



Team Surrey Handbook

TEAM SURREY



SURREY
STUDENTS'
UNION



SURREY
SPORTS PARK
University of Surrey

Welcome

VP Activity

“Hello Everyone,

I am delighted to introduce myself as your new VP Activity for the upcoming year! My name is Ravi Kant, and I am thrilled to start this exciting journey with all of you. As your VP Activity, my primary goal is to enhance your university experience through a wide range of engaging and inclusive sports, societies and activities that foster a sense of community and personal growth.



I believe that extracurricular engagement plays a crucial role in shaping our university experience. My vision is to create an environment where every student feels empowered to explore their interests; develop new skills; and build lasting connections. I aim to establish a dynamic campus culture that celebrates diversity; promotes well-being; and encourages active participation from all students.

This year, I will launch new initiatives to increase student involvement in decision-making processes related to activities and events. Your voice matters, and I want to ensure that your ideas and feedback are central to our planning and execution.

Our clubs and societies are at the heart of campus life, and my goal is to provide you with the tools and support you need to succeed. This includes streamlining access to resources and facilities to ensure that all clubs and societies can operate efficiently.

Stay updated with all the latest news, events, and opportunities by following on our social media channels. Feel free to reach out to me directly at [@ussu_vpactivity](https://www.instagram.com/ussu_vpactivity) on Instagram, or at vpactivity@ussu.ac.uk with any questions or ideas.

Inclusivity, community and innovation are at the core of everything we do. I believe in the power of diverse perspectives and the importance of creating a supportive and dynamic environment for all students. Your enthusiasm and participation are what make our community special, and I am here to support you every step of the way.

I look forward to a fantastic year ahead, filled with growth, memorable experiences, and lasting friendships. Let's make this year unforgettable together!”

Team Surrey Chair

“Hello everyone, I'm Millie your new Team Surrey chair, and this year I will be focusing on participation within sport and activity, whilst hoping to build relationships club to club.

I am always an email away, so please get in contact regarding anything you need, and I will try my best to help!

My inbox is always open for anything you want to chat about!
ussu.ts.chair@surrey.ac.uk”



Why Use A Committee Handbook?

Running a sports club is a big job. There are lots of elements to each committee role involving various processes, resources and staff liaison. The aim of this document is to bring everything 'sports club related' into one place so make this your first point of call when you have a query. If you can't find what you're looking for, please drop the relevant staff member an email, check [Committee Resources](#) on the Students Union website or pop in and see us either in the Team Surrey office at Surrey Sports Park or in the Students' Union.

Key Staff Contacts And What To Contact Them About

Charlotte Mills | Interim Activities Manager c.s.mills@surrey.ac.uk

- Committee training
- Committee or member problems
- Colours Ball/Varsity events lead
- Overcoming barriers to activity
- EmployableMe (Employability)
- Transport budget

Scott Martin | Activities Coordinator scott.martin@surrey.ac.uk

- Room bookings on campus
- Email/website queries
- Bar crawls
- Rubix/Basement bookings
- GiveStar (Contactless payments for charity)
- Wellbeing Champions
- External trips
- Transport queries

Luke Bennet | Student Sport and Performance Manager l.bennet@surrey.ac.uk

- Responsible for strategic planning of all Team Surrey activity, across the entire participation to performance pathway
- Oversight of funding applications and local/national partner relations
- Promote student sport and physical activity opportunities through University network groups

Charlie Mascall | Club Development Officer c.a.mascall@surrey.ac.uk

- Oversees all Club Sport operations
- Oversees club development pathway, including new clubs and society to club transition
- Line management of all Club Sport coaches
- Club sport workforce development
- Club sport events lead



Kirsty Baguley | Club Sport Coordinator
k.baguley@surrey.ac.uk

- BUCS lead
- Organising formalised fixtures
- Team Surrey bookings
- BUCS competition entries
- Club Sport streaming lead
- BUCS Showcase events lead
- BUCS events lead

Ella Wilson | Sport Participation Coordinator
e.wilson@surrey.ac.uk

- Play sport activators
- Intramural sport
- SurreyMoves+
- Development projects

Matthew Keough | Performance Sport Officer
m.keogh@surrey.ac.uk

- Coordination of multi-disciplinary support for franchises and Team Surrey performance sport programme
- Facilitation of Harlequins RFU relationship
- Management of the six Team Surrey high performance squads, Dual Career Programme and Sport Scholarship Awards
- UK anti-doping clean sport educator
- Performance lifestyle advisor

Molly Catlin | Participation Sport Officer
e.wilson@surrey.ac.uk

- Oversee all social sport
- Participation developments projects/ programmes
- Health and Wellbeing
- Participation workforce development
- Participation events lead

Key Dates

Team Surrey have lots of key events and campaigns taking place throughout the academic year. Make sure to keep a note of the below for your club. For those events without an exact date, you will be notified nearer the time!

Date	Event
September	
Saturday 14 - Sunday 22	Welcome Week
Sunday 15	International Welcome Event at Surrey Sports Park
Monday 16	Team Surrey Takeover
Tuesday 17	Team Surrey Conference
Wednesday 18	SurreyMoves+ Colour Run Festival
Thursday 19	Team Surrey on Austin Pearce Plaza
Friday 20	Freshers' Fair
Saturday 21 and Sunday 22	Active Freshers' Fair
From Week 1	Free Sport Programme Starts
From Week 1	Play Sport Programme Starts
From Week 1	Club Sport Programme Starts
Wednesday 25	Kukri Kit Day
Thursday 26	Ninja Warrior
Friday 27	Basketball Jammin Friday

October	
	Black History Month
	Pre BUCS Season Fixtures
	IMS Leagues Begin
	Learn To Programmes Start
Wednesday 2	Female Takeover Night
Monday 7 - Friday 11	Give It A Go Week
Monday 7	Campus Laser Quest
Monday 7	Sports Standings #1
Wednesday 9	BUCS Wednesday Fan Showcase
Thursday 10	World Mental Health Day
Wednesday 30	SurreyMoves+ Halloween Run
Wednesday 30	Team Surrey Trips Event 1
November	
	Movember
Monday 4	Sports Standings #2
Monday 16 - Tuesday 17	DisABILITY Week
Monday 25	Ally Pally Darts Tournament
Wednesday 27	Team Surrey Trips Event 2
December	
Monday 2	Sports Standings #3
Wednesday 4	SantaMoves Run
January	
Saturday 25	BRIT Challenge Starts
February	
	LGBT+ History Month
Monday 3 - Friday 28	Surrey Decides
Friday 7	February Freshers' Fair
Sunday 9	Active Refreshers' Fair
Saturday 15	Kelly's Guildford 10k
Monday 17	Colours Ball Nominations Open
March	
	Students' Union Annual General Meeting (AGM) Period Opens
Saturday 1	BRIT Challenge 24 Hour Event
Saturday 8	International Women's Day
Thursday 13 - Friday 14	Clubs and Societies Photoshoot
Monday 17	Clubs Development Plan Training
Wednesday 19	Mini-Varsity
Wednesday 26	Varsity
April	
	Tour
Wednesday 9	Team Surrey Trips Event #3

May	
Thursday 1	Students' Union Annual General Meeting (AGM) Period Closes
Tuesday 6	Union Committee Training
Wednesday 7	Colours Awards
Saturday 10	Grad Sport
Throughout May	Free Fest
Saturday 31	Committee Handover

