



SPORTS CLUBS' EVENTS TRAINING 24/25





THE BLADES TEAM

DOMINIC KING
HEAD OF STUDENT SPORT

HANNAH MORTIER
SPORTS COORDINATOR

SU SPORTS ASSISTANTS

DHYANA STORY

KATIE GIESS

IAN LAU
VP STUDENT EXPERIENCE

To get in touch with us :

Email blades@essex.ac.uk

WhatsApp **07935 134538** (this is the blades phone)

or pop by the Sports Office ([room 5.02](#)) during working hours



SESSION FORMAT

- Take notes (please!).
- Ask any questions in the chat, otherwise there will be the opportunity to ask at the end.
- **This session is being recorded** so please turn your camera off if you do not wish to be in the video.
- You will be required to complete a Moodle test at the end of this presentation to mark your training as completed.
- This presentation and recording will be available for you to view afterwards on the Sports Toolkit.



TRAINING AIMS

What is the point?

- To ensure you are fully equipped with all of the knowledge and tools to put on a successful event/activity for your sports club.
- We will share these slides and the recording with you all afterwards.

SPORTS TOOLKIT

On the essexstudent.com webpage, you will have access to the Sports Toolkit, which contains lots of helpful resources that will assist you in organising and coordinating events (including a copy of this slideshow).

On the website go to opportunities on the main menu, and then to Essex Blades Sport.

START EXPLORING



Awards & Standards

Nominate your team for an award and grab your ticket

AWARDS & STANDARDS



BUCS

The most competitive league at University level

BUCS



Essex Blades Sport Clubs

Choose from a list of 40+ sport clubs

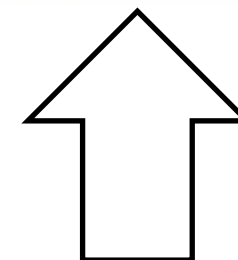
ESSEX BLADES SPORT CLUBS



Sports Toolkit

Training, forms, risk assessment templates and much more

SPORTS TOOLKIT



Access the Sports Toolkit here (bookmark it!)



BOOKING A ROOM ON CAMPUS

- Sports clubs can book a room on campus by completing this form: [Blades Sports Clubs Room Booking Form](#)
- You will be able to book rooms on campus for next term from 03/09/2024
- An Exec member is required to complete the form
- Please give at least 5 working days' notice, if a request is submitted with less notice we cannot guarantee it will be approved
- Rooms are allocated on a first come first serve basis and may not always be available, especially during exam periods and graduation
- Rooms can be booked from 18:00-23:00 (Monday-Friday) and 09:00 am-23:00 (Saturday and Sunday)



BOOKING A ROOM ON CAMPUS

- Some rooms are not typically booked out to Sports Clubs', such as the Ivor Crewe
- If you wish to book this space for an event, please let us know with as much notice as possible (**months**)
- The Room Bookings team require more information to book Ivor Crewe, and this can take a while to be approved
- If you wish to book a space which is owned by a department, you will need to get permission from the department before you put in your room booking form





BOOKING THE ATRIUM

- Sports Clubs can also request to book the Atrium
- The Atrium is usually used for SU events, so we cannot guarantee that it will be available on the date you request
- We advise that you provide as much notice as possible if you wish to book the atrium
- You can request to book the atrium here: [Atrium Booking Form](#)



BOOKING AN ESSEX SPORT FACILITY

- Please provide as much notice as possible
- Please provide a number of different date options
- Depending on the purpose of this booking there may be a charge, if so a 50% discount will be applied from the original price
- Please use this form for your request - [Essex Sport Booking Form.](#)
- Email the booking form to blades@essex.ac.uk



BOOKING A BBQ AREA

- Blades Clubs may book to use a BBQ area by the lakes
- To do this, one of the execs must complete this form [BBQ-Bookingform.docx](#)
- Once complete, it must be sent to ems-helpdesk@essex.ac.uk with at least 3 working days' notice. The Estates team approve BBQ bookings.
- There are two available booking times from 25 May – 30 September: 12.00-5.00pm or 6.00-10.00pm
- There is one available booking time from 01 October – 24 May: 12.00 - 5.00pm
- *If you wish to book the tables by the lakes for your event, but not use the BBQ, you still use this form.*





BOOKING A TABLE OR GAZEBO ON SQUARE 3

- Sports Clubs can book to have a table or gazebo on square 3 by a committee member filling in this form: [SU Table Booking Form](#)
- Tables on square 3 are great for things like fundraisers, bake sales, or raising awareness of your sports club or upcoming events
- Tables can be booked any weekday except Thursdays, as this is Market Day
- The stall must be booked and run by Committee Members!
- Once your table booking has been approved, you may report to SU reception on the day of your stall to get your table.

