

Club and Society Accreditation



Competitive Sport Support Pack

This pack includes all the information you need to complete the Competitive Sport branch of the SU Accreditation.



Contents

Competitive Sport Branch Activity:	2
<i>Branch activities:</i>	2
CG: Attend Freshers Fair and host 'Give it a Go':	2
CG: Host 1 Raising and Giving (RAG) event and Host 1 Fundraising event:	5
CG: Provide an up-to-date equipment list:	7
CG: Have 2 members attend First Aid training:	9
CG: Host 1 online event to promote inclusion of off-site students:	9
Fielding a team for all BUCS fixtures (or equivalent) that are scheduled and Challenge Cup fixtures; if applicable	11
Referee Payments	12
Submit 2 match reports in the form of a blog or vlog for the SU to promote	12
Blog Cheat Sheet	13
Host an additional 'Give it a Go' activity during the year	16
Organise additional fixtures to enable more people to play games	17
Club Development through exploring coaching opportunities	18



Competitive Sport Branch Activity:

The Competitive Sport branch features activities that aim to guide you through growing your society in the area of competing effectively in your chosen sport, This support pack aims to support you through completing these activities with your club.

Branch activities:

- Common Goals
 - o Attend Freshers Fayre and host 'Give it a Go'
 - o Host 1 Raising and Giving (RAG) event
 - o Host 1 Fundraising event
 - o Provide an up-to-date equipment list
 - o Have 2 members attend First Aid training
 - o Host 1 online event to promote inclusion of off-site students
- Field a team for all BUCS fixtures (or equivalent) that are scheduled and Challenge Cup fixtures, if applicable
- Submit 2 match reports in the form of a blog or vlog for the SU to promote
- Host an additional 'Give it a Go' activity during the year
- Organise additional fixtures to enable more people to play games
- Identify areas for club development through exploring coaching opportunities

Common Goals support:

The Common Goals activities are present in all branches of the Accreditation and only require completion once. This means that if you complete them for Club Accreditation but wish to progress on a second (or third) branch, you will already have made significant progress in that area. **CG:** In front of an activity title indicates that completing this activity will count for all branches of the accreditation!

We have included some support resources for the common goals below, but if you are still stuck please contact your Student Opportunities Coordinator:

- Lampeter: laura-cait.driscoll@uwtsd.ac.uk
- Swansea: Andrew.g.jones@uwtsd.ac.uk
- Carmarthen: Laura.yates@uwtsd.ac.uk
- Satellite: Rebecca.crane@uwtsd.ac.uk

CG: Attend Freshers Fair and host 'Give it a Go':



One of the most exciting times in the academic year, for new and returning

students, is the very beginning. When new students arrive, they are actively looking for something to get involved with; some have something very specific in mind, but there are others who are just looking to try something new and make the most of their university experience. This goes for returning students as well. Some students may have had a revelation over the summer period and thought to themselves, "I'm going to get involved in a club or society this year" and that's why Freshers' Fair is your opportunity to capture these students' attention.

The Do's

- Ensure that your Freshers' Fair stall is interesting and actively represents your club or society
- Make sure your team/committee members who are responsible for talking to new students are enticing and are welcoming
- Follow all GDPR regulations set by the SU, for example, no hardcopies of sensitive information. Try using the functions on the SU website and social media groups to avoid any breaches
- Turn up on time!
- Think about what message you'd like to give students about your society whilst you have their attention for the short period of time

The Don'ts

- Behave in a way that will hinder people from approaching your table – think back to when it was your first day/week and the feelings you felt, just try not to be intimidating
- Force anyone to join the club or society – you can use persuasion, but never force someone into your team making them feel uncomfortable
- Leave your table bare and boring
- Ignore the students showing an interest in your club/soc

Give it a Go

Running a Give it a Go session is essentially a 'taster' session. It allows people to try an activity/session/society or club before making the commitment to join. This is



your opportunity to seek out those students who may not have attended

Freshers Fairs or may just want to try something new. Who knows, your club/society could be the answer?

