



EDINBURGH UNIVERSITY SPORTS UNION

COMMITTEE HANDOVER GUIDE



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HANDOVER 101

This document is designed with the goal of making committee handovers as straightforward as possible; whether you're handing over to an entirely new committee or just introducing a few new members.

Handovers should all be completed by the end of July and should leave incoming committee feeling confident about their role, responsibilities and function of the committee. This is an essential step in ensuring the success of your club next year.

Handovers will obviously vary between clubs and roles, however in order to ensure some form of continuity, we have included some information below regarding what should be passed on, and some points that are often forgotten.

We hope that this brings some continuity into the handover process and allows things to run more smoothly going forwards.

IMPORTANT DOCUMENTS

[EUSU CONSTITUTION](#)

[EUSU SAFETY POLICY](#)

[EUSU SOCIAL MEDIA POLICY](#)

[EUSU CODE OF CONDUCT](#)

[EUSU EQUITY POLICY](#)

[EUSU SAFEGUARDING POLICY](#)

[EUSU ALCOHOL & INITIATIONS POLICY](#)

[EUSU INCENTIVES & FINES POLICY](#)

[EUSU MISSING SESSIONS POLICY](#)

[EUSU DEMOTION & REGULATION POLICY](#)

[EUSU CLEAN SPORT COMMITMENT](#)

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EUSU EXEC 2022/23



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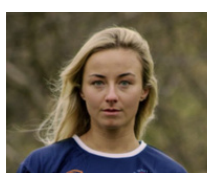
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USEFUL CONTACTS



NATIONAL GOVERNING BODIES

Having good communication with your NGB can be imperative to the development of your club and can be incredibly useful when trying to secure funding/coaching qualifications/expansion of your club.

Please ensure that you have been in touch with your sport's NGB at the beginning of each year and provide them with an update of where your club is at and any ongoing plans for development.

A list of Scottish NGBs can be found on the [Sport Scotland website](#).

SCOTTISH STUDENT SPORT

SSS are the governing body for student sport within Scotland and work very closely with BUCS and SportScotland. Any Scottish Student Championships are run and governed by SSS.

Each sport covered by SSS has a Sport's Chair - this person is responsible for the development of your sport within SSS and will be involved in the organisation of SSS events for your sport - a list of Sports Chairs and SSS Sports can be found on the [Scottish Student Sport website](#).

BUCS

A list of all sports covered by BUCS and the contact at BUCS for each sport can be found on the [BUCS website](#).

Making sure you check the BUCS website periodically and publish upcoming events/fixtures to your club as soon as they become available is a good idea to ensure that your club gets maximal turnout and your teams are all able to attend.

Although it is important to be aware of contacts at key organisations, please make sure that any communication or problems first come to EUSU so that we are aware of what is going on. In many cases we will be able to resolve the issue in the first instance.



COMMUNICATION



Clear and effective communication both between your committee, and out to your members is essential for the smooth running of your club.

Ensuring that you begin to communicate with members, and potential new members, before welcome week is important as it allows you to draw in more members and provide more information on your offering.

On this page we have included some helpful tips for handing over to new committee, and a checklist for the new committee to look over before September.

OUTGOING COMMITTEE:

- Have I arranged a meeting with the incoming person in my committee role?
- Have I passed on login details for club email, teams, website and social media accounts > please ensure it is the @ed.ac.uk email accounts being used.
- Have I passed on to the new committee information about the SUE and the information it contains?
- Have I passed on information about ongoing campaigns/policies within my club that new committee should be aware of?
- Have I passed on information about the Sport & Exercise Memberships policy to the new committee and explained how/if it impacts our club?
- Have I passed on the information about available funding from the SU - Coaching and Officiating Fund etc.

INCOMING COMMITTEE:

- Try to ensure you start sharing information on your club throughout the summer - do not leave this until welcome week.
- Use a variety of communication methods - do not primarily use facebook as this is not accessible for some international students.
- Utilise your time before September to try and engage new students - be proactive in answering questions and getting back to people.
- Make a rough plan for your social media and website so that these are both updated before September - this allows new members to find information more easily.
- Run a club survey before the new semester starts to gain feedback on what worked well last year and what could be improve - this gives you time to implement change before the semester begins.
- Email the SU with your membership prices before September so that they can be in place for welcome week.



COMMUNICATION



THE SPORTS UNION ESSENTIALS (SUE)

This is EUSU's main method of communication to each club and committee member - this is sent to every club email account (ensure you are using the @ed.ac.uk one) and every member of committee's student email each Thursday. The SUE contains all of the important information that we believe should be shared with clubs each week; including general updates, BUCS, events and CVA opportunities.

