

# Committee Guide 2018-19

Information for committee  
members of Student Media  
Groups, Sports Clubs & Societies



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# Introduction

Welcome to your Committee Guide which will give you the lowdown on all you need to know about being a Society, Sports Club or Student Media Group committee member. This guide will take you through some of the essential info but remember you will still need to attend committee training to be fully equipped for success.

## Contacts

### Full Time Officers

Elected Officers are here to represent your views and interests, get in touch and they will be happy to support you.



Sports Clubs  
Moses Apiliga  
[VP.GSBS@gcustudents.co.uk](mailto:VP.GSBS@gcustudents.co.uk)  
Room: NH212



Societies and Student Media  
Eilidh Fulton  
[VP.SEBE@gcustudents.co.uk](mailto:VP.SEBE@gcustudents.co.uk)  
Room: NH212

### Staff

Students' Association staff are here to help provide support and advice in all aspects of running your society, sports club or student media group. Remember that this booklet and our online resources contain lots of useful info, so please refer to these in the first instance.

**Sports Clubs**  
Gordon McTweed  
[sports@GCUstudents.co.uk](mailto:sports@GCUstudents.co.uk)  
Room: NH220

**Societies and Student Media:**  
Adam Crawley  
[societies@GCUstudents.co.uk](mailto:societies@GCUstudents.co.uk)  
Room: NH221

# Volunteer Agreement

As a committee member you volunteer your time, skills and knowledge to your club or society. Volunteers are at the heart of GCU Students' Association as an organisation. We hope that you will enjoy your time volunteering within GCU Students' Association. This is an agreement for all of our volunteering opportunities and not a contract of employment. It sets out exactly what you can expect from us, and what we can expect from you.

## We expect you:

- To treat others with respect and courtesy.
- To perform your volunteering role to the best of your ability.
- To undertake the activities of your volunteer role description.
- To follow GCU Students' Associations' policies and procedures, including Health & Safety, Equal & Diversity, and Data Protection.
- To respond to our emails within a reasonable timeframe.
- To attend on time, or to give reasonable notice to cancel or rearrange meetings with staff members.
- To complete risk assessments for your events and activities within a reasonable timeframe.
- To let us know of any problems or difficulties you experience during your volunteering role.
- To attend relevant training for your role.
- Not to purchase any goods or services without speaking to the relevant staff member first.
- To let us know about any support or materials you may need from us for any event or campaign within a reasonable amount of time.

## You can expect from us:

- To provide insurance for you and your activities, as long as you have followed our procedures.
- To always treat you with respect and courtesy.
- To support you in conducting Risk Assessments for your events and activities.
- Top training, support, and resources to help you get the most out of your volunteering role.
- To ensure you are never out of pocket due to your volunteering, providing that the expenses have been approved in advance by the appropriate staff member.
- To respond to your emails within a reasonable timeframe.
- To try and deal with complaints straight away, but if not, will keep you regularly informed on how we are dealing with it until resolved.
- To deliver any materials or support on time, as agreed with you.

# Support & Training

The Students' Association is here to support you and provide training to help you develop your knowledge and skills.

## Committee Training Sessions

Check with the relevant staff member when the next committee training session is on and come along to find out more about what's involved on being on a committee.

## Committee 1-2-1 Meeting

A Committee 1-2-1 Meeting is an opportunity for the whole committee to sit down with a staff member and discuss your plans for the year ahead. This is a chance to get any extra support and for your committee to ask any questions. Contact the relevant staff member to book a time.

## Online Resources

There are loads of really useful resources on the website which should come in handy over the year. Under '[Volunteer Resources](#)', you can book a room, learn the transport procedures, fill out a communication form to feature on our website/social media, find information on risk assessments and guidance on raffles.

## Student Leaders Programme

[A short programme](#) to help student committee members and volunteers develop their skills in leadership. A great opportunity for you to empower yourself and maximise your effectiveness as a committee member, it's free to take part and you receive a certificate signed by the principal on completion.

# Data Protection

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: [www.GCUstudents.co.uk/privacy-policy](http://www.GCUstudents.co.uk/privacy-policy).

