

SOLENT

UNIVERSITY



SOLENT SPORT
CLUB HANDBOOK



CONTENTS

Welcome	2
Useful contact information	2
Key dates in 2018/19	3
Solent Sport core value statements	4
Club stalls at the 2018 Sports Fayre	6
Team Solent club membership and kits	7
British Universities and Colleges Sport (BUCS)	8
How do BUCS Wednesday fixtures work?	10
Facility booking procedure	11
Accommodation booking procedure	11
Club Development Plan (CDP)	12
The Team Solent club structure	15
Equal opportunities	16
Social media	17
Fundraising and sponsorship	18
Branding	19
Health and safety regulations	20



WELCOME TO SOLENT SPORT

As an integral part of the University's lifestyle, Solent Sport is committed to providing a quality service to all Solent University students, while also supporting the needs of staff, alumni and the local community.

Our product and service range is carefully designed to maximise sporting opportunities and to underpin the student experience in Southampton. We offer competitive and recreational sport, as well as additional support for talented athletes.

Our facilities include a state-of-the-art football venue as well as multi-use indoor sports halls, and exciting development plans are in place to greatly enhance our sporting provision, including a new indoor Sport Centre due to open in mid-2019.

These are exciting times for sport at Solent University, and we would like you to be part of it. So, let us know what you would like to get involved in – we are here to cater for all your sporting aspirations.

Looking forward to seeing you,

Martin Nailor

Head of Solent Sport

USEFUL CONTACT INFORMATION

Marketing and Brand Team

Email: marketing@solent.ac.uk

Public Relations Team

Email: social.media@solent.ac.uk

Head of Sports Programmes

Matthew Bishop

Tel: 023 8201 3125

Basia Dudek

Club Development

Tel: 023 8201 6470

Kate Peckham

Sports Programmes Manager
(Club Development)

Tel: 023 8201 6470

Liam Dell

Sports Development Officer
(Administrator)

Tel: 023 8201 3413 or 07881 014588

Solent Sport Reception

Tel: 023 8201 3277



KEY DATES IN 2018/19

Captain's training

Tuesday 18 September 2018
2.30–4pm
Location: TBC

Sports Fayre

Wednesday 19 September 2018
9.30am–4pm
Guildhall Square

Trials week

From Friday 21 September 2018
Start of the BUCS season
Wednesday 3 October 2018

End of the BUCS season

Sunday 17 March 2019

BUCS Nationals

Friday 15 – Sunday 17 February 2019

BUCS Conference Cup final

Wednesday 6 March 2019

BUCS Trophy final

Wednesday 13 March 2019

BUCS 'Big Wednesday'

Wednesday 13 March 2019

Student Management Group (SMG)

Friday 12 October 2018
Friday 7 December 2018
Friday 8 March 2019

Varsity week

Monday 6 May 2019

Sports awards

tbc

AGM and club handover

tbc



SOLENT SPORT CORE VALUE STATEMENTS

INTEGRITY

Demonstrate honesty and a commitment to setting individual and collective 'high standards' in everything we do in our lives.

[#strivingforexcellence](#)

INCLUSIVITY

Value individual skills, experience and the ability to express ideas and opinions in an open-minded and reflective manner and within team collaborative discussions.

[#allforone](#)

RESPECT

Respect processes, values and individual opinions, 'champion' the best ideas and at all times act in a professional manner, always supporting each other, no matter what.

[#respecteachother](#)

OWNERSHIP

'Flick the Switch' – Take pride in our work and be individually and collectively accountable for our decisions and actions.

[#flicktheswitch](#)

ENGAGEMENT

Commit to and support personal and professional development and learning, identifying and engaging with key stakeholders to further develop our programmes.

[#neverstoplearning](#)

TEAMWORK

Utilise one another's strengths, celebrate every success, work cohesively to achieve common goals, while continually checking and challenging progress.

