

Club Committee Handbook 2025/26

Introduction

City St George's Students' Union (the Union) offers opportunities for all students to take part in club and social sports. The purpose of the Sports Club Handbook is to provide you with suitable guidance and advice to ensure you can organise your club smoothly and efficiently throughout the season. It also aims to make you aware of the responsibilities specific to your role and answer many of the questions you will have throughout the season.

Who to contact for help

	Ryan Ginger Head of Communities sport@citystgeorges.ac.uk
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Running Your Club

Each committee must annually elect a President, Finance Officer/Treasurer and Secretary and/or Welfare Officer.

Other roles can then be added as deemed necessary for your club. You can also adjust the standard roles, for example, some clubs prefer their Communications Officer and Secretary to be two different roles. This is completely fine; you just need to inform us prior to your club development meeting so that we can ensure all committee members are logged in our system and receiving the correct admin access.

Club elections must take place after your last fixture and/or competition and before the end of April, so that we can hold your club development meeting prior to committee training in June.

Below is a brief description of what each role entails, but please make it your own and don't feel restricted. Please also keep in mind that all committee members can get involved and share responsibilities so, for example, it does not always have to be the Communications Officer sending emails to members, other committee members can too

Committee roles and responsibilities

President / Chair / Captain

The Student Group President leads and oversees all activity. They are responsible for ensuring that the committee and the Student Group is running smoothly, and that Students' Union rules and regulations are being followed properly.

The President is responsible for:

- Leading the direction of the student group. Ensuring that rules and regulations are being followed.
- Delegate tasks with other committee members. Ensuring that the student group takes part in key events throughout the year, e.g. committee training, Captains' conference, Welcome fair, Students' Union campaigns & necessary training.
- Chair any Annual General Meetings (AGM).
- Maintain regular communication with the Deputy President (Community and Sport) to ensure the group is aligned with the Union's priorities, receives the right support, and contributes to an inclusive student community.

Finance Officer / Treasurer

The Finance Officer is primarily responsible for managing the club budget and submitting any funding applications that your club wishes to submit, keeping all inventories of equipment stored and working out how much equipment is required for the season. They are responsible for ensuring that the Union's financial rules and regulations are being followed.

The Finance Officer is responsible for:

- Learning and following the Union's financial rules.
- Keeping track of income and expenditure within the club including public transport, whether you are requesting a coach to an away fixture, all equipment that is required for the season.
- Submitting any funding applications for the Union's Club Development fund grant, details of which can be found on our website.
- Authorising relevant club fund expense claims (except your own – these must be reviewed by the President / Chair)
- Oversee any charitable fundraising, donations and sponsorships.
- Competitive club funds will be authorised by the Union's Sports Administrator.

Secretary / Communications Officer

The Secretary runs the club's external and internal communications. This involves ensuring that you communicate effectively with members, as well as the Union and any external stakeholders. The most important role of the Secretary is to ensure that all members have access to information about events and activity.

The Secretary is responsible for:

- Providing regular communications to members.
- Promoting events and activity through social media and other channels.
- Organising and monitoring social media and email accounts.
- To ensure that members are following the university's bullying and harassment guidelines and ensuring the group chats and social media are safe and free from bullying and discrimination.
- Passing on all information to club members and making sure all team members have purchased a sports membership.
- Looking after the club representational team kit and equipment and ensuring and damage loss is reported to the Sports Team immediately.
- Reporting any accidents/incidents to the Union's Sport Team within 24 hours of their occurrence.
- Ensuring team members are aware of travel expense claim procedures, BUCSPlay requirements and any individual National Governing Body affiliations that are required to be purchased prior to competition commencing.

Wellbeing Officer

The Wellbeing Officer plays an important role in creating a safe, inclusive and supportive environment in the club. They act as the point of contact for members who may be experiencing mental health concerns, sexual harassment, assault or violence, or other personal issues. The Wellbeing Officer should ensure that all members feel welcome and respected to participate in club activities.

The Wellbeing Officer is responsible for:

- Attending Wellbeing and Safeguarding training.
- Promote a supportive and inclusive club by encouraging open conversations around mental health and reducing stigma.
- Be an approachable point of contact for members, and confidentiality signpost them to appropriate university or Union support.

- Ensure all club activities are welcoming and accessible, actively promoting EDI principles and addressing any barriers to participation with the Union staff and Sabbatical Officer team.
- Respond quickly and impartially to any disclosures of sexual harassment/misconduct, or safeguarding concerns. Ensure members are supported and understand confidential reporting procedures. Work closely with the Deputy President (Wellbeing and Equity) to triage sensitive issues and escalate where needed.
- Complete required Wellbeing and Safeguarding Training and handle personal information responsibly and in line with UK Data Protection Act 2018. [Data protection: The UK's data protection legislation - GOV.UK](#)

Committee Support and Development

Whether you're a first-time committee member or a returning club captain, we're here to help you feel confident and supported in your role. Here's everything you need to know about the training and development opportunities available to you and your club.

What you must do (mandatory training and development)

To make sure your club runs smoothly and safely, some training and development is essential:

Training / meeting	Who attends	When	What's covered	Why it matters
Core committee training	All committee members	June 2025	Online and in-person training on club operations, finances, events and policies	Required for admin access to the Union website
Captains' training day	All club captains	September 2025	Pre-season planning, match day protocols, health and safety.	Essential club leadership training, aiming to build confidence and community
Captains meetings	Captains of deputies	Once per term	Union updates, Q&A, peer networking, check-in with the Deputy President (Community and Sport)	Keeps you informed and connected throughout the year
Club development meetings	Outgoing and incoming committees	April - June	Goal setting, risk assessment, league entries and affiliations	Ensure a smooth handover and enables planning for the year ahead

Extra support to help your club

We also offer extra support to help your club and committee grow and thrive:

Coaching & officiating courses

We can help fund or signpost you to nationally recognised qualifications that boost your skills and open paid opportunities. These are great for personal development and can also benefit your club.

Examples could include:

- FA Level 1 or 2 Coaching in Football
- RFU Coaching Award (Rugby Union)
- England Netball Level 1 Coaching
- UK Athletics Coaching Assistant

- Level 1 Basketball Coach or Referee
- ECB Foundation Coach (Cricket)
- Swim England Assistant Coach
- BUCS Officiating Pathways (multi-sport)

Ask about these during your club development meeting or email the Union's Sport Team — we'll help you find the right course for your sport and goals.

Mental health and wellbeing support

As a student leader, you may be the first person someone turns to. These resources help you support others while looking after yourself.

Support area	What's included	Why it's useful
Mental health awareness training	Spot the signs of distress and help signpost students to help	Helps you support members while protecting your own wellbeing
Suicide prevention training	Learn how to recognise warning signs, respond appropriately, and refer safely	Equips you with the confidence to support someone in crisis and seek urgent help
Wellbeing check-ins	Optional 1:1s with the Advice and Support team	A safe space to talk through challenges or decompress
Referral pathways	Quick guides to university counselling, services and external support	Ensures you know where to direct members to
Emergency protocols	What to do and who to contact in a crisis	Keeps you and your members safe

Training and development

We also run various optional workshops and training sessions, as well as online modules to complete that are designed to help you grow as a leader and strengthen your club's operations.

Support area	What's included	Why it's useful
Leadership skills workshops	A variety of skills, including conflict resolution, time management, public speaking and more	Builds confidence and transferable skills
Finance and fundraising training	Budgeting, sponsorship, grant applications	Helps your club grow and stay financially healthy

Additional Equity, Diversity and Inclusion (EDI) training

These optional workshops can help you build inclusive, respectful and welcoming environments for all members.

Support area	What's included	Why it's useful
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Inclusive leadership and anti-racism	Systemic racism, microaggressions and inclusive practices	Empowers club committees to create actively anti-racist and equitable spaces in person and online
Trans and LGBTQ+ awareness	Language, pronouns, allyship and inclusive facilities	Builds a safe and affirming environment for LGBTQ+ members
Unconscious bias and cultural competencies	Bias in decision-making, inclusive communication and cultural awareness	Encourages fairer leadership and deeper understanding in diverse communities
Neurodiversity and accessibility	An understanding of autism, ADHD, disability inclusion and accessible event planning	Helps clubs be more welcoming and supportive to all students
Bystander intervention	How to safely challenge inappropriate behaviour or discrimination	Equips leaders to take action and foster a respectful club culture

Club membership: structure and benefits

All club memberships should be purchased from the Union website. To ensure fairness and transparency the Union has a tiered membership model, designed to reflect the unique needs and costs of each club. Membership prices vary based on running costs, risk level (physical, reputational and financial) and the resource required to deliver and high-quality experience.