Many of the same principles apply to running a GIAG session as the Freshers' Fair event; but this time the focus is all on your event and the people attending are most definitely interested.

The SU have created a form for you to better understand why you'd like to run the GIAG session and the things you'll need from your team, us at the SU and the committee members.

Benefits of running a Give-it-a-Go session:

- Potential to lead training sessions and develop yourself
- The club will develop in terms of having better training sessions or being led in a more constructive way
- Will enhance the students/club members experience
- Students having a positive experience will create a buzz around campus and potentially encourage more members

Make Sure you:

- Plan your session beforehand – make sure you think of what you'd like to include for new members before the event
- Please consider that this may be the first time that the student has tried the activity, so be patient, and consider the risks when doing so
- Think about follow-up sessions, so when is your next training or social event for the club/soc they can attend if they enjoyed
- Think about how you can contact them/how they can contact you in the future – is it social media or the website?

CG: Host 1 Raising and Giving (RAG) event and Host 1 Fundraising event:



There are two kinds of events Clubs and Societies can participate in when it

comes to money. There are Raising and Giving events, which focuses on charity work, and Fundraising, which focuses on raising money for your club funds.

Raising and Giving work and fundraising for your club usually have very similar events and the guidance is often the same. We have included some information on the 'rules' around fundraising below:

The Do's

- All fundraising must be done in an ethical, transparent and legal manner.
- You must be polite and professional.
- You must not unfairly criticise or insult other people or organisations.
- All donations should be collected in the secure collection tins provided.
- All fundraised money must be counted by two members of your team.
- All fundraised money must be brought into UWTSD SU within 7 days of the end of the fundraising activity.
- You must securely store the fundraised money until it reaches UWTSD SU.

The Do Nots

- Act in a way that might cause high levels of stress to members of the public.
- Be dishonest or manipulative.
- Act in a way that might damage the reputation of UWTSD SU or the University, for example:
 - Smoking or drinking whilst fundraising.
 - Taking or being under the influence of illegal drugs.
 - Being lewd, aggressive or swearing.
 - Don't shake the tin.
 - Putting undue pressure on members of the public or other students to donate.
 - Exploiting your position for personal gain.
 - Exploiting the personal circumstances of an individual.
 - Exploit someone who cannot fully comprehend the situation.
 - Request donations from someone under 18 years of age.
- You must avoid causing an obstruction, congestion or being a nuisance to the public.



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- You must not obstruct, interfere with or disrespect members of staff from local

businesses.

The Three-Step Rule

- Whilst fundraising, you must comply with the 'three-step' rule.
- You must not take more than three steps alongside the person or follow them.
- If the member of the public has not come to a stop within the three steps, you must end your attempt to talk to them.
- You must not follow a person beyond the 'three-step' rule.

We have also included an example of the form you must complete to submit any 'petty cash' into your SU bank account or donate to your chosen charity, it is incredibly important you do not keep cash wherever possible.

Check out the Union Website for more information on fundraising or contact your SOC's with any questions.

[Raising & Giving @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

CG: Provide an up-to-date equipment list:

Providing an up-to-date equipment list does a number of things. Firstly, it helps you as a society keep track of what equipment you have, if anything has been lost or damaged that may need replacing and can help you when applying for Grant funding for new equipment or activities.

Secondly, it helps us in the Student's Union know what you own as a club for insurance purposes.

You should do an inventory check on your equipment at least once per year, compare it to the previous year's inventory and see if there is anything missing. If there is, report it to your Student Opportunities Coordinator immediately.

We have included a template for you below!