BOOKING AN OUTSIDE EVENT

- If you are doing something outside on campus (especially if it involves music, electricity, food & drink or just something a bit more out of the ordinary), then you will need to fill in an Event Permission form. We advise you speak to us first to help you plan it.
- The Event Permission form is found on the [toolkit page](#)
- Once this form has been filled in by an exec, you must send it to blades@essex.ac.uk to be approved and we will also seek approval from the Estates team.
- This process can take some time, and the Estates team ask that we send them any Event Permission Forms *with 3 weeks' notice*.



EVENT PERMISSION FORM

Use this for outside events on squares and University grounds – having a single table/fundraising stall on Square 3 just requires a table booking to be made, not an event permission form.

[DOWNLOAD EVENT PERMISSION FORM](#)

BOOKING AN OFF CAMPUS EVENT

- If you would like to book / host an event off-campus in a venue, talk to the venue and discuss times, prices, etc and draw up an agreement to then send to us
- **DO NOT SIGN THE AGREEMENT IMMEDIATELY**
- **First send it to us at blades@essex.ac.uk** and we will look over it. Please allow 3 weeks or more before the event, in case we have to go back and forth to iron out details in the agreement
- Once it has been signed by us, and then sent back and signed by the venue, **you must complete a risk assessment** and send it to us
- If there are any incidents they need to be reported to us immediately
- A general note – if the deal seems too good to be true, it probably is





BOOKING A VENUE

- Sports Clubs have the opportunity to book Sub-Zero and the In-Between for events if they would like
- Booking information is found on the [toolkit page](#)
- Email subzero@essex.ac.uk & jm23562@essex.ac.uk with your request, including dates and times as well as event details
- It is best to do this far in advance and include other dates you are willing to do in case your first choice is taken





BOOK A BAR

- Sports Clubs have the opportunity to book Top Bar and the SU Bar for a Club Takeover!
- An Exec must fill in this [Typeform](#)
- Once you've filled in the Typeform we'll be in touch to confirm your date
- We'll request artwork from you and an event description to put it on the "What's On" Page
- On the day of your event, head to the bar and ask for the manager on duty and we'll get your event going for you!

You can also find the Typeform here →





FOOD & DRINK CATERING

- If any event or stall you host is going to have food or drinks available, then you will need to look at the Food/Catering section under Events in the [Sports Toolkit](#)
- If you are going to be making your own food (like a bake sale, or selling fresh crepes, etc) then someone on the stall needs to have a *Food Hygiene Certificate*
- External catering requires more information to be sent to blades@essex.ac.uk



WILL YOUR EVENT HAVE FOOD/CATERING?

-

If you are making your own food to serve, someone supervising must have a Food hygiene certificate.

[Sign up to the online food hygiene course here.](#)

You must display all allergens for food being served in line with [Natasha's law.](#)

Keep the original food packaging for any food purchased, or make signs for home made food.

For external catering we must have the following emailed to blades@essex.ac.uk in advance of us approving your room booking/event:

- Name of catering company
- Copy of their Public Liability Insurance (£5million minimum)
- Copy of their food hygiene certificate

CARD MACHINES








- Sports clubs may request to borrow a card machine if they are planning to raise money for their own Sports club or an external charity
- Find it on the [Sports Toolkit](#) for full information
- To request a card machine, an exec member will need to read the [SU PCI DSS Training](#) and fill in the [Card Machine Hire form](#)
- If you are raising money for an external charity then you will need to complete and send in a [RAG Form](#) as well
- **These completed forms will need to be sent to blades@essex.ac.uk**
- Card machines will be allocated on a first come, first served basis and we cannot guarantee that they will be available



RISK ASSESSMENTS

- For most events you will need to fill out a risk assessment, any events with food or drinks, use of electricity, doing activities, etc. This includes room bookings on campus for pizza nights!
 - Any event or activity that falls outside your usual sporting activities will require a Risk Assessment (they are very simple!)
 - BBQ Area Bookings and Square 3 Table bookings do not need one (it is included in the booking process)
- You can find risk assessments, including how to fill one out and a variety of templates, under the [Sports Toolkit](#)
- **Once you have filled it out, email it to blades@essex.ac.uk**
- Take a look at [How to Complete A Risk Assessment](#)

