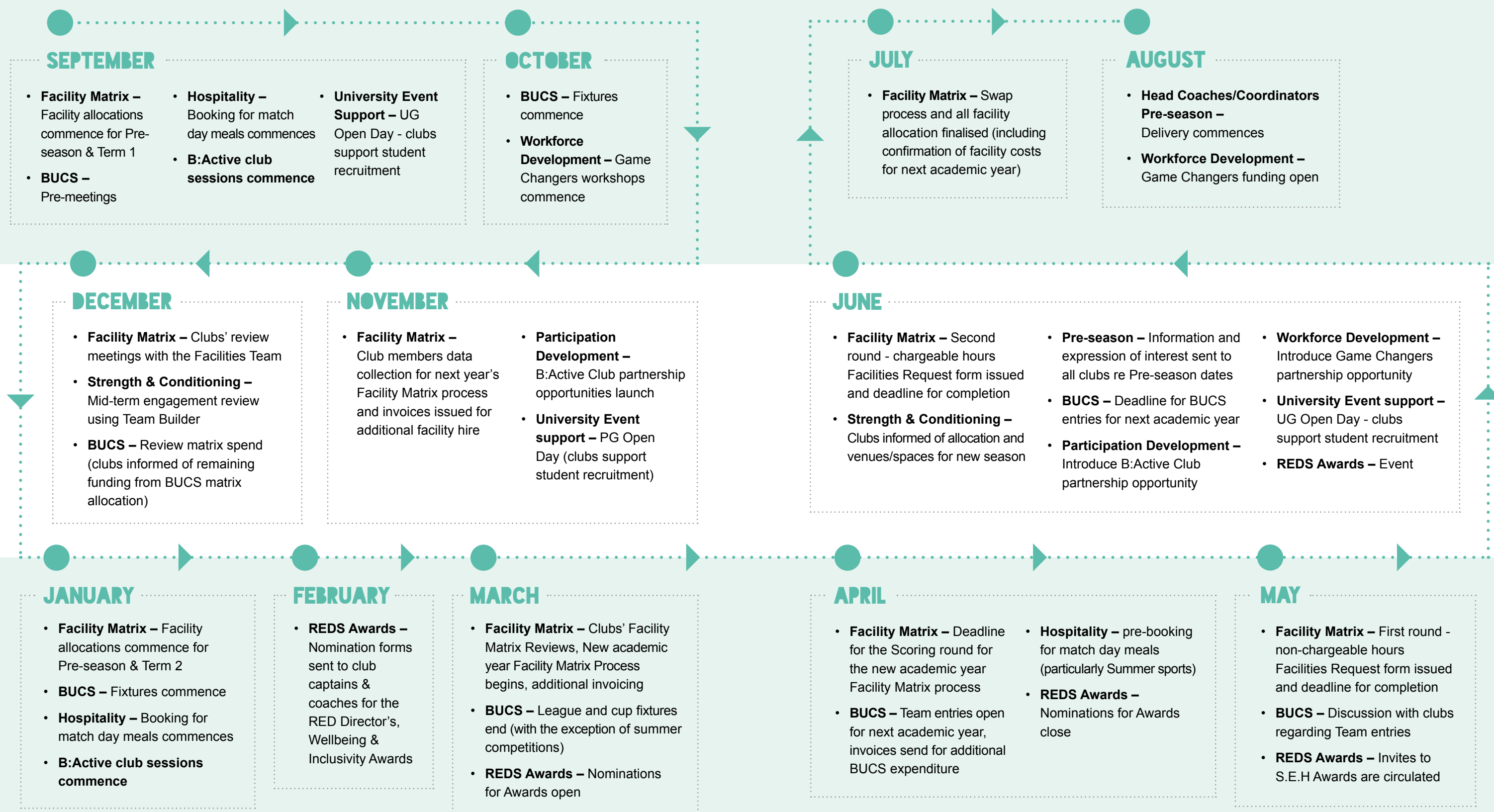


#WEAREBRISTOL

SPORT, EXERCISE & HEALTH SPORTS CLUBS GUIDE



TIMELINE



INTRODUCTION

Dear Student Leader,

The University of Bristol has adopted a student led approach to the development and management of #WeAreBristol Sports Clubs. I believe this means that you, as a student leader, play a more active role in delivering club sport than students at any other institution across the country. In order to recognise the central role you play, and to assist you in your duties within your club, the Sport, Exercise and Health Division (S.E.H) have developed the #WeAreBristol Sports Clubs Guide.

The #WeAreBristol Sports Club Guide provides critical information about the relationship between a sports club and S.E.H. It details the range of support, expertise and resources offered to clubs by S.E.H, and outlines the key processes, dates and contact points to allow you to engage productively with the division and maximize the support you receive. I'm sure every club aims to provide an inclusive, fun, and well-resourced environment for students. To achieve this outcome, a strong and productive relationship between club and division is essential. The #WeAreBristol Clubs Guide provides a framework for this positive relationship to grow, develop, and ultimately, deliver an outstanding experience for your members.

I wish you every success over the next 12 months.

Best wishes,

Matt Birch

Director of Sport, Exercise and Health

Student Sport Clubs are a critical part of the division's offer for students. It is, therefore, important that the process we adopt to allocate resource to clubs is in line with the division's strategic priorities:

1. Increase student participation levels, driven by a focus on student health and wellbeing and student satisfaction. This will be achieved through an offer which is fair and equitable.
2. Facilitate students gaining employability skills through sports leadership, volunteering, officiating, coaching and administration opportunities and experiences.
3. Develop an inspirational and inclusive student-led sporting community, which allows sports clubs and talented athletes to reach their potential. This will be achieved in an environment which is built on pride, partnership, ambition and trust.
4. Contribute to the health and wellbeing of staff by providing access to healthy activities.
5. Maximise commercial opportunities in a manner that creates significant opportunities for student development and/or provides income that can be reinvested in the student experience.

Contents

Facility Matrix	p7	Pre-season	p28
Coaching Support	p12	Additional services	p30
S&C	p14	SMC	p30
BUCS	p16	Hospitality	p31
Participation Development	p25	Maroon Scholarships	p32
Workforce Development	p26	Bristol REDS	p33

S.E.H Staff

Key contacts

Management Team

Matt Birch - Director of Sport Exercise & Health
matt.birch@bristol.ac.uk

John Wilford - Sport & Health Manager
john.wilford@bristol.ac.uk

Gordon Aitken - Facilities & Operations Manager
gordon.aitken@bristol.ac.uk

Andy Trott - Director of Tennis
andy.trott@bristol.ac.uk

James Rowntree - Group Health & Fitness Manager
james.rowntree@bristol.ac.uk

Matt Paine - Performance Sport Manager
matt.paine@bristol.ac.uk

Jo Blackett - Business Development Manager
jo.blackett@bristol.ac.uk

Business Development Team

Arron Godfrey - Deputy Business Development Manager
arron.godfrey@bristol.ac.uk

Vicky Dickson - Business Development Officer
vicky.dickson@bristol.ac.uk

Kirsty Tomlinson - Events Manager
kirsty.tomlinson@bristol.ac.uk

SEH Communications & Marketing Team
SEH-comms@bristol.ac.uk

Sport & Physical Activity Team

Peter Burrows - Deputy Sport & Health Manager
peter.burrows@bristol.ac.uk

Joe Leaver - Development Officer (Inclusion)
joe.leaver@bristol.ac.uk

Molly Williams - Development Officer (Wellbeing)
molly.williams@bristol.ac.uk

Lisa Daley - Development Officer (Sport)
lisa.daley@bristol.ac.uk

Performance Sport Team

Will Ruscombe-King - Lead Strength & Conditioning Coach
will.ruscombe-king@bristol.ac.uk

Operations Team

Caitlin Crawford - Aquatics Manager

Peter Hudson - Grounds Manager

Stefano Ronchi - Supervisor

Jacob Garrett - Supervisor

A. Gedi - Supervisor

Brandon Dobson - Supervisor

S.E.H FACILITY ALLOCATION MATRIX

The Facility Allocation Matrix is the process clubs need to go through to apply for facility time for their club. Through demonstrating how their club meet the criteria presented, the club will be allocated a proportion of non-chargeable training hours and have the opportunity to apply for additional training hours at 25% of the normal hire cost. All club members will be expected to purchase the SEH Access pass to attend session on University of Bristol or University of Bristol funded facilities.

Following consultation with student clubs, S.E.H established several key principles for the allocation of facility resource. The process must:

- be clear and transparent
- remove the link between the #WeAreBristol Club Development and Facility Allocation processes
- acknowledge that there is a finite facility resource and encourage joint responsibility (S.E.H and clubs) to ensure facility allocations maximises opportunities for students within and across sports clubs
- develop a culture that encourages facility requests from clubs based on need

Eligibility –

The criteria for clubs to become part of the process are:

- Affiliated to Bristol SU
- Be awarded Bristol SU Accreditation annually
- Minimum of a student coach
- Minimum entry to a local league

The maximum number of clubs that will be supported by the S.E.H Facility Matrix each year is 40 clubs.

S.E.H Access pass –

All students who attend training sessions will be required to have a valid S.E.H Access pass which will be automatically added to your basket when purchasing

your student club membership (at the cost of £25) through UnionCloud (Bristol SU). The total number of club members (who will have purchased the access pass) will be assessed on 1st November each year and will inform the club's metrics for the following academic year.

The S.E.H Access pass contributes to the following support provided by the Sport, Exercise & Health Division:

- Access to training sessions that take place on S.E.H and S.E.H funded facilities
- Access to facilities for BUCS and InterClub matches
- BUCS administration support for BUCS including entries, scheduling travel and other expenditure
- Access to support services provided by the S.E.H Performance Sport and Sport and Physical Activity Team which includes:
 - o Strength & Conditioning - in-person and virtual
 - o Club Development support
 - o Workforce Development support - including bursary support for training
 - o Volunteer opportunities which can be used as part of the Bristol Plus award
 - o Opportunities to request support participation through the B:Active programme and/or other entry level activities

Prioritisation –

Once the division's student activity programmes are timetabled, each student sport club's free allocation will be prioritised in the allocation process. Additional facility requests will be considered from student clubs (alongside other commercial divisional programmes) and will be charged at a rate of 25% of the normal commercial rate. The 25% rate is only available for training sessions approved at the conclusion of the facility allocation process. Any further facility requests will be chargeable at 50% of the normal commercial rate.

PRIORITISATION OF S.E.H FACILITY BOOKINGS

- S.E.H participation activities (B:Active; Pulse)
- #WeAreBristol Sports Clubs - free facility allocation (priority order dictated by matrix score)
- Intramural, S.E.H programmes, partner bookings, additional student club requests
- Commercial (regular community hire - clubs)
- Ad hoc requests (Student & Staff Groups, Community users)

Allocation matrix –

Each club’s first round of (non-chargeable) facility allocation will be allocated on a club’s score against metrics (see criteria), which are organised under three key headings: Participation; Performance & Quality of Session.

The second round of chargeable facility allocations will be reviewed holistically across all clubs’ second round applications.

Allocation per club –

Each hour of free facility time a club is allocated will be based on the playing area required for a competitive fixture in the sport, where applicable. The detail of a playing area for each club is detailed in the full Facility Matrix document (in appendix).

Peak/off peak allocations –

A club will receive non-chargeable hours split between off peak and peak times.

We will offer a facility allocation in the time-slot based on the outcome of the process. If your club does not accept the offer made through the matrix then an alternative is not automatically provided.