Committee Roles

Role of President

Key responsibilities:

- Accountability as a group signatory and understanding what this means
- Lead on Development Plan and oversee implementation of this, including group's aims
- Calling and chairing meetings
- Delegation of tasks
- Figurehead of your group to your committee, members, Students' Union and the University
- Motivation of committee and club members
- Ensure the club is inclusive to all students and non-student members

Role of Vice President

Key responsibilities:

- Assisting President with upholding club or society constitution
- Accountability as a group signatory and understanding what this means
- Manage Club emails
- Basic understanding and implementation of GDPR (General Data Protection Regulation)
- Meeting administration, including organisation of meetings, compiling agendas and minute-taking
- Arranging Extraordinary General Meetings (EGMs) or Annual General Meetings (AGMs)
- Booking rooms or venues
- Ensuring attendees that are attending training, competitions, meetings or events are paid/signed up members
- Managing the group's mailing list
- Awareness of key dates throughout the year
- Collection of post from the Students' Union
- Inventory management – ensuring that all items bought throughout the year are added to the group's inventory
- Regular communication with members

Role of Treasurer

Key responsibilities:

- Assisting President with meeting Club objectives
- Accountability as a group signatory and understanding what this means
- Learning and understanding the Students' Union financial system
- Leading and overseeing the group's budget request
- Keeping track of all income and expenditure
- Organising affiliation to national bodies
- Setting and justifying group membership fees for the year
- Ensuring invoices are paid on time
- Ensuring any cash from events, fundraising etc. is paid into own funds immediately
- Liaising with the Union's Finance Assistants with any concerns over transactions
- Organising fundraising or sponsorship for your club or society
- Working with VP/Secretary to maintain group inventory

Role of Social Secretaries

Key responsibilities:

- Organising events for Club members
- Ensuring all correct administrative tasks are complete, such as: risk assessments and trip forms
- Sending out surveys regarding events/socials to members
- Ensure inclusion is at the forefront of all socials
- Looking out for members on social events

Role of Wellbeing Champions

We will be asking societies and clubs to nominate Wellbeing Champions (WBC) in September. All WBCs will need to undergo training at the start of the new semester. The recommended ratio is 30:1, with a maximum of 5 WBCs per group.

Key Responsibilities:

- Support the wellbeing and positive mental health of the members of your club or society
- Maintain confidentiality
- Regular communication with the VP Support and VP Activity
- Provide peer-to-peer support and signpost to relevant University services where necessary
- Complete training with the Students' Union to equip you with the skills to effectively support members
- Acknowledge limits regarding support and seek further advice and support when appropriate
- Ensure Inclusion is at the forefront of all Club activities

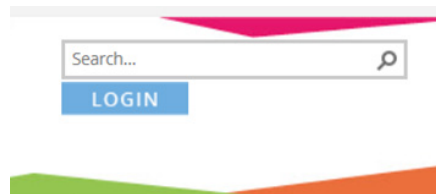
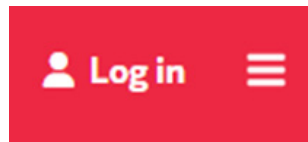
Annual General Meeting Agreements

The three elected signatories of each Club will have been sent an Annual General Meeting (AGM) agreement to sign via email. Only once all three signatories sign this agreement, they will have access to the signatories panel and other resources needed to run their club.

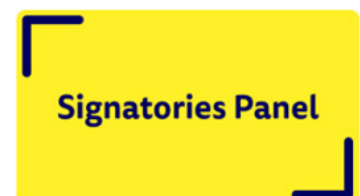
Memberships

From Thursday 1 August, Clubs must set up their Sports Club Membership for 2024 - 25. The steps below are instructions on how to set-up the fee which will charge members of your Club or society. You don't have to charge a membership, it's optional. This money will go to your respective own funds and can be used to fund items in addition to your budget, at the benefit of the whole Club. If you are charging a fee please ensure the amount is justifiable to all members i.e. every £1.00 needs to be accounted for.

1. Ensure that you're logged into the Union website by clicking "Login" and entering your student username and password.



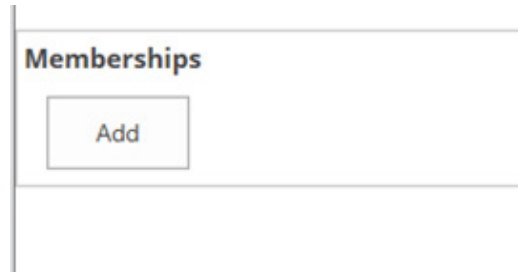
2. Click the three bars at the top right of the screen and underneath "Your Activity" click on "Committee Resources", then select "Signatories Panel"



3. Your club or society name should automatically show in the drop down menu. Select the name



4. Whilst on the Signatories Panel, click "Add" below "Memberships"



5. This will open up a new screen where you can add the name of your membership under "Title". Ensure that you use this format: <Club name> Membership 2024/25 e.g. ACS Membership 2024/25

A screenshot of a form titled "MembershipCost". The form has three input fields: "Title *", "ClubSociety *", and "MembershipCost *". The "Title *" field is circled in black. Below the "Title *" field, there is a text label "Max 40 characters". The "ClubSociety *" field is a dropdown menu with "ACS" selected. The "MembershipCost *" field is an empty text box. There are "Save" and "Cancel" buttons at the top right and bottom right of the form.

6. Ensure that the Club/Society box is set to your respective group

A screenshot of a form titled "MembershipCost". The form has three input fields: "Title *", "ClubSociety *", and "MembershipCost *". The "ClubSociety *" field is circled in black. Below the "Title *" field, there is a text label "Max 40 characters". The "ClubSociety *" field is a dropdown menu with "ACS" selected. The "MembershipCost *" field is an empty text box. There are "Save" and "Cancel" buttons at the top right and bottom right of the form.

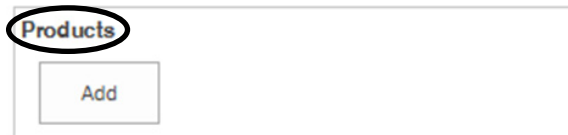
7. Set your membership cost under "Membership Cost" even if you have a free membership (just stick in 0.00). Check everything is correct and click "Save"

A screenshot of a form titled "MembershipCost". The form has three input fields: "Title *", "ClubSociety *", and "MembershipCost *". The "MembershipCost *" field is circled in black. Below the "Title *" field, there is a text label "Max 40 characters". The "ClubSociety *" field is a dropdown menu with "ACS" selected. The "MembershipCost *" field is an empty text box. There are "Save" and "Cancel" buttons at the top right and bottom right of the form.

