



UniSA SPORT

Club Weekly Social Competitions Toolkit

UNISA SPORT



University of
South Australia

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UniSA Sport Club Weekly Competition

Do you want to start a UniSA Sport club weekly competition which will be open to club members as well as non-club members?

UniSA Sport will work with and support any club interested in establishing a weekly competition, where one doesn't already exist.

The UniSA Sport Club Social Competition toolkit aims to support clubs by providing helpful tips and tricks that you can use throughout the planning, implementation and review stages of your competition.

Organising a club weekly competition increases opportunities for new and existing members to be involved with your club, along with enhancing campus vibrancy and providing a platform for social connections.

Thorough planning and organisation will ensure your competition runs smoothly. UniSA Sport will support all clubs with the planning and the following document will outline the responsibilities for UniSA Sport and the club.

Step 1: Approval Process

Club Competition Approval

Initially a [Club Competition request form](#) must be submitted through the UniSA Sport website, this covers the following questions:

1. Why do you want to hold a regular weekly competition?
2. What is the main objective of the competition?
3. Why will people attend?
4. What is the competition budget?
5. Who from the club is coordinating the competition?
6. What is the competition rules?
7. How will the competition be promoted?
8. Where is the proposed location or venue?
9. What is the proposed dates and times?
10. What equipment is required from the facility?
11. What equipment is required by the club?
12. Competition risk management plan

UniSA sport maintains the final authority for determining if the competition is viable and will proceed.

Note: Profits made by the competition will be shared between the club and UniSA Sport to be negotiated before the commencement of the competition.

Step 2: Planning

UniSA Sport Club Responsibilities

Competition Committee

The club committee should all be in agreement to running a weekly social club competition. The whole committee may be involved in organising the competition or a sub-committee can be established.

Hold an initial meeting to clearly discuss the key aspects of the club competition approval process and once approved, determine the roles and responsibilities of everyone in the planning process and the actual running of the competition.

You will also need to consider external stakeholders that could assist you throughout the planning process, this could include:

- UniSA Sport
- Peak sporting body
- Facilities Management

Competition Coordinator

The club must provide a minimum of two competition coordinators, at least one must be present each week at the competition for the duration. Consider whether this will be a paid or volunteer role.

Venue

Clubs can use their current club booking or an alternative booking. When deciding on the venue, date and time, consider:

- Impact on members training
- Venue availability
- Academic calendar – competitions held during semester breaks are not recommended
- Competing competitions – these could be hosted by other clubs or be external to the University

Once the venue, dates and times have been agreed upon with UniSA Sport, please submit either a:

- FM112 form if using a UniSA facility
- UniSA Facility booking form if using a UniSA Sport facility

In accordance to the UniSA Sport Facility Access Guidelines, clubs will be charged the student hire rate when using UniSA Sport courts to run club weekly competitions.

Budget

Document 1: [Competition Budget Template](#)

Each club competition must have a separate budget developed. When creating a competition budget there are a few things to consider:

Income:

- Existing club funding
- Team registration fees
- Individual registration fees

Expenses:

- Venue hire
- Competition coordinator
- Umpire/referee fees
- Equipment expenses
- Prizes/trophies

Competition Rules

Document 2: [UniSA Sport Club Social Sport By-Laws](#)

UniSA Sport have developed a set of general by-laws for all UniSA Sport weekly club competitions which include; uniform, minimum and maximum players, finals eligibility, forfeits and dispute resolution guides.

It is up to the club to create sport specific rules, which need to include a policy for fill-in players.

Equipment

Develop an equipment list required for the competition. Purchase any equipment you require well before the start of the competition.

Consider applying for a UniSA Sport Operational Grant for equipment required for the competition.

Promotion

Document 3: [Communication & Marketing Plan Template](#)

Once you have secured your venue and decided on competition dates and times you can start to develop a communications plan to implement 6-8 weeks out from your competition. Some simple ways to increase registration numbers for your competition are:

- Email
 - o Previous participants in your club competition (if applicable)
 - o Existing club members the link to registrations
- Club competition flyer – poster template on the UniSA Sport website
- Social media posts eg Facebook, Instagram – UniSA Sport are happy to share posts on the UniSA Sport social media sites
- Create an event on the club website

When developing marketing content, consider some of the following:

- Tailor content to suit the platform
- Focus on the unique/attractive elements of your competition to us as ‘selling points’
- Outline the key information participants need to know eg location, date, time, cost
- Use relevant imagery to attract and grab attention – UniSA Sport may be able to provide suitable images on request.

It is best to use a variety of different platforms to maximise your exposure and increase your level of promotion the closer to close of registrations.

Final design of any promotional materials will need to be approved by UniSA Sport and will need to be in line with UniSA Sport branding guidelines.