We will work with your club to review alternatives after the completion of the Facility Matrix process.

Day of the week	Off-peak times	Peak times
Monday	opening – 3.30pm	3.30pm – close
Tuesday	opening – 3.30pm	3.30pm – close
Wednesday	opening – 3.30pm	3.30pm – close
Thursday	opening – 3.30pm	3.30pm – close
Friday	opening – 3.30pm	3.30pm – close
Saturday	All operating hours, all sites	n/a
Sunday	All operating hours, all sites	n/a

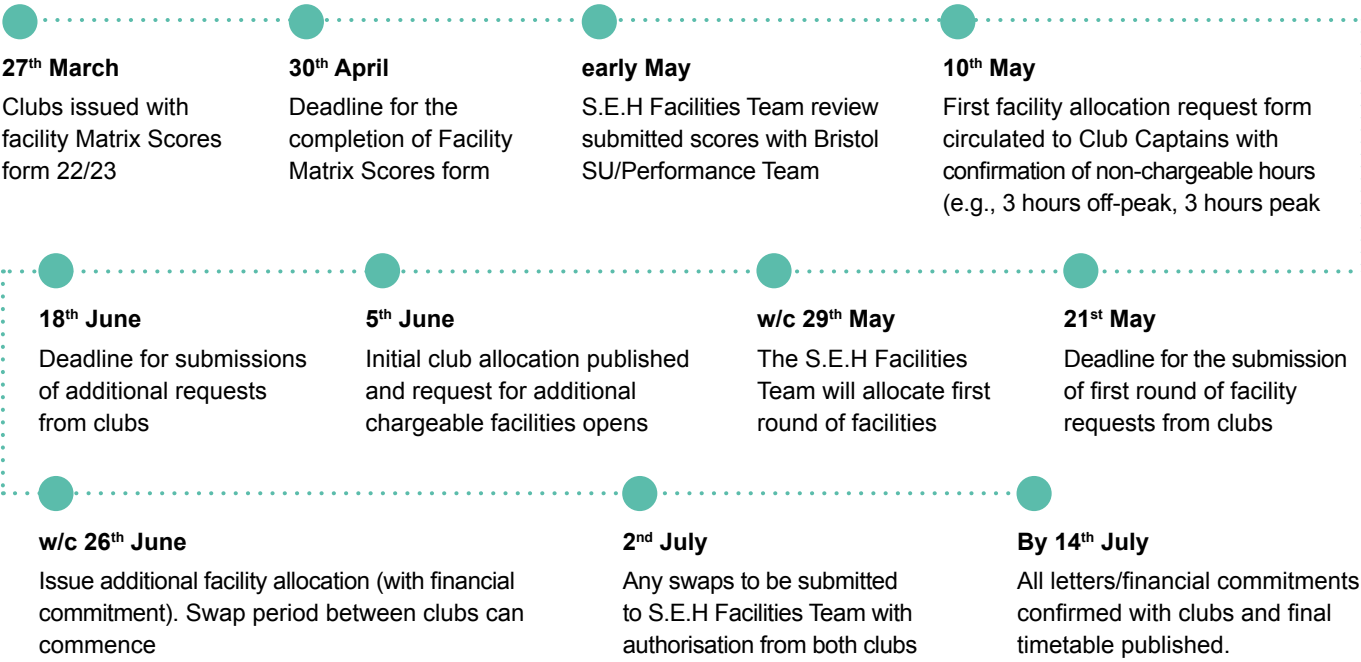
External facilities –

Where S.E.H are unable to provide a suitable facility for a club, the division will support the sourcing of external facilities and cover the hire charge up to the club’s non-chargeable hours allocation. Appendix 1 of the Facility Allocation Matrix document outlines the type of facility which may be sourced externally if S.E.H are unable to provide a University facility. Where a club requires additional facility time (beyond the free allocation), that cannot be facilitated within S.E.H facilities, the division will support the club to find alternative venues, but the full cost of the booking will be met by the club.

Timeline –

The process for allocating each club’s facility allocation will begin in March and conclude by the end of June each year. The timeline will be shared with the Club Captains and S.E.H. support staff (Head Coaches and Coordinators) in early March. The 2023 timeline is detailed here:

FACILITY ALLOCATION TIMELINE FOR 2023



CRITERIA

Metric/Measures	Spinal Points	Points/Sessions/Credits
Participation		
Access Pass	250+	3
	200-249	2
	150-199	1.5
	101-149	1
	<100	0.5
		/3.5
* Bonus Point – club provides a recreation offer for students	Recreational Offer e.g., B:Active	/1
TOTAL PARTICIPATION SCORE		/4.5
PERFORMANCE – Competition		
<i>Note, points awarded for the team competing at the highest level only.</i>	National BUCS (British University College Sport) or NGB competition	3
	Regional/BUCS or NGB competition	2
	Local League (Bristol and District)	1
Total		/3
* Bonus Point – club supports a S.E.H/BSU competition	Interclub/and or Intramural	/1
TOTAL COMPETITION SCORE		/4
QUALITY OF SESSION – Coaching and Club		
<i>Note, points awarded for a club's highest scoring role only.</i>	Full time coach (30 hours plus)	3
	Part time Coach or Coordinator (14 hours per week plus)	2
	Part time (less than 14 hours)	1
	Student Coach or Leader (e.g., Game Changers Qualification)	0.5
		/3

Balloon Accreditation 1 of 3	Gold Award	2
	Silver Award	1
	Bronze Award	0.5
		/2
* Bonus Point – club make a financial contribution to additional coach or qualified leader.	Club Funding	/1
		/6
TOTAL SCORE		/14.5

How does a club’s matrix score relate to the free facility time they will receive?

A club’s score/position will be based the scoring matrix above and will equate to the **free** facility allocations detailed below.

FACILITY ALLOCATION BASED ON MATRIX

	Facility hours (peak)	Facility hours (off-peak)	Addition hours for mixed gender clubs (split peak/off-peak)
Highest scoring 5 clubs	3 hours	3 hours	6 hours
Top 6 – 10 scoring clubs	2.5 hours	2.5 hours	5 hours
Top 11 – 15 scoring clubs	2 hours	2 hours	4 hours
Top 16 – 20 scoring clubs	1.5 hours	1.5 hours	3 hours
Top 21 – 30 scoring clubs	1 hour	1 hour	2 hours
Top 31 – 40 scoring clubs	0 hours	1 hour	1 hour

* Note – if two or more clubs gain the same number of matrix points, we will use total number of members in each club to differentiate between them.

CONTACT

- Facilities Team - seh-bookings@bristol.ac.uk
- Vicky Dickson (Business Development Officer) - vicky.dickson@bristol.ac.uk

FINANCE POLICY

Payment terms for University of Bristol issued invoices in 30 days

University of Bristol Credit Control will contact the SU (who will pass on to clubs) regarding overdue invoices from day 31 – 60 (no additional bookings will be made for clubs with outstanding Facilities & Hospitality invoices or no expenses or travel bookings will be processed for BUCS if BUCS invoices)

S.E.H. (Finance Administrator) will contact the club from day 61 if debt is still outstanding – final warning

If invoice has not been paid by day 90 – S.E.H. (Business Development Manager) will contact the clubs outlining that a meeting is required to discuss the outstanding debts and re-iterate the impact of not paying the invoice (as below).

If no response move the escalation process (as outlined below).

ESCALATION PROCESS

Facilities and hospitality outstanding invoices

First notification – UOB Credit Control

Second notification – Finance Administrator

No additional bookings for facilities or hospitality will be made until the payment is made

Final notification – Business Development Manager requesting meeting (with Bristol SU notification)

If payment is not received any chargeable facilities will be withdrawn

If payment is not received within 1 month the club will be suspended from applying for facilities through the S.E.H. Facility Matrix process

Final notification – Business Development Manager requesting meeting (with Bristol SU notification)

If payment is not received coaching or S&C support will be suspended until payment is received

If payment is not received within 1 month the club may have their team entries into BUCS reduced for the following season

Coordinators outstanding invoices

First notification – UOB Credit Control

Second notification – Finance Administrator

Final notification – Business Development Manager requesting meeting (with Bristol SU notification)

If payment is not received within 1 month the Coordinator contract may not be renewed at the end of the existing period

BUCS outstanding invoices

First notification – UOB Credit Control

Second notification – Finance Administrator

No additional BUCS expenses / or travel bookings will be processed / made until the payment is made



COACHING SUPPORT

Club Support Packages

This section outlines the type of coaching resource which is allocated to support our student sports clubs in BUCS (British University College Sport) and Competition. This includes coaching roles, and responsibilities, and outlines the process clubs should follow to apply for coaching support.

Coaching Roles – 2022-23	Details
Head Coach – Full-time	<p>Full Time Member of Staff – 35 hours per week, annual contract.</p> <p>Application process:</p> <p>Clubs interested in securing a Head Coach position must contact the Director of Sport, Exercise & Health with details of the club funding available to support the position and strategic outcomes as to how the post will deliver for the club. New Head Coach positions will only be considered from clubs where a Coordinator role is in place.</p> <p><i>See Appendix for Job Description</i></p>
Coordinator Role – Part-time	<p>Two-year fixed term position (option to extend following review) – 14 hours per week, annual contract.</p> <p>Application process:</p> <ul style="list-style-type: none">• Applications will only be considered from clubs who are competing in BUCS/National Level competition.• The club must contribute £5,000 per year for a min of 2 years• Clubs who have a Coordinator post will also be eligible for a Maroon Scholarship Programme• Clubs receive the benefit of S and C support as part of this package. Clubs' attendance at this is expected weekly.• Please note, there is a limit on the number of coordinator posts S.E.H can employ. <p>Clubs must complete a Coordinator application form to apply for a post</p> <p><i>See Appendix for Job Description</i></p>

Hourly Paid Teacher Head Coach – Part-time (Sept to April/June)	<p>Hourly paid Coach contracted for between 6-8 hrs. per week across two/three terms depending on the playing season.</p> <p>Hourly Paid Coaches:</p> <p>All roles are funded by S.E.H Coaching Budget for a minimum of 2 years</p> <p>Eligibility:</p> <p>BUCS Point total (Highest total – 1st teams) in order. Clubs who have a Head or Coordinator are not eligible for a HPT coach as well.</p> <p>Prerequisites to be considered for HPT coaching resources:</p> <ul style="list-style-type: none">• A Team in the Premier/National League in BUCS• Balloon accreditation - min. Bronze Award• Clubs must be affiliated to Bristol SU (Students Union) and have a minimum of 30 club members to qualify for any of the above coaching resources
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CONTACT

- Matt Paine (Performance Sport Manager) - matt.paine@bristol.ac.uk
- Matt Birch (Director of Sport, Exercise & Health) - matt.birch@bristol.ac.uk

STRENGTH AND CONDITIONING (S&C)

What is Strength and Conditioning?

We offer a leading strength and conditioning programme within the UK university sector to improve the performance of our sports teams.

Our philosophy is based on our long-term athlete development model: Prevent, Prepare, Perform. Our first stage is to develop physical qualities to prevent injury so you can train with your coaches, then prepare the underpinning physical ability for performance to then time these key physical abilities in line with priority fixtures or times of the season.

Fundamental Values of S&C: Turn Up, Work Hard, Have Fun.

Whilst the outcome of S&C is to improve performance, we don't care who is the strongest, fittest, or fastest. All we care about is the process of this. This is embodied by our core values.

Turn up, Work Hard, Have Fun.

