



# RGU SPORTS CLUBS COMMITTEE HANDBOOK

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# INTRODUCTION

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Firstly, congratulations on being successfully elected to an RGU Sports Club committee. This is a fantastic opportunity to gain leadership experience and get involved in club operations, development and so much more - there is no doubt it is a great experience!

All committee roles require a level of dedication and effort to ensure the role is fulfilled to its best potential. Committee roles were determined on the key operations of an RGU Sports Club and are designed to work together, complement one another and ensure clubs operate both effectively and efficiently.

Ultimately, the success of an RGU Sports Club is dependent on its committee. The purpose of this handbook is to provide context to the role of each RGU Sports Club committee member and ensure everyone has the same level of understanding heading into the start of each academic year. This document will supplement the training you received during committee training week and should be used as a reference point throughout the year.

No matter your position or level of experience, please read this handbook in detail. RGU Sports Club 'Club Info' can be found on the RGU:Union website, which should be read in conjunction with this document. The 'Club Info' section is for all club members, for which committee are, and again, aims to provide a greater understanding of RGU Sports Clubs as a collective.

Finally, this document is constantly evolving. Review points and updates will be shared as appropriate. Any questions or feedback should be directed to the President of Sport and Physical Activity, contact details found below.



# KEY CONTACTS

*The work and organisation of RGU Sports Clubs takes place across a team of individuals with varying remits across the Union and University.*

## RGU:Union

**President of Sport & Physical Activity**..... [presspa@rguunion.co.uk](mailto:presspa@rguunion.co.uk)

Day to day operation and organisation of RGU Sports Clubs and is the first point of contact for all sport club leaders, committees and members.

**Vice President (Sport)** ..... [vpssport@rguunion.co.uk](mailto:vpssport@rguunion.co.uk)

An additional point of contact with a remit to support all clubs and President of Sport and Physical Activity in the delivery of activity.

**President of Communication and Democracy** ..... [prescd@rguunion.co.uk](mailto:prescd@rguunion.co.uk)

Student representative who sits alongside President of Sport and Physical Activity on the RGU:Union Executive Committee. Remit mainly covering student communication, democratic processes and oversight of societies and student groups.

**President of Education and Welfare** ..... [presew@rguunion.co.uk](mailto:presew@rguunion.co.uk)

Student representative who sits alongside President of Sport and Physical Activity on the RGU:Union Executive Committee. Remit mainly covering student education and welfare and oversight of student networks.

**RGU:Union Chief Executive Officer** ..... [g.mailer@rguunion.co.uk](mailto:g.mailer@rguunion.co.uk)

Oversees RGU:Union as a charity and in turn, oversees all student activities, including RGU Sports Clubs. It is not common to need to contact the Chief Executive Officer directly as there are specific departments, student representatives and structures who feed up to management.

## RGU SPORT

**Head of Sport** ..... [h.m.s.leslie@rgu.ac.uk](mailto:h.m.s.leslie@rgu.ac.uk)

Heads up the management, operation and development of RGU SPORT as a facility whilst providing input to the University around sport and physical activity, leading to interaction and involvement with RGU Sports Clubs.

**Sport and Physical Activity Development Manager** ..... [k.r.corbett1@rgu.ac.uk](mailto:k.r.corbett1@rgu.ac.uk)

Management of the development team within RGU SPORT in which RGU Sports Clubs benefit from the experience, programmes and activities.

**Club Development Officer** ..... [r.anton1@rgu.ac.uk](mailto:r.anton1@rgu.ac.uk)

Sits within the development team at RGU SPORT with a remit around developing performance sport programmes, alongside the development of RGU Sports Clubs. Day to day contact for anything club related, for example in the absence of President of Sport and Physical Activity. Also, key point of contact for club development, specifically club development plans.



## CLUB ESSENTIALS

One of the many benefits of sitting on club committee is the opportunity to gain an insight into core club operations, specifically the understanding and reviewing of key documentation. RGU Sports Clubs operate as an external, community club would and therefore adopts the same need for documents such as constitutions, risk assessments and inventories to ensure the governance and safety of club members is at the forefront of what we do.

Club documentation has existed since RGU Sports Clubs began so there is an archive of information at the fingertips of club committee. It's important that all information in club documentation is up to date, appropriate and specific to club activity, however many of the principles and core ideas remain the same - use passed down documents to your advantage!

Key documents and information should be passed down year on

year as part of the handover process. If this is not the case, the President of Sport and Physical Activity will normally have a copy to share.

Club documents should be made available in your clubs MS Teams channel. This ensures all documentation is easily accessible by all members and committee and is easy to maintain and keep up to date.



- What is the constitution
- What is the purpose
- What does it include
- What changes are made year on year and how are they made
- How to submit constitution
- Review points

## CONSTITUTION

An RGU Sports Club constitution is a simple document that outlines the functions and rules under which an RGU Sports Club will operate. Together with policies and procedures, the constitution aims to protect club members and ensure each RGU Sports Club is soundly governed.

The purpose of the constitution is to underpin the governance and operation of each club. It is an official document which outlines;

- Club aims
- Membership
- Committee structure
- Meetings and Quorum
- Relationship to internal and external bodies
- Equity, Health & Safety and Child Protection
- Dissolution

Plus, any associated appendices, to include club hierarchy.

The constitution should be made available to all club members who should read and understand the document on purchasing membership.

The constitution must be reviewed annually, with any changes being voted on at the club Annual General Meeting. Changes can include, committee structure, affiliation agreement and any other relevant points associated with club governance.

Following any approved changes, the constitution should be updated and shared with the President of Sport and Physical Activity. At this point, all club members should be made aware as to where the newest

version can be accessed. The President of Sport and Physical Activity will ensure a copy of the constitution is saved and shared in the relevant channels; the club President is responsible for saving a copy and ensuring this is shared in the relevant club specific channels.

If changes to the constitution are required out with AGM season, an EGM can be called. Voting matters may include electing a new committee member, changing committee positions or changes to any affiliation agreement. Quorum must be met in line with the operating constitution.





- What is the purpose
- What does it include
- What changes are made and how are they made
- How to submit risk assessment
- Review points

## RISK ASSESSMENT

An RGU Sports Club risk assessment is a legal document which ensures the safety of all RGU Sports Club members participating in activity hosted by the club. All sports club activities, including training, fixtures, competitions and trips are expected to be appropriately risk assessed by the club committee, normally President, in consultation with relevant partners, before any activity takes place.

At minimum, the document should include the following information

- Club Name
- Date
- Location
- Task/Activity/Process
- Risk Assessor Name & Signature
- Review Date
- Other Comments
- Hazards
  - o For example; equipment, clothing/ footwear, spectators, hygiene, COVID-19, facility, kit, travel, lighting/ environmental factors.
- Harm - who and how
- Controls in place
- Risk Rating
- Controls to mitigate risk
- Monitoring - who and when

A risk assessment template covering all of the above will be made available to club Presidents. Risk assessments must be submitted in the provided format.

At minimum, risk assessments should be reviewed annually. Risk assessments should also be reviewed as appropriate throughout the year, and should be updated and re-submitted immediately in the following situations;

- On receipt of a new piece of equipment
- Any change in facility or note of change within the current facility
- Introduction of a new aspect of club activity e.g. for an indoor sport, the introduction of outdoor activity

The risk assessment should be reviewed, updated, re-submitted and approved before the club can operate with any changes. For example, the club must not introduce a new piece of equipment until risk assessment has been updated and approved.

There will be a number of opportunities to seek support with writing and/or updating a risk assessment via drop-in sessions, forums or direct questions to the President of Sport and Physical Activity. Guidance will also be shared at various forums, of which slides will be circulated and can be used for future reference.

Failure to complete any of the above will result in suspension of all club activities.

Look to external clubs and/or facilities for guidance on risk assessment. Although the format may differ, the content will likely be very similar to the activity of an RGU Sports Club.



- What is the purpose
- What does it include
- What changes are made and how are they made
- How to submit handover
- Review points

## HANDOVER DOCUMENT

An RGU Sports Club handover document is a key piece of work to ensure all current work and detail around; operational efficiency, education, performance, well-being alongside key priorities are noted and passed from President to President.

The handover document is also key for the President of Sport and Physical Activity to understand the current position of the club, alongside plan and prepare for the year ahead. Without information on training times, facility access, kit, equipment and overall club vision, the President of Sport and Physical Activity cannot accurately budget and consider club plans.

The handover process begins following a club AGM whereby the committee for the following year are elected. AGMs take place in March, with specific window of dates communicated on a year-by-year basis.

