**Club Exec Handover Pack**

**Club: Pool**

**Section 1 – Advice and Info**

**Introduction**

Welcome to your handover pack! The next few pages are packed full of critical, concise info to help the incoming Exec get to grips with running the club. For an incoming Exec member, it will be massively handy to have something to get you started on running the club successfully. And as an outgoing Exec member, you can use this as the basis for an effective handover. **But, this is only a working document. Add to it. Edit it.** Pay particular attention to Section 2 – the club specific section. Each club should have a club bible passed through Execs to ensure club knowledge is not lost from year to year. If you don’t have one, section 2 can be where you create one!

**Checklist for Incoming Exec**

|  |
| --- |
| Submit your **forms** to Warwick Sport (see Documentation Section below). |
| Read the **Club Officer Information** Section of the Warwick Sport Website. And save it to you your Favourites! |
| **Presidents - Check your Club email account regularly**. This is the primary means of communication.  President – once you’ve submitted your New Exec form, you will be given admin rights. You must then **add the rest of the Exec**. Then ensure that all Exec members know how to **send out emails** to the club members from the Warwick Sport website. |
| Check your Club **financial accounts** regularly. Ensure all appropriate Exec members know the login details. |
| Arrange an initial Exec meeting with all Exec members where you agree on how the Exec will operate – how often you meet etc. Ensure the mechanisms are in place for **constant, close communication between the Exec**. |
| Ensure **contact details** of each Exec member are shared and distributed between the Exec (email addresses, mobile numbers etc.) |
| Ensure each Exec member knows **his/her responsibilities**.  Attend **Impact Training** run by the SU. At least one Exec member must attend *Basic Training* and the Treasurer must attend *Managing Your Money* (Sports Council week 1 is an opportunity for this).  Know your **finances**! Take some time to plan your financial accounts – see *Finances* section later.  Your club has a **webpage on the Warwick Sport website** – ensure it is up-to-date and looking good! The same applies with your **club notice board** in SU HQ. |
| Know your **pigeon hole** in the Resources Room and check it regularly.  Ensure you’ve submitted a request for **sports facility** usage to Terry Monnington for **terms 1 and 2**. This is for your training sessions so it’s crucial! Check with old Exec to ensure they have done it and if not you will need to. |

**General Advice and Information**

**Club Officer Information Section**

This is on the Warwick Sport website and it has everything you could ever wish to know about! If you have a question, it can probably be answered here. <http://warwicksport.warwick.ac.uk/officer/>

**This should be your first port of call for any question you have.**

**Club Documentation**

* Exec Form – details of all new Exec members – must be signed\* and submitted to Warwick Sport Office.
* Risk Assessment – must be read, updated and sent to Warwick Sport Administrator
* Code of Conduct – must be read, updated and sent to Warwick Sport Administrator
* Constitution – must be read, updated and sent to Warwick Sport Administrator

**\*The New Exec form must be signed by all Exec members. The signature confirms that the risk assessment, code of conduct and constitution have all been read, amended and agreed.**

**Who can help?** Contact any member of Warwick Sport staff or Sports Officer

**Financial Accounts**

You have a grant account (money granted to you by Warwick Sport in accordance with your previous year’s budget request) and an own money account. This money sits in the SU Finance Department. Your own money account should never be in debt and you cannot spend more out of your grant account than what you’ve been budgeted. This is why it’s so important to be on top of your finances! If you’re paying in money to your club Own Money accounts you will need to take it to the SU finance department.

**Who can help?** Contact the Sports Officer or Warwick Sport Manager immediately if you have concerns about your club finances.

**Finance Forms**

There are various forms which you use to make transactions from your club accounts. Which form to use depends on what transaction you’re making. You can find the forms in the SU, Warwick Sport Office or online. Once you’ve completed the form, you submit it in the SU Resources Room or Warwick Sport Office. It will be authorised by the Warwick Sport administrators before being sent to the SU Finance Department for processing. If you are requesting money to reimburse yourself you will need a counter-signature on the form from another Exec member.

**Who can help?** Warwick Sport staff, Sports Officer and SU Resources Room staff can advise on filling in forms. SU Finance Department can help if you have questions on particular transactions.

**Sponsorship**

For a lot of clubs, a large proportion of your Own Money will be made up of sponsorship, so it is crucial that you get the contact details of your current sponsors to reapply for the following year and to make them aware of the change of Exec. Also check whether the club has produced a Sponsorship Brochure, which can easily provide companies with an overview of what you can offer them (see below for current sponsorship deals).