The outcome of this process is attendance. We have an expectation that individuals will attend a **minimum of 85% of sessions**. This strikes the balance between sufficient consistency to improve physically whilst appreciating the other aspects of university life.

Whilst we may use training or physical data from time to time to make sure we are maximising your physical development and provide training direction, the only metric which individuals and clubs are accountable to is attendance. Simply put, we can only do our job if you turn up to sessions. S.E.H reserves the right to

withdraw S&C support from clubs who aren't achieving attendance expectations.

How is S&C allocated?

S&C is initially allocated in line with each sports coaching structure. The allocation process is as follows:

Staffing Structure	S&C support
Head Coach	2-6 sessions p/wk, with resource allocated in collaboration with Head Coach
Coordinator	2-3 sessions p/wk, with resource allocated in collaboration with the club's Coordinator
HPT Coach	2 p/wk in line with technical training where possible

What do clubs need to do to be considered for S&C?

Refer to coaching section of handbook.

CONTACT

- **Matt Paine (Performance Sport Manager)** - matt.paine@bristol.ac.uk
- **Will Ruscombe-King (Lead Strength & Conditioning Coach)** - will.ruscombe-king@bristol.ac.uk

YEAR-ROUND SUPPORT: S&C TIMELINE

Given the years it takes to develop physical qualities for performance, our S&C support is **year-round**. Students are expected to engage with the programme throughout the year. Clubs and students are encouraged

to engage with the Lead Strength and Conditioning Coach to discuss key periods of academic pressure in order to maintain attendance.

May/June	Off-Season	Summer	Pre-Season/ Term 1	Christmas Break
S&C is allocated once the facility matrix and facility timetable is confirmed	Your 'off-season' is the 2 weeks following the exams period	To make sure you are prepared for pre-season, your club will be allocated an S&C programme to complete over the summer	Pre-season and Term 1 S&C sessions within the timetable	Programmes provided to maintain physical qualities whilst finding the balance to recover from the term
Power-Up Pre-Season	Term 2	Easter	Term 3	Summer Exams
A mini 'pre-season' to prepare for the 2nd Term. This support will be in line with Christmas holiday timetable and fixtures	Term 2 S&C sessions within the timetable	Programmes provided to maintain physical qualities whilst finding the balance to recover from Term 2	Opportunity to physically develop, integrate new members of the squad ahead of the next academic year and get away from the books during high academic workload. Sessions delivered with the timetable	Time off to concentrate on your academics

We will also offer an online S&C programme for any athletes from clubs to access and do at home or in the gym. This will be on the Sport, Exercise and Health app which can be downloaded on apple or android devices.

complete via Teambuilder. Within these programmes, there will be flexibility to adjust according to your summer, but all students will be able to do something to prepare for returning to Bristol.

Summer Training

To prepare for Pre-Season, all students who receive S&C support are expected to train during the summer break. S&C programs will be provided to students to

Where is S&C?

Over the last 5 years, S.E.H has invested over £150,000 into our facilities at Coombe Dingle. All sessions will be located within the S&C Gym at Coombe Dingle Sports Complex – otherwise known as the OWL gym.

BUCS COMPETITION

“What is BUCS?”

BUCS (British Universities and Colleges Sport) is the **National Governing Body for competitive, performance-level inter-university sport.**

The University of Bristol are a BUCS Member Institution, and we can enter representative teams in BUCS-run Leagues and Events to earn our institution BUCS points.

BUCS is a fantastic opportunity for you and your club-mates to play **high-level, competitive sport and representing your university** in fixtures against other institutions.

“Who participates in BUCS Competitions?”

Clubs who are affiliated with Bristol SU are eligible to compete in BUCS by evidencing continued, **sustainably high member numbers (30+), strong club development practices** (such as engagement in the Balloon Accreditation system) and **participation in non-BUCS leagues and events** in their discipline.

BUCS Competition suits student-athletes looking to engage in high-level competitive sport alongside their studies.

“Who facilitates BUCS Competition at the University of Bristol?”

Our BUCS Programme is managed by the **Sport, Exercise and Health (S.E.H) Division** of the University of Bristol.

Each Member Institution will have at least one BUCS Institute Administrator (IA) (BUCS Administrator - Andrew Lanham) that administrates representative teams' fixtures.

Institute Administrators and Club Captains will both use the BUCS Play app, developed by BUCS, to jointly administer BUCS competition.

S.E.H BUCS League Responsibilities:

- Communicate with BUCS
- Schedule fixtures
- Allocate facilities
- Book & schedule coaches (for teams of over 8 people)
- Communicate with other institutions

Club BUCS League Responsibilities:

- Sign up to BUCS Play
- Enter team sheets for league fixtures
- Enter scores for league fixtures
- Fulfil your fixture

My club is participating in BUCS Leagues next season – what do I need to know?”

If your club will be competing in BUCS competition next season, specifically in a league format, we would like you to be familiar with the details of BUCS competition, BUCS regulations and how S.E.H will administrate and support your club's campaign.

BUCS participation comes with associated financial costs. S.E.H finance entries to BUCS competition, and affiliation to BUCS for competing clubs. S.E.H also allocate funding for transport and accommodation. The total figure allocated to each club will be confirmed in August each year. Details of your club's expenditure will be available via the S.E.H BUCS Club Spend Tracker.

Clubs will be contacted to confirm their spend in January but the invoices for overspend will be issued in March.

S.E.H will organise coach transport for teams of over eight athletes, with smaller teams driving/ taking public transport to fixtures and claiming back fuel costs. Cost of transport/claim is deducted from the allocated funding support for the club and can be tracked on the S.E.H BUCS Spend Tracker. Clubs can opt-out of S.E.H organised transport.



BUCS leagues begin in late-September, and run through to April, with a winter break between mid-December and mid-January. Predominantly, fixtures take place on a Wednesday, however teams will occasionally be required to compete on other weekdays or weekends.

Club and team captains have a range of administrative responsibilities to conduct before and after league fixtures. These will be conducted via the BUCS Play app, and include uploading team sheets and entering scores on the BUCS Play App.

S.E.H BUCS Event Responsibilities:

- Communicate with BUCS
- Communicate with other institutions
- Approve entries

Club BUCS Event Responsibilities:

- Contact Institute Administrator expressing interest
- Sign up to BUCS Play
- Enter your event
- Book transport
- Book accommodation
- Apply for S.E.H funding (optional)

“My club is participating in BUCS Events next season – what do I need to know?”

If your club will be competing in BUCS competition next season, specifically in BUCS events, we would like you to be familiar with the details of BUCS competition, BUCS regulations and how S.E.H will administrate and support your club's events.

S.E.H finance agreed entries to BUCS competition, and affiliation to BUCS for competing clubs.

S.E.H will also provide financial support for transport and accommodation costs - if your club requires financial support to compete at their event, they may apply for funding via the **S.E.H BUCS Event Funding Application process.**

Individual athletes must register for BUCS events on BUCS Play – these athletes can then be approved and entered by our Institute Administrator.

“My club is interested in joining BUCS competition in the future – what do I need to know?”

BUCS Competition takes the form of **leagues** with regular fixtures, or one-off **events**. You can find out the format of your sport on the [BUCS sports webpage](#).

We look for clubs entering our BUCS programme to have a **member base of 30+ and evidence of competition in non-BUCS national or local leagues or competitions**.

We would also **meet with clubs** to discuss the demands of BUCS competition – long days, administrative responsibilities, financial costs, and the requirement to fulfil every single scheduled fixture.

The Team Review process begins in April, with team entries finalised in May. If your club is interested in joining our BUCS programme and competing in BUCS Leagues or Events, please contact performance-sport@bristol.ac.uk before the Team Review process begins.



CONTACT

- **Matt Paine (Performance Sport Manager)** - matt.paine@bristol.ac.uk
- **Andrew Lanham (Sports Administrator - BUCS & Competitions)** - performance-sport@bristol.ac.uk

BUCS LEAGUE GLOSSARY

Topic	Information
BUCS Competition	<p>BUCS (British Universities and Colleges Sport) are the National Governing Body for competitive, performance-level inter-university sport.</p> <p>The University of Bristol are a BUCS Member Institution, and we can enter representative teams in BUCS Leagues and Events to earn our institution BUCS points.</p> <p>Our BUCS Programme is managed by the Sport, Exercise and Health (S.E.H) Division of the University of Bristol.</p>
BUCS League Entries	<p>S.E.H will survey clubs in April that have expressed an interest in BUCS competition prior to the BUCS team entry deadline (see timeline).</p> <p>Survey responses will be reviewed, alongside previous performances and meetings will take place with captains where necessary. Following the outcomes S.E.H will confirm team entries for the following season in May.</p> <p>Please note that no teams can be entered beyond the BUCS team entry deadline in May.</p>
BUCS League Funding Support	<p>S.E.H provides funding support to Clubs competing in BUCS competitions.</p> <p>Clubs entering teams to participate in BUCS Leagues will be funded based on the number of teams they have entered.</p> <div><div><p>Field & Court Amount allocated based on teams entered</p><ul style="list-style-type: none">6 Teams – £4,5005 Teams – £4,0004 Teams – £3,5003 Teams – £3,0002 Teams – £2,0001 Team – £1,000</div><div><p>Racquet Amount allocated based on teams entered</p><ul style="list-style-type: none">6 Teams – £2,7505 Teams – £2,5004 Teams – £2,2503 Teams – £2,0002 Teams – £1,5001 Team – £1,000</div></div> <p>Clubs will be able to track S.E.H Funding Support on the S.E.H BUCS Spend Tracker spreadsheet.</p> <p>Access to the S.E.H BUCS Spend Tracker will be made available to Clubs in their ‘Welcome Back!’ email in August each year.</p> <p>A Club will be invoiced for any spend that exceeds their S.E.H Funding Support allocation. An invoice will be sent to Clubs at the end of the season.</p>

BUCS League Dates	<p>League dates can be found in BUCS Appendix 2A.</p> <p>Leagues will have a start date and a league deadline date – all fixtures must be completed before the league deadline date, or they will be declared void.</p>
BUCS Regulations	<p>Please find all BUCS Regulations on the BUCS Regulations webpages.</p> <p>It is crucial that all club captains, team captains and club members familiarise themselves with the BUCS Regulations before any fixtures are played.</p>
Club/Team Captain Administrative Responsibilities	<p>Club and team captains are responsible for overseeing squad sign-ups, uploading team-sheets and entering scores for every fixture that takes place.</p> <p>These administrative procedures are conducted on BUCS Play (app or browser). This is an app developed by BUCS for the administration of BUCS competition by Institute Administrators and Club Captains.</p> <p>Clubs and teams that do not conduct the above administrative processes are liable to forfeit fixtures, receive substantial fines from BUCS and receive bans from BUCS competition.</p> <p>Please find guidance on these processes below:</p> <ul style="list-style-type: none"> • Signing-up your Squad • Selecting your Team • Entering your Scores
BUCS Transport	<p>Clubs will be consulted on preferred fixture transportation during pre-season.</p> <p>S.E.H will book coach transport for teams of over eight athletes, with smaller teams driving/ taking public transport to fixtures and claiming back fuel costs.</p> <p>Cost of transport is deducted from the allocated Funding Support for the club and can be tracked on the S.E.H BUCS Spend Tracker spreadsheet.</p> <p>Clubs may choose to opt-out of S.E.H-booked coach transport.</p>
BUCS Claims	<p>Student-athletes can claim costs accrued from travel to BUCS fixtures in certain circumstances. Please find further guidance on the claims process in the S.E.H Claims Guidance document.</p> <p>Please download and complete the Non-Staff Claims Form, referencing the above guidance document. These forms should then be returned to performance-sport@bristol.ac.uk. Forms completed incorrectly will be returned to sender.</p> <p>Forms returned later than 2 weeks following the date of BUCS fixture may not be processed.</p>

