This money can only be spent on what it has been awarded for, unless the Sports Club obtains authorisation from the Sports and Societies Student Executive.

Any funding which is awarded is liable to be spent within a certain time period, and at the end of each financial year (31st July) any money left in the 2112 account gets automatically taken back by the Union and redistributed the following academic year.



## 9.2 - Understanding Your Statement

The way your statements are processed can make understanding them a little confusing. The main thing to understand is that if your statement shows a negative balance, it means you're in credit. If your statement shows a positive balance, it means you're in debt.

*Below is a crib sheet and an example statement:*

- Dept. Number – your three digit nominal code
- Dept. – your society name
- N/C – nominal code (2110 or 2112)
- Tran. Number – unique number for that specific transaction

*Transaction Types:*

- BR – Bank Receipt
- BP – Bank Payment
- JC – Journal Credit (Internal Transfer)
- JD – Journal Debit (Internal Transfer)
- CP – Petty Cash
- PI – Purchase Invoice
- VR – Voucher Receipt



Dept Number ***	Dept ****					
N/C 2110	Name Activity Group Own Income Account					
Tran Number	Type	Date	Details	Debit	Credit	Balance
152433	BR				100.00	-100.00
152632	BR				30.00	-30.00
152633	BR				30.00	-30.00
152634	BR				60.00	-60.00
152635	BR				90.00	-90.00
152636	BR				30.00	-30.00
153967	JC				1,142.66	-1,142.66
Account Totals					1,482.66	-1,482.66
N/C 2112	Name Activity Group Grant Account					
Tran Number	Type	Date	Details	Debit	Credit	Balance
152178	BR				250.00	-250.00
152416	BP			250.00		250.00
Account Totals				250.00	250.00	
Department				250.00	1,732.66	-1,482.66

## 9.3 - Spending Your Money

- **Purchasing** – If you wish to purchase something online, send across the details in an email to the Club Sport Coordinator and they can place the order for the group using the Union's credit card, the money will then be taken automatically from your account.
- **Invoicing/Bank Transfer** – If a group receives an invoice from the University, this can automatically be paid by the Union. If it is for an external supplier, a requisition form must be completed. These are available at the Info Point desk in University House, or from the Student Opportunities team. Where possible, do not pay an invoice yourself and then seek reimbursement, go through the union to pay it.
- **Reimbursing** – Sometimes a member of the team will need reimbursing. To do this, a requisition form must be completed. We no longer reimburse by cash, only bank transfer.
- **Cash Withdrawal** – As a general rule cash withdrawals no longer happen, but they can be done. If needed, a requisition form will need to be completed.

Our BACS payments go out once per week on Wednesday, so money goes into accounts the following Tuesday (provisions are made for national holiday's where needed). The deadline for any completed paperwork is midday on Wednesday. Any requisitions which come in after this will be paid in the next week's round of transfers.

## 9.4 - Accessing Your Accounts

A print out of your accounts is available from the Union's finance desk, which is located next to the University's finance desk on the second floor of University House. They are open 10am-4pm on weekdays. If you go to the Info Point desk in the main foyer they will be able to direct you. Alternatively you can email them for a digital copy on [ussu-finance@salford.ac.uk](mailto:ussu-finance@salford.ac.uk). They can also be called on 0161 351 5402.

## 9.5 - Spending Wisely

It's important that you think carefully about what you as a Sports Club spend your money on. Investing in opportunities for your members through training, workshops and events are encouraged by the Union. While using your funds to host socials and provide refreshments at events is not prohibited, it is expected that you keep these expenditures to a minimum where possible. The Union also does not allow funds to be spent on activities only available to committee members; the money should be used to benefit all members of the Sports Club. The Union also does not authorise the use of Sports Club money for alcohol or other such items.



## 9.5 - Requisition Forms

The majority of finance transactions for Sports Clubs involve a requisition form. Forms are available from the Info Point desk, and receipts of purchase/invoices must be stapled to the back of it. The next page has a copy of one, with instructions on how to complete it:

Req. No: RD1934

Self-explanatory

Account number followed by nominal code (e.g. 2110/295)

Leave Blank

Most of the time it's a BACS transfer

Bank details

The amount of detail required on here depends on how much detail is in the supporting receipt

The total of all the receipts/invoices

The name of the person getting paid

**\*IMPORTANT\*** The requisition cannot be signed by the person getting reimbursed. It must be signed by the Treasurer and one other committee member, except in cases where the treasurer is the one getting reimbursed. In this case, is must be signed by the Chairperson and one other committee member.

## 9.7 - Funding

There are many funding opportunities for Sports Clubs. Fundraising is a great way to earn extra income, and you can seek sponsorship from external organisations (such as the University, Santander etc). Please consult the Sponsorship Guidelines on the Committee Hub for more details on this.

### 9.7.1 - Union Funding

The Union has funding available for all Sports Clubs. There are funds available for those just getting started to help with costs such as flyers, posters, roller banners etc. There is also annual funding available.

Sports Clubs are encouraged to think of trips, events, workshops or general activity such as training and fixtures to benefit their members; they can bid for funding to support this. You will be required to submit a bid for this via our website, and applications will be approved by the Sports and Societies Student Executive. More details can be found on the Funding and Sponsorship pages on the Committee Hub.