Both outgoing and incoming President should meet to complete this document and ensure all relevant club information and documents are passed on. Where a President is remaining in post, it is important that the document is completed to note the year past and make any additional notes or requests for the incoming year.

The document is hosted on MS Forms, with a copy shared on submission. The club President is responsible for ensuring a copy is saved and circulated accordingly.

Handover is rarely changed in year; however, it is advised to refer to the document ahead of committee and club development meetings as a means of checking in on aims and progress.





- What is the purpose
- What does it include
- What changes are made and how are they made
- How to submit inventory
- Review points

## INVENTORY

An RGU Sports Club inventory is a mandatory document with the purpose of keeping an accurate record of kit and equipment. Kit and equipment should be treated with respect and where pieces may go missing or lost, replacement(s) cannot be guaranteed.

The club inventory should include playing kit, training equipment, match equipment and first aid kit. The club President should work alongside the team captain(s) to ensure inventory is kept up to date and accurate. An updated inventory should be submitted to the President of Sport and Physical Activity alongside handover each year. This document is not only important to reflect current kit and equipment within the club, but also allows the President of Sport and Physical Activity to plan and budget for any purchases the following year.

Out with the annual review, in year review points of inventory are also required. Examples of in year review include;

- Receiving a new piece of kit or equipment
- Removing broken or disregarded pieces of kit or equipment
- Reporting first aid stock (can be requested at any time)

In any of the above, the club inventory should be updated and re-submitted. Once approved, the updated version should be saved accordingly and circulated as appropriate.





- What is the purpose
- What does it include
- Club development meetings
- Review points

## CLUB DEVELOPMENT PLAN

Club development is of high importance and addresses 4 key areas of RGU Sports Club development: education, wellbeing, performance and operational efficiency.

The purpose is to provide opportunity for clubs, specifically committee, to discuss their goals, operation of the club, any immediate needs, progress on goals alongside a key touch point for the President of Sport and Physical Activity to share any upcoming activities, events, courses etc.

The club development process allows clubs to complete the club development plan with their committee, ensuring all areas of club activity are considered. There is then opportunity to meet with the President of Sport and Physical Activity and Club Development Officer to chat through the plan and hear of any recommendations for next steps.

These drop-in meetings will take place once in semester 1 for a review of the plan, and one in semester 2 for check in and measure of progress.

All committee members are expected to contribute to club development plan and meetings, alongside maintain and share details of the meeting and plan with club members.





## CLUB ADMIN

Organisation is vital to the success of RGU Sports Clubs and an understanding of this is important for all committee members. The below outlines the process and reasoning behind club emails, social media, communication and events - all integral parts of RGU Sports Clubs.

### Club Email

Each sports club President has access to an RGU:Union email account; [club]@rguunion.co.uk.

This email account is the official account for all RGU Sports Clubs and should be the only accounts used for official club business.

Access to these accounts is granted and monitored by RGU:Union. During the handover process, the incoming club President is granted access to the club email account. This is linked to the student server and so no username or password is required. It is the responsibility of the President of Sport and Physical Activity to ensure this changeover is coordinated and communicated.

Email accounts external to that provided should not be used unless otherwise approved.

### Club Social Media

#### SOCIAL MEDIA POLICY HERE.

Social media is a great tool to showcase, collaborate and inform club members, the student body and wider sport sector. The social media policy linked above should be read and considered, as running an account representative of an organisation requires strong awareness of actions and engagements.

There is an expectation that social media is used for club matters only and the focus of any social media accounts should be on sport and physical activity. Social media is potentially the first interaction a prospective member will have with an RGU Sports Club, and this should be considered when creating and sharing content. For example, if your goals are to operate as a performance club, social media outlets should be used to encourage performance activity, share successes, posting team lines, celebrating individual performances etc.

All accounts should be closely monitored and up to date. All committee members have a responsibility to ensure content is representative of the University and Union.

All account details should be passed on through the handover process, and any outgoing committee members or club members with access removed on leaving the club.



## Club Communication

Communication is key and there are many methods and channels used to communicate with different groups, internal and external to RGU Sports Clubs. Throughout the year, clubs communicate with a variety of individuals including internal members of staff, mainly Union and RGU SPORT, but also external sponsors, governing bodies, local clubs and of course, other RGU Sports Clubs, SPAT and the President of Sport and Physical Activity and Vice President of Sport.

Communication with other institutions should take place through the President of Sport and Physical Activity, with no requirement for club or committee members to contact institutions directly. Examples of when to communicate through the President of Sport and Physical Activity are when a fixture needs re-arranged.

A wide range of groups to communicate with brings a range of methods of communication;

### Email

- Used as a more formal method of communication
- An [rgu.ac.uk](mailto:rgu.ac.uk) email or club email should be used when contacting externals, for example governing bodies, sponsors etc.
- Should be used as the initial point of contact with all prospective members following Freshers Fayre.
- President of Sport & Physical Activity will use email to send calendar invites to meetings, with expectation that these are acknowledged and responded to.

### Teams

- The newest channel of communication, also a formal method.
- The platform of choice to host the majority of RGU Sports Club meetings
- An all-members Teams channel is created following semester 1 membership deadline and can be used to access all club members.
- Each club will also be set up with their own Teams area which should be used as a further formal point of contact with all members.

### WhatsApp/FB Messenger/ Closed Club Pages

- The least formal method but still very valuable. Great for group chats and smaller pieces of follow up information.
- Example group chats include sports forum, committee, whole club, club President & VPs, team group chats.
- It is the responsibility of the committee to ensure that content remains appropriate and in line with the social media policy.
- **Don't mute the chat**



These methods are not extensive however it is important to re-iterate that all external communication on behalf of an RGU Sports Clubs should come from an [rgu.ac.uk](mailto:rgu.ac.uk) or [rguunion.co.uk](mailto:rguunion.co.uk) email address.

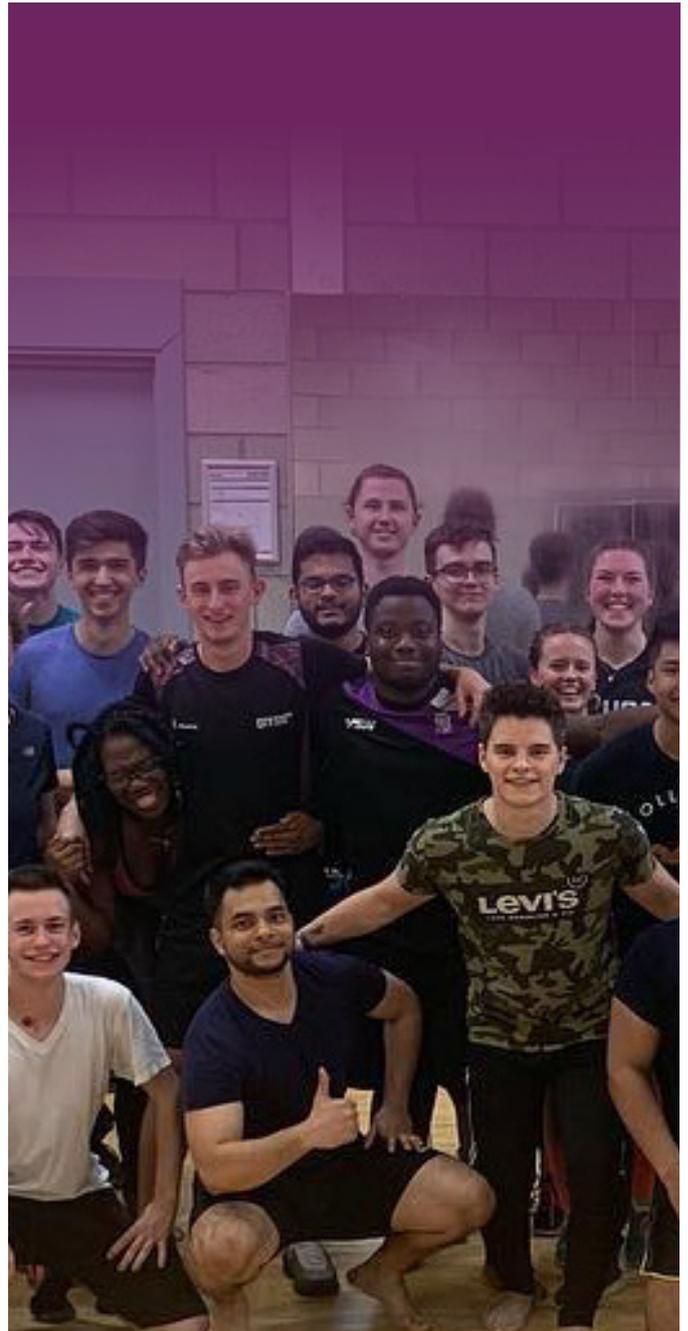
Communicating effectively within the club is a responsibility of the committee and it is important that transparency is maintained and feedback is provided following any meetings attended. For example, Presidents and Vice Presidents should update the committee following a sports forum, committee should update the whole club following committee meetings etc.

