



# Sports Union Club Committee Handbook 2020-21

48 Pleasance

Mon-Fri 8.30-16.30

0131 650 2346

[sports.union@ed.ac.uk](mailto:sports.union@ed.ac.uk)

**SU** EDINBURGH UNIVERSITY  
SPORTS UNION

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## Introduction

The SU Handbook is every committee members 'must read' document for key information on all things Sports Union. Please note that this document is constantly evolving so if you have any suggestions for improvement then do not hesitate to get in touch.

## Executive Committee

Elected by the membership to represent the membership. Below you can find details of the Sports Union's highest decision making body – the Executive Committee.

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|                                   |   |
|-----------------------------------|---|
| President                         | Katie Macdonald<br><a href="mailto:Sports.President@ed.ac.uk">Sports.President@ed.ac.uk</a>   0131 650 2345 |
| Honorary Treasurer                | Cecilia Bosman<br><a href="mailto:eusu.hontreasurer@ed.ac.uk">eusu.hontreasurer@ed.ac.uk</a>                |
| Vice President Inclusion          | Daniel Mutia<br><a href="mailto:eusu.vicepresident@ed.ac.uk">eusu.vicepresident@ed.ac.uk</a>                |
| Vice President (Intramural Sport) | Fergus Mackenzie <a href="mailto:eusu.vpim@ed.ac.uk">eusu.vpim@ed.ac.uk</a>                                 |
| Honorary Secretary                | Gregor Malcolm<br><a href="mailto:eusu.honsecretary@ed.ac.uk">eusu.honsecretary@ed.ac.uk</a>                |
| Media Officer                     | Anna Roethig <a href="mailto:eusu.media@ed.ac.uk">eusu.media@ed.ac.uk</a>                                   |
| Partnerships & Alumni Officer     | Amy Addlesee<br><a href="mailto:eusu.partnerships@ed.ac.uk">eusu.partnerships@ed.ac.uk</a>                  |
| Wellbeing Officer                 | Sophie Weeden <a href="mailto:eusu.wellbeing@ed.ac.uk">eusu.wellbeing@ed.ac.uk</a>                          |
| Inclusion Officer                 | Oskar Ukwizagira <a href="mailto:eusu.inclusion@ed.ac.uk">eusu.inclusion@ed.ac.uk</a>                       |
| Intramural Sport Coordinator      | Charlotte Ross<br><a href="mailto:eusu.imcoordinator@ed.ac.uk">eusu.imcoordinator@ed.ac.uk</a>              |

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## Staff Team

The Sports Union staff team are always on hand to help, no matter what the situation. The Sports Union office can be found at 48 Pleasance (next door to the Pleasance Sport & Exercise) with the office open on weekdays from 8.30am – 4.30pm.

The table below details information on the team, and includes an e-mail address, and phone number, for each staff member. Staff members listed below work full-time (with the exception of Meg who works on a part time basis – mornings only) on a permanent basis, and are therefore on-hand to help and support all year round, even during the summer.

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Assistant Director and Head of  
Sport

Ross Simpson [ross.simpson@ed.ac.uk](mailto:ross.simpson@ed.ac.uk)

0131 651 4437

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Sports Programme Manager

Eve O'Loan [eve.oloan@ed.ac.uk](mailto:eve.oloan@ed.ac.uk)

0131 651 2392

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Sports Coordinator Ollie Cruickshank

Competitions & Intramural Sport [ollie.cruickshank@ed.ac.uk](mailto:ollie.cruickshank@ed.ac.uk)

0131 650 2358

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Sports Coordinator Michael Webster

Volunteering & Participation [michael.webster@ed.ac.uk](mailto:michael.webster@ed.ac.uk)

0131 650 9866

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Sports Coordinator Eve O'Loan

Communications & Events [eve.oloan@ed.ac.uk](mailto:eve.oloan@ed.ac.uk)

0131 650 2392

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Sports Coordinator Alex Prior Crespo

Transport & Administration [alex.crespo@ed.ac.uk](mailto:alex.crespo@ed.ac.uk)

0131 650 2346

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Accounts Manager Meg Kemp

[esusu.finance@ed.ac.uk](mailto:esusu.finance@ed.ac.uk)

0131 650 2347

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You can find details of all key Sports Union contacts on the [Sports Union website](#).

