ESSEX BLADES · UNIVERSITY OF ESSEX STUDENTS' UNION

LEADING YOUR SPORTS CLUB

All Exec Training · 2026/27

SECTION 01

WELCOME

Meet the team, and what you'll get from today.

WELCOME

The Blades team



Rob Neale, Sports Coordinator

Hannah Mortier Sports Manager

Ata Rahoojo VP Activities

Emma Sainty Head of Membership Communities

- **Student Staff:** Maisy Cousins, Danny Adams, Touleen Maaitah, Jessica Vassena
- **Email:** blades@essex.ac.uk
- **WhatsApp:** 07935 134538, this is the Blades phone.
- **Or pop by:** the Sports Office, behind SU Reception on Square 4.

WELCOME

Training aim

By the end of this session, you'll know how to lead your club, support your members, manage key responsibilities, and make the most of the support available from Essex Blades and the Students' Union.



SECTION 02

YOUR COMMITTEE

Four core roles, plus additional roles - one team, all essential.

YOUR COMMITTEE

What is a core exec member?

- **Your club is managed by a committee,** which includes 4 Core Executive members.
- **These individuals oversee the running of the club,** with support from us along the way.
- **All 4 roles must be filled** for the club to operate.

President	Vice President	Treasurer	Welfare Officer

ACTIVITY

Whose job is it?

ACTIVITY

Sort these into the right role

Which of these duties belongs to the President, Vice President, Treasurer, Welfare Officer, Social Media Officer and Fundraising Officer ?

- Approves expense claims under £50
- Chairs committee meetings
- Signposts members to support services
- Creates engaging content
- Keeps the training register up to date
- Makes the final call if the committee can't agree
- Checks the weekly finance report
- Completes the club standards application
- Prepares the meeting agenda
- Supports a member experiencing difficulties
- Identifies fundraising and sponsorship opportunities
- Promotes events & sessions
- Organises and coordinates committee members
- Works with the SU on sponsorship
- Represents the club professionally
- Organises fundraising events
- Helps resolve conflicts between members
- Ensures socials and sessions are inclusive
- Manages the club budget
- Respond to emails and messages

YOUR COMMITTEE · ROLES

President & Vice President

PRESIDENT

- Acts as the club's main point of contact.
- Creates and manages the club budget, with the Treasurer.
- Checks the weekly finance report.
- Makes the final decision if the committee cannot agree.
- Represents the club professionally.
- Ensures the club operates within the law and all relevant regulations.
- Works with the SU on sponsorship opportunities.

VICE PRESIDENT

- Organises and coordinates committee members.
- Prepares committee meeting agendas, and requests agenda items.
- Takes responsibility for minuting the meetings.
- Steps in when the President is unavailable.
- Keeps the club's training register up to date.
- Completes the club standards application form.

NR1

Slide 9

NR1 What does this mean?
Neale, Robert, 2026-09-28T10:20:03.885

YOUR COMMITTEE · ROLES

Treasurer & Welfare Officer

TREASURER

- Approves member expense claims under £50.
- Creates and manages the club budget.
- Checks the weekly finance report.
- Ensures members have paid their memberships.
- Ensures the club complies with all financial policies and procedures.
- Works with the SU on sponsorship opportunities.

WELFARE OFFICER

- Supports a member experiencing difficulties.
- Signposts members to University support services.
- Ensures training sessions and socials are inclusive.
- Helps resolve conflicts between members.

NR1

Slide 10

NR1 Is this a WO's job?
Neale, Robert, 2026-09-28T10:20:45.465

YOUR COMMITTEE · ROLES

Additional roles

Beyond the 4 core roles, many clubs choose to add extra committee positions to share the load.

- **Common additions:** Social Media Officer, Social Secretary, Fundraising Officer, though your club can propose others.
- **How it works:** a by-election is set up to fill each role, which is open to any club member.
- **Talk to Blades staff first** to agree the title and responsibilities of the role and get it added to your committee structure. Email blades@essex.ac.uk with your request.



NR1

YOUR COMMITTEE · ADDITIONAL ROLES

Social Media Officer

- **Manages the club's social media accounts,** keeping Instagram and other channels active and up to date.
- **Creates engaging content:** photos, reels and stories from training, matches and socials.
- **Promotes events and sessions,** including Come & Try sessions and Freshers' Fair.
- **Engages with followers,** responds to DMs and comments.
- **Coordinates with the Blades comms team** on wider promotion and reposts.



Slide 12

NR1 Do we need another slide for Volunteering Officer?
Neale, Robert, 2026-09-28T10:30:57.315

YOUR COMMITTEE · ADDITIONAL ROLES

Fundraising Officer

- **Identifies fundraising and sponsorship opportunities** for the club.
- **Organises fundraising events** alongside the committee.
- **Liaises with the Treasurer** on funds raised and how they're allocated.
- **Builds relationships with local businesses** for potential sponsorship or in-kind support.



YOUR COMMITTEE

Committee responsibilities

- **Respond to emails and messages** from the Blades Team.
- **Attend Blades General Meetings,** 2 per term, 2 committee members per meeting.
- **Create an inclusive, positive and engaging experience** for all club members.
- **Make sure all club activities comply** with Essex Blades and Students' Union policies and procedures.



YOUR COMMITTEE

Registering a volunteer coach with us

- **Read and agree to the Volunteer Coach Policy:** all volunteer coaches must read and agree to our Volunteer Coach Policy before starting.
- **Complete and return the agreement:** the agreement form must be signed by both the coach and President and returned to **blades@essex.ac.uk** before the coach can begin volunteering.
- **Access to indoor facilities: w**e will share the coach's details with **Essex Sport** if they need access to indoor facilities. Essex Sport must register the coach before they can access these facilities.

