Club Captain’s / Committee

Welcome Pack: 2014/15

September 2014
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**Director’s Welcome**

I am delighted to welcome this year’s group of Sports Captains and Club officials.

Kent Sport continues to grow rapidly and I am delighted that as Team Kent, you are playing a part in this by further developing your team’s year on year. I want to offer greater levels of support to Team Kent as part of my overall strategy for Kent Sport, and I will be able to do this with your cooperation and support.

Kent Sport has recently completed some fantastic new sports facilities. These include:

- Third Sports Hall
- Three court indoor tennis/netball structure
- Major extension to the fitness facilities with complete renewal of all gym equipment

Please use this document as a quick reference to find out who does what within the Sports Team and I hope it will help you to communicate to your Club members our key role in the promotion and provision of Student Sport for All.

Graham Holmes

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**Sports Vice President Welcome**

Hello, I am Nina; your elected Vice-President Sport 2014/ 15.

I have just graduated in philosophy and had a great time here at Kent. I am a keen rugby player; this is something that started at University. I joined Women’s Rugby in my first year, then went onto become joint social secretary in my second year, and Chairwoman in my third year. Getting involved in a sport was the best decision I made – I met some of my best friends, kept fit, and had lots of fun.

My job is to oversee anything involving sport, and ultimately represent the views of all of you that are involved in sport. Whether sport to you is a kick around with mates, a run in the park, or competing in a team, I am here to ensure that everyone who participates in sport here at Kent has a voice. A voice to make change, a voice that is represented, a voice that is heard. If you have any ideas of how you would like to see sport develop, then please let me know how I can help out. It is never too late to get involved in a sports club - I promise, you will not regret the decision!

Three of my big plans this year are to campaign to ensure that the university recognises the benefits of being involved in sport; to get more students involved in low cost casual sport, promoting the connection between sport and student wellbeing and to introduce a weekly Sport VP Office Hour for students to discuss sport at Kent.

If you need to know anything about Sport, then drop me an email (N.Mehmi@kent.ac.uk), or pop in and see me in the Student Activities centre!

Nina Mehmi
Kent Sport Overview

Congratulations on your appointment as a Sports Club Officer. There is an awful lot to take on so we hope this document will:

- be a useful guide in all your dealings with Kent Sport
- Provide reference information on all areas of Kent Sport Operation and student support.

Who are we?
We are Kent Sport (The Department of Sport Physical Activity and Recreation). We have been in existence for as long as the University. The Department is responsible for the safe running of all sport at the University including all facilities.

The income we generate from memberships is ploughed back into student sport in the form of pitch development, new facilities and initiatives including the Sports Development Programme.

What we provide for students?

Memberships
We currently have over 5,000 Gold & Silver members and a further 2,000 Bronze. Membership runs from 1st September to 31st August annually. Students buying before term starts can purchase at a cheaper rate. In general Students who use the facilities between once and twice a week will benefit from buying a Kent Sport membership.

For more information on the Kent Sport membership, please refer to the following link:

http://www.kent.ac.uk/sports/membership/

This year’s prices (2014/15) are as follows:

**Gold Membership (Ability to book 1 week in advance)**
£205.00

**Silver Membership**¹ (Ability to book 1 week in advance)
£174.00

**Bronze Membership (Ability to book 3 days in advance)**
£6.30 and then £4.10 per visit / per facility use (to include club sessions and matches)

All users will require a Kent Sport membership in order to use the facilities.

Students should note
In addition to the Kent Sport membership you may also be asked to pay club membership by individual clubs. If individuals are not members of Kent Sport (and their club trains within Kent Sport facilities) they will be asked to take out one of the above memberships. The £4.10 facility fee will be charged to Bronze members when attending club sessions and matches which are held in the Sports

¹ *Access to gym between: 7am-9am/2pm-4pm weekdays.
9am-11am Saturday and 10am-12pm Sunday*
Centre and on the outdoor pitches/areas. This has caused a lot of confusion over the years. It is important that Committees pass this information to their members.