BUCS Sanctions	<p>S.E.H reserve the right to remove BUCS resourcing for the following season if a club:</p> <ul style="list-style-type: none"> • is unable to fulfil a fixture and concedes a walkover • contacts opposition Institute Administrators without prior S.E.H contact, • consumes alcohol on S.E.H-organised transport • bring the University of Bristol BUCS Programme into disrepute,
BUCS Emergency Contacts	<p>If you have a non-urgent enquiry, please email performance-sport@bristol.ac.uk.</p> <p>If you have an urgent enquiry on the day of a fixture, please contact our Institute Administrator on 07973 839903.</p> <p>Our Institute Administrator will be contactable Monday-Friday.</p> <p>For fixtures taking place over the weekend, we will endeavour to swap Captains' contact details so that teams can contact each other in case of emergency.</p>
Playing Under Protest	<p>If you experience violence, discrimination or anything that make you uncomfortable during your BUCS fixture, it is within your rights to walk away from the fixture and report this incident to our Performance Sport team at performance-sport@bristol.ac.uk.</p> <p>If you arrive at a fixture and believe the opposition/officials are acting in breach of a BUCS Regulation (e.g. not enough referees, wrong court markings, inappropriate equipment), and you/your athletes are not in immediate danger, please fill in a Playing Under Protest form (Appendix 8) and submit this after your fixture to performance-sport@bristol.ac.uk. This will then be submitted to BUCS and judged by a BUCS panel, with sanctions applied accordingly. Please find the Playing Under Protest regulations under BUCS Regulation 12.</p> <p>Please note, you will not be able to Play Under Protest unless you have uploaded your team sheet on BUCS Play.</p>
Official Playing Kit	<p>All clubs representing the University of Bristol will be expected to wear Official Surridge Playing kit.</p> <p>If Surridge are unable to provide an appropriate standard of kit for a specific sport, then a club will be able to source alternative kit, once agreement has been given by S.E.H.</p> <p>Please contact danny@surridgesport.com to find out more information about the kit purchase process.</p>

BUCS EVENTS GLOSSARY

Topic	Information
BUCS Competition	<p>BUCS (British University and College Sport) are the National Governing Body for competitive, performance-level inter-university sport.</p> <p>The University of Bristol are a BUCS Member Institution, and we can enter representative teams in BUCS Leagues and Events to earn our institution BUCS points.</p> <p>Our BUCS Programme is managed by the Sport, Exercise and Health (S.E.H) Division of the University of Bristol.</p>
BUCS Events	<p>BUCS Events are isolated competitions that happen sporadically throughout the year across many sports.</p> <p>Some clubs will only have BUCS Events for their sports, whereas some clubs with have both League and Event competition available to them.</p>
BUCS Event Entries	<p>Student-athletes apply for events via BUCS Play. These applications are reviewed by our Institute Administrator and then approved/rejected.</p> <p>Guidance on how to apply for events can be found on the How to Enter BUCS Events webpage.</p>
S.E.H BUCS Event Funding Support Application	<p>Clubs will be able to apply for funding support for their events via the Event Sponsorship Application process.</p> <p>You will receive a link to the form, as well as further information regarding how funding will be allocated, in your 'Welcome Back' email.</p> <p>Any funding awarded by S.E.H will be noted on the BUCS Spend Tracker spreadsheet.</p> <p>Clubs will then be permitted to claim back transport and accommodation expenses using the process detailed in the 'BUCS Claims' section of this document. S.E.H will reimburse up to the Club's allocated funding.</p>
Club/Team Captain Administrative Responsibilities	<p>Club and team captains are responsible for overseeing squad sign-ups and ensuring all competitors have applied to enter your BUCS Event on BUCS Play.</p> <p>Please find guidance on how to do this below:</p> <ul style="list-style-type: none">Signing-up your SquadHow to Enter your Event

BUCS Claims	<p>Student-athletes can claim costs accrued from travel to BUCS fixtures in certain circumstances. Please find further guidance on the claims process in the S.E.H Claims Guidance document.</p> <p>Please download and complete the Non-Staff Claims Form, referencing the above guidance document. These forms should then be returned to performance-sport@bristol.ac.uk. Forms completed incorrectly will be returned to sender.</p> <p>Forms returned later than 2 weeks following the date of BUCS fixture may not be processed.</p>
BUCS Sanctions	<p>S.E.H reserve the right to remove BUCS resourcing for the following season if a club:</p> <ul style="list-style-type: none">is unable to fulfil a fixture and concedes a walkovercontacts opposition Institute Administrators without prior S.E.H contact,consumes alcohol on S.E.H-organised transportbring the University of Bristol BUCS Programme into disrepute
BUCS Emergency Contacts	<p>If you have a non-urgent enquiry, please email performance-sport@bristol.ac.uk.</p> <p>If you have an urgent enquiry on the day of a fixture, please contact our Institute Administrator on 07973 839903.</p> <p>Our Institute Administrator will be contactable Monday-Friday.</p> <p>For fixtures taking place over the weekend, we will endeavour to swap Captains' contact details so that teams can contact each other in case of emergency.</p>
Playing Under Protest	<p>If you experience violence, discrimination or anything that make you uncomfortable during your BUCS fixture, it is within your rights to walk away from the fixture and report this incident to our Performance Sport team at performance-sport@bristol.ac.uk.</p> <p>If you arrive at a fixture and believe the opposition/officials are acting in breach of a BUCS Regulation (e.g. not enough referees, wrong court markings, inappropriate equipment), and you/your athletes are not in immediate danger, please fill in a Playing Under Protest form (Appendix 8) and submit this after your fixture to performance-sport@bristol.ac.uk. This will then be submitted to BUCS and judged by a BUCS panel, with sanctions applied accordingly. Please find the Playing Under Protest regulations under BUCS Regulation 12.</p> <p>Please note, you will not be able to Play Under Protest unless you have uploaded your team sheet on BUCS Play.</p>
Official Playing Kit	<p>All clubs representing the University of Bristol will be expected to wear Official Surridge Playing kit.</p> <p>Please contact danny@surridgesport.com to find our more information about the kit purchase process.</p>

BUCS Checklist

- ☐ **Registering for BUCS Play** – all your members must be registered by the start of the season.
- ☐ **Allocate Team Captains** – please do this on BUCS Play ahead of your first games in October.
- ☐ **Attend a BUCS Catch Up Meeting** – if you are competing in BUCS, you will be contacted by S.E.H during pre-season with booking details.
- ☐ **Re-affiliate** – please reaffiliate your club with your sport's National Governing Body (where applicable).
- ☐ **View your Fixture on BUCS Play** – League fixtures will be available from July. Sports with stand-alone events, this calendar will be released in October.
- ☐ **Check your Funding** – you will be provided access to the S.E.H BUCS Spend Tracker in your 'Welcome Back!' email.
- ☐ **Get your Playing Under Protest forms** – these will be given to your clubs at your BUCS Catch-up Meeting in September as part of your BUCS Welcome Pack.
- ☐ **Read the Regs** – please familiarise yourself with the BUCS regulations for the season ahead. Please use the following address to access the comprehensive collection of regulations - bucs.org.uk/rules-and-regulations.html

PARTICIPATION DEVELOPMENT

B:Active

B:Active is more than a name, more than a brand; it's a Bristol philosophy for active life. If it's identified as B:Active you can be sure of getting something social, fun and active. You don't need to have any experience, join a team, have the right kit, or pay a lot of money. All our activities are inclusive and beginner-friendly and you can come to as many sessions as you want, as often as you like. We use B:Active to engage students otherwise not being reached by sport and exercise, to help the sporting community reflect the diversity of the student community. This means we will place specific focus on groups under-represented in physical activity and sport.

B:Active operates on **Campus** (sports facilities, Richmond Building, Langford), open to all students; and in **Residences** targeting students in university-allocated accommodation.

i. Opportunity for sports clubs and student groups

We would like to work in partnership with student groups to offer activity to students. This could involve additional sessions for your sport, outside of your existing social/recreational sessions, promoted through B:Active and S.E.H channels. These sessions would be open to any student, regardless of whether they are a member of your club. In this way, the sessions can compliment your existing recreational activity and expose more students to your sport at any point during the year, helping enhance the player pathway in your sport.

ii. Resource implications for clubs

We will put in place an agreement with your club for the planned activity and what your club will commit to. We will identify our responsibilities, and agree a level of funding for your club, in the form of a payment at the end of each term.

You will also have access to the **Game Changers** programme, which can support the development of your club workforce.

iii. Process

Discussion between club and SPA team, formalised in a club partnership agreement.

For a September start, the agreement needs to be in place by August.

iv. Key dates for clubs

- 3 weeks before start of term – Partnership agreement in place
- 1st week of term (or other as appropriate) – delivery starts
- Final week of term – feedback from club and review of delivery; Funding transfer, via Bristol SU, to club account

SPORT AND PHYSICAL ACTIVITY TEAM

- Joe Leaver (B:Active Campus – Sports Centre, Richmond Building, Pool, other central campus-related, plus Langford) - joe.leaver@bristol.ac.uk
- Molly Williams (B:Active Residences – targeting students in university-allocated accommodation) - molly.williams@bristol.ac.uk
- Pete Burrows (Deputy Sport and Health Manager – oversees all of the above) - peter.burrows@bristol.ac.uk



WORKFORCE DEVELOPMENT



i. Overview of programme

Game Changers is the University of Bristol's sports leadership and volunteering programme. It provides students with training, qualifications and opportunities to apply those new skills to your club environments in a range of areas including coaching, officiating and community outreach.

The programme runs continuously throughout the year to fit flexibly around your studies. You can sign up at any time.

Stage 1	Sign up and attend an information induction.
Stage 2	Choose your training workshop or coaching qualification.
Stage 3	Complete 10 hours of volunteering (Within your club or community group).

Coach and Officiating Qualifications

If you are interested in upskilling your club workforce... Game Changers is here for you! We will cover 75% of the course cost, up to £200. All you need to do is sign up, attend a drop in with the team, attend the course and complete 10 hours volunteering with your student club!

This is a great opportunity for your club to utilise student coaches and create a better experience for participants within your club!

Workshops

We work with a range of different community partners to provide learning and development opportunities to our student groups; focusing around accessibility, inclusion, mental health and overall participation. This may be of particular interest to specific committee members.



Bristol PLUS

Did you know you can use your committee role towards the Bristol PLUS award? An employability award recognised by employers. Game Changers activity, either completing a coaching qualification or workshop counts towards the Bristol PLUS award, alongside the work experience hours you are doing in your committee roles.

ii) Objectives of the programme

Game Changers would like to support the development of your club workforce, upskilling those in committee roles and those aspiring to be coaches. We work with a range of community partners and National Governing Bodies to provide the best support. Learn new skills in a range of different workshops or courses and then simply put those skills into action within your club.

iii) Resource implications for clubs

Coaching Qualifications: Game Changers will cover 75% of course costs, to £200. The remainder of the cost needs to be covered by the individual or the club. The majority of community workshops are FREE to ALL club members.

iv) Process for accessing resources

A discussion between the Game Changers team and club representatives. This can be arranged through email seh-gamechangers@bristol.ac.uk

OR Sign up via the website.

v) Key dates for clubs

Game Changers sign up dates – Between September – June.