Each week, normally a Friday, the President of Sport and Physical Activity sends an email to Presidents and Vice Presidents containing all important and often vital club information - known as the 'Sports Club Update'. It is always encouraged that information contained in this email is either directly forwarded to relevant committee members or shared in another way, for example screenshotted and shared in a club chat.

Effective communication is extremely important and as such, some expectations include.

- Emails are monitored and replied to in timely manner
- Calendar invites are responded to, with comment provided if invite is declined
- Teams messages are acknowledged, even with a reaction if comment is not required - the same stand for WhatsApp
- Active listening and contribution in communication channels, including meetings and forum.

These expectations are true for all. The President of Sport and Physical Activity, Vice President of Sport, SPAT and other members of staff can also be expected to abide by the above outline of expectations.



## Club Calendar

The RGU Sports Club 'All Club Calendar' contains all key events, activities and deadlines for the duration of the academic year.

The calendar should be used as a tool to plan club activity and shared with all club members. Details of competition, fundraisers, meetings, campaigns, social events will be shared alongside key University dates and holidays.

**Any questions or additions to the all-club calendar should be directed to the President of Sport and Physical Activity.**

# POLICIES

RGU Sports Club Policies can be found [HERE](#).

These documents are normally reviewed on a yearly basis and voted in by the sports forum at the first opportunity.

All RGU Sports Club members must abide by these policies and should be aware of the process and potential sanctions in place policy if breached. RGU Sports Club members should also be aware of the University policies which should be followed.



# HEALTH AND SAFETY

## H&S policy

### Risk Assessments

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All sports club activities, including training, fixtures, competitions and trips are expected to be appropriately risk assessed by the club committee in consultation with relevant partners.

The committee are responsible for ensuring the completion and communication of appropriate risk assessments. Risk assessments should be reviewed annually and updated as appropriate.

There should be a number of opportunities to seek support with writing and/or updating a risk assessment via drop-in sessions, forums or direct questions to the President of Sport and Physical Activity.

Failure to complete any of the above will result in suspension of all club activities.

### First Aid

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Any first aid incident should be treated in line with RGU Sports Club Health and Safety Policy.

### Return to Play

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All club committee members should be aware of RGU Sports Club Health and Safety Policy and the relevant return to play guidance that can be found within First Aid guidance.

### Insurance

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All RGU Sports Club members are provided with personal accident insurance as part of membership.

The 'Insurance Product Information Document' i.e. policy summary can be found on the all club members teams area on MS Teams.

### Trip Preparation Form

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For excursions overnight within the UK, abroad or a high-risk club excursion, a trip preparation form must be completed.

High risk clubs excursions include but are not limited to;

- Cheerleading (stunt only)
- Equestrian
- Mountain Biking
- Rifle
- Rowing
- Rugby
- Shelterstone
- Snowsports
- Trampoline

This form must be completed at least two weeks prior to the activity and signed off by the President (Sport & Physical Activity).

If you are unsure if the club activity is classed as high risk you should contact the President of Sport & Physical Activity.

# MEETINGS

## RGU Sports Club Forum

The Sports Forum is responsible for representing its wider RGU Sports Clubs members, promoting physical activity and supporting the effective running and development of sporting activities. These meetings normally take place four times per year, or at least twice per semester.

The forum consists of; President of Sport and Physical Activity, Vice President (Sport), President (or nominee) of each individual sports club, Vice President (or nominee) of each individual affiliated sports club. Representatives from RGU SPORT, namely Head of Sport, Sport and Physical Development Manager and Club Development Officer may also be invited to attend sports forum.

Emergency forums can be called where there is an urgent matter to discuss. If required, emergency forums hold the same importance of attendance as a scheduled sports club forum.

Minutes of all meetings shall be circulated with the forum and made available on the **RGU:Union website**.

### The forum hold the remit to;

- Approve the appointment of members of the Sport and Physical Activity Team (SPAT) and monitor their activities;
- Receive reports from the President of Sport and Physical Activity, Vice President, SPAT members
- Discuss matters relating to student participation in sport and consider participation by different groups of students;
- Discuss all matters relating to sport, physical activity and student fitness, providing feedback where necessary to RGU:Union, RGU SPORT and the wider University;
- Oversee the distribution of any distributable funds, as actioned by the President of Sport & Physical Activity..



## Sport & Physical Activity Team Meetings

The Sport and Physical Activity Team (SPAT) normally meet at least three times per semester to set, monitor and evaluate the direction and activity of RGU Sports Clubs.

Each individual on SPAT carries out a specific remit and as such, update on this at every meeting. SPAT also represent a body of club's dependent on their personal sport and as such, the President of Sport and Physical Activity looks to the team to provide update and insight to those clubs.

The Sport and Physical Activity Team is open to ideas, suggestion and influence and will be in close communication with all sports clubs to measure and share ideas and events.

Minutes of SPAT meetings can be viewed on request and are also made available on the RGU:Union website.



## RGU Sports Clubs Annual General Meeting (AGM)

The most important meeting your club will hold is its Annual General Meeting (AGM), with the main aim to update the club on the year past, hosting the committee election process and make any constitutional changes.

As mentioned in previous sections, an AGM is a standard process across all sports clubs and having the knowledge and experience of these meetings is valuable in any future positions.

This meeting takes place near the end of the academic year with deadline date communicated on a year-by-year basis. It is important that as many club members as possible attend this meeting to vote in the new committee, but at minimum the quorum detailed in the club constitution must be met for this element of the AGM. If quorum is not reached, voting cannot take place and an EGM should be scheduled to cover these topics. It is vital that people state their reasoning for running for committee positions so members can make an informed decision. This committee will be responsible for every aspect in the running of your club.

The AGM is normally chaired by the club President who should take responsibility for setting the date, organising a venue, gathering headlines for the agenda, writing the agenda, circulating any relevant papers, circulating details of the AGM and finally, hosting the AGM.

At this meeting the committee may also propose any changes to your club's constitution, it is advised that the committee read and agree on proposed changes at their final committee meeting, prior to the AGM. The proposed changes should be circulated to all club members in advance of the AGM so they may read and understand the reasoning for the changes.

A template for a club's AGM agenda and minutes is available on the MS Teams area - this can be used as a guide for layout and procedure of your AGM. A committee member should be nominated to take minutes, which following the meeting, must be sent to the President of Sport and Physical Activity as soon as possible.

An update to all club members, most suitably on social media, is advised following the AGM to update and congratulate incoming committee, update on any key points of the meeting and also highlight any constitutional changes.

## RGU Sports Clubs Emergency General Meeting (EGM)

An emergency general meeting (EGM) may be required to take place in the instance of an urgent club matter that required a vote. For example, to fill a committee position mid-year, an EGM must take place to ensure decision by quorate.

EGM quorum can be found in the club constitution.

Like an AGM, an agenda must be set, and minutes recorded and circulated with the committee, members and President of Sport and Physical Activity.

## Club Committee Meetings

Club committees should meet to discuss current matters, upcoming events, club development and general running of the club. This is a vital platform for discussion and delegation among the committee.

An agenda should be circulated with committee members prior to the meeting. In addition, all club members should have opportunity to raise agenda points to be discussed.

It is strongly advised that minutes (or at a minimum, actions) are taken at every meeting as a record of discussions and decisions made, to hold individuals to account and accelerate club development. Minutes of club committee meeting should be accessible to all club members and made available through the club MS Teams channel within a week. The President of Sport and Physical Activity and Club Development Officer may spot check or require access to meeting minutes at any time throughout the year.

It is suggested that these meetings are held ahead of the RGU Sports Club Forum's (see above), to capture opinions, ideas and thoughts of the committee ready to discuss with the wider forum.

## Club Development Meetings

A total of two club development meetings will take place throughout the academic year. These meetings are facilitated by the President of Sport and Physical Activity and an RGU SPORT member of staff, namely Club Development Officer.

The aim of these meetings is to work through the development plan and outline a development plan for the club. All committee members should be in attendance.