## Club Essentials

Administration

## Email Accounts

Each member club of the Sports Union has access to two email accounts;

- General Club account: [CLUB]@ed.ac.uk
- Treasurer's account: [CLUB].treasurer@ed.ac.uk

The passwords for each of these emails is held by the Sports Union for security reasons and can be requested by the Club's Executive committee, for this please contact the [Sports Union](#).

These email accounts are the official accounts for all Sports Union clubs and should be the only accounts used for official club business. The Sports Union staff will email these accounts with all necessary and confidential information so ensure that these are being monitored consistently throughout the year. For guidance on how to access your account, email the [Sports Union](#).

## Weekly Email – Sports Union Essentials

Each week the Sports Union will send out an updates email containing all important and often vital club information – ensure that all relevant committee members read this email **in full** and are aware of any immediate actions to be taken.

The Sports Union Essentials email is designed to keep all clubs in the loop with upcoming opportunities offered by the Sports Union, upcoming deadlines, minibus test slots and general information. You can find all of the previous Sports Union Essentials [here](#).

## Deadlines

The Sports Union has worked hard to streamline the administration process and requirements for clubs and the full year is now clearly and concisely detailed in the [Club Deadline Guide](#).

There are 31 deadlines in total and 6 General Meetings. The deadlines can be split into three categories; **compulsory**, **not compulsory but still important** and **going above and beyond**. These deadlines are vital for the Sports Union to collect mandatory information as well as assist and support clubs.

Please note, fines will be given to clubs who miss compulsory deadlines, without supplying a valid reason to the Honorary Secretary in advance of the deadline, at the discretion of the Executive Committee. All fines are issued in line with the [Incentives & Fines Policy](#).

## Meetings

### Sports Union General Committee Meetings

The Sports Union General Committee comprises of the Sports Union President (chair), the 9 elected student Executive Committee members and 2 members from each club, preferably Committee.

There will be at least 3 General Meetings (GMs) each semester and attendance of 2 club members is mandatory. Should your club fail to have 2 members at a meeting, without sending apologies at least 2 days in advance to the [Hon. Secretary](#), then the Hon. Secretary will have the right to impose a fine in line with the [Incentives & Fines Policy](#). You may appeal any fine imposed on your club by email to the [Sports Union President](#).

The Dates and Times of the **2019/20** General Meetings are as follows;

|            |           |  |
|------------|-----------|--|
| 09/09/2019 | 0830-1700 | EUSU Conference Day/ General Meeting 1 |
| 08/10/2019 | 1800-2000 | General Meeting 2                      |
| 07/11/2019 | 1800-2000 | General Meeting 3                      |
| 27/01/2020 | 1800-2000 | General Meeting 4                      |
| 12/03/2020 | 1800-2100 | AGM/ General Meeting 5                 |
| 30/03/2020 | 1800-2000 | General Meeting 6                      |

### 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. It is strongly advised that minutes (or at a minimum, actions captured) are taken at every meeting as a record of discussions and decisions made, to hold individuals to account and accelerate club development.

The most important meeting your club will hold is its Annual General Meeting (AGM) near the end of the academic year to elect in the committee for the following year. It is important that as many club members as possible attend this meeting to vote in the new committee, who will be responsible for every aspect in the running of your club.

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. 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. If you have any questions regarding your Club's constitution please contact the [Sports Union President](#).

A template for a Club's AGM agenda and minutes is available [here](#) - this can be used as a guide in for layout and procedure of your AGM. The minutes must be sent to the [Sports Union](#) the day following your AGM and should be uploaded onto the "resources" section on the clubs Sports Union Website Page.

## Memberships

As each club manages and delivers their own programme of activity and their own costs, it is up to each Club Committee to set appropriate membership fees. Every club has a different structure to their membership depending on their sport, therefore it is each club's responsibility to ensure that all information to students is clear regarding what is included in each type of club membership on offer.

Sport & Exercise manages all of the University's sports facilities. This includes the indoor facilities at the Pleasance and St Leonards and outdoors at Peffermill and Firbush.

EUSU has an agreement with Sport & Exercise for significantly reduced hire costs of facilities for training, fixtures and other activities.