[#oneteam](#)

[#WeareSolent](#)





CLUB STALLS AT THE 2018 SPORTS FAYRE

- A table is allocated to your club which you will be able to access from 8.30am on Friday 21 September. Please email liam.dell@solent.ac.uk to receive a copy of the floor plan.
- Stalls cannot be moved on the day as their positions have been publicised.
- Make sure you have enough club members to staff your stall at all times.
- Wear your club kit so visitors can easily identify you and your club members.
- Make your stall as eye-catching as possible to raise interest from potential members. Use your natural abundance of enthusiasm and imagination, but don't forget that the space is limited.

- If you have special requirements (for example, noticeboards, power points for laptops, videos, hanging space for hang gliders), let the Sports Development Team know as soon as possible prior to the event. Resources are limited and distributed on a first-come first-served basis. If your club is using personal equipment, it has to go through a safety check before you set it up.
- Staff your stall with friendly and approachable athletes who are likely to convince potential members to sign up.
- Make sure all current members read your club constitution and code of conduct before the event in order to provide accurate information to visitors.
- Clubs must set up and clear away their own stalls.



Solent Sport staff members will be on hand for the entire duration of the event at Guildhall Square and East Park Terrace in case you need any help or advice.



TEAM SOLENT CLUB MEMBERSHIP AND KITS

You can buy your membership online by completing the following steps:

1. Create your log-in details at:
eshop.solent.ac.uk
2. Choose your club and complete the form.
3. Pay your membership in full or by instalments (50 per cent of the full amount in October and the remaining 50 per cent in January).
4. You will then receive payment confirmation via email.

REMEMBER:

- 'No pay, no play'.
- Deadline for payment for BUCS teams is 19 October 2018.
- Deadline for payment for non-BUCS teams is 19 October 2018.
- Deadline for second payment for BUCS and non BUCS teams is 18 January 2019.
- If you have any queries, please contact
Basia.Dudek@solent.ac.uk

If a team member has quit due to injury or otherwise, they need to contact Solent Sport in writing as soon as possible in order to avoid additional membership charges.

Overdue payments will be sent to finance and you will be charged additional fees as per University procedures and membership T&Cs.

WHAT DO THE MEMBERSHIP FEES INCLUDE?

- BUCS affiliation
- BUCS entry fees
- NGB affiliation
- Transport to and from away fixtures
- Training costs
- First aid and safety
- Insurance
- Officials and referee cost
- Discounted gym memberships.

For more details about Solent Sport gym memberships, visit
solent.ac.uk/memberships

TEAM SOLENT KITS

You can order your kit online through the Creative Images virtual shop. Please use the following link:
bit.ly/TeamSolentKits

BRITISH UNIVERSITIES AND COLLEGES SPORT (BUCS)



WHAT IS BUCS?

BUCS organises the National Championships in March, called the BUCS Nationals. The event has been hosted in Sheffield and Leeds in recent years. In 2013 nearly 6,000 student athletes competed across 12 sports over five days, with 145 national titles up for grabs.

The BUCS fixture programme is the most prestigious competition that Solent University enters. There are five conferences: Western, Midlands, Northern, Scotland and South Eastern.

HOW IS THE SEASON PLANNED?

The format of your season depends on your sport and what tier you play in. However, most teams will be involved in a regular league season, with weekly fixtures on a Wednesday afternoon.

For teams playing in Tier 1 (Southern Premier or Division 1 without an integrated cup competition), the league season will run from October until the

beginning of February. The season will carry on into the important knockout stages, when teams will attempt to qualify for the BUCS National Championships. The further teams progress in this competition, the more points they get for the University in the overall BUCS university table (points are usually awarded from the quarter-finals stage).

For teams playing in Tier 2 or below, the league season will run from October until the end of March, and clubs will also play in the BUCS Conference Cup.