Following each club development meeting there is an expectation that the information discussed is circulated back to the club and actions set. The club development should be reviewed between club development meetings and shared at committee meetings and AGM.

## Working Group Meetings

Working groups aim to provide an opportunity to discuss the direction, action and outcome of three of the four key areas of development as outlined above. Each sports club is expected to be represented on one of education, performance or wellbeing working group.

Allocation of working group will normally be discussed at the first club development meeting of a new committee.

Meetings will take place at least twice per semester and at least one committee member must be in attendance. Working groups are flexible in nature and as such, the invite is always extended to further committee and club members who may be interested in the area of work. SPAT will circulate an invite and agenda prior to the meeting and should be made aware of any apologies in a timely manner.

Contribution before, during and after is expected and ultimately ensures the group functions effectively. Any questions around working groups should be directed to the relevant SPAT member or President of Sport and Physical Activity.



## Handover Meeting

The incoming and outgoing Presidents should meet to work through the RGU Sports Clubs handover document, with aim to share key information around club operations and development as well as general advice on the day-to-day running of the club. This process normally takes place in March however timescales will be communicated as appropriate.

A full club inventory is required as part of the handover process. This document should be updated and checked throughout the year to ensure it remains accurate at all times.

Handovers across all committee positions are encouraged however not tracked.

## Education

Every RGU Sports Club should be a safe, welcoming and inclusive space for all students, and this is underpinned by well-educated committee and club members.

Campaigns, education programmes and associated activities are all offered with these values in mind and as such, there is high expectation that committee members lead by example and engage in all forms of RGU Sports Club education.

Handover documents and club development meeting themes and content are reviewed to create the base for many all club campaigns and initiatives which furthers their importance and further highlights the importance of these processes.

## Committee Training

At least one training session for each committee role; President, Vice President, Wellbeing Ambassador, Fundraiser, Social Secretary, Social Media Secretary and Captain will be delivered in September.

Attendance is expected and can also be requested for a role out with their own. For example, fundraiser can request to attend wellbeing ambassador training. The aim is to lead RGU Sports Clubs with well educated, well rounded committee members.

External speakers and sources of training will be sourced as far as possible to ensure the training is of high standard and credible to each position.

Committee training will normally take place one week prior to Freshers Week to ensure the committee feel well equipped and knowledgeable heading into this period of welcoming new students.

## Campaigns

The campaign calendar differs year on year however the most up to date programme of campaigns can be found in the 'All Club Calendar'.

The Sport and Physical Activity Team will lead all club campaigns with which engagement is expected, unless otherwise discussed. If club or committee members have any ideas they wish to see adopted on an RGU Sports Clubs scale, they should speak to a member of the Sport and Physical Activity Team, or the President of Sport and Physical Activity.

Clubs are encouraged to support other clubs, societies and organisation in their campaigns and bring forward ideas via working groups or sports forum to suggest and develop RGU Sports Club campaigns.

## Club Education Plan

A club education plan is set out at the beginning of the academic year to ensure education remains a key priority of RGU Sports Clubs. This plan differs year on year, with the most up to date version found in the MS Teams area.

These dates are set with consideration of the academic calendar and should be shared with club members as far in advance as possible.



# MEMBERSHIP

RGU Sports Club membership is an important part of sports club operation and is required by any individual who wishes to take part in club activity. Membership to an RGU Sports Club includes but is not limited to;

- Access to training and facilities
- Entry to BUCS, SSS and other club specific competition\*
- Access to accommodation, transport and personal travel expenses
- Insurance cost for participation in sport club activity
- Affiliation to BUCS, SSS and other governing bodies
- Club playing kit and equipment\*
- Access to a coaching & officiating fund

\*unless otherwise agreed

The model adopted by RGU Sports Clubs is a 'collective budget which ensures club membership remains affordable and accessible whilst ensuring all clubs have access to the resource they require.



RGU Sports Club membership prices are reviewed each year. The current membership offering is as below:

Student Annual	£62
Student Second Club	£20
Community Member (non-student)	£69
Student Semester Two	£40
Community Semester Two	£45

Student annual membership covers all activity as outlined above from the months of September to May. This membership can be purchased by matriculated students of RGU and is the membership category most RGU Sports Club members fall under.

Student second club is a bolt on membership which allows access to a second RGU Sports Club at a reduced rate. This membership can be purchased by matriculated students of RGU.

Community membership is available to any member of the community who wishes to take part in RGU Sports Club training. Community members are not eligible to take part in BUCS or SSS competition. This membership is ideal for any alumni looking to remain engaged with the club, students of NESCol or any members or the general public. The number of community members should never exceed student members and similarly cannot sit on the committee. For this reason, any community members wishing to join an RGU Sports Club must be approved by The President of Sport and Physical Activity.



## Checking Membership

The President of Sport and Physical Activity will share membership numbers at least twice per semester at the RGU Sports Clubs Forum. During this time, requests for updated membership are welcome where reasonable. It is a committee responsibility to ensure membership is monitored and any individual attempting to train without a membership should be signposted to the process to purchase one.

Community membership should also be closely monitored to ensure it always remains lower than student membership (see above).

## Monitoring Attendance

Only RGU Sports Club members should be attending training and fixtures. Membership lists should be used to ensure that this remains the case. The President of Sport and Physical Activity and SPAT reserve the right to spot check training sessions and take a register at any time.

## Committee and Membership

All committee members are students and as such must have club membership. Failure to obtain membership will expose committee members to the same process of checking as all other ordinary club members.



# FINANCE

## Budget

RGU Sports Clubs have a collective budget managed by The President of Sport and Physical Activity with support from RGU:Union and RGU SPORT. The aim of the sports club budget is to balance income and expenditure to ensure any income generated is spent in year, on the students present at that time.

The RGU Sports Club budget is termed a 'collective budget'. This means that all sports clubs contribute via membership, fundraising, sponsorship and Blues Ball tickets to create one pot of income. This pot of income is then shared across all sports clubs on a needs basis.

This model comes with a variety of benefits which include;

- Keeping membership cost low
- Removing pressure from clubs in regard to handling money, booking transport/facilities/accommodation etc
- Ensures clubs are sustain able year on year, particularly notable during the pandemic
- Shares the fundraising and sponsorship requirement wider than an individual committee

The budget is set and approved by the RGU:Union Trustee Board in May each year, following its presentation by the President of Sport and Physical Activity. This process considers actual spend from the year past, club handover requests, development activity and assessment of the overall cost of operating all RGU Sports Clubs.

The following sections detail the sources of income and how they are obtained, however, it is worth noting that all figures are set in May based on prediction and actual figures from years past. An element of cooperation and understanding is expected from committees around the budget. Firstly, where requests are made in-year after the budget is set, there is no guaranteed spend in the budget for these. Therefore, if the President of Sport and Physical Activity says no, or works a compromised offer, this is for no reason other than the strict nature of the budget. Similarly, there are targets set around membership, fundraising and sponsorship which must be met to deliver on the basics of sports club activity.



## University Grant

Normally the largest source of income to the budget, the University grant is a ring-fenced figure provided via RGU:Union. The purpose of this grant is to ensure sport and physical activity is promoted, encouraged and active on campus and remains accessible to any student who wishes to take part.

The current University grant (2020-21) is £97,000.

## Membership

Membership is a fundamental source of income as without it, there is little need to spend. As a minimum, clubs should expect to retain the membership of the year past, using the summer months and Freshers Week to grow numbers.

## Fundraising

Fundraising is expected and each club must agree a realistic target with the Sports Forum, based on previous year's figures, and will be held accountable for that target throughout the year. All fundraisings must be undertaken following the Union's fundraising guidelines.

## All Club Sponsorship

RGU Sports Clubs will seek an all club sponsor each year with aim to gain additional funding and opportunity. Details of sponsorship and associated contract will be shared with club Presidents and Vice Presidents once secured.

## Individual Club Sponsorship

Sponsorship must be ratified by the President of Sport and Physical Activity before any contracts are signed with external individuals or companies. Any sponsorship agree-

ments, whether financial or in kind, must not be a conflict of interest with any 'All-Club' sponsorship deals and must abide by charity laws.

Steps to gaining sponsorship:

Research companies that align with club values, think about where members spend time and money

List the opportunities a sponsor can gain from the club - social advertisement, face-to-face time with members etc.

Consider value sponsors can add to your club as a whole - is there anything you can gain aside from £.

Approach target companies with intent via phone call or face-to-face meeting if possible. Otherwise, a professionally written email.