Clubs are not directly charged facility hire for activity arranged through the Sports Union, as part of this agreement, members of Clubs which use Sport & Exercise **MUST** become a member of Sport & Exercise by purchasing either:

1. Full membership (£135, valid until 31st August 2020)
2. Semester membership (£82, per semester)

Full details of Sport & Exercise facilities are available on the Sport & Exercise [website](#), as well as online purchasing of memberships! A full list of applicable clubs is below:

|                   |                  |                       |                       |
|-------------------|------------------|-----------------------|-----------------------|
| American Football | Women's Football | Korfball              | Swimming & Water Polo |
| Archery           | Futsal           | Men's Lacrosse        | Table Tennis          |
| Athletics         | Gaelic Football  | Women's Lacrosse      | Taekwondo             |
| Badminton         | Gymnastics       | Muay Thai             | Touch Rugby           |
| Basketball        | Men's Hockey     | Netball               | Trampoline            |
| Boat              | Women's Hockey   | Olympic Weightlifting | Triathlon             |
| Boxing            | Judo             | Rifle                 | Ultimate              |
| Cheerleading      | Jiu Jitsu        | Ladies' Rugby         | Volleyball            |
| Cricket           | Karate           | Men's Rugby           |                       |
| Fencing           | Kendo            | Shinty                |                       |
| Men's Football    | Kickboxing       | Squash                |                       |

#### Important Notes:

- In Semester 1 after Sunday 20<sup>th</sup> October, clubs which use Sport & Exercise facilities for training or fixtures or other purposes, who are found to have members without a valid membership will be charged a facility charge of £82 per non-member.
- Registered coaches will be able to take advantage of the student membership price.
- Non-UoE student club members are eligible for full membership at student rate.
- Non-student club members will be required to hold a valid Full Year Sport & Exercise NonStudent Membership, unless otherwise agreed with Sport & Exercise.

## Training

### Training Timetables

All Clubs who train at Sport & Exercise facilities (Pleasance, St Leonard's and Peffermill) can find full [training timetables](#) for each facility under Key Club Information in the SU Handbook tab of the website.

These timetables are live during each semester, with breaks occurring during University exams and holidays. Clubs will be notified of the dates on which regular training begins and ends each semester.

If clubs wish to book sessions out with these times they must contact [Ollie](#), to request extra training.

### Cancellations

The Sports Union and Sport & Exercise do their best to keep cancellations at a minimum, however, sometimes they cannot be avoided. Details of [training cancellations](#) are available on the SU Website. It is essential that clubs check the cancellations to ensure members can be notified in advance of the session.

### Missed Sessions

We are exceptionally grateful of our partnership with Sport & Exercise, and it is important to manage the relationship to its greatest potential. Missing or arriving late for a training session is not acceptable, as training space is so valuable to all clubs and Sport & Exercise members, it must be utilised to its fullest.

Clubs must let the Sports Union know at least **2 full working days** prior to their session if they are not going to use it, this should be done by email to [Ollie](#). If a club misses a session without communication to the Sports Union, does not give enough notice of the cancelled session or is more than 10 minutes late, then the following action will be taken:

- 1<sup>st</sup> session missed: Club will be invoiced at Sports Union's reduced rate
- 2<sup>nd</sup> session missed: Club will be invoiced at full commercial rate
- 3<sup>rd</sup> session missed: Session removed from club for rest of the academic year and also invoiced full rate

Club numbers will also be monitored regularly by Sport & Exercise staff to make sure that clubs are utilising the space given to them to its full potential. Should numbers be low, then the Sports Union, along with Sport & Exercise, will look into the club's real requirement for that space, this could affect the clubs training time allocation for the following year.

## BUCS

2018/19 saw Edinburgh finish in 4<sup>th</sup> in the year end BUCS rankings. We have 114 teams competing in the **2019/20** season and many more individuals competing in the BUCS Individuals Championships.

