New Sports Club Booklet

**Welcome to the world of Sports**

**Welcome to the world of Sports Clubs…**

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

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

If you have any questions or need any advice, please contact the Sports Development Coordinator - [sports@su.arts.ac.uk.](mailto:sports@su.arts.ac.uk)

**Best of luck!**

**NEW SPORTS CLUB PROPOSAL FORM**

It is great news that you're hoping to start a new sports club at UAL! Please complete the following:

**1. NAME OF PROPOSED SPORTS CLUB:**

**2. CLUB EMAIL:**

*Usually, students will use a Gmail account for this.*

**3. LINK TO SOCIAL MEDIA** *E.G. FACEBOOK, TWITTER, INSTAGRAM ETC.*

**COMMITTEE**

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

**Responsibilities of the** **President:** overseeing the overall direction of the sports club, planning events/exhibitions, ensuring 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:** cannot be the same person as the President. The role includes administering and recording finances using up-to-date budgets; authorising all expenditure; abiding by students' union financial procedures.

**1. Name of President:**

**Arts email address:**

**College & course:**

**2. Name of Treasurer:**

**Arts email address:**

**College & course:**

**Other committee members**

Other members might include: Vice-President, Social Secretary, Social Media Officer, Head of Events etc. If there are other committee members, please list them in this box as follows: position, name, Arts email address, college & course

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| --- | --- | --- | --- |
| **Full Name** | **Role** | **Arts Email** | **College & Course** |
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**Future Sports Club Plans**

**1. Why do you want to create this sports club?**

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.

**2. Planned trainings/activities/fixtures/socials**

What is your plan for trainings and fixtures/competition? Do you plan on hosting any socials/fundraisers or other events?

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 this form below.

*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/data-protection/*](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.arts-su.com%2Fdata-protection%2F&data=02%7C01%7Calisha.shah%40su.arts.ac.uk%7C7e9fc5c5cdbd46ece90c08d7b3b1051f%7C8c6429c4167f477bb8cb77ee82758d11%7C0%7C0%7C637175445189169129&sdata=NK9irj2UNdQLD1Hx2PNj2RepJaT8gvGXo7Uul3kuhOw%3D&reserved=0)

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| **Name** | **UAL Email** | **Signature** | **Date** |
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|  | We have filled out all the information on the New Sports Club Proposal Form |
|  | We have appointed a President and Treasurer |
|  | We have set up a sports club email address i.e., UALfootball@gmail.com |
|  | We have appointed any other committee roles that we need and stated their responsibilities |
|  | 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 will now save this document as “[NAME OF YOUR SPORTS CLUB] – New Sports Club Booklet” and send it to sports@su.arts.ac.uk |

**Once you have completed this checklist, you are ready to submit this booklet. Thank you so much! We look forward to starting up your new sports club at Arts SU.**