

Competitions Committee Future working paper

Introduction

Since its inception, the Scottish Universities Sport Competitions Committee (Comps) has pioneered many new developments which have improved the sports programme. These developments have reflected the status, evolution and resources of SUS, and have been built on the administrative and financial procedures of the day. Recent developments within SUS and SCS have prompted an examination of future working procedures to take place.

A review group of Ross Campbell (Comps Chair), Stew Fowlie and Ross Simpson (SUS staff) have met twice since the last executive to review the delivery of the sports programme and to agree recommendations for consideration at Executive.

Review Areas

The group looked at the following areas within the review:

- The role of the Sports Development Coordinator (SDC)
- SUS Events
- Finance
- Fixtures
- Sports Groups

Recommendations

The review team looked to achieve the following by completion of the review process:

- Centralise the work load within each sports programme
- Improve the financial procedures, including removing any liability
- Improve the administration of events
- Improve the management of the programmes
- Make better use of the resources available

The following issues/recommendations were made within each area.

The role of the SDC

The current role of the SDC varies dramatically across the sports programme. Some SDC's run their sports as they have done over a considerable number of years, sometimes dating well before the formation of SUS. This is not always conducive to development and in some instances create an 'it worked in the past' attitude towards new approaches. There are pockets of good practice among the current SDC's too. Moving forward it is important that all SDC's conform to an agreed role within SUS to allow for the future development of the Comps programme.

Recommendations:

- Every SDC will have an appropriate Role Description detailing the expectations, overall time commitment required and a volunteer agreement
- The SDC will have a formal meeting with the Sports Programme Manager (SPM) a minimum of once per year
- All SDC's appointed on a two year contract with a review, where relevant, after one year
- Where appropriate, the SDC shall be recognised as the 'Head of the Sports Group' and Chair any development group meetings within their sport
- The SDC is responsible for submitting an annual budget, sports programme and events template for the consideration and approval by the SPM
 - NB: Templates for all of the above shall be given by the SPM

- The SDC has first responsibility for the Representative Programme but they may appoint someone specifically to run the programme in any year
- The SDC has first responsibility for submitting event results and fixtures within 24 hours of any completed event

SUS Events

In 2010, Comps introduced a three year competition and events calendar across its sports programme. The main function of this calendar was to allow events to be shared appropriately across the sector, ensure bookings were made in advance and to allow those responsible an appropriate amount of time to prepare and promote the events. The competitions calendar has been running for a year and it has been a huge success, ably developed and maintained by Ross Simpson. However this work requires additional support to develop the operation of events. The current processes for application and payment are outdated and in much need of improvement.

Recommendations:

- Team entries for SUS leagues can only be made via the respective Sports Union via an online entry system
 - NB: Discussions should take place with BUCS to 'piggy back' onto their new online team entry system
- One invoice created in October and sent directly to the Sports Unions for payment of all team entries
- The continuation of the events calendar with confirmation of the date happening between SUS and the respective facility. After this contact the SDC shall liaise directly with the facility to confirm sports specific information.
- A risk assessment shall be completed prior to every event
 - NB: A standard template shall be given by the SPM
- A full planning of the event to take place by the SDC and submitted for approval to the SPM in advance of the annual planning meeting (see above)
- Event team and individual entries to be submitted online via Sportalise with teams and/or individuals required to pay before submitting entry. Payment shall only be available via Pay Pal or Credit Card - no invoice, cheque or cash payment permitted
 - NB: Entries may be allowed to be taken on the day where relevant
- Event entries will open six weeks prior to the start of the event and close two weeks prior to the start of the event. Universities will be sent a list of event entries during the two weeks prior to the event in case of any issues with individual or team entries
- A weekly email, as part of the weekly promotion of SUS, shall include the relevant events information
- The online entry information will include accurate data on each individual entry with 'required' fields and 'optional' fields to be completed
- One member of the SUS staff will contact all event participants within 48 hours of the completion of the event to provide them with the option of feedback on the event

Finance

The current system for administering finances within the Sports programme is mixed. There has been a gradual move to take all sports accounts into the control and supervision of the SUS main accounts and currently there are only four sports that do not run their finances through SUS. (Athletics, Boxing, Rowing, Volleyball) It should be noted that SUS have not been in a position to control the finances of the sports but have the necessary knowledge and financial systems for this to happen. This area has taken the recommendations of the auditor into account but is also looking to streamline the number of transactions and chasing of payment that the SUS staff currently have to perform. NB: The following recommendations are in addition to those mentioned previously.

Recommendations:

- SUS will be in full control of all Sports budgets as of the 1st June 2011 with NO accounts remaining with any reference to SUS or its Sports.
- All annual budget submissions should be made and approved by the SPM by 1st August each year.

- NB: Budget submissions shall include every event and rep programme within each sport
- No invoicing for medals in the future, these will be part of the annual SUS COMPS budget
- All budgets will breakeven, including a 10% charge coming to SUS to cover the cost of administration
- No sports budget shall have any carry over past June 2012
- As of the 1st June 2011, SUS will only deal directly with the respective Sports Unions with regards to finance and entries. It is the responsibility of the Sports Unions to agree relevant funding for individuals or teams.

Fixtures

In 2006, Comps introduced a fixture planning process to aid Sports Unions with arranging fixtures. SUS remains the only region within BUCS to offer such a bespoke service and it is vital that this continues into the future. There are some concerns, where Universities have not appointed a fixture coordinator, about the difficulty in agreeing fixtures and it is felt that appropriate sanctions should be agreed at SUS Exec for poor administration.

Recommendations:

- Continue with the annual fixture planning process
- Agree appropriate sanctions for poor fixture admin
- Review the current league set up as a product of BUCS change with its knockouts dates (Football and Rugby were trials in 2010/2011)

Sports Groups

One area that the SPM has directed his attention to over the past few years has been on the introduction and support of Sports development groups. This work has been pivotal in securing relationships with NGB's, allowing for the smooth transition from student groups to SUS leading on the sport and for the development of new sports. Comps recognise that this work is important and, where possible, should continue however it is agreeable that with the current staff resource available and the finances to support developments not readily available this is not a priority. The work load of the SPM should focus on the development of the core sports programme i.e. fixtures and events.

Recommendations:

- Publish a standard terms of reference for a Sports group
- Where possible, support and encourage the development of Sports groups but maintaining the priority of work suggested above

Conclusion

SUS Exec should consider the recommendations above and ask any questions at the next meeting. Upon agreement of recommendations the SPM will be tasked with the implementation as suggested by the timelines in appendix A.

SUS Executive is invited to:

Item
<ul style="list-style-type: none"> • Note recommendations and ask any specific questions