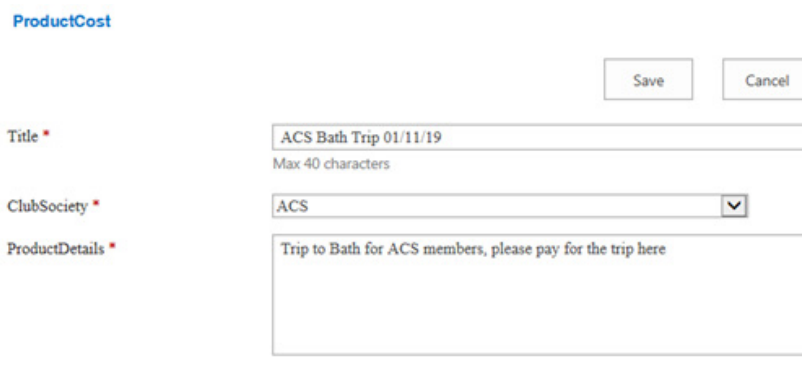
Products

Products are a way of taking additional funds for your Club for items such as trips, stash and anything else other than your group membership. The steps below are instructions on how to set-up a product attached to your Club.

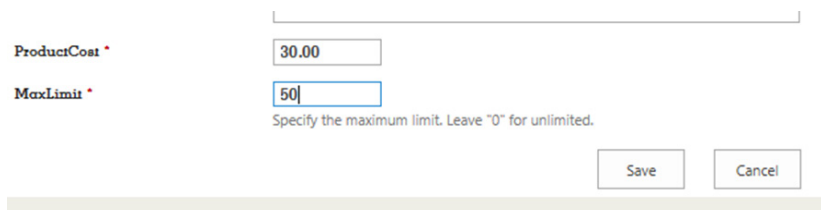
1. Please follow Steps 1 to 4, on [page 8 and 9](#), for “Memberships”
2. Whilst on the Signatories Panel, click “Add” below “Products”



3. This will open up a new screen where you can add the name of your product under “Title”. Ensure that you put your club/society name, what the product is and preferably a date if applicable. You can add a bit more information about the product under “Product Details” as shown below

A screenshot of a web form titled 'ProductCost'. At the top right are 'Save' and 'Cancel' buttons. The form has three main sections: 'Title' with a text input field containing 'ACS Bath Trip 01/11/19' and a 'Max 40 characters' note; 'ClubSociety' with a dropdown menu showing 'ACS'; and 'ProductDetails' with a larger text area containing 'Trip to Bath for ACS members, please pay for the trip here'.

4. Set the cost of the trip under “Product Cost” and you can also set a maximum limit if you only have a certain number of spaces available. Once the limit is reached no more transactions can take place. Click “Save” to finish

A screenshot of the 'ProductCost' form showing the bottom section. It has two input fields: 'ProductCost' with the value '30.00' and 'MaxLimit' with the value '50'. Below the 'MaxLimit' field is the text 'Specify the maximum limit. Leave "0" for unlimited.' At the bottom right are 'Save' and 'Cancel' buttons.

Being Inclusive And Keeping Members Safe

The Students' Union have a duty of care to its students and as Club signatories, we ask that you follow due procedure and adhere to our policies to ensure that all members are looked after and that you are.

When signing up to a sports club you will be asked to read the [Team Surrey Code of Conduct](#) which clarifies the accepted behaviour of Team Surrey club members and promotes the Union's, Surrey Sports Park's and University's values.

Our [Initiations Policy](#) refers to any organised student group organising a welcome event. Please ensure you're aware of the content of this policy.

We want all students to feel welcome to participate in activity. The [Transgender & Non-Binary Policy](#) supports transgender and non-binary Surrey Students wishing to join a Society or Club and also provides committees with essential guidance.

The Union's [Safeguarding Policy](#) sets out our approach to safeguarding the wellbeing and welfare of adults and children participating in Union activity.

Foster An Inclusive And Welcoming Environment For Everyone

- Elect a Wellbeing Champion and attend our training
- Take part in campaigns like Give It A Go to encourage membership of those you may not have expected
- Use inclusive language
- Think about all your members' needs when organising events or communications e.g. do they need access support, is anyone visually impaired?
- Be open to the possibility of difference, diversity and potential conflict
- Seek support from the Activity Zone if you need help!

When greeting others

Avoid:

ladies gentlemen ma'am sir girls guys etc.

Consider using instead:

"Thanks, **friends**.
Have a great
night."

"Good morning,
folks!"

"Hi, **everyone!**"

"And for **you?**"

"Can I get
you **all**
something?"

Why?

Shifting to gender-inclusive language respects and acknowledges the gender identities of all people and removes assumption.

Be mindful of language

If you have any queries about the above policies, please contact the [Student Activities Manager](#).



Own Funds And Surrey Sports Park Budget

Sports Clubs will have two sources of money: Own Funds (held at the Students' Union) and Surrey Sports Park Budget.

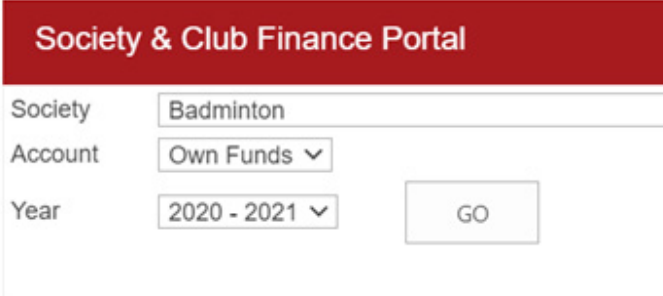
- **Own Funds** is your Club's account for spending money on your members. Any money generated for/ by your Club will go into own funds, i.e. through memberships, sponsorships, trips, stash etc. It is worth noting that as a subsidiary group of the Students' Union (which is a registered charity) you must also act like a charity. This therefore means you should invest any money you get, back into your members.
- **Surrey Sports Park (SSP) Budget** is a set fund that is decided as part of SSP's annual budgeting each year. The value that is provided to each Club will change year on year depending on the value requested by the Club, and the funding made available to the Sports Park from the University. Budgets are typically communicated to Clubs in August each year and are valid for the period 1 August – 31 July only. No money is carried over year-on-year.

Own Funds

All banking **MUST** go through the Students' Union – you cannot use separate bank accounts to store money.

How To Look At Own Funds

1. Go onto the [Students' Union website](#) (make sure you are logged in)
2. Click on [Committee Resources](#) under the Activity Menu
3. Scroll down to the subheading "Finances" and click "View your funds"
4. Against "Account", select "Own Funds" and then the required year



The screenshot shows a web form titled "Society & Club Finance Portal". It contains three dropdown menus: "Society" with "Badminton" selected, "Account" with "Own Funds" selected, and "Year" with "2020 - 2021" selected. A "GO" button is positioned to the right of the "Year" dropdown.

How To Use Your Own Funds

Deposits

It is extremely important your club's Own Funds are correct. All club money **MUST** go into your own funds account and **NOT** into a personal account.

This can be done using:

- **STRIPES:** You can set up a payment group online via the Students' Union website to take collection of funds from members, found through the signatories' panel on the website. This is a simple and secure way for members to pay for tickets and memberships (known as setting up a "product")
- **Bank Transfer:** Obtain the Students' Union bank details from the Finance Team in order to make a bank transfer. Ensure that to put your club's name as a reference so it could easily be transferred to your own funds

Own Funds Withdrawals

The withdrawal request should be made via the Students' Union website (Committee Resources) by a member of the club and the form should be approved by two club signatories and the VP Activity for withdrawal requests over £500.00. There are various ways to withdraw money on the Students' Union website. You could choose to raise the withdrawal request under cash, purchase order, bank transfer (BACS), cheque or credit card.