YOUR COMMITTEE

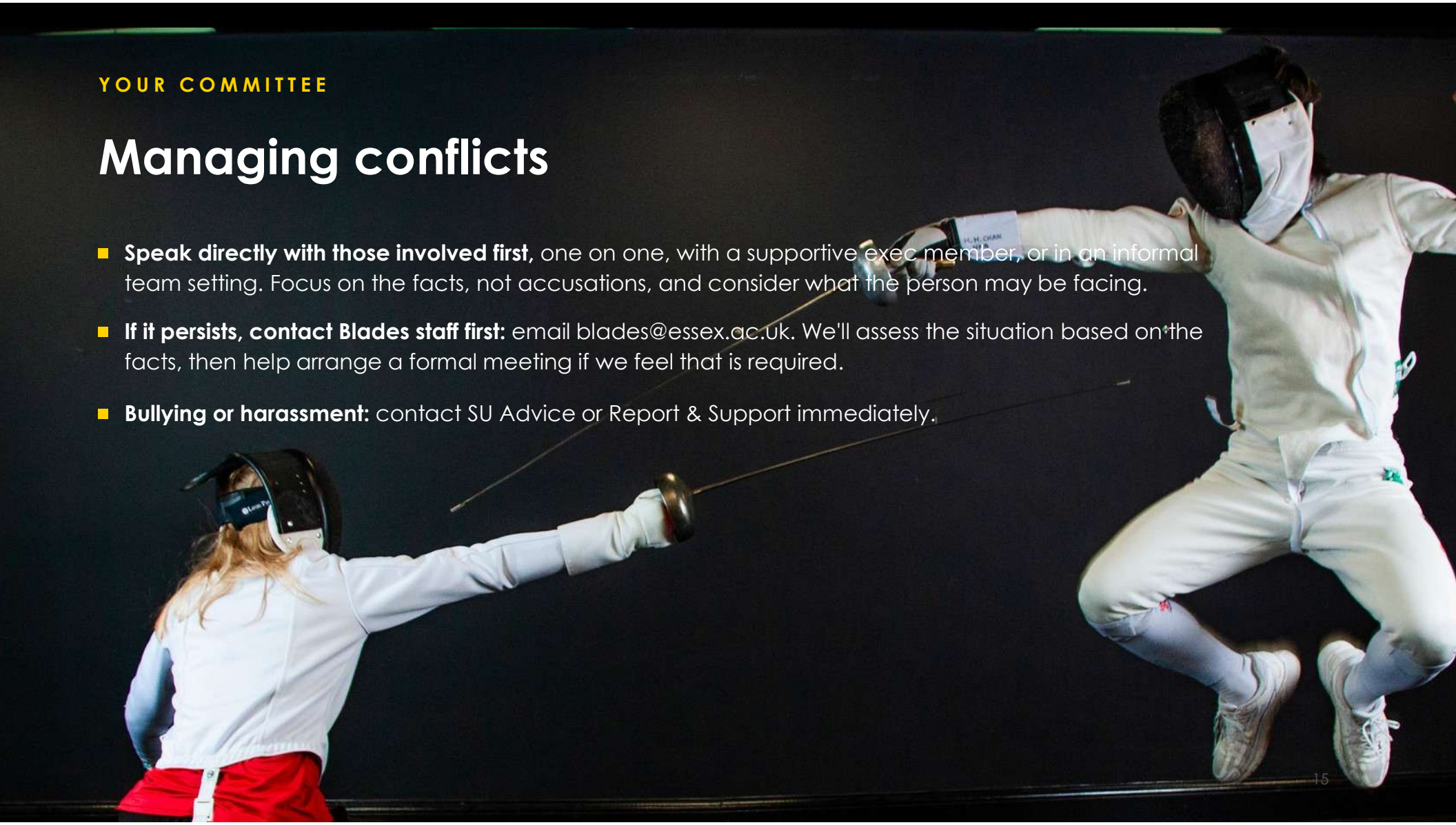
Registering a paid coach

- **Only applies where the coach's wages are fully funded by the club**
- **Agree pay & sessions:** confirm the proposed rate of pay and number of sessions with us before starting.
- **Read the Paid Coach Policy:** coach must read and agree to the policy before starting.
- **Complete the agreement:** signed by the coach and President, then returned to blades@essex.ac.uk.
- **Provide qualifications & insurance:** submit relevant coaching qualifications and public liability insurance documents.
- **Register for indoor facilities:** if required, coach details will be shared with Essex Sport for facility access.

YOUR COMMITTEE

Managing conflicts

- **Speak directly with those involved first,** one on one, with a supportive exec member, or in an informal team setting. Focus on the facts, not accusations, and consider what the person may be facing.
- **If it persists, contact Blades staff first:** email blades@essex.ac.uk. We'll assess the situation based on the facts, then help arrange a formal meeting if we feel that is required.
- **Bullying or harassment:** contact SU Advice or Report & Support immediately.



SECTION 03

STAYING CONNECTED

The channels that keep your committee and members in the loop.

STAYING CONNECTED

Join the Blades WhatsApp community

IMPORTANT: make sure you've joined the Blades 26/27 WhatsApp Community, it's our main way of reaching you this year. Scan the general community code, and your role-specific one below.