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from [www.GCUstudents.co.uk/groupsaccess](http://www.GCUstudents.co.uk/groupsaccess).

# Being on a Committee

The responsibilities of each committee member position are outlined in each Society or Sports Club constitution or Student Media policy document. Committee Members work together throughout the year to plan and run activities for their members. Committee members are the main points of contact for the Students' Association and are regarded as 'volunteers'. All committee members must be current GCU students. If you want to add positions to your committee or when someone leaves your committee then you must hold a by-election to elect them into post. For a society or sports club to exist, it must have at least three committee members.

## Committee Role Examples

### How to be a.... President

The President is the figurehead and main point of contact for the group. They oversee all of the group's activities, motivate the committee and ensure the group runs successfully. They are responsible for chairing committee meetings, delegating tasks and supporting the rest of the committee.

### How to be a.... Treasurer

The Treasurer oversees all of the group's incomings and outgoings, manages all financial matters and follows the SA financial procedures. They also liaise with the Students' Association Financial Manager to ensure the group doesn't go into debt!

### How to be a.... Secretary

The Secretary ensures everything in the group runs smoothly – including emails, agendas and room bookings. They stay on top of memberships, know all the key dates in the calendar and stay on top of membership.

## Equality and Diversity

All student groups should comply with our [Equality and Diversity Policy](#). This means your student group should be open to people from all backgrounds and identities but you should also be trying to be proactively inclusive in your behaviours. If you need any support on this, please contact a staff member.

**Top Tip: Keep an eye out for next year's Committee Members and encourage keen students to get more involved so they are ready to take over next year!**

# Resolving Committee Conflict

## **What is committee conflict?**

Conflict is a difference of ideas or opinions. In a committee made of students with different backgrounds and opinions, it's likely that you'll face conflict at some point. Conflict can also come from bad or non-existent communication; perhaps a member of your committee isn't getting their point across clearly or isn't doing what is expected of them.

## **Is conflict bad?**

Not necessarily. Conflict can lead to new ideas and creative solutions. Using conflict to start a good discussion can also clear the air, clarify committee members' opinions, and increase understanding and productivity. Conflict is bad when it is not communicated effectively or not resolved. This can lead to stress, frustration, and avoiding conflict (which makes it worse).

## **What can you do about it?**

- Don't ignore it; that only makes the situation worse.
- Know how you deal with conflict - do you lash out? Do you withdraw from conflict? This will affect how you handle the situation.
- Think about your group's objectives – how does this conflict impact how the society runs?

## **Top tips for managing committee conflict**

- Meet face to face to discuss issues
- Stick to the facts when you discuss it
- Be open and honest with each other
- Address problems as early on as possible
- Try to keep it professional
- Focus on the big picture; making your society as successful as possible
- Remember, conflict doesn't have to be bad!
- Always try to reach an informal resolution first

## **Meet with a staff member**

If you've got a concern about conflict with a committee member, let your staff support know. This will help them to understand the situation and you can discuss the next steps.

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## **Informal Resolution**

- Meet face to face to discuss the issue with the committee member
- Stick to the facts when you discuss it
- It's your responsibility to start the conversation and to actively listen
- Prepare for the meeting and visualise what a good outcome would be like. Be open, honest, and keep it professional
- Other people are just as likely to want to avoid conflict as you!
- Appreciate and understand their opinions, and use that to consider compromise where possible
- Some questions you could use as prompts:
  - 'How well do you think the committee is working together?'
  - 'How are you getting on with your committee role?'
  - 'Do you still want to be a member of the committee?'

## **Formal Resolution**

### Committee Meeting

- Meet face to face with all committee members.
- Be factual, prepare for the meeting, and keep your 'Committee Member' hat on.
- If everyone wants the best outcome, you should be able to come up with a compromise.
- If it's a personal issue, then a society committee meeting may not be an appropriate place to discuss concerns.

### Arrange an EGM

- This is the last option - make sure you are certain that you think is necessary.
- Invite all members to the meeting and inform the committee member that they are considering a motion of no confidence in them. You need to give AT LEAST a week's notice
- The person involved should have the opportunity to attend and be allowed to speak.
- The club members then have a vote to decide the outcome.



