

## Committee Training Timetable 2024

Location: Sir Martin Evans, Room 1.21

| Day                                | Session   | Description   | Required Committee Members                           | Suggested Committee Members                              | Timings       |               |
|------------------------------------|---|---|--|--|---------------|---------------|
| Day 1<br>(10/09/24 or<br>17/09/24) | Admin – Admin Tools, Web Pages, Daily Tasks, Club Kit | This session is going to be jam packed with all the key information you need to use your admin tools, how to navigate the website and what daily tasks you will need to do. Getting to grips with the boring stuff now will save time during the year! This session will put your Sports Club or Society in the best possible starting position and save a lot of questions throughout the year. We will also cover club kit from Macron. | President<br>Secretary                               | Social Media Secretary<br>Kit Secretary                  | 9:30 – 11:00  |               |
|                                    | Marketing, Social Media, and Engagement               | One of the best ways to recruit and retain new members is to have an excellent presence across campus, on the SU website and your social media platforms. In this session we will help you make the most of your social media and give you all the tips and tricks to boost membership, keep members coming back, and make sure you're widely known as possible. We will also cover club/society merchandise from Love Cardiff.           | President<br>Social Media Secretary                  | Secretary<br>Kit Secretary                               | 11:00 – 12:00 |               |
|                                    | Lunch Break   |   |  |  |               | 12:00 - 13:00 |
|                                    | Health, Safety and Risk Assessments                   | This session will put your Sports Club or Society in the best possible starting position to take care of your members and ensure you carry out safe activity throughout the year. We will show you how to create effective risk assessments and how to follow Health and Safety Policies.   | President<br>Secretary                               | Student Coaches<br>Events Coordinator                    | 13:00 – 14:00 |               |
|                                    | Finance and Fundraising                               | This session will teach you how to spend your money and how to make more! We will show you how to navigate the finance portal and teach you how to use the money in your account through invoices, bank transfers, and card purchases. We will also give you tips and tricks to boost your funds through fundraising initiatives and sponsorships.  | President<br>Treasurer                               | Charity Secretary<br>Events Coordinator<br>Kit Secretary | 14:00 – 15:00 |               |
|                                    | How to be an Active Bystander                         | Being an active bystander is vital to ensuring a safe and inclusive environment for your club / society. In this session you will learn about the culture you're creating, what it means to be an active bystander and how it links to your club / society.   | President<br>Social Secretary<br>Team / IMG Captains | All Committee Members                                    | 15:00 – 15:30 |               |

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| Day 2<br>(11/09/24 or<br>18/09/24) | Event Planning and Room Bookings | This session will give you all the tips and tricks to secure room bookings and teach you how to navigate the SU and University room booking systems. We will give you all the tools to deliver the exciting events you want to plan – from exciting balls and shows to guest speaker events and charity work. | President<br>Events Coordinator<br>Tour Secretaries  | Secretary<br>Treasurer<br>Charity Secretary<br>Social Secretary | 9:30 – 10:15  |
|                                    | Transport and Trips              | This session will tell you everything you need to know about booking transport and planning trips away. We will give you all the tools to deliver the exciting events you want to plan – from exciting tours to travelling to events.   | President<br>Secretary                               | Tour Secretary<br>Events Coordinator<br>Social Secretary        | 10:15 – 11:00 |
|                                    | Socials, Culture and Conduct     | This session will outline the expected behaviour of Sports Clubs and Societies. We will cover the do's and don'ts and the myths of the SU night club. This session must be attended by Social Secretaries and any other committee member who is responsible for running an event / social activity.           | President<br>Social Secretary<br>Team / IMG Captains | All committee members   | 11:00 – 12:00 |
|                                    | Lunch Break                      |   |  |   | 12:00 - 13:00 |
|                                    | Activities Code of Conduct       | This session follows on from Socials, Culture and Conduct and will go into more detail on the Activities Code of Conduct and how to handle difficult situations. This session must be attended by Social Secretaries and Team Captains.   | President<br>Social Secretary<br>Team / IMG Captains | All committee members   | 13:00 – 14:00 |
|                                    | BUCS Wednesday Captain Training  | This session is vital for all BUCS Wednesday Team Captains and Presidents to attend. We will talk you through everything you need to know and do to ensure your team is able to compete each Wednesday in BUCS competition.   | President<br>Captains / Vice<br>Captains             | Umpire Secretary<br>Secretary                                   | 14:00 – 15:00 |
|                                    | BUCS Championships Training      | This session is vital for all BUCS Championships Team Captains and Presidents to attend. We will talk you through everything you need to know and do to ensure your team is able to compete each Wednesday in BUCS Championship events.   | President<br>Captains / Vice<br>Captains             | Umpire Secretary<br>Secretary                                   | 15:00 – 15:30 |