Each club's tier is reviewed annually and the sports department will ask for feedback from sports clubs in sports development meetings (May-June). Clubs may use Club Development Meetings to make additional requests which may impact their tier (e.g additional clubs, training time, coaching hours). The sports department will also benchmark sports club membership fees against other institutions delivering sport, to ensure value for money.

Tiers will be allocated annually in August by the sports department and students' union officer responsible for sport and Tooting. Tier allocation will be communicated via email to sports club committee. The Union will keep a decision log to record all decisions relating to tier allocation.

Tier Allocation Appeals

We understand that some clubs may be unhappy with the tier allocation of their club. Clubs have 48 hours to appeal the tier allocation. Appeals can be made on the following grounds:

- **Incorrect Data Submission:** If a club believes that there was an error in the data, which affected their tier allocation.
- **Procedural Errors:** If there were any procedural errors or deviations from the defined process during the tier allocation.
- **Comparative Discrepancies:** If a club believes that their tier allocation is inconsistent with the allocation of other clubs with similar performance or criteria.
- **Misinterpretation of Criteria:** If a club feels that the criteria for tier allocation were misinterpreted or not applied correctly in their case.

100% reinvested in you and your members

Every penny of your membership fee goes directly back into your sports clubs. This means your members' contribution is not just a fee — it's an investment in your sporting journey. For Tier 2 and Tier 3 clubs, your membership helps cover:

- **Travel** to competitions and fixtures.
- **Qualified coaches** to support your development.
- **Facility hire** for training and matches.
- **Specialist equipment and kit.**
- **Entry fees** for leagues and tournaments (e.g. BUCS, LUSL).
- **Staff support** from the Union's Sports Team.
- **Additional development opportunities**, such as workshops, training, and leadership roles.

Insurance – your safety net

One of the most important reasons for you and your members' to purchase a club membership is insurance. All tiers include insurance coverage, which is essential for protecting you during training, matches, and competitions. Without a valid membership, you are **not insured** and therefore **not eligible to participate** in any club activities. This ensures your safety and peace of mind while you enjoy your sport.

What's included in every tier

Regardless of your club's tier, all memberships include:

- **Insurance coverage** for training and competition.
- **Access to Union staff support.**
- **Facility access** for training and events.
- **Opportunities for funding and personal development.**

Membership tiers explained

Tier	Justification
Tier 1	Essential support Low risk, low-cost with minimal equipment, travel or official requirements. These clubs may also offer a social membership, giving access to training and / or social sessions only (subject to Union approval).
Tier 2	Enhanced support Clubs affiliated with regional or national governing bodies and actively competing in leagues such as LUSL or BUCS.
Tier 3	Specialist support High-performance or high-cost clubs that require additional funding due to the nature of the sport — including high travel demands, specialist equipment, or elevated risk levels.
Tier 4	Comprehensive support Clubs that require the greatest support including significant additional funding from the Union to cover equipment, health and safety and facilities costs.

Sports Access Fund: helping students stay active

We believe that financial barriers should never stand in the way of enjoying sport and physical activity. That's why we offer the Sports Access Fund — a dedicated support fund designed to help students who may be facing financial hardship access everything our sports programme has to offer.

Whether it's help with membership fees, kit, travel, or competition costs, the fund is here to ensure that every student can participate, regardless of their financial situation.

You can find full details about eligibility criteria and how to apply on the sports section of the Union website under [Finance & Expenses](#). If you're unsure whether you qualify or need help with the application, the Union's Sports Team is here to support you every step of the way.

Ways to promote the Sports Access Fund to your members

To make sure all students know support is available, here are a few simple ways your club can raise awareness of the Sports Access Fund:

- **Welcome emails and inductions**
Add a short note about the fund to your welcome email or induction packs for new members.
- **Social media and group chats**
Share friendly reminders like: 'Worried about the cost? The Union's Sports Access Fund is here to help – check the SU website or speak to us'.
- **Committee and captains' briefings**
Make sure all your committee members know how to signpost members to the fund.
- **Training session reminders**
Mention the fund at the start or end of your sessions.

Celebrating your achievements

Once your club is up and running and your members are engaged, it's important to take time to recognise everything you've achieved together.

Celebrating your club's progress helps build pride, boost morale, and attract new members. It also gives you the chance to reflect on what's gone well and share your story with the wider university community.

Each year, the Union hosts the **Sports Awards**, a major event that honours the dedication, success, and spirit of our sports clubs. Categories include *Club of the Year*, *Most Improved Club*, *Inclusivity in Sport*, and more. This year's ceremony takes place on **Thursday 14 May 2026**.

To help your club stand out:

- **Track your journey** – keep a record of events, match results, and member feedback.
- **Celebrate inclusivity** – run events that welcome everyone and support underrepresented groups.
- **Be creative** – try new formats, collaborate with other clubs, or launch unique fundraisers.
- **Grow leaders** – offer mentoring or encourage members to take on new roles.
- **Give back** – get involved in volunteering or community outreach.

Consider creating a **Club Highlights Portfolio** with photos, testimonials, and stats. It's a great way to showcase your year and support award nominations or committee handovers.

Every club has something to be proud of—make sure you celebrate it!

Managing Club Funds

Running a club means handling money responsibly — whether it's for kit, travel, or fundraising. This section explains how to manage your club's finances safely and in line with Union policies.

Club banking: keep it official

All club finances must be managed through the official Students' Union finance system. Under no circumstances should personal bank accounts be used for club-related income or expenses.

Personal bank accounts: why they are not allowed

Using a personal bank account for club money — even with good intentions — is a serious breach of Students' Union financial regulations. It puts your club's funds, your committee, and even yourself at risk.

Do	Don't
Use your club's official Students' Union bank account and finance codes	Use your own bank account to collect or spend club money
Direct all income through the Students' Union's system	Accept payments into your personal account (e.g. for tickets or sponsorships)
Follow the Students' Union's procedures to ensure your club is protected	Expect reimbursement for mistakes made through personal accounts

Why it matters

Risk	What could happen
Loss of funds 	If money goes missing or is misused, the Students' Union cannot reimburse or recover it
Disciplinary action 	Using personal accounts may result in formal action under the Students' Union or university conduct policies
Loss of privileges 	Your club may lose access to funding, bookings or event approvals
Lack of transparency 	It becomes impossible to track income and spending properly, which affect budgeting and trust
No insurance cover 	Activities paid for outside of the Students' Union system may not be covered by our insurance

If you're ever unsure how to handle a payment or transfer, just ask the Union Sports Team — they're here to help you do it the right way.

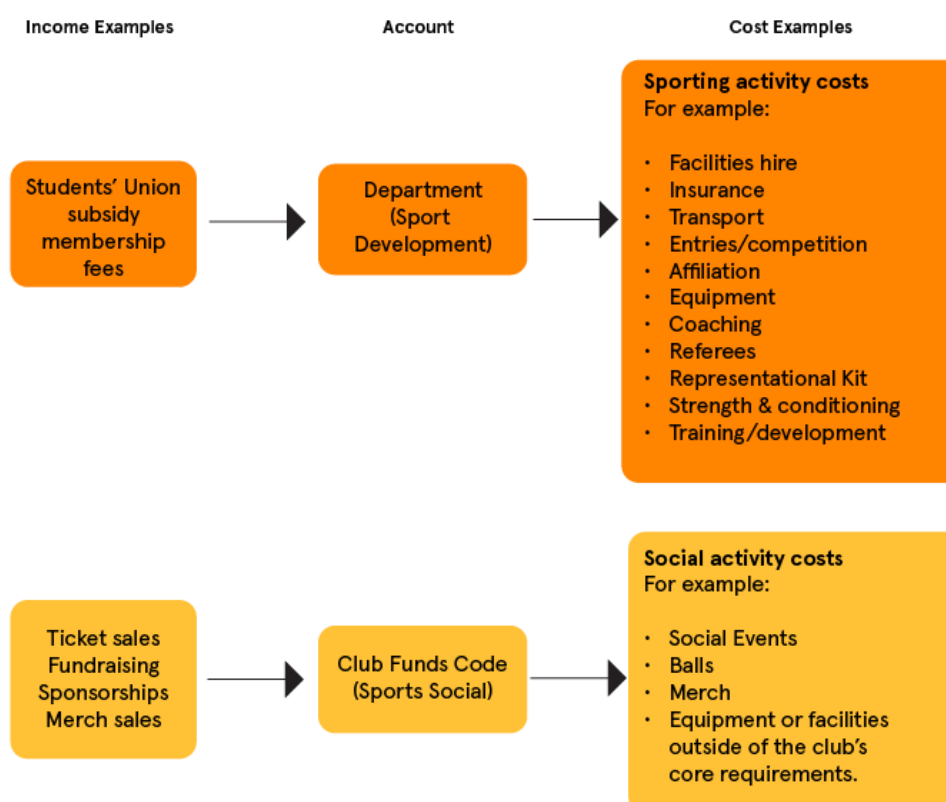
Your club finances: how it works

All sports clubs' memberships are reinvested back into your sports club. These memberships go into your Sport Department and covers approx. 35-45% of the costs of Sport Development for your club. The Union will outline to each club what is covered through their Sports Department/Sports Development. This will typically

include facilities, insurance, transport, entries etc. (More information on the tier structure can be found in the memberships section.