# Housekeeping

This section is all about some of the general aspects of running a sports club, society or student media group.

## Membership

All members of your society or sports club must fill out a membership form and pay their fees every year (even the committee!).

- **Sports Club** membership is [available online only](#).
- **Society** membership can either be [completed online](#) or by completing a Membership Form. You can pick these forms up and hand them back in with any fees in at the Students' Association Welcome Desk.
- **Student Media Group** membership is free to all students, the membership is online.

**Remember** that all committee members must join up and that Alumni with Life Membership and GCU staff can join too.

## Committee Pack

All Societies and Sports Clubs need to complete a Committee Pack by Week 2 of Trimester 1; this includes their constitution, activity and finance plan and risk assessment. This is emailed to you over the summer period. This will help your committee plan for the year ahead and alert the Students' Association to any support you may need throughout the year.

## Storage

Societies and Radio Caley have a cupboard for storage on Level 0 of the Students' Association Building, if you need to use this space then contact one of the team for access. Please ensure you keep this space tidy and remove any unused items.

Sports Clubs have 3 storage areas: the Arc Store, the MUGA Store and The Caledonian Court Store, if you need to store equipment then please contact a staff member.

**Top Tip:** Watch out for our regular E-Newsletters during term-time, but you should try and keep in contact with the Students' Association throughout the entire year.

# Democracy & Representation

## Elections and Handover

Each Society, Sports Club and Student Media Group has annual elections in Trimester 2 to elect their new committee members. You should be having a committee handover to make sure you pass on all the essential information to the next committee. If you want to add positions to your committee or when someone leaves your committee then you must hold a by-election to elect them into post.

**Top Tip:** We have created a handy guide for your committee to fill out during the handover, which will ensure you pass on all the crucial details.

## Societies Council and Sports Council

[Societies Council](#) and [Sports Council](#) are made up of elected committee members from their respective student groups and have responsibility for making funding decisions, supporting student groups and deciding on policy matters. They meet four times a year to discuss any relevant matters and activate any new student groups. Any Committee Member can run to sit on Council so watch out for these elections in Trimester Two!

## Student Voice

[Student Voice](#) is the main democratic decision making body within the Students' Association which brings together students representing the diversity of the membership.

# Reward & Recognition

## Student Awards

Each year the Students' Association presents Student Media, [Sports](#) and [Societies](#) Awards to GCU students to recognise their contribution. The awards are peer nominated and each award is decided by an Awards Committee.

## Awards Events

At the end of each year there are two events to celebrate achievement and recognise contribution. These events are the Sports Ball and The Star Awards. Watch out for more information on our website about when they'll be held and how to get tickets.

# Finance

Every student media group, sports club and society has a bank account with the Students' Association and each account has a 4-digit account code. No club, society or group is permitted to hold funds in any other account.

**Depositing Money:** Deposit money in your account by bringing it into the Students' Association Welcome Desk and ask to make a deposit.

**Withdrawing Funds:** To withdraw money from your account you will need to complete a [Withdrawal Form](#). These are available from the Blue Tray outside the Finance Office (NH219) on Level 2 of the Students' Association.

Here's who needs to sign the form to get the funds. The Activities Manager is located in NH220, right next to the Finance Office.

<b>Cash Payments (maximum £30)</b>	Authorised by 1 committee member & the Finance Manager (or Activities Manager/ Chief Executive)
<b>Cash Payments and Cash Advances (maximum £250)</b>	Authorised by 2 committee member & the Finance Manager (or Activities Manager/ Chief Executive)
<b>Bank transfers and credit card purchases under £500</b>	Authorised by 1 committee member & the Finance Manager (or Activities Manager/ Chief Executive)
<b>Bank transfers and credit card purchases over £500</b>	Authorised by 1 committee member & Activities Manager (or Chief Executive)

## Societies Funding

Each society receives funding from the Students' Association once in Trimester One. Funding will be allocated at the beginning of the year by the Societies Council. There will also be opportunities to apply for funding throughout the year through a 'Dragon's Den' process.

