

Club Essentials

RGU Sports Clubs are student lead, with a club committee comprised of students, voted in by members each year at the club Annual General Meeting (AGM). Once elected, the committee are responsible for driving forward the work of the club on behalf of its members. The committee will meet a minimum of four times throughout the year to check in on club operations, plan club events and discuss key areas of improvement, alongside act as a support network for members of the club and represent members at wider forums and meetings.

Each club holds an AGM at the end of each academic year, usually in March. During this meeting, the committee will present a summary of club development, achievements, future plans and learnings from the year. Alongside this, the AGM will hold the democratic process of committee election, giving you as a member the opportunity to run for a position and vote on those who you wish to represent the club.

The roles available along with their responsibilities are as follows:

Committee Roles

President:

- General running of the club - work alongside committee members to delegate tasks and ensure everyone has the support they need
- Prepare club hierarchy, constitution, risk assessment and development plan at the start of the year
- Chair committee meetings - ensure 2 committee meetings during the year plus regular updates in group chat
- Be in regular contact with the President of Sport and Physical Activity;
- If fixtures need changed, work with captains to find suitable alternative - pass on any details of changes ASAP so that umpires and teams can be notified
- Ensure transport is organised and correct for upcoming fixtures - notify the President of Sport and Physical Activity well in advance if changes are needed, pass times onto captains for notifying teams
- Attend training days and sports forums (VP to stand in if President unavailable)
- Organise sponsorship prior to season beginning, have regular meetings with sponsor to keep strong relationship and up to date with how we are doing
- Work with coach/committee to organise and lead trials for teams - source selectors, advertise and organise appropriate trial sessions.
- Post fixture results in presidents' chat so BUCS website can be updated accordingly
- Keep whole club and committee up-to-date with news and events that are relevant for the club
- Create and keep up-to-date a club calendar of events that is readily available to all club members so everyone knows what is going on when - socials, fundraisers, fixtures etc.
- Be a point-of-call for anyone who needs any help or support in their role

Vice President:

- Responsible for supporting the president with the day to day running of the club
- Must attend all 4 Sports Forums.

- Responsible for supporting all committee members with their roles so that they can fulfill tasks to the best of their abilities

Fundraising Officer

- Responsible for planning fundraising events alongside appropriate committee members in order to generate fundraising income that enables the club to meet their agreed fundraising total.
- Working with the Club Committee to generate a plan for generating fundraising and delivering key events throughout the year.
- Being aware of the processes followed to appropriately submit fundraising funds in a timely manner and ensuring the contribution to the tracking of the clubs fundraising total.
- Ensure the most up to date process is being followed for submitting fundraising funds as recommended by the President of Sport and Physical Activity.

Wellbeing Officer:

- Provide support and guidance to all members of the club regardless of age, sex, race, background or class.
- Ensure all members of the club are treated fairly at any event or session in which the club or university are being represented.
- Promote healthy lifestyle choices at training sessions and highlight their importance in improving mental, physical and social wellbeing.
- Actively educate and signpost club members to both internal and external services which can provide support in a variety of areas.
- Work alongside team captains and social secretaries to initiate and plan at least 1 team bonding session and at least 1 'sober social' in the academic calendar
- Liaise with the Club President gain access to CPD opportunities surrounding the role.

Social Secretary:

- Create and foster club cohesion
- Work together to ensure that regular socials are organised
- Actively organise one social every 2/3 weeks to keep people interested and ensure whole club are supporting each other
- Work with Vice President to try and incorporate fundraising into social events, where possible
- Promote social events equally to both BUCS players and social players so that everyone mixes as ONE CLUB

Social Media Coordinator:

- Responsible for updating all club social media including Facebook, Twitter and Instagram and club page on the RGU:Union website.
- Advertise social events on social media well in-advance so that people are aware of what is happening and can plan accordingly.
- Work with social secretaries to create Facebook events for nights out and work alongside fundraising Vice Presidents to promote bake sales, bag packs etc.
- Liaise with the Club President to promote up-coming matches and ensure team photographs are taken for social media
- Keeping club members up to date on fundraising progress

Captain:

- Ensure all team members are signed up and approved on BUCS Play. Select team sheets on the platform and upload score and match card following every fixture.
- Liaise with coaches by highlighting training needs and requirements for teams which can then be implemented into training plans for the year.
- Work with coaches to select teams both before, during and after matches surrounding positions and assessing team availability well in advance.
- If ever short of players, communicate with the Club President/Coach to consider options of utilising other teams and playing players up.
- Send Club President list of everyone on bus at away fixtures for passing on to te President of Sport and Physical Activity.

Vice-Captain:

- Act as a point-of-call to players if captain is unavailable/cannot play a fixture.
- Support the captain when required and help with team decision-making.

What does this mean for you?

As members of the club, you have an ability to influence the committees work and should voice your opinions to ensure the work of the committee reflects the needs of the membership.

This can be done in the following ways:

- Requesting agenda points at committee meetings
- Reading of the minutes to see what was discussed at the committee meetings.
- Wider RGU Sports Club (impacting all clubs) issues/concerns can be raised at the RGU Sports Forum* which takes place four times throughout the year.
- Ensuring your club is represented at the forum by the President and Vice President/s, who will raise ideas on behalf of their members, and speak on behalf of the club when discussing agenda items.

*It is at the Sports Forum that fundraising, sponsorship and all club events are discussed, as this influences the all-club calendar of activity. The RGU Sports Forum is hosted by the President of Sport and Physical Activity and the minutes of these forums are available to you as a member via the Microsoft Teams Channel. You can also raise any concerns directly with the President of Sport and Physical Activity who is here to support you throughout your time with RGU Sports Clubs.

Club Development

As well as committee meetings, the committee are responsible for the development of the club throughout the year. This is aided and assisted by regular club development meetings with the President of Sport and Physical Activity and Club Development Officer. The three parties will use these meetings to discuss and agree upon the short, medium and long term goals of the club and put infrastructures in place to help clubs achieve those.

RGU Sports Clubs has 4 key areas for development to ensure our clubs grow stronger and stronger year on year.

Performance - Within our sports clubs we want to give students the opportunity to play at the highest level attainable within the BUCS and SSS structures as well as provide clubs with recreational opportunities to develop within your chosen sport.

Education - We want to ensure our students are well equipped to carry out roles within the sports club structure and are advocates of our RGU Sports Clubs culture.

Wellbeing - As part of our inclusive and positive culture it is important that individuals within our sports clubs feel supported. We want to ensure that clubs understand how to signpost students to University services and ensure our clubs are promoting student health and wellbeing across the university.

Operational Efficiency - In order for our sports clubs to exist there are some key components to club operations. The operational efficiency area is extremely important to ensure our clubs are well governed and operate safely and efficiently.

Club development plan will be reviewed in committee meeting and club AGM and progress will be noted in the minutes to be uploaded to the club teams channel.

What does this mean for you?

As a sports club's member you can follow your passions in a sport and physical activity setting, whether that's lifting the BUCS Trophy or driving a wellbeing initiative. RGU Sports Clubs is here to help you develop skills alongside your academic studies.

Get involved through supporting activities and contributing to plans to develop your club and/or consider running for a committee position.