**Facility fees are suspended for the first two weeks of term to enable students to ‘trial’ the different clubs on offer within Kent Sport facilities.**

**Dance Classes are available ‘free from charge’ for 1 week during arrivals week to Bronze members and are inclusive of the full membership (Gold/Silver)**

**Associate Memberships**

Associate membership is not supported within Kent Sport facilities. Those who have previously attended as guests of members, claiming to have associate membership, will not be given access to sports club sessions. These individuals would need to apply, if appropriate, for a 'Coaching Card' (for coaching purposes only) through Team Kent. Coach card applications need to be supported by correct and relevant documentation and must be ratified by Team Kent. Coaches Cards are limited to 3 per club and should be presented for each entry into Kent Sport facilities.

Please direct any further enquiries to Team Kent on this matter.

**Member Bookings (for individuals)**

All bookings can be made in person at the reception desk or by phone. Bookings can be made up to one week in advance (dependent on membership type - above). Consecutive bookings are not permitted.

Fitness consultations, personal training, assessments, programmes and nutrition consultations have to be paid for at the time of booking.

Hire of equipment is free to full members and chargeable at £1 per item per hire for Bronze members per hour. We retain the student card until the item is returned – club members will also be liable for hire charge. There is a £5.00 overnight charge for rackets/balls not returned by close of business on that day.

We charge a £10.00 broken racket fee – all rackets are checked out and back in!

Contact: Alison Oliver A.L.Oliver@kent.ac.uk

**BUCS Home Fixture Venue**

For fixtures at The University of Kent contact the Kent Union Sports Coordinator, Tom Robertson (T.Robertson@kent.ac.uk) well in advance to ensure your fixture has been taken into account. The Sports Sabbatical Officer and Kent Union Sports & Societies Manager will then update Kent Sport in the Short/Medium and Long-Term at the weekly Team Kent Meeting.

Facilities and courts are then allocated by the Operations Co-ordinator - Clive Roberts

Contact: c.s.roberts@kent.ac.uk

Student Clubs should not contact Grounds Staff or Kent Sport Staff directly as we have found this creates a lot of confusion. Clubs should note cancelled fixtures do not mean the facilities will
automatically become available for additional training sessions. Clubs need to contact Tom Robertson as soon as they are notified of a cancelled fixture. (T.Robertson@kent.ac.uk)

**Cancellations**

Team Kent Staff will communicate cancelled fixtures to Kent Sport as soon as possible. A charge equivalent to the full commercial cost of facilities booked will be levied for fixtures where Kent Sport does not receive notification within 24 hrs of kick-off/start time.

**Cancellation Contact:** Clive Roberts 01227 824566  c.s.roberts@kent.ac.uk

**Fitness Team**

Contact The Health, Fitness & Performance Manager, Oli Prior -  O.Prior@kent.ac.uk  or 01227824376 for all Fitness or Studio related enquiries. Kent Sport offers a range of tailored individual and group sessions that may be of benefit to your players or team.

The following appointments are available for all individual members;

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Duration</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Kent Sport Orientation</td>
<td>30m</td>
<td>Prerequisite for Fitness Suite use.</td>
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<tr>
<td>Initial Fitness Consultation</td>
<td>30m</td>
<td>1-2-1 Screening with Instructor</td>
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<tr>
<td>Exercise Induction</td>
<td>1hr</td>
<td>Full Induction on all Equipment</td>
</tr>
<tr>
<td>Fitness Programme</td>
<td>1hr</td>
<td>1-2-1 Personalised Programme</td>
</tr>
<tr>
<td>Nutrition Consultation</td>
<td>1hr</td>
<td>1-2-1 Personalised Programme +2</td>
</tr>
<tr>
<td>Commit to Nutrition</td>
<td>3 x 1hr</td>
<td>1-2-1 Personalised Programme + 2 Termly Reviews @ 1hr each</td>
</tr>
<tr>
<td>Fitness Assessment</td>
<td>1hr</td>
<td>Series of tests &amp; printed results</td>
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</tbody>
</table>

In addition to the individual services above, it is also possible to discuss Team programmes and training needs with a member of the Fitness Team. Our instructor team have worked with individual Scholar Athletes as well as Kent teams to structure their fitness training around competitive fixtures and technical coaching sessions. Please initially contact - Oli Prior  O.Prior@kent.ac.uk

**Sports Development**

Our Sports Development Team coordinates ALL Inter-College, Intra Mural and Let’s Play Sports Programmes. We aim to enhance the student experience by offering sport at a recreational/participation level. We want to help Team Kent clubs grow their numbers by working with them to cater for all abilities.

