



Last reviewed:  
May 2021

# Club Sports Handbook

**University of Bolton Sports Centre**

*More information at:*

<https://www.bolton.ac.uk/sport>

*And on the club sports moodle platform*



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## Introduction and Club Sports Statement

The University of Bolton Sport and Wellness Centre work to provide an excellent sports and recreation service to our students. We strive to enhance the student experience wherever possible through recreational and competitive sport. Our goal is to engage with students and offer the opportunity for all to take part with the objective of increasing healthy active lifestyles and inter-university competitive performance.

**More Students. More Active. More Often!**

The University Sport and Recreation Service provides support for the successful running of registered Sports Clubs, to the benefit of the members. However, this can only be achieved with the full commitment and dedication of the Club Committees. It is their direct responsibility to ensure that their members get the most out of their chosen Sport. All Sports Clubs are run 'for students by students' with the Sport and Wellness Centre providing support and guidance and monitoring that clubs are run in accordance with University and Club Sports policies and procedures.

Safe sport requires a partnership between the University, The Club Committees and Club Members, each recognizing and accepting their responsibilities.

Sports Clubs can play an important role in expanding your social life during your time at the University and help to develop transferrable skills to enhance your CV, for example, communication, teamwork and leadership skills.

Joining a Sports Club may expand your friendship networks, help you grow in confidence, perhaps introduce you to something new or allow



you to carry on your passions, and help you have a great time here in Bolton!

This handbook lays out information and general guidelines to help all involved understand the club sports offer and expectations of all parties.

The Club Sports Handbook is a working document and will be reviewed on an annual basis. We welcome any suggestions or comments on the contents, in order that we may continue to improve and develop the Club Sports Handbook.

**Please Note: This handbook details information predominantly for sport/activity under normal circumstances.**

**With regards to the coronavirus pandemic: - Due to the nature of Coronavirus it is not possible to predict or account for all ways in which Covid-19 may impact Sport /Physical Activity throughout the pandemic.**

**Please remember guidance can change regularly and also at short notice. Any UK Government, University, Local Authority and NGB rules, regulations and guidance in relation to Covid-19 in place at the time of activities must be adhered to and will supersede any detailed in this handbook.**



# Club Sports Membership

## **The University**

Co-ordinate memberships procedure, annual membership database, BUCS Play authorization, set the annual fee for club sports members and communicate details to committee members.

## **The Committee**

It is the responsibility of the Committee of each club, to ensure that all participating in Club Sports activities have completed the necessary Sports Club Membership. Please remember, members who haven't completed membership are not permitted or insured to take part in any club activity. It is committee's responsibility to ensure those participating in Club Sports activities have a valid membership and are signposted to the correct BUCS Play community.

## **The Members**

Join University Club Sports and download the BUCS PLAY App to join your sports team community.

## **General Info**

### **Who can join the Sports Club?**

Membership of any Sports Club will be open to all University of Bolton students.

Individuals who are not students of the University of Bolton may join Club Sports as an Associate member to take part in club sports training and socials but they may not participate in BUCS Fixtures.



An Associate member of a Sports Club must fall into the following categories;

- Ex-students of the University of Bolton (Alumni -proof must be provided).
- University of Bolton Staff (Staff ID must be provided).
- Bolton Students' Union Staff. (SU Staff ID must be provided)
- A current student at another UK university (Student ID must be provided).

A Sports Club must **NOT** have more than 10% of their members as Associate members.

Associate members cannot hold a committee position within a Sports Club i.e. Chair, Secretary, etc. or vote in any Sports Club elections or compete in BUCS.

## **Membership Fees**

### **BUCS**

For teams playing in BUCS your members must be current active full or part time students of the University of Bolton. Graduates and members of other institutions are not allowed to play BUCS fixtures for your team. Any part-time students should ensure they meet BUCS eligibility criteria with regards to course credits /duration which can be found on the BUCS website.

<https://www.bucs.org.uk/compete/rules-and-regulations/general-regulations/reg-4-individual-eligibility.html>

Any team found breaking rules would be subject to disciplinary procedure not only from The University of Bolton but also potentially from BUCS. Any Non-members are also not insured.

Membership fees contribute to the running costs of your club.



## Predicted Fees

<b>Membership Type</b>	<b>Full Season e.g. Oct-March</b>	<b>Part Season e.g. January – March</b>
Club Sports Membership	£40.00 per player	£25 per player
Additional Club Fee	£10.00 per additional club	
Guest Fee	£10.00 per game	
Associate Membership	£40.00 per associate member	
Leisure Wear	<a href="https://www.oneills.com/uk_en/shop-by-team/education/universities/university-of-bolton.html?p=1">https://www.oneills.com/uk_en/shop-by-team/education/universities/university-of-bolton.html?p=1</a>	
Please Note: -Fees will be finalised at the start of each academic year.		



## Insurance and Affiliations

### **The University**

Co-ordinates insurance cover for Club Sports Activities and co-ordinates applications for any affiliations to National Governing Bodies (NGBs) where appropriate. E.g. a BUCS requirement for that sport.

### **The Committees**

Must ensure all participants including themselves join club sports to be covered by any insurance policy in place. A summary of cover is available to view for all committees and members. This will normally be on Club Sports Moodle pages / by e-mail request to [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk)

### **Members**

Must ensure they join club sports to be covered. A summary of cover is available to all committees and members. This will normally be on Club Sports Moodle pages / by e-mail request to [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk)





## Club Committees

### **The University**

Will co-ordinate training / workshops for club committees. Further advice and guidance regarding running your club can also be gained throughout the season by accessing the club sports moodle pages and or e-mailing [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk)

### **The Committees**

Should ensure they are familiar with and adhering to their club's constitution and various committee roles and responsibilities contained within to ensure the smooth running of their club. Committees are the voice of the club and should convey member's views, opinions and feedback where necessary to club sports staff. Committees should ensure all members are adhering to club sports code of conduct and that all participants are members. They should additionally ensure they are passing all relevant information from club sports to their members. Regular meetings between committees and members are advised.