UWTSD SU Club and Society Equipment list

Club or Society name:		Completed by:		Position:		Date:	
Item: (What is it?)	Quantity: (How many of them do you have?)	Quality: (Is it new? Is there damage? Are you missing parts of a set?)	Where is it being stored? (Is it safe?)	How do you access it? (Who has the equipment? Is it in storage on site?)	How old is it? (If known)	Approximate cost/value: (If known)	Notes:



CG: Have 2 members attend First Aid training:

First aid training is offered to all club and society's Executive committees, each Academic year. For this element of the Common Goals, we want you to put two members forward for First Aid training.

Once they are trained, we expect at least one of your First Aid trained members to attend your events and activities.

The training dates will be shared each Academic year by your Student Opportunities Coordinators, so make sure your Exec Committee list is up to date!

CG: Host 1 online event to promote inclusion of off-site students:

For this activity we want you to host an online event; this could be anything from a quiz to a social event. Lockdowns have highlighted how online events can increase your membership by including students who couldn't attend traditional sessions, from distance learners to those with caring responsibilities.

Things to consider when planning an online event.

- Think about what type of event you would like to do, and if it is possible to be done online. If you're struggling for ideas, you can check out this link from Organised Fun - [Students' Union society and club online event ideas for COVID-19 safety — Organised Fun](#), or get in touch with the SU to discuss some ideas and how plausible they may be.
- Just like booking a venue, you will need to choose a platform that will allow you to host your event, this could be social media such as Instagram or Facebook. You can also use platforms such as Teams and Zoom. You will need to see how many people the platform will also allow you to host and how students can join.
- Budget – You will still need to ensure you think about money that may need to be spent on an online event. You may need to pay for a certain activity such as an online escape room. Or you may be doing an event that requires resources to be sent out to students, e.g. cook-along ingredients.



- Some more top tips for online events can be found on Eventbrite - [How to Host a Virtual Event: The Essential Guide \(eventbrite.com\)](#)



Competitive Sport Branch Activities:

These activities will only count towards the progress of the Competitive Sport Branch.

Fielding a team for all BUCS fixtures (or equivalent) that are scheduled and Challenge Cup fixtures; if applicable

Competing in BUCS and Competitive Sport matches is a great way for you to represent the University and the SU at a high level. It's a great opportunity for you to meet with friends and explore different parts of the country whilst doing something that you love. It's important that you understand the requirements of competing in BUCS/local leagues/ or organised friendlies, as there are sometimes things that people overlook. We've compiled a list here to help you understand what needs to be done in order to complete this branch.

1. Make a note of all the fixtures that you have throughout the year, and highlight any potential issues as soon as possible. This may be when you think you'll struggle to field teams due to deadlines, placements or course trips, or other external factors
 - a. You can find your BUCS Fixtures on the BUCS Website
 - b. You can work with the SU to identify where you'd like to have games
 - c. Share the fixtures with your team so they can highlight potential issues
2. Let the SU know if there are any problems as soon as possible
 - a. The likelihood is, the SU will be able to rearrange if you give us enough notice – a couple of days before is not sufficient
3. Think of transport
 - a. The SU has minibuses that can be accessed by students who have undergone MiDAS training
 - i. You can ask your Student Opportunities Coordinator for the availability of the next MiDAS training to be able to drive the SU's minibuses
 - ii. The requirements and how to book the minibus are outlined - <https://www.uwtsdunion.co.uk/student-resources/minibus>



4. Prepare your kit beforehand
 - a. Ensure that you have all kit washed and ready to go at least by the night before
5. Act responsibly when you're representing the University
6. Ensure all players have TSD Membership, as players playing without membership won't be covered by insurance, and could ultimately result in a disciplinary.
 - a. It is the committee's responsibility to ensure that all players are TSD Members (paid their TSD Sports Membership), as this means players are covered by insurance. Please do not allow team members who are not members of the SU to take part in training or competitive games.
 - i. You can check who's paid their TSD Sports Membership on the SU Website – this will be outlined in your Website Training once you have the relevant admin rights

Benefits of ensuring you complete your 'fielding a team for all BUCS fixtures (or equivalent) that are scheduled and Challenge Cup fixtures; if applicable' are:

- There'll be no fines against your club. which allows you to spend money on equipment and other developmental resources
- Allows us to track who's playing in terms of insurance
- The social aspect of competing in sport with your teammates
- The physical and wellbeing benefits that are associated with playing sport

Referee Payments

Throughout the year, there will be a requirement to pay match referees. Money will be transferred to a nominated club member, who will be responsible for paying the referee. A receipt **MUST** be correctly completed by the receiver of the money and the payee.