Raising Funds/Additional Sources Of Income

- Membership fees
- Fundraising e.g. bake sale or crowdfunding via [Givestar](#) (if you need support on this please contact Scott Martin, Activities Coordinator)
- University's Forever Surrey Fund, where amounts of up to £10,000 can be granted. Applications for this funding will open at the start of the academic year
- Request zone funding through [zone finance request form](#) for a one-off event
- Some clubs seek additional funds through **Sponsorships**. Please note that you must never sign a sponsorship contract without getting it cleared from the Students' Union first. The [legal controller](#) must check the contract between the club and the company. The Finance Team will raise a Sales Invoice for sponsorship

RAG Donations

You can instruct the Finance Team to donate money to chosen charity by sending an email to ussu.finance@surrey.ac.uk. The money shall be transferred from club's Own Funds to RAG (Raising and Giving) account. The Finance Team are able to donate the money on behalf of the club.

Treasurer Finance Training

The Finance team conducts Treasurer Finance training to provide information on how to administer finances for club Own Funds. Please send an email to ussu.finance@surrey.ac.uk to book a slot. It will only take 10 minutes and you should take advantage of having a one on one training session to understand fully the processes for your Own Funds.

Surrey Sports Park Budget

What Does Your SSP Budget Cover?

Surrey Sports Park (SSP) supports essential training and competition needs for clubs, and Your Own Funds can be used for extra goods/services to enhance members' experience.

SSP Budget	Own Funds
Coaching	Off-Field Merchandise (Hoodies, Tees, etc)
External Facility Hire	Socials
NGB Affiliation Fees	Marketing Material (Banners, Flyers, etc)
Personal Injury Insurance	Accommodation (At Comps, etc)
Competition Entries	Extra Transport Costs If Needed
Officiating Costs	

Please note that the £50.00 Team Surrey membership fee that each student is required to pay is a small contribution to the areas above in the SSP Budget. This is a one-off charge each year and once you have paid this cost you can join any (and multiple) Team Surrey Clubs. Please note though that each Team Surrey Club will also charge their own membership fee. They will be required to detail exactly what that fee covers.

Paying Team Surrey Club Coaches

Team Surrey coaching staff are either contracted via Uni-tmps, paid by Surrey Sports Park (SSP) on a contract or paid via invoice as a supplier. Coaches must also have completed a range of core SSP Health and Safety training modules before commencing employment and have an in-date, DBS check.

Please **DO NOT** make any arrangements for new coaches without speaking to Team Surrey staff first. Furthermore, please do not pay any coaches directly from your own funds; you will not get that money back.

We will make all the arrangements for coaches to be set up and paid. The budget allocated for your Club coaching may vary each year, depending on the budget that has been agreed between SSP and the University.

Purchasing Team Surrey Kukri Kit

Team Surrey's kit supplier is Kukri. They will be providing all matchday playing kit, training clothing, and leisurewear. There is now one central design which all sports will have.

Following feedback from students, we have moved to a model whereby students buy and own their own kit. These items can be bought online at anytime or during our Kit Day which will be the week before BUCS. Certain Clubs have been granted special permission to use external suppliers to produce their competition kit if Kukri were unable to provide the specification and design we required. This would have been approved via Team Surrey and you can discuss with your Club lead, the buying process if this is your club.

Kit purchased through Kukri or your approved competition kit supplier must only have the Team Surrey logo and University of Surrey crest. Kit must not include any other affiliated logos or associated companies/brands (e.g. for sponsorship reasons).

If Clubs wish to purchase kit from external suppliers (e.g. club stash), they can do so, however approval needs to be given by sending the designs to your Club lead. These items can not include any name or

logo association to the University of Surrey, Team Surrey, Students Union or Surrey Sports Park. Kukri can produce leisure wear items and in this instance you can include the names and logos associated with the university. If you would like to make an order via Kukri then please contact your Club lead for further information.

Other Sources Of Funding

There are three additional noteworthy sources of funding available to Clubs that are separate to the SSP Club budgets. These are:

Transport Funding	Forever Surrey Funding	Workforce Development Funding
<ul style="list-style-type: none"> ○ The Students' Union Transport Services team manages all transport funding ○ This is not something that the SSP budget covers ○ Please liaise directly with the Students' Union team for all transport funding 	<ul style="list-style-type: none"> ○ The University's Advancement department work with the Union and Team Surrey staff to distribute alumni funding to Clubs and Societies who have made an application to the Forever Surrey Fund for items supporting their Club or Society, such as equipment ○ Look out for more information on how to apply to the fund early in Semester 1 ○ Please note that not all applicants are successful, but it does offer a great opportunity to access additional funds for your Club 	<ul style="list-style-type: none"> ○ You may wish to look at "up-skilling" some of your Club members. For example, rather than hiring an external Level 1 Coach, are there Club members that would like to become qualified coaches? ○ Any additional training qualifications like this are covered by a separate Workforce Development budget. They are not covered by the SSP coaching budget (which is purely for external coaches to come in) ○ All Workforce development enquiries are to be submitted in the designated worksheet on your development plan