**Contact:** sportsdevelopment@Kent.ac.uk

**Courses**

a. We run a variety of coaching and officiating programmes throughout the year to give students the opportunity of leaving University with their degree and sporting qualifications. Each year we are looking to increase the number of courses and sports available. If your club is interested in running a course please contact us so we can help to put these courses on.
b. We organise various workshops throughout the year lead by qualified coaches. Our aim is to offer students the opportunity to coach these workshops and earn some additional money. These are usually 1 day per week over a 6-8 week period and are open to students as well as staff. Any non-members are charged a higher rate. 

**contact** [http://www.kent.ac.uk/sports/courses/index.html](http://www.kent.ac.uk/sports/courses/index.html)

### Sports Development Events

a. We are responsible for and run Intra mural, Inter College sports and Let’s Play programmes which run during the first 2 terms. 
**Contact:** [http://www.kent.ac.uk/sports/intramural/index.html](http://www.kent.ac.uk/sports/intramural/index.html)

b. One off events include the Mike Wilkins Charity Football Match and rounders’ tournament.

### Behaviour

a. Ill-discipline from anyone will not be tolerated.

b. Poor behaviour / foul & abusive language during any Kent Sport led programmes will not be accepted.

c. A disciplinary committee is in place to deal with these students and, where appropriate, college masters notified.

### Contact list

### Key Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>E-mail</th>
<th>Telephone</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graham Holmes</td>
<td>Director of Sport</td>
<td>g.r.holmes</td>
<td>827313</td>
<td></td>
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<tr>
<td>Ben Trott</td>
<td>Assistant Director (Operations)</td>
<td>B.J.Trott</td>
<td>824881</td>
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<td></td>
<td>- Large events</td>
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<td></td>
<td>- Day to day running of all sports facilities</td>
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<td>- complaints</td>
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<td></td>
<td>- Health and Safety including event risk assessments</td>
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<tr>
<td>Mel Clelow</td>
<td>Sports Development Manager</td>
<td>m.clewlow</td>
<td>827673</td>
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<tr>
<td></td>
<td>- develops/plans and implements all sports development programmes</td>
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<td>- Scholarship Scheme</td>
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<td>- Scholarship Recipient Mentoring</td>
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<td></td>
<td>- Supports fundraising events</td>
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<tr>
<td>Jacquie Edwards</td>
<td>P.A to the Director</td>
<td>J.Edwards</td>
<td>823073</td>
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<tr>
<td></td>
<td>- Director’s Diary/</td>
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<tr>
<td></td>
<td>- Assistant Director’s Diary</td>
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</tbody>
</table>
| **Lesley Parker** | **Bookings Co-ordinator**  
- Bookings  
- Administration  
- Diaries | **l.a.parker** | **824565** |
| **Clive Roberts** | **Operations Co-ordinator**  
- UoK Club Training space  
- UoK additional Club Space requests  
- Confirmed event set up | **C.S.Roberts** | **824566** |
| **Lee Thompson** | **Outdoor Facilities Manager**  
- day to day supervision of the outdoor facilities  
- managing pitch usage and Pavilion buildings  
- setting up facilities for use | **L.Thompson-238** | **824383** |
| **Jarek Dzikowicz** | **Senior Sports Officer**  
- Day to Day Supervision of the Sports Centre  
- Setting up of facilities and equipment for use  
- Storage/Equipment Access  
- Racquet Stringing Service | **J.Dzikowicz-392** | **823764** |
| **Pat Coogan**  
**Russell Jordan** | **Sports Development**  
- Inter College  
- Intra Mural  
- Soccer Zone  
- Mike Wilkins Cup  
- Vice Chancellor’s Cup | **p.coogan**  
**r.o.jordan** | **824549**  
**824549** |
| **Alison Oliver** | **Reception Manager** | **a.l.oliver** | **824378** |
| **Phil Darrell-Smith** | **Marketing Manager**  
- Website  
- Promotions  
- Publicity | **Pd209** | **824081** |
| **Oli Prior** | **Health, Fitness & Performance Manager** | **O.Prior** | **824376** |
| **Kay Tift** | **Clerical Assistant**  
- Diaries  
- Scholarship Administration | **K.E.Tift** | **824377** |