## Sports Clubs Funding

Every sports club receives the Club Joining Fee paid by each member when they join. Every club can also apply to be a Focus Sport and those sports selected may receive additional funding.

## Fundraising

You can also raise money through self-organised fundraising events and activities, such as bake sales, raffles, sponsored activities, ticketed events etc. If you're planning a fundraising event, get in touch with your staff contact for support and ideas.

# Communications

## **Communicating with your committee**

It is up to you to decide how often your committee needs to communicate and meet up. Some student groups find a weekly or fortnightly meeting helps to keep structure, while others are happy speaking remotely through social media.

## **Communicating with members**

Again this is up to the committee to decide how best to communicate with their members. Lots of student groups find Facebook Groups and Pages useful, but others like to rely on email communications.

## **Using our Website**

Every affiliated club, group or society has a webpage and can have admin access to their [group website](#). Every committee member will have access as long as they have a membership of that club, society or group.

## **Email Address**

All Student Media Groups, Societies and Sports Clubs should have an '@GCUStudents.co.uk' email account. These email details should be passed on to next year's committee in handover. A Committee Member can apply for an email address by simply reading the [Best Practice Guidelines](#) and then filling out the [form online](#).

## **Digital Comms**

The Students' Association can help you with digital communications. You simply fill this out the online form on the [Communications page](#) and this may be posted on the Students' Association [Facebook](#), [Twitter](#) and/or the fortnightly email that we send out to all GCU students. Remember to always have the [Students' Association logo](#) and Scottish charity number SC022887 on your poster or digital image. You can download this logo from our website. You can also book stalls throughout the year and get out on campus – face-to-face engagement and promotion is really effective!

**Top Tip: Remember to create events on the website as well as Facebook events as this means you have a much bigger student reach!**

# Events

There are a large range and variety of events your student group might be looking to run so it is best to speak to Students' Association staff well in advance to make sure you are fully prepared and promoted. Here are some general pointers:

- You can book a room in the Students' Association or GCU through the online [Volunteer Resources](#) (please provide at least 5 working days' notice for bookings).
- If the event involves any food, alcohol or any other potential hazards, then you should be filling out a risk assessment ([drafts can be found on our webpage](#)), specific rules for Bake Sales. There are rules to follow for [food and drinks at events](#) which can be found online (including how to order catering for your event).
- You should be informing the Students' Association if you have [any external speakers](#) coming in.

## Health and Safety

Is a very important element of organising events and activities, and organisers must follow our Health and Safety Policy for all activities. We have some useful guidance on [What To Do In An Emergency](#), [Risk Assessments](#), [Registering Sports Coaches](#) and [Registering Trips Off Campus](#). The Students' Association provides Public Liability Insurance for activities and Sports Club members benefit from [personal injury insurance](#) when they join.

## End of Year Events

If you are organising an end of year ball, then get in touch with a staff member. [We have a guide](#) to help you make your event a night to remember and can be there with you throughout the organising process.

# Transport & Travel

Please think about the most cost effective and environmentally friendly way to travel to an activity. You can hire a vehicle through the Students' Association, book by [completing our online form](#) – please provide at least 7 days' notice. The cost is £20 per day plus fuel. Eligibility to drive is explained in our [flowchart](#). For minibus driver training, students will need to sign up in advance and read our [Minibus Driver Training Booklet](#).

# Sponsorship

## General Advice

The best sponsors are the ones closest to you, your committee or team. Find out who works where and would they approach their workplace for sponsorship or who has a family member that runs a business and they would be willing to ask for some sponsorship. If you are contacting companies for the first time, it is good to phone them and speak to someone (get their name) before you email them. Explain a bit about your club, group or society e.g. what you do, what your objectives are. You could say that you want their company brand to be associated with your club, group or society and help the company to promote to the student market.