RISK ASSESSMENTS

 HOW TO COMPLETE A RISK ASSESSMENT	 BLANK RISK ASSESSMENT TEMPLATE	 FACE PAINTING RISK ASSESSMENT TEMPLATE
 FACE PAINT DISCLAIMER TEMPLATE	 HENNA RISK ASSESSMENT TEMPLATE	 HENNA DISCLAIMER TEMPLATE
 ACCIDENT REPORT FORM +		

SHOWING FILM AND TV AT EVENTS

Campus rooms are not licensed for showing films and TV shows. If you wish to show something, we must ensure you have a license.

DO'S

- Tell us what film you wish to watch and we can get you a quote for a single title license. This must be shown using a physical copy of the film. Licenses start at about £87
- You can show films/shows that are available for free on YouTube
- You can show films/shows that are available for free on All4 – these must be watched on catchup
- You can show films/shows that are available for free on ITVX – these must be watched on catchup

DON'T'S

- You cannot show films/shows on streaming subscription services such as Netflix or Amazon Prime. This breaches their terms and conditions
- You cannot show films/shows on BBC iPlayer, as we are not covered to do so by a TV license



Football (Men's)

2nd October 10am - 7th October 4pm

Men's Football Club 2024 Team Trials

The official Essex Blades Men's Football 2023-24 team trials. You will...

📍 University of Essex Grass Fields

PROMOTING YOUR EVENT!

One of the most effective ways to promote your sports club event is to put it on the **SU What's On Page**, which will also appear at the bottom of your club page.

You will need to include the following information

- Event Title
- Dates (Option to add reoccurring events)
- Brief Description
- Location
- Tick relevant options
- Image
- Event Description
- **If you would like a ticket added to your event please email blades@essex.ac.uk**

PS – whenever you create a post or story on Instagram, tag @essexbladessu and we will repost it!

HOW TO ADD EVENTS




CONTROL PANEL

Edit Baseball & Softball events

Edit page

Add child page

Copy page

Baseball & Softball admin tools 

ESSEX BLADES BASEBALL & SOFTBALL

re currently running



HOW TO ADD EVENTS

Baseball & Softball ([change](#))

ADMIN TOOLS

[Go to home page](#)



Edit Details



Website pages



News



Events



Messages



Members



Groups



Signups



Polls



Sales Reports



Resources

Baseball & Softball ([change](#))

EVENTS

4

[Back to admin tools](#)

[Add new event](#)

There are no events for this date range and/or filter.

SEARCH AND FILTER LIST

Name

Dates * →

[FIND EVENTS](#)

HOW TO ADD EVENTS

5

Details

Organisation *

Event name *

Date and time * →

Show on all days If checked, the event will be included on lists and calendars for each day it's running.

Recurrence [Set recurrence options](#)

Tagline / short description

0/250

Location

External URL

View permission *

Display dates →

Online

Complete all the information.



HOW TO ADD EVENTS

7 **Image**

Browse **SELECT IMAGE**

Alt text

8 **Description**

Source **B I U Ω**

9 **SAVE EVENT(S)**

Add your image, description and make sure you save the event.



IMAGES – EVENTS

- Event Images need to be 200px wide and 500px tall
- Best practice is to ensure the most important part of your image is centred.
- The Event information does not need to be on the image

Mobile



Featured



Desktop



CAMPUS KARAOKE

The place to be every Friday!
Sing your heart out with your friends, or show off alone! All you need to do is download the Singa app, and you can sign up to sing! It's really that easy!
With deals on our cocktail pitchers - 2 just for £15 :- why would you want to be anywhere else?

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I WANT TO HEAR ABOUT... ♥

Want news about what's happening dropped straight to your inbox? Tell us what you want to hear about by ticking* the below boxes.

What's On (daytime)
 What's On (evening)

WHY INCLUDE YOUR EVENT ON THE WHAT'S ON PAGE?

- What's On page is always in top 5 viewed pages.
- Best platform for viewer attention.
- Staff browse this page to find events to assist with promotion.

WHAT'S ON 🎉

<p>28th August 10am - 12pm</p> <p>PG Summers - Post Graduate Coffee Morning</p>	<p>29th September 11pm - 3am</p> <p>Freshers UV Moving In Party</p>
<p>30th September 1pm - 5pm</p> <p>SU CODE BREAKERS FORM YOUR ALLIANCES</p>	<p>1st October 12pm - 5pm</p> <p>SU MINI GOLF CALLING ALL FAITHFULS</p>

[VIEW ALL EVENTS](#)



HOW CAN WE HELP PROMOTE YOUR EVENTS?