### Key Dates:

- 16/10/19 (Conference Cup)
- 23/10/19 (Trophy & Conference Cup)
- 30/10/19 (Conference Cup)
- 06/11/19 (Conference Cup)
- 13/11/19 (Conference Cup)
- 20/11/19 (Trophy & Conference Cup)



- 27/11/19 (Conference Cup) • 04/12/19 (Trophy)
- 22/01/20 (Conference Cup) • 29/01/20 (Conference Cup)
- 05/02/20 (Trophy & Conference Cup)
- 12/02/20 (Trophy & Conference Cup)
- 19/02/20 (Championship, Vase, Trophy & Conference Cup) – Festival of Creative Learning
- 26/02/20 (Championship, Vase, Trophy & Conference Cup) • 04/03/20 (Championship, Vase & Trophy)
- 11/03/20 (Championship, Vase, Trophy & Conference Cup)
- 18/03/20 (Championship)
- 25/03/20 (Championship, Trophy & Conference Cup) – Big Wednesday Location TBC, Conference Cup Finals Location TBC
- 26/02/20, 11/03/20, 01/04/20, 08/04/20, 22/04/20, 29/04/20, 06/05/20, 13/05/20, 20/05/20 – National League & Premier League Play-Off Dates

\* Festival of Creative Learning (15-23 Feb 2019)

- Please remember that there will be fixtures during this period, these are normally knockout fixtures
- Inform all squad members of the dates and that there will be fixtures
- We will be unable to re-arrange these knockout fixtures
- Best practice is to make sure every squad member has it in their diaries as an important BUCS match, and they should not go on holiday!

Each club should have received their BUCS Points targets, but if you are unsure of these please speak with Ollie who will be happy to discuss these with you.

## Fixtures

Fixtures can be found on the BUCS Play app available to download from the app store. Please make sure your teams know when they are playing their fixtures and if they are Home or Away.

## Fixture Results

For all teams entered into BUCS Leagues, it is the captain's responsibility to ensure that the score is submitted via the BUCS Play app and a Team Sheet is completed on the system prior to your match starting. Failure to submit your score by 10pm the day of your fixture could result in a fine from BUCS.

## Transport

All transport for team fixtures and competitions may be booked through the Sports Union and clubs may benefit from the cheaper rates with our transport partners Arnold Clark and Edinburgh Coach Lines. Full transport information and procedures can be found in the [Transport](#) section of this document.

The Sports Union aims to support the competitive success of our students and teams, and so we have funding set aside to assist with the cost of travelling around the country to represent the University.

This funding applies to our top level teams travelling throughout the UK on a weekly basis, as well as knockout and tournament finals.

The full Sports Union policy on [BUCS Transport](#) funding can be found in the Policies section of this document.

## Appeals

Teams are reminded that only where a regulation has been breached should an appeal be made, below are some scenarios that may lead to appeals:

- Issues regarding officials, including incorrect number, inadequate qualification or lack of neutrality;
- Questionable eligibility of players;
- 1<sup>st</sup>/2<sup>nd</sup> team player movement;
- Issues with travel and late arrival;
- Questionable quality of facilities.

Remember that the [BUCS rules and regulations](#) work both ways, so ensure that when you are hosting another team that the minimum requirements for the fixture are met, if have questions regarding this please contact [Ollie](#). You can also help to avoid your team having problems by ensuring that all captains attend the BUCS Meeting held by the Sports Union at the beginning of the year and they must familiarise themselves with the General & Sport Specific Regulations published by [BUCS](#).

In all instances, contact the Sports Union regarding any issues encountered when playing a fixture as the staff are the best people to advise whether the team has grounds to appeal. If the team and the Sports Union agree that conditions may not adhere to those outlined in the BUCS General Regulations, Sport Specific Regulations or Premier League Contract, but it is still safe to play, you **MUST** complete a [Playing Under Protest Form](#). The form should be completed as soon as the issue arises, whether this is before play has begun or during the fixture. The form should be completed in detail and must include:

- All grievances experienced;
- Signature from **BOTH** teams - opposition cannot refuse as this is simply an acknowledgement that you have raised an issue.
  - There is space for the opposition to add their opinion on the form, ensure that all sections are initialled to mark their conclusion.

When this situation arises it is vital that the team captain or coach contacts the [Sports Union](#) immediately to make staff aware of the issues and they can offer any advice to the team if necessary.

A photograph of the completed form must be returned to [Ollie](#) via email or WhatsApp to 07530856158 **by 10pm on the day of fixture** so an appeal may be launched with BUCS by the 12 noon deadline.

