

The Essential Guide

to setting up a new sports club or society

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Why bother setting up a new sport/society?

There are many reasons why you would want to run your own sport or society but to help you we have listed some of them below:

Meet new people	Carry on with a favourite hobby
Develop new skills	Try something new
Put something extra on your CV	Organise events
Raise money for charity	Make contact for a career outside University

Here is a step - by - step guide to help you find out how to fill in the proposal forms. Please bear in mind that these forms are a guide to help the Students' Union understand the kind of activities you want to do as part of your sports club / society. By completing this form you are not bound to do exactly what is on them, although they do act as a pretty good guide!

Aims and objectives

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Have a think about what you want to achieve by starting up this club / society. Your aims and objectives cannot be the same as another clubs / societies. Therefore if you were thinking of setting up another football team this would not be possible under the Students' Union constitution. You would have to create another branch of it instead (this is easily done).

Activities

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Please note up to 4 main activities that you would like to complete during the term. This could be from regular meetings to events you want to put on, film showings, trips etc. Please fill this out for all terms, as we want to have an idea about the types of activities you want to achieve throughout the year.

Membership

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Please write down a projected number of members you think you can get. Hopefully by this stage you have already been talking to your friends and have a few people interested in taking part so this should not be too much of a problem.

The fee is the amount you would like to charge people to join. This money will go into your accounts that are kept at the Students' Union (please see FAQ). Sports clubs have to set a fee of £12 minimum, this goes into your account to pay for equipment and clothing. Societies do not have to set a fee but please be aware that this will affect the amount of money you receive through funding from the Students' Union.

Budget

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Please enter your total membership fees in the first column, if you have put down an estimated 20 members at £5 then please put in £100 into the total box.

Other areas for income can be any fundraising events you could be looking to put on, grants that you can apply for, sponsorship you think you can get.

For expenditure look back over your projected activities for the year and estimate the cost of this. Some things to think about:

- Publicity - we can photocopy paper but this will be part of your budget
- Food / drink for welcome event?
- Equipment needed to run the society
- Guest speaker costs?
- Referees?

Please remember for starting up a sport / society we give you a starting budget of £150. Try and take this into account when organising your budget, as the costs involved have to be feasible.

Constitution

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We have a model constitution that you can sign, this details the rules and regulations that needed to be abided by and runs in conjunction with the main Students' Union constitution. If you are not happy with the constitution you can always amend it yourself if, for example, you would like to add more committee members and their duties.

FAQ

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What happens once we have handed in the forms?

The Activities Officer, another sabbatical and the Sports and Societies Co-ordinator will look through the forms for approval. If more explanation / discussion is needed then the committee members will be asked to come in for a meeting about it to clarify the points.

Once it has been approved by the Activities Officer and another Sabbatical you can start organising for your first meeting. In the meantime the form will go to the Executive Committee for ratification, if anything absolutely needs changing then they will amend accordingly and you will be notified of this.

What happens if I need more money?

If you have used your £150 start-up fund then you can apply for a 'top-up' grant. Please ask the Sports and Societies Co-ordinator for advice on this. You will need to put in a proposal and money will be granted up to £150.

What training do I get?

Once you have been approved you can join one of the various training sessions that happen throughout the year. We also have a detailed guide on how everything works! Please refer to this in the meantime and if you have any questions please contact the Sports and Societies Co-ordinator.