BUCS offers three cup/knockout tournaments alongside league competitions. These are:

1. BUCS First Team Championship (for teams in Premier Division or Tier 1)
2. BUCS Trophy (for teams in Premier Division or Tier 1)
3. BUCS Conference Cup (for Conference teams in Tier 2 or below)

BUCS POINTS

BUCS points will be issued to teams and individuals depending on their final league/competition position.

Knockout points		
Championship	Trophy	Conference Cup/Shield
Winner 50 points	Winner 30 points	Winner 20 points
Runner-up 35 points	Runner-up 21 points	Runner-up 13 points
Losing semi-finalist 24 points	Losing semi-finalist 14 points	Losing semi-finalist 9 points
Losing quarter-finalist 16 points	Losing quarter-finalist 10 points	Losing quarter-finalist 6 points

Any team conceding a walkover during a knockout competition will not receive any points from that competition. This will not impact on points awarded for league finishing positions.

If a team concedes a walkover in a league or cup fixture, they will be withdrawn from the BUCS programme.

League points				
Premier League	Tier 1	Tier 2	Tier 3	Tier 4 and below
1st place 50 points	1st place 30 points	1st place 20 points	1st place 10 points	1st place 10 points
2nd place 42 points	2nd place 26 points	2nd place 16 points	2nd place 6 points	2nd place 5 points
3rd place 38 points	3rd place 24 points	3rd place 4 points	3rd place 4 points	3rd place 1 point
4th place 36 points	4th place 23 points	4th place 13 points	4th place 3 points	4th place 0 points
5th place 34 points	5th place 22 points	5th place 12 points	5th place 2 points	5th place 0 points
6th place 32 points	6th place 21 points	6th place 11 points	6th place 1 point	6th place 0 points

There are slightly different points breakdowns for certain sports that have different league structures (mainly different Premier League point structures) which are not listed above. These sports are cricket, golf (Scotland only), rugby league, rugby union and squash. Teams will receive half of these points if they concede one walkover in the season, and will receive no points if they concede more than one walkover.

Individual championships				
Individual events	Team (from individual scores/times)	Team (stand-alone championships)*		
1st place 12 points	1st place 20 points	1st place 50 points	1st place 31 points	1st place 20 points
2nd place 8 points	2nd place 14 points	2nd place 35 points	2nd place 21 points	2nd place 14 points
3rd place 6 points	3rd place 10 points	3rd place 24 points	3rd place 14 points	3rd place 10 points
4th place 4 points	4th place 7 points	4th place 16 points	4th place 12 points	4th place 7 points
-	5th place 5 points	5th place 14 points	5th place 11 points	5th place 5 points
-	6th place 3 points	6th place 12 points	6th place 9 points	6th place 3 points
-	7th place 2 points	7th place 10 points	7th place 7 points	7th place 2 points
-	8th place 1 point	8th place 8 points	8th place 5 points	8th place 1 point

*Please note that in stand-alone team championships, when there is a straight knockout competition and teams cannot be separated as above, teams will be given equal points (3rd–4th and 5th–8th given equal points when applicable). For example, losing semi-finalists in the Trophy would be given half the points total of 3rd and 4th-placed finishes. $14 + 12 \text{ points} = 26 \text{ points}$, divided by the two teams, means both teams will receive 13 points each.



HOW DO BUCS WEDNESDAY FIXTURES WORK?

CAPTAIN PACKS

Captain packs will be produced each week, ready for collection at Solent Sport reception (SH102) by Friday lunchtime.

TEAM SHEETS

Team sheets must be handed back to the Sports Development Team by Tuesday lunchtime, including the names of participants selected for Wednesday fixtures. Only club captains are allowed to complete this form. The aim of team sheets is to manage and allow enforcement of players' movement between teams within the same sport, in accordance with BUCS regulations (in reference to regulation 6.5/6). Team sheets also ensure that every participant is eligible to take part in BUCS competitions. Please refer to the team sheets regulations.

TRANSPORT (AWAY FIXTURES)

Transport will leave from and return to the 'library'. Departure times will be sent to club captains each week. If the minibus has not turned up or if you cannot find the vehicle that has been booked, please call Liam Dell on **07881 014588**.