All sports clubs also have their Club Fund Code. Your Club Fund Code is used for **non-representational activities** — things like socials, events, and fundraising. This is used to manage your club's money for all activities that aren't part of official university competitions.

The below diagram outlines how club finances work:



What's in your Club Fund Code account?

Your account is made up of two parts:

- **Club funds Subs Income**— This is where your club's income goes (e.g. from socials, fundraising, or sponsorship).
- **Club Fund Code Subs Expenditure** – This is used to track your spending on things like kit, travel, and venue hire.

You'll use these codes when submitting finance requests or checking your club's balance.

Common club income and expenses

Understanding where your money comes from — and where it goes — is key to budgeting and planning.

Income sources | Examples

Ticket sales	Socials, events, competitions
Fundraising	Bake sales, raffles, sponsored challenges
Sponsorship	Local business, alumni, university departments
Donations	From individuals or internal departments

Expenditure	Examples
Additional kit/it equipment	Clubs may wish to purchase additional kit or equipment above what is allocated by the Union.
Trip Travel and Accommodation	Any flights, trains or bus travel for trips and hotel and hostel payments
Merch	Merchandise for your club
Venue hire	Event venue hire, ball hire

Do funds in your Club Fund Code carry over?

Yes! Any money in your Club Fund Code doesn't spend this year will roll over to next year's committee. That means you can save up for bigger projects or events — just make sure you keep track of your spending and plan.

Travel expenses

If you're travelling for an away fixture or event and transport hasn't been arranged by the Union, you may be able to claim back your travel costs — as long as you follow the correct process.

Who can claim?

To be eligible for travel reimbursements:

- You must have a **valid sports membership**
- You must submit your claim **within 7 days** of travel
- You must provide **valid evidence** (e.g. ticket or receipt)

How to claim

1. Log in to the Union website
2. Go to the **Finance** or **Expenses** section
3. Upload your receipt or ticket
4. Fill in the travel claim form
5. Submit within **7 days** of your journey

Once submitted, the Union Finance Team will review your claim. If approved, your reimbursement will be processed (usually within 2–3 weeks).

Travel options and what's covered

Travel type	What's covered	What you need	Notes
Public transport	Train, bus, tube	VAT receipt or valid ticket showing date, destination and price OR TFL journey history	Submit your claim within 7 days on the Union's website

Car	Mileage at 30p per mile	Must be pre-approved by the Union Sport's Team, requires mileage log	Only reimbursed in exceptional circumstances
Taxi	Fare with receipt	Must be pre-approved by the Union Sport's Team, valid receipt	Uber and private hire apps are not accepted

Sustainable travel options

Where possible, we encourage you to choose low-impact, environmentally friendly ways to travel to fixtures and events.

Walking, cycling, running, or using a non-motorised scooter are all great options — they're free, healthy, and have zero emissions. These methods are ideal for local matches or training sessions and help reduce your club's environmental footprint. While these options aren't reimbursed, they're strongly encouraged as part of our commitment to sustainability.

Sponsorship and club fundraising

You can raise money for your club through sponsorship or donations from university departments or external organisations.

For internal donations (university)

1. Request a purchase order (PO) from the staff member.
2. Submit the request through the Union website / SUMS.

For external sponsorship

Sponsorship is a great way to bring in extra funding and build valuable connections for your club. Whether you're reaching out to local businesses or national organisations, a well-prepared approach can make all the difference.

1. Create a proposal

Explain what your club offers and how it aligns with the sponsor's goals. Some things you could offer include social media promotion, logo placement at events, shout-outs in newsletters, promotion of their events and campaigns.

2. Submit a contract

Once a sponsor agrees, you need to complete the Sponsor Contract Form. Do not sign any contracts yourself - all agreements must be reviewed and signed by the Union. Any contracts signed without Union approval will not be valid, and any losses will not be reimbursed.

3. Get paid

Once approved, the Union will invoice the sponsor and deposit funds into your club account.

Fundraising for your club

You can also raise money independently through club-led fundraising activities like bake sales, quiz nights, raffles, or sponsored challenges. All funds raised must go through your club's official account—never a personal one. Be creative, get your members involved, and make it fun!

Charity fundraising

Thinking of raising money for a good cause? That's fantastic! Before you get started, you'll need to complete the **Charity Fundraising Form**, which is available from the Union website.

To fundraise legally and responsibly, you must also get permission from the charity in advance. When contacting them, ask for the following details:

- Charity name
- Charity number
- Charity address (if possible)
- A written statement or email confirming they give your club permission to raise funds on their behalf

Only UK-registered charities can be supported due to charity law. Once you've got permission and submitted the form, you're good to go!

Play, Compete, Represent: A Guide to Sports Leagues

At City St George's, University of London, sport is more than just a game — it's a chance to challenge yourself, build lifelong friendships, and represent your university with pride. Whether you're competing at a national level or enjoying the social side of sport, there are a range of leagues and competitions to suit every level of commitment and ability.

British Universities and Colleges Sport (BUCS)

Many Union clubs take part in [British Universities & Colleges Sport \(BUCS\)](#), the national governing body for higher education sport in the UK. BUCS delivers over 50 sports to more than 160 universities, with a packed calendar of league fixtures, knockout championships, and the BUCS Nationals — the UK's largest annual multi-sport event. Whether you're part of a team or an individual athlete, BUCS offers the chance to compete at top-tier facilities across the country.

London University Sports Leagues (LUSL)

Some of our teams also compete in the [London University Sports Leagues \(LUSL\)](#), a regional league offering over 15 sports across 30 universities and colleges. Even if you're not part of a league team, there are still plenty of opportunities to represent City St George's in BUCS - organised individual and team competitions.

Keep an eye on the BUCS website and contact the Students' Union's Sports Team at sports@citystgeorges.ac.uk if you're interested — just be sure to get in touch early to avoid missing deadlines.

United Hospital

Many of our City St George's (St George's Hospital) teams proudly compete in the historic United Hospitals leagues — one of the oldest intercollegiate sporting traditions in the UK. Throughout the academic year, clubs participate in both league and cup competitions, with fixtures coordinated by the United Hospitals Committee for each sport. These events offer a unique opportunity to represent the university while being part of a long-standing legacy of medical school sport.

BUCS and National Governing Body club affiliations

To ensure your club is eligible to compete, the Students' Union's Sports Team will affiliate your club with the relevant National Governing Body (NGB) before the season begins — and will cover the cost of this affiliation. This ensures your team is officially recognised and ready to participate in BUCS and other NGB-sanctioned competitions.

Other National Governing Body affiliations

Some sports require individual athletes to purchase their own NGB affiliation to compete. These fees are separate from your club membership and must be paid by strict BUCS or NGB deadlines. Without this affiliation, you may not be eligible to compete — and your team could risk forfeiting matches. Some examples include:

- **The FA (Football Association)** – players competing in BUCS may need to register with the FA's whole game system. This ensures eligibility, tracks discipline, and provides further insurance.
- **British Judo Association (BJA)** – competitors must have a valid BJA licence, this is a requirement to compete in championships and other sanctioned events.

Training and Facility Bookings

This section outlines how to book training sessions and match venues for your sports club. It covers procedures for both the Clerkenwell and Moorgate and the Tooting campus, including who is responsible for bookings, how to request facilities, and important deadlines.

Following these guidelines ensures your club has access to the necessary spaces and avoids issues with unauthorised bookings or missed opportunities.

Booking overview

Campus	Who books?	How to book	External venue	Training ends
Clerkenwell and Moorgate	Students' Union Sports Team	Through the Sports Administrator	Must be pre-approved: no reimbursement for unauthorised bookings	Week of final fixtures (except Cheerleading and Cricket)
Tooting	Clubs submit requests to the Students' Union	Through the Sports Administrator	Must be arranged with Students' Union consultation; contract signed by staff	Week of final fixtures (except Cheerleading and Cricket)

Clerkenwell and Moorgate clubs

Clubs based at the Clerkenwell and Moorgate campuses benefit from centrally managed training and facility bookings, primarily through the Students' Union Sports Team. These clubs typically train at CitySport or nearby venues, with sessions allocated before the start of each term.

Training sessions

- All regular training sessions are scheduled by the Students' Union Sports Team.
- Allocations are made before the start of each term and communicated to clubs in advance.
- Clubs do not need to book these sessions themselves unless changes are required.

