



QUEEN'S
UNIVERSITY
BELFAST

QUEEN'S
SPORT

**PARTICIPATE
AND PERFORM**

STUDENT CLUB PATHWAY

A GUIDE FOR STUDENT CLUB OFFICERS



Kevin Murray

Participation and Wellbeing Manager

Queen's Sport

At Queen's Sport we believe sport can transform the lives of students, staff and the wider community. Club Sport enhances the student experience in many ways through the promotion of programmes and opportunities that contribute to physical, mental and emotional wellbeing.

Social interaction, developing connections and uniting communities are all tangible outcomes of being involved in club sport at Queen's with the opportunity to represent the University with pride creating memories and experiences that you will cherish forever.

This guide will assist all clubs at Queen's to understand the value of Club Sport and will offer a clear and transparent pathway to excellence through sustainable, safe, and supported clubs at Queen's.



Niall Jackman & Aidan Moran

Sports Club Development Officer & Student Officer for Campaigns and Engagement

Students' Union

We pride ourselves at Queen's in offering a large and varied sports program. With world class facilities and over 60 Active Clubs to currently choose from, there really is something for everyone who has an interest in sport or physical wellbeing.

This Club Pathway resource has been created to support our student club's in maintaining and developing their club activity, as well as encouraging an offering of sport across all 3 platforms ; Participation, Development and Performance within each of our clubs.

We are passionate in our belief that sport is an integral part of the student experience, where club members can gain confidence, lifelong friendships, and a true sense of belonging and identity (regardless of one's level of ability or skill).

This pathway outlines clear-cut criteria for each classification of Club and will help us to work with Club committees who wish to progress up the pyramid towards Development and Performance level.





CLUB DEVELOPMENT



WHY IS CLUB DEVELOPMENT IMPORTANT?

Student Clubs are the ‘lifeblood’ of university life and contribute significantly to the overall student experience. Inclusive, welcoming and well-run clubs offer students with a platform to connect, stay healthy and represent the University at local, regional and international competitions and events

The Club Development Pathway offers club officers and volunteers a structured support programme that rewards those clubs that meet set criteria and provide evidence to support their growth and sustainability. University staff based in the Students Union and Queen’s Sport will provide support to club officers across each level of the pathway and funding will be awarded based on these criteria.

HERE TO HELP

Club officer training at the start of term and ongoing support is provided to all clubs through Queen’s Student Union and Queen’s Sport Development Team.

If you require any guidance or support, please contact clubs@qub.ac.uk and a member of staff will get back to you.



ACTIVE CLUB MARK CRITERIA

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Hold a Club AGM	<ul style="list-style-type: none"> AGM Report & Minutes Proof of informing all members (minimum 7 days' notice) of AGM time/date/ venue 	<ul style="list-style-type: none"> SU Club Committee training online/class based. Sports Clubs Development Officer C&S Online Handbook 	<ul style="list-style-type: none"> Online upload of AGM minutes/ report Social media advertising of AGM, MSL notification, email membership base.
Club Constitution	<ul style="list-style-type: none"> Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary. Copy of committee minutes adopting latest version of constitution. 	<ul style="list-style-type: none"> Online template (C&S Handbook) Sports Clubs Development Officer 	<ul style="list-style-type: none"> Online upload
Club Training/Competition Base	<ul style="list-style-type: none"> Appropriate facility block booking to accommodate club training and game/competition needs for the club's membership base Access to external (non QUB) facilities where applicable Club Development Plan 	<ul style="list-style-type: none"> Queen's Sport: -PEC Bookings, Upper Malone, Boathouse, Mourne Cottage Sports Clubs Development Officer QS Participation Sports Manager 	<ul style="list-style-type: none"> Email Proof of block booking Upload/email Club Development Plan
Club Executive Committee	<ul style="list-style-type: none"> Appoint the 3 key executive positions of: <ul style="list-style-type: none"> Chairperson/President Secretary Treasurer Where possible appoint additional/supporting committee position to enhance the capacity for effective function and club growth 	<ul style="list-style-type: none"> C&S Online Handbook SU Club Committee training online/class based. Sports Clubs Development Officer 	<ul style="list-style-type: none"> Documented Physical Sign-up at SU C&S Finance Office Online registration via C&S AGM Minutes
Minimum 15 Student Members	<ul style="list-style-type: none"> Fresher's Fair sign ups Re-Fresher's 	<ul style="list-style-type: none"> Fresher's & Re-Fresher's Fair stall Active Taster Day's Sports Clubs Development Officer QS Participation Sports Manager NGB (where applicable) 	<ul style="list-style-type: none"> Online upload of membership to MSL Email submission of any membership/updated membership lists to SU Clubs and Societies
Membership Lists	<ul style="list-style-type: none"> A club membership list must be submitted to the SU post-Fresher's/Re-Fresher's Fair. Any updates to lists or new member signups must be communicated asap to the SU 	<ul style="list-style-type: none"> Online MSL support GDPR Guidance on the C&S Online Handbook Sports Clubs Development Officer 	<ul style="list-style-type: none"> Password Protected Excel sheet submission to Clubs@qub.ac.uk Club MSL online upload