Additionally, the SUE is also a fantastic opportunity to advertise any campaigns or activities within your club that you would like the wider sports union to be involved in. If you would like something featured in the SUE, please email Emily.roxbeecox@ed.ac.uk

SPORT at EDINBURGH TEAMS

The Sport at Edinburgh Team (on MS Teams) is the other primary method of communication that the staff team use to communicate with clubs. This is often where you will find information on campaigns and opportunities by Sport & Exercise or the wider university.

Each club has their own channel where important documents and information should be stored so that both EUSU and the club can access it.

At the beginning of each year, we expect each club to upload the following documents into their club channel:

1. Updated inventory
2. Updated and signed coach agreements for every paid coach
3. Updated risk assessments for each facility used
4. Updated policies and constitutions of your club.
5. AGM minutes from the previous year (new AGM minutes should then be uploaded following the club AGM in March).

HOW TO USE MS TEAMS GUIDE

CLUB POST

All club mail received to the EUSU address is organised into each club's pigeon hole; these are located on the ground floor of 48 Pleasance, to the left of the door. The code for the post room door is: c0369x



TRANSPORT



DRIVER REQUIREMENTS:

Anyone looking to rent a vehicle through the Sports Union must meet the requirements set out in the [EUSU Transport Policy](#).

You may only book vehicles up to 7-seats or an A2/B1 category van without sitting an additional minibus test - which can be booked from your club email account.

The requirements to become an authorised driver are as follows:

- Aged 21 or over
- Held a full driver's license for 2 years or more
- Have received no more than 3 penalty points
- Completed the driver assessment through the AADriveTech
- Have experience of driving in the UK

BOOKING TRANSPORT

Once your drivers have been authorised by EUSU, you can then book rental vehicles for your club; these must be booked **at least 14 days prior** to the day of rental.

For any BUCS related transport, please ensure you have first read the [BUCS Transport policy](#).

In order to make a booking for Arnold Clark, please fill out the [booking request form](#)

If you are looking to book a coach, please fill out the [Edinburgh Coach Lines booking form](#).

TRIPS

Any clubs partaking in trips outwith Edinburgh, irrespective of the type of trip (fixtures/training/social), must complete a [Trip form](#) prior to departure. This form provides EUSU with essential information on who is travelling and where they are going so that in the event of an accident we are aware of the situation. If clubs have not completed the trip form, they will not be insured for the duration of their trip. Any clubs that fail to complete a trip form may be granted a transport ban by the Sports Union.

If you have any questions about bookings or would like further information, please contact eusubook@ed.ac.uk



COMPETITIONS



SUMMER EXPECTATIONS

All clubs should ensure that expectations for the summer season are set prior to training finishing at the end of semester 2. This ensures that when students return in September, expectations are met and all members are on the same page.

PRE-SEASON

Pre-season information will be released during the summer and sent out to all clubs. Please ensure that you notify the SU if you would like pre-season training and notify your members of any sessions that are happening; this is a good way to maintain communication with your members throughout the summer and also get a headstart on training before welcome week begins.

FIXTURE DATES + KNOCKOUTS:

Once the season has begun, it is imperative that fixture dates and knockouts are published to teams as soon as they are received.

It is also a good idea to have a meeting with your teams at the beginning of the season to ensure that expectations around fixtures are set and players know when they are expected to be available .

BUCS PARTICIPATION

Please note that any athlete wanting to participate in BUCS throughout the year must be registered on the BUCS PLAY app in order to be eligible.

TROPHIES + EQUIPMENT

Checking over equipment and trophies at the end of the year is a good thing to do to ensure that at the beginning of the following semester all equipment is in good condition and any replacements have already been made.

Doing an inventory of trophies/awards at the end of the year is also beneficial as it can allow the new committee to be aware of awards they may need to return and when they need to be returned by - this reduces the chances of awards getting lost and fines occurring.

[BUCS TRANSPORT POLICY](#)

[BUCS INDIVIDUALS POLICY](#)



PARTNERSHIPS



PLAYERLAYER

PlayerLayer is the official kit supplier of all EUSU clubs and therefore all clubs are expected to use PlayerLayer for all playing and leisure kit.

PlayerLayer kit must be worn by all individuals to all official club engagements, fixtures and training where they are representing Edinburgh University.

In the instance that PlayerLayer do not provide the kit required for your club, you can apply to EUSU for a kit exemption - this should be submitted to the Sports President and Millie. Kit should not be bought from any other suppliers until the kit exemption has been granted and designs have been approved by EUSU.

All PlayerLayer kit needed for September should be ordered by the end of April.