### **Members**

Should have regular contact with club committees and be able to approach committees for feedback / questions. Should attend and contribute to club meetings.

### **General**

Committee members should be nominated into positions in accordance with clubs' constitutions and should have a minimum of two committee members (a Captain and a Chair) but can nominate more to ensure the efficient running of their club.



# Training Sessions

## **The University**

Co-ordinates training session slots for clubs and communicates these to committees. There are many variables which can affect training session allocation but ideally each club will be allocated 1.5 hours training session per week, per team for a maximum of 20 weeks per academic year. This provision normally commences in teaching week one to give maximum time to form teams before fixtures commence (historically the second Wednesday in October)

## **The Committees**

Will communicate training sessions to members and ensure sessions are utilized.

Will be responsible for ensuring nominated first aiders and covid support officers are in attendance, first aid kits and Covid hygiene packs plus any training equipment required for sessions e.g. balls, bibs, cones are collected and taken to the training location.

If committees are informed directly by any venues of any cancellations e.g. adverse weather please communicate these through to [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) so coaches / transport can be informed where applicable.

Committees should also feedback any issues with regards to training to club sports staff.

## **Members**

Should attend training sessions regularly and communicate with committee members and club sports staff where necessary.



## Fixtures

### **The University**

Co-ordinates BUCS fixtures and communicate details to committees. Any friendlies / non- BUCS fixtures are not normally coordinated by the University and as such would require clubs to request additional funding for any such activities. Please contact club sports for the relevant application procedure.

### **The Committees**

Communicate fixture details to members / squads. Ensures all requirements are in place e.g. BUCS Play team sheets.

The committees are responsible for booking referees/umpires and any other officials relevant to their sport e.g. scorers/ table officials for all home fixtures and requesting the correct fees for payment.

They are also responsible for ensuring nominated first aiders and covid support officers are in attendance, first aid kits and Covid hygiene packs plus any specialist equipment such as match balls are collected and taken to the fixture location.

The committees are also responsible for ensuring playing kits are collected and returned to be laundered and available for fixtures.

If committees are informed directly by any venues/ oppositions of any cancellations e.g. adverse weather please communicate these through to [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) so coaches / transport can be informed where applicable.

### **Members**

Should communicate with committees and arrive punctually for all fixture meet times, ensure they have student Id's for all fixtures and are listed on and have uploaded their photo to the correct community in the BUCS PLAY App and on corresponding team sheets.



# Transport

## The University

Co-ordinates transport for all BUCS teams fixtures at a distance greater than two miles from campus and communicates details to committees. The University will aim to get students to fixture venues one hour before fixture start times and schedule return collection thirty minutes after the fixture slot. Access to pitches is normally granted thirty minutes before the fixture start time so arrival one hour before should allow for orientation, changing and any traffic delays. The thirty minutes after fixture slot allows for changing and return to transport collection point. Any requirements for deviation from this standard should be communicated to club sports staff via e-mail [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) Please give as much notice as possible with a minimum of at least 3 working days before the transport.

Transport for training and or fixtures under 2 miles will not be automatically provided but requests can be made with Club Sports via e-mail. Please give as much notice as possible with a minimum of at least 3 working days before the transport need.

The logistics of transporting teams from A to B can be complex. The University aims to provide a service where student safety is paramount but as clubs are not accompanied on journeys by staff the responsibility of punctuality and correct behavior is down to the captains and team members who are not only representing their team but also the University of Bolton.

## The Committees

Should communicate transport details to members and ensure all members book in for transport before the journey commences and that head counts and registers are completed on journeys to ensure students are accounted for. Committees should note the transport



provider for each journey and discuss return meeting points with the driver at drop of.

Committees can also discuss needs for any transport for distances under 2 miles and or for training requirements with club sports staff e-mail [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) . Historically we have had many occurrences of under-utilized transport, as a result club committees are asked to please ensure participants book on by 10am on the day of the transport.

**Any transport with no / low booking numbers by 10am on the day of provision is likely to be cancelled to avoid wastage.**

For any unforeseen circumstances which may result in short notice session cancellations and hence transport no longer being required e.g. adverse weather, please e-mail club sports ASAP with subject title Transport Cancellation staff can then hopefully at least inform transport companies and avoid full payment fees. If late cancellations are initiated by the Sports Centre this will be updated on the booking app e.g. session cancelled off. Transport provision is normally limited to 16 persons please advise members book in advance prior to 10am on the day of the transport to avoid disappointment (remember club committees also need to book if they wish to travel.) Committees are advised to inform members that if anyone is departing on University Transport but not returning, they should ensure committee members are informed.

**Committees should ensure all traveling on Club Sports transport are Club Sports members, are booked on accordingly and registers are completed.**

**Any transport issues should be reported to the Sports Centre Reception tel 01204903172 as soon as possible so staff can assist.**



## Members

Should pre-book onto transport, arrive punctually for any transport departures/returns. Transport places are normally limited and will be allocated on a first come first served basis. If any members are departing on University Transport but not returning, they should ensure committee members are informed. The transport will generally not wait for any late arrivals and if transport is missed members will need to make their own travel arrangements at their own costs.

## General

The transport provision provided is by private hire companies not University exclusive transport. The drivers often have fares to collect during your fixtures as such you should not leave any items on the buses and note as the Buses will not generally stay with you at fixtures collection and pick-ups can be subject to traffic delays.

The **drinking of alcohol on the coach is strictly forbidden**, anyone reported by the coach company or fellow players/students will be subject to Club Sports Disciplinary Process.