POST-MATCH RESULTS

Text Liam Dell the results and scores immediately after the game on **07881 014588**. Please include the following information: your name, club, team, score and opposition's score. Some clubs will have to provide detailed information – for example, rugby: number of tries and conversions; cricket: number of runs, overs and wickets.

PLAYING UNDER PROTEST

If you feel on arrival or before the start of the fixture that the playing conditions do not adhere to those outlined in the BUCS regulations (for example, there is no qualified referee to take charge of the game), please fill in the Playing Under Protest form (PUP) and make note of the following matters:

- What the issue is.
- How it affects you.

Both teams must sign the PUP form. Please ensure that forms are completed and signed prior to the start of play - any form filled in after the event will be deemed as void by BUCS. Please hand back the form to Liam Dell by 10am on the next working day.



BOOKING PROCEDURES

FACILITY BOOKING PROCEDURE

All Team Solent clubs have been allocated time slots to accommodate their training needs as best as possible. Unfortunately, we have limited evening training slots and have to share these out between all clubs. We do, however, have morning and afternoon availability.

If you wish to have additional regular training sessions, please follow the procedure below:

Arrange a meeting with Basia Dudek (Basia.Dudek@solent.ac.uk) or send her an email with the following information:

- The facility you require
- Suitable times and days
- What you will be using the facility for
- Why you require additional training time(s).

Note: please be aware that one-off bookings may incur an additional charge as they are not included within the club fees.

ACCOMMODATION BOOKING PROCEDURE

Undertake this procedure **six weeks** before the event:

1. Download the 'Accommodation Booking Request' off myCourse and complete all details.
2. Email the form to your Sport Liaison Officer who will confirm if the request is sufficient.
3. Official confirmation will be sent 7–14 days prior to the event.



CLUB DEVELOPMENT PLAN (CDP)

You can improve the operating procedures of your club with a club development plan (CDP). It will allow you to formulate short-, medium- and long-term aims and objectives, as well as prioritise projects and funding schemes in order to achieve your goals.

Producing a CDP is often perceived as an onerous task, taking up valuable volunteer time. On the contrary, having a CDP in place will save you time and effort in delivering your long-term club development strategy. Members with knowledge, experience, drive and enthusiasm should lead on the implementation of the CDP.

A good CDP should be based on the club's current position and a realistic medium- and long-term model (usually three to five years). The plan can incorporate player and volunteer recruitment targets, coach and referee development, and any 'on and off the field' areas that can be improved.

AIMS OF THE CLUB DEVELOPMENT PLAN

- To identify and prioritise aims and objectives
- To use club resources more efficiently
- To implement a professional and business-focused approach
- To be proactive, not reactive
- To improve chances of securing external funding
- To attract new members
- To develop services for members
- To improve links for sponsorship and fundraising.

THE CLUB DEVELOPMENT PLAN SHOULD BE BASED ON FIVE SIMPLE THEMES

1. History: where have we come from?
2. Audit: where are we now?
3. Aims: where do we want to be?
4. Plan: how will we get there?
5. Review: how will we know we have achieved our targets?

For more information on the club development plan, please contact
Basia.Dudek@solent.ac.uk





THE TEAM SOLENT CLUB STRUCTURE



The criteria below are for setting up the foundations of all Team Solent clubs. These will ensure the welfare of all members, allow Solent Sport and team captains to manage a sustainable and adequate club structure for all players, and introduce new procedures to run each club more efficiently.

The Sports Development Team will be working with each club to ensure that you have all the criteria below in place:

- Set up a club committee structure of at least three members
- Design a club constitution approved by the Sports Development Team
- Organise regular committee meetings (at least twice each term)
- Hold a viable AGM
- Collaborate with the University's Marketing Team to maximise the club's social media and marketing presence
- Adhere to recruitment targets
- Name an official ambassador to represent your club at the Student Management Group (SMG)
- Implement and communicate a code of conduct and guidelines.