**Who can help?** Contact the Sports Officer for advice on Sponsorship. You may well be referred to the SU Marketing Manager for expert advice and contacts.

**Tours/Trip/Event Planning**

When planning trips, tours and events (e.g. balls) it’s crucial to be organised. Because there is so much money involved it’s also crucial to go through the SU to ensure you don’t find yourself personally liable! There are forms to complete which help you with the organisation and weekly Tour/Trip/Event planning meetings in the SU Resources Room where you can get advice on the organising. Don’t sign any contracts or exchange any money before completing the forms and attending a meeting – this is to protect yourself and your club.

**Who can help?** The SU Resources Room staff, SU Student Activities Manager and Sports Officer are full of useful advice!

**Transport**

Warwick Sport has a variety of sources for booking minibuses, which clubs use for a whole range of activities. You’ll need to fill in a form, giving plenty of notice and submit it to the Warwick Sport Office. It is helpful to book all needed minibuses as soon as your fixture list is announced. There’s more information and you can find the forms on the Club Officer Information Section.

**Who can help?** Warwick Sport Administrator, Peter Parker

**BUCS**

There is plenty to know about BUCS! The Warwick Sport staff are a fountain of knowledge and the Club Officer Information section has everything from team sheets to match officials. If your club competes in BUCS make sure you know about it. There’s a session during Term 1 Sports Council for BUCS captains.

**Who can help?** Warwick Sport Administrator, Joe Barr

**Strategy Meetings**

This is a meeting which you should have at least once a year (usually in term 2 in the run up to budgets) with the Sports Officer or Sports Development Coordinator. It is a chance to discuss the development of your club and highlight any issues. It is a necessary prerequisite for requesting more money in your budget.

**Who can help?** Sports Officer or Sports Development Coordinator

**Who can help?**

**The info included in this pack should give you a good idea of who can help on what. And the following table gives you their contact details and tells you who’s who. The Club Officer Information section will normally have the answer for you. And you can always contact the Sports Officer who can answer or direct you to the right person!**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Students’ Union** | **Sports Officer** | **George Whitworth** | [**sports@warwicksu.com**](mailto:sports@warwicksu.com) | **0247672776** |
| **Student Activities Manager** | **Gerard Henry** | [**gerard.henry@warwicksu.com**](mailto:gerard.henry@warwicksu.com) |  |
| **Student Activities Administrators** | **Pam Walker**  **Jenny Luciano** | [**pam.walker@warwicksu.com**](mailto:pam.walker@warwicksu.com) **and** [**jenny.luciano@warwicksu.com**](mailto:jenny.luciano@warwicksu.com) |  |
|  | | | | |
| **Warwick Sport** | **Warwick Sport Manager** | **Gemma Morris** | [**g.l.morris@warwick.ac.uk**](mailto:g.l.morris@warwick.ac.uk) | **02476150383** |
| **Sports Development Coordinator** | **Lisa Infantino** | [**lisa.infantino@warwicksu.com**](mailto:lisa.infantino@warwicksu.com) | **02476575112** |
| **Sports Administrators** | **Joe Barr**  **Peter Parker** | [**joe.barr@warwicksu.com**](mailto:joe.barr@warwicksu.com) **and** [**peter.parker@warwicksu.com**](mailto:peter.parker@warwicksu.com) | **02476575115**  **02476575109** |
| **IT Officer** | **Colleen John** | [**fitness@warwick.ac.uk**](mailto:fitness@warwick.ac.uk) |  |
|  | **Warwick Sport Mobiles** | **Transport**  **BUCS**  **Sports Development** | **07824541186**  **07876218148**  **07876218147** |
|  | | | | |
| **Department of Physical Education and Sport** | **Deputy Director of PE and Sport** | **James Ellis** | [**J.A.Ellis@warwick.ac.uk**](mailto:J.A.Ellis@warwick.ac.uk) |  |
| **Director of PE and Sport** | **Terry Monnington** | [**t.monnington@warwick.ac.uk**](mailto:t.monnington@warwick.ac.uk) |  |

**Key Events**

**This section should allow you to play your year more clearly. But you must add to this list your individual club activities. Also bear in mind that this is only a guide. Most of these events are fixed, but there is always potential for change, and you’ll hear about all of these events on email over the course of the year.**

* **Sports Council**

At the start of each term, this is a very important meeting with the Sports Officer and attendance is compulsory! The first one of the year is especially important and provides an opportunity to attend Impact Training.