Criteria	Supporting Evidence	Support Available	Assessment Methods
Development Plan	<ul style="list-style-type: none"> Clubs must submit a development plan outlining what they wish to accomplish throughout the year Development plan should be broken down into sections, e.g. coaches, members, facility, equipment, committee etc. 	<ul style="list-style-type: none"> Templates available on the C&S online Handbook Sports Clubs Development Officer QS Participation Sports Manager 	<ul style="list-style-type: none"> Email/Grant submission Online upload to MSL Club Development Plan
Submit an Annual Report	<ul style="list-style-type: none"> Clubs must submit a report on the activity for the previous year. These must be submitted annually to the Student Officer for Activities and Clubs and Societies team before the end of June. 	<ul style="list-style-type: none"> Templates available on the C&S online Handbook Sports Clubs Development Officer C&S Co-ordinator 	<ul style="list-style-type: none"> Email Submission of Report Online upload to MSL Annual Report
Committee Training	<ul style="list-style-type: none"> Clubs must put forward a minimum of 2 committee members (executive or non-executive) to complete C&S committee training each academic year. 	<ul style="list-style-type: none"> Online & Practical training will be made available to all club committees. C&S Online Handbook Sports Clubs Development Officer C&S Co-ordinator 	<ul style="list-style-type: none"> QOL 'Training Complete' status upon successful completion of either the online training workshop or practical class based training.
Submit/Update the club profile on the QUBSU website	<ul style="list-style-type: none"> An up to date profile on the club where people can find out more information around training times, contacts and how to join 	<ul style="list-style-type: none"> Google form on the C&S Online Handbook Sports Clubs Development Officer C&S Co-ordinator 	<ul style="list-style-type: none"> SU receipt of profile form submission
Risk, Safety & Travel Compliance	<ul style="list-style-type: none"> Consistently follow policy of submitting risk assessments when planning events or activities relating to the Club. Offsite Travel forms (when applicable) to be submitted and approved by the SU 2 working days prior to travel. 	<ul style="list-style-type: none"> Committee Training C&S Online Handbook Sports Clubs Development Officer C&S Co-ordinator 	<ul style="list-style-type: none"> SU receipt of Risk Assessment & Offsite Travel forms

Criteria	Supporting Evidence	Support Available	Assessment Method/s
<p>The club must have explored how people with disabilities could be included in your sport, taking particular account of the following disability 'groups':</p> <ul style="list-style-type: none"> People with physical disabilities People who are deaf or hard of hearing Blind and partially sighted people People suffering with mental health issues <p>Include at least two points relating to the inclusion of people with disabilities within the club's development plan.</p>	<ul style="list-style-type: none"> Provide a copy of a club development plan which investigates how these disability groups could be included in your club and highlight the points relating to the inclusion of people with disabilities. <p>AND</p> <ul style="list-style-type: none"> Provide certificate of attendance at DSNI's Disability Inclusion Training Course and submit a completed copy of the participant course action plan which should demonstrate how the four main disability groups could be included in your club. <p>OR</p> <ul style="list-style-type: none"> Provide meeting notes/email correspondence of discussions with DSNI/governing body/other relevant organisations on the inclusion of these disability groups in your club. 	<ul style="list-style-type: none"> DSNI 'Disability Inclusion Training' Course Sports Clubs Development Officer QS Participation Sports manager 	<ul style="list-style-type: none"> Club Development Plan Certificate or correspondence