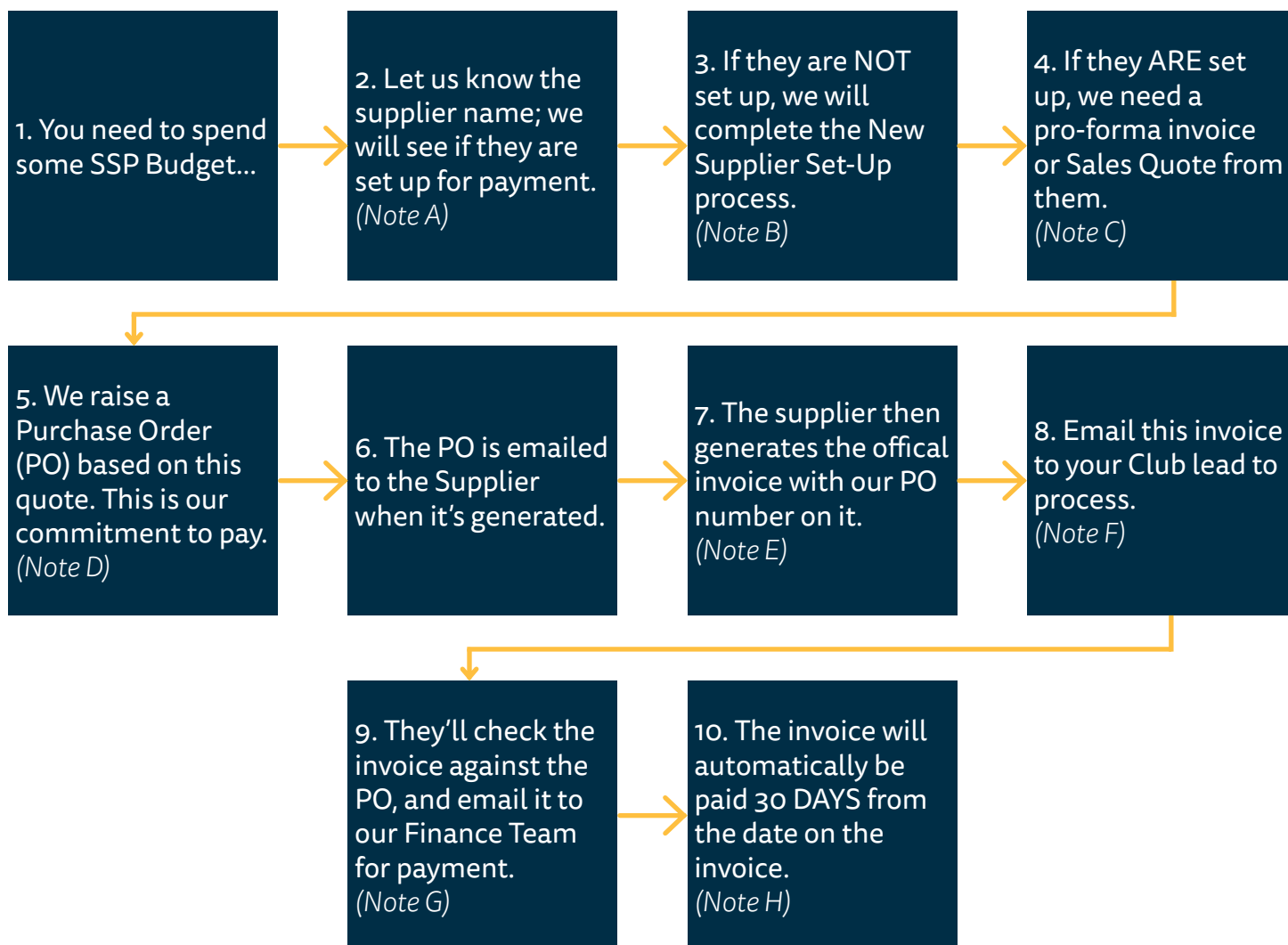
Accessing Surrey Sports Park Budget

There are three golden rules!

1. You do not have direct access to the Surrey Sports Park (SSP) budget for your Club. This is managed solely by the staff at SSP
2. When costs arise that you need the SSP budget to pay for, you need to contact us as soon as you have the details (please be aware of the payment process detailed below)
3. **DO NOT** use your Own Funds to pay for anything that your SSP budget covers. If you do, we **WILL NOT** be able to pay you back

With regards to point three above, there is very specific documentation that we need for VAT reporting and auditing between the two businesses. Any refunds are limited to the most exceptional of circumstances. You have been warned!

The Payment Process



Note A – There is no list of suppliers by Club. We can search our finance system to see if we have used the supplier you want before

Note B – See Section below [“Setting up a Supplier”](#)

Note C – This sales quote/pro-forma invoice must show what the goods are, whether VAT is charged, and at what rate. Please make sure all costs including delivery are included

Note D – Some suppliers may take our PO number as proof of payment and despatch goods/complete services based on this. However, some suppliers may require the actual payment before completing their commitments to you. That is entirely up to them

Note E – This must contain some specific information. See section below on [“Essential Invoice Details”](#)

Note F – The SSP Finance Team will then forward the invoice on to the University's central finance team, and all payments are made in-line with the University's processes and regulations. It's essential that you notify us of any issues with this process as soon as possible because it can take time to change the processes that are set up

Note G- The University has a centralised, automated, payment run every week. This picks up all invoices that have reached 30 days elapsed since the invoice date

But What If Paying By Invoice Within 30 Days Does Not Work For Our Supplier?

This is our most common challenge. The likely reasons for this are:

- The supplier can't be set up by us (they don't have the right systems in place or the required company details for us to authorise this)
- They require payment straight away and can't wait 30 days
- They require payment from individuals rather than a single company payment (e.g. some competition entries)
- They won't take a BACS payment

When you identify that you have a payment to make, it is imperative that you are aware of what our standard process and payment terms are, and what requirements your supplier has. This way we can ensure we have enough time to reach an agreement.

There are usually ways around the above challenges, and we can discuss individual cases each time with any Club. We need plenty of time for this please!

Setting Up A Supplier

As previously stated, our preferred method of payment is via a supplier invoice. A person/company must be set up as a supplier if:

- We are going to be making more than one payment to them that year: and/or
- We are going to be making a recurring annual payment (e.g., affiliation fees or ongoing services)

There is a "SSP New Supplier form" that needs to be completed.

- This form will be posted in the Team Surrey channel of the Student Union's "SU Club & Society Committee" Team
- It is your responsibility to get your supplier to complete all the required details that are highlighted in yellow
- This form can then be posted back in your Club's team chat
- We will then pass it on to the SSP Finance Team
- The SSP Finance Team then work with the central University Finance Team to get the company/person set up for payment
- **This process can take up to four weeks**

Please consult your Club lead before setting up a supplier for the use of Club Funds, as they will be the contact.

Essential Invoice Details

All Team Surrey Club invoices must be addressed to the Sports Park as follows:

Team Surrey <Club Name>,
Surrey Sports Park,
Richard Meyjes Road,
Guildford,
Surrey,
GU2 7AD

We cannot pay invoices that are addressed to individual Club members or to the Students' Union. Invoices don't have to be received by post; they can be emailed, but they do need the correct address on them.

Invoices must also contain all of the following information:

- Company Name
- Invoice Number
- Invoice Date
- Description of Goods
- Cost With VAT (If Appropriate)
- Company Address and Contact Details

Owing Surrey Sports Park Money

Sometimes it is easier for Surrey Sports Park (SSP) to pay an invoice for you, and for us to claim the value back from your Own Funds. For example, if you have a competition invoice where the value takes you over your allocated competition budget, then we can pay the invoice in its entirety and claim the difference back from the Club.

We therefore require the following to happen:

- You raise a PO with the Students' Union Finance team for the value owed to SSP
- You let us know your PO number
- We then raise an invoice quoting this number and send it to the Students' Union Finance Team
- The Students' Union pay this invoice to us and take the money from your Club's Own Funds

Planning Your Spend

Surrey Sports Park's (SSP's) financial year runs from 1 August – 31 July, and your Club budget for the year matches this timeframe. Please note that you may not be allocated the full budget that was requested in your Development Plan. There is quite a balancing act to be done across all Club requests versus the available budget at SSP. We try to ensure that allocations are fair across the board.

It is strongly advised that your Club Treasurer starts your financial planning as soon as the new committee starts. We recommend creating a spreadsheet of all your planned SSP costs for the year based on your Development Plan. This will help you plan what costs are coming, when the payment is due, and when the supplier needs to be set up by to raise the PO. You can then update your document when your Club budget is confirmed.

Area of Budget	Cost	For	Supplier Name	Paid by Invoice?	Set Up in System?	Payment due	Invoice Required
Facility Hire	£xx.xx	Studio Hire	Broadwater School	Yes	Yes	01/03/2020	28/09/2020
Affiliation Fees	£xx.xx	Affiliation 19-20	British Rowing	Yes	Yes	15/03/2020	15/02/2020

Don't forget that if the Supplier is not set up – it can take up to four weeks to get them set up. We can set up Suppliers at any time, with advanced notice.

A spreadsheet will also help you keep track of how much budget you have remaining throughout the year. Whilst we have the functionality to run reports in our finance system to track all your spending, you should know what is left in your budget. We don't send out any account statements as a regular occurrence.

The End Of The Year

As stated above, your Surrey Sports Park (SSP) budget expires for the year on the 31 July. This is the end of the University's financial year, and no money will be carried over into your Club budget for the next academic year. This is standard accounting practice for any business.