* **Sports Fair**

On Tuesday of week 1 in term 1, this is absolutely crucial for recruiting members, especially the fresh! So get all Exec involved in manning the stall – think of original ways to recruit new members.

* **Taster Sessions**

These are part of the Festival of Sport which launches Sport in week 1 of term 1. Your club should run a taster session (open to everyone) in the first couple of weeks of term. It’s crucial for recruiting members. There will also be a similar drive at the start of term 2 which you may or may not want to be part of depending on your membership. As part of the Festival of Sport, facility usage is free for the first week of term 1 (until Saturday).

* **Impact Training**

This is training for Exec members. *Basic Training* covers everything! At least one person from the club must have attended this. *Managing Your Money* is all about your finances and your treasurer must have attended this. *Managing Your Money* is also online and is well worth being familiar with. The courses run each term – check SU website for details.

* **Minibus Tests**

There are minibus tests at the start of each term. Make sure that you don’t miss the compulsory lecture, as it’s a long wait till the next one. Minibus drivers are a great way to reduce travel expenses. Check the Warwick Sport website for details.

* **Team Photos**

Usually early in term 2, you’ll need to book a slot for your club at the photo shoot. You’ll hear about it via email.

* ***Right to Play* Week**

New in 2009 and here to stay! This is week 5 in term 2 and it’s a week devoted to raising money for Warwick Sport’s official charity, *Right to Play.* Be imaginative and think of ways to raise money as a club.

* **Varsity Series**

Week 10 of term 2. Even if your club isn’t playing, be part of the support for Warwick!

* **Club and Individual Awards Deadline**

The deadline for submitting applications is the end of week 4, term 3. This includes all club awards, individual awards and colours. The awards are presented at the Sports Ball.

* **Sports Week**

Week 10 of term 3. A whole range of sporting activities across campus. Get your club as involved as you can!

* **Sports Ball**

Highlight of the social calendar and when the annual awards are dished out! Saturday, week 9, term 3. Don’t miss it!

**Throughout the year there will be many events to get involved in, including non-sporting ones. Constantly look out for new opportunities which will develop your club, such as Warwick Volunteers or One World Week.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Term 1 | Term 2 | Term 3 |
| Week 1 | **Sports Council (Impact Training), Sports Fair, Festival of Sport** | **Sports Council, Term 2 Recruitment Drive (e.g. Refresher Fair)** | **Sports Council** |
| Week 2 | **Taster Sessions** | **Taster Sessions** |  |
| Week 3 | **Freshers Tournament** | **Team Photos** |  |
| Week 4 | **Nottingham Tournament** | **8 Ball BUCS Team Deadline** | **Club/Individual Awards Deadline** |
| Week 5 |  | **Right to Play Week** |  |
| Week 6 | **Liverpool Team Submission Deadline** |  |  |
| Week 7 |  | **BUCS 8 Ball** |  |
| Week 8 |  |  |  |
| Week 9 |  | **Budget Deadline** | **Sports Ball (Awards Ceremony)** |
| Week 10 | **Liverpool 9 Ball Tournament** | **Varsity Series**  **Elections and Handover** | **Sports Week** |
| Sometime in the Term | **Minibus Assessments (usually weeks 1 and 2)** | **Minibus Assessments (usually weeks 1 and 2)** | **Minibus Assessments (usually weeks 1 and 2)** |
| **Attendance checks to make sure your membership is sufficient** | **Strategy Meeting** | **Club elections and handover** |
| **Impact Training** | **Impact Training** | **Impact Training** |
|  | **Tour Pack (8 weeks before tour)** |  |

**Section 2 - Club Specific**

**Now it’s your turn. The above advice is generic and will apply to almost every club. But each club has so much information that is unique. And the only people who will know it are the current Exec! So use this section to stamp the club’s identity onto this pack.**

**Login Details etc.**

**Email: Username – su140 Password - fupav**

**Finance: Same details as email, access via Warwick sport website exec information**

**Website: Use this to access the email account, Rob Beasley will add you to exec privileges**

**Finances**

The President and Treasurer should be worryingly familiar with the club accounts. You’re the equivalent of a CEO and Finance Director! So ensure you’re aware of all the **Income** and **Expenditure** of your club.