General Community



Presidents & VPs



Captains

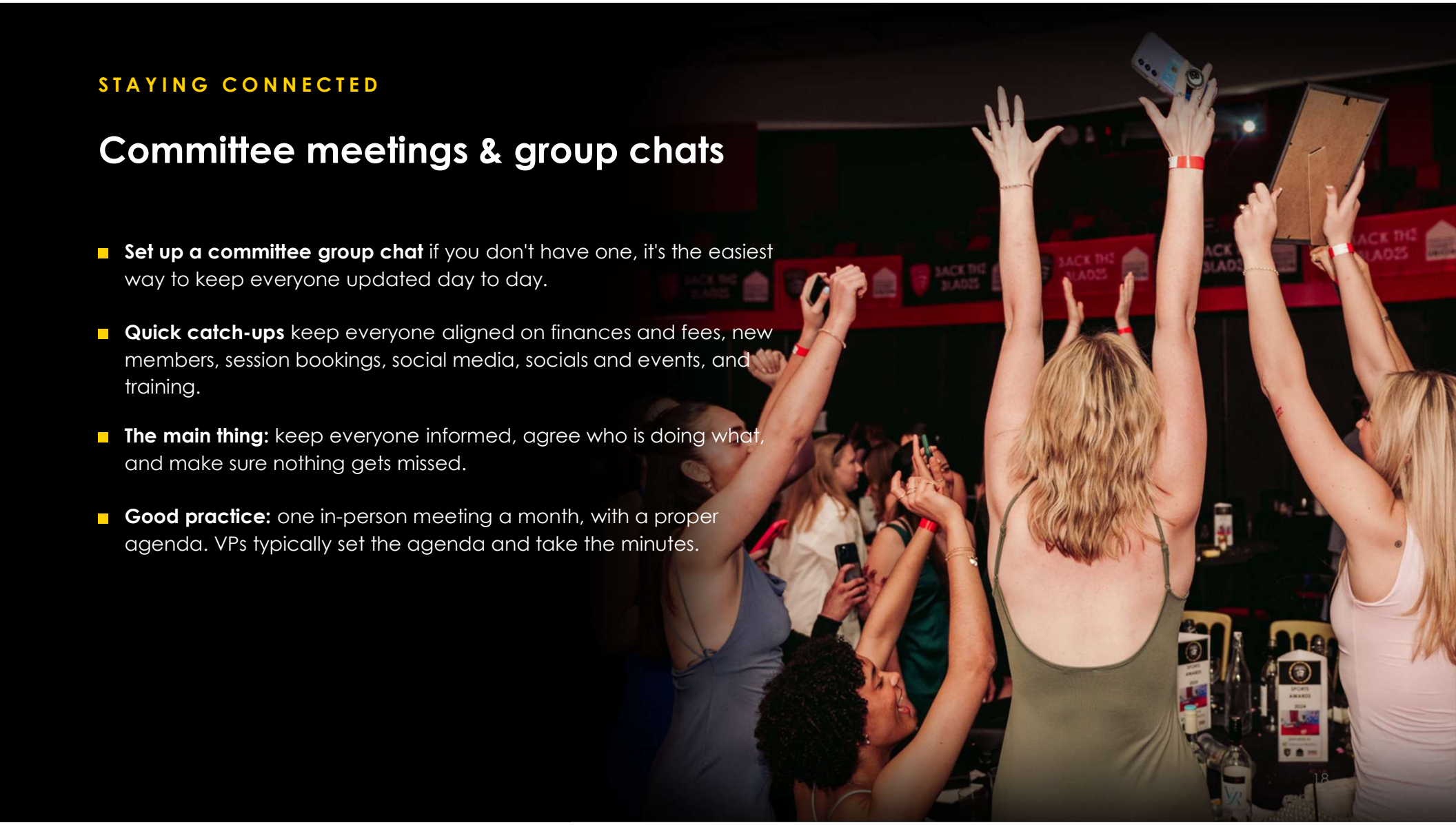


Welfare Officers

STAYING CONNECTED

Committee meetings & group chats

- **Set up a committee group chat** if you don't have one, it's the easiest way to keep everyone updated day to day.
- **Quick catch-ups** keep everyone aligned on finances and fees, new members, session bookings, social media, socials and events, and training.
- **The main thing:** keep everyone informed, agree who is doing what, and make sure nothing gets missed.
- **Good practice:** one in-person meeting a month, with a proper agenda. VPs typically set the agenda and take the minutes.