SPORT & EXERCISE

EUSU partners with Sport & Exercise to ensure that all clubs have access to the world class facilities on offer at pleasance. Please ensure that you have read the EUSU - Sport & Exercise agreement to see how it impacts your club.

CLUB PARTNERSHIPS

Clubs looking to build new partnerships for next academic year should aim to do this over the summer if they are wanting agreed partnerships for September. Ensuring that partnerships are maintained and functioning well is important to the success and reputation of your club and so information on ongoing partnerships should be passed onto the new committee to ensure the success of these going forwards.

Social sponsors can be beneficial to members, but it is also worth looking into partnerships with other local sports clubs, charities and local businesses can also bring large advantages to your members - think outside the box!

It is possible to have several partners if this is worthwhile to the success of your club and members as long as there are no conflicts between partners.

The majority of club partnerships are agreed on an annual basis, please ensure that you have been in contact with your partners prior to the agreement ending and discuss whether you are going to renew the partnership.

All partnership contracts need to be co-signed by the Sports Union.

PARTNERSHIPS GUIDE



ALUMNI



THE ALUMNI FUND

The Alumni fund is an account for each club where alumni of their club can choose to donate money for the benefit of the club going forwards. Clubs can elect to remove money from the fund following an application to the Alumni Fund Panel; applications are approved on the basis that funds will be used to go towards club development and legacy-building initiatives.

Further information on the Alumni Fund can be provided by the Partnerships and Alumni Officer.

ALUMNI FUND APPLICATION FORM

ALUMNI EVENTS

When hosting events involving alumni, you should be aiming to provide attendees with a minimum of 3months notice prior to the event; this will increase the likelihood of high attendance from alumni members.

COMMUNICATION WITH ALUMNI

Maintaining consistent communication with your club alumni is important in order to retain their engagement - use an email template and ensure that they are updated in regular time intervals (every month, every 3months etc).

If there is not already a template in place, then this is something that you should consider implementing - an events calendar is also a good thing to send out to all alumni at the beginning of the year.

Due to GDPR policy within the university, you should not have your own alumni mailing list, this should be managed by the Development and Alumni team within central university communications. If you have any questions about alumni mailing lists, or would like to send out an alumni email, please contact Development and Alumni.

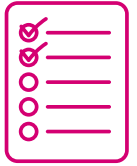
ALUMNI FACEBOOK GROUP

If your club alumni aren't already aware, there is an EUSU alumni Facebook. This is a great way to communicate with wider alumni from the university and boost engagement with your alumni.

EUSU SPORTS UNION ALUMNI GROUP



PLANNING



WELCOME WEEK

Club appearance at welcome week is essential to the recruitment of new members and how you portray your club will have a large impact on the number of members you gain.

Please ensure that you do not leave planning of welcome week to the week before - try and plan this throughout the summer and get events published and plans in place as soon as possible. This will increase the engagement you achieve but will also allow for the week to run more smoothly.

Have a think about what events you are going to run and the accessibility of these events - have you got something that caters for everyone?

It is a good idea to strike a balance between sporty activities and social activities to give perspective members a comprehensive view of the club.

MEMBERSHIPS

Club memberships are available for members to purchase on the EUSU website - however, memberships have to be set up by the EUSU team before they can be published on the website.

It is useful to both your club, and your members, if these are available for the beginning of welcome week - it allows members to join early and reduces the amount of chasing the club has to do for membership throughout the semester. Memberships can be arranged in any way the club sees fit, they do not have to be an annual membership.

Planning membership cost and structure throughout the summer is a good thing to tick off early - please contact eusu@ed.ac.uk once you have decided on structure and cost and we will ensure they are put on the website for you.

COACHES

Please ensure that all coaches and session leaders have registered with the CVA prior to the end of week 1. More information on this process and the forms required can be found on the [EUSU website - CVA](#)



CVA



COACHING AND VOLUNTEERING ACADEMY (CVA)

The Coaching & Volunteering Academy (CVA) provides valuable sport based coaching, volunteering and leadership opportunities that enhance student experience, coaches' skills and personal development for a vast array of individuals.

From sports club volunteering projects, to one-off individual opportunities, the CVA exists to support you through every stage of your coaching and volunteering journey. Through the CVA, coaches can gain further qualifications, and funding to further their skills. There are also opportunities to shadow other coaches, and work with staff to support club development.

QUALIFICATIONS

Ensuring you have enough coaches to run your club is an important thing to consider before the semester begins. Should you find that you are short of coaches or are having any coach-related issues, please email [Neil](#).

In the instance that you would like to up-skill club members to coaches, or send coaches on CPD courses, funding can be granted to your club from the [Coaching and Officiating fund](#). Please note that funding can be applied for retrospectively for up to 1 year following the course.