- Email (blades@essex.ac.uk) to request that we post it on our Instagram story, including an image or any information you want us to post it with **(or just tag us! @essexbladessu)**.

- The SU Marketing run the general @essexsu Instagram, you can tag @essexsu in your stories that promote events and Marketing may repost your story.

- To be featured on the @essexsu Instagram or on the digital screens between square 3 and 4, please **email your request to blades@essex.ac.uk with at least 1 months' notice**. We will pass this onto the Marketing team who will provide support dependent on relevancy and staff capacity.



FUNDING YOUR EVENTS

- Before you plan an event, make sure you have an estimated cost and that the President and Treasurer are in agreement that there are sufficient funds available and the money can be used for this purpose
- If you are relying on selling tickets to cover the event costs, make sure to ensure interest from your members before you start making purchases – you may sell fewer tickets than you anticipate
- You cannot use expected income to buy things, wait until you have sold sufficient tickets in order to make your purchase, or claim back this cost
- All web sales are processed at the end of each month – for example any money made from tickets at an event on the 6th October wouldn't be processed and accessible to view in your account until the start of November – it is okay to make a surplus and to reinvest it into future club activities



COLLABORATIONS

- **We strongly encourage you to collaborate with other Sports Clubs!**
- This is a nice way to do events you may not have considered doing before, meet new people, find out more about other clubs, reach new audiences and share resources/funding to put on a bigger event
- Consider collaborating on socials, trying each other's sports to promote them, or collaborating on bigger events like funding a tent to watch the football!
- Some ideas: Football Boys try Pole?





EXTERNAL SPEAKERS

- Sports Clubs's can invite external speakers to their events, so long as you let us know in advance and fill out an external speaker submission form
- External Speaker requests can be made [here](#)
- Please ensure you have put your room booking request in **before** you submit the external speaker form!
- You must give us at least 15 working days' notice when you request an external speaker



EXTERNAL SPEAKERS

If you're having someone speak at any event on campus who isn't a University of Essex staff member or student then you will need to complete an external speaker notification form. A short moodle module will need to be completed before you are able to submit a notification. You must give at least 15 working days notice prior to your event.

Before you invite a speaker, please check that they aren't associated with any of the [organisations on this list of proscribed terrorist groups](#)

Click [here](#) to complete the [external speaker notification](#).