EMPOWERING WELLBEING AND ACHIEVEMENT THROUGH SPORT





DEVELOPMENT CLUB MARK CRITERIA

Criteria	Supporting Evidence	Support Available	Assessment Method/s
NGB Link (where applicable)	<ul style="list-style-type: none"> One or more of the Club Executive Committee must reach out by email and phone call where possible to the NGB development officer for this region Attend and/or inform other club members of any networking or support workshops being run by the NGB relevant to the club 	<ul style="list-style-type: none"> NGB Website NGB Social Media Sports Clubs Development Officer QS Participation Sports manager Sport NI 	<ul style="list-style-type: none"> Sports Clubs Development Officer follow up with NGB officer Email introduction from club – cc'ing Sports Clubs Development officer
Engage with Club Development Forum	<ul style="list-style-type: none"> Nominate 1-2 committee members to attend each of the quarterly Club Development Forums 		
Coaching	<ul style="list-style-type: none"> Clubs to have at least 1 qualified coach to a minimum of Level 1 Standard (or equivalent) Foundation level qualified coaches who are working towards a level 1 award can be considered 	<ul style="list-style-type: none"> Sporting NGB Sports Clubs Development officer – source upskilling, development workshops, upcoming courses etc. 	<ul style="list-style-type: none"> Certificate
Competition	<ul style="list-style-type: none"> Representing Queen's Univeristy by competing in a recognised events calendar/competition(s) annually 	<ul style="list-style-type: none"> NGB/SSI/BUCS 	<ul style="list-style-type: none"> Event/League/Championship Registration Fixtures Calendar/Document



At present there are 5 Academy Sports at Queen's: Rugby / GAA / Rowing / Soccer / Hockey.

These sports are supported by full time staff with National Governing Body support and are governed by Academy Sport working groups that includes staff, head coaches, students, alumni, and sporting governing body representatives.

At the end of each academic year Queen's Sport and Queen's Student Union will review the pathway and positioning of clubs within the pathway based on end of year reports and other assessments as detailed in this document.

- Rowing (Men's)
- Rowing (Women's)
- Gaelic Football (Men's)
- Gaelic Football (Women's)
- Hockey (Men's)
- Hockey (Women's)
- Rugby (Men's)
- Rugby (Women's)
- Soccer (Men's)
- Soccer (Women's)

- Athletics
- Basketball (Men's)
- Camogie
- Cheerleading
- Golf
- Handball
- Hurling
- Lacrosse
- Netball
- Snooker & Pool
- Squash
- SWL
- Triathlon
- Volleyball (Men's)

ACADEMY Performance Teams

DEVELOPMENT Development Teams

ACTIVE CLUB Recreation Clubs

- Aerial Sports
- Aikido
- Airsoft
- Archery
- Badminton
- Basketball (Women's)
- Boxing
- Brazilian Ju Jitsu
- Caving
- Cricket
- Dance
- Dodgeball
- Equestrian
- Fencing
- Floorball
- Judo
- Kickboxing & Muay Thai
- Motor Club
- Mountaineering
- Olympic Handball
- Paddlesports
- Sailing
- Skydiving
- Snowsports
- Sub Aqua
- Surf
- Table Tennis
- Taekwondo
- Tai Jitsu
- Tennis
- Trampoline
- Ultimate Frisbee
- Underwater Hockey
- Volleyball (Women's)
- Wado Ryu Karate
- Wakeboard & Waterski