Head into the conversation knowing your worth as a club - consider membership, level of engagement, predicted take up of sponsor services etc.

Before signing a contract, set up a meeting with President of Sport & Physical Activity.

## Expenditure

Expenditure for clubs is allocated on a needs basis to the essentials for operating as a sports club. This includes but is not limited to bus hire and other transport, facilities, accommodation, equipment, sports-wear, affiliation, competitions, Blues Ball, insurance, and equipment repair.

Within these categories of spend, RGU Sports Clubs shall be able to utilise the budget through the following methods:

**Expenses Claims:** where a member of the club pays for the expense themselves, and then collates the receipts and completes an expense claim form and returns this to the

President of Sport and Physical Activity;

**Invoices:** where the good or service is ordered and the supplier provides an invoice, which the President of Sport and Physical Activity shall then arrange for process on behalf of the sports club;

**Purchases:** where the sports club may work with the President of Sport and Physical Activity to pay directly for items using the Union's banking methods.

All spend must be approved by the President of Sport and Physical Activity and no RGU Sports Club should have a bank account, treasurer or any other intention to run out with the RGU Sports Club budget.

The President of Sport and Physical Activity is required to present the approved budget at the first sports forum of the year, and at subsequent quarters after this point. The sports forum holds the responsibility to question and approve decisions relating to the sports club budget and should do so when given the opportunity.

# COACHING

## Internal

Coaches should be listed in club handover or made known to the President of Sport and Physical Activity as soon as possible. This is to ensure the coach has ample opportunity to ask questions, obtain appropriate qualifications, review the code of conduct and become a member of RGU Sports Clubs 'Coaches Corner'

## External

Coaches should be listed in club handover or made known to the President of Sport and Physical Activity as soon as possible. This is to ensure the coach has ample opportunity to ask questions, obtain proof of appropriate qualifications, review the code of conduct and become a member of RGU Sports Clubs 'Coaches Corner'.

It should be made clear that RGU Sports Clubs do not pay for external coaches, and they are incentivised via CPD opportunities and RGU SPORT gym membership.

Information around coaching qualifications, PVG status, First Aid status and any other relevant documentation should be shared as part of the handover process before the start of the academic year. This should also include contact details for coaches and session leads.

## Student Coaching & Officiating Fund

Coaches and officials are key to the successes of all of our sports clubs. With that in mind, RGU Sports Clubs offer a coaching and officiating fund to provide the opportunity for stu-

dents to gain support for individuals to obtain qualifications to help their club.

More details of this fund, including how and when to apply can be found [HERE](#).

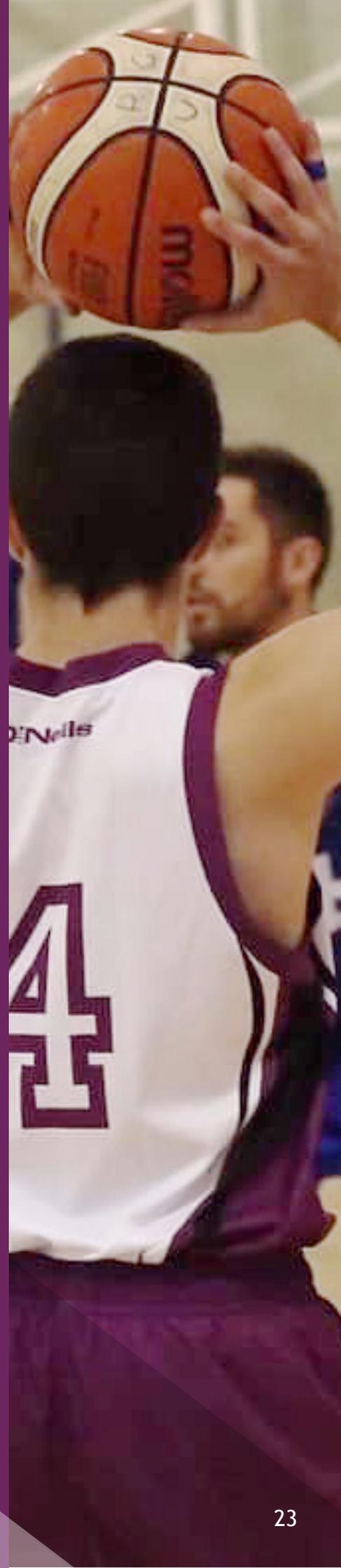
Where a member shows interest in coaching and/or officiating, or requests information around the support RGU Sports clubs can offer, it is expected that all committee members are able to signpost to the coaching and officiating fund and provide support in application or ensure President of Sport and Physical Activity details are passed on.

## Recruitment

In order to ensure RGU Sports Clubs are training and playing to their best possible standard, recruitment of a coach is recommended.

It should be made clear that RGU Sports Clubs do not pay for external coaches, and they are incentivised via CPD opportunities and RGU SPORT gym membership.

Please see linked materials to assist the recruitment process. At minimum, coaches should hold, or be working towards a UKCC or equivalent.



# PLAYING KIT & EQUIPMENT

## Playing Kit

Playing kit is integral to the RGU Sports Club brand and ensures each club has a common, attractive and consistent image. All clubs are expected to present themselves in appropriate kit when representing the University and RGU Sports Clubs brand.

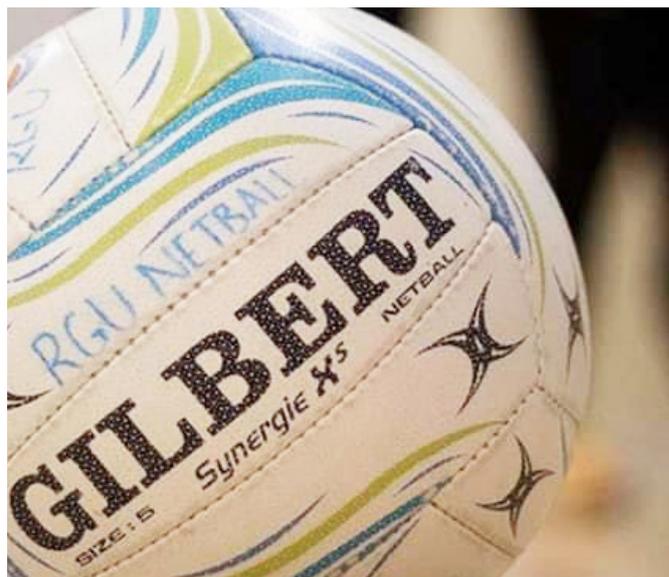
White Label Sourcing (VSN) are the official kit supplier of RGU Sports Clubs and are selected via a tender process led by the President of Sport and Physical Activity, RGU:Union and key members of University staff. The tender process aims to capture a supplier who represents the values of RGU Sports Clubs but also provides a finished product which is consistent, attractive and affordable to students.

The contract in place allows VSN first refusal of any playing or social kit requests and as such, should be used as a first option in all instances. Where VSN cannot provide suitable playing kit, the club President should work with the President of Sport and Physical Activity to find a suitable supplier.

The President of Sport and Physical Activity arranges the order of all team playing kit, which is budgeted for based on the handover document. Unless otherwise discussed, all playing kit will be sourced via VSN. All requests should be accountable via handover to ensure appropriate budget is allocated. Any requests out with the handover period cannot be guaranteed.

Standard leisurewear is encouraged for all members and can be purchased on the VSN website, linked [here](#). This is a door-to-door delivery service, and no kit should be ordered the University, Union or RGU SPORT.

If for any reason playing kit is unavailable, missing or not suitable for use, the President of Sport and Physical Activity should be informed immediately.



## Equipment

All clubs should have access to the appropriate equipment to perform. Requests should be accountable via handover to ensure appropriate budget is allocated. Any requests out with the handover period cannot be guaranteed.

The President of Sport and Physical Activity will request at least three links to the piece of equipment requested. The club President should provide this information on request, sourcing three appropriate options of varying brand and price. Following this, the equipment will be ordered to RGU SPORT, and the club President will be notified when this is ready for use.

If equipment becomes no longer suitable for use, a request can be made and will be reviewed on a case-by-case basis. All requests should be sent to the President of Sport and Physical Activity. If equipment is faulty, this should be reported immediately via the 'Kit Repair Form'.

'G2 store' houses all RGU Sports Club kit and equipment and can be found via level 3 of RGU SPORT. The store is shared with RGU SPORT and should be kept tidy at all times.

The key to the cupboard is required to be signed out at RGU SPORT reception and returned as soon as kit and/or equipment has been retrieved.