Important points to note regarding Playing Under Protest:

- The completion of a Playing Under Protest form allows an institution the right to an appeal, it does not guarantee the outcome of this appeal;
- If a team advises you of a situation prior to departure and you choose to travel this equates to accepting the conditions as advised and voids your team's right to play under protest – read all email correspondence regarding fixtures carefully!
- If a Playing Under Protest Form is not completed the Sports Union will have no right to appeal following the fixture as the conditions of play have effectively been accepted; ○ **NB:** The only exception to this is if something comes to light following the fixture, which the team did not or could not know at the time.
- Full Regulations and Guides can be found on the BUCS website:
  - [REG 15](#)

## Inclusion and Participation

Edinburgh University Sports Union believes that equity is a broader concept than equality, it is not just about equal numbers, but is concerned more with fairness, justice, inclusion and respect for diversity. Through club committee training, inclusivity campaigns and an open-to-all approach regarding sports participation, we hope you, and your club, are equipped to cater for all and champion diversity.

### Key Campaigns

The Sports Union support various campaigns throughout each academic year, and in 2019/20 will be supporting the following:

- #NoExcuse Campaign (on-going)
- Mental Health & Wellbeing Week (11th - 17th November 2019)
- LGBT+ History Month (February 2020)
- BUCS Inclusion Week (March 2020)

We encourage all clubs to champion these causes / campaigns alongside us, and more details will be released in due course, however clubs can support their own campaigns also. You can find out more about the campaigns we are supporting [here](#) on our website.

### EDex & Stressbuster

The [EDex programme](#) offers students at the University of Edinburgh the opportunity to experience an extensive range of sports and activities at little or no cost. In 2018-19, our EDex programme attracted over 2,500 participants across 100+ events delivered by you (our brilliant clubs). There are three types of EDex offering, as follows:

- Taster: Exactly what it says on the tin. A one-off session open to all, and to encourage beginners to take part in the sport. The most popular offering!

- Sports Fest: A one-off (usually lasting a day or less) tournament targeted at non-club members.
- Learn to Play: This tends to be a specific offering for complete beginner to come in, take up your sport, and build up some experience over a set period of time (i.e. a 4 week block of coaching).

All events are organised in conjunction with the Sports Union, and costs are split between the participants and the Sports Union – there are no costs to the club to run an event. The programme provides a great opportunity for your club to showcase your sport, engage with the University's wider community, and maybe even attract some new members!

Stressbusters are open training / taster sessions that are put on during exam diets for both members and non-members to help alleviate stress and boost your mood. Keep an eye on the Sports Union Essentials e-mail to see how you can get involved around both the winter and summer exam diets.

If your club are keen to run an EDex or Stressbuster event, then have a think about a date / time, location, and costs before e-mailing [Michael](#).

#### Recreational Sport – Club Sessions

Does your club have a session that is open-to-students all year round? If so, we are keen to advertise sessions such as these to ensure students who miss out on the Sport & Fitness Fair, or want to try a sport midway through the year, have an avenue to get involved. In addition to the EDex programme, this is a great way to increase membership numbers, and ensure your club's offering is advertised year-round.

To have you session advertised on the Sports Union [website](#), complete the following online form with the session details: [www.tinyurl.com/ClubRecSessions](http://www.tinyurl.com/ClubRecSessions), or e-mail [Michael](#).

# Coaches & Volunteers

## Coaching & Volunteering Academy (CVA)

### Intro to the CVA

The 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. As a club committee member, you have access to all relevant CVA opportunities.

### Events, Training & CPD

The CVA offers an array of personal development opportunities that take place throughout the academic year, from club training sessions to guest speakers to first aid courses, and much more. As a club committee member, you are also eligible for a place on the '[Sports Union Volunteers](#)' version of the Edinburgh Award. The Edinburgh Award is awarded by the University as a way of recognising the skills and experience gathered from extra-curricular activities. The Sports Union's version of the award focuses on experiences gained through volunteering as part of an SU or club committee. A full list of all upcoming events, training and CPD, can be found [here](#).