On occasions individuals /small groups/teams may be required to use public transport. Students are expected to make use of any discounts available to them such as Rail cards. Where public transport is used prior agreement for re-imbusement must be sought, students will then normally be expected to book their own transport in relation to their needs and ensure they keep all receipts and complete re-imbusement paperwork as advised by Club Sports Staff. An example of when this type of transport may be utilized is an individual / small team BUCS event.

If public transport / private hire is not available for any reason e.g.

Remote location, club sports staff will discuss options with club committees / individual athletes.



## Private Vehicle Use

As transport provision is generally provided for necessary club sports activities, the use of private vehicles is discouraged. Any student wishing to use a private vehicle e.g. to make their own way to fixtures rather than using club sports transport provided does so at their own risk and cost and is responsible for ensuring their vehicle is in a roadworthy condition (MOT and Taxed) and suitably insured for the nature of the journey. Reimbursements cannot be claimed where club sports transport has been scheduled or for general personal journeys e.g. to training sessions. Journeys to training venues are generally undertaken by individuals at their own risk and cost, we advise if using private vehicles to get to venues members should ensure their vehicle is road worthy and suitably insured including for any passengers they may choose to take. Transport by car/ public transport to training venues/ fixtures is not reimbursed by your club and is respected as a normal part of participating in sport. All journeys are undertaken at your own risk.

For BUCS competitive activities there may be occasions where private vehicles used for transportation of individuals to a sporting activity associated with Club Sports is the best viable option e.g. an individual event. For such incidence's re-imbusement can be discussed with Club Sports Staff it will normally be necessary to meet the below requirements to be eligible for re-imbusement. Remember you must gain authorization before the journey via an application form.

The owner or the vehicle may be required to complete the Universities Driver Audit providing the below info: -

- Driving License information including any convictions
- Vehicle registration certificate.
- MOT (if applicable)
- Certificate of insurance



- Check with your insurance company to ensure that your insurance arrangements are sufficient and would cover you in the event of an accident.

Journeys over 120 miles or two hours in duration must have a **minimum** of **two** drivers.

If you need another driver for your car there may be a student(s) who already have full comprehensive insurance on their own vehicles and may be insured to drive other people's vehicles. This usually only covers third party fire and theft. Please check with your own and their insurance company.

A record of mileage and any petrol receipts for the journey must be provided with any claim for reimbursement. Student Mileage claims are normally limited to £20 per event in line with funding support and will be discussed on application. Additionally, as previously indicated it may be necessary for students wishing to submit reimbursement claims / mileage costs to complete the University Driver Audit.

**Funding claims cannot be made where University Transport is provided**, and it is hence the students personal choice/circumstances that result in them not travelling on the University provision. E.g. if a student chooses to drive so they can go straight home afterwards.

## **Driver Responsibilities**

As a driver of a private vehicle on behalf of the University of Bolton you are responsible for:

- Consulting the Highway Code for guidance of your obligations as a road user whilst driving.
- Reporting any losses, damage, faults or breakdowns which occur whilst in your control. Reporting any accidents, involvement in driving incidents or near misses which occur





whilst in your control.

- Ensuring that baggage is stored in the boot or under the seats and that it is secure.
- DO NOT allow baggage to block doorways or escape routes. Please note that kit and equipment should not be left unattended in vehicles as it is not insured.
- Ensuring the correct mileage is recorded appropriately.
- Ensuring that no person other than assigned drivers (as agreed with the Sport & Recreation service) are permitted to drive the vehicle.
- Driving responsibly at all times.
- Ensuring passengers use the SEAT BELTS provided.
- Informing passengers of the accident and emergency procedures.
- Ensuring passengers conduct themselves appropriately throughout the trip and do not distract you when driving.

Passengers must be advised that whilst in the vehicle they are;

- NOT to stand up whilst you are driving, NOT to jump on seats.
- NOT to shout or sing too loudly – so as to distract you. NOT to throw things.
- NOT to distract other drivers on the road.
- NOT to drink alcohol.
- NOT to smoke.

You may refuse to carry a passenger if they persist with any bad behavior or disrespect your requests.

The transport information is:

- To provide information to ensure that individuals travelling to sporting activities arranged by the University of Bolton are not subject to any unnecessary risk
- To highlight the importance of ensuring that all legal requirements connected with such travel arrangements are met.



## Kit & Equipment

### The University

Co-ordinates provision of a playing kit and equipment for teams competing in BUCS competitions and assigns the kit and equipment to club committees for the season duration.

### The Committees

Are responsible for the playing kit and equipment for the season duration and should come up with a system for distribution and return. It is expected that a playing kit will normally last 3 -5 seasons, any damages / loss should be communicated to club sports staff and replacements discussed. Committees should liaise with club sports staff regarding any special kit and or equipment requirements for their teams e.g. regulation match balls.

### Members

Should ensure they treat all kit and equipment with respect adhering to any policies put in place by committees and or the University.

### General

Kits and equipment remain the property of the University and should be returned for audit at the end of each season. It is expected a kit should last between 3-5 seasons. Please note it is **not** possible for graduates /leavers to keep their playing kit as it will be required for the following years team. If replica kits are required as a keep sake this should be discussed with club sports following return of your teams full playing kit.

We are in the process of investigating if it is possible to enable students to purchase personalized playing kits at their own cost. If this becomes an option they should show as available for purchase on the kit providers website.

**Laundry:** - Committees can return playing kit to the Sports Centre reception following use to be laundered. Committees should ensure



they sign the kits in at the Sports Centre Reception by 10am the day following the fixture to ensure they have been logged and would hence be ready for the following weeks fixture.

**All items for laundry should be placed in the designated laundry bags to ensure they are easily identifiable from clean items.**

The laundry bag for playing kit can be left within the kit bag

Any laundry from training e.g. bibs should be removed from any equipment bags and highlighted to sports centre staff on return. Again, they should be returned within a laundry bag to ensure they are easily identifiable as requiring laundry.