Coming soon...

- Sports Development drop-ins
- Club forums
- Monthly newsletter updates

CONTACT

- Lisa Daley (Development Officer – Sport) - lisa.daley@bristol.ac.uk
- Sport and Physical Activity Team - sport-active@bristol.ac.uk

PRESEASON – AUGUST AND JANUARY

PRESEASON – AUGUST

What is Pre-season?

Our Pre-Season has developed into a leading pre-season structure within the UK university sector.

Simply put; it is the most important time of year to prepare for BUCS and your competitive season. We complete more training in pre-season than any other block of the year – so that's more training in 4 weeks of pre-season than the 12 weeks of term 1.

With no academic pressure, this is the perfect time to improve performance, develop physically and technically, whilst having fun and making memories with your friends.

- Pre-Season is for all Sports Clubs who participate in BUCS competition/complete the Facility Matrix process
- Pre-Season is free to attend for all clubs and students

When does it start?

Pre-season will start on the August for Head Coach and Coordinator sports, with all other sports starting in early September.

What do we offer Head Coach and Coordinator Sports Clubs

- ✓ x2 technical sessions per day (AM and PM/ evening) = 8 per week
- ✓ x1 S and C session per day in the OWL = 4 per week
- ✓ Wednesdays and weekends off to recover and enjoy with friends
- ✓ x2 Home Pre-season friendlies
- ✓ Catered breakfast and lunch for those returning in August. (charges apply).

- ✓ MDT Education Sessions – Sports Psyche, Nutrition, Physio and Lifestyle

What do we offer HPT Coached Sports Clubs & all other clubs

- ✓ Access to all your term time club training from first Monday in September
- ✓ Clubs with HPT Coaches – begin contracts on that Monday, so pre-season is supported by your coaches.
- ✓ x 2 S and C sessions per week for all HPT sports clubs

How do we attend?

- An expression of interest form will be sent to all eligible clubs – Summer
- All clubs who are eligible and expressed an interest in taking part in Pre-Season will be sent email confirmation and update on information/training slots
- Complete your summer programmes as set by the S&C team to best prepare for pre-season. Due to the importance of pre-season and the opportunity we get to coach, educate and explain our processes, all those who attending S&C sessions in term are expected to attend all of their club's pre-season
- Sign up via SEH form prior to attending your club's first day Pre-Season, the link to Pre-season tickets will be sent to your club after you have expressed an interest in the Summer
- Turn up in August or September, ready to go with your clubs and team mates

Term Time programme

To streamline your week, S&C sessions run where possible in conjunction with your technical training - i.e. S&C preceding technical training.

PRESEASON – JANUARY

Pre-season in January is an opportunity to return following the Christmas break to prepare for both the 2nd half of the season and your exams. This is more relaxed opportunity to commence your sport during the exam period

When does it start?

Pre-season in January takes place during the two week exam period.

What do we offer Head Coach and Coordinator Sports Clubs

- X2 technical sessions per week (3 hours)
- S&C sessions (as per term time programme)

What do we offer HPT Coached Sports Clubs

- X1 technical sessions per week (1.5 hours)
- S&C sessions (as per term time programme)

What do we offer other Sports Clubs

Clubs can request 1 x technical session per week and this will be issued based on facility availability

How do we attend?

An expression of interest form will be sent to all eligible clubs in December

All clubs who are eligible and expressed and interest in taking part in Pre-season will be sent email confirmation and update on training slots.

CONTACT

- **Matt Paine (Performance Sport Manager)** - matt.paine@bristol.ac.uk
- **Facilities Team** - seh-bookings@bristol.ac.uk

ADDITIONAL SERVICES

Sport Medicine Clinic

The Sports Medicine Clinic provides a range of services to help manage pain, improve performance, and prevent injury. Located at both the Indoor Sports Centre and Coombe Dingle Sports Complex, we offer heavily discounted prices for individual students.

i. Support for clubs

We can provide bespoke support to clubs, in the form of group sessions, seminars and webinars. This service is chargeable.

Please feel able to signpost your club members to our service. We are an accessible, student-friendly service that, should injuries arise, be of great support to your club members. Offering significant discounts for students, we are competitively priced locally, and experienced in working with students.

S.E.H Facility booking hire

Additional facilities can be booked at any time throughout the academic year by clubs/societies.

Bookings are discounted to University of Bristol students' clubs, societies and staff at 50% of the standard rate.

To request availability of facilities please complete a booking request form airtable.com/shrQB69DGC47eEu7E ensuring that you state whether you are looking to book as an individual or on behalf of your club (must be committee member).

Bookings that require:

- Multiple areas booked
- Amplified Music (TENS)**
- Time outside of normal operating hours*
- Large scale events with spectators.
- Ticketed events
- Four plus hours in duration

Are considered an Event booking and require advanced notification and an additional risk assessment.

Any time requested outside of normal operating hours* requires a six-week lead time to be added to the staffing Rota.

TEN* license – TENS needed for alcohol sales outside our usual licensed area of bar Food sales outside of our licensed areas need to be applied by the department at least one month prior to the event.

Spectators

If you are looking to host an event that will attract spectators you should, as part of your risk assessment and event planning, start thinking about how you will implement, and control spectators invited to your event (to include players and participants when not participating in the sport/activity). You should define reasonable enforceable and clearly communicable limitations on spectators

- No alcohol
- Objects that can be thrown
- Noisemakers
- Objectionable signs

Also included in your event plan and risk assessment should be clear guidelines as to communicate the behavior policy (listed in terms and conditions for SEH (Sports, Exercise & Health) and by the SU (Students Union)) such as profane language restrictions and cheers and chants that may be offensive.

How can you communicate the policy i.e., signage, game programs, social media, event organisers and committee and how will you enforce it, or what is your response strategy for all the above.

If your event attracts 100 plus spectators in nature or has in the past attracted poor behavior your event will require security. A minimum of 2 are required and your event but you may require more.

Please NOTE: Security will be an additional cost to the club to include BUCS (British Universities & Colleges Sport) matches that have been selected by the club to be ticketed.

First Aid and Paramedics

Events that involve contact sports and those considered elevated risk (a large volume of people participating in a new sport/activity), multi-sport events, day events, tournaments, will all require additional first aiders at the event.

For larger scale events we may request paramedic cover:

'Due to the Increased pressure on demands on the NHS there has been on occasion a significant delay in response time by an ambulance or paramedic of over and above a couple of hours. Having a paramedic on site means assessment of the injury and in some instances, treatment provided preventing the injury escalating to a critical response/serious nature or permanent damage.'

We do have Defibrillators at all our sites.

Your event request will be evaluated by the Site Safety Advisors and if your event has been identified as requiring Paramedic level cover, we will let you know as soon as possible with a quote for the additional cost. Your event will not be approved until this has been agreed.

SEH will provide comprehensive Paramedic support to all clubs at Coombe for Wednesday BUCS matches.

CONTACT

- Facilities Team - seh-bookings@bristol.ac.uk
- Sports Medicine Clinic - seh-sportsmedicineclinic@bristol.ac.uk

Hospitality

Refreshments and catering are available to book for your teams (and visiting teams) at Coombe Dingle Sports Complex. We have a resident chef and hospitality team who all help to make the offer operate. By having this offer on site, it allows for teams to eat all together in our pavilion, for less than a meal in your local fast food outlet! We rotate our hot meal options so you will have a wide range of options. Our menu has been collaboratively designed by our chef, and our nutritionist, and therefore all meals are nutritional and perfect to help recover after playing matches.

We also offer the option for clubs to purchase meals around evening training sessions at Coombe Dingle.

Within the pavilion is Harry's Bar where you will also be able to satisfy your thirst on gamedays. The bar is well stocked and very popular. It is also cheaper than other campus bars!



‘The food is cheap, hot and the best bit is that it takes the stress out of having to sort a meal myself after the game’ – **Dan**

‘The food is great, I particularly love the burritos’ – **Rowan**

It’s nice to stick around after the game rather than shooting straight off home or to town’ – **Amzud**

‘The bar is a quid cheaper than the student bar at Clifton Hill House’ – **Beth**

CONTACT

- **Arron Godfrey (Deputy Business Development Manager)** - arron.godfrey@bristol.ac.uk
- **Facilities Team** - seh-bookings@bristol.ac.uk

MAROON SCHOLARS

The Maroon scholarship is awarded to students who are studying on a Dual Career pathway at Bristol. The Maroons will add value to both the clubs in BUCS/ National competition and to the University as they strive for excellence in their sports and maximize their potential. The Maroons receive a range of support services which include Strength & Conditioning, 1:1 skills coaching, Sports Psychology, Nutrition and Lifestyle coaching.

The scholarship is funded in partnership with Sport, Exercise and Health and clubs.

Who is eligible to apply for a Maroon Scholarship?

- Students from clubs with a Head Coach or Coordinator
- All current students with club membership
- To be considered for a Maroon Scholarship you must have attended Pre-Season with your club

Expectations of a Maroon:

- Perform weekly in the BUCS (British Universities and Colleges Sport) league. Over 90% of fixtures is required
- Set standards of excellence within the club - playing, training and off field behaviors
- Attendance at club's summer pre-season
- Attending a minimum of 2 Scholar S&C sessions each week
- Be an active Maroon scholar – using all the benefits at your disposal to improve as a player and a person
- Students to promote the Maroon Scholarship and raise awareness for potential future recruitment

Benefits for a Maroon Scholar:

- Additional coaching time, support, and mentoring
- Club Membership included – paid fully by the student club
- Scholar S&C (Strength & Conditioning) sessions up to 4 per week
- Group workshops with Sports Psychologist and Nutritionist
- Maroon Scholar Kit included & exclusive Surridge discount days
- Individual/Team Coaching Sessions each week
- Access to 15-minute Physio Drop in Clinics
- Discount on Sports Medicine Clinic Services

Application Process:

- Maroon Scholars can be nominated by the Coach/ and or Club
- The application process will be held twice a year (end of summer Pre-season and January) This will be run internally by the clubs with Maroon programmes
- The first cohort of Maroons are confirmed by October 1st
- All Maroon athletes will be interviewed following an application process and assessed against the standards and criteria of a Maroon
- A review will take place in January for all current Maroon Scholars (potential to remove athletes at this stage if not using the scholarship to its potential)

CONTACT

- **Matt Paine (Performance Sport Manager)** matt.paine@bristol.ac.uk

BRISTOL REDS

A Bristol RED and a Director's Award are the most prestigious sporting awards conferred by the University. Eligible students will have produced exceptional performances on and off the pitch in their respective sports. Their achievement and commitment place them at the absolute pinnacle of university sport. This year we are introducing two new categories: the #WeAreBristol Inclusivity and Wellbeing Awards. These new categories will celebrate the outstanding achievements of clubs and students who have developed new initiatives and best practice in these critical areas.

Criteria for Awards:

When applying/nominating for any of the awards below please make it explicit in your application if this is for a team, individual, or a whole sports club.

1. Red Award:

- Outstanding performance in BUCS Competition over a consistent period
- Performing in representative sport (student and junior international level upwards)
- Demonstration of ability at high level sporting competition (beyond BUCS)
- Three years significant contribution above and beyond Club level

2. Director's Award:

- Students who have made a significant contribution to their clubs on and off field

REDS

AWARDS 2022

- Played at a consistently high level within their club
- Supported a change in culture within the club that has brought about different results

3. WeAreBristol Inclusivity Award:

- A club initiative that has allowed a more inclusive environment and encouraged more members to participate, especially from under-represented groups. This could be in terms of competition, training, or your club's social engagement.