Team Nominations & Player Registrations

The club must set up a product for team and individual player registrations through the club website, to collect all registration fees prior to the start of the competition. Attached to each registration form must be:

- UniSA Sport social sport by-laws
- Sport specific rules
- Social Sport individual registration form or social sport team registration form

It is recommended that all participants are UniSA Sport Clubs & events member to cover them for personal accident insurance.

Referees/Umpires

Document 4: [Umpire Position Description](#)

The club must recruit referees/umpires prior to the start of the competition. Consider recruiting through:

- Career Hub – UniSA Sport can assist with this
- Club Social Media pages – UniSA Sport can share posts to the UniSA Sport social media pages
- Peak sporting body
- Personal contacts in the sport

All referees/umpires will require a Working with Children Check. Individuals can apply for this through the Department of Human Services [website](#).

All referees/umpires will be paid by UniSA Sport and will be put on a contract. To set up a contract UniSA Sport require:

- Individuals personal details – UniSA Sport recommend each referee/umpire creates an account on the UniSA Sport website
- Copy of the valid Working with Children Check

Details of referees/umpires should be provided to UniSA Sport at least 2 weeks prior to the start of the competition.

Payment will be made by referee/umpire submitting a timesheet and this will be approved by UniSA Sport. Instructions on how to lodge a timesheet will be provided to each referee/umpire once the contract is set up.

Therefore, it is important that each week the club provides UniSA Sport with an accurate list of referees/umpires, including hours worked.

It is the responsibility of the club to communicate with their referees/umpires to receive their availability each week and to provide them with their schedule prior to each week's competition.

Scheduling & Results

Document 5: [Competition Draw Template](#)

The club must create a weekly/season schedule prior to the start of the competition. This should be communicated to team captains at least 24 hours before each game.

The weekly results to be displayed on club website under 'news' section or a closed facebook group.

Match Cards

Document 6: [Sample Competition Score Sheet](#)

The clubs must create match cards where each player's name is recorded as well as the score and referee/umpires name. Match cards should be collected by one person at the end of each game and kept for the duration of the season.

Match cards should be used to ensure players are eligible to play in finals.

Any issues should also be recorded on the match card for future reference.

Competition Risk Management Plan

Document 7: [Competition Risk Assessment template](#)

A risk is anything that may affect the overall success of your competition. It is important to consider all the risks involved with running and organising your competition so that you are prepared if something does go wrong.

For example, do you:

- Have a wet weather plan? (if your event is being held outside)
- Know who to contact for first aid support?
- Have a plan if an umpire/referee does not turn up

A risk management plan is a good tool for identifying risks, establishing how likely they are of occurring and putting plans in place to prevent and minimise the effects of these risks.

UniSA Sport Responsibilities

In addition to competition templates, already listed above, UniSA Sport will also support clubs in running weekly social sport competitions in these additional areas.

Insurance

UniSA Sport will provide insurance coverage for all existing current UniSA Sport club members or UniSA Students. UniSA Students will need to be a UniSA Sport clubs & events member. Membership is free for UniSA Students.

UniSA Sport will offer UniSA Sport membership to other participants which will include insurance cover (cost of \$25 per year).

Umpires/Referees

UniSA Sport can assist with advertising for umpire/referee jobs through Career Hub. Please provide UniSA Sport with a position description, which includes details on the competition ie venue, dates and times

UniSA Sport will provide contracts to umpires/referees for match payments.

Promotion

UniSA Sport can assist with promoting your social sport competition through:

- [UniSA Sport website](#) through a dedicated social sport page, which can also link to your registration products
- UniSA Sport social media ie Facebook,
- UniSA Sport e-newsletter,
- Staff announcements
- Student Life e-newsletter

Venue

If your club is using UniSA Sport facilities, courts will be set up ready for competition. Set up may include:

- Scoring benches
- Chairs
- Posts

Please let UniSA Sport know exactly how you would like the courts set up and what you require prior to the competition.

Staff will also be able to provide you with access to electronic scoreboards and show you how to use them prior to the competition starting.

Tribunals

In the event of an incident during the competition, a tribunal hearing may need to occur. UniSA Sport will run the tribunal, which will involve a staff member, player(s) involved in incident and reporting official.

Step 3: Reviewing the Competition

Document 8: [Competition Review report](#)

On completion of the competition, review with the committee how all aspects of the competition went. Feedback from competitors can be valuable through developing a quick survey by creating a form on the UniSA Sport website.

Competition Checklist

Approval

- Club Competition Request

Planning

- Set dates & times
- Book venue
- Create a budget
- Competition Rules
 - Club Social Sport By-Laws
 - Sport Specific Rules
- Equipment List
- Marketing & Promotion
 - Registration Form
 - Website event
 - Facebook event
- Umpires/Referees/Court Supervisor
 - Advertise
 - Contracts
- Risk Management Plan
- Draw
- Scorecards

During the Competition

- Court Set Up
- Schedule umpires/referees
- Update results table
- Update the draw (if required)
- Communicate with team captains

After the Competition

- Competition Review
- Participant Survey