COACH SERVICE AGREEMENTS

All coaches that are paid by your club should have a signed service agreement, which should be uploaded to your club's teams channel. Please ensure that these are renewed at the beginning of each academic year.

Employed coaches should be regularly invoicing your club in a proper manner in order to be paid, if this is not happening then please provide them with an invoice template and discuss this with the club treasurer or exec treasurer.

All club coaches (volunteers included) must be registered with the CVA - information on this is released at the beginning of each academic year.

[SERVICE AGREEMENT TEMPLATE](#)

[COACH INVOICE TEMPLATE](#)

OFFICIALS

If your club requires officials in order to run, please also ensure that these are considered in your planning for the year ahead. If your club requires to train more officials, please contact [Neil](#).



DEADLINES



SEPTEMBER

Club conference
Welcome week
Club trials/taster sessions
Sports Ball awards nominations open

OCTOBER

President's Dinner
CVA Coach Registration Deadline
Coaching and Officiating fund applications
Edinburgh Award Application Deadline
Volunteer Zambia Application Deadline
BLues Constitution Changes Deadline
Sport & Exercise memberships deadline

NOVEMBER/DECEMBER

Sports Ball Award Nominations close
Sports Ball tickets go on sale

JANUARY

Sports Ball
Semester 2 taster sessions
Coaching and officiating fund applications

FEBRUARY

Blues and Colours Nominations open
Club AGM deadline
Exec Committee Nominations open
EUSU President Nominations open
Sport & Exercise memberships deadline

MARCH

EUSU AGM
Blues and Colours Nomination deadline
Blues and Colours Awards deadline

APRIL/MAY

Volunteer Zambia begins
Club Committee Handovers

JUNE

Blues and Colours Awards
Summer Series begins
Club Committee handover deadline



MEETINGS



It is a good idea to set up the following meetings in August/early September:

- Club president + Sports president - provides an overview of each person's role and plans for club development over the year
- Club treasurer + Exec Treasurer + Meg - provides an overview of where the club is financially, club treasurer's role and pathways within EUSU finance structure.
- Club secretary + Polly - overview of booking processes (rooms/transport) and policies involved.
- Club president/coach coordinator - review coaching/official numbers within the club and identify numbers going forwards.

EUSU GENERAL MEETINGS

Throughout the year, the Executive committee and Sports President run six general meetings with clubs. These meetings should be attended by 2 committee members of each club - failure to send 2 representatives to a General meeting can result in the club being fined. Dates for the year's general meetings will be released at the beginning of the academic year - please plan ahead and decide which committee members will be attending each meeting.

HANDOVER COMMITTEE MEETING

If possible, try and schedule a committee meeting with both your outgoing and incoming committee members to discuss and review how the year has been. This also provides the opportunity for discussion about club development and what can be improved going forwards.

OTHER COMMITTEES

The following committees are assembled at the beginning of each academic year and are available for SU members to join. Participation within these committees ensures that all SU members are represented and allows for fair decisions to be made. Involvement is typically 1/2 meetings per semester but will vary depending on each committee and its structure.

- Finance
- Media
- Inclusion
- Blues & Colours

MISCELLANEOUS

CLUB LOCKUPS AND STORAGE AGREEMENTS

Clubs who have SU lockups or storage spaces should ensure that an inventory is completed at the beginning of each academic year. Storage agreements should also be renewed and submitted to eusu@ed.ac.uk. Any lockups that are not kept in a tidy state will be removed from the club and the club may be fined.

CODE OF CONDUCT

Please ensure that all committee members have read the [EUSU code of conduct](#). This applies especially to **social Secretaries** and it is imperative that you ensure that all club socials adhere to these guidelines. Any failure to do so can have negative implications for your members and reputation of your club. It is important to remember that with the involvement of alcohol, situations can change quickly and behaviour can quickly deteriorate. Please ensure that all club members are aware of your club values and any repercussions that will occur should unacceptable behaviour occur. Should you face any issues throughout the year, reports can be made to the [Sports President](#).

[REPORT A COMPLAINT OR CONCERN FORM](#)

END OF YEAR REPORTS

In order to reflect on the previous year and implement positive changes for your club, it is recommended that you complete an end of year survey and send this to your members. Feedback from this can then be made to create targets for the new year and address any issues raised.

CLUB SOCIAL MEDIA

Social media is one of the best ways to communicate with your members and can be incredibly positive, but please consider the following things when posting:

- be mindful of the language you are using - avoid swearing and using phrases that may be offensive
- please use the correct EUSU logos if they are included in your post
- tag @uesportsunion and @uesport in any posts you are making - this allows us to share your posts to the wider SU community.
- introduce your coaches and committee at the beginning of the year