Facility bookings

- All bookings for training and fixtures must go through the Students' Union Sports Administrator.
- This includes both indoor and outdoor venues such as CitySport and local pitches.

- Clubs must not contact venues directly or make independent bookings.

External venues

- If additional space is needed, clubs must request it through the Students' Union.
- The Students' Union will assess availability and approve or decline based on budget and scheduling.

Tooting clubs

Tooting-based clubs have more direct involvement in managing their training schedules. While the Students' Union oversees facility access, clubs are responsible for submitting their own training requests.

Training session requests

- Clubs are responsible for submitting training session requests for SU-managed facilities.
- Requests should be made as early as possible to secure preferred times.

Booking requests for training sessions held in Students' Union facilities must be submitted by clubs for consideration.

Training sessions that are to be held in an external venue needs to be arranged by the sports club in consultation with the Students' Union's Sports Team. The contract will then be reviewed, signed and approved by the Students' Union. This also applies to external venues used for fixtures.

Team training will end in the week of the last fixture of the season, except for Cheerleading and Cricket, whose competitions run until May.

End of season

All training concludes the week of your club's final fixture with the exception of Cheerleading and Cricket who may continue training until May, due to an extended competition calendar / season.

Bookable sports facilities by campus

Clerkenwell campus – CitySport

CitySport is the main sports facility for students based at the Clerkenwell campus. It is managed by the university and is a Sport England-standard venue offering a wide range of indoor sports and fitness opportunities. The Students' Union work in partnership with the Sport and Leisure team to organise bookings for clubs across the year.

Facilities available at CitySport

Facility	Details
Sports hall	Multi-use hall for basketball, netball, volleyball, futsal and more
Badminton courts	6 courts
Basketball courts	2 practice, or 1 show court

Volleyball courts	2 full, or 1 show court
Futsal court	1 full-size court
Netball court	1 full-size court
Table tennis	6 tables
Cheerleading floor	Performance floors and mats available
Fencing piste	1 portable piste
Fitness studio	Fully equipped gym with cardio and strength equipment
Studio spaces	For dance, yoga, martial arts and fitness classes

Tooting campus – Rob Lowe Sports Centre

The Rob Lowe Sports Centre is the main indoor facility at the Tooting campus, managed by the Students' Union. Block bookings for the Rob Lowe Centre must be submitted in July for the upcoming academic year. Bookings should be requested through Club Development Meetings and will be agreed by the Union's Sports Team and students'; union officer responsible for sport.

Facilities available in Tooting

Facility	Details
Rob Lowe sports hall	Indoor space for basketball, netball, badminton and fitness sessions
Squash courts	
Dance studio	For cheerleading, dance and other classes
Alastair Hunter room	For dance, yoga, martial arts and fitness classes
Henry Gray room	Mirrored dance studio. For dance, rehearsals or social events

Provisional fixtures

These are released by BUCS in July and will be shared with clubs for review. This is your only opportunity to confirm your team has been entered into the correct league and to raise any concerns with the Union's Sports Team if you believe you have been entered into the incorrect league.

Confirmed fixtures

BUCS / LUSL fixtures

Once your fixtures have been confirmed, BUCS will upload all team fixtures onto the [BUCSPlay app](#) where you will then be able to view your team fixtures for the season.

Confirmed fixtures: what to do and when

It's important to follow these steps to ensure your team is prepared, compliant and ready to compete:

- **Step 1: check your fixtures**
As soon as fixtures go live on BUCSPlay, review them carefully. Make sure your team is in the correct league and that there are no clashes with exams or other academic commitments. If you spot any issues, contact the Union's Sports Team immediately.
- **Step 2: input match details (home teams only)**
If your team is listed as the home side, you must enter the start time and venue on BUCSPlay at least 14 days before the fixture date. Any late entries may result in penalties or fixture cancellation.
- **Step 3: confirm team availability**
By the Friday before each fixture, you must confirm with the Union's Sports Team whether your team is able to play. If we don't hear from you, we'll assume your team is unavailable and a walkover will be awarded to the opposition.
- **Step 4: stay contactable**
In the 48 hours leading up to the match, Captains and committee members must be reachable by email and phone. This is important in case of last-minute changes, cancellations or emergencies.
- **Step 5: submit results and paperwork**
After the match, submit your score and any required paperwork on BUCSPlay by 10.00am the following morning. This will ensure your results are accurate and on time.

Important

No fixture rearrangements are permitted in Term 1. Once fixtures are live, any changes must be agreed upon by both institutions — and may not always be possible.

It is the club's responsibility to check fixtures as soon as they are released and to notify the Union's Sports Team of any potential exam weeks where fixtures will need to be arranged.

Although requests will be considered, once the fixtures are live with BUCS, it is down to the two institutions to agree a new fixture date. If a fixture rearrangement cannot

be agreed by both institutions, it could mean that your request is turned down. There will be no rearrangements in the first term.

Fixture confirmation and communication

All **BUCS fixtures** will be confirmed weekly by the Union's Sports Team via email. It's important you check your inbox regularly and stay in close contact with both the Union and your teammates.

Fixtures can change at short notice due to weather, venue issues, or opposition withdrawals. To avoid confusion or missed matches, you must be **easily contactable by email or phone**—especially in the **48 hours leading up to a fixture**. Please respond promptly to any messages about your match.

You must confirm whether your team is available to play by **Friday before the fixture**. If we don't hear from you, we'll assume your team is unavailable and a walkover will be awarded to the opposition.

After your match:

- Submit your **score on BUCS Play** by **10:00am the following morning**
- Ensure all required paperwork is completed and submitted on time

For home fixtures, the **start time and venue** must be entered on BUCS Play by the **first-named (home) institution** at least **14 days before the match**.

Clear and timely communication helps ensure fixtures run smoothly and fairly for everyone involved.

Fixture rearrangements and communication protocol

As part of our BUCS responsibilities, all fixture start times and venues must be uploaded to BUCS Play at least 14 days before the scheduled match. Once these details are submitted, rearrangement requests made after this deadline are very unlikely to be approved by the opposition.

To avoid confusion or accidental walkovers, it's important that clubs **do not contact other institutions directly** to rearrange or cancel fixtures. This includes communication via email, social media, or messaging apps.

If another club reaches out to you about changing a fixture:

- **Do not respond with confirmation or agreement**
- Instead, **forward the message to your campus Union Sports Administrator**
- They will contact the relevant BUCS Administrator at the opposing institution

Only the **Union's Sports Team** is authorised to:

- Discuss fixtures with other institutions
- Accept or decline fixture changes on BUCS Play

This process ensures that all communication is clear, consistent, and properly recorded—helping to prevent misunderstandings and avoidable walkovers.

Match pack: what to take to every fixture

Before heading to any fixture, make sure you've downloaded and prepared your match pack from the Sports Committee Hub. This pack contains essential documents that help your fixtures run smoothly and ensure you are covered if anything unexpected happens.

Your match pack should include:

- **Team sheet**
Teams are required to fill in their team sheet on BUCSPlay, however a backup copy is required in case app fails on matchday.
- **BUCS Playing Under Protest form**
This form is essential if you need to raise a formal concern during a match, you can also find it in the [BUCS Appendices](#).
- **Passenger list**
Required for transport booked by the Union's Sports Team. This must be completed **at least 24 hours before** travel. If not submitted on time, your coach may be cancelled, and any associated cancellation costs will be charged on to your club.
- **Individual BUCS Rules and regulations**
You are expected to know and understand the rules and regulations of your specific sport. Keep a copy with you in case you need to refer to them – especially if submitting a Playing Under Protest form.

Please keep this pack replenished and if you have any specific questions ask the Union's Sports Team.

Walkovers and fines

If your team receives a walkover (fails to show up or cancels too late) or incurs a fine from a National Governing Body (NGB), the cost will be passed on to your club and the players involved. Avoiding walkovers is essential to protect your club's reputation and finances.

Cancelling fixtures

All BUCS and LUSL fixture cancellations must go through the Union's Sports Team. If a match is cancelled, your Campus Union Sports Administrator will contact you via email or phone.

If you hear from the opposition (e.g. a player or coach) that a fixture might be cancelled:

1. Do not confirm or agree to anything.
2. Ask them to contact their own Sports Administrator.
3. Immediately inform your Campus Union Sports Administrator.

Unless you've been officially notified by your Union Sports Admin, assume the fixture is still going ahead.

Important

Only fixture details listed on BUCS Play are official. Clubs must not cancel or rearrange matches via social media or direct contact with other teams. All changes must go through your Union Sports Administrator.