## First Aid

### **The University**

Co-ordinates the provision and allocation of first aid kits to all clubs travelling off campus. Files any reports for incidences submitted. Provides first aid cover at the University of Bolton Sports Centre.

### **The Committees**

Should ensure that qualified first aiders with first aid kit are assigned and in attendance at all off- campus activities both training and fixtures, and that appropriate reporting takes place for any incidences. It is important that each Sports Club has at least the minimum of two first aiders. We recommend a minimum of Emergency First Aid /appointed person qualification (usually a 1-day course). Copies of your Clubs First Aiders qualifications should be issued to University Club Sports for record.

It is the committee's responsibility to keep the contents of first aid kits up to date at all times. Replacement items are available from a member of staff at the Sports Centre Reception.

A good system to adopt is

- If anything is used place the empty packaging back in the kit you then know what to replace when requesting at the Sports Centre.
- Tamper tag the bags following refill until further use.
- Ensure you hand in your reporting form for the first aid incident.

If clubs have any training needs to meet the first aid requirements these should be communicated to Club Sports via a funding request form/ course fee waiver from.

### **Members**

Should report to committees for any first aid incidences, if any members are qualified first aiders and willing to act as appointed persons then please communicate this to committees.

## General

Please note for home fixtures the first aiders assigned by the committee are also responsible for the away teams first aid provision. Similarly, when travelling to away fixtures there should be additional first aid provision provided by the home team which can be utilized if necessary, in addition to your own club's provision.

First aid is 'the approved method of treating a casualty until he/she is placed in the care of a doctor or other skilled aid or taken to hospital.'

You should not attempt any first aid on another person unless you have been properly trained or instructed to do so by a qualified person.

If calling an ambulance first aid guidance is often communicated by the operator e.g. what position to place the casualty in.

For first aid provision when in the UOB Sports Centre please contact the Sports Centre Reception.





## Risk Assessments

### **The University**

Assesses club sport activities as a whole. The current years Risk Assessment is available on the Club Sports Moodle pages/by e-mail request to [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) .

### **The Committees**

Are required to familiarize themselves with the Sports Centre Club Sports Risk Assessment available on the Club Sports Moodle pages / by e-mail request to [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) and complete a sport specific risk assessment (template provided) to highlight to the University risk associated and control measures in place within their specific sports club.

Committees should communicate any hazards they note/ problems they encounter at any club sports activities to club sports staff.

### **Members**

Should follow guidance from staff / committees, adhere to safety policies, procedures in place e.g. at venues/ on transport, ensure they familiarize themselves with the rules and regulations for their sports and report any hazards they note to their committees to feed back to club sports staff.



# Equality & Diversity

## **The University**

Have an equal opportunities policy available on the University website.

## **The Committee**

Should ensure they are aware of the University Policy and ensure their club adheres to it.

## **Members**

Should feel welcome at all times.

## **General**

Who you are should never be a barrier to involvement and we need Sporting Clubs to promote this – everyone should be able to get involved with whatever they're interested in. Our students come from diverse backgrounds.

To ensure your Sports Club is inclusive and diverse, and therefore approachable, when you plan any events you need to consider all the different types of students who may want to get involved.

You should aim to:

- Sustain an environment in which all individuals and groups may contribute without fear of discriminatory or unfair attitudes and practices. Gender, orientation, race, age... none of these characteristics should make a student feel excluded or unfairly treated.
- Create an atmosphere which respects its members and celebrates the diversity of its membership.



- Eliminate discrimination, harassment, victimization and any other conduct that is prohibited by the **Equality Act 2010** and by the University of Bolton's Equal Opportunities Policy (available on the University website).
- Be inclusive, friendly, encourage and welcome involvement from everyone.

By being part of Club Sport, each Club has a responsibility of equality to their members. Your actions don't only affect your members; they affect the membership of BUCS as a whole. On being affiliated as a Sports Club, you accept this responsibility.

## **How to Make Your Sports Club More Inclusive**

Activities, e-mails, social media posts, tweets, websites, meetings, social events, publications – these must all be fully in-line with the University Equal Opportunities Policy and the Equality Act. As an elected member of your Sports Club's committee, you are responsible for ensuring your club adheres to these policy's please familiarise yourself with them on the University website. Simple things such as doing socials in different environments can help make your club more inclusive.

Each Sports Club committee is responsible for ensuring activities are available to everyone wherever possible, and that reasonable adjustments are made to cater for people with disabilities.

Questions about accessibility? Speak to a Club Sports member of staff.

If you feel like you, or anyone you know, might have been unfairly treated, have questions about equality and diversity, or want advice on anything welfare/equality related within your Sports Club, you can get in touch with a Club Sports member of staff email [Clubsports@bolton.ac.uk](mailto:Clubsports@bolton.ac.uk)





We want your Sports Club to be as successful as possible, and this means being inclusive. If you have any concerns about the appropriateness of any of your Sports Club events, themes or anything else, please ask.



## Up Skill Opportunities

### **The University**

Will accept applications via the club sports funding form for any students wishing to up-skill e.g. take a coaching / refereeing course relevant to their club. Applications are reviewed on a case by case basis but as a general guide contribution is normally capped at £250.

### **The Committees**

Should be mindful of any gaps in provision e.g. difficulty arranging referees and communicate opportunities to their club members.

### **Members**

Should discuss any ideas / requests and seek support of their club committees for any applications



# Communications

## **The University**

Will mainly communicate by e-mail to student e-mail accounts or via the BUCS PLAY app/ the booking portal/ app. On occasions it may be necessary to communicate via phone.

Minutes from Club Sports Captains Meetings will be sent to club captains.