4. WeAreBristol Wellbeing Award:

- A club initiative or fundraising project, with a clear well-being focus and strategy.
- The project or idea must have clear aims at improving the mental health and wellbeing of club members and the WeAreBristol community at Bristol.
- This initiative should provide an environment that has enabled and actively promoted health and wellbeing.

CONTACT

- **Events Team** - sports-events@bristol.ac.uk
- **Performance Sport Team** - performance-sport@bristol.ac.uk



APPENDIX

FACILITY MATRIX ALLOCATION DOCUMENT

Division of Sport, Exercise and Health

Facility Allocation Matrix – student sports clubs - 2023 process

1.0 Overview

Student Sport Clubs are a critical part of the division's offer for students. It is, therefore, important that the process we adopt to allocate resource to clubs is in line with the division's strategic priorities:

1. Increase student participation levels, driven by a focus on student health and wellbeing and student satisfaction. This will be achieved through an offer which is fair and equitable.
2. Facilitate students gaining employability skills through sports leadership, volunteering, officiating, coaching and administration opportunities and experiences.
3. Develop an inspirational and inclusive student-led sporting community, which allows sports clubs and talented athletes to reach their potential. This will be achieved in an environment which is built on pride, partnership, ambition and trust.
4. Contribute to the health and wellbeing of staff by providing access to healthy activities.
5. Maximise commercial opportunities in a manner that creates significant opportunities for student development and/or provides income that can be reinvested in the student experience.

In addition, the consultation with student clubs established several key principles for the allocation of facility resource in the future. The process must:

- be clear and transparent
- remove the link between the #WeAreBristol Club Development and Facility Allocation processes
- acknowledge that there is a finite facility resource and encourage joint responsibility (SEH and clubs) to ensure facility allocations maximises opportunities for students within and across sports clubs
- develop a culture that encourages facility requests from clubs based on need
- discontinue the 'status' (Performance; Kick-start; Club Evolution; Parachute) allocated to student clubs to prevent a perceived hierarchy being established

2.0 Detail of the Facility Allocation Process

This section provides additional information about the Facility Allocation Process and looks to clarify key areas highlighted during the club consultations.

Eligibility – for clubs to be eligible for free facility access, they must be affiliated with Bristol Students' Union and meet the following criteria:

- SU (Students Union) Affiliation (adherence to minimum member numbers)
- Balloon accreditation
- Minimum of a student coach

- Minimum entry to a local league

The maximum number of clubs that will be supported by the SEH Facility Matrix each year is 40 clubs.

Prioritisation – Once the division's student activity programmes are timetabled, each student sport club's free allocation will be prioritised in the allocation process. Additional facility requests will be considered from student clubs alongside other commercial divisional programmes and will be charged at a rate of 25% of the normal commercial rate. The 25% rate is only available for training sessions approved at the conclusion of the facility allocation process. Any further facility requests will be chargeable at 50% of the normal commercial rate.

Figure 1 – prioritisation of SEH facility bookings



Allocation matrix – Each club's first round of (non-chargeable) facility allocation will be allocated on a club's score against metrics outlined in section 4, which are organised under three key headings: Participation; Performance & Quality of Session.

The second round of chargeable facility allocations will be reviewed holistically across all clubs' second round applications.

Allocation per club - Each hour of free facility time a club is allocated will be based on the playing area required for a competitive fixture in the sport. The detail of a playing area for each club is detailed in Appendix 1.

Peak/off peak allocations – A club will receive non-chargeable hours split between the off peak and peak times detailed in Table 2.

We will offer a facility allocation in the time-slot based on the outcome of the process. If your club does not accept the offer made through the matrix then an alternative is not automatically provided. We will work with your club to review alternatives after the completion of the Facility Matrix process.

Table 2: Off-Peak and Peak hours

Day of the week	Off-peak times	Peak times
Monday	opening – 3.30pm	3.30pm – close
Tuesday	opening – 3.30pm	3.30pm – close
Wednesday	opening – 3.30pm	3.30pm – close
Thursday	opening – 3.30pm	3.30pm – close
Friday	opening – 3.30pm	3.30pm – close
Saturday	All operating hours, all sites	n/a
Sunday	All operating hours, all sites	n/a

Term time – Student club's facility allocation will be for term time bookings only (vacation periods are excluded). During the University's vacation period there will be a focus on commercial bookings. Income generated from these bookings will be re-invested in sport and physical activity opportunities for students.

External facilities - Where SEH are unable to provide a suitable facility for a club, the division will support the sourcing of external facilities and cover the hire charge up to the club's non-chargeable hours allocation. Appendix 1 outlines the type of facility which may be sourced externally if SEH are unable to provide a University facility. Where a club requires additional facility time (beyond the free allocation), that cannot be facilitated within SEH facilities, the division will support the club to find alternative venues, but the full cost of the booking will be met by the club.

Timeline – the process for allocating each club's facility allocation will begin in March and conclude by the end of June each year. The timeline will be shared with the Club Captains and S.E.H. support staff (Head Coaches and Coordinators) in early March. The 2022 timeline is detailed in Table 3:

Table 3 – Facility Allocation Timeline

Timeline	Action
27 th March	Clubs issued with Facility Matrix Scores form 23/24
30 th April	Deadline for the completion of Facility Matrix Scores form
early May	SEH Facilities Team review submitted scores with Bristol SU/ Performance Team
10 th May	First facility allocation request form circulated to Club Captains with confirmation of non-chargeable hours (e.g., 3 hours off-peak, 3 hours peak)
21 st May	Deadline for the submission of first round of facility requests from clubs
w/c 29 th May	The SEH Facilities Team will allocate first round of facilities
5 th June	Initial club allocation published and request for additional chargeable facilities opens
18 th June	Deadline for submission of additional requests from clubs
w/c 26 th June	Issue additional facility allocation (with financial commitment) Swap period between clubs can commence
2 nd July	Any swaps to be submitted to S.E.H Facilities Team with authorisation from both clubs
By 14 th July	All letters/financial commitments confirmed with clubs and final timetable published.

Swaps between clubs - Following the initial allocation of free facility time to clubs, SEH will publish the facility timetable for student sports club bookings on an agreed date. Student clubs will have a two-week window to discuss any potential swaps with other sports. If a 'swap' is agreed between clubs, both committees must confirm the detail of the change with the SEH Facilities Team. An amended booking confirmation will be circulated by SEH to finalise the swap.

Review period - Clubs will have the opportunity to meet with the SEH Facilities Team in December and March each year to review their allocation. As part of the review, clubs will have the opportunity to discuss any operational issues they are experiencing with their facility bookings. There will be **no option** in these meetings to request additional facility time, however if there are sessions which are not being fully utilised by the club, then there can be a discussion regarding the reallocation of specific training slots to other clubs. SEH will also consider booking 'swaps' between clubs (where both clubs agree) as part of these discussions.

Strength and Conditioning – SEH will aspire to link pitch/court training sessions with Strength & Conditioning sessions for clubs. It is important to note SEH will be providing several new options for Strength & Conditioning training, including individual S&C (Strength & Conditioning) sessions in the S&C Suite and streamed training through the University of Bristol Sport APP.

Coaches - If there is a change of club coach after the facility allocation process has been completed, SEH will work with the club to find alternative training times, if the coach is not available at the times allocated. This may not be possible in every case. It is therefore essential that all clubs keep their coach updated on the facility allocation process as it progresses.

SEH Access pass - All students who attend training sessions will be required to have a valid SEH Access pass which will be automatically added to your basket when purchasing your student club membership (at the cost of £25). The total number of club members (who will have purchased the access pass) will be assessed on 1st November each year and will inform the club's metrics for the following academic year.

The SEH Access pass contributes to the following support provided by the Sport, Exercise & Health Division:

- Access to training sessions that take place on SEH and SEH funded facilities
- Access to facilities for BUCS and InterClub matches
- BUCS administration support for BUCS including entries, scheduling travel and other expenditure
- Access to support services provided by the SEH Performance Sport Team which includes:
 - Strength & Conditioning - in-person and virtual
 - Club Development support
 - Workforce Development support - including bursary support for training
 - Volunteer opportunities which can be used as part of the Bristol Plus award
 - Opportunities to request support participation through the B:Active programme and/or other entry level activities

Additional facility request - Once all clubs have been allocated their free facility training hours, SEH will re-open the process for additional facility hire requests. All clubs will be required to submit their request for chargeable facility time (at 25% of commercial rate) in line with the timeline above, to ensure all clubs have their complete allocation confirmed by the early of July. These requests will be considered alongside other SEH commercial programmes. **Any future facility bookings, outside of this allocation process, will be charged at the standard 50% student rate.**

Additional facility charges - Clubs are required to provide SEH with contact details of the Treasurer or Committee Member responsible for finance before pre-season commences each year. All invoices for additional facility hire should be paid within 30 days of receipt. If invoices remain outstanding after the permitted payment period, the division will request a meeting with the club to discuss any issues with the payment. If the invoice remains outstanding, SEH will withdraw access to SEH facilities until the payment is received and confirmed by the University Finance Services Team.

3.0 The Facility Allocation Matrix

Table 4 details the Facility Allocation model and the points criteria each club will be measured against. It also details how a club's total score is calculated. This score will dictate how many free (non-chargeable) facility hours each club will receive.

We will be measuring the data from 2022/23.

Facility Allocation Matrix

Metric/Measures	Spinal Points	Points/Sessions/Credits
PARTICIPATION		
S.E.H Access Passes	250+	3
Data collected from 2022/23	200-249	2
	150-199	1.5
	101-149	1
	<100	0.5
		/3.5
* Bonus Point – club provides a recreation offer for students	Recreational Offer e.g., B:Active	/1
TOTAL PARTICIPATION SCORE		/4.5
PERFORMANCE - Competition		
<i>Note, points awarded for the team competing at the highest level only.</i>	National BUCS (British University College Sport) or NGB competition	3
	Regional/BUCS or NGB competition	2
	Local League (Bristol and District)	1
Total		/3
*Bonus Point – club supports a SEH/BSU competition	Interclub/and or Intramural	/1
TOTAL COMPETITION SCORE		/4
QUALITY OF SESSION – Coaching and Club		

<i>Note, points awarded for a club's highest scoring role only.</i>	Full time coach (30 hours plus)	3
	Part time Coach or Coordinator (14 hours per week plus)	2
	Part time (less than 14 hours)	1
	Student Coach or Leader (e.g., Game Changers Qualification)	0.5
		/3
Balloon Accreditation 1 of 3	Gold Award	2
	Silver Award	1
	Bronze Award	0.5
		/2
*Bonus Point - club make a financial contribution to additional coach or qualified leader.	Club Funding	/1
		/6
TOTAL SCORE		/14.5

4.0 How does a club's matrix score relate to the free facility time they will receive?

A club's score/position will be based the scoring matrix above and will equate to the **free** facility allocations detailed in Table 5