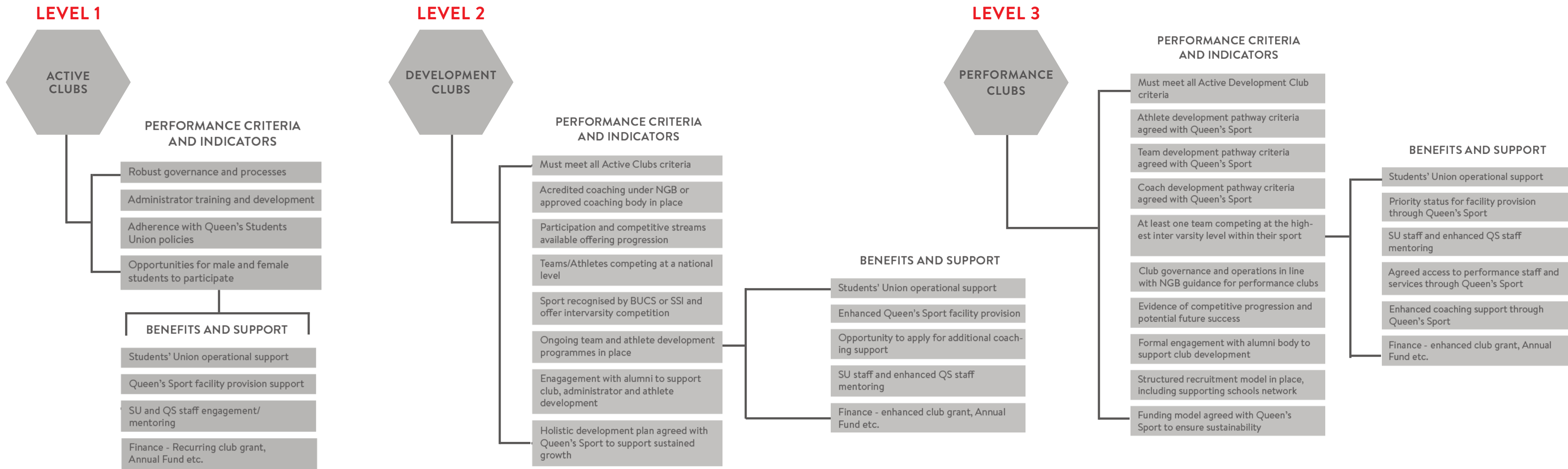


PATHWAYS

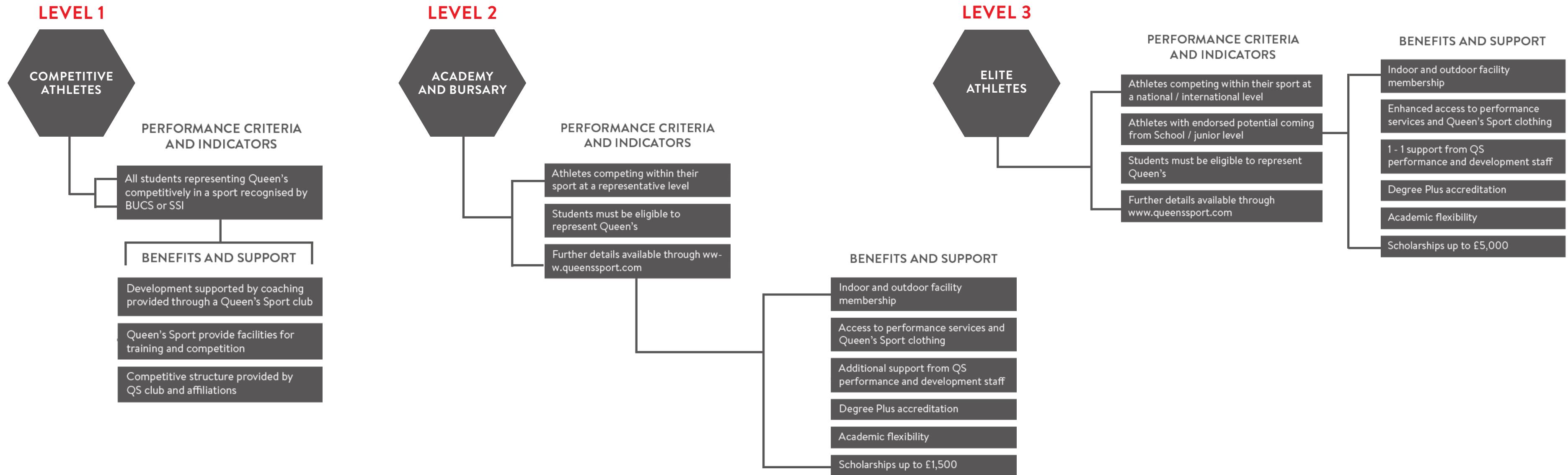


FIND
YOUR PATH

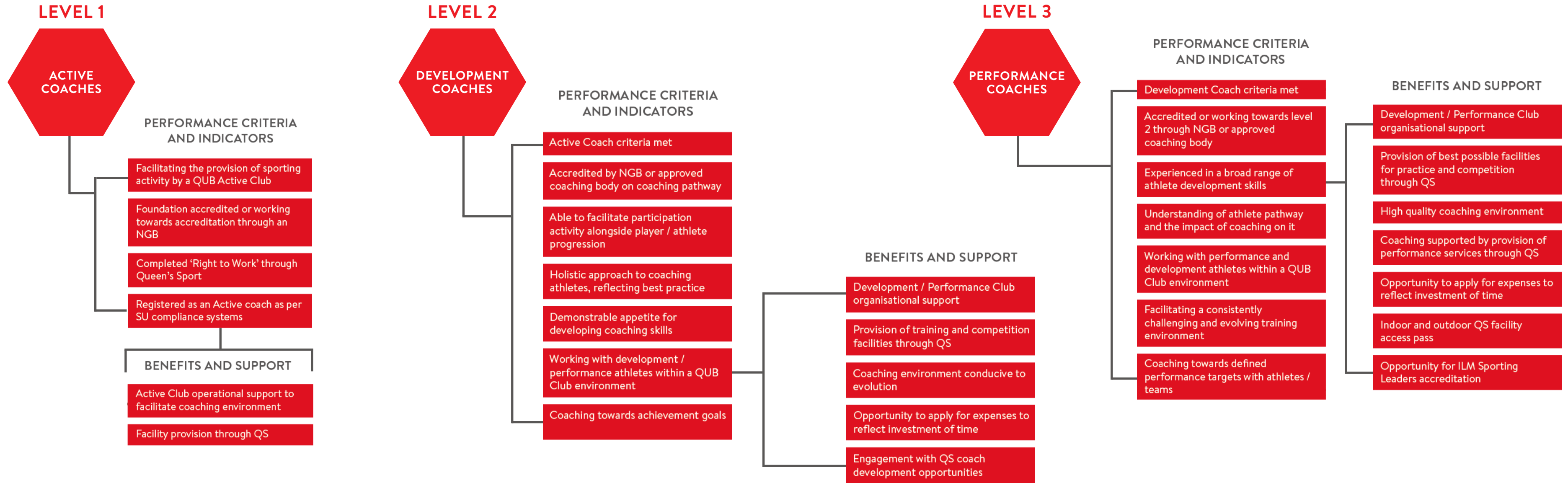
CLUB DEVELOPMENT