In May (approximately) we will ask you to confirm any costs that are still outstanding for the year; for example, you might have summer competitions still to pay for.

It is IMPERATIVE that we know of any spending to be made after the terms ends.

If you do not make us aware of this spending, we will start to wrap up the accounts once term ends and you may lose your budget before the 31 July. Any leftover charges must then be paid from your Own Funds.

What Is GDPR?

The GDPR, "General Data Protection Regulation", is a new data sharing agreement that replaces the DPA, "Data Protection Act 1998". It came into force in 2018 and affects companies, individuals and organisations who manage data. Key principles remain the same as the Data Protection Act. It is aimed at giving greater protection to individuals as well as tougher rules on those who handle data.

Personal Data

Personal Data only includes information relating to living persons who:

- Can be identified or who are identifiable
- Directly from the information in question
- Or who can be indirectly identified from that information in combination with other information

Therefore, this includes any list of names, emails, phone number or URN numbers!

Relevance To Committees

You should only store the minimum required Personal Data and only on a system provided by the Students' Union; this is part of your Signatories Agreements. You do not need to store medical information or emergency contact information. Systems provided by the Union include Microsoft Teams and your Club One Drive. This **DOES NOT** include Google Docs, Dropbox or other such software.

Only store data as long as necessary, for example if a student is no longer a member then their data should be removed. Inform the Students' Union if there is a data breach, however small. If asked, please provide the student (data subject) with whatever data you hold about them and/or remove it requested.

For more information on GDPR go to the [ICO website](#) or email ussu.information@surrey.ac.uk.

British Colleges And University Sport

British Colleges and University Sport (BUCS) is the governing body for UK University sport. The majority of Team Surrey clubs will compete in BUCS.

Captains Training

Captains Training will take place at the start of Semester 1 to upskill Captains on how to enter scores on BUCS Play, producing team sheets, booking transport etc. There will be two training sessions, one for BUCS Wednesday Sports and one for Individual Event sports.

BUCS Play

Most of our teams compete under the British Universities & Colleges Sport (BUCS) banner. This means not only are they governed by each individual governing body, but all teams must also adhere to the BUCS rules and regulations.

BUCS has its own platform to record fixtures, results, teams, and many other things. BUCS Play is the home of university sport, an app for all your fixtures and results, and entering BUCS events.

What Does That Mean For Your Members?

Any student who wishes to represent their University must have a BUCS Play account and then become a member of their chosen sport “community”. Without this, they simply cannot be picked on a team sheet or put into an event.

Students should follow these steps to join BUCS Play:

- Download the [BUCS Play](#) app from the app store
- Create an account using your student email address
- Find the “community” you wish to join
- Wait to be accepted by the BUCS Sport Assistant

For students who compete in Individual Sports, they will only need to sign up once the event opens. Your Captain should let them know when this happens.

Don't forget, all students will need to pay for the Team Surrey and Club Membership to be accepted into a community on BUCS Play.

BUCS Wednesday

BUCS Wednesday sports will need to be incredibly organised to ensure team members can get to their matches. It is the Captain's responsibility to ensure they have all the paperwork and transport arranged for their home and/or away matches.

Home Matches

All Captains need to register at the Team Surrey Registration Desk where they will need to hand over their student card in return for their changing room key. This will be returned to them when they return the changing room key to reception after their match. All scores will need to be updated on BUCS Play and sent to the BUCS Phone (07970232937).

Away Matches - Booking Transport Via The Students' Union Website

Captains will need to fill out the Transport Request Form, selecting “Team Surrey Competition” and their Club, and detailing location, how many people will be travelling, name of the driver etc by 9:00 on the Monday before the fixture.

The driver will then receive an email confirmation once the booking has been made. This will let you know you have been allocated a Union vehicle or an external vehicle. All information on how to pick up the vehicle and return it will be enclosed in this communication as well. If your fixture is cancelled, please let ussu.information@surrey.ac.uk (cc'ing Scott Martin) know as soon as possible to cancel your vehicle. However, please note that if external vehicles are cancelled with less than 24 hours' notice you will still be charged the full amount of the booking. You can find out more via our Transport webpage.

Fuel costs: When hiring Union vehicles, they come with a fuel card so this can be used to top up fuel. When hiring external vehicles the vehicle fuel levels must be the same as they were when you/the driver collected the vehicle, so you will need to keep your receipts from this and send them to your clubs treasurer or one of the other signatories, and they will be able to withdraw from your club's transport budget to reimburse your fuel costs.

All scores will need to be updated on BUCS Play within 24 hours of the fixture.

Officials

Team Surrey will be responsible for finding and recruiting officials for the BUCS fixtures. However, assistance from the committee is often needed during this process.

The officials will be paid via the site YesRef. This ensures payment is quick and efficient for the official to receive. An official must download a YesRef account, and from here the Team Surrey staff member is able to attach payment to their name.

Individual Events

Captains for Individual Sports should make sure that all members wishing to enter have created an account on BUCS Play. They should also pay attention to the BUCS Website for Event deadline entries and give instructions to members on how to enter the event. Once all members are entered, the captain should arrange a meeting with the BUCS Sport Assistant to confirm entries.

Transport

The Union has a fleet of vehicles as well as access to external hires through 2 companies called Kendall's and Enterprise. View all [transport processes here](#).

Room And Venue Bookings

If you are looking to book a room or a venue for an event, read through our [Holding an Event at Surrey Students' Union document](#). All clubs must ensure they have completed the following forms where there is an element of risk (no matter how small) and if they are inviting an external guest speaker. These forms can be found on Committee Resources:

- [Risk Assessment](#) (submit 5 working days before your event)

Failure to comply can lead to a disciplinary process so please check if you have any queries on this one.

External Speaker Approval Process

1. Review our updated [External Speaker Approval Procedure](#) and [Freedom of Speech Policy](#)
2. Complete the [External Speaker Request Form](#) and send your speaker(s) our [External Speaker Briefing Form](#) to review and email their agreement (the speaker cannot be booked if they do not agree to this form)
3. Please save the External Speaker Request Form with the following file name format: external speaker name-academic year, example John Doe-2024. Upload your [External Speaker Request Form](#) - you still need to submit these 10 working days before the event!
4. Request your speaker to email the Activities Manager their agreement to the External Speaker Briefing Form (this must be done ASAP after submitting the Request Form. If no agreement is emailed within the 10 days before the event, then they cannot be booked).
5. The Activities Zone staff will then get in touch to confirm the next steps for your event.

Available Rooms And Venues

- Surrey Sports Park
- Manor Park Social
- Wates Green Room/Treetops
- Quite Centre
- Rubix
- Teaching Rooms
- Hillside
- Basement
- Hari's Bar
- Library Stalls
- Front Room
- University Hall
- BBQs

Bookings Event Space At Surrey Sports Park

When planning an event for your Club, initially come and chat to Team Surrey about what you are thinking of doing and we can advise you. Remember to plan ahead and start talking to us as soon as possible about ideas you have for next year - remember Surrey Sports Park (SSP) is also a commercial business and space is limited. Some of the factors that will determine how we view your enquiry and deem it to be an event may include:

- **More complex set up** – if the set up that you are asking for is a little more complicated.
- **Multiple facility usage** – if you are looking to hire more than one facility.
- **Additional equipment required** (Hired in?) – You may request to have additional equipment for your booking. This would be items that are more than the equipment included in your facility hire.
- **Additional staff required** – this includes not only the events team, but those staff who are essential to the building including operational staff, cleaners.
- **Number of participants may be a factor** – the more participants that are participating in your booking, the bigger the impact on SSP.
- **Timings** – if you wish to hire facilities outside of your training time there will be a cost involved. This will be a reduced price to what members of the public pay, however we would encourage you to make the most of your already allocated time.
- **Entry Fees** – if charging entry fees to participate or for spectators then your activity will be deemed an event.