Breaches of the rules and Playing Under Protest (PUP)

If you believe the opposition has broken BUCS or LUSL rules, you must complete a Playing Under Protest (PUP) form *before* the match begins. This form must:

- Be signed by both team captains.
- Clearly state the rule(s) you believe were broken (e.g. “FUT 3.1”).
- Be submitted to the Union’s Sports Team by **10:00am the day after the match**.

The Union must submit the form to BUCS by 2:00pm the next working day, so timely and detailed submissions are essential. Late forms will be automatically rejected.

Common reasons for submitting a PUP form include:

- Unsafe or unsuitable facilities.
- Missing or biased officials.
- Late arrival (over 30 minutes).
- Players competing out of order or from higher teams.
- Unsafe kit or equipment not addressed by officials.

Without a signed PUP form and referenced rules, the Union cannot take your case forward—even if a breach occurred.

If your team is running late, contact your Campus Union Sports Administrator immediately. If it’s outside office hours, try to notify the opposition via social media to avoid a walkover.

Tip

Know your sport’s BUCS rules and regulations. The Union may not be available during your match, so it’s your responsibility to identify and reference the correct rules.

United Hospitals fixtures

United Hospitals (UH) fixtures are coordinated independently from BUCS and LUSL competitions. Each sport has its own United Hospitals committee, made up of representatives from participating medical schools, who are responsible for managing the fixture schedule.

The UH committee for your sport will:

- Finalise league and cup competition dates
- Allocate venues and match times
- Reschedule postponed matches where necessary
- Communicate fixture details directly to team captains and club committees

Once fixtures are confirmed, your club is responsible for:

- Sharing fixture details with your team
- Preparing your match pack and organising logistics (e.g. kit, transport, officials)
- Informing the Union's Sports Team of any issues, clashes, or concerns as early as possible

Important: UH fixtures do not appear on BUCS Play, so it's essential to keep your own records and communicate clearly with your team.

If you're unsure who your UH committee contact is, speak to your club chair or the Union's Sports Team for guidance.

Additional Tips:

- **Keep a shared calendar** for UH fixtures to avoid clashes with BUCS/LUSL matches or academic commitments.
- **Confirm fixtures in writing** (e.g. email or group chat) to avoid miscommunication.
- **Report any disputes or issues** to both the UH committee and your Union Sports Administrator.

Fixture tracking template

Date	Comp	Opponent	Venue	Home / Away	Start time	Confirmation status	Result	Notes
15/10/24	BUCS	UEL	Home	Home	2.00pm	Confirmed	Win 3-1	
05/11/24	UH	Imperial	Away	Away	4.00pm	Confirmed	Win 2-3	

Transport

Teams are expected to make their own way to and from fixtures, so it is essential that the route is planned, allowing extra time, to ensure that you arrive at your fixture on time. Most fixtures will take place within Greater London, meaning the easiest and cheapest option would be public transport. There are various route planners available online to assist you with planning your journey.

It is also the expectation that you keep up to date with any planned rail closures and subsequent rail replacements on the route your team will be taking to your fixture and make suitable alternative arrangements with the Sports Team as soon as these are announced

Coaches

The Sports Team will only book a coach when the cost of the whole team travelling by public transport exceeds the cost of a coach trip.

Requests for coach travel should be made to the Union Sports Team at least 14 days before you intend to travel.

Travel by car or taxi

Travel to away team fixtures by car or taxi will only be permitted in exceptional circumstances. Travel by car will only be considered when:

- Either public transport or coaches are unavailable or insufficient.
- Car sharing with other team members is arranged. Travel by car for individuals will be refused

Requests for travel by car or taxi should be made to the sports team at least 5 working days before you intend to travel or as soon as rail company planned closures are announced.

Your request should outline the reason for the request and confirm the distance to travel by car using Google maps.

In your request, you must confirm that the car to be used is roadworthy and insured. Travel by car will be reimbursed at 30p per mile.

Ubers and private car companies cannot be used under any circumstances.

Traveling by Minibus (Tooting)

Sports clubs based at Tooting have access to a minibus that can be used to travel to fixtures.

All drivers must have completed a minibus test prior to being permitted to book out a minibus from the Students' Union. Minibus tests are organised by the Students Union typically between September-January and must be booked at least 3 weeks prior to the tests with 10 people maximum based on a first come first serve basis. These tests typically run at least 2 times every academic year on a weekend.

To take the minibus test, you must ensure you have held your driving license for at least 2 years, be at least 21 years old, and have zero points on your license. If you pass the minibus test, you will be added on to our minibus driver list to be eligible for future bookings.

For bookings, you will need to ensure you send an email to suroombookings@su.sgu.ac.uk requesting the time and date for the minibus. Please ensure you also complete a Passenger List Form after having your booking confirmed and sent to SU Room Bookings ahead of time. On the day of collection, you will need to pick up a Minibus Form in the Students' Union Office, which needs to be signed and stamped by the Students' Union Sports Team member.

If the minibus is collected during office hours (09:00-17:00), a Union Sports Team member will be required to go with the driver to collect the keys from Security and then inspect the minibus. Should the minibus be collected out of office hours, you will need to head to Security to have them hand out the keys and complete the minibus inspection instead.

If you are involved in a Road Traffic Accident/incident or caused damaged to the vehicle, these must be reported to the university security team via telephone 020 8725 0909 and email, copying in the Campus Operations Manager.

In the event of a breakdown you will find contact details of the AA located in the minibus. And must be reported to the university security team by telephone and following up by sending an email to security, copying in the Campus Operations Manager

[Public Service Vehicle Operator Licensing - Guide for Operators](#)

Officials

Clerkenwell

A member of the union's Sports Team will source and allocate officials for matches where necessary.

The YesRef platform will be used to source and pay referees for the majority of BUCS/LUSL fixtures. The union's Sports Admin will assign them directly or if you have already sourced an official for your match, you will need to inform them of the official's details so that they can be uploaded onto the system and assign them to your match. Please note, officials must create an account so that they can be added to the system

Payment will be made via YesRef by the Students' Union so you will not need to make any payments on a match day. Rugby officials will be requested and assigned through Who'sTheRef and it is the club's responsibility to make a courtesy call to the referee upon receipt of the name to confirm your match details. . Rugby officials requested and assigned through Who's the Ref will still be required to use YesRef in terms of payment.

Tooting

It is the sports club's responsibility to source and allocate officials for matches where necessary. Rugby officials will be requested and assigned through Who'sTheRef and it is the club's responsibility to make a courtesy call to the referee upon receipt of the name to confirm your match details. Rugby officials requested and assigned through Who's the Ref will still be required to use YesRef in terms of payment.

Sports clubs must ensure that any payments made for referees are done through YesRef.

If you have existing referees who are NOT signed up on YesRef, they will need to inform the referee to sign up.

If a sports committee member is not signed up on YesRef yet, they will need to get in contact with the union's sport admin. Once signed up, Sports clubs can create games and assign their own referees through YesRef.

Payments for the referees will need to be approved by either the Union's Sports Admin through YesRef. Sports clubs must ensure they create games ahead of time to find officials, as the Students' Union Sports Team will need to receive confirmation that the relevant match is going ahead before approving payment.

Sports Coaches

All sports coaches for sports clubs MUST be on the University payroll. Clubs are not permitted to pay coaches using cash or bank transfer.

Clerkenwell

If necessary, The Union's Sports Team will source and recruit coaches for your sport team prior to the season starting. Agreed, pre-arranged hours will be made with your coach at start of season & any additional sessions must also be discussed and pre-arranged with Union's Sports Admin – Additional coaching hours must not be

discussed with the club and coach directly as these hours will not be agreed and paid unless written confirmation has been given to the coach by the Union's Sports Team.

Coaches will be paid an agreed hourly rate depending on their qualifications and experience, except on a match day, where they will be paid a pre-agreed match fee for BUCS/LUSL fixtures

Tooting

Sports clubs are responsible for sourcing and recruiting coaches for the season. Coaches will be paid an agreed hourly rate depending on their qualifications and experience, except on a match day, where they will be paid a pre-agreed match fee for BUCS/LUSL fixtures. It is essential that you seek this rate with the Union's sport team prior to commencing discussions with any potential coaches.

Once agreed, the coach will need to sign a contract and be added to the Union's payroll system (if not done so already).

Agreed and approved pre-arranged hours are to be made with your coach prior to the start of season & any additional sessions must also be discussed and pre-arranged with Union's Sports Admin – Additional coaching hours must not be discussed by the club and coach until agreement has been sought with the Union's sport team directly. Any additional hours outside of the coaching agreement will not be paid unless written confirmation has been given to the club by the Union's Sports Team.

Health and Safety

Annual Risk Assessment

All sports clubs are required to complete an annual Risk Assessment. This form will be by your committee and the end of the season and reviewed by the Union's Sports Team at your development meeting – It should cover all matches, training and small-scale events. The annual Risk Assessment aims to make it simpler and easier for you to run your regular activities.