## **The Committees**

Should ensure they represent their club at all scheduled Club Sports meetings /workshops /training ensuring they are kept up to date and that the views of their club including any issues are communicated to Club Sports Staff.

Should ensure there is an avenue within their club for communication such as regular meetings / online forums so that the views of their members can be collated and brought to Club Sports Meetings. Clubs are encouraged to submit necessary agenda items from their clubs' own meetings to the Club Sports Captains Meeting Agenda to be raised with Club Sports Staff and reviewed/ actioned.

## **Members**

Should ensure they communicate their views through the avenues set by club committees.

## **General**

Club Sports Staff can be contacted directly if required via e-mail [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk)

## **Effective Teamwork**

Remember 'teamwork makes the dream work!' We are stronger together, please help each other and ask for help/advise when needed.



# Marketing

## The University

Encourages club committees to market and promote their clubs to ensure they gain full squads. Room/ space booking requests can be submitted to the club sports staff team as well as any print requirements.

## The Committees

Should communicate to club sports staff any requirements e.g. printing of flyers / dates of any stalls required in social zones so that the university can assist. Please note if requesting printing of items such as club sports flyers they will need to meet University corporate guidelines. A template poster can be provided for you to work from.

## Members

Are encouraged to promote their clubs e.g. wear club merchandise, tell your friends, hand out flyers where you can!

## General

Things to think about for your club

- ❖ Are students interested in your Sports Club?
- ❖ How can you get them interested?
- ❖ How many members get involved?
- ❖ What do you offer your members?
- ❖ Where do you advertise your club?
  
- ❖ Do you have a clear Committee structure?
- ❖ Who does what?
- ❖ Are they doing it effectively?
  
- ❖ How do you contact your Committee/Members?
- ❖ Is this method effective?
- ❖ Do meetings have a clear Agenda?



- ❖ Do you have a club social media?
- ❖ Is social media kept up to date and full of information?
- ❖ Do you run any club events?
- ❖ How are events publicized?

## **Top Tips for Getting Members**

**Students Union Student Activities Awareness Day** – Make sure you book a stand at the Student Activities Awareness day which usually takes place near the beginning of the new academic year. Keep your stall interesting! Posters, T-shirts, Photos of past events. Students love interactive things and it will stick in their mind more. For example, could you dress in your clubs playing kits / have relevant equipment on show to draw people's attention. Some years unfortunately the awareness day falls on fixture/trials days however you can also request space outside of awareness day e.g. if you wanted to promote at lunch time in University Social Zones/ at halls.

**Lecture shout outs** – these are a fantastic way of reaching a lot of people to tell them about your Sports Club, what you will offer them and why they should join (remember to talk to the lecturer first). Even distributing flyers/ posters around lecture venues and talking to students outside of lectures can be a great way to communicate with a lot of students at once. Some lecturers also play video clips whilst students entre lecturers, could your club produce a promo clip and ask lecturers to show it.

**Sports Club Hoodies/T-shirts** - They are great way to get recognized on campus by lots of students.

**Social Media:** as well as creating your own social media groups which can promote clubs and engage members you can submit items to Club Sports for inclusion on the Sports Centre and University Social Media platforms.



## Funding

### The University

Try and accommodate club needs e.g. providing for BUCS clubs training and fixture provision as detailed in the relevant sections of this handbook however, we cannot guarantee that your activity will always be funded or that all clubs will be funded to exactly the same levels. Funding can be subject to many variables such as participation levels, facility and coach availabilities. Clubs will be reviewed on a case by case basis.

The money available for Club Sports comes from 2 sources, Student membership fees and budget allocation from the University of Bolton. Funding is reviewed regularly and club funding may be subject to change. Currently Sports Club membership fees are paid into a Club Sports budget centre this is the income derived from your member registrations. This fee contributes to the main provisions for your clubs such as training, transport, insurances and playing kits. If any clubs require any specific expenses such as specialized equipment / additional kit and equipment these should be requested via annual planning forms / funding request forms and will be considered on a case by case basis.

As the membership fees only cover a very small proportion of your clubs' expenses clubs are encouraged to seek additional funding such as sponsorships to enhance their club provision especially if requesting items outside of the normal level of provision such as transport to training.

### The Committees

Should liaise with club sports staff regarding clubs' provision reporting back if any additional provision is sought and or if provision is under-utilized such as low attendance at training slots/ transport. Committees should also ensure they adhere to any requests from the University with regards to their clubs planning, training needs e.g.



submitting club sports planning documents and responding to any surveys so that Club Sports can review and develop.

## **Members**

Should communicate with committees where required regarding funding and feed in any ideas they may have to contribute to the club.

## **General**

### **End of Year Requests for Funding**

Playing kits and equipment should be audited by club committees at the end of each playing year and requests for replacements submitted via club sports planning form. Requests can then be considered by club sports staff.

### **Other Income**

Any donations/sponsorship or fundraising monies can be banked with the Sport Centre to the Club Sports income strand for your club to utilize.

Clubs are not authorised to apply for external bank accounts under a club name

### **Budgeting for an Event**

If you wish to hold an event and you require funding, you can apply via a funding request form.

To prepare an accurate application, you should get written quotes for each part of your expenditure.

When you are applying for funding for an event, always make sure that you include VAT where applicable.



## **SPONSORSHIP**

Gaining sponsorship can be of great benefit for your team and can help you subsidise items. Ideas for sponsorship may be:

Bars / Restaurants: - could be approached to contribute to the cost of team leisure wear in return they will normally expect their advertising on the garments and clubs to be hosting meetings/ socials from their venue.

Local companies: as above can be approached to contribute and will normally expect their advertising to be on any items in return.

Please discuss any sponsorship opportunities for your team with club sports staff by e-mail. [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) to ensure any corporate branding is appropriate.

All property bought by sports clubs remains the property of the University. An inventory of sports club equipment will be kept by club sports please inform staff of any new items so these can be listed.