Bookings Process

- Enquire with your Club Lead → Club Lead responds → Meet to discuss requirements → Agree on date/times → Sent as a request to the bookings department → Bookings check availability and get back to us with email response either yes or no
- Signed Application for hire form → 20% Deposit → Confirmed Booking → Final payment → Event

Union/University Bookings

All room bookings should be made through "Room Request" on [Committee Resources](#). There will be a form for you to fill out, please do so with as much detail as possible to ensure you get the room required.

You must book with seven days notice as it can take us this long to get through room bookings during the busy periods. Please don't chase us on your booking unless it has been seven days.

Wates/Hillside

If your request is for Wates/Hillside, we are unable to book directly but will forward the request over to the University, so please ensure these bookings come through the Room Request form.

Library Stalls

In order to book these you need to use your club email account on Outlook365 to send a meeting request. They are listed in the Outlook email directory as LRC Activity Table 1, 2, 3 and 4. You are able to view the status of these tables before sending the request to see if a table is already in use.

Once you send the request it will automatically be processed and you will receive a response either accepting or declining your request. We cannot make bookings on your behalf. Please use your Club email account to make these bookings, if it is not clear which Club you are representing then your booking may be cancelled.

Please note that no hot food or cold food that requires refrigeration can be sold. For more information on the rules and to book your stall see [here](#).

University Hall

University Hall (Uni Hall) is available for Clubs and Societies to book after 18:00 on weeknights and all day on the weekends during term time only. You can enquire about hiring it outside of term time but it is unlikely. Bookings can be made through the Room Request form on [Committee Resources](#).

There is no furniture in University Hall so if required, this will need to be hired in. The University use a local, external company which charge per chair and table. Hospitality, Conference and Catering Services (HCCS) are happy to book tables and chairs on your behalf. Please remember if ordering banquet tables, you may also want to order table cloths which are chargeable. HCCS have a limited number of table cloths, anything extra on top of this will need to be hired. If you do wish to hire furniture for Uni Hall at least two weeks' notice is required to place the order.

If you require a banquet service please contact HCCS, charges will apply for this.

Door staff may be required depending on your event and numbers, charges will apply if so.

You are able to arrange for external catering in University Hall, however you cannot use the kitchen, equipment or storage facilities. HCCS will not provide any staffing if external catering is arranged. All external catering must be approved by HCCS. Please allow plenty of time for this.

A bar can be set up on request, HCCS can provide stock and staffing on request. A minimum bar spend may apply.

There isn't a charge for room hire for any Club bookings, however if they are opening the venue especially for you, charges may apply (This will largely apply at weekends).

Quiet Centre

The Quiet Centre can be booked via Chaplaincy for religious prayers. It can also be booked for general quiet space for societies such as Zen and Yoga. Please bear in mind this is a very small space, when booking please give us at least two weeks notice as we need confirmation from the Chaplaincy.

Adding Events To The Club And Societies Events Calendar On The Union Website

You are now able to add your club/society events to the Club and Societies Events calendar on the Union website. Here is a tutorial of how to do so - [ClubSoc Events Tutorial](#).

Please note you will need to be signed into a surrey.ac.uk account to have access to the video and the event will go through an approval process before it is published on the calendar.

Surrey Sports Park Bookings

To make a booking at Surrey Sports Park (SSP), please contact Client Services on sspbookings@surrey.ac.uk, stating the following: your Club, the space you require, how long you require it for, the purpose of your booking, the estimated amount of attendees, preferred dates for the booking, any extra information (do you require catering, are you intending to hold a bake sale, are tickets being sold for the booking etc).

The Client Services team will get back in touch with you to request any further information, discuss alternative dates if your first choice is unavailable, and inform you of the cost associated with your booking.

Bookings Conditions:

- Timelines for changes/new requests – these must be sent to your Club lead if you plan to cancel your session. Please also communicate with this member of staff if you would like to change a session or request additional sessions throughout the year.
- No shows to sessions operate a three strike rule and sessions will be removed for those who continually no-show.

Sports Standing

Sports Standings is the forum for all sports club representatives and signatories to come together and discuss Team Surrey updates/issues. They are typically on the first Tuesday or Thursday of each month. They are led by your Team Surrey Chair, so please look out for any communications about these from them. It is mandatory for at least one signatory to attend Sports Standing.

Club Development

Progress Meetings

As signatories you will meet formally with a Team Surrey staff member three times a year to track your progress and give you opportunities to highlight any issues and provide feedback to Team Surrey. Team Surrey will have contacted you already to let you know which staff member will be overseeing the development of your club but if you are unsure on this please just ask! **Please note these meetings are compulsory and sanctions will be put in place if they are not booked in within given deadlines.**

Development Plans

Club Development Plans will be completed by all Team Surrey clubs in March 2025. The aims and objectives you set out in the development plan will be reviewed in your Progress Meetings to track the progress of the club.

Changing Your Club Name

To submit a formal name change a group must submit a petition of at least 20 full members to the VP Activity. Once received, the name change and revised group aims (if applicable) will be presented at Sports Standing and voted upon, with a majority required to accept the name change.

Creating A New Sports Club

There are a few things to consider when setting up a new Sports Club or Society. When starting out everyone will be ratified as a society, if after a year you want to become a club there are added steps to achieving this. All you need to know at the moment is how to get through that first stage of becoming ratified. Your VP Activity will be able to help you in the process – if you have any questions, please contact them.

How To Set Up A New Sports Club Or Society

1. Head to the surreyunion.org and click on Activity. Here you can find a list of dormant societies, please ensure your proposed Club or Society is not listed as dormant. If it is, don't worry, email VP Activity to hold an Extraordinary General Meeting (EGM) and reinstate the Club/Society
2. If it is not already dormant you will need to find at least 20 other students interested in your proposed Club/Society
3. Ask the 20 students to complete a form with their name, Surrey email, URN and signature; scan this in and fill out the "New Society Action Plan", finally send both forms to VP Activity (ussu.vpactivity@surrey.ac.uk)
4. The VP Activity will invite you to a Zone meeting to present your ideas to the Activity Zone, the Zone will either vote to give it Zone ratification status or ask you to go back and reconsider the proposal
5. If Zone ratified, you'll need to book an Annual General Meeting (AGM) to elect the society committee (President, Vice-President, Treasurer). All AGMs must be advertised for at least two weeks
6. You will then be invited to Sports or Society Standing to request full ratification (approval) held bi-annually

Typical Reasons A Club/Society May Not Be Ratified

- The concept is too similar to an existing Club or Society
- The concept is offensive/problematic
- The concept is in conflict with the Union's charitable status

What's The Difference Between A Club And Society?