## Making the Deal

- You need to be able to tell the company what you want and what the company can expect, explaining this helps to reduce any confusion over what it is your asking for; there is an example of this below.
- If you are signing an agreement and you'd like someone at the Students' Association to check it over, please email [sports@GCUstudents.co.uk](mailto:sports@GCUstudents.co.uk) or [societies@GCUstudents.co.uk](mailto:societies@GCUstudents.co.uk)
- Lastly, think about how the company will pay the funds into your Bank Account. The Students' Association can create an invoice on your behalf for them to pay by bank transfer.

## Example Agreement

This agreement is between \_\_\_\_\_ and \_\_\_\_\_

This agreement runs from [insert start date] to [insert finish date]

### Provided by [Club, Society, Group Name]

- £xxxx funding to help develop our activities, run events, buy clothing or pay coaches.
- Hoodies for all our members

### Provided by [Sponsors Name]

- Our members will exclusively use your service (eg bar, nightclub, restaurant, hairdressers etc) for the duration of the academic year.
- Advertising for your company on your website and social media – this will be two posts per month for 6 months, and one article on our website.
- Your company brand on our playing kit and/ or leisure wear, this will be for the duration of the agreement.
- Your company brand on our social media club home page – this will be a header and will last for 6 months.
- We will supply you with one A4 team photo at the end of the year, that will include your brand.

Signed on behalf of [Sponsors Name]

Signed on behalf of [Sports Club Name]

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Clothing

All Societies and Sports Clubs should be ordering clothing through our exclusive supplier Provan Sports Ltd

## Nike – Team Playing Kit (Sports Clubs)

**Step 1:** Contact Lauren McKane [lmckan200@caledonian.ac.uk](mailto:lmckan200@caledonian.ac.uk) for information and a quote.

**Step 2:** Check your bank account balance to ensure you have enough funds.

**Step 3:** Check the Nike size chart and order sizes, and any sponsor logo.

**Step 4:** Get a Purchase Order Number from the Activities Manager on submission of quote.

**Step 5:** Submit order – delivery time is 12 weeks from placing the order.

### Terms and Conditions

- In partnership with Provan Sports Ltd, each club is eligible to a discount of 35% on one order per team from July 2018 to May2021.
- There is a 12 week delivery time from completion of all the design and ordering phase.
- The playing kit has the Nike swoosh (right pocket), GCU logo (left pocket) and GCU Wolves logo (on back neck yoke).
- Any sponsorship logos that are to be included on team playing kit must be agreed by the Sports Council. If the logo is added before purchase then logo can be included in the sublimated design. If the logo is added after purchase then logo can be added as a print, cost dependant on print design.
- Sports clubs must have adequate funds in their bank account in advance of placing the order.



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## Nike Leisurewear (Sports Clubs)

### Online Shop

- There is one online shop for all sports clubs with a range of Nike garments.
- Each garment has the Nike swoosh (right pocket) and GCU logo (left pocket), included in cost.
- Students can order online and personalise the garment with the name of their sports club on the back and their initials on the right below the Nike swoosh.
- Delivery is made direct to home address and takes 3 weeks.
- Online Shop: [www.pslteamsports.com](http://www.pslteamsports.com)

## Nike Leisurewear (Sports Clubs)

### Bulk Orders

**Step 1:** Choose the apparel you would like to order for your club members.

**Step 2:** Contact Rennie Keith [rennie@pslteamsports.com](mailto:rennie@pslteamsports.com) for information & quote.

**Step 3:** Collect payments and size information from members for the order.

**Step 4:** Check your bank account balance to ensure you have enough funds.

**Step 5:** Collect and provide to the supplier the following information: Item, size and optional initials and team name on back.

**Step 6:** Get a Purchase Order Number from the Activities Manager on submission of quote.

**Step 7:** Submit order – delivery time is 3 weeks from placing the order.

### Terms and Conditions

- There is a minimum number of 10 items per order.
- Delivery time is 3 weeks.
- All bulk orders qualify for FREE initials under swoosh and team name on the back.
- Clubs must have adequate funds in their bank account in advance of placing the order.
- Any sponsors that are to be included on bulk order Nike Leisurewear must be agreed by the Sports Council. Sponsors brand can be added onto the leisurewear as a print, cost dependant on print design.