CLUB COMMITTEE

Committee meetings give members the opportunity to discuss aims and objectives, keep up-to-date with current events, generate innovative ideas, solve problems, make decisions, evaluate progress and gather information. By starting with careful planning and finishing with a thorough follow-up, you will find meetings can almost run themselves.

Here are some tips to make your meetings successful and productive:

1. Set up the meeting's objective(s) in advance
2. Communicate what you are trying to achieve during the meeting to all the participants
3. Draft an agenda: inform people of the purpose of the meeting and topics for discussion, date, time, location, duration of the meeting, minutes from the previous meeting, committee members' reports, and any other business that is not already on the agenda.

WHAT IS THE STUDENT MANAGEMENT GROUP?

The purpose of the SMG is to give every club the opportunity to have a voice and communicate feedback to the Sports Development Team on club-related matters, and to promote unity and integration between clubs.

Other important issues, including the management of transitions between club officials and committees at the end of every academic year, as well as club development matters, are mentioned at the SMG meetings.

Attendance is compulsory. Two SMGs will be organised in the first and second terms and one in the third term. The SMG has a formal structure comprising a Chair, an Assistant Chair and a Secretary.

- The SMG gives each club the opportunity to have a voice.
- The SMG provides students with great club management experience.
- Each SMG representative will access continuous professional development (CPD) opportunities through the BUCS Deloitte Leadership programme.
- Each SMG representative will receive 50 per cent off their membership fees for the following academic year.



EQUAL OPPORTUNITIES

Solent Sport is committed to equal opportunities for all. We recognise our ability to reduce some disadvantages that can be experienced by students and try to offer services that are responsive and available to individuals and groups with different needs.

We want our services, facilities and resources to be accessible and useful to every student, regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation or any other individual characteristic which may unfairly affect a person's opportunities in life.

We recognise that we have a diverse student community which has different experiences, values and beliefs. We commit ourselves to valuing the diversity in our student community and respecting distinctive identities within it.

We regard equal opportunities as a means not only of reducing discrimination but also of ensuring that our organisation responds to the needs and desires of our members and customers. We recognise that our equal opportunities policy will help us to be more responsive to the needs of our members and customers.

Solent Sport is committed to achieving:

- women's equality
- racial equality
- disability equality
- sexual orientation equality
- equality irrespective of age and religion.

If you ever feel that you or a member of your club has experienced discrimination at any level, please inform a member of the Sports Development Team. If you are sitting on your club's committee, you have the responsibility to ensure that none of your club members suffer discrimination and that everyone feels welcome in your organisation.

SOCIAL MEDIA



PERSONAL ACCOUNTS

You are accountable for any updates that are made public on your personal account about Solent University, as well as your team. If you say anything that can be perceived as offensive or inappropriate, especially regarding a match, you can be fined by any sports association, such as the FA, and action can be taken by the University.

TEAM ACCOUNTS

Do...

- ✓ Think of the purpose of each post: who is your target audience and what are you trying to achieve through that post?
- ✓ Use multimedia: images, links and videos are proven to gain more reach.
- ✓ Remember that each social media platform has a slightly different audience, so write your post differently for Facebook and Twitter.
- ✓ Be creative with your updates: Facebook recognises what posts will be popular and more likely to display creative content on your fans' newsfeeds.
- ✓ Keep up-to-date with current news. If there is a news story or article that relates to your team, feel free to share it with your followers. Though the news may not be directly linked to you or your club, it may still be of interest to your fan base.
- ✓ Make your page look as good as possible: this means you should have a good profile picture, cover image (Facebook) and background image (Twitter) that represents your club. This will help the page to stand out from the crowd.
- ✓ Ensure your social media pages meet the Team Solent brand guidelines that were communicated to your team at the captain's training.
- ✓ Send any news to **social.media@solent.ac.uk** so the University can choose to share it on the Solent Sport, Team Solent or Solent Official social media accounts.
- ✓ Respond accordingly to any comments made by your followers. If, on rare occasions, you receive any negative comments, please inform the Social Media Team at **social.media@solent.ac.uk** who will advise you on how best to respond.
- ✓ We advise that you create a group rather than a page for your team. If you don't update it for a while, it will not matter as much as if it were a page. All updates you wish to publicise can be shared through the Solent Sport or Team Solent social media pages.
- ✓ All new pages/groups need to be approved first by the Social Media Team. Please send details of any new group or page to **social.media@solent.ac.uk**