Try making a financial plan for the year to ensure you don’t get half way through and realise you’ve ran out of money. Key areas to plan include Coaching\*, Travel\*, Entry Fees, Equipment, Kit, Tour.

These all have huge expenditure associated with them and so you need to ensure you will be generating the required income (e.g. though members, through the Warwick Sport budget, through sponsorship) to cover them.

It’s important to plan these things so you can forecast potential problems and make decisions such as how much to charge for a training session or trip to a match. Remember there will always be costs that you won’t have considered so ensure you always reserve some funds for such eventualities.

Precisely how you plan your finances is up to you. I would suggest that you think about each aspect and what the associated income and expenditure will be. Then use Excel to plan it.

For example, take coaching. The spreadsheet below (double click on it) answers the following key questions:

What will total coaching expenditure be?

Where will you get coaching contributions from?

Will your coaching expenditure exceed your Warwick Sport grant, and if so, how will you fund the extra?



**The finances of your club are unique so only your Exec can make sure they’re well planned. In order to be sustainable, it’s crucial that they are! If your club ends the year in debt this will impact on your next budget which could spell the end for your club!**

\*(Note: The contributions system applies to your travel and coaching budget whereby you must contribute 50%. Ensure you’re got your head around this – attend a Managing Your Money session, do the course online, or speak to Sports Officer or Warwick Sport)

**Key Events**

See timetable above

**Equipment**

One spare team shirt without a name on it, and some casual session money that I need to hand over to you.

**Sponsorship**

Liberty Games - £150 per year for having the banner on the website

Car Insurance - £500 one off payment for having the link on our website (payment made April 2012)

**Website**

Anyone thinking of joining your club will probably have checked you out online. This could be on your Warwick Sport webpage or club website, and most likely both. So make sure this info is up-to-date, ensure you know who is responsible for it and how to edit/maintain it.

**Other Important Information**

1. BUCS Information
   1. The deadline for team submission, via the BUCS Score system, is usually the end of week 4 in term 2.
   2. You will need to make sure you have sorted out accommodation payment earlier than this though, as it takes 5 working days for the SU to make the payment.
   3. Email Joe Barr for information about how to submit teams etc. He is in charge of all BUCS related stuff.
   4. You need to hold at least one ‘open’ trials session
   5. Try and get people tested for mini-buses if possible
2. SU Contacts – some contacts I have used that may be useful to you
   1. Marketing manager – Jackie – Jackie.smyth@warwicksu.com
   2. Entertainments Guy – Rob Chamberlain – rob.chamberlain@warwicksu.com
   3. In charge of pool table use – Duncan Parkes – Duncan.parkes@warwicksu.com
3. Casual Session
   1. The deal for this year for £2.50 for 6-9pm, which we then added 50p onto to raise some extra club funds, making it £3 per person for the three hours
   2. At the beginning of the session you ask Lee in the terrace bar for the keys to the tables (usually only allowed 6)
   3. At the end you give him the money along with the keys, minus the club’s money of 50p per person
   4. To arrange the casual session for the 2013/14 academic year you should talk to Duncan Parkes to sort out a different deal or to continue with the current one
4. Taster Sessions and Freshers Tournament
   1. You should be able to get use of the tables for free for these. Again talk to Duncan Parkes.
5. Sponsorship – mentioned above as well
   1. We have Liberty Games money, which you can sort out at the beginning of next year. £150 per year, although ask for an increase, or maybe some equipment that could be thrown in with it. Need to just update the contract, get both parties to sign it and get the money transferred.
6. Sending emails – use the login details listed above to access the emails via the website for club correspondence
   1. To send emails to members log on via the Warwick Sport website, go to pool club admin, go to message centre and send from there
7. Budget
   1. You will find out what you have for next year at the end of Term 3. There is also a surplus which transfers from year to year of around £500. Try to keep this for emergencies or the clubs own tables.
8. Pool room posters
   1. The deal we came to this year was £50 per term, for two terms. So far we haven’t been charged for this. If you are charged at some point in the future, the Liberty Games money from this year will cover it, with £50 left over.
   2. It is up to you if you want to continue a deal next year, but the person to contact if you want to is Jackie
9. Liverpool and Nottingham Tournaments
   1. Big possibility that 9-Ball will move from Liverpool to Telford and become BUCS accredited
   2. Nottingham held usually in Week 4 of Term 1 – two teams, usually costs about £40 each if staying over but depends on how many cars have to be hired etc.