### **Funding for a New Sports Club**

Every effort will be made to try and accommodate a new club activity. However, we cannot guarantee that your activity will be funded. Funding a club comes from two sources, Student registration fees and some subsidy from the University of Bolton. It all depends on funds available at the time of application.

All new sports clubs must submit application forms to the Sport Centre using the Club Planning Form available upon request before approval of funding can be granted.





# Code of Conduct

## The University

Devise a code of conduct which members must adhere to when joining the club an example is below.

## The Committees

Should ensure members adhere to the members code of conduct at all club sports activities.

## Members

Should adhere to Club Sports Code of Conduct at all activities and remember they are representing the University at both training and fixtures.

## General

Remember any violation of codes of conduct can impact on clubs in future years e.g. if venues/transport are not treated with respect it is likely the University clubs will not be granted access/use in following years!

## Example Code of Conduct

(Annual code of conduct signed at member registration)

**University of Bolton Sport and Club Sports is the collective term for all competitive sports clubs at the University of Bolton.**

**The aims of this code of conduct are**

- To make sure clubs are open and inclusive to all University of Bolton
- To deter clubs and its members from engaging in antisocial behavior
- To encourage a high standard of behavior across all clubs

Any team / team member found to be in breach of this code of conduct will be subject to The University of Bolton and 'Club Sports' disciplinary procedure.

**In accordance with BUCS regulations, this code of conduct requires all team players to adhere to the following:**



### **Conduct on the Pitch**

1. Every player must conduct themselves in an appropriate manner during training sessions, whilst on transportation to and from games and during matches. This includes not consuming alcohol whilst representing The University of Bolton at games friendly or Competitive or attending training sessions also including any point you are wearing university branded uniform or kit.
2. Every player must train and compete within the rules and regulations and respect the decisions of all officials
3. Every player must represent The University of Bolton and Club Sports in a positive light by adopting an ethos of teamwork, respect, enjoyment, discipline and sportsmanship.

### **Conduct off the Pitch**

1. Every player must adhere to The University of Bolton and Club Sports policies in particular the Social Events and Initiations Policy and the Dignity & Respect Policy. Initiation ceremonies are not allowed and any club found to be in breach of this will be disciplined.
2. Every player must help to create an inclusive and positive atmosphere and be welcoming to all students.
3. Every team member will be regarded as representing the University of Bolton whilst wearing club kit, therefore club kit must not be worn at any social event off campus.
4. Every team member must actively embody the code of conduct at all times and should encourage others to do so.



# Disciplinary Procedure

If any member/club/club associate, e.g. spectator is deemed to have undertaken an act of misconduct, disciplinary procedures and possible sanctions will be implemented to individuals /the club according to the level of misconduct.

## Disciplinary Process

### 1. Misconduct Discussion

If misconduct is witnessed it should be reported to Club Sports Staff / Committees as soon as possible. In the first instance we encourage a discussion to take place between the offender(s) and Staff and or Committee Members to try to resolve the issue. If suitable sanctions cannot be put in place to resolve the matter in this way or dispute occurs the matter can be referred as below. If resolved at this stage of the process the alleged misconduct will be recorded, sanctions imposed where applicable and any warnings /further action documented. If repeat misconduct occurs sanctions for re-occurrences would be expected to be more serious.

Incidences resolved at this level will not be escalated to follow official University Policies and Procedures but the incident will be documented and any warnings/further actions for clubs /individual members will stand for the academic year in question.

Depending on the nature / seriousness of reported conduct some cases may be escalated straight to referral stage.

### 2. Referral

If not resolved at discussion phase the report of misconduct must be put in writing to the Sports Centre Manager via e-mail [j.pendlebury@bolton.ac.uk](mailto:j.pendlebury@bolton.ac.uk) with subject 'Club Sports Misconduct



Report' within 7 days of the misconduct discussion. The report should clearly state the date and time of the occurrence and as much detail as possible from the original occurrence and from the misconduct discussion. The Sports Centre Manager will then conduct investigations of the incident in-line with University Policies and Procedures and BUCS/ National Governing Body Policies and Procedures where applicable.

## **Appeal Procedure**

If a club or individual wishes to appeal the decision that has been taken against them they should in the first instance appeal in writing via e-mail to the Sports Centre Manger [j.pendlebury@bolton.ac.uk](mailto:j.pendlebury@bolton.ac.uk) subject title 'Club Sports Misconduct Appeal.'

## **Potential Sanctions**

The sanction imposed will be dependent on the nature and seriousness of the incident and will be decided on a case by case basis. They may include but are not limited to: -

- Match/training bans
- Club/individual fines
- Withdrawal of individuals membership
- Withdrawal/dispersion of the club
- Withdrawal of club benefits e.g. hall hire / training space.
- Suspension of teams for a set period of time
- Withdrawal from competitive leagues.
- Withdrawal of club funding.



# Emergency Incident Procedures

## **The University**

Endeavour to provide training and equip committee members with the information and knowledge to deal with incidents as they arise.

## **The Committees**

Should ensure they complete training offered to equip them with the skills and knowledge required and should report any issues to Club Sports Staff and approach staff with any questions where necessary.

## **Members**

Should ensure they always act in a responsible manner adhering to club sports code of conduct and be guided by the Club Committees/ staff and common sense in times of emergency.

## **General**

### **Emergency/ Exceptional Circumstances General Information, Procedures and Advice**

Occasions may arise when something does not go to plan and procedures cannot be followed precisely. The first rule to apply to any situation is common sense.

Below are some scenarios and solutions to consider.

### **Scenarios**

#### **What happens if a pre-booked transport fails to arrive at the allocated pick up place at the appropriate time?**

Before any journey on a hired coach, the committee should be aware of the details. In the event of a problem with transport during the sport centre opening hours please contact The Sports Centre



Reception (01204 903172) and ask for the Duty Officer on shift they will then assist you. On any other occasion the committee should contact the coach company direct clearly indicating that they are the clubs committee and detailing the problem.

