



CULNC COMMITTEE ROLE AND RESPONSIBILITIES

CULNC PRESIDENT

SUPPORT NETWORK

- P supports and is supported by C and VC in running the club
- Helps with squad selection at trials
- Helps with weekly team selection

BOOKING FRESHERS FAIR

- Book stall- needs to be done over summer (see CUSU website)
- Print sign-up sheets
- Organise work schedule
- Take old varsity programmes? (loads of spares)
- Laptop to show varsity promo vids

TRIALS

- Book sports centre
- Additional coaches to come too?
- How going to do?
- Scoring system
- Two sessions- returners just come to second
- Involved in meeting afterwards

WELCOME PACKS

- Coordinate with Captain
- Sent out at beginning of season- gives all the details for new players

COORDINATING REST OF THE COMMITTEE

- League Sec
- Dates of Cuppers
- Kit ordered
- Kit Sec- orders put in asap
- Treasurer- if sponsorship money has come in
- Check everyone has done handovers afterwards

VARSIITY

- Confirm date asap
- See separate document about organising a home varsity
- Coordinate with Oxford Captain to write the programme
- Book travel and accommodation if an Away Varsity
- Organise the day from start to finish: timings, umpires, scorers, post-match teas, photographs, sponsorship duties, presentation
- Help Social Sec organise Varsity Dinner

AGM

- Organise- Date, Time and location (found earlier in Easter term to be easier)
- Publicise different roles to be stood for
- Each candidate has 2 mins time, plus time for questions (can be longer for captain and president, and if contested position)
- Votes (plus RON)
- Discuss season, any points to discuss

HEALTH AND SAFETY

- Ensuring that any serious incidents that occur during training should be reported to the sports center
- Assisting the Sports Service and University safety office with periodic audits and inspections
- Monitoring coach and group leader compliance with safety policies
- Following disciplinary procedures for Club members disregarding safety policies



CULNC CAPTAIN

SUPPORT NETWORK

- C supports and is supported by P and VC in running the club
- Helps with squad selection at trials
- Helps with weekly team selection

GENERAL

- To oversee the running of the club alongside the coach and the elected club President
- Captain whichever team the elected player is selected for

The club Captain should:

- Liaise with the club coaches as to how the club should run
- Organise the booking of the sports centre for training sessions and fitness sessions
- Organise pre-season, trials and the oversee the team selection process*
- Produce, with the Club President, a Welcome Pack for incoming players
- Organise a club physio and any fitness programmes for the vacation
- Be involved in weekly team selections
- Lead, with the Club President, any major decisions that will affect the club
- Support any other committee members when necessary**
- Attend all Women's Blues Committee meetings
- Represent the club whenever the club has been called upon for meetings***
- Ensure the safety of the sessions when a coach is not present
- Run the Annual General Meeting (AGM)**** alongside the Club President

*The coaches will select the teams; the Captain is to be available for consultation

**This can include financial meetings with the Treasurer, safety briefings with the Vice Captain, Alumnae meetings with the Alumnae officer etc.

***This can include meetings with the Director of Sport or more generally with the Sports Centre

****the AGM is where the next season's committee is elected and where players can bring anything up for discussion in front of the club and the current committee

HEALTH AND SAFETY

- Ensuring that any serious incidents that occur during training should be reported to the sports center
- Assisting the Sports Service and University safety office with periodic audits and inspections
- Ensuring that Coaches and Group/session Leaders are fully aware of the Club's Safety Policy and Procedures
- Monitoring coach and group leader compliance with safety policies

CULNC VICE-CAPTAIN

SUPPORT NETWORK

- VC supports C and P in running the club
- Helps with squad selection at trials
- Helps with weekly team selection

BOOKING COACHES

- The following is subject to change in 2018 due to centralization of transport
- VC is responsible for booking all transport to and from away matches (and any other CULNC related trips i.e. coaches required for activities during pre-season training or Christmas parties etc)
- BUCS will detail all confirmed matches and address of sports centre
- You must calculate journey time, taking into account time of day and therefore traffic
- Add at least 30 minutes to allow for traffic (I was always on the cautious side and added about 45 minutes but as you may have noticed we were often quite early for matches)
- Add 30 minutes to allow for warm up



BOOKING COURT TIME

- Callum (who works in the office) is the main contact at the sports centre, he will receive info on match times and automatically book court time.
- It is always worth checking with that the court is booked

BOOKING UMPIRES

NET 3.1 Match Officials: Two match officials should be provided. For Tier One two umpires (at least one neutral) preferably B award but at least C Award level. For Tier Two and below two qualified umpires (C Award level) are required. In addition each team must provide someone who is responsible for keeping score and timing who should sit together.