STAYING CONNECTED

Your club's member group chat

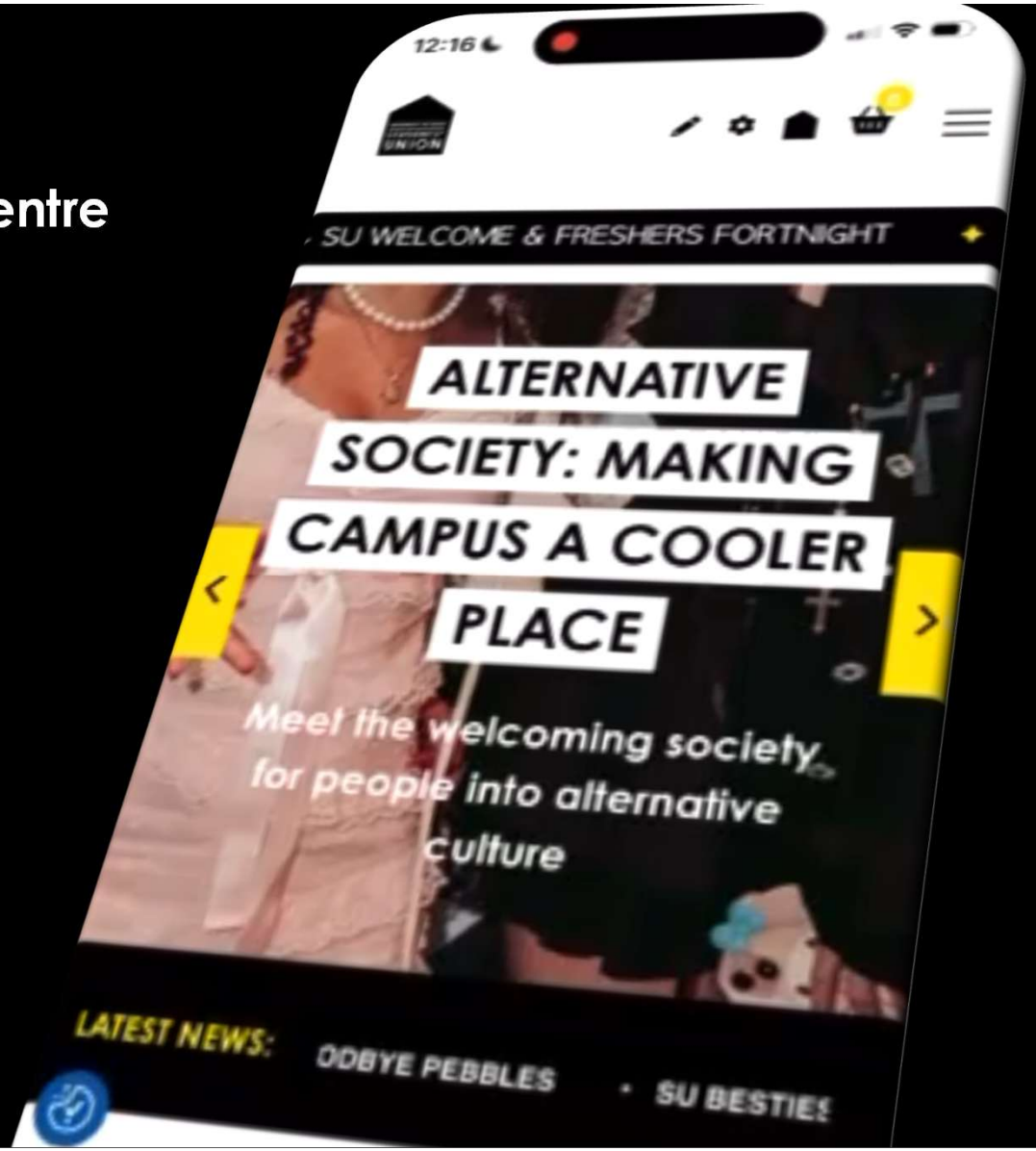
- **Set up a group chat** for all club members, plus any other relevant people, it's the simplest way to keep everyone informed.
- **Committee members moderate it** and act as the group admins.
- **If you have a club coach,** whether volunteer or paid, they should be in the member chat too.
- **Link it** on your website and Instagram page so new members have an easy way to get involved and find out more.



STAYING CONNECTED

Contacting members: Message Centre

- **On essexstudent.com,** your club page has a Message Centre to email all your current members, useful for reaching those not in your group chat.
- **1 to 2:** go to your club, select the pencil icon top right, then Admin tools.
- **3 to 4:** select Messages, then Send email.
- **5 to 6:** add your recipients, compose, and send.



SECTION 04

TOOLS AND RESOURCES

Everything you need, in one place.

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TOOLS AND RESOURCES

The Sports Toolkit

- **On essexstudent.com,** the Sports Toolkit has resources to help you run your club, including all of the training presentations we share today.
- **Go to the main menu,** choose 'Communities', then 'Sport'.
- **Go straight there: essexstudent.com/sport/toolkit**
- **We will now give you a quick tour of the toolkit.**

Scan to access

Slide 24

NR1 Should text come on with bullet points?
Neale, Robert, 2026-09-28T10:46:16.427

