**Sport Starter Pack**

**Welcome to the Sport Starter Pack**

Welcome to Edinburgh Napier Students’ Association (ENSA)!

Student-led sport clubs form an integral part of the student experience and running a sport club can be a very rewarding and enjoyable experience, giving Committee Members the opportunity to develop a wide range of skills, from team building and leadership, to events planning and networking.

ENSA is here to help you administer and develop your sport club, and to affiliate with us as a club you must complete and return this pack to our Student Activities Team at sports@napierstudents.com

If you have any questions when filling in this pack, we will be happy to assist you.

**Minimum requirements for an Affiliated Society**

All ENSA affiliated sport clubs must have:

· a minimum of 10 members signed up online, including 4 named committee members.

· a Membership Fee

· a sport club email address

**Memberships**

All new sport clubs at ENSA require an initial group of 4 committee members to start the affiliation process. Once established, the ENSA Activities Team will work with you to set a timeline to recruit the 10 Edinburgh Napier student members needed for official affiliation.

To maintain active status, clubs should aim to meet this 10-member requirement by the agreed-upon deadline. Clubs that do not reach this target may need to pause activities until membership numbers are met.

All members, including committee members, must purchase an ENSA affiliation and the relevant club memberships through the ENSA website at [www.napierstudents.com](http://www.napierstudents.com). Please remember that club office holders should not collect fees directly. Members should sign up through the website.

**Committee Training**

Once affiliated you will be given access to the ENSA Sports Committee Training, available online through Moodle.

The training will cover all the basic information you need to function as a Sport club, as well as introducing you to how Sports Clubs are managed within ENSA, and some useful tips on how to make your Sport club a success.

**Finance**

Each Sport Club has their own account within the ENSA finance system, known as their “Club Account” and all transactions for your club must be recorded and evidenced through this account.

This means that, as a new sport, you must:

* Only sell memberships through the ENSA website
* Only use ENSA’s ticketing platform, Native, to sell event tickets
* Avoid taking payments in cash, where possible.
* Deposit any cash with ENSA's Finance Officer as soon as possible
* Only use the Credit/Debit Card (iZettle) machines provided by ENSA, and provide copies of all receipts generated
* Never deposit money in any other account, this includes personal bank accounts and online payment systems (i.e. PayPal). This is fraud and can have serious consequences.

**Website Information**

Each Sport Club has its own page on the ENSA website, and you will need to provide some text to go on your newly created Sport club page. You can find other clubs pages here as examples: [A - Z of Sports Clubs](https://www.napierstudents.com/sports/alloursportsclubs/).

You should make this text as appealing to members and new members as possible, avoid using jargon and make it clear what students can get out of joining your club. Remember you may be in competition with other Sport Clubs to recruit new members!

We may edit your text for grammar or spelling purposes, or to improve clarity.

You should also email us a Sports club logo and banner image for us to use on the website.

If your Society has an Instagram, TikTok account or other social media links, please provide the links/usernames and we will include them on the club’s webpage:

Once affiliated you and your committee will have the opportunity to maintain and change your information on the ENSA website.

**Welcome Fair**

Once you have started the affiliation process, you will be eligible for a free space at the Welcome Fair (September) and the Welcome Back Fair (January), to advertise your Club to new students.

We will contact your committee with the requirements around 1 month prior to the event.

**Useful Contacts**

Enquiries – sports@napierstudents.com

ENSA reception – 0131 229 8791

ENSA website – www.napierstudents.com

**Sport Club Starter Form**

Please complete **Part 1**of this form to the best of your ability and send it to [sports@napierstudents.com](mailto:sports@napierstudents.com)

From there ENSA will get in touch on how we can support you to set up this new club.

**Part 1: Please fill this section out**

|  |  |
| --- | --- |
| **Your Name:** |  |
| **Your Email Address:** |  |
| **New Sport Club** |  |
| **Your background in the sport:** |  |

**How popular is this sport:**

Tell us who is currently interested in creating this club:

*(Within the Napier Community, local community, national level)*

|  |
| --- |
|  |

**Growing the Club:**

How do you plan on growing the club:

*(Recruiting Napier students)*

|  |
| --- |
|  |

**Venues/ Locations**

Please create a list of potential venues where your club activities can take place:

*(Engage Sports Centre, Meggetland Pitches etc)*

|  |
| --- |
|  |

**Part 2: please fill out this section after meeting with ENSA**

**Committee Members**

|  |  |
| --- | --- |
| President |  |
| Treasurer |  |
| Secretary |  |
| Wellbeing Officer |  |

**Membership Fees**

*(Rough estimate this may change throughout the set-up process)*

|  |  |
| --- | --- |
| **Membership Type** | **Cost** |
| Student Member - Full Year |  |
| Non-Student Member – Full Year |  |
| Student Member – Term 1 Only |  |
| Student Member – Term 2 Only |  |

**Social Media and Email**

|  |  |
| --- | --- |
| Club Email Address  *(Please use Outlook or Gmail)* |  |
| Social media | Instagram:  Facebook:  TikTok:  Discord:  Twitter:  Please provide any others below |

**Website Information**

|  |  |
| --- | --- |
| Website Information  *(Who are you? What do you do? Where do you train and when? Why should students join? What other fun events/activities do you do?)* |  |
| Sport Club Logo  *(Please attach an image of your sport club logo for the website)* |  |