### **What happens if the coach breaks down in transit?**

Once the journey has started it is the travel company's responsibility to get you to where you need to be. Usually, they have contingency plans and you are advised to follow their instructions. Do not incur any additional costs, i.e. Taxis or rail fare, without obtaining confirmation from the travel company that they will cover the costs.

### **What happens if the vehicle in which teams are travelling is involved in an accident?**

If a vehicle is through a transport company e.g. has been hired and a driver provided, the "duty of care" will lie with the driver and the contractor who should have contingency plans. If for any reason the driver from the transport company is injured, then the duty of care lies with the trip organizer. Committees should contact the University as soon as possible to detail the issue and seek assistance.

### **Parking and Speeding Fines**

The University will not be responsible for paying any parking and/or speeding fines. Individuals must pay their own fines.

### **Disciplinary Procedure**

The Sports Centre reserves the right to impose penalties on any individual if after an investigation they are proven to be guilty of misconduct. (This includes reckless driving).

In all circumstances the University will abide by the law and will not hesitate to act in situations that require police involvement.

**In the event of an emergency or incident, The Sport Centre Reception** can be contacted on **01204903172** during term-time



weekdays 9am-10pm Saturdays 10am-5pm and Sundays 10am-8pm.

If outside of these hours / you cannot reach the Sports Centre Reception, then the University have a 24-hour **Security Service** they can be contacted on **0120490 3700** (number on reverse of student cards)

Committees should ensure A qualified First Aider with a fully stocked First Aid kit should attend all times during off campus Club Sports Activities.

Please inform a Club Sports member of staff about any accident, incident or near miss, however minor, as soon as possible so that you can be supported.

The safety of the passengers, including the driver, is always of paramount importance. Decisions should be made sensibly, to ensure that individuals are not subjected to any unnecessary risk.

Where a student requires hospital treatment for a minor injury, which means they are unable to travel with the rest of the party, Assistance in accessing the nearest mode of public transport (bus, train, coach) may be provided when they are fit to travel / a taxi may be utilized. Costs can normally be reclaimed from the University. Please remember to seek approval prior to any spend and retain any receipts.

It is the role of the police to inform relatives in situations where a serious incident has occurred involving a student. For this reason, it is essential that no one speak to the media or contacts relatives to inform them of an accident. You must also ensure that you do not give any information to anyone, other than the University Staff members who are dealing with the incident.



## **In the event of a road accident:**

- Bring the vehicle to a standstill and ascertain whether any passengers or other road users have been injured.
- Do not move any casualties unless they are in immediate danger – if the vehicle needs to be evacuated, ensure wherever possible that occupants exit via the doors nearest the kerb and remain on the kerb a safe distance from the vehicle and other road users.
- Do not attempt to tackle any fire yourself unless you have been trained to do so - remember that fire can spread extremely quickly and that toxic fumes are given off during a vehicle fire.
- Delegate the most experienced person(s) at the scene the task of tending to any casualties – bear in mind that injuries can appear minor to start with and rapidly develop into something more serious.
- If required, contact the emergency services and follow their instructions.
- In the case of a minor accident/incident report it to the Sports Centre and the hire company as soon as reasonably practicable using the contact details at the back of this guide.

## **Procedure for If A Driver Gets Injured**

In instances where the only driver (or both drivers) is unable to drive due to injury the following guidance applies:

- Report the situation immediately to the Sport Centre





- Where drivers are still able to travel, though not drive, the Sport Centre will assist with the recovery of all passengers and the vehicle – this shall depend on the location and nature of the situation, but as a guide the following options will be supported;
- Provision of a further University Driver to recover all passengers and the vehicle (dependent on availability).
- Assistance in accessing the nearest mode of public transport (bus, train, coach).
- Organization of a coach or taxi(s).
- In extreme situations, the organization of overnight accommodation until appropriate travel arrangements can be made.
- Where the situation does not pose a threat to life or personal wellbeing, the most reasonable and economic method of recovery shall be supported.

The liability of 'recovery costs' is dependent on the circumstances of the situation.



# Starting a New Club

## The University

Encourages applications for new clubs and will consider each on a case by case basis. Guidelines on forming a new club can be seen below.

## The Committees

Should apply for formation of the new club paying attention to the general information below.

## General

Sports Clubs and activities can help students develop useful transferable skills that employers are looking for, e.g. leadership, negotiation, teamwork, organisation, diplomacy and persuasion. These are all very important skills you can learn through being a member of a Sports Club.

## How to get started

1. Make sure your Sports Club is unique. You cannot duplicate the activities of a Sports Club that already exists.

e-mail [Clubsports@bolton.ac.uk](mailto:Clubsports@bolton.ac.uk) to express your interest and request a club starter application pack.

To start your new Sports Club, you will need to evidence the student demand and normally be required to ensure your membership has either a minimum of ten members for individual sports or for team sports 1.5 times the correct number of members needed to form a team (including substitutes) under the National Governing Body guidelines for that sport.

## What happens next?



1. Club Sports Staff will look at your application to see if the University and Club Sports can support your activity. The outcome of your application should be expected within 28 days. You will be notified by email. The Funding section of this handbook also gives information on funding for new clubs.

2. Successful Applications will be required to complete and return the following documents which will be administered by Club Sports Staff.

- Proposed Committee Contact Details.
- Club Sports Pro Forma Sports Club Constitution/or your own Constitution.
- Sports Club Planning.

**Note:** If your Sports Club decides to write its own Constitution to suit its needs, a copy must be submitted to club sports for approval.

3. The Sports Club will need to elect a number of officers to run on a formal basis in accordance with the club's constitution.