TOOLS AND RESOURCES

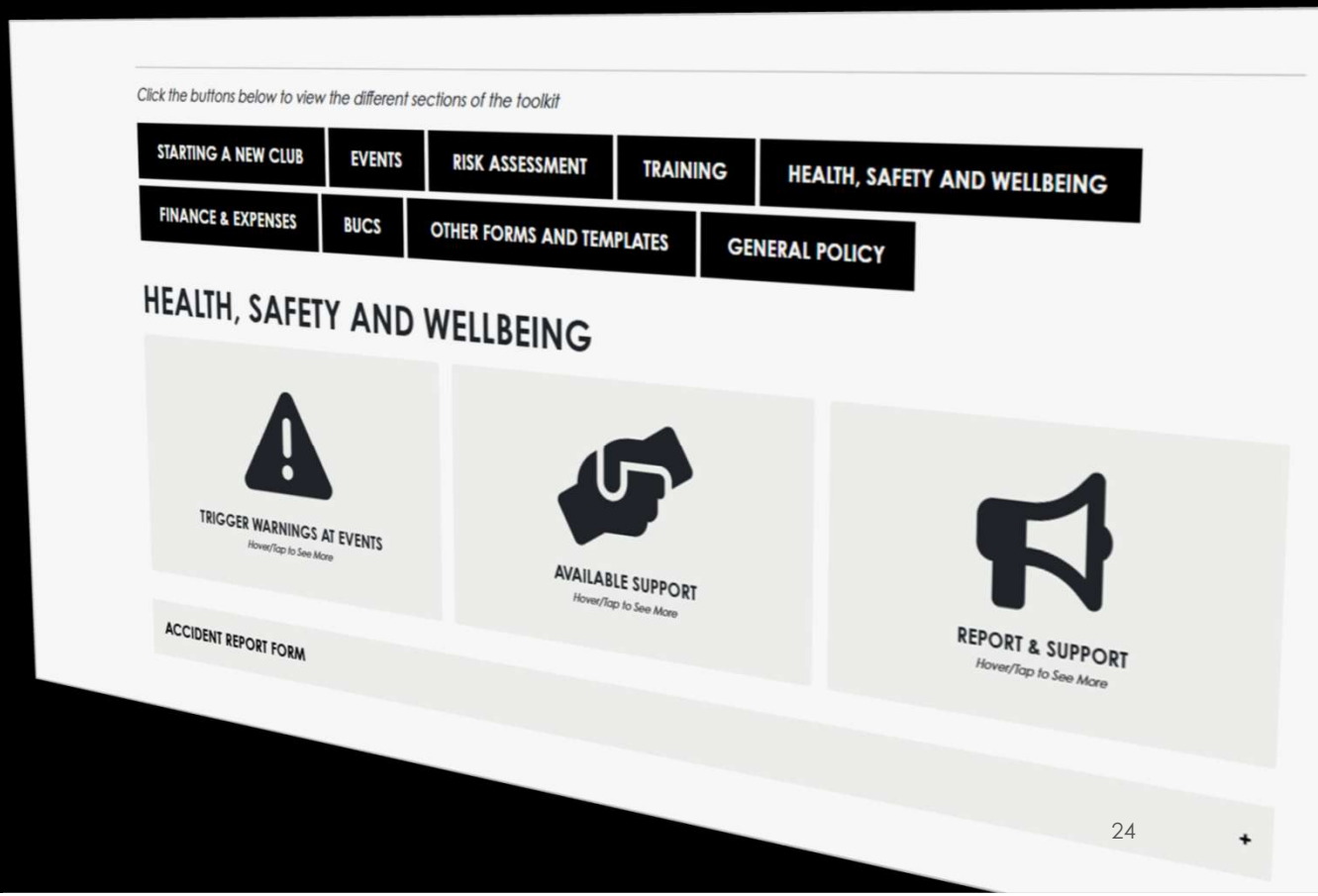
What's included in the toolkit

- Planning and running events
- Completing risk assessments
- Committee training materials and resources
- Wellbeing support for members
- Health and safety guidance
- Expense submission procedures
- BUCS-related documentation, including lecture absence forms.
- Key policies and essential forms
- Frequently asked questions

TOOLS AND RESOURCES

Accident Report Form

- **Sports Toolkit,** under 'Health, Safety and Wellbeing'.
- **Complete after any club-related accident,** either you or the individual can report it.
- **The form must be completed** following any injury a member has sustained.
- **Responsibility:** the injured member or an exec member should ensure the form is completed.



ACTIVITY

What would you say or do?

1. A student says they feel pressured to attend club socials where alcohol is involved.
2. Your Treasurer hasn't replied to messages for two weeks and expense claims are backing up.
3. Someone posts offensive comments on social media while wearing club kit.
4. A committee member says they're overwhelmed and thinking of resigning.
5. Your club only has six members attending training regularly and morale is low.

SECTION 05

MEMBERSHIP

Keeping your club funded.

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MEMBERSHIP

Membership & payment options

- **Social Membership, free:** voting rights, club mailing list, come-and-try sessions, and socials. Does not include insurance cover.
- **Pay-per-session**, ideal for hired facilities.
- **Playing/Competitive Membership:** varies by club, includes insurance for training and competition.
- **Cross-club deals,** e.g. a small add-on fee for access to another club like MMA + Kickboxing.
- **Full-year or termly** memberships.

Important, for insurance purposes: only members with a valid playing/competitive membership should attend training. Social membership alone doesn't cover you (only covered for come and try and tryout period). From 1st November 2026, everyone will need a paid membership to access a club session.

