



team greenwich

handbook





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meet
the team

Activities Staff team:



Becki Sport Development and Participation Manager

Becki is responsible for anything and everything involving Team Greenwich; this includes fixtures, training and club development. Whether you need to check your budget, figure out how to grow your club further or want to put on a cool event, Becki is your key contact!



Joe Societies Coordinator

His role is to support all of SUUG's Societies in reaching their full potential – whether that be assisting with events, elections, memberships, stash, social media; you name it!



Jono VP Student Activities

As the VP Student Activities for GSU this year, Jono is the elected representative for all clubs, societies and their current and prospective members. He is here to be a friendly face, answer any queries you may have, and to campaign to make extra-curricular experience here at Greenwich the best it can possibly be.

“I really want as many students as possible to join a student group whether that be a society or a sports team. Being part of a student group transforms your university experience. I can't imagine what my time at Greenwich would have been like if I hadn't joined one. If you need anything at all, please don't hesitate to get in touch with me, I'm here to help!”



Priya Academic Communities Coordinator

Her job is to support all academic societies, give them all the tools they need to put on great events and get loads of members, and she is mainly working on bridging the gap between students and their relevant academic society

2018/19 Team Greenwich Executives

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**committee
roles &
responsibilities**

Each team will require a minimum committee consisting of a President, Treasurer and Secretary. Other roles can be added but must inform the Sport Coordinator of any changes to the structure. An outline of the roles and responsibilities for important roles are:

Being a Group Leader

To run a student group there needs to be at least three group leaders. These are:

- Chairperson/President
- Secretary
- Captain

Every group must have these positions (or fitting variations of). The other positions can be determined by the leadership team. Common positions that you might wish to consider to keep your group active and interested throughout the year include social secs/events officers and media/publicity reps.

Outline of basic leadership team responsibilities, and what you can expect to get out of them:

We believe that taking on a Group Leader role, naturally allows you to develop and enhance your ability to perform some/all of the 12 competencies highlighted below:

Business Awareness
Communication
Creative Thinking
Customer Excellence
Decision Making
Leadership
Marketing
Production
Organisation
People Management Problem Solving
Strategic Planning
Teamwork

Chairperson

The Chairperson/President of each student group is the leader, who oversees all of the group's activity. They will need to provide support, advice and guidance to other committee members throughout the year, and actively represent the group members in a variety of situations. It's a challenging role, requiring you to know a bit about everything, but also, to be comfortable delegating to others and trusting them – we recommend being highly organised and very committed to your group!

Secretary

The Secretary is the backbone of any student group, dealing with details like paperwork and records to ensure everything runs smoothly. Emails need to be written, agendas and records of meetings created and distributed, rooms need to be booked, and above all you need to communicate with both group leaders and members to ensure everyone knows what's happening and stays interested and involved! It's no good running the greatest activities in the world, if your audience doesn't know about it...

Captain

The captain is responsible for having the team on the pitch at all fixtures, making sure teams arrive at their matches and that training is what the team need. They also select the squad for each fixture and ensure players are eligible to play.

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membership

Paying Membership

Membership fees are as following:

Sport Format	Cost
BUCS/Competitive	£60
LUSL/Recreation (League)	£40
Social	£20

There are a number of different ways in which membership can be paid:

- Online, using a credit or debit card - via your GSU webpage
- At Students' Union receptions - in cash or with your Aspire card (up to £50 on Aspire card)

If a member is having a problem paying online then please get them to email activities@gre.ac.uk with an explanation and screenshot of the problem (e.g. can't log in to account) and we will help them fix the problem.

What does my membership cover?

- Training
- Venue Hire
- Transport
- Umpires
- Kit
- Insurance
- Equipment

Building Members

The second week of Welcome will automatically be taster sessions for your club.

There are key things to note about recruiting members:

- Be open and approachable. Think about the reasons you joined the club and as a fresher, what would make you join?
- Treat all potential members equally – be inclusive and promote the club at all levels of ability.
- What makes your club unique?
- How will you ensure that interest from potential members is followed up?
- How will you collect contact information from potential members?
- What will you offer as a club that will benefit a potential member?

Using Your GSU Webpage

All approved student groups have a page on greenwichsu.co.uk, either categorized as Sports or Societies.

Admin rights to edit each student group page will be given to all student group leaders that have paid membership for that academic year.

1) Log in to your user

2) Click on the Admin tab, and then select your club

3) To edit the information displayed on your area, click 'Edit Details'

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Fixtures

Keep up to date

Check your fixture information by checking the fixtures spreadsheet and BUCS website (<https://www.bucs.org.uk//bucscore/Search.aspx>) on a regular basis to find out the arrangements for forthcoming fixtures or to check for cancellations or postponements. You will receive a weekly email with your upcoming fixtures, with details of the start time and travel plans.

Can't get a team together? Give at the very least 48 hours notice to rearrange or cancel a fixture - If you give less than 48 hours notice for reasons other than bad weather BUCS rules state that your team will be liable for any costs incurred by your opposition and you will automatically concede a walkover.