Table 5 – Facility Allocation Based on Matrix

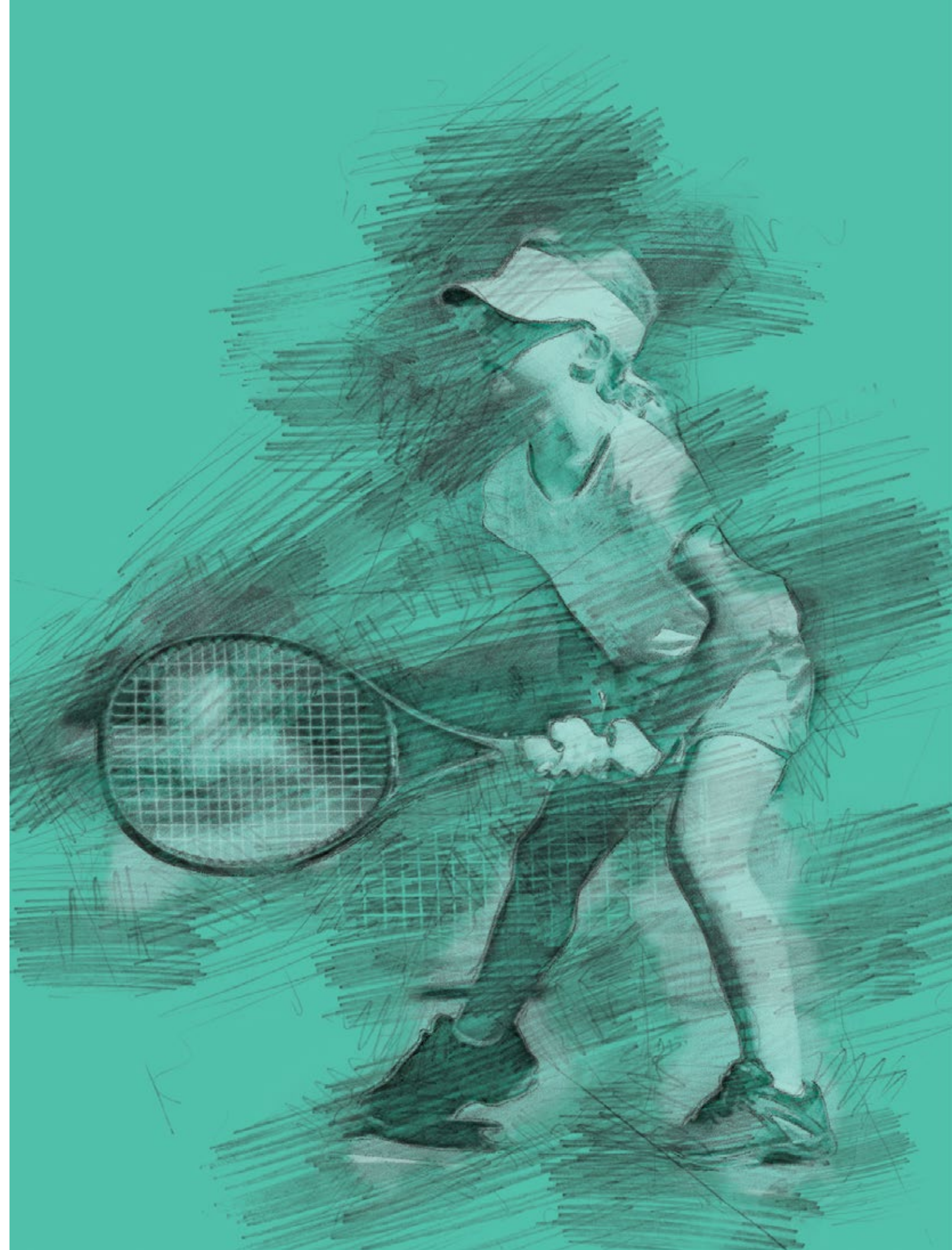
	Facility hours (peak)	Facility hours (off-peak)	Addition hours for mixed gender clubs (split peak/off peak)
Highest scoring 5 clubs	3 hours	3 hours	6 hours
Top 6 – 10 scoring clubs	2.5 hours	2.5 hours	5 hours
Top 11 – 15 scoring clubs	2 hours	2 hours	4 hours
Top 16 – 20 scoring clubs	1.5 hours	1.5 hours	3 hours
Top 21 – 30 scoring clubs	1 hour	1 hour	2 hours
Top 31 – 40 scoring clubs	0 hours	1 hour	1 hour

* Note- if two or more clubs gain the same number of matrix points, we will use total number of members in each club to differentiate between them.

Appendix 1

What does 1 hour of allocation get your club?

WAB Sports Club 2022/23	1 hour of free allocation = (preferred pitch/court/area)
UOB American Football Club	3G Pitch
UOB Archery Club	2 x Indoor Tennis Courts
UOB Athletics & X Country Club	½ Sports Hall
UOB Badminton Club	4 Badminton Courts
UOB Basketball Club	Sports Hall
UOB Boat Club	ERG Room
UOB Canoe Club	Whole Main Pool
UOB Cheerleading Club	Studio
UOB Cricket Club	Sports Hall or 2 Outdoor Nets
UOB Cycling Club	Studio
UOB Fencing Club	Studio
UOB Men's Football Club	1 x Football Pitch
UOB Women's Football Club	1 X Football Pitch
UOB Ladies Hockey Club	Astro Pitch
UOB Men's Hockey Club	Astro Pitch
UOB Judo Club	Studio 3
UOB Korfball Club	Sports Hall
UOB Ladies Lacrosse Club	1 x Lacrosse Pitch
UOB Men's & Mixed Lacrosse Club	1 x Lacrosse Pitch
UOB Lifesaving Club	½ Pool
UOB Muay Thai Club	Studio 3
UOB Netball Club	Sports Hall
UOB Men's Rugby Club	1 x Rugby Pitch
UOB Women's Rugby Club	1 x Rugby Pitch
UOB Rugby League Club	1 x Rugby Pitch
UOB Medics Rugby Club	1 x Rugby Pitch
UOB Sailing Club	<i>No facilities provided at S.E.H</i>
UOB Snowsports Club	Ramp (TBC)
UOB Squash Club	3 Squash Courts (external facilities)
UOB Synchro Swim Club	Area of Pool (2 lanes)
UOB Table Tennis	Studio 3
UOB Tennis Club	4 Indoor Tennis Courts
UOB Trampoline Club	½ Sports Hall
UOB Triathlon Club	Studio OR 2 lanes Pool
UOB Ultimate Frisbee Club	1 x UF Pitch
UOB Volleyball Club	½ Sports Hall
UOB Water Polo & Swimming Club	Whole Main Pool



JOB DESCRIPTION – HEAD COACH



UOB Head Coach Full and P/T

JOB DESCRIPTION

Faculty / School or Division: Centre for Sport, Exercise and Health

Faculty/School or Division Address: 3 Tyndall Avenue, Clifton, Bristol, BS8 1TP

Job Family:	Professional & Administrative Services		
Grade:	H	Salary range:	£17.51 per hour/ or £30,497-£34,304
Hours of work:	Between 6-8 hours a week Mornings/Evenings - or 35 hours per week	Contract type:	Fixed Term (Sep 6th-April) or Full-Time
Work pattern:	Varied	Vacancy Reference Number:	

The post holder will be expected to operate in line with the Professional Services Charter:

- We will be innovative, responsive and adaptable to deliver our services in a changing environment.
- We will share knowledge, support and expertise honestly, openly and responsibly.
- We will empower each other to take ownership and be trusted in our decision making
- We will treat each other with dignity and respect, supporting each other to work towards common goals

1.1 Main Job Purpose

Develop, deliver and manage a coaching, playing and preparation programme to optimise performance and deliver on strategic aspirations. Work to instil a positive 'can do' culture and structure built on the core values of the University and Performance programme. Lead on player and coach development by ensuring pathways are logical, considered and deliberate. Ensure the sport contributes to raising the profile of Bristol University for academic and current sporting excellence.

Provide strategic leadership for coaching across a sport from Participation through to Performance, by contributing to the division's priorities:

- Increase student involvement in sport and physical activity, as active participants, leaders and volunteers.
- Develop an inspirational and inclusive student-led sporting community, which allows sports clubs and talented athletes to reach their potential.
- Contribute to the health and wellbeing of staff by providing access to healthy physical activity and sport.

- Maximize commercial activities in a manner that creates significant opportunities for student development and/or provides income that can be reinvested in the student experience.

1.2 Standard Responsibilities

- Provide leadership, direction and commitment to players and coaches about training, competition and personal development. Use appropriate analysis methods to provide constructive feedback for coach, team and player development.
- Display good coaching conduct and work to ensure an inclusive and engaging environment.
- Work with fellow coaches to ensure all teams/athletes are represented and coached at fixtures and training sessions as required.
- Attend all BUCS home and away fixtures relevant to your team/sport.
- Report to the relevant manager, providing termly performance reports, and meet regularly with Performance Team.
- Provide positive, knowledgeable support to the wider team as required, acting as a point of escalation for the most complex queries.
- Monitor spend against a delegated budget and work with colleagues to increase income and grow the programme.
- Design, create and promote preseason programmes with the Performance Sport Team and Support service staff.
- Promote a culture of anti-doping in sport, maintain awareness of UK Anti-Doping (UKAD) regulations.
- Develop clear athlete development plans to support, develop and empower athletes.
- Identify and recruit prospective new applicants, for example students for VC scholarships and the Performance Programme that are specific to the sport they will be coaching.
- Ultimately responsible and accountable for whole sport performance and participation (unless a Director of the individual sport is in place, e.g. tennis)
- Work with the Performance Team to raise performance expectations, in and out of competition, through use of support functions such as sports medicine and sports science.
- Line manages a group of coaches to optimise performance and delivery.
- Mentor coaches and players, referring players to appropriate support services, as necessary.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

1.2.1 Additional Responsibilities (if applicable)

1.3 Relationships

Line manager: Performance Sport Manager

Line manager to (where appropriate): Coaching Staff

1.4 Job Hazards/Safety Critical Duties (Pre-employment health screening)

(Please refer to the guidance notes at:

<http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/checks.html>)

NOT APPLICABLE

2 PERSON SPECIFICATION¹

2.1 Standard Skills, Knowledge & Experience Required (*Essential*)

- National Governing Body coaching award, equivalent to NVQ level 4, with relevant accreditation.
- Proven experience of working in the relevant sport and coaching, and knowledge of the sport at national and regional levels in England.
- Experience of successfully line managing teams and coaches.
- A positive and in depth understanding of coaching styles, player development and practical and game related delivery.
- Take ownership for continuous improvement in own knowledge, practice and skills.
- Ability to work within a coaching set up to gain the best from it and work effectively under pressure.
- Excellent verbal and written communication skills. The ability to produce development plans and present a clear consistent message effectively to create an engaging learning environment.
- Able to problem solve, prioritise and make clear decisions effectively that have a positive outcome.
- Excellent IT skills, and an ability to learn to effectively use new software or IT systems when required.
- Knowledge and understanding of equality, diversity and inclusion related to sporting provision.
- Able to work unsocial hours including pre 9am, post 5pm and/or weekends.

2.2 Specific Skills, Knowledge & Experience

- Willing to undergo an Enhanced DBS Check (with barred).).
- Understanding of sports within a higher education environment (*desirable*).
- Coaching experience across a wide range of ages and abilities (*desirable*).
- A working knowledge of performance profiling and analysis (*desirable*).

FOR JOB EVALUATION PURPOSES ONLY

A TYPICAL DAY

3.1

The Head Coach is the strategic lead for coaching across a sport. They will lead on player and coach development by ensuring pathways are logical, considered, and deliberate. Once the direction for the coaching programme is set for the sport, the Head Coach may allocate responsibility to a Senior Coaches for the ongoing development and delivery of an element of the programme. However, the Head Coach retains ultimate responsibility for all elements of the coaching programme for a sport

They will manage multiple projects at any given time and would therefore be required to determine their own work plan and manage their time effectively to deliver against agreed objectives. This may require the Head Coach to spend time managing or developing coach/es, developing assigned areas of the programme, planning lessons, developing, and delivering meetings and presentations, communicating with player/parents/carers/partners and other in-line with work programme requirements. The Head Coach would balance their time between their planning and development work programme and their direct coaching.