Unless otherwise agreed, all kit and equipment must be returned following every fixture or training session. If RGU SPORT is closed, kit and equipment should be returned by the next working day. The storage location of kit and equipment should be made clear via club inventory.

# SPORTS CLUB TRAINING

## Booking facilities

All RGU Sports Club training is organised, booked and budgeted for by the President of Sport and Physical Activity. The handover document (see section ...) is vital for sharing accurate information around club training facility, day(s) and time(s) and the document which information is taken from when organising training.

If any issues arise with the training facility, the President of Sport and Physical Activity should be contacted. Similarly, any communication from the facility will be directed to the President of Sport and Physical Activity and shared with the club President as appropriate.

Exceptions lie with snow, golf and tennis who have strong existing relationships with their training and playing facilities. In these cases, all communication with the facility should include President of Sport and Physical Activity and any standing agreements regarding the booking and payment of facility space closely followed.

## Internal Facilities - RGU SPORT

RGU Sports Clubs and RGU SPORT hold a strong working partnership and as such, training time is gifted in kind. The facility is shared with members of the community, including University staff, fellow students and members of the general public. The facility and its members should be treated with respect and whilst at any training venue, club members are representing RGU Sports Clubs and behaviour should reflect this.

## External Facilities

RGU Sports Clubs hold a strong working relationship with a number of facilities in and around Aberdeen and Aberdeenshire. Whilst at any training venue, club members are representing RGU Sports Clubs and behaviour should reflect this.

## Timetabling

All RGU Sports Clubs will have at least one timetabled training slot and if relevant, one timetabled fixtures slot. As above, these are organised and managed by President of Sport and Physical Activity.

## Additional Training Request

Additional training sessions can be requested through the President of Sport and Physical Activity. Requests will be taken on a case-by-case basis and cannot be guaranteed.

## Payment

Unless otherwise arranged with The President of Sport and Physical Activity, no club or club member should be required to pay for training sessions. Membership cost is set to cover the cost of facilities and training sessions. Additional payments may be required for umpires and officials when competing in BUCS or SSS activity however this is to be arranged by the committee on a case-by-case basis.

In instances where members pay a subsidy towards training, there will be an agreement and process in place. Likewise, any local club memberships required to access training, particularly tennis and golf may be required and should be advertised to club members on joining.



# BUCS AND OTHER COMPETITION

## BUCS & SSS POLICY

Club risk assessment includes details of how COVID measures will be managed during a fixture (in line with NGB guidance)	
All club members have read and understood RGU Sports Clubs Guiding Principles COVID documentation	
Members have completed a lateral flow test at least 24 hours prior to departure/fixture start time	
Team captain has been issued/ has replenished the teams COVID kit ahead of the fixture	
First aider has replenished their first aid box ahead of the fixture	
Team captain has checked all kit and equipment prior to fixture	
All members checked BUCS Play and are aware of what is expected of them at the home venue (away only)	
All members have checked in to their allocated bus using RGU Check in service (away only)	
Members have agreed to complete a lateral flow test within 48 hours of their fixture end time	

British Universities and Colleges Sport (BUCS) and Scottish Student Sport (SSS) are the main providers of competition for RGU Sports Clubs. BUCS are responsible for the national delivery of fixtures, competition and other sport and physical activity opportunities for students. SSS take the information from BUCS and essentially manage the Scottish relationship on behalf of all Scottish institutions - in short SSS support the delivery of BUCS activity in Scotland.

Due to the volume and demand on competition and fixtures,

it is extremely important that timescales and deadlines are explicitly clear and met. There is no guarantee that fixtures or competition will go ahead if deadlines are missed. If a team has a need to make any changes to a fixture, The President of Sport and Physical Activity should be contacted immediately. Similarly, if the President of Sport and Physical Activity has information to share and / or be actioned, it is important that responses are made in a clear, timely manner.

It can always be expected that all will be done to ensure sport and physical activity can take place however, cooperation and clear communication is key to making sure this can be met.

To support the fixture and competition process, all those who are involved in this aspect of the club must attend fixtures training - at minimum, all team captains and vice captains.

**This training will normally take place in September as part of the committee training programme.**

# FIXTURES CHECKLIST



## Transport Sheet

If playing away from home, ensure the transport sheet is understood and action any changes within the given timescales, for example:

- Is the location correct, is there plenty of time between pick up and start time, is the pick-up time reflective of the end of the fixture, is the number of passengers accurate etc.



## Selecting and communicating with the team

Communicate selection with the team in plenty of time ahead of the fixture  
Share information around facility, start time, travel times

Check in with the team the night before to ensure all is set for the fixture  
Check in with any match officials or other external individuals to confirm details of the fixture



## Kit & Equipment collection

Collect kit and equipment from RGU SPORT, ensuring all kit is accounted for and equipment is fit for purpose i.e. balls pumped etc.

If playing away from home, ensure first aid kit is stocked and accounted for.



## Using transport If playing away from home

Prior to departure, ensure contact details are exchanged with the driver and confirm all journey details.

Take a register of all those present and send to the President of Sport and Physical Activity.



## Arriving at the fixture

Report to reception or main hub of the facility and confirm arrival  
Follow any facility protocols as advised.



## Start of fixture

Ensure all team sheets submitted, opposition team sheet confirmed, and umpires/ referees are present.

If unhappy with any aspect of the fixture, evaluate the need to complete a playing under protest form.



## Results

The home team must submit scores via BUCS Play by midnight of the fixture date. Failure to do so may result in fines.

Results should also be shared with the President of Sport and Physical Activity following the same timescales. The sports forum chat is a great way to share results, otherwise, a direct message to the President of Sport and Physical Activity.



## Kit & Equipment 2 drop off

Return all equipment to RGU SPORT and ensure the process for washing team kit is in place.

- If arrival is out of RGU SPORT opening hours, equipment should be stored safely until it can be returned at the next available opportunity. As soon as playing kit is washed, it should be returned to RGU SPORT ready for the next fixture.

# BUCS REGULATIONS

**BUCS Rules and Regulations** exist to ensure there is consistency, support and clear expectation around participation in BUCS competition and events.

These regulations are split into **General Regulations** and **Sport Specific Regulations**, both of which should be understood in detail by President, Vice President, Captain and Vice-Captain, alongside any student who participates in BUCS competition and events.

## BUCS Play

This platform is the home of BUCS sport and houses all fixtures and results of BUCS competition.

All individuals who wish to participate in BUCS competition and events must download this app, available on Apple and Android devices.

Once downloaded, individuals should create a BUCS Play account (using RGU student email), find and join their sport and finally find and join their team. Once approved, team captains can then select individuals for team sheets.

Captains will be assigned on BUCS Play by The President of Sport and Physical Activity and have four key responsibilities of; entering scores, setting pre-match team sheets, reviewing opposition team sheets and managing the team.

## BUCS Team and Individual Entries

The President of Sport and Physical Activity holds the position of institutional and fixture administrator and approves team and individual entries.

Team entries will be made based on the number of teams within the club with consideration of membership on a year-on-year basis. If a club does not have sufficient membership to justify team entry,

## Team Selection

All Presidents, Vice-Presidents, Captains and Vice-Captain should have read and understand **BUCS Reg 11 - Team Selection and Team Sheets**.

In order to be selected in a team, individuals must be registered on BUCS Play as a participant. Teams must be selected as if all teams are playing on the same day. For example, if the first team does not have match but the second team does, players who would normally\* represent the first team are not eligible to play for the second team.

*\*normally is defined by having played more than 50% of a particular team's total league fixtures.*

## Team Sheets

For all fixtures, teams are required to complete and have the opposition approve or dispute a team sheet prior to the match starting. Team sheets are very important and should be completed in a timely and accurate manner. Failure to do so can lead to fines, sanctions and point deductions.

Team sheets should be completed and verified on BUCS Play. All teams are required to carry at least two hard copy team sheets (see Appendix 7 - BUCS Team Sheet Pro Forma) in case BUCS Play cannot be used, for example no Wi-Fi or phone reception at the venue.

Each team is responsible for ensuring that individuals they wish to represent them are selected for the

fixture and listed on the match team sheet on BUCS Play. Individuals may not be listed on the team sheet for different teams in the same sport on the same day.

Any dispute with the opposition team sheet whether that's individuals playing down or general concern over eligibility, a playing under protest form should be completed (see **Appendix 8 - BUCS Playing Under Protest Pro Forma**)

## Playing Under Protest

All Presidents, Vice-Presidents, Captains and Vice-Captain should have read and understand **BUCS Reg 12- Playing Under Protest**.