Individual Risk Assessment

To help build community within your club you could plan events and activities outside of training and fixtures. The Union's Sports Team will be able to support you with planning and booking these activities. An individual Risk Assessment is required for all larger scale/high risk events. This includes, but is not limited to:

- Parties/club events
- Events with 100+ attendees (Clerkenwell and Moorgate) or 50+ attendees (Tooting)
- Balls
- Trips
- Overseas travel

Stall risk assessments

Clerkenwell

If you would like a stall on campus, the Risk Assessment process for this is slightly different. You will need to fill out our Events Form, telling us in the 'spaces' section that you would like to host a stall.

We will then send you over a completed Stall Risk Assessment to read, add to if necessary and confirm via email that you will follow. It will also include a brief section on the nature of the event, that you will need to fill out. The Students' Union will send you this form with enough time to get it filled out and sent back to us. If you are using this to holding a bake sale, you will also be required to display a full list of ingredients and advise people of possible allergens to be aware of.

Please note that for all stall bookings, you must fill out the Events Form with at least 10 working days notice.

Tooting

Stalls can only be booked in the outside library space by the Students' Union. You will need to email suroombookings@su.sgul.ac.uk ahead of time, where you will need to request the date, time, and reason for booking.

Any bookings made in this space must require a Risk Assessment form to be filled out. If you are using this space for charity reasons, such as holding a bake sale, you will also be required to complete a Charity Donation Form to be sent to SU Room Bookings.

Alongside this form, you will need to attach a letter from the charity you are fundraising for to confirm they have been made aware of your bake sale or fundraiser and are required to display a full list of ingredients and advise people of possible allergens to be aware of.

Accidents and Incidents whilst training and playing matches

Please use this form [Socs & Clubs Accident/Injury Report Form](#) to report any injuries, accidents or incidents that take place during your club activities, including training, representational matches or whilst on tour. All accidents/incidents MUST be reported to the Students' Union within 24 hours of the incident/accident occurring. This form is to be used by City St George's clubs and societies across all campuses (including Clerkenwell, Moorgate and Tooting).

In terms of emergency, you can follow the emergency guidance to seek assistance across all sites [Health & Safety](#)

Please ensure you do not speak to the media/press in relation to the accident/incident. If you receive any media enquiries, please direct them to SUComms@citystgeorges.ac.uk where our Communications and Brand Team will be able to provide guidance.

Concussion

All Union Sports club members are required to adhere to the most **up to date** BUCS concussion guidelines, including to adhering to any NGB specific related concussion protocols related to your sport as outlined. It is the committee's responsibility to make ALL club members aware of these protocols and where to access the relevant information.

These can be found on the Sports Committee Hub in the [Health & Safety](#) section

Clerkenwell & Moorgate

If you are injured whilst playing or training at CitySport, immediately report this to a member of staff who will provide first aid and fill this form in on your behalf.

Reporting damage

Clerkenwell & Moorgate

If whilst training or taking part in a match at CitySport, should any damage occur to any equipment, or if there is any structural damage, you will need to report this to the CitySport Duty Manager immediately. If training or playing at an external venue, you will need to inform the venue immediately. Please also report this to sports@city.ac.uk so the Union's Sport Team is aware.

Tooting

If whilst training or taking part in a match at Rob Lowe, should any damage occur to any equipment, or if there is any structural damage, you will need to report this to the Union's Sport Team immediately, who will then notify estates.

Initiations

City St George's University of London & City St George's University of London Students' Union does not advocate initiations of any kind and has a zero-alcohol policy of consuming alcohol during training or fixtures. All students are required to adhere to the Unions [Code of Conduct](#) which must be adhered to during training and whilst representing the university in sports in any capacity.

Any club members found to be in breach of this Code of Conduct will be subject to the Union's Student Groups Disciplinary procedures.

Filming

You are not permitted to film matches or training without prior notification to your club members and the opposition. If anyone notifies you that they wish to opt out, you must not make public any images and/or footage with them in it. We advise that you make all team members aware of any plans to film so that they are able to opt out prior to the season commencing.

Travel

Club members are expected to make their own travel arrangements to all home and away fixtures, so it is essential that the route is planned, allowing extra time, to ensure you arrive at your fixture on time. Most fixtures will take place within Greater London, meaning the easiest and cheapest option would be public transport. There are various route planners available online to assist you with planning your journey.

The Union will cover the cost of travel for AWAY fixtures, unless alternative travel arrangements are made on your behalf by the Students' Union. Public transport must be used for travelling to fixtures, where reasonable and possible. Travel expense requests should be made on the Students' Union website, as per the expenses process.

Public Transport

The following evidence must be provided when travelling by Public Transport:

- Train tickets (must show date, destination and price).
- Oyster/Contactless card journeys (evidence from TFL account with date, destination and price)

The following evidence cannot be accepted for reimbursement:

- Bank statements showing TFL journeys

Coaches

The Sports Team will only book a coach when the cost of the whole team travelling by public transport exceeds the cost of a coach trip.

Otherwise, all teams are expected to use public transport. Requests for coach travel should be made to the Union Sports Team at least SEVEN DAYS before you intend to travel.

Travel by car

Travel to away team fixtures by car will only be permitted in exceptional circumstances and must be agreed in writing by the Union's Sport Team.

Travel by car will only be permitted when:

- Either public transport or coaches are unavailable or insufficient.
- Car sharing with other team members is arranged and is significantly cheaper than travelling by public transport. Travel by car for individuals will be refused.

Requests for travel by car should be made to the Sport Administrator at least 5 working days before you intend to travel. Your request should outline the reason for the request and confirm the distance to travel by car using Google maps. In your request, you should confirm that the car to be used is roadworthy and insured.

Travel by car will be reimbursed at 30p per mile. As supporting evidence for your request, you should add an image of google maps showing the distance travelled based on what was agreed and approved prior to travel by the Sports Administrator. We will not pay a petrol receipt.

Travel by minibus

All drivers must have completed a minibus test prior to being permitted to book out a minibus from the Students' Union. Minibus tests are organised by the Students Union typically between September-January and must be booked at least 3 weeks prior to the tests with 10 people maximum based on a first come first serve basis. These tests typically run at least 2 times every academic year on a weekend.

To take the minibus test, you must ensure you have held your driving license for at least 2 years, be at least 21 years old, and have zero points on your license. If you pass the minibus test, you will be added on to our minibus driver list to be eligible for future bookings.

For bookings, you will need to ensure you send an email to suroombookings@su.sgul.ac.uk requesting the time and date for the minibus.

Please ensure you also complete a Passenger List Form after having your booking confirmed and sent to SU Room Bookings ahead of time. On the day of collection, you will need to pick up a Minibus Form in the Students' Union Office, which needs to be signed and stamped by the Students' Union Sports Team member.

If the minibus is collected during office hours (09:00-17:00), a Union Sports Team member will be required to go with the driver to collect the keys from Security and then inspect the minibus. Should the minibus be collected out of office hours, you will need to head to Security to have them hand out the keys and complete the minibus inspection instead.

If you are involved in a Road Traffic Accident/incident or caused damaged to the vehicle, these must be reported to the university security team via telephone 020 8725 0909 and email, copying in the Campus Operations Manager.

In the event of a breakdown you will find contact details of the AA located in the minibus. And must be reported to the university security team by telephone and following up by sending an email to security, copying in the Campus Operations Manager

[Public Service Vehicle Operator Licensing - Guide for Operators](#)

Kit

Clerkenwell

The Union will cover the cost of your team kit being laundered after your match fixture only. Individual kit washes cannot be claimed.

Team kit will need to be taken to St John Street launderette within 24 hours of your fixture being played. You will be issued with a laundry receipt that needs to be produced when picking up your kit again. Kit must be collected within 48 hours of being dropped off and return to your team kit storage locker in Drysdale building. Failure to maintain clean kit will result in disciplinary procedures being invoked.

Tooting

All sports equipment must be stored in the storage room provided in the Rob Lowe Sports Centre. All equipment must be labelled according to the sports club that owns it, as well as be placed on the shelves. No equipment should be placed in front of the door, causing blockage. Failure to maintain clean kit and in proper storage will result in disciplinary procedures being invoked.

Social Media and Communication

Posters

Posters are a great way to promote your club events and activities. All posters must be displayed on posterboards. Posters should have the Students' Union logo banner on them. Full guidance can be found on the Committee Hub. All posters need to be approved by the Students' Union before they go up on campus.

Clerkenwell and Moorgate

Posters should be emailed to sports@citystgeorges.ac.uk or you can check at the Students' Union Welcome Desk. Posters will be reviewed, and the outcome of the review will be communicated in two working days.