On court delivery / direct coaching - the Head Coach would be required to arrive at least fifteen minutes before the start of their first lesson each day to prepare, collect the required equipment from the store cupboard and be ready to welcome players/parents/carers when they arrive, ensuring the registration process is complete. The coach is responsible for the design and delivery of the lesson, the management of any assistant coaches and the signing out of every child/participant at the end of the lesson.

When the Head Coach is not engaged in direct coaching, in addition to managing projects and coach/es, they would be involved in team meetings with each week, with other individuals and teams across the division of Sport Exercise and Health (for example, strength and conditioning, physiotherapy, and other colleagues across the coaching team). The Head Coach would have time allocated to plan lessons, complete reports on players and to contribute to programme planning.

The Head Coach would contribute to team administration (working with relevant colleagues as appropriate) including content creation and scheduling of social media and Mail Chimp communications, updating the website, managing the team inbox, answering the phone in the office, providing support to front of house staff when required, attending cross divisional meetings and multi-disciplinary meetings when required. This will require use of IT resources, such as the Microsoft suite (Word and Excel) as well as confident use of appropriate social media and understanding of the University branding.

The Head Coach would also be involved in continuing professional development by developing and delivering a coach education programme, for example the Tennis Head Coach would work with the director of Tennis to create a year-round coach education programme for the whole Tennis coaching team; coaches of other sports would also be expected to work with relevant colleagues to develop a year-round coach development programme. This could involve internal and external stakeholders and the Head Coach would be expected to communicate with peers (and national governing bodies where appropriate), sharing best practice and bringing in innovative ideas for the development of the programme. This would be built in around core direct coaching hours allowing the coach to attend.

¹

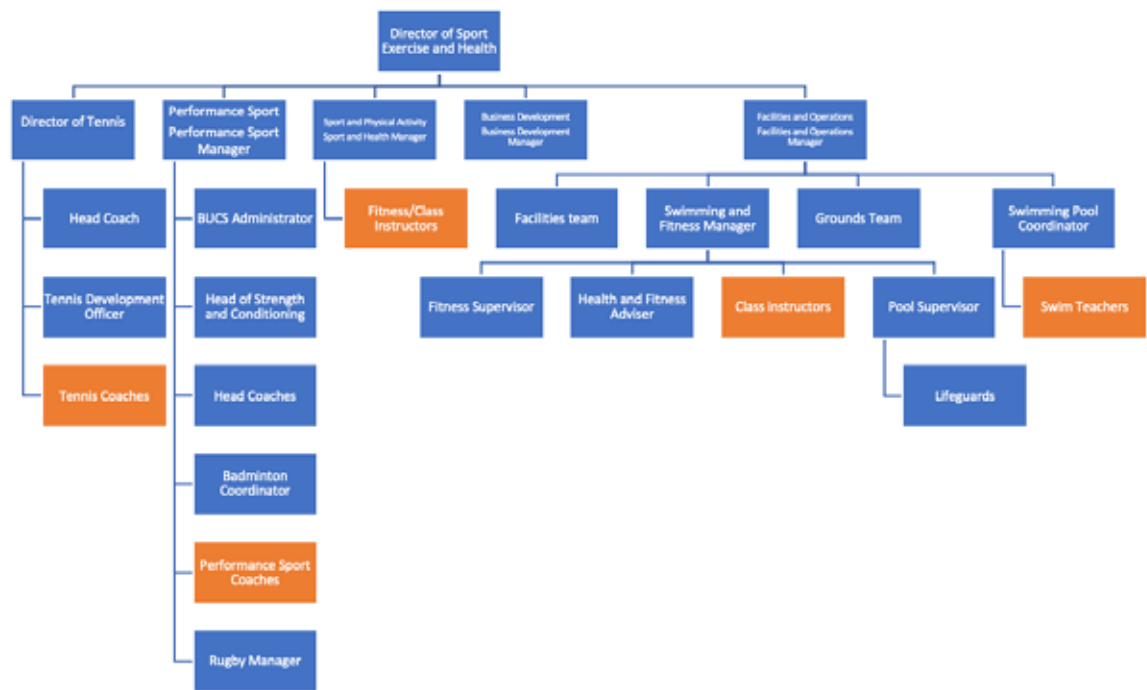
Where required this coach would attend BUCS (British University College Sport) fixtures or competitions to support the teams/athletes and provide feedback on their performance.

3.2 Relevant Physical and Environmental Information

There will be some occasions where the role holder is required to demonstrate practices, but this is not continuous.

3.3 Additional Statistical Information. This can also include any other relevant contextual or specific School/Department/Team information that may help for job evaluation purposes

3.4 Organisation Chart



JOB DESCRIPTION – COORDINATOR



Club Co-ordinator

1.0 JOB DESCRIPTION

Faculty / School or Division: Sport, Exercise & Health
Faculty/School or Division Address: Tyndall Avenue, Bristol.

Job Family:	Professional & Administrative Services		
Grade:	G	Salary range:	£26,715-£30,046 (pro rata)
Hours of work:	14 hrs a Week, Year Round	Contract type:	Part time and fixed term for 2 Years
Work pattern:	0.4 FTE	Vacancy Reference Number:	

1.1 Main Job Purpose

To support the Head Coach (if applicable) or to support in the design, delivery, and administration of the Performance sport, leading the development of the Performance. Working alongside the University of Bristol Club committee, SEH Management team and the Performance coaches, to support the growth and development of the club as a nationally leading recognised institution within both the Bristol and sporting community.

1.2 Main Responsibilities

Planning & Organising

- Plan and prioritise work activities, responding to club, coach and athlete needs. Delivering a hands-on approach to coaching that will support the development of all athletes.
- Have input into the design and delivery of the overall season planning document for the performance programme and execution of this.
- Support the development of high-performance athletes through the supervision and support of top athletes.
- Assist in managing a proactive recruitment programme that attracts athletes to the University’s high performance and development groups.
- Support clear and open communication between club captains, students and coaches to allow the smooth running of the club as aligned with the greater club development plan.

Analysis, Reporting and Documentation

- To monitor and analyse the training program to successfully develop athletes in line with the club's long-term development plan.
- Feedback on session execution and analysis of performance outcomes of athletes.
- Support the club committee to annually produce mid-season and end of season team performance reviews, including participation, promotions, and external engagement. This will be used in the Performance report which goes to external stakeholders.
- Support, with guidance from the Club Committee, an annual club development performance presentation for SEH, collating data including finance strategy, club culture and BUCS strategy.

Customer Services & Support

- Providing an excellent, professional service delivery of coaching and educational input to all athletes, maintaining an environment of mutual assistance and respect.
- Contribute to the wider division's delivery of excellent customer service, ensuring all University users and partners receive a high level of standard of service.
- Scope to be part of recruitment and promotional events including University Open Days and camps and specific recruitment opportunities for rowing.
- Representing the University at any event attended by the club and utilising these opportunities to build rapport and networking opportunities within the wider rowing community, particularly in the recruitment of young athletes to the program.

Liaison

- Work closely with the other coaches to support the design and delivery of the performance programme
- To engage with internal and external parties toward the development of the club and University

Decision Making

- Dealing with enquiries and questions from students and support staff relative to delivery and training. Anything more complex or conflicting via the Performance Manager.
- Independent and initiative driven approach to the role and work within the parameters of the performance sport environment in the University and vision of the Club.
- Being able to make changes, when necessary, around individualised delivery for each athlete on a case-by-case basis.

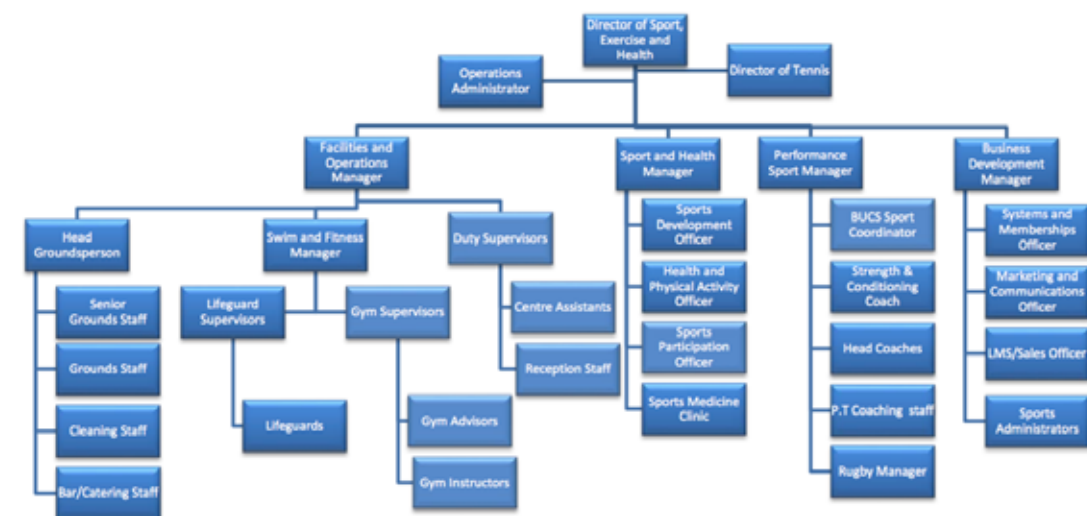
Problem Solving

- Identify and solve problems including some of a complex nature (e.g., complaints), but the most complex will mean seeking advice from the Performance Manager, committee, or Business team at SEH.

Line manager: Performance Sport Manager

Line manager to: N/A

1.3 Organisation Charts



1.4 Job Hazards/Safety Critical Duties (Pre-employment health screening)

The following duties are an intrinsic part of the **role** and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

- N/A

2 PERSON SPECIFICATION

2.1 Relevant Experience, Skills and Knowledge

Essential

- Experience working with a developing University/Club Program
- Working in a busy, ever-changing sporting environment.
- Excellent administrative, organisational, and planning skills.
- Excellent verbal and written communication skills.
- Self-motivated, able to work as part of a team and independently.
- Ability to work calmly under pressure and meet deadlines.
- Ability to manage your time and workload effectively and take a flexible approach to work and adapt to changing priorities.
- Excellent time management skills.

Desirable

- Planning and delivering training sessions and briefings.

- Experience of working with students.
- Working knowledge of health and safety requirements.
- Experience of having delivered success at top club level
- Developed athletes to Junior and /or Under 23 and/or Senior International level

2.2 Relevant Qualifications

Essential

- Experience coaching performance athletes
- Full driving licence

Desirable

- Coaching qualification (minimum Level 2 or international equivalent)

2.3 Communication and Interpersonal Skills

Essential

- Excellent interpersonal skills and the ability to deal with a wide range of people, including students, members of staff and the wider community.

Desirable

- Experience of producing written reports and presentations to a high standard.

2.3 Additional Criteria

Essential

- Genuine interest in sport, increasing participation and ensuring an excellent student experience.
- Enthusiastic and energetic.
- Hard working and good understanding of the sporting landscape
- Be prepared to travel abroad for competition

2.5 Key Contacts

- Club Captain and Team Captains
- Executive committee
- Bristol SU
- SEH Management Team