### International Volunteering – Volunteer Zambia

The University of Edinburgh has become a partner of the [Wallace Group](#) and will be sending up to six students out to Zambia every summer. The Wallace Group's mission is to make a difference to the lives of young Zambian people by empowering and enriching communities, through the power of sport, leadership and education. The six students will work alongside the Zambian nongovernment organisation Sport in Action to drive change within impoverished communities, helping to improve the quality of lives and deliver key health messages. You can find out more information on exactly what is involved with Volunteer Zambia, by clicking [here](#) or e-mailing [Michael](#).

### More Information

For more information on all things CVA, including our [Member of the Month](#) and [EUSU volunteering opportunities](#), visit the [CVA website](#) or e-mail [Michael](#).

### Coaching & Officiating Fund

Coaches and officials are key to the successes of all of our sports clubs and intramural teams. With that in mind, it is a key strategic target to look to improve our support of these individuals. The CVA has launched a fund which is available for clubs and intramural teams to gain support for individuals to obtain qualifications to help their club. You can find more details of this fund, including how and when to apply, by clicking [here](#).

## Registration of Coaches

### Coach Registration

All coaches (deliverer or session leads) should be registered with the Sports Union, whether they are paid or voluntary, student or non-student.

Coaches must complete the following online form to become a registered Sports Union coach:

- [www.tinyurl.com/CVACoachRegistration](http://www.tinyurl.com/CVACoachRegistration)

Coaches will automatically be added to the approved coaches list within a week of registration, so will be able to gain access to the relevant facility by giving your name, and showing a form of ID at the facility's reception.

Clubs must complete the following form to provide the Sports Union with details of all coaches / deliverers / session leads:

- [www.tinyurl.com/ClubCoachInfo](http://www.tinyurl.com/ClubCoachInfo)

The reason we are seeking this information is so that we, as a Sports Union, can better support coaches, and clubs, with regards to their development needs. The information required to complete this form is a name and e-mail for each coach, as well as details of the team / session they are involved in supporting.

For more information on the coach registration process, you can visit the Sports Union website: <https://www.eusu.ed.ac.uk/coachregistration/>.

All paid coaches must be given a Service Agreement to read and sign which clearly states their responsibilities and expectations of both parties during the period of employment. A template [Service Agreement](#) has been drawn up to be used by clubs and coaches if required. Your club must not pay any coach unless an official invoice is provided by the coach. Please note that services agreements are no longer required to be sent to the Sports Union, and should be stored securely by the club and coach.

All coaches registered with the Sports Union are eligible to purchase membership to the Pleasance Gym Complex at the student rate of £135 for the full year, thanks to our ongoing partnership with Sport & Exercise. This membership must be purchased at the Sport & Exercise Pleasance reception.

## Coach Support

We are currently working hard on our offering to better support you, and your clubs, to better support your coaches. Keep an eye on the [Coaches Corner](#) section of the website which will provide you with all the information and guidance required with regards to coach support.

In the meantime, get in touch with [Michael](#) for any support with coaches, whether it be recruitment, retention, reward or general support.

# Club Finances

## Bank Accounts

The Club Treasurer has a hugely important role in the smooth running of the club, its continued development, and its stability. The key contacts for all Club Treasurers are Accounts Manager, Meg, and Hon. Treasurer, Cecilia – they have a wealth of knowledge and can offer advice on all situations

- All Club Bank accounts are held with Bank of Scotland.
- Any club wishing to open a new account must contact the Sports Union Accounts Manager prior to starting the process.
- Bank account signatories must be kept up to date and in accordance with Club Constitutions.
- The process of changing signatures must begin as soon as new club committees are elected at club AGMs as this process can take some considerable time.
- The process should be started on line <https://business.bankofscotland.co.uk/0-3mturnover/business-accounts/amend-signatory-access-to-your-account.html>
  - I/B access is on an individual basis with separate logins for each signatory.
- Logins are personal and must not be passed from person to person. Individuals are responsible for transactions conducted under their login.
- Individuals with I/B access should de-register from the service at the end of their term of office.
- Clubs are not permitted to apply for business debit cards linked to club accounts. This is a Sports Union internal rule made on the basis of safety and security

If you find that your Club has not successfully changed signatories for a number of years you must arrange a meeting with [Meg](#) as soon as possible. It is still possible to gain access to your Club account, you will need to complete a Board Resolution Form which Meg can provide for you.