**Scholarships**

Applications are accepted from January to September each academic year. An application form and further details are on the Scholarship area of our website. Applicants should be competing to at least County level (or equivalent) to be considered.

Team Captains need to confirm with Mel Clewlow that the scholars are playing for the University in BUCS matches either by e-mail or by completing team sheets. This is a compulsory part of the
scheme and failure to adhere to this can result in a scholar having some of their funds reduced or being removed from the scheme completely.

Contact: Mel Clelow m.clewlow@kent.ac.uk

http://www.kent.ac.uk/sports/scholarships/index.html

Scholarship Committee
The Scholarship Committee is chaired by The Director of Sport and has representatives from Medway Sport, Sports Development, UoK Student office and UoK general Officers. The Sports VP represents Team Kent.

Scholarship Calendar
A regular programme of Scholarship Events takes place during the year:

Weekly Strength & Conditioning Sessions
Termly Fitness Testing
Training with the club and competing in BUCS is compulsory.
*Any scholar not adhering to these rules should be referred to Mel Clelow - m.clewlow@kent.ac.uk

Bookings

Clubs
There are over 45 sports clubs. It is impossible to accommodate all clubs within The University of Kent Facilities. To request club training slots Clubs should contact c.s.roberts@kent.ac.uk in the first instance.

All coaches must be issued with a coaching card to ensure free access to the Kent Sport facilities (effective during allocated Club training time only) Coaches attending without a card will be refused entry and referred to the Team Kent Office.

Student club numbers are monitored. Insufficient numbers within a club may result in the club losing its training slot due to demand from other clubs.

Club Fees & Conduct

Team sheets for UKC Football / Rugby / Hockey / Tennis / Cricket matches must be handed to Pavilion Reception 30 minutes prior to kick off so that these can be checked against memberships / scholarships.

Failure to produce a team sheet will result in the following:-
• 1st offence is a warning,
• 2nd offence is a fine,
• 3rd time will result in the pitch or facility being allocated elsewhere.

Non-payment of a facility fee means that a student cannot take part in the training session / match or activity that is taking place. When using our facilities students will only be allowed entry when they produce a valid student card to confirm their identity. All facilities are strictly: No student Card – No Entry.
Foul or abusive language / behaviour to a member of staff or the facilities will result in an immediate 2 week ban for a 1st offence. A second offence is a 1 month ban and anything after this will be an indefinite ban which will be lifted at the discretion of the Director of Sport.

Club Storage
We are happy to provide storage for clubs where we can. We will remove this facility if areas are used for storing personal items and if not kept tidy. Access to club equipment is given only on presentation of an individual's pink card issued by Clive Roberts at Kent Sport.

Societies
We can accommodate the occasional society booking usually outside term time. Societies should contact the bookings team sportbookings@kent.ac.uk for one-off event requests. The Department is unable to accept regular bookings from societies and would encourage these groups to Join Kent Sport and take part in Inter College, Intra Mural and Student Club Activities

Events
We try to accommodate club event requests but this is not often possible as our facilities are very popular. In the first instance clubs should plan their event well in advance (large events one year ahead) and contact the bookings team sportbookings@kent.ac.uk for availability before planning an event at the University.

Permission to hold events is at the discretion of the Director. It is impossible to please everyone so please understand The Director’s decision is final.