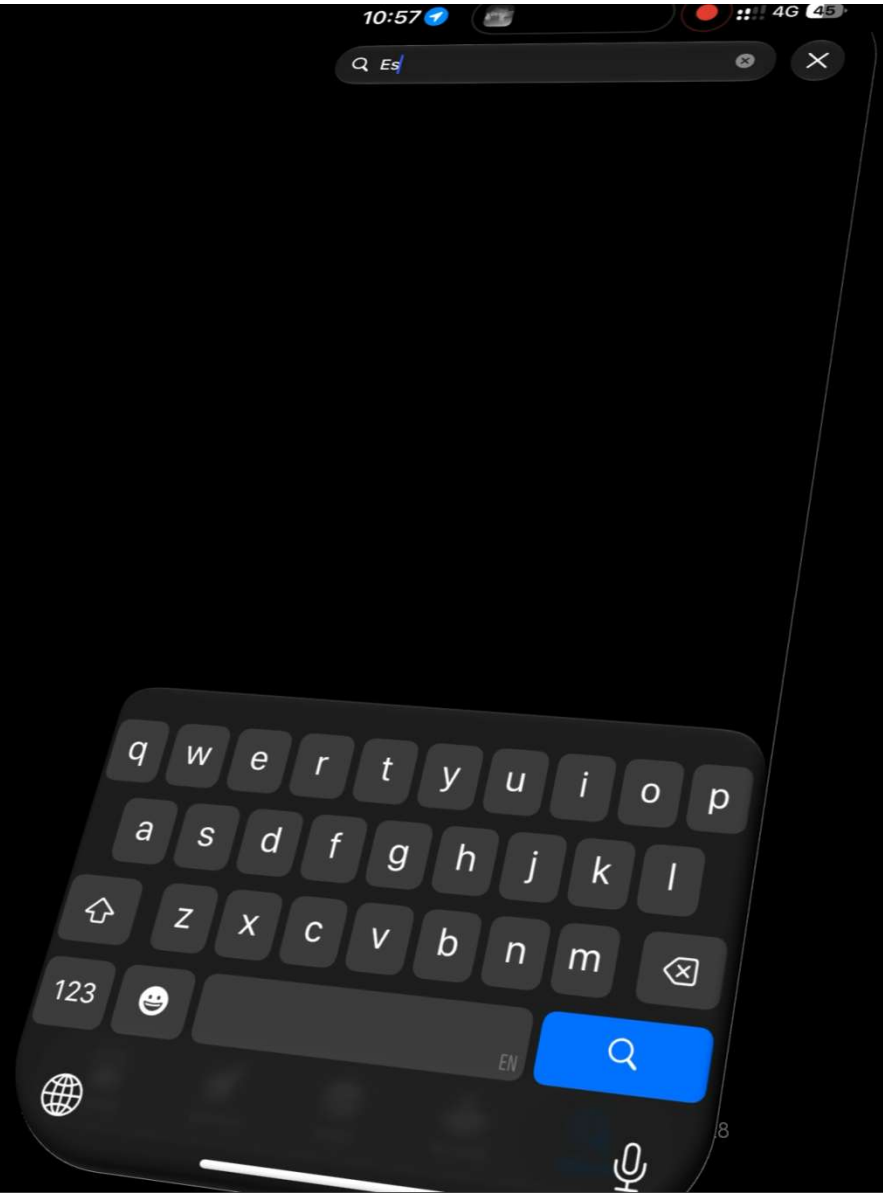
Slide 29

NR1 Same comment re. bullet points.
Neale, Robert, 2026-09-28T10:47:19.289

MEMBERSHIP

Booking on the Essex Sport app

- **All sessions are booked through the Essex Sport app,** including come-and-try, tryouts and regular training.
- **Members search for your club,** select a session, and book their place directly.
- **Bookings help us track attendance** and manage capacity, so encourage members to always book ahead, even for free sessions.
- **Having trouble?** Talk to Blades staff, we can help members get set up.



NR2

MEMBERSHIP

Booking on the Essex Sport app



Slide 31

NR1 Love the video. Do we need content from Rebels onwards?
Neale, Robert, 2026-09-28T10:50:15.296

NR2 Text is obscured when in slide show mode.
Neale, Robert, 2026-09-28T10:54:04.844

SECTION 06

EVENTS AND PROMOTION

Getting your club seen, and celebrated.

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EVENTS AND PROMOTION

Come & Try sessions and tryouts

- **All sessions are on the What's On page.** Please promote yours on social media too, we'll also feature them on the @essexbladessu Instagram page and digital screens between Squares 3 & 4.
- **Students must book onto the Essex Sport app.** Sessions are free throughout October unless you've told us otherwise, still must be booked.
- **Super important** for attracting new members.



Slide 33

NR1 Text is obscured by video when in slideshow mode

Neale, Robert, 2026-09-28T10:52:25.316

EVENTS AND PROMOTION

Freshers Fair · 9th October

Advertise your club and teams, promote come-and-try and tryout sessions, and grow your membership.

10am — Set up. Tables, flyers and QR codes provided.

11am to 12pm — Quiet Hour.

12 to 4pm — Standard opening.

- **Make your stall engaging and welcoming.** The more interactive, the better.
- **Want anything for your stall?** Talk to us, we can help you use your club funds to order some.
- **Please make sure** you've signed the Freshers' Fair agreement form (email has been sent out).



EVENTS AND PROMOTION

Standards and awards

- **We would always encourage** your club to strive for a Gold Standard and apply to the relevant awards.
- **Start now, and track as you go:** don't leave it until the deadline, log evidence of what your club is doing throughout the year.
- **Sometimes** there is funding available for clubs that achieve one of the three standards.
- **Standards/Awards** section on the website is very helpful and where you can access application forms.
- **Sports Awards** will be held on Wednesday 12th May.



Form deadlines

- **Friday 2nd April:** Sports Awards
- **Friday 9th April:** Club Standards

EVENTS AND PROMOTION

Elections

- **General Elections are usually held in term 2**, to decide who runs the club for the next academic year.
- **Core roles** (President, VP, Welfare Officer, Treasurer) run alongside student leadership elections, for wider visibility.
- **Non-core roles** are elected in May through the By-Elections.

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BY-ELECTIONS

By-elections are held in October for unfilled roles. Nominations open first, followed by a short campaigning period, then online voting, roughly two weeks start to finish. Here are the dates for this upcoming October By-Election:

- 5th October 10am -18th October 11:59pm – **Application Period**
- 28th October 10am – 30th October 11:59pm – **Polling Period**

Slide 36

NR1 Show bullet points enter screen alongside relevant text?
Neale, Robert, 2026-09-28T10:56:15.845