Don't...

- ✗ Use offensive language within an update, swear or speak negatively of opposing teams.
- ✗ Post in a hurry: if you post in a rush, you risk making mistakes. Check your grammar and spelling before you post a status and ensure the information is correct. It is better to not post a status at all than to post wrong content.
- ✗ Forget to post: social media platforms need to be updated on a regular basis to keep your followers engaged.
- ✗ Ignore anyone (unless it's spam).
- ✗ Post anything that is too personal about yourself or anyone else. For instance, if you live tweet from a Team Solent game, don't post anything about any bad injuries as the player's family and friends may see it online and worry.



FUNDRAISING AND SPONSORSHIP

Sponsorship is a great way to get some extra income for your club. Before you look at sponsorship, you need to understand the different ways that this money can be received: sponsorship or donation.

SPONSORSHIP

Sponsorship is an amount of cash and/or in-kind support given to a club in return for a reward (for example, advertising space, attendance at an event, access to your membership, etc).

VAT is deductible on sponsorship (for example, if a company gives you £500, you'll receive £400 – at 20 per cent VAT rate – so you need to agree the amount plus VAT).

DONATION

A donation is where an external party gives a club an amount of money and/or in-kind support to benefit the club and requires nothing in return. VAT is not deductible on donations.

For VAT reasons, the invoice and payment received must go through the Solent University Finance Team at
basia.dudek@solent.ac.uk

HOW DO YOU GO ABOUT GETTING SPONSORSHIP OR A DONATION?

- Look at what your club needs and does: trips, tours, events, socials, competitions, etc.
- Look at what your club could benefit from: association with a specific organisation or product.
- Look at what you can offer to a prospective sponsor: weekly socials and/or events, publicity through clothing, website, logo on equipment, contact with your members.

WHAT CAN BE SPONSORED?

If the sponsorship/donation is for a specific purpose, then the money must be spent on this. If not, it can be used to subsidise general club expenditure such as publicity, clothing, equipment, club awards or transport, or for any other purpose agreed with the Sports Development Team.

APPROACHING A SPONSOR

Any company, large or small, can be a potential sponsor, provided that the activities of that company comply with Solent University's ethical standards. The most popular sponsors tend to be companies associated with your club's activity. Do some background research and find out more:

STEP 1: Who?

- Find out more about the company.
- Think about how the company's work relates to your aims and activities, and consider whether they may be likely to support you.
- Find out whether the company has done anything similar in the past and if there are existing links with Solent Sport or Solent University.

STEP 2: How?

When approaching a company, make sure your first communication is addressed to the right person. Keep the initial contact short, simple and to the point. It should include:

- who you are and what you do
- a brief overview of what you want (for example, if it's money, how much and how it will be spent)
- what the company will get in return (for example, their logo on your t-shirts, publicity, press coverage)
- the duration of the sponsorship (for example, a one-off event or for the full academic year)
- a call to action (for example, how they can contact you to discuss this matter further).

Note: please contact the Sports Development Team to get a standard letter template.

STEP 3: Contracts

If a company agrees to sponsor you or to give you a donation, you will need to have a written contract outlining the agreement – never rely on a verbal agreement.

The contract should include:

- full contact details including addresses for both parties
- the obligations of both parties
- the sponsorship amount – this must exclude VAT, so remember to allow for this or you could be getting less than you think

- a start and end date
- signatures on behalf of both parties.