Booking Small Events
Contact sportbookings@kent.ac.uk in the first instance

Booking Large Events
Contact; sportbookings@kent.ac.uk in the first instance

Sports Clubs Discounts
All sports clubs currently enjoy a discount of 50% from our normal pricelist when bookings our facilities for authorised events. Please direct any enquiries to sportbookings@kent.ac.uk

Booking essentials
On enquiry the booking team will give details of availability. In order to reserve space clubs will need to either

• Pay the facility fee in full or
• Forward an Order number for the full event cost from the Kent Union.

The Department will not hold space unless one of the above conditions is satisfied.
On confirmation the Department will not allow Student Club events to go ahead until we are satisfied that they will be run safely and properly. In order to ensure this we ask Student Clubs to provide a

- risk assessment
- event programme
- contact details

The above documents need to be submitted 2 weeks before the event for authorisation.

In the unlikely event that a booking is made within 2 weeks of the proposed start date, these documents will need to be authorised before the event can proceed.

Please enquire about facility availability in advance of planning events.

**Events**

Throughout the year the Department accepts bookings from outside organisations who wish to use our facilities. We try to keep these to a minimum during term-time and warn Clubs of bookings that may affect Team practices in advance.

Some of our events are of County, Regional and National Significance. The Director decides which events are strategically significant and therefore will go ahead. Many private event requests are turned down in order that student sport remains the heart of Kent Sport.

**Contact:** Clive Roberts c.s.roberts@kent.ac.uk

**Health and Safety**

The Department endeavours to provide its users with a safe environment. We hold regular meetings to ensure that Health & Safety remains a priority. The Department is happy to assist when Clubs are planning training sessions or events. Team Kent holds a risk assessment template. This needs to be completed when clubs are running events. An annual club risk assessment form must be completed before any club activities take place.

**Accidents**

In the event of any accident at the Sports Centre / Pavilion or whilst attending any of the University’s sporting facilities, **please contact a member of Kent Sport’s staff.** It is **essential** that all accidents, incidents and near misses are dealt with by qualified staff and reported promptly via an electronic reporting tool. This is essential and help us to review improve safety at the University.

**Medical Presence**

Due to the high contact involved in some sports, we insist that clubs follow their National Governing Body guidelines with regards to the requirement and provision of First Aid at training sessions and matches

Our Duty staff will report any accident, incident or near miss, however trivial to the Assistant Director (Operations).
When any accident occurs within our Department (involving students, staff or members of the Public), whether playing sport or not, the appropriate accident report form is completed.

**Reporting**
Accidents reports will be logged by Kent Sport Staff with assistance from the injured party or a witness to the accident/injury. Each section of the report **MUST BE COMPLETED**. If there is a possibility of a fracture – this should be noted specifically.

**Hospitalisation**
If an accident occurs on site Kent Sport Staff will inform The Safety Office.

**Representation**
The Vice President for Sport sits as the Student representative at the following meetings:

- **Health and Safety Meeting**
Meetings take place once a term and are chaired by the Assistant Director of Sport.

- **Sport Recreation and Development Group**
The Sports Development Group is responsible to Executive Group and aims to help improve the Sports Development strategy for the University. The group provides a forum for discussion on Strategic Sports Development Issues and coordination of executive action. This group meets four times a year and is chaired by The Commercial Services Director with The Director of Sport “in attendance”. The VP Sport also sits on this group
Contact: Graham Holmes (g.r.holmes@kent.ac.uk).

- **Scholarship Committee**
This group meets at least four times a year but is in regular contact reviewing every Scholarship Application that is received.
Contact: Kay Tift (k.e.tift@kent.ac.uk)

- **Sports Council**
Mel Clewlow represents the Sports Physical Activity and Recreation Department at this meeting

- **Kent Sport/Team Kent Meeting**
Team Kent meets weekly (Mondays @ 11:00) with the Assistant Director and Sports Development Manager to discuss current issues and future events.

**Fixtures**
Kent Sport’s Operations Co-ordinator – Clive Roberts and Team Kent’s Sports Co-ordinator – Tom Robertson meet weekly to discuss BUCS fixtures and Events in the short, medium and long term.