For full BUCs regulations read: <http://www.bucs.org.uk/page.asp?section=17310&ionTitle=Sport+Specific+Regulations#jGXzxmMJzYFwRGZP.99>

HEALTH AND SAFETY

- Ensure kit is inspected annually and all equipment is replaced and records updated accordingly
- Make sure team captains know to take a first aid kit to away matches and to dedicate a player (or alternative) as the primary carer
- Any serious incidents that occur during training should be reported to the sports center
- Ensuring that Club Safety documentation and procedures are compliant with University rules and National Governing Body Guidance
- Liaising with Sports Service Safety Officer (Simon Cornish currently)
- Ensuring that the club is up-to-date with National Governing Body safety guidance and rules implemented.
- Ensuring that Safety Procedures are implemented, reviewed annually and amended where necessary
- Assisting the Sports Service and University safety office with periodic audits and inspections
- Monitoring coach and group leader compliance with safety policies
- Following disciplinary procedures for Club members disregarding safety policies

CULNC TREASURER

MANAGING CLUB EXPENSES

- Keeping track of all money coming in and out of the CULNC account
- Paying bills/invoices/fees
- Calculating the cost of and asking for the payment of subs, kits costs, etc. from CULNC members
- Withdrawing money to pay the umpires

INTERACTION WITH THE UNIVERSITY

- Apply for grants from the university
- Submit accounts at the end of the year to the university

CULNC KIT SECRETARY

The role of Kit Sec is changing with the introduction of university wide kit from 2018. But the general parts of the role will (probably) stay the same:

CLUB KIT

- Liaising with companies/kit providers to receive and compare quotes
- Gathering information from the club and placing orders



EVENT KIT

- Designing/sourcing Varsity kit – a fun opportunity to be creative!
- Designing the Cuppers t-shirts for the annual inter-college tournament

Kit Sec is a really fun committee position. It is one of the more relaxed positions as busyness is generally condensed to short periods of time when orders need to be organised and placed! There are plenty of opportunities to be creative and you can make it as big or little a role as you want!

CULNC SPONSORSHIP AND PUBLICITY OFFICER

WEBSITE

- Photos of squad and individual members for the website
- Sponsors websites have to be hyperlinked
- Weekly match reports (send to newspapers); appoint a player in each team to write them

GENERAL

- Varsity video, logo featured
- Keep Bluebridge updated with emails
- Keep CULNC's social media updated (Instagram/Twitter/Facebook)
- Update CULNC mailing list

SPONSORSHIP

- Secure Varsity sponsorship by contacting companies via email and telephone (make sure to satisfy sponsors with view on the programme page – sort it early and have it approved)
- Secure BUCS/Cuppers sponsorship
- Get Treasurer to write up a bill/invoice for respective sponsors

HEALTH AND SAFETY

- Ensuring appropriate dissemination of safety information amongst all club members via the CULNC website
- Ensuring that the Current Club's safety Policy and Procedures are displayed on Club website
- Ensuring that the Code of Conduct is regularly reviewed and displayed on the Club's website

CULNC LEAGUE SECRETARY

GENERAL

- The role of the league secretary exists to facilitate and administrate the College Leagues and Cuppers tournaments.
- The vast majority of the role is before the start of Michaelmas and Lent terms

BEFORE MICHELMAS TERM

- The League Secretary should collect contact details for the College Captains for the season and issue them with the necessary documents and fixture lists.
- The League Secretary must also liaise with the Club Treasurer to get all League Payments for the year.
- Cuppers payments can be made at this time or during Lent before the tournament.
- Before the beginning of the Michaelmas and Lent Leagues, it is also the role of the League Secretary to promote and relegate the relevant teams.

AFTER TERM

- Over the Christmas vacation, it is required that planning for Cuppers begins. These should be on dates agreed with the Club Captain and President; this is ideally after varsity so that CULNC players can play.



- After the Leagues have been set up and all scores documented the only other obligatory role of the League Secretary is to resolve disputes between teams. Such disputes are usually only regarding matches cancelled due to weather conditions or other suitably mitigating factors-all decisions are at the discretion of the League Secretary.
- Additionally, the role of the League Secretary may extend to asking Colleges for feedback on their experiences of the League and working to improve their experience. For example, offering umpiring courses and creating an umpiring guide for College Leagues, as this was addressed by the committee and College Captains.

HEALTH AND SAFETY

- Overseeing the promotion of appropriate training for Club members at all levels, including first aid training