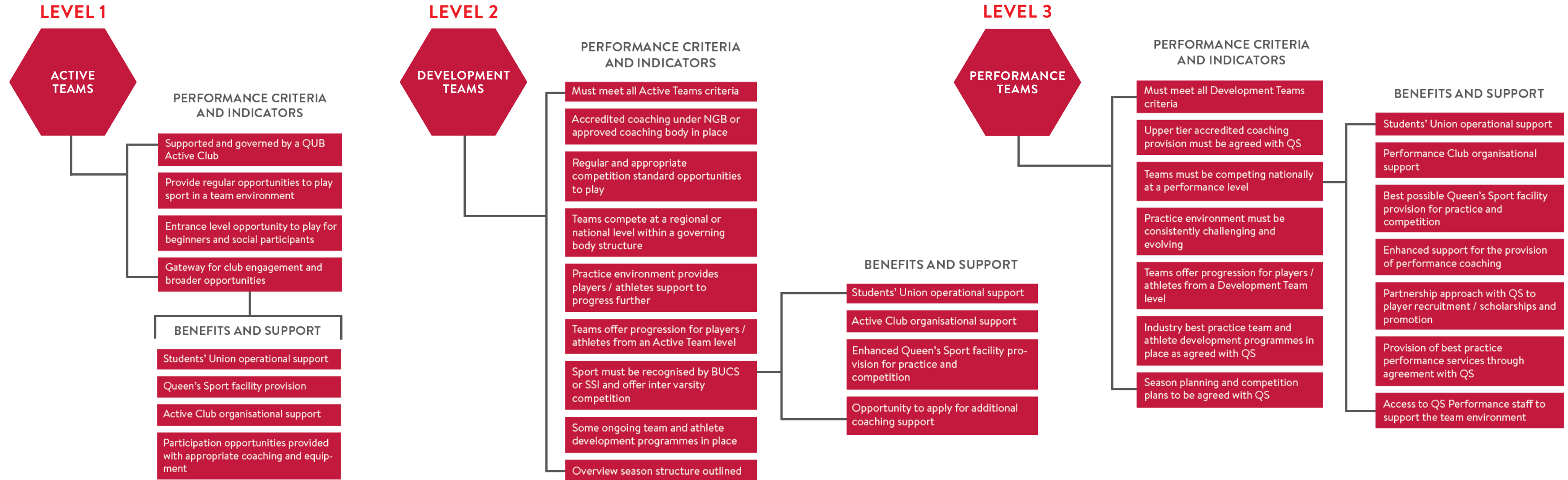
ATHLETE DEVELOPMENT



COACH DEVELOPMENT



TEAM DEVELOPMENT





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