#### Debit Cards

- Applications for Debit Cards on Club accounts are **not permitted**.
- Setting up of Direct Debits and/or Standing Orders on Club accounts is only permitted with prior approval from the SU Accounts Manager

## Funds

You can find out details on all Sports Union funds [here](#). If you have any questions with regards to any of the Sports Union funds, then do not hesitate to get in touch with the [Sports Union President](#).

## Sponsorship

Working in partnership with other organisations is one of the best ways to increase money, equipment or exposure for your club, and also to enhance the student experience for your members. Many companies are looking for ways to work with students and clubs and to get exposure for their brands – from nightclubs, restaurants and bars to transport or kit companies – and recruitment companies.

### Steps to Getting Sponsorship

- Make a list of companies that fit with your sport, club and values. Think about where your members already spend time and money.
- Make a list of what opportunities you can 'sell' – from space on your shirt, to adverts on your social media, to face-to-face time with your club members.
- Do research on your targeted companies, what are their values, their goals and their priorities – how can you fit in with this?
- Approach your targeted companies with a phone call or a face-to-face meeting, the success rate is much higher than an email.
- Be fair with your time and your promises, only agree to terms which you know you can fulfil.
- Know your worth as a club, and stick to your guns if you feel you are being ripped off.
- If you are unsure before signing any contract, or want help with any steps of the process contact: [eve.oloan@ed.ac.uk](mailto:eve.oloan@ed.ac.uk)
- Stick to the terms of your contract, and contact [eve.oloan@ed.ac.uk](mailto:eve.oloan@ed.ac.uk) if you have any difficulties with an organisation.
- Keep your website, social media and any other presence up-to-date and professional – sponsors might google you before they sign. Having a great online presence is a selling tool.

### Sports Union Social Sponsorship

For 2018/2019 The Sports Union have partnered with Caledonian Heritable and Core Events as our Social Sponsor. This is the company who owns WhyNot nightclub, among other venues and in particular we look to support Love Wednesdays with our membership. Core Events are currently in the process of signing contracts with individual teams, and if you are interested in signing a contract please email [eve.oloan@ed.ac.uk](mailto:eve.oloan@ed.ac.uk) . If you sign a contract you will be given kickback money for every person who enters Love Wednesday under your club name. You can also work with Core Events to access VIP tables and other partnership perks.

### Contracts

Please find a template Sponsorship Contract [here](#).

### Alumni

Your club alumni are one of the best networks for opportunities, engagement and potential financial help that your club has. Not only are they a great source of passion and love for your club, but they provide a link from University Sport to the outside world. In a few years everyone in your current club will be an alumni – and it's best for the club as an organisation and for alumni experience to keep them engaged and up to date with your club as it progresses.

### Individual Club Alumni Account



Each Club has an Individual Alumni Account which is looked after by the Development & Alumni department. Any direct debits or alumni donations sit within this fund. The Sports Union are sent a monthly account balance of each clubs Alumni Account – you can request to see this at any time by emailing [eve.oloan@ed.ac.uk](mailto:eve.oloan@ed.ac.uk) If your fund has over £300 you will be asked to apply to spend your money through the Individual Alumni Fund. This opens twice a year and is administered by the Alumni Fund Committee. The rules and regulations, and the Alumni Fund Application form can be found [here](#).

## Engaging Your Alumni

Please find the guidelines for contacting your alumni [here](#).

It is essential that you never store non password protected contact details for anyone on an unsecure or open portal, this includes SharePoint and USB Drives. All mailing lists must be password protected and you must give alumni and non-club members the option to unsubscribe at any time, from every email that you send.

# Transport

Edinburgh University Sports Union offers its member clubs the option of reduced rate hire of selfdrive vehicles or coaches to aid with mass transport to fixtures, competitions and official club activities. As the members' safety remains our top priority we operate a strict transport procedure for authorisation of drivers and insurance for these individuals when driving these vehicles voluntarily for their club. The [transport policy](#) outlines the various processes and procedures all club committee members and drivers should be familiar with prior to booking transport with the Sports Union.

