

STEP BY STEP GUIDE OF HOW TO FORM A NEW CLUB

1 Introduction

This is a step by step guide on how to form a new Club here at Newcastle University Students' Union. It's really easy, it won't take you long, and you could leave a lasting legacy at University. Just think you can come back in years to come to see you Club thriving! If you do each step in this guide you'll have your own ratified Club very soon.

2 Check for Available Facilities

Your first step would be to ensure there are facilities to cater for your Clubs' training, competitions and general activity either within the University campus or around the North East. The Sports Centre Facilities Manager Nick Beall is contactable at nick.beall@ncl.ac.uk. He will be able to tell you more regarding the facilities available both on and off campus.

3 See the Athletic Union Officer

The Athletic Union Officer is based in the Activities Centre 1st floor of the Students Union and will be a point of contact if you have any sport related issues. They are also a point of call when building towards getting your Club up and running. If you need someone to chat to about ideas for a new Club and how to go about setting this up, either pop into the Activities Centre 1st floor NUSU or email au.union@ncl.ac.uk to arrange an appointment. If they aren't available, then the staff in the Activities Office will also be there to chat to you.

4 Hand in Club Documents

These documents are compulsory for all Clubs and ensure that the committee are contactable; to ensure that the Club is running under the Union regulations and to ensure all their activities are done safely.

The required documents are as follows:

- Risk Assessment
- Your own Club Safety Policy (use the NUSU Activities Safety Policy as a guide)
- Club Constitution

Templates for the documents can be found at:

<http://www.nusu.co.uk/activities/sports/runningyourclub/>

You will also need to ensure that everyone who is going to sit on your committee have read the [NUSU Safety Policy](#), [NUSU GDPR Policy](#) and the [Bribery Pro-Forma](#). All of which are available on the NUSU website.

Once this is done and you have electronic copies of all the documents completed you will need to complete the online [NUSU Handover Form](#). Instructions on how to complete the form can be also found on the [NUSU Website](#). When completing the form makes sure to select that you are a 'New' Club.

5 Ways to promote your Club

There are several ways in which you can promote a new Club:

- Social media (set up a club Facebook and Twitter account).
- The NUSU website – This is a powerful advertising tool. Each club has control over their own page so you can advertise Club activity as well as provide links to the Clubs social media pages.
- NUSU Digital screens – You can request the advertisement of the Club on the widescreen televisions placed around the Union.
- Posters – You can put up posters in University buildings as long as they are on noticeboards and signed by relevant staff members.
- The Courier – The student newspaper is a great way to advertise the Club in their article listing new Clubs and Societies weekly. The Editor of the Courier can be contacted at: editor.union@ncl.ac.uk.

These various methods of promotion should lead you to gaining 15 members online, which is the requirement in order for the Club to be ratified by the Athletic Union Executive Committee.

6 Athletic Union Executive Committee

This is a committee of 9 students from various Clubs. They are voted by the AU at the AGM meeting at the beginning of term. They will meet and discuss your Club, possibly ask you to come along and tell them a little about it and then have a vote on ratification.

7 Funding

Grants – The AU Executive Committee allocates grants to Clubs. The grant system is tiered and Clubs are allocated money based on their membership numbers (participation), their performances (performance) and a non-BUCS allocation is given to Clubs who do not compete in BUCS fixtures. New clubs are not eligible for grants funding in their first year and tend to run smoothly on membership money.

Sponsorship – Companies around Newcastle have traditionally always been interested in sponsoring Clubs. The Students' Union, as described in the Bribery and Sponsorship proforma, is currently working on eliminating bar and club sponsorship from the AU because of the various impacts it has on both the Athletic Union and the Clubs themselves. As a result, the Athletic Union offers Clubs a sponsorship grant that covers what a bar or club offer you plus an extra amount.

8 Worries?

My club won't get ratified

The Activities staff will work their hardest to help you start a new Club, so don't worry you will be supported! If you do have anything you think may stop your Club from being ratified then come and speak to a member of staff in the Activities Centre 1st floor NUSU.

Too much work

Try and get students to be extra committee members in your Club to share the work load. The Club can take as much time as you like to run, but obviously the more time you put into the Club, the better the Club will be. There's also the option of the Career Development Module, which is a 10 or 20 credit module to get academic accreditation for your volunteering work. This has to be sorted out at the beginning of the year though.

Nobody will join

There are roughly 22,000 students at Newcastle University so there surely will be other students with the same interest as you. Hopefully with the advertising you should find the 15 members you need to be ratified.

9 Contacts

Athletic Union Officer - au.union@ncl.ac.uk - 0191 239 3923

Emma Moses Clubs and Societies Administrator - csa.union@ncl.ac.uk - 0191 239 3921

Conor Munro-O'Brien - Club and Societies Administrator (Transport) -
transportadmin.union@ncl.ac.uk - 0191 239 3992

Mark Bennett - Student Activities Manager - activitiesmanager.union@ncl.ac.uk - 0191 239 3977