Tooting

Posters are reviewed to ensure that sports club activity and communications adheres to the Club Handbook including communications guidelines, external speakers and health and safety.

Clubs whose posters do not follow this guidance will be taken down.

Media Requests

If your club receives a media request, please contact SUCommunications@city.ac.uk who will be able to provide support

Creating a Safe and Supportive Student Group

Responding to unacceptable behaviour

At City St George's Students' Union, every student deserves to feel safe, respected, and supported—whether on campus, at events, or during club activities. We take all forms of inappropriate behaviour seriously.

This section outlines how to report unacceptable behaviour, what support is available, and what your responsibilities are as a committee member when concerns are raised. By understanding and following these processes, you help create a safer, more inclusive space for everyone involved in your student group.

What is unacceptable behaviour?

You, your members and student engaging in your student group can report any form of unacceptable behaviour, including:

- Bullying or harassment
- Discrimination or hate crimes
- Domestic abuse
- Sexual harassment or sexual violence
- Cyber bullying or online harassment
- Microaggressions
- Victimisation

Below are definitions that you may find helpful:

Term	Definition
Bullying or harassment	Repeated, unwanted behaviour that is intended to intimidate, offend, degrade, or humiliate. This can be verbal, physical, or psychological.
Discrimination or hate crimes	Unfair treatment or hostility directed at someone based on protected characteristics (e.g. age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, sex and sexual orientation).
Domestic abuse	Any incident or pattern of controlling, coercive, threatening, or violent behaviour between people in a close relationship (intimate partner or family member), including emotional, physical, 'honour'-based violence, female genital mutilation, forced marriage or sexual abuse.
Sexual harassment, assault and violence	Any unwanted sexual behaviour that is verbal, non-verbal or physical. This includes inappropriate comments or gestures, physical contact, stalking, creating or sharing sexually explicit content, coercion, or assault. It includes actions that violate a person's consent.

Cyber bullying or online harassment	Bullying or harassment that takes place via digital platforms (e.g. social media, email, messaging, chat rooms and gaming sites). Includes extensive criticism, excluding others, impersonation, threats, mocking, or spreading harmful content.
Microaggressions	A subtle, often unintentional form of prejudice. Can take the form of an offhand comment, inadvertently embarrassing joke, or a pointed insult.
Victimisation	When an individual complains (or intends to complain) about discrimination or has supported someone else in their complaint and has been subject to a detriment as a result. Including excluding someone or denying opportunity.

What to do if someone discloses an incident

If a member or other student tells you that they have experienced any of the unacceptable behaviours listed above – all committee members have a responsibility to act appropriately and supportively.

You are not expected to investigate, determine the truth of the disclosure or resolve the issue. Your role is to listen, support and connect the individual with the right services and help.

Disclosures of sexual harassment and misconduct

If a student tells you they have experienced any form of sexual harassment or misconduct, it is especially important to:

- Remain calm, listen without judgment, and thank them for trusting you.
- Avoid asking for details beyond what they choose to share.
- Do not share the information with anyone else unless the student gives clear, informed consent. You can notify the Union without using names.
- Signpost them to a Dignity and Respect Adviser (DARA) on Student Hub — these trained staff members can provide specialist support, explain options, and help the student decide what to do next.
- Ask for their consent before passing on any information to the Union or university services. If they do not consent, you can still encourage them to self-refer to a DARA or use the Report + Support platform.

What if you know the person(s) involved?

It's natural to feel conflicted if the disclosure involves someone you know personally or trust. However:

- Your role is not to judge or verify the experience.
- You must remain neutral and supportive to the person disclosing.
- Avoid making assumptions or dismissing the concern, even if it feels surprising or difficult to believe.

Taking all disclosures seriously helps ensure your members feel safe coming forward and that process will be followed.

Your responsibility as a Committee Member (step-by-step)

As a committee member, your role is to respond to disclosures with care and responsibility. If someone shares a concern with you, it's important to listen without judgment—stay calm, be supportive, and thank them for trusting you.

1. Stay calm and listen without judgement

Create a safe and supportive space in person or online. Let the person speak without interrupting and thank them for trusting you.

2. Do not promise confidentiality

Be honest and explain that, while you will treat the information with care, you may need to share it with support services to ensure their safety. *The exception here is disclosures of sexual harassment or misconduct, where you get consent to escalate.*

3. Signpost them to support

Help them access the right services, such as:

Dignity and Respect Advisor (DARA)

Report & Support

University wellbeing and safeguarding services

The Students' Union team

4. Notify the Union (sport@citystgeorges.ac.uk)

If a safeguarding concern or serious incident is disclosed, you must inform the Head of Communities. They can provide guidance, ensure follow-up, and help coordinate support for everyone involved.

5. Ask for help if you are unsure

If you're not sure how to handle a situation or need advice, contact the Union. You are not alone in supporting someone through a difficult time.

6. Follow up appropriately

Make sure the student knows where to go next and feel supported. You don't need to check in regularly unless they ask, but make sure they're not left to navigate the situation alone.

How to report

To confidentially report for yourself, or someone else, you should use the Report & Support platform. You can choose to:

- **Report with personal details** – allowing the University to contact you and offer support (usually within two working days)
- **Report anonymously** – which helps the University monitor trends, though direct action may be limited

For immediate safety concerns:

- **Clerkenwell campus Security:** 0207 040 3333
- **Tooting campus Security:** 020 8725 0909
- **Emergency services:** 999 | **Non-emergency police:** 101

Safeguarding and mental health

As a committee member, you play an important role in creating a safe and supportive environment for everyone involved in your activities. This includes not only your members but also anyone engaging in your events, training sessions or socials.

What is safeguarding?

Safeguarding is about protecting the health, wellbeing, and human rights of individuals—especially those who may be vulnerable—so they can live free from harm, abuse, and neglect. In the context of your club, safeguarding also means promoting a culture of care, inclusion, and proactive support.

You have a duty of care to your members. This means being alert to signs of distress, responding appropriately to concerns, and knowing when and how to escalate issues to ensure everyone's safety.

Mental health and emotional wellbeing

Mental health is a vital part of safeguarding. Students face a range of challenges during their time at university—academic pressure, loneliness, financial stress, or personal difficulties—that can affect their wellbeing and ability to participate in club life.

You are not expected to be a counsellor or mental health professional, but you can make a big difference by:

- Being approachable and compassionate – create a space where members feel safe to talk.
- Noticing changes in behaviour – such as withdrawal, low mood, or signs of distress.
- Checking in – a simple “are you okay?” can go a long way.
- Signposting to support – refer members to:
 - University counselling and mental health services
 - Report & Support platform
 - Your club Wellbeing Officers
 - External helplines (e.g. Samaritans, Mind)

Safeguarding: 5 key steps for club committee members

As a Club Captain or committee member, you may encounter situations where a member's safety or wellbeing is at risk. Here's how to recognise when to escalate a concern and what to do next.

1. Recognise the concern

Escalate if someone discloses abuse, harassment, serious mental health issues, or if you witness unsafe or inappropriate behaviour.

2. Stay calm and listen

Let them speak freely. Be supportive, thank them for sharing, and explain that you may need to pass the information on to keep them safe.

3. Record the details

Write down what was said as soon as possible. Keep it factual, objective, and include dates, times, and any direct quotes.

4. Report the concern

Use the Report & Support platform and contact the Union at sports@citystgeorges.ac.uk.

5. Follow up and look after yourself

Let the student know the concern has been passed on. You're not alone—support is available for both them and you.

Safeguarding escalation examples

Here are some examples to help you understand your role and responsibilities:

Case study	Scenario	What to do
Emotional distress	A member stops attending training and mentions feeling overwhelmed and isolated	• Listen without judgement • Signpost to mental health services • Escalate if there is a risk of harm
Serious mental health concerns	A member shares that they've stopped eating regularly, are struggling to sleep, and feel like they're "not coping" with anything	• Listen and reassure them • Signpost to university mental health services • Escalate through Report & Support, or contact the Union if you are concerned about their safety
Suicidal thoughts	A member tells you they've been having thoughts of ending their life but haven't told anyone else	• Stay calm and listen, avoid reacting with shock or judgement • Reassure them they are not alone • Take them seriously, even if they say they are not in immediate danger • Explain that you need to share this information with someone who can help keep them safe • If they are in immediate danger, do not leave them alone, dial 999 • Once safe, notify the Union by emailing sport@citystgeorges.ac.uk
Inappropriate behaviour at a social	A member repeatedly makes inappropriate comments at a social, despite being asked to stop	• Intervene if safe • Support the affected student • Record the incident • Report to the Union or via Report & Support
Disclosure of sexual violence	A teammate discloses they were sexually assaulted but are unsure what to do	• Stay calm and listen • Do not share without consent • Signpost to Dignity and Respect Advisers (DARA)

		• Escalate to the Union with permission
Peer pressure and risky behaviour	A group pressures a new member into excessive drinking and risky dares	• Step in and stop the behaviour • Check in with the affected student • Remind the group of the code of conduct • Report if behaviour continues or harm occurs

Bystander intervention

Everyone has a role to play in creating a safe student community. Being a proactive bystander starts with noticing when someone might be experiencing harm, exclusion, or distress. These signs can be subtle or obvious, and they may occur in person or online. Bystander intervention means recognising when something isn't right—and choosing to act in a safe and supportive way.