If a team feels, upon arrival or during a fixture, that conditions do not meet those outlined in BUCS Rules and Regulations, they should complete a 'Playing Under Protest Form' (see **Appendix 8 - BUCS Playing Under Protest Pro Forma**). All teams are advised to carry two hard copies for any such scenario.

If a team begins or continues a fixture with knowledge of a dispute to regulation but does not complete a playing under protest form, there is no longer grounds for appeal.

It is important that if required, all aspects of the form are completed and as possible so as to provide sufficient evidence. If the opposition refuse to sign, the President of Sport and Physical Activity should be made aware immediately.



## Fixture Admin

All Presidents, Vice-Presidents, Captains and Vice-Captain should have read and understand BUCS Reg 9 - Fixture Admin

Unless stated otherwise in sport specific regulation, no league or knockout fixture should start before 1300 on Mon-Fri, or 1000 on a Sat-Sun. Similarly, no league match should be scheduled to finish at such a time that the away team would unnecessarily arrive back at their institution after midnight.

The time on BUCS Play will be the match start time, unless otherwise in the sport specific regs or on the fixture notes. If a team is late every effort should be made to play the game in full, if this is not possible 75% of the fixture must be played as a minimum.

If a team does not show for a fixture on the date stated on BUCS Play without notifying their opposition in writing, they will concede a walkover.

The venues and start times of all home fixtures must to be shown on

BUCS Play no later than 27th of September. Any changes made within 48 hours must be communicated in writing to the opposition. Start time changes must be in writing if within 2 weeks of fixture. All fixtures must be played by 16th March 2022.

Institutions claiming a walkover must notify the President of Sport and Physical Activity so that they can inform the opposition, including the reason and regulation, under which the walkover is being claimed. The opposition have 24 hours to appeal.

### Results

All Presidents, Vice-Presidents, Captains and Vice-Captain should have read and understand **BUCS Reg 13- Results and Forfeitures (Walkovers)**.

Results of all league and knockout competition matches should be uploaded to BUCS Play no later than midnight on the date of the fixture. All results should also be sent to the President of Sport and Physical Activity within this time frame, either

in the sports forum whatsapp chat or via text / email.

The following sports will require more specific information around results such as sets, games, matches, tries etc. This includes racquet sports, cricket and rugby union.

The President of Sport and Physical Activity should be contacted immediately in the instance of any concerns around the validity of results submitted. As detailed in BUCS Reg 13, there are tight timescales around reporting.

Failure to submit scores will incur a £10 fine which will be responsible for the club to pay.

There are additional fines associated with entry of incorrect results and walkovers which would also fall to the club if incurred.

# OTHER REGULATIONS TO NOTE...

## Regulation 4 - Individual Eligibility

BUCS Play eligibility criteria is built in and can be quite sensitive to any discrepancy in information. For example, an individual may show as in-eligible if they have used their student email to register and therefore cannot be linked to an institution.

If any students are showing as ineligible, and cannot identify what the issue might be, the President of Sport and Physical Activity should be contacted as soon as possible.

## Regulation 5 - Misconduct and Bringing BUCS into Disrepute

Each BUCS member and club shall be responsible for ensuring that student-athletes, officials and all persons purporting to be supporters or followers conduct themselves in an orderly fashion whilst attending or taking part in BUCS competitions.

Competitors at any BUCS event or fixture found to be consuming alcohol or recreational drugs will automatically be disqualified and may face further disciplinary action.

## Regulation 8 - Team Championships (Leagues and Knock-outs)

Unless stated otherwise in sport specific regulations, three points will be awarded for a win, one point for a draw and zero point for a loss.

Unless stated otherwise in sport specific regulations, where a walk-over has been awarded/conceded, three points shall be given to the non-offending team and three points deducted from the offending team.

## Regulation 10 - Match Officials

It is a team responsibility to arrange officials for all home fixtures.

Failing to supply the correct officials for your sport may lead to a forfeiture of the affected match, unless there is written notification in advance or officials withdraw on the day.

If the two institutions have agreed in writing beforehand to proceed with, non-neutral, not appropriately qualified and/or the incorrect number of officials, the BUCS office will accept the result.

## Regulation 14 - Postponed & Abandoned Matches

All matches should be played on their scheduled date, as far as reasonably possible.

Postponed knockout matches must be played no later than the Sunday before the Wednesday of the next round.

If you are notified by a facility that it is unplayable, please notify and forward any communication between team and facility to the President of Sport and Physical Activity as soon as possible.

Weather can be taken into consideration and therefore fixtures may be cancelled due to amber or red warnings. If the fixture is abandoned, and the away team have started their journey, the fixture will be replayed at their home venue.

## Local Leagues

Entry to local leagues will be discussed in line with club development plans. Those clubs who play in local leagues in addition to SSS or BUCS activity may be required

to have a higher income fundraising target due to a greater demand for resource and budget.

Individuals and/or clubs wishing to enter such competition must arrange a meeting with the President of Sport and Physical Activity to discuss. Clubs who wish to enter a local league must do so within the current allocated times for training and games unless external funding for an extra session has been secured.

## Other

Any competition that sits out with BUCS or SSS will be entered on a case-by-case basis and should be referenced on handover at the beginning of the year. If the competition appears in year or incoming committee were not aware of such opportunity, the President of Sport and Physical Activity should be contacted.



# TRAVEL

## Transport Sheet

Transport is arranged by the President of Sport and Physical Activity who will book the required mode of transport and communicate this with the relevant club President and Vice President. From this point, it is their responsibility to be aware of transport arrangements and ensure all details are accurate.

A transport sheet will be circulated at least a week prior to date of travel. This will outline the date of travel, pick-up and drop-off time and location, destination and number of passengers. The club President must check all information on the transport sheet is accurate within the timescales given.

### The process occurs as follows;

- Transport sheet is circulated on a Monday afternoon for fixtures taking place the week following.
- The club President and Vice President check this to ensure all fixture information is correct. If there is any information missing or incorrect, the club President should contact the President of Sport and Physical Activity as soon as possible.
- If all information is correct and no contact is made from clubs, the transport sheet is sent to Central Coaches on the Wednesday. From this point, Central Coaches allocate their fleet and drivers accordingly - i.e. little room for changes.
- If there is a discrepancy in the sheet, the President of Sport & Physical Activity will make any changes before sending to Central Coaches.

This process is repeated weekly until fixtures / competition are complete.

It is a club President and Vice President responsibility to ensure the transport sheet is reflective of any club activity taking place. If the transport sheet is not accurate and no alternative information is provided, it cannot be guaranteed that changes can be made, resulting in the potential forfeit of a fixture or withdrawal from competition.



## Buses

Central Coaches provided all buses for RGU Sport Club activity. Drivers should be treated with courtesy and respect. The driver should be provided with one phone number which the team can be contacted on the day of the trip - normally team captain or club President.

If there are any issues on the day of travel, the President of Sport & Physical Activity should be contacted in the first instance.

## Car Hire

Car hire can be arranged for students over the age of twenty-one with a valid driver's licence and completed the appropriate paperwork; request for hired vehicle and driver declaration form. This must be sent to the President of Sport and Physical Activity 2 weeks before date of travel.

All cars can be collected from Enterprise, 80 Skene Square, during their open hours, where drivers will be asked to show their license. All drivers must check the interior and exterior of the car and note any damage in photographic or video evidence. Drivers must collect their car at the time noted on the booking email. If the time requested is out with opening hours please arrange for collection the night before or to return the car the following morning within opening hours.

All cars must be returned to Enterprise with a full tank of fuel. This should be claimed back via the expense claim form. If there is an issue during your rental time or there is damage to the rental car, please tell the President of Sport and Physical Activity via email, immediately.

On pick up, the driver must ensure the car has been checked and any damages are fully documented. It is advised the car is videoed on pick up and drop off.

Any road traffic offences incurred will be covered

by the individual responsible and will be invoiced by RGU:Union. If a hire car is damaged, any excess not covered by University insurance will be invoiced and the individual who is responsible will be expected to pay.

All individuals looking to request a hire car must have read the RGU Sports Clubs Travel Policy prior to travel.

## Other Travel

Travel by train, plane, boat or any other form not listed must be discussed with the President of Sport and Physical Activity. As soon as this situation is anticipated, a meeting should be arranged between President of Sport and Physical Activity and club President and/or team captain.