- Incorrectly completed forms will not be accepted
- The receipt must be returned to the Campus SOC within 24hrs of the match
- No further funds will be issued for referee payments if receipts are not received.

Submit 2 match reports in the form of a blog or vlog for the SU to promote



Writing a Match Report is a great way to build excitement around your club. You

may have had a nail-biting win that you'd like to tell the world about? Maybe an outstanding performance that needs reporting on? Or maybe just a great team effort that you're proud of. There can be many reasons why you should want to write a match report, and we'd love to have them from you!

Benefits of writing a Match Report:

- Potential to recruit new players/coaches/exec members that see the reports
- Raise the profile of your club
- Strengthen your teams in terms of members, making it easier to field teams – strength in depth

Try and give us a flavour of the match...

- Was it close?
- Who did what?
- Spectacular moments
- Take us through the game and take us on the journey with you

For a more detailed idea of writing that all important match report for your team, check out the link below:

<https://blog.pitchero.com/how-to-write-a-match-report>

Don't forget to include pictures and even embed video; if you have any. This will really bring your article to life and get all prospective students excited to join! We have also included a Blog Cheat Sheet below to get you started!

Blog Cheat Sheet



Writing a Blog may seem like a daunting task, but with the Cheat Sheet below, we

can help you take your club to the next level; or maybe even help you become a top sports journalist!

This will be a really useful tool for putting your club out to the masses and help you raise the profile of the club. Don't worry if it's your first time writing something like this, our Student Opportunities Co-ordinators will be on hand to help with your drafts and support you along the way. You can check out other examples of blogs here:

[News @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

Benefits of writing a blog for the SU website:

- This will allow all the students at UWTSD to view the activity that you've been carrying out
- Potential to recruit new players/coaches/exec members that see the reports
- Raise the profile of your club
- Enhance your skills in reporting/promoting

Too Long, Didn't Read.

- You need to have a title, content and images. Avoid walls of text and split it into bite-sized paragraphs.

Title

Keep it short, catchy and informative.

- Do not change the title of your blog once shared on social. Changing the title also changes the URL and can result in broken links.

Content

We want everyone to feel confident writing a blog, that's why we've put together a few tips and tools.

- It's important that our tone of voice is friendly, but not unprofessional.
- Avoid walls of text. Break it into paragraphs, add images, split it with titles. Smaller chunks of text are simpler to work through.
- Your first paragraph should outline the blog.



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- If you have a call to action, make it a button by adding the 'button' to the Class

field.

Little extra help

Not a confident writer? Fret not. You can use tools like Grammarly and the Hemmingway Editor. They will help with spelling, grammar, tone of voice, sentence structure and more - all for free.

Draft It

Feel free to save your blog in draft-mode and ask the Comms team to look over it.

Translate it

We publish our blogs in English and Welsh, at the same time. Once you've finished writing your blog, send it across to your Student Opportunities Co-ordinator for translation:

Swansea – Andrew – Andrew.g.jones@uwtsd.ac.uk

Carmarthen – Laura – laura.yates@uwtsd.ac.uk

Lampeter – Laura-Cait – laura-cait.driscoll@uwtsd.ac.uk

Our translation service is outsourced; therefore, it is out of the SU's control. Translation can take up to 2 weeks, depending on Geoff's workload and the amount you need translating. Please ensure that you factor this in when writing your content, and the sooner you can get it to us, the better.