4. Once accepted and registered as a University of Bolton Club Sports Club your club will be able to access provision contained within this handbook. This may initially be on a trial basis to assess interest/ demand normally 4 weeks. N.B clubs are not normally permitted entry into BUCS in their first year due to costs and commitment required for BUCS they will need to show the club is sustainable prior to entry.

Remember, starting/joining a Sports Club is a great way to make friends, keep active and healthy and the value of and skills gained by getting involved can improve your employability.



# GDPR

## **The University**

Needs to take contact details of club sports members so we can communicate with you regarding club sports activities if required these will only be shared where necessary for club sports activities e.g. to other members/ committees/ coaches/ transport company who may need to contact you.

## **The Committees**

Are encouraged to fully utilize the features of the BUCS and Playwaze Apps e.g. messages / chat / news features to avoid collection of any personal data. Committees should not share personal information for any members, committee or staff without consent.

## **The Members**

Should only give out personal details that they are happy to and should not share personal information for any members, committees or staff without consent.



## General Info

### **When can we compete in BUCS? (British Universities & Colleges Sport)**

BUCS is the governing body for university sport in the United Kingdom.

Because of the costs associated and our responsibility to uphold the reputation of the University we normally need to ensure that your club is sustainable for a minimum of 12 months before we can enter you into BUCS competitions.

### **What are the committee responsibilities?**

You should consult your club's constitution for detailed committee roles but as general guide committees are responsible for ensuring the smooth running of clubs and ensuring clubs adhere to necessary rules and regulations and are in regular communication with University Club Sports Staff to feedback any issues / make / fulfil any requests.

### **Room Bookings**

If you require a room for a club sports activity e.g. a meeting please e-mail club sports to make a request detailing the day, date and time and the reason for the room request.

### **Stationery**

Any forms that are needed to run your club can be requested from the Sports Centre Reception.

### **Printing / Photocopying**

Photocopying / printing required for your club can be requested by e-mailing [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) there may be a charge to your club account. Remember we can only print in line with corporate guidelines, so you are advised to request a University template for any flyers / posters etc.



Please allow adequate time for printing /photocopying to be done, especially at the beginning of the first term. As a guide please allow 10 working days for your print request.

### **Post**

If you are registering for any post, please use the University of Bolton Sports Centre address and clearly mark for your club's attention. Club sports will then contact the committee if anything arrives.

### **Equipment**

All equipment etc. must be ordered by completing the Equipment/Playing kit order forms which can be requested via e-mail and or found in the Club Sports Moodle [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk) on occasions we also discuss your clubs equipment request with your coaches.

### **Coronavirus Pandemic**

Due to the nature of Coronavirus it is not possible to predict or account for all ways in which Covid-19 may impact Sport / Physical Activity throughout and following the pandemic. At the time of review of this handbook the sports centre have put in place measures such as detailed participant guidance in relation to Covid-19, extra cleaning and social distancing.

Please remember guidance can change regularly and also at short notice. Any UK Government, University, Local Authority and NGB rules, regulations and guidance in relation to Covid-19 in place at the time of activities must be adhered to and will supersede any detailed in this handbook.



## Contacts

### **UNIVERSITY SPORTS CENTRE CONTACTS**

#### **Sports Centre Reception:**

Tel 01204 903172 (ask for Club Sports Staff / the Duty Officer on Shift)

E-mail [Sportscentre@bolton.ac.uk](mailto:Sportscentre@bolton.ac.uk)

**Club Sports Staff** (generic contact for general enquiries / fixture request changes etc)

E-mail [Clubsports@bolton.ac.uk](mailto:Clubsports@bolton.ac.uk)

**Sports Centre Duty Officers** 01204 903798

#### **Sport, Health & Physical Activity Officer:**

Mollie Percival

Email: [M.G.Percival@bolton.ac.uk](mailto:M.G.Percival@bolton.ac.uk)

Tel: 01204903639

#### **Sports Centre Manager**

Jason Pendlebury

Email: [j.pendlebury@bolton.ac.uk](mailto:j.pendlebury@bolton.ac.uk)

Tel: 01204903577

**University Security** (if out of Sports Centre Opening Hours)

Tel 01204903700 (security number is on reverse of student card)

#### **Address:**

The University of Bolton Sports Centre,

Bolton One

Moor Lane

Bolton

BL3 5BN

# Campus Map

## Campus Map



### CAMPUS MAP

- 1** Innovation Factory (A Block)
  - 2** Senate House (B Block)
  - 3** Senate House (C Block)
  - 4** Senate House (D Block)
  - 5** Senate House & Main Reception
  - 6** Senate House (F Block)
  - 7** The Calderwood Building (G Block)
  - 8** Lecture Theatre & Classrooms (M Block)
  - 9** Bolton One (University of Bolton)
  - 10** The Chancellor's Mall
  - 11** The Chancellor's Building & Social Learning Zone (S Block)
  - 12** Eagle Tower (T Block)
  - 13** The i-Zone/Research & Graduate School
  - 14** Services & Administration Centre (Z Block)
  - 15** University Technical College Bolton
  - 16** National Centre for Motorsport Engineering
  - 17** Queen's Specialist Building (Q Block)
  - 18** Queen's Specialist Building (Q Block)
  - 19** Bolton Central
  - 20** Orlando Village Halls of Residence
- i** Information & enquiries
  - P** Parking
  - X** Eagle Bistro Restaurant (11.00-14.00)





# Your Notes



## Bolton One University Sport Centre

Address:  
Moor Lane, Bolton  
BL3 5BN

Sports Centre Reception  
Tel: 01204 903172 e-mail: [clubsports@bolton.ac.uk](mailto:clubsports@bolton.ac.uk)  
[/sportscentre@bolton.ac.uk](mailto:sportscentre@bolton.ac.uk)