Spot the signs of harm or discomfort

Here are some types of harm and discomfort:

Type or sign	Sign to spot	Example
Social or emotional	Someone is being excluded from group activities or conversations	A member is constantly left out of socials or ignored in a group chat
	A person looks visibly uncomfortable during interactions	Someone laughs nervously or avoids eye contact when jokes are made at their expense
	A member suddenly withdraws or stops attending without explanation	A previously active member stops showing up and doesn't reply to messages
Verbal or behavioural	Inappropriate jokes or comments about identity, appearance or background	'It's just banter' used to excuse sexist, racist, homophobic or transphobia remarks
	Aggressive or controlling behaviour towards another person	A teammate constantly criticises or undermines another member during training
	Unwanted physical contact or invading personal space	Someone repeatedly touches another person despite visible discomfort
Online or digital	Targeted messages or exclusion in a group chat or on social media	A member is mocked in memes or left out of planning discussions
	Spreading rumours or screenshots to embarrass or isolate someone	Sharing private messages or photos without consent
Sexual harassment	Unwanted verbal, non-verbal, or physical conduct of a sexual nature	Making sexual jokes or comments about someone's appearance or body
Sharing explicit content	Sending or showing sexual images or videos without consent	Sending unsolicited nudes or explicit memes in group chats
Revenge porn (image-based abuse)	Sharing or threatening to share intimate images or videos without consent	Posting or forwarding private sexual images of someone online, at any point, or after a breakup

Ways to intervene (the 5 D's)

You don't have to do all these things, but doing something can make a huge difference.

1. **Direct** – speak up calmly: ‘that’s not okay’
2. **Distract** – change the subject or redirect attention
3. **Delegate** – get help from a committee member, coach, Union staff member, or security (depending on where you are)
4. **Delay** – check in with the person afterwards: ‘are you okay?’
5. **Document** – if safe, record what happened and report it to the Union

Equity Diversity and Inclusion (EDI)

Promoting an inclusive student group culture

Every student deserves to feel welcome, valued, and respected in your group. Inclusion isn't just about who joins—it's about who feels they belong. Many students may identify with more than one group, groups could include:

- Black, Asian and Minority Ethnic (BAME) students
- International students
- Students with disabilities
- LGBTQIA+ students
- Women students
- Trans and non-binary students
- Students of faith
- Mature students
- Students with caring responsibilities
- Local or commuter students
- Postgraduate students
- Students from lower socio-economic backgrounds
- Students with low confidence or social anxiety

Tips for creating an inclusive culture

Action	What you can do
Challenge inappropriate behaviour	Speak up against ableism, racism, sexism, homophobia, or transphobia. This could mean politely correcting a peer or reporting concerns to SU staff.
Create an Inclusion Officer on your committee	Appoint a committee member to lead on inclusivity, gather feedback, and ensure all activities are accessible and welcoming.
Collaborate with other groups	Partner with societies or networks to run joint events that celebrate diversity and build community.
Add an inclusivity statement	Include a short statement on your society webpage outlining your commitment to equity and inclusion.
Educate yourselves	Attend EDI training offered by the SU and share what you learn with your committee.
Support SU campaigns	Get involved in liberation campaigns and awareness events like LGBTQ+ History Month or Disability History Month.
Include accessibility information	Add accessibility statements to event descriptions, including venue access, content warnings, and contact details for questions.
Choose accessible venues	Ensure your events are physically and socially accessible to all students, including those with invisible disabilities.
Attend the termly Student EDI Network	This is a great opportunity to connect with other student leaders, share ideas, and help shape inclusive practices across the SU.

EDI support

If you have questions or need help making your group more inclusive, reach out to:

- Students' Union Communities Team: Sport@city.ac.uk
- Office for Institutional Equity and Inclusion (OIEI): edi@citystgeorges.ac.uk

Support from the Union on behaviour and inclusivity

The Students' Union is here to help you build a welcoming, inclusive, and respectful environment in your student group. Whether you're planning events, resolving conflicts, or responding to concerns, you're not alone. The Union can offer:

- Guidance on inclusive event planning and accessible spaces
- Support with responding to disclosures or safeguarding concerns
- Mediation and conflict resolution services
- Training opportunities on equality, diversity, and inclusion

Contact: Sport@citystgeorges.ac.uk

Club values and culture

Every student group is different, but all should be grounded in shared values. At the start of the year, consider co-creating a Club Charter with your committee and members. This could include values like:

- Respect and kindness
- Inclusivity and accessibility
- Teamwork and collaboration
- Accountability and integrity

Having clear values helps guide behaviour and decision-making throughout the year.

Allyship and advocacy

Encourage your members to be active allies and advocates for others. This could include:

- Sharing resources on how to support LGBTQ+ students, disabled students, or those from underrepresented backgrounds
- Participating in awareness campaigns (e.g. Black History Month, LGBTQ+ History Month, Disability History Month)
- Hosting inclusive events and amplifying diverse voices

Training and development

The Union offers training to help you lead confidently and inclusively. Recommended sessions include:

- Bystander intervention training
- First aid training
- Mental health first aid training
- Inclusive leadership training
- Conflict resolution and mediation training

Encourage your committee to attend and build their skills throughout the year. Keep an eye on our website for details.

Conflict and mediation

Not all issues within a student group are serious enough to require formal reporting. Sometimes, tensions arise from misunderstandings, personality clashes, or differences in opinion. These are a normal part of group dynamics and can often be resolved through open, respectful communication.

If the issue is a general disagreement or interpersonal conflict that does not involve safeguarding, harassment, or misconduct, you should:

- Encourage a calm and honest conversation between the individuals involved.
- Facilitate a resolution by helping each person express their perspective and listen to the other.
- Remain neutral and focus on finding a constructive way forward.

Good communication is one of the most powerful tools you have as a committee. Addressing issues early and respectfully can prevent them from escalating and help maintain a positive group environment.

When to ask for help

If you feel uncomfortable addressing the conflict yourself, or if the situation becomes too complex to manage within the committee, you can reach out for support. The Union offers mediation and guidance to help resolve issues fairly and respectfully.

Contact: Sport@citystgeorges.ac.uk

The Union can help facilitate a neutral conversation and ensure that all parties feel heard and supported.

Student Groups Complaints and Disciplinary

Disciplinary

The Students' Union Officer responsible for student groups, with support from the Chief Executive or their nominee, is responsible for implementing disciplinary action. Student Groups may be subject to disciplinary action including but limited to:

- a) An apology may be requested.
- b) Fines to individuals or the Student Group.
- c) Expulsion or suspension from the sports club.
- d) Banned from other Union activities/facilities.
- e) A freeze or suspension of sports club funds.
- f) Cancellation of upcoming events.
- g) Freeze on room bookings.
- h) Banned from standing in future sports club elections.

Appeals

Disciplinary action or the removal of committee members can be appealed once. Appeals must be made in writing within 48 hours of the action being communicated. Appeals will be reviewed by the SU President. The outcome of the appeal will be communicated within 10 working days.

Motion of no confidence

To remove a committee member, a motion of no confidence must be submitted to the President of the group. If the motion is against the President, it should be sent to another one of the committee members.

If a motion of no confidence is submitted, the Students' Union Sports Team must be informed via email on the same day. From here, your members will be able to decide whether the committee member remains in their role or not. Once a motion is submitted, an AGM or EGM (see above) will need to be held within 15 working days. The AGM or EGM will be chaired by the President of the sports club. Where the motion of no confidence is against the President of the club, the meeting will be chaired by the Students' Union officer responsible for sports clubs.

To vote, you will need 50% of your members to attend the meeting. Once this quoracy is met, members will vote on whether the committee member should remain in their role or not. A motion of no confidence is passed by a two thirds majority of the sports club members in attendance. If this occurs, please keep the Students' Union updated on the process, and we can support you through it.

If a motion of no confidence is submitted against more than one committee member, the process will be escalated to the Students' Union officer responsible for sports clubs, who will support your club through the vote of no confidence process and provide any mediation needed within the sports club.

The Students' Union officer responsible for sports clubs, with support from the Chief Executive or their nominee, is responsible for removing elected student group leaders.