Add a Thumbnail

Now add an attention-grabbing image. Technically you can publish a blog without an image, but we strongly discourage it.



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Image Copyright

You must make sure we have the copyright permissions to use the image, or we could get in some trouble. All images on Unsplash are free to use:
<https://unsplash.com/>

Logo Cropping

Your image must be 320px x 220px, or the website will distort it. If you need to edit an image, use the free online editor Photopea. All you need to do is create a new canvas 320px by 220px, drag your image onto the canvas, resize it, then save.
<https://www.photopea.com/>

Host an additional 'Give it a Go' activity during the year

Running a Give it a Go session is essentially a 'taster' session. It allows people to try an activity/session/society or club before making the commitment to join. This is your opportunity to seek out those students who may not have attended Freshers



Fairs or may just want to try something new. Who knows, your club/society

could be the answer?

Please fill out the template in your pack to better understand why you'd like to run the GIAG session and the things you'll need from your team, us at the SU and the committee members.

You need to submit this form to your Student Opportunities Coordinator (SOC) for approval. GIAG sessions will not be permitted unless approved by a SOC.

Benefits of running a Give-it-a-Go session:

- Potential to lead training sessions and develop yourself
- The club will develop in terms of having better training sessions or being led in a more constructive way
- Will enhance the students/club members experience
- Students having a positive experience will create a buzz around campus and potentially encourage more members

If you still need support, get in contact with your Student Opportunities Coordinators.

Organise additional fixtures to enable more people to play games

Additional fixtures will allow you to develop as a club and will give equal opportunity to all members involved. You can also consider the option to run games to fundraise for a specific cause; in the past teams have held charity games, rugby vs football, women's vs men's. In this circumstance, competitors usually pay a fee to play and the teams involved choose a charity that they'd like to donate to. Just having these



games organised outside of a particular league structure will not only raise the

profile of the club, it will also enhance the student experience and give additional opportunities

Things to consider:

- Consult your team about the event
 - o The sooner you get them involved in the organising of the project, the more likely they are to buy-in to making it a success
 - o Think about what tasks need doing, and find out if anyone is willing to help out
- Identify the opposition
 - o Will you be playing home or away?
- Pick a date
- Pick a location
 - o Consider if you'll need to book the pitch and the cost
- Advertise the fixture on the SU website to try and create a buzz around the event
 - o Consider doing a video to promote it
 - o Consider gathering some footage on the day to promote it after the event
 - Think about interviewing people and ask about their experiences

Benefits of completing this branch:

- This will give **all** members a chance to play
- A chance to give new players a taste of a competitive game
- The social aspect of competing in sport with your teammates

The physical and wellbeing benefits that are associated with playing sport

Club Development through exploring coaching opportunities

Sometimes university sport can mean that the captain and the committee also end up becoming the people who organise and run the training sessions. This may be because people see them as the leaders of the group, but we want you to be prepared for this if it does happen. We want you to develop your skills within your chosen field to be able to take those transferable skills; not only to your team, but for your continued development. In some cases, teams try to ensure that they have a dedicated coach who can make decisions and design training sessions for the



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players who are playing. In the absence of this, we want you to explore courses

for coaches that may be applicable for you.

Some Things to Think About

- The SU aren't going to fund a 3 year university course for your sports team as our budget is limited, although we'd love to; try to look for short courses that can be attained in a reasonable amount of time
- Make sure it's relevant to your team
- Do you have the time to complete and commit to the course? We know as students, and committee members you have busy schedules, so before exploring these opportunities, please ensure that you have the time
- Ask your Student Opportunities Co-ordinator or your Campus Sabbatical Officer for help

The benefits of doing this are:

- Potential to lead training sessions and develop yourself
- The club will develop in terms of having better training sessions or being led in a more constructive way
- Will enhance the students/club members experience
- Students having a positive experience will create a buzz around campus and potentially encourage more members