EXTERNAL SPONSORSHIP

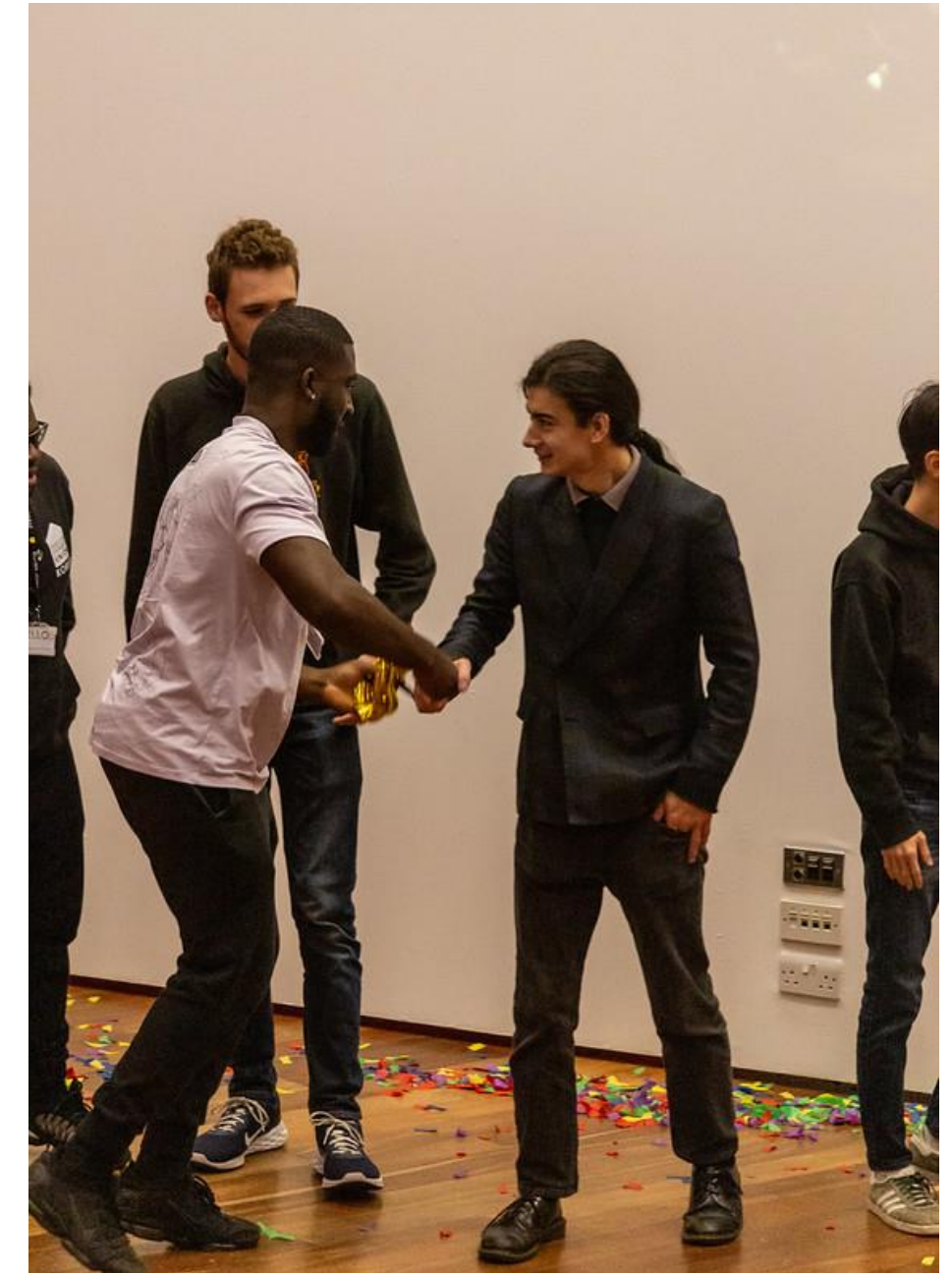
Sports Clubs can be sponsored external companies however there are some conditions

- A Club or Society cannot enter into an agreement with a Sponsor that may represent a conflict of interest to either the University, Students' Union or one of our contractual suppliers. The following are examples of such conflicts:
 - Local Bars, Pubs
 - Cinemas
 - Lettings Agencies
 - Supermarkets and Convenience Stores
 - Any suppliers targeted by BDS (Boycott Divestment Sanctions)
 - Other Universities
 - Suppliers of soft or alcoholic drinks
 - Bus transport companies
 - Organisations that may bring the Union or University into disrepute.



EXTERNAL SPONSORSHIP

- The sponsorship agreement begins on page 12 of the document below.
- [FINANCIAL-POLICIES-PROCEDURES-CLUB-SOCIETY-TREASURERS-1.pdf\(essexstudent.com\)](https://www.essexstudent.com/financial-policies-procedures-club-society-treasurers-1.pdf)
- Please make sure you have read this through before beginning to fill in the Blank Sponsorship Agreement.
- On **Page 17 is the full blank Sponsorship Agreement** that needs to be filled in by both the Club and the Sponsor in order to enter into an agreement with an external sponsor.
- Once this is done, it still must be signed by the SU – Please email it to us (blades@essex.ac.uk)





CLICK CROWD FUNDING

- You could get up to £500 more than you raise thanks to the Universities match funding scheme.
- **Click** is Essex's very own crowdfunding platform which is free for students, alumni and staff to fundraise for their big ideas and projects.
- Projects submitted by Essex students are eligible for up to £500 of match funding. Match funding means that the University of Essex agrees to 'match' donations received to a project, £1 for £1, up to an agreed limit. For example, £100 of match funding means that every £1 raised will be worth £2, until the project total reaches £200.
- Find out more about Click Crowdfunding: [Click crowdfunding | University of Essex](#)
- The Click Platform - [University of Essex \(hubbub.net\)](#)

MOODLE QUIZ



- **SCAN FOR ACCESS TO THE MOODLE QUIZ**
- Please complete **now!**
- 15 Questions
- Pass Mark – 12/15
- Opportunity to ask questions after you have completed the quiz, (we will still be here!)



QUESTIONS?





THANK YOU FOR LISTENING*

Any questions?

Email us at blades@essex.ac.uk

Or WhatsApp the Blades Phone on 07935 134538