Note on walkovers: If you concede 3 or more walkovers in the league, the team will be fined £50 by BUCS and you will not be eligible to play in Cup competitions. Due to this rule, if you concede two walkovers you will be called in for a meeting with the Student Activities staff and the team may be removed from BUCS leagues. If you concede a late walkover in a cup competition then BUCS rules state a £300 fine will be applicable - even if it is your first walkover. Please see us ASAP if conceding a cup walkover is likely.

Match Officials

You are responsible for booking your own match officials, and this should be done as early as possible and ensure that you have the means of paying them on the day. The costs for officials from the SU are as follows:

Sport	Cost
Basketball	£90 (3x30)
Cricket	(£40)
Football	(£40)
Hockey	(£40)
Netball	(£30)

Collect cash for match officials on the morning of the Home fixtures from the Reception Desk at Avery Hill. You must complete the

match day form, which requires a signature to receive the money and ensure the match official signs the sheet provided on receiving the cash which must be brought back the following day. Referee money for the next fixture will not be issued if the form from the previous fixture has not been returned.

Match Pack

A match pack will be available for every team at Avery Hill reception. This will contain:

- Team Sheet; must be filled out with the players who are playing, and filled out with the opposition's team too
- Results Card; filled out with the final score, the details of the referee and their signature if paid
- Playing Under Protest; used in case of an unfair game. Is a £50 cost to put through, so evidence is important

Match packs should be returned to the Avery Hill Reception as soon as possible after the fixture.

Transport

There are three main methods of transport to fixtures; public transport, coach, minibuses. Your method of transport will be allocated to you on the weekly email, with a coach being given if the journey is over a 1hr 15mins on public transport.

- Public Transport: use of public transport to games that are easy to get to. Transport costs can be claimed back with a receipt through Avery Hill Reception.
- Coach: if required, a coach will be booked for you by the Activities team. Details will be sent to you with the weekly email, and a contact number will need to be provided for the driver.
- Minibus: with an eligible driver, the SU mini buses can be used to travel to fixtures. There is a 9 seater and a 12 seater, which can be booked through the Activities team. To be an eligible driver you must be 21, driving for 2 years and have passed an assessment with the Activities team.

Coaching

All sports teams are encouraged to have a coach in order to give training sessions a structure. Coaching fees are paid for out of the Budget Account, and all coaches should be registered with the Students Union [registration form here].

For students who wish to develop their coaching skills, this should be bid into the club budget and the Students Union will pay for coaching qualifications, on the understanding that the student will coach the club in return. For more details on this, contact Becki.

Finances

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The Sports Clubs budget account will now be merged into one funding pot for all Team Greenwich clubs to bid into, and each club has two accounts. All membership fees will be included in the SU budget account as the essential core of running your club. The budget account is for essential sports team spending only, e.g. paying your coach or buying equipment.

Your Generated account is money that the student group have raised themselves and can be spent on anything else beneficial to your club (except alcohol) but must be approved first.

The budget account is allocated by your essential requirements, with any other requests being reviewed. If throughout the year, you wish to bid for more money then

- You tell us how much you require to develop, not the other way around
- All SU funding to support the growth of Team Greenwich clubs is in one account making it easier to access and more accountable
- The funds you raise through your generated account will be unaffected by the essential costs for running your club

Spending Student Group Money

You must have agreed to spend with the Activities staff BEFORE confirming any orders or spending any money via the Spending Approval Form online

greenwichsu.co.uk/activities/handbook/finance/spendingapproval

If payment is not confirmed before spending, a claim back cannot be guaranteed.

Kit and Equipment

All club kit can be stored in the storage rooms at Avery, and accessed from 10am – 5pm Monday to Friday. An inventory should be given to the Students Union at the beginning of the year, and then again at the end of the academic year to track what equipment is owned by the club.

Sponsorship

External sponsorship can help to generate income for your club's generated account. There are some key things to consider:

- What is your club's current situation (financial, performance, membership, community links etc.) and what can you offer?
- Why do you need sponsorship?
- How will you use the sponsor money?

For a full guide on obtaining sponsorship click [here](#).

Events, Trips and Meetings

All events, trips and meetings must be booked by filling out the booking form which can be found here:

greenwichsu.co.uk/activities/handbook/events/eventrequest

Booking rooms

All room booking requests must be completed at least 2 working weeks in advance to give staff enough time to make the booking and any adjustments that may be needed. To book a union room/venue you first need to have the following information:

- Name of Student group
- Number of people attending
- What you are using the room/venue for
- Do you need an equipment? (ex: microphones)

Once you have all this information you should fill out the events form above.

Once you have submitted the form, it will be sent to either the Sports Development Coordinator or the Societies Development Coordinator for approval. They will get in touch with you to confirm your booking.

