

# New Sports Club Booklet 26/27

Arts SU Communities



# WELCOME

## to the world of Arts SU Sports Clubs

In this booklet, you will find all the information you need to start up your sports club!

We recommend going through the contents of this booklet with the whole committee so you can make the decisions as a team.

Please fill out as much of the booklet as possible. If you have any questions or need any advice, please contact the Communities Team and a Communities Development Coordinator will help you.

All booklets should be submitted to [communities@su.arts.ac.uk](mailto:communities@su.arts.ac.uk) by the deadline.

|                                               |                                 |                                           |                                             |
|-----------------------------------------------|---------------------------------|-------------------------------------------|---------------------------------------------|
| <b>03</b><br>New sports club<br>proposal form | <b>04</b><br>Committee<br>Roles | <b>05</b><br>Committee<br>Members         | <b>06</b><br>Sign Ups                       |
| <b>07</b><br>Sign Ups Table                   | <b>08</b><br>Arts SU Funding    | <b>09</b><br>Arts SU Funding<br>Continued | <b>10</b><br>Accessibility<br>and Inclusion |
| <b>11</b><br>Logo                             | <b>12</b><br>Checklist          |                                           |                                             |

# New Sports Club Proposal Form

1. Name of proposed sports club:

2. Why do you want to create this sports club? (minimum 200 words)  
Think: What is the purpose of your sports club? Why is it important to the UAL students? What do you want to achieve by creating the sports club? Please give as much detail as possible.

3. Planned training/activities/fixtures/socials: What is your plan for training and fixtures/competition? Do you plan on hosting any socials/fundraisers or other events?

4. In three words describe the ethos/values of your club

5. Are there any sports clubs that are similar to yours? If so, which ones and how does yours differ? Please check the ARTS SU website (<https://www.arts-su.com/sports-and-societies>) for information about existing sports clubs.

6. Your proposed Club Media/Contact details

- Email Address:
- Instagram:
- Other social media/website platforms:

# Committee Roles

**Before submitting this form, you must have a confirmed President and Treasurer!**

**The student fulfilling the role of the Treasurer cannot be the same as the President. This is to ensure that there is a balance of decision making and that the sports club is democratic.**

**Responsibilities of the President: Overseeing the overall direction of the sports club, planning trainings/activities/fixtures, ensuring that the sports club is a positive outlet for student members; liaising with students' union officers and staff on all issues; ensuring compliance with all students' union policies and regulations.**

**Responsibilities of the Treasurer: Administering and recording sports club finances using up-to-date budgets; authorising all sports club expenditure; abiding by students' union financial procedures.**

**Other committee members: As well as the President and Treasurer, sports clubs can add as many other committees as they would like.**

**Having additional committee members can be a real asset to the sports club. Other committee members might include: Vice-President, Social Secretary, Social Media Officer, etc.**

**Please list all Committee Members in the table below.**

# Committee Members

| Committee Role | Name | UAL Email | College and course |
|----------------|------|-----------|--------------------|
| President      |      |           |                    |
| Treasurer      |      |           |                    |
|                |      |           |                    |
|                |      |           |                    |
|                |      |           |                    |
|                |      |           |                    |
|                |      |           |                    |

# Sign Ups

**You will need to find 10 students (committee are included) that are interested in the idea of this sports club. Please get them to fill out the form below.**

**If your application is successful, it is mandatory for all members to get a membership on the Arts SU website so they can be kept up to date with important information from the communities coordinators.**

**Arts SU is committed to the protection of the personal data of students, employees, suppliers and other individuals whom we might hold information about. The Union acknowledges the General Data Protection Regulations and UK Data Protection Legislation and the Privacy of Electronic Communications Regulations as the primary legislation relating to data handling and processing. If you want to find out more about how we handle your data go to our website:**

**<https://www.arts-su.com/union/governance/data/>**

# Sign Ups Table

| Name | UAL email | Signature<br>(can be<br>printed) | Date |
|------|-----------|----------------------------------|------|
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |
|      |           |                                  |      |

# Arts SU Funding

It is possible for some sports clubs at Arts SU to be free due to grants that we receive from UAL. It is therefore a good idea to have a rough estimate of any recurring costs that your club might incur. Some clubs will require very few funds, whereas others require more.

You do not need to know a full cost breakdown for these at this stage. You will however be required to submit a grant request at the start of the academic year to fund your regular and future one-off activities. You can find more information about this on the Arts SU website here: <https://www.arts-su.com/communities/resources/training/>

You are also able to fundraise for your club activities and pursue sponsorship.

1. Do you have a rough estimate of what one training session for your club might cost? *Think about venue hire, coach/instructor fees, training session costs etc. Please give details below, and if possible include rough costs.*

2. Do you have an idea of what the regular activities will look like for your club? *Think about how many sessions you will have per week and will you do competitions? Will you do trips?*



**3. Do you expect to generate income with your club?**

**4. Would you like to charge a membership fee to join your club? If so please include the cost and details of why you would like to charge this. Please remember that the lower the membership, the more accessible the club is likely to be for all UAL students so we like to encourage free memberships where possible. Any costs generated through memberships would go back into the club.**

**5. Are you planning on working with any external organisations and/or sponsors? *If yes, please provide any details***

# Accessibility and Inclusion

It is important for all clubs and societies to create a safe and welcoming space that upholds the values of equality, equity and diversity. We ask committee members to think actively about accessibility and inclusion within their club.

You can find a UAL Accessible Spaces Guide and Inclusive Event Checklist on the Arts SU Website here: <https://www.arts-su.com/communities/resources/bookings/>

**1. How will you make the club welcoming and accessible to students from different backgrounds?**

**2. Are there any barriers that could prevent students from participating? If so, how will you work to reduce these barriers**

**3. Does your club have any specific accessibility requirements that Arts SU need to know about? How can Arts SU support you?**

# Your Club Logo

We ask all clubs and societies to create a logo. You can check out existing club and society logos on the Arts SU website for inspiration - <https://www.arts-su.com/communities/groups/>

Please find the UAL branding guide to consider when creating your logo. Please do not use the "UAL:", including both the font and the colon. See more info here:  
<https://www.arts.ac.uk/brand/using-our-brand/arts-su-sports-clubs-and-societies>

Insert your logo below:

# Checklist

- ☐ We have filled out the new club proposal form
- ☐ We have appointed a President and Treasurer
- ☐ We have appointed any other committee roles that we need and stated their responsibilities
- ☐ We have set up a sports club email address i.e. UALfootball@gmail.com
- ☐ We have checked that there are no other sports clubs like ours on the Arts SU website
- ☐ We have had at least 10 people sign up their interest for our new sports club
- ☐ We have attached our sports club logo
- ☐ We have checked out the Committee Training resources on the Arts SU website to understand what it takes to run a club

**Once you have completed this checklist, you are ready to submit this booklet. Please save the document as “[NAME OF YOUR SPORTS CLUB] – New Sports Club Booklet” and send it to [communities@su.arts.ac.uk](mailto:communities@su.arts.ac.uk) for review**

**We look forward to starting up your new sports club at Arts SU!**