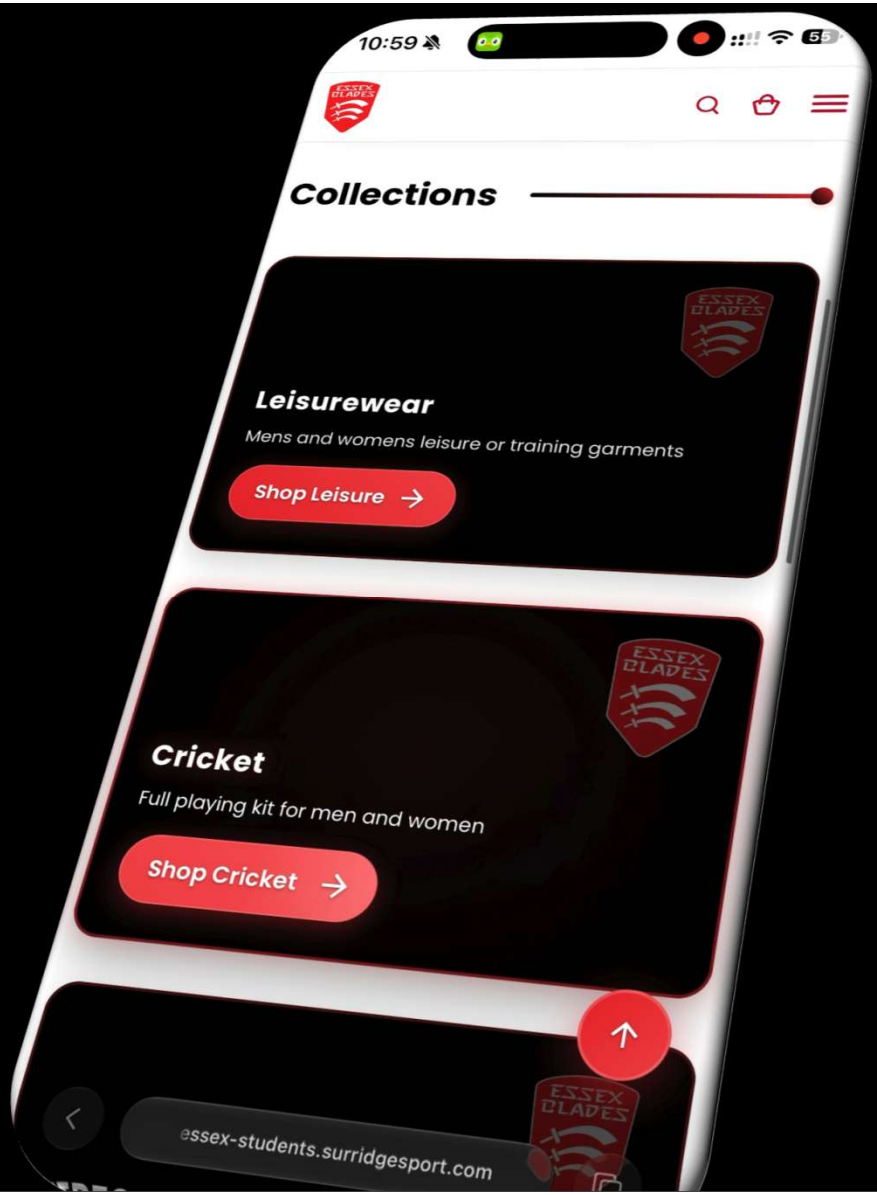
NR1

EVENTS AND PROMOTION

Ordering clothes and equipment

NEW: the Surridge range has landed, including fleeces

- **BUCS kit:** provided by Essex Sport, not replaced annually. Clubs maintain and pass it on each year, captains keep it clean, safe and accounted for.
- **Ordering extra gear:** personalised items are paid for by members through the club account, with a clear payment description. Order through the Blades team, who liaise with Surridge.
- **New kit designs:** there's a design submission window each year, ask Blades staff for this year's timeline before you finalise anything.
- **New equipment:** email Hannah Mortier, hannah.mortier@essex.ac.uk. Needs Treasurer approval, and comes out of club funds.



Slide 37

NR1 Text is obscured by videos

Neale, Robert, 2026-09-28T10:56:52.205

TRAININGWEAR RANGE - NEW ADDITIONS



UNI OF ESSEX
SUSTAINABLE
WIDE LEG JOGGER
FEMALE FIT



UNI OF ESSEX
CLASSIC SWEATPANT
SS324
UNISEX FIT



UNI OF ESSEX
LIGHTWEIGHT SWEATPANTS
SS904
UNISEX FIT



UNI OF ESSEX
HEAVY WEIGHT T SHIRT
AM015
UNISEX FIT



UNI OF ESSEX
BEPSOKE FLEECE
UNISEX FIT

EST. 1867

WWW.SURRIDGESPORT.COM

SECTION 07

CLUB OPERATIONS

The recurring admin that keeps your club running smoothly.

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CLUB OPERATIONS

Blades General Meetings

- **Twice per term,** at least 2 committee members per club must attend. You'll get a calendar invite (requirement for Standards).
- **Dates: Monday 2nd November – First General Meeting of the Year. 2nd General Meeting – 8th December**
- **Agenda item?** Email blades@essex.ac.uk in advance.
- **Covers:** term-specific info, training and facility updates, and other club news. Your input is always welcome.



Slide 40

NR1 Same comment re. bullet points. Do we need a second GM date for Autumn term? If so, can this be put on the slide?