# Policies

All members of Edinburgh University Sports Union should read and be aware of the content of the policies and procedures. All policies can be found on the [Sports Union Website](#) – any questions may be directed to [sports.union@ed.ac.uk](mailto:sports.union@ed.ac.uk).

## 1. Social Media

The Sports Union

Please make sure your Club is following the Sports Union on:



@UoESportsUnion



@UoESportsUnion



@UoESportsUnion

If you share your success, stories, results, events and fixtures with us, with the hashtag **#WeAreEdinburgh**, then we can find and share your success on our main channels.

### Your Channels

Social Media is one of the best, quickest and most engaging way to speak to your club members, share your successes and events and promote your club and the Sports Union encourages you to do so. There are important things to consider when you manage social media and it's vital that you make sure everyone who manages your social media has read and adheres to our guidelines. The full Social Media Guidance document can be found [here](#).

Whichever accounts you have, you must be aware of the following key guidelines:

- Your social media accounts represent your club, the Sports Union and the University.
- What happens on social media, does not stay on social media – even Snapchats or Instagram stories never really disappear.
- It is never ok to post discriminatory or offensive material
- You are running a club account, never post personal opinions or air grievances

Social Media is a fantastic tool for growing your followers and engaging with businesses, sponsors and potential club members. One of the best ways to keep track of what and why you are posting is with a Communications Plan – an example Communications Plan can be found [here](#).

This will help you keep your social media relevant and up to date!

## 2. Official Club Kit

PlayerLayer is the official kit supplier of all Edinburgh University Sports Union clubs. All clubs must use PlayerLayer as their leisure and playing kit supplier, the only exception to this is for playing kit which PlayerLayer is unable to produce to meet your sport's requirements (this must be signed off Head of Sports Development).

- All orders of specialised kit with other suppliers must be brought to and **approved by the Sports Union President**.
- All Club members are required to exclusively wear PlayerLayer clothing whilst representing the University of Edinburgh at any event, tournament or fixture.

### Ordering Kit

The main contact for clubs at PlayerLayer is our account manager, [Susan Cooper](#), who is based on the ground floor of the Sports Union building (48 Pleasance).

Bespoke kit refers to any item that cannot be purchased via the [PlayerLayer website](#). The ordering process is as follows;

- All bulk bespoke playing kit orders are to be made through Susan as far in advance of the new season as possible - it is recommended that playing kit orders are placed in April to ensure delivery for September.
- All bulk bespoke leisurewear orders are to be made through Susan.
- Bespoke orders carry a minimum unit requirement of 11 to be placed.
- If there is something in particular you know your members would buy, ask Susan! The PlayerLayer design team are very flexible and open to looking at new ideas and designs for your leisurewear.
- All bespoke items are to be signed off by the [Sports Union President](#) before being placed.

Stock kit is any item that is available through the PlayerLayer website and any standard leisurewear orders are to be made through the website. This is recommended for individuals to purchase personal kit with their club name printed on the garment.

#### Kit Colour & Branding

- The University's official home playing kit colour is green.
- The University's official away playing kit colour is red.
- The official crest all clubs are to use is the two colour crest, as displayed in the Sports Union logo.
- Clubs may have their own sponsors' logos printed on kit, with design approval from the Sports Union President.

### 3. Complaints

Should you wish to make a complaint about a fellow student, please refer to:

<https://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/procedure>

Sexual assault and harassment guidance: <https://www.ed.ac.uk/students/health-andwellbeing/support-in-a-crisis/sexual-assault-and-harassment>

If you wish to make a complaint about one of the following, then please email [sports.president@ed.ac.uk](mailto:sports.president@ed.ac.uk)

- Student Volunteer
- Club Committee member

- Coach

If you wish to make a complaint about a staff member, then please email [ross.simpson@ed.ac.uk](mailto:ross.simpson@ed.ac.uk) or visit:

<https://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/procedure>

If you wish to make a complaint about the Sports Union President, then please email [eve.oloan@ed.ac.uk](mailto:eve.oloan@ed.ac.uk)

The code of student conduct can be viewed here:

<https://www.ed.ac.uk/academicservices/students/conduct/code-of-student-conduct> Please note - Any student discipline incident that occurs during club activity (social and sporting), or while representing the University will be investigated under the Code of Student Conduct.