## Unofficial Tours

**RGU Sports Clubs do not support tours.**

Any club that is identified using the RGU logo or name for an unofficial tour/trip will be held accountable for any issues regarding the tour/trip and must make this publicly known. The club must make it known to all those in attendance that any tour or holiday is an unofficial trip and not associated with RGU Sports Clubs.



# ALUMNI

Alumni offer a wealth of knowledge, experience and ultimately, passion for their associated RGU Sports Club(s). Alumni should have opportunity to continue to engage with the club if they wish to do so, often bringing valuable skills and contacts with them.

## Community Membership

RGU Sports Clubs offer a community membership as highlighted in the membership section, which allows non-students to join club activity. This is a great benefit to all parties as it allows the experience and knowledge of alumni to remain engaged, alongside maintaining links to the local community.

Community members must be approved by the President of Sport and Physical Activity before purchasing membership, primarily to ensure all activity remains student led and student focused.

Community membership includes access to training and facilities alongside any additional club activities i.e. fundraisers, social events, initiatives and campaigns etc. Community members are not permitted to take part in official competition i.e. BUCS or SSS, however they can participate in any club run friendlies or competitions.



## How to Engage

Social media is likely the easiest way to engage alumni in club events, fundraisers, campaigns etc. This is not to say every single aspect of the club will suit alumni engagement however a conscious effort should be made where appropriate.

SPAT will aim to maintain alumni relations from a whole club perspective and ensure inclusion and consideration of alumni in all club events, or initiate contact when seeking sponsorship, CPD opportunities, club promotion and marketing etc.

In general, think about how you may wish to remain involved on graduation and apply this in your term on committee.

# SUPPORT SERVICES

RGU offer a wide range of support services, from counselling and wellbeing, IT support, student finance and much more. More information can be found [HERE](#).

## Reslife

Reslife provide a comprehensive virtual social calendar and access to support services, out-of-hours cover at most sites for emergencies, support for students even after they have moved out of RGU's accommodation and advice on leases, HMO registration etc for students in the private rented sector.

**Contact:**  
[reslife@rgu.ac.uk](mailto:reslife@rgu.ac.uk) or available on site at RGU accommodation

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## Counselling & Wellbeing

The counselling and wellbeing services are open to all students and provide support on many areas of life, including adjusting to University life, anxiety and depression, relationship difficulties, exam panic, stress, self-confidence, substance misuse, procrastination, bereavement, self-harm and much more.

They operate a triage system ensuring the best and most relevant support is provided. This begins with a wellbeing appointment followed by referral to counselling or other supports.

Appointments and more information can be found at [ASKRGU](#)

**Contact:**  
01224 262120, [ASKRGU](#) or [counselling@rgu.ac.uk](mailto:counselling@rgu.ac.uk)

## Report + Support

RGU have a zero-tolerance approach to sexual violence and harassment. Report and Support is a platform available to all students at RGU to report incidents of gender based violence, hate crime, harassment or bullying, either anonymously, to simply disclose, or to get further support from our services.

A direct link to the platform can be found [HERE](#).

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## RGU:Union Advice and Support

RGU:Union also have their own Advice and Support service which offers similar advice and support, with direct access to the Advice and Support Coordinator.

More information can be found [HERE](#).

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## RGU:Union Peer Support

The 'Peer Support' initiative is a student-led group that offers students the chance to chat about mental health, wellbeing, or anything that's bothering them. It's safe space to normalise the conversation around mental health.

**Contact:**  
[peersupport@rguunion.co.uk](mailto:peersupport@rguunion.co.uk) or via this [online form](#)

## Inclusion Centre: Disability & Dyslexia

The team at the Inclusion Centre are on hand to provide you with information and advice to support you through your time at RGU.

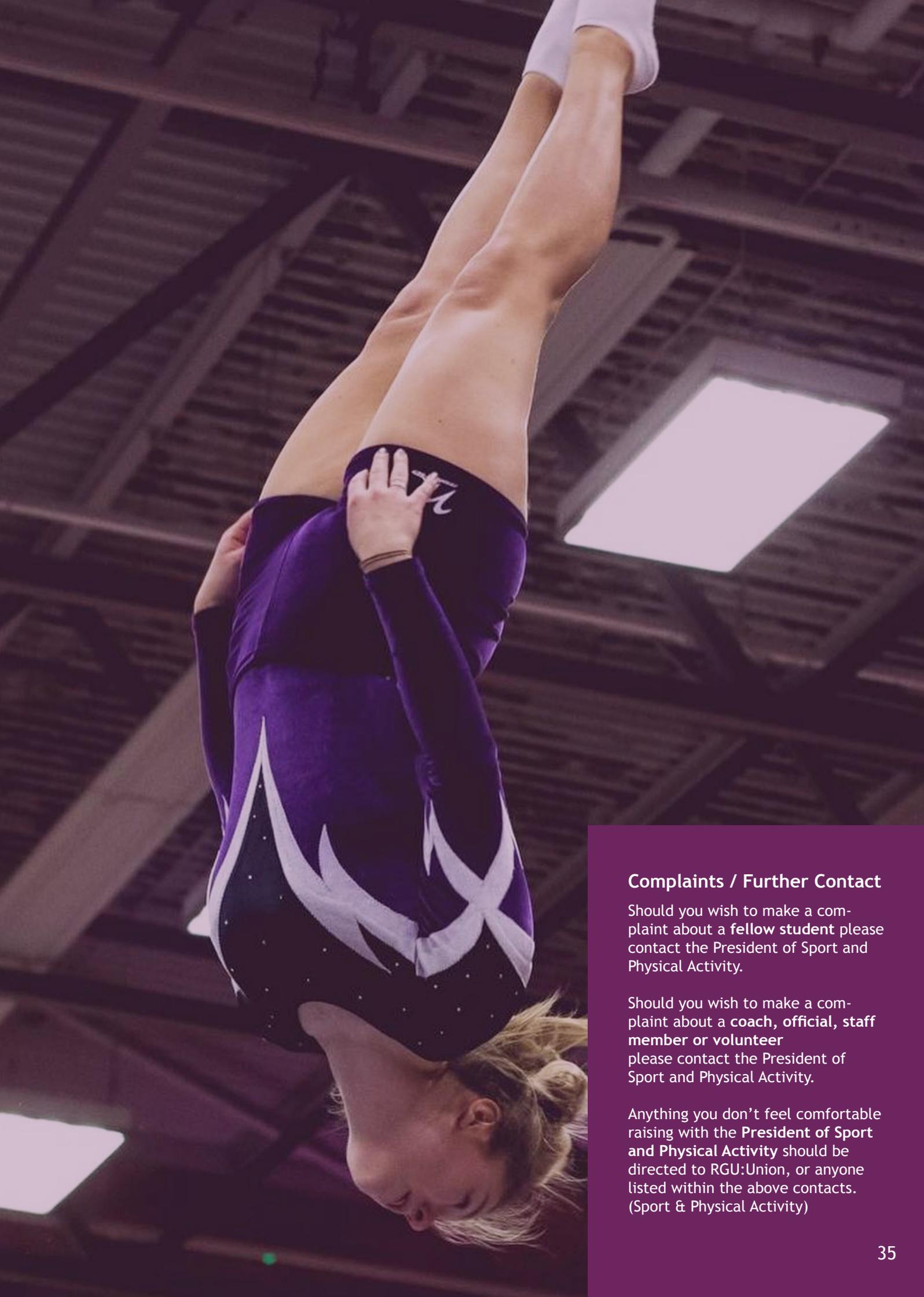
The team are available to support if you experience;

- Long-term health conditions / Sensory impairments
- Physical disabilities
- Mental Health difficulties
- Specific learning difficulties, e.g. dyslexia
- Social & communication disorders, e.g. autism spectrum disorder (ASD)
- Short term injuries

The inclusion team can offer;

- Teaching & Learning adjustments
- Exam arrangements such as extra time
- Dyslexia screening and evaluation
- In-house assessment of needs
- Guidance on applying for Disabled Students' Allowance
- Support through external agencies

**Contact:**  
[inclusion@rgu.ac.uk](mailto:inclusion@rgu.ac.uk)



### Complaints / Further Contact

Should you wish to make a complaint about a **fellow student** please contact the President of Sport and Physical Activity.

Should you wish to make a complaint about a **coach, official, staff member or volunteer** please contact the President of Sport and Physical Activity.

Anything you don't feel comfortable raising with the **President of Sport and Physical Activity** should be directed to RGU:Union, or anyone listed within the above contacts. (Sport & Physical Activity)