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## Unbranded Leisurewear (Societies, Groups & Sports Clubs)

### Bulk Orders

**Step 1:** Choose the apparel you would like to order for your club members.

**Step 2:** Contact Rennie Keith [rennie@pslteamsports.com](mailto:rennie@pslteamsports.com) for information & quote.

**Step 3:** Collect payments and size information from members for the order.

**Step 4:** Check your bank account balance to ensure you have enough funds.

**Step 5:** Collect and provide to the supplier the following information: Item, colour of garment, size and logo and all decoration required for garment.

**Step 6:** Get a Purchase Order Number from the Activities Manager on submission of quote.

**Step 7:** Submit order– delivery time is 3 weeks from placing the order.

### **Terms and Conditions**

- There is a minimum number of 10 items per order.
- Delivery time is 3 weeks.
- Any logo can be used on these garments, including individual club, society or student media logos.
- Clubs, societies and groups must have adequate funds in their bank account in advance of placing the order.



# Sports Fixtures

## General Advice

- Familiarise yourself with the fixture list as soon as possible and handout a copy at the start of the year to members - available from [www.bucs.org.uk](http://www.bucs.org.uk).
- Agree a reliable format for communication with members i.e. WhatsApp/ Facebook Messenger/ text/ email.
- Communicate professionally with the opposition at all times.
- Conduct yourselves with good sportsmanship during the fixture.
- Turn up on time (give your team time to change and warm up)
- Individuals are not allowed to play down for different teams. Don't move 1<sup>st</sup> team players to 2<sup>nd</sup> or 3<sup>rd</sup> teams if they don't have a match.
- If something is wrong, talk to the opposition to resolve, if a serious problem then use a BUCS playing under protest form and please contact the Students' Association.

## Home Facilities

Facilities for home matches are booked in advance by the Activities Manager and paid for by the Students' Association.

## Travel

Plan your travel as far in advance as possible. Vehicle hires are only booked when requested by the team and must be made 7 days in advance. It is the clubs responsibility to ensure they have drivers. All drivers must be registered with the Students' Association at least 3 days in advance. You can hire a vehicle through the Students' Association, book by [completing our online form](#) – please provide at least 7 days' notice. The cost is £20 per day plus fuel. Eligibility to drive is explained in our [flowchart](#). For minibus driver training, students will need to sign up in advance and read our [Minibus Driver Training Booklet](#).

## Re-scheduling or Cancelling a Fixture

Only in exceptional circumstances may matches be rescheduled. Any rescheduling must be done through the Students' Association. Do not contact BUCS or SSS yourself.

If you cancel or try to reschedule a fixture within 48hrs of the date and time, you will concede a walkover and may also be liable to pay for the cost of facilities and transport (including your opponents cost).

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### **Team Kit**

It is your responsibility to ensure team kit is washed & ready to use.

### **Referees and Umpires**

When playing at home it is your responsibility to arrange and ensure that a qualified referee or umpire is in attendance. Payments for umpires and referees are made in arrears by bank transfer using the Referee/ Umpire Form.

### **Team Lines**

You must complete and submit team lines or score sheets for each fixture: Basketball, Volleyball, Equestrian and Football have their own team sheets; everyone else should use BUCS team line

### **Playing Under Protest (BUCS Only)**

If you feel that the conditions surrounding a fixture are not fair e.g. facility unsuitable, referee not qualified or players not eligible you should talk to the opposition about it and if needed complete a 'Playing Under Protest' form before the match starts.

Ensure you state your grievance and get the opposition captain to counter sign the form (they cannot refuse to do this). They may also state they're opinion on the form. Completing a 'play under protest' form allows your team the right to appeal the result after the conclusion of the match through the Students' Association.

### **Weekly Email**

The Activities Manager will email all the Team Captains each week with a list of fixtures for the following week, the list will include details of facilities, transport and start times.

### **Fixture Results**

Please email or private FB message your result to:

Email: [gmt@gcu.ac.uk](mailto:gmt@gcu.ac.uk) Facebook: [www.facebook.com/ActivitiesMngr](https://www.facebook.com/ActivitiesMngr)



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