Some companies prefer to use their own contracts; make sure you read the small print and show the contract to the Sports Development Team before you sign anything. This is to make sure that the contract does not conflict with other commitments Solent Sport may have, and to make sure you get a good deal.

Note: please contact the Sports Development Team to get a standard contract template.

ONCE YOU'VE SIGNED THE CONTRACT:

- Make sure both parties and the Sports Development Team get a signed copy of the contract.
- The Finance Team will invoice the company for the agreed amount.
- Once the invoice is paid, you can spend the money using the form available from the Sports Development Team – please be aware that the money can only be used for the specific purpose agreed in the contract, or, if there is no specific purpose, as agreed with the Sports Development Team.

STEP 4: Maintaining a good relationship

It's important to maintain a good relationship and regular communication with a sponsor throughout the season to increase your chances of getting a new or better deal the following academic year.

BRANDING

Any promotional material produced for your club (for example, posters, flyers, banners, online artwork, merchandise) should be checked by the Marketing Team before the collateral is signed off and published or printed. You must seek guidance and advice from the Marketing Team before using the official Solent Sport or Solent University logo on any promotional material.

Please email any mock-ups, artwork or requests to marketing@solent.ac.uk

HEALTH AND SAFETY REGULATIONS

INCIDENT REPORTING

In the first instance, club officials and qualified first aiders should deal with the accident, making contact with the duty officer at the venue who will have access to first aid facilities, and be aware of the relevant accident procedures to follow. Contact should then be made with the emergency services, if required.

The duty officer and the injured person/people will be required to complete an accident report form.

PROCEDURE TO FOLLOW

1. Contact the nearest first aider who will treat or stabilise the casualty.
2. Ensure the safety of individuals, yourself and the group.
3. Contact the emergency services if necessary.
4. Call Liam Dell on 07881 014588 (during office hours only) to notify him of the incident, with the information below:
 - Your name and where you are calling from
 - The name of the club involved
 - Whether a trip registration form has been completed
 - A brief description of the incident
 - The name(s) and number(s) of student(s) involved
 - The name of the hospital where any casualties have been taken
 - The name(s) and number(s) of any police officer(s) involved with the incident.

A Solent University staff member will then contact the relevant stakeholders who will implement the necessary action(s), and will come back to you with information on what to do next.

DISCLOSURE OF INFORMATION

In the case of serious incidents or accidents, relatives must be contacted in the first instance by the police or Solent Sport, rather than the media. Unofficial statements to the media should also be avoided as they may affect any legal proceedings. Therefore, all club members are advised to liaise with the emergency services and adhere to the following rules and regulations.

Information to provide to the emergency services:

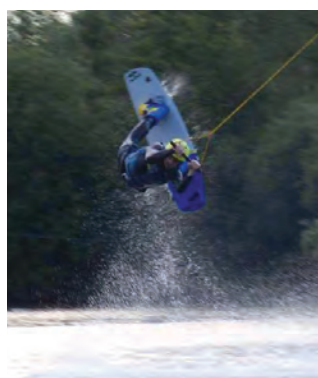
- Full name(s) of the casualty and any personal details required by the emergency services
- Name and address of next of kin
- Name(s) and telephone number(s) of any University staff member(s) or official(s) that you have made contact with.


X Do not make any statement to the media other than 'no comment'.

X Do not discuss any aspect of the incident with anyone who is not connected with the emergency services.

All incidents must be reported to the Sports Development Team within 24 hours.

On your return to the University you must report to a member of the Sports Development Team who will discuss the incident with you and help you complete an incident report form.





Solent University
East Park Terrace
Southampton
SO14 0YN

T. +44 (0)23 8201 3277

E. solent.sport@solent.ac.uk



[/MySolentSport](#)



[@MySolentSport](#)



[/MySolentSport](#)

www.solent.ac.uk/sport