Fundamentally it comes down to funding and membership requirements. Clubs are funded by Surrey Sports Park (SSP) and as such, all sports club members MUST pay a membership to Team Surrey as well as to their individual Clubs. Societies are funded by the Union through the University subvention hence there is no additional membership fee. We recommend that any new group, if sporting/active based, spends a year as a Society before considering the move to a Sports Club/Team Surrey. At the discretion of Team Surrey (Union and SSP) a group can be made a Sports Club immediately.

Restarting A Dormant Club Or Society

Dormant Clubs and Societies are groups which used to be active but ceased existing. They remain dormant for 18 months and then will be deleted from the system.

If you want to re-activate a dormant Club/Society, please email VP Activity to enquire about the dormant group you wish to revive and make active again!

Promoting Your Club On Social Media

A strong social media presence is important if you are looking to grow your membership base. It can also be used to forge a strong sense of community among current members. It's crucial to strike the balance on your channels between marketing to these prospective members and sharing content relevant to the members you already have.

In this section, you will find guidance on the best social media platforms to utilise for your Club plus how you can increase your outreach via Team Surrey's central channels.

Choosing Your Platforms

It's important to consider which social media channels will suit your Club's needs the best. Instagram is the most popular platform among Team Surrey Clubs and students at the moment, and this makes it a brilliant place to engage with current and prospective Club members through imagery and videos.

Facebook is an effective platform when it comes to spreading the word around events and socials. You can use your Club page to create event pages where students can easily access all event information, while the main Club page can then be used as the hub of all general Club updates. X can also be used to serve a similar purpose in this sense.

Creating Your Content

A picture is worth a thousand words and can often make a much greater impact on your followers than a body of text. You could use images of training or matches to give a real insight to the Club in action. We are looking to keep building our Team Surrey photography bank in 2024-25, so there will be plenty of opportunities for your Club to get some action shots.

Websites such as [Canva](#) also make it simple to create engaging graphics for your platforms. These can be useful for communicating announcements and other Club news and information. Try and maintain a similar colour theme on your posts to establish your social media identity – of course, we'd recommend the Team Surrey Blue and Gold, and Surrey Students' Union Red!

If you're using [Canva](#), the Team Surrey colours can be found via the following codes:

- Team Surrey Blue: #283583
- Team Surrey Gold: #F6B715
- Surrey Students' Union Red: #ED2843

Building Your Outreach

We can help you reach more students by sharing your Club's achievements, projects and events on the main Team Surrey channels and Students' Union channels. With a strong following across our platforms, this is a great opportunity to get your activities seen by more prospective members.

You can also express your interest in hosting an Instagram takeover on the Team Surrey page. This could be for a particular sporting event or perhaps to promote your Club's activities in general, and it has proved an effective way to increase Club engagement.

Contact our Marketing and Communications Executive Oscar Jeffery any marketing queries and any requests regarding promotion on Team Surrey channels. Alternatively, you can also reach out to Lisa Lynch, the Students' Union Communications Manager for any further support in relation to Club promotion on the Union's channels.

Digital Signage

The Union has over 60 digital screens around the University and these are perfect for promoting your Club! You can contact the Students' Union's Communications Team for support with this and they can also help with promotion through the Union's channels.

Bar Crawls

Any committee member planning an organised Club bar crawl will need to do the following:

- Read, understand and follow instructions on the [Bar Crawl Policy](#)
- Complete a [risk assessment](#). Note that only one risk assessment is required for your year's bar crawls i.e. if you do three bar crawls across the year, you only need to do one
- Complete a [Bar Crawl Form](#) each time you organise a bar crawl
- For more information, and if your bar crawl is ending in Rubix, please read [this](#)

Employable me

Employable Me is the Students' Union joint initiative with the University's Careers & Employability department equipping Surrey students with essential skills and experience for life post-university.

Make your time at university more than just getting a degree; there are numerous opportunities for you to get involved and make yourself more employable. The Union is here to help provide such opportunities and in turn, we can help you translate those skills to gain an advantage in the job market.

The Union have many opportunities for you throughout the year to build on these essential skills, examples are listed below:

- Surrey Decides – Sabbatical and Part-time officer roles
- Course Reps
- Club & Society committees
- Nightline volunteer
- Welfare watch volunteer
- Employability Award
- Union part time jobs

surreyunion.org/employability/

If you want any further information on any of the above, please email the Activity Zone Manager.

Volunteering

Volunteering offers Sports clubs the chance to engage with the local community and with the launch of the new volunteering platform there is a bigger variety of opportunities than ever for Clubs to engage with.

How to volunteer as a Club:

1. Go to surreyvolunteering.com
2. Each individual from the club must sign up to surreyvolunteering.com
3. Each individual that wishes to volunteer for the opportunity must sign up to the opportunity
4. Once you have volunteered log your hours on surreyvolunteering.com
5. To log hours as a Club, you must create a Club profile, joining as a partner and must use your Club email to do so. Signatories can then approve hours submitted by members who have signed up to the platform

GiveStar

GiveStar is the main approved platform societies or individuals can use to raise money, whether it is for your Own Funds or for Charity. If you would like support to set up your account or a fundraiser, please contact the Activities Coordinator and Scott will help. Please provide the following information to help get him started:

- Name of Fundraiser
- Is the money going to charity or own funds? If charity, which charity?
- Image (720 x 1520 pixels if possible)
- Donation sizes (can have up to 5 different sizes but £1.00 minimum donation size)
- Fundraisers names and emails

Participation

PlaySport is Surrey's social sport programme which encompasses pay and play sessions, "Learn To" courses and intramural leagues. These activities are led by Student Activators for students! If your Club is interested in delivering a participation event get in contact via playsport@teamsurrey.co.uk.

SurreyMoves+

SurreyMoves+ is Team Surrey's physical activity tracking app and programme, which includes annual events across campus such as the Colour Run and Santa Moves. For more information and how to sign up see here: teamsurrey.co.uk/sport-activity/surreymoves

This programme provides this opportunity to engage with inactive staff and students and encourage physical activity. Clubs are able to get involved via volunteering, running challenges and pop-up activities – to express interest get in touch with surreymoves@teamsurrey.co.uk.

Varsity

Varsity is Surrey's biggest annual sporting event and sees Team Surrey take on local rivals, Royal Holloway across a huge range of sports and societies. Both institutions take turns to host the event and it's a day not to be missed! Planning begins in September and you'll be invited to take part (if Royal Holloway have an opposing team) usually around Christmas/New Year.

Grad Sport

Grad Sport is an annual event to raise money for the Forever Surrey Fund where alumni and students compete across multiple sports in a bid to win the Grad Sport Trophy. You will need to elect captains and work closely with the Alumni Captain to ensure the smooth running of the event.

Handover

All Team Surrey Clubs should organise a Handover Meeting between outgoing and incoming committee to ensure that new committee members are aware of key tasks and responsibilities. All Club documents should have been passed on from the previous year's committee (Development Plan, Club Finance Spreadsheet etc) and should be kept in a shared folder on your Club Team on Microsoft Teams.

Your final progress meeting will be facilitated as a Handover Meeting with outgoing and incoming committee however, you should also organise individual handover meetings so all committee members are fully aware of what will be expected of them for the forthcoming year.

Please note; Social Media and Email Passwords will need to be changed (only new committee should have access to the club's email and social media).