Main Sporting Events

Varsity

Varsity is the annual sporting event of the year, where Team Greenwich take on Medway in a sporting competition. As many of Team Greenwich get involved as possible and it is a great way to celebrate our sporting talent. If you are interested in getting involved, please contact Becki or Jono.

Sport Awards

The annual sports awards is an evening to celebrate all the achievements of Team Greenwich throughout the year. With awards ranging from Fresher of the Year to Club of the Year, there is something for everyone to engage with and a chance to celebrate the achievements of your team.

The Lower Deck

Venue Space

- 500 capacity
- 3 small rooms and the main event space/dance floor available for you to book out/host for your events.
- The main event space has a DJ booth/band stand, lighting rig and a state of the art sound system.
- If you wanted to hold socials just

for your society away from others you could book a small room that can then be catered to your needs.

- The small rooms will have a screen which we can isolate to allow for your messages/visuals/adverts to play.
- The small rooms will work well for sport teams who want to watch fixtures without risk of games clashing as all games can be shown on the screens inside the smaller rooms. If there is a much larger sporting fixture happening that the majority of people will want to watch we can screen it in the main event space on the big LED screen.

Wednesday Night Offer

Come down to the Lower Deck, the new home of Team Greenwich Wednesdays! With a brand new space and drinks deals, it's a night you won't want to miss!

Food

Dinner:

- £5 Burger and chips with pint of lager/cider/soft drink (TBD by Lower Deck). Vegan/Vegetarian option available
- £5 Margherita Pizza with pint of lager/cider/soft drink (TBD by Lower Deck). Vegan option available.

Drink

Table Bookings:

- Naked table - free
- 6l kilner jar filled with preferred cocktail mix (TBD by Lower Deck) - £75 for 1 jar.
- 2.5l pitcher of lager/cider (TBD by Lower Deck). 5 max - £12 for 1 pitcher.
- 6l kilner jar with cocktail mix (TBD by Lower Deck) and 2 bottles of prosecco (TBD by Lower Deck) - £100.

Victory Packages (cannot be used in conjunction with another offer):

- Tweet @lowerdeckgre by 7pm with your result to get this offer!
- In house alcho-pop (TBD by Lower Deck) - £1
- 2-4-1 cocktails (TBD by

Lower Deck) for first 2 hours at the Lower Deck - £6.

- 2.5l pitchers of lager/cider (TBD by Lower Deck) - £10
- 1l pitcher of cocktails (TBD Lower by Deck) - £10

General

- 1l cocktail pitchers (TBD by Lower Deck) - £12
- Selected shots (TBD by Lower Deck) - £1
- Doubles on set spirit and mixer (TBD by Lower Deck) - £3.50

Fundraising for charity

As the Students' Union is a registered charity, there are some legal checks and procedures that must be followed before any donation of money can be made to another charity. Submit an event proposal form and ensure you fill in the section on raising money for charity. When collecting money for charity it is important to ensure that the money being collected is secure and everyone donating knows which charity they are donating to. We have small collection tins and large collection buckets, along with seals, that can be borrowed by any student group just email activities@gre.ac.uk. You can pay the money you raised to your chosen charity a few ways:

Through the SU

pay the money into your group's account along with any paperwork from the charity that they want to receive with the donation and we will send a cheque for the amount raised to the charity.

Straight to the charity

If a representative of the charity is present with you when collecting money, they can take it straight away to be paid in to the charity.

Online

websites where you can donate online to charities have become increasingly popular and are an

easy way to get donations paid straight to the charity - if the charity you are supporting uses an online fundraising website already where you can sign up as a fundraiser (for example JustGiving) then we recommend doing that as money donated there is given straight to the charity

Group Leader Elections

All student groups that have been running since before January must hold an annual election to decide who will run the group for the following academic year. These elections should be held between March and May. You can hold elections in one of two ways.

1. An online election

Activities staff will set up an online election, which will be viewable by members of the student group on the SU website. Nominations, manifestos and voting will take place on the website and the results will be emailed out to all the members.

Important note – just because you choose an online election, doesn't mean you can't invite members and candidates to a formal Hustings event. This can give your members a better chance to make an educated vote, and offer your candidates a better opportunity to platform themselves.

Things to remember for an online election:

- Decide on a timeline for each stage of the election (Nominations, manifestos, voting, results)
- Please bear in mind that each stage of the election process must be on a week day
- Confirm the leadership positions that are up for election to activities staff
- Inform your members about the election and keep them up to date with each stage
- Results will be emailed to all members by activities staff

2. A meeting

you can also choose to hold an in-person meeting. If you are doing this you must invite the VP Student Activities and/or a member of the Societies Exec. This is to ensure that the process is fair and democratic.

Things to remember for an in person election:

- Book a room for your meeting through the normal room booking process
- Invite the VP Student Activities to your election.
- Decide what leadership positions are up for election (Including the three compulsory positions of Chairperson/President, Secretary and Treasurer)
- Invite all of your members to your election
- Prepare the ballot papers
- Designate someone to count the votes and send the result to the Activities team