## 10 - Policies

Policy determines the priorities and actions of the Students' Union. It can consist of: a statement of beliefs the Union holds on key issues, a commitment to doing things in a certain way or to campaign on a particular issue.

Our operational policies outline how the Students' Union will go about its business. Please find below a list of policies that student groups must adhere to, in order to be a compliant member of the Students' Union. (All policy documents can be found on the committee hub)

USSU Policies:

- Social Events and Initiations
- Welcome and Social Events Agreement
- Sponsorship
- Social Media
- Kit and Equipment
- Data Protection
- Gender Segregation
- Trips
- Transport
- Vehicle Registration



## 11 - Transport

Policy determines the priorities and actions of the Students' Union. It can consist of: a statement of beliefs the Union holds on key issues, a commitment to doing things in a certain way or to campaign on a particular issue.

## **11.1 - Goods Van**

The Union owns a goods van which students who are MiDAS trained can use to transport equipment. To book this, you will need to submit a van booking form on the committee hub, where you will also find a breakdown of our booking procedure.

## **11.2 - Minibuses, Coaches, Buses, Trains, & Flights**

Sports Clubs can book driverless minibuses through us, again so long as they have MiDAS training. Our providers provide us with discounted business rates, and the procedure for booking is the same as booking out the goods van. A Sports Clubs can also book minibuses and coaches with drivers through us, again through the van booking form. Other transport such as buses, trains, and flights can also be booked through the Union so it comes straight out of the Sports Clubs account.

## **11.3 - MiDAS (Minibus Driver Awareness Scheme)**

Sports Club members can complete MiDAS training through us to be eligible to drive for the Sports Club. We send out information about this during semester time; however those interested can email the Club Sport Coordinator so we can get in touch with you directly when the time arrives. More details can be found on the Committee Hub.

## **11.4 - Vehicle Registration**

If a student wishes to use their car for Sports Club transport and claim back their petrol money, they will need to submit a vehicle registration form along with a valid driver's license, MOT and Insurance certificate. The form is available on the Committee Hub.

## **11.5 - Cost of Transport**

For all away travel for BUCS fixtures, the cost will be split in the same way as facility hire:

**30% from the club**  
**70% from the Union**

This will come from your 2112 account if you apply for 'travel' in your annual grant application, or your 2110 account otherwise.

Those traveling on trips, social or other non BUCS events will need to cover the cost themselves via their 2112 or 2110 accounts.



## 12 - Health and Safety

Health and Safety regulations are put in place to protect all members of your club as well as the University, the Union and the public from personal injury and any legal proceedings. As a committee, you have accepted the responsibility of leading others in the club and therefore owe a duty of care to ensure all members are not exposed to risk or injury.

### 12.1 - Who is Here to Help You?

The Student Opportunities team at USSU are here to help you, along with the staff at all our facilities. We have a number of policies in place designed to keep you safe and to help you understand your duty of care to your members.

### 12.2 - Risk Assessments

Knowing the risk involved in your activity is vital in reducing the number of accidents and injuries that will affect your club. It is impossible to have a risk free environment, especially in sport, but assessing what you do allows precautions to be taken so that the risks are reduced.

Each club **MUST** submit a risk assessment before embarking on any activity, be that regular training or offsite trips. More information on filling out a risk assessment can be found here on the committee hub.

### 12.3 - First Aid Training

Sports Club members can complete first aid training through us to be a qualified first aider for the club. We send out information about this during semester time; however those interested can email the Club Sport Coordinator so we can get in touch with you directly when the time arrives.





# 13 - Kit & Equipment

## 13.1 - Playing Kit

Under Armour is the main kit supplier for Sport. They have been working with us to provide a range of kit that is suitable and specific for various sports. Under Armour is a long established company who are now breaking into the world of University sport kit. Our relationship continues to grow and over the contract period we aim to continue the development and offer to our membership.

In addition to sport specific playing kit, there are a range of leisurewear and training wear items available. Under Armour own the right to our Crest and Team Salford branding for the duration of the contract which is due to end in summer 2020, this means the Crest and Team Salford CANNOT be used on any other branded kit.

Depending on which club you are a part of will depend on whether individual members own the kit or whether the Union does. Please speak to the Club Sport Coordinator if you are unsure of this.

For rules and regulation on playing kit, please see the Kit and Equipment Policy [here](#)

## 13.2 - Equipment

Clubs are responsible for requesting new equipment where necessary. This must be done via the Students' Union website (see below). The cost of equipment must come from either the club 2112 or 2110 account and orders cannot be made unless there are sufficient funds in the account.



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Clubs are expected to keep all equipment in good condition and store them safely and securely. The Students' Union has storage available in the blue shipping container behind University House. Info Point, the Sports Centre and the Club Sport Coordinator have a key to this so it can be accessed at the following times:

<b>Monday</b>	7 am - 10 pm
<b>Tuesday</b>	7 am - 10pm
<b>Wednesday</b>	7 am - 10pm
<b>Thursday</b>	7 am - 10pm
<b>Friday</b>	7 am - 10pm
<b>Saturday</b>	9 am - 5pm
<b>Sunday</b>	9 am - 3 pm

Anyone wishing to order new kit or equipment must fill out an order form on the website [here](#)

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