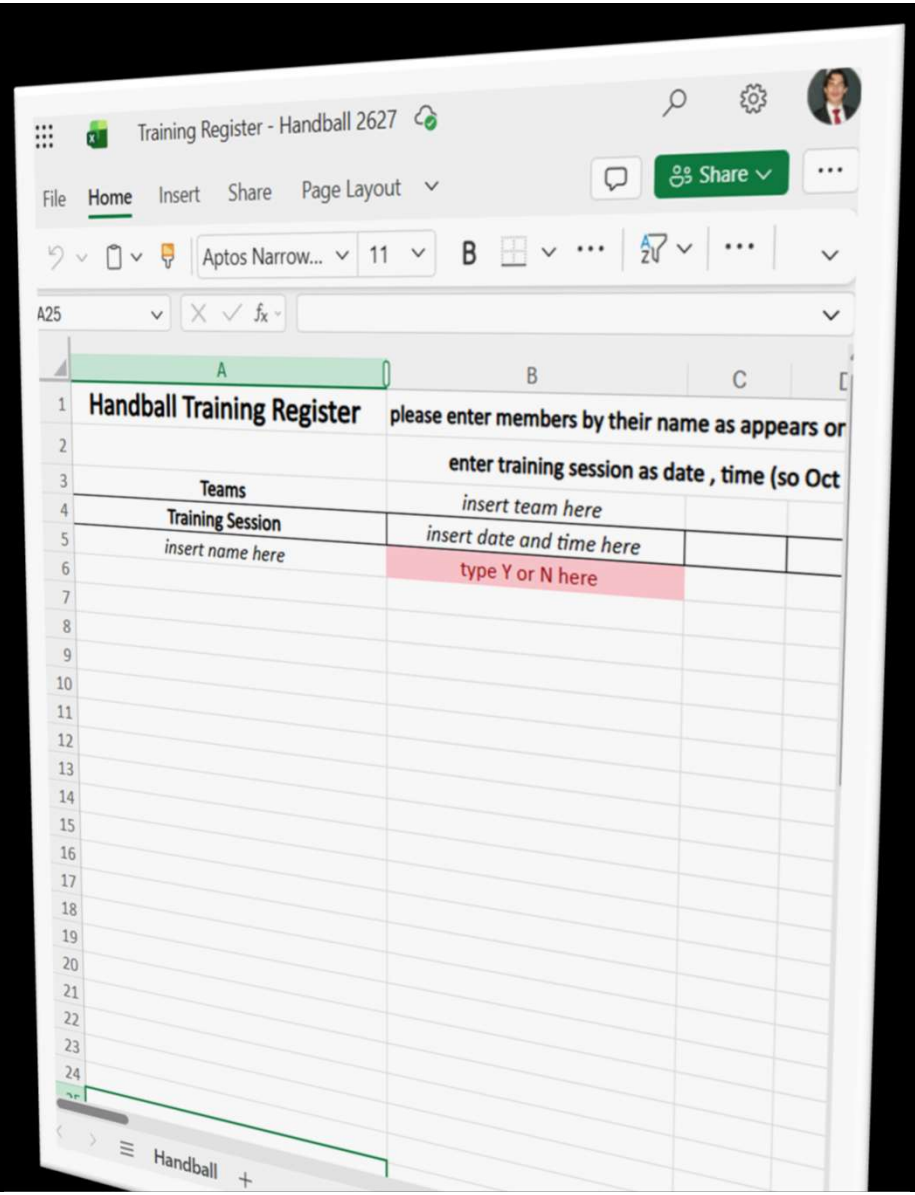
Neale, Robert, 2026-09-28T10:59:35.644

NR1

CLUB OPERATIONS

Training registers

- **Each committee gets an Excel register template.** Enter the session date and start time in the top row, e.g. '8 Oct 17:00'.
- **List members' full names** in the left column, exactly as shown on their student ID.
- **Mark attended or absent** for each session.
- **Update it weekly,** reminders go out if it falls behind. Best assigned to a few people, e.g. the VP for their training team, captains for the rest.



Slide 41

NR1 Same point re bullet points

Neale, Robert, 2026-09-28T11:00:54.520

CLUB OPERATIONS

Essex Sport floodlight training

- **If your club trains under floodlights,** you'll need a brief session on how to operate them.
- **Further details to follow.**



CLUB OPERATIONS

Booking travel

- **We don't cover transport** for non-BUCS events.
- **We can still book it for you** via Trainline or our Roman Coaches agreement, the cost comes from your club fund.
- **Booking with an outside company? Be careful.** Scams exist where the money's taken and transport never shows, go with a reliable company.
- **Make sure you have the funds to cover the costs:** no expenses are approved unless agreed with us first.



CLUB OPERATIONS

First aid training

- **Every committee needs at least 2 people** trained in first aid. Already certified? Let us know so we can update our records.

Three sessions, book via What's On:

- **Monday 12th Oct:** 10:00 to 12:00, and 13:00 to 15:00.
- **Monday 19th Oct:** 13:00 to 15:00.
- **All attendees** get a certificate.



SECTION 08

BLADES EXEC COMMITTEE

A new opportunity for you to lead Essex Blades

COMING UP

Blades Exec Committee (NEW)

Every Blades club is backed by a central exec, elected by students, working alongside our staff team.



President



Vice President



Club Development Officer



Community, Events & Fundraising Officer



Welfare & Inclusivity Officer

BLADES EXEC

Meet the committee



President

Leads the exec and represents Blades to the University and Students' Union.



Vice President

Holds the President to account. Leads on Council, communications and the newsletter.



Club Development Officer

Checks in with every club, and helps them grow or get back on track.

BLADES EXEC

Meet the committee



Community, Events & Fundraising Officer

Supports the running of Derby Day, Freshers' Fair and fundraising across all clubs.

NR1



Welfare & Inclusivity Officer

An independent contact for welfare, culture and inclusion concerns.

Want to get involved? Applications open 5 October and close 15 October. Voting runs online from 28 to 30 October, with results announced at the General Meeting on 2 November.

Slide 48

NR1 Sounds scary - needs adjusting imo
Neale, Robert, 2026-09-28T11:07:34.580

SECTION 08

CLUB CULTURE

Every committee sets the tone for their club. Here's what we expect, and where a concern can go.

CLUB CULTURE

Hazing and initiations



Zero tolerance.

Anything that pressures, humiliates or endangers a member isn't a tradition. It's a breach of the Code of Conduct, and it will be treated as one.

This matters: breaches are handled through the Essex Blades disciplinary procedure. If in doubt, contact blades@essex.ac.uk, SU Advice, or Report & Support.

CLUB CULTURE

Getting it right



Set the tone early

Talk to your members about what's expected before the season starts, not after something's gone wrong.



Make it welcoming for everyone

Be mindful of international students and anyone new to UK club culture. Small gestures make a big difference.



Know where concerns can go

Can't raise something with your own committee? The Welfare & Inclusivity Officer is there for exactly that.

BEFORE YOU GO

Questions, then the Moodle quiz

- **We've a few minutes for any questions.**
- **Please watch the manual handling video** before completing the quiz.
- **17 questions**, pass mark 14/17.
- **Any issues accessing the quiz**, let us know.



THANK YOU

Thank you for listening.

Got questions? Email blades@essex.ac.uk or WhatsApp us on 07935 134538.

We'd love your feedback on today's format; look out for a short survey after this session.