



Club Handbook

Rhodes University Sport

Welcome

Message from the Head of Sport

On behalf of Rhodes University Sports Administration, Sports Council and Student Sports Council I welcome you to Rhodes Sport. We look forward to working with you and helping you grow and excel in your different sporting disciplines and committee responsibilities. The success of our clubs rides on the success of the committee members and their dedication to leadership.

The handbook's intention is to give you guidance on our policies and systems of Rhodes sports. It is important that you also seek guidance of your sports officer where you have difficulties. The sports officers are experienced and they will be able to guide you easily.

I hope you find the experience rewarding and wish you great success in your term of office.

Once again, Welcome to Rhodes Sport.

Regards

Frans Mamabolo

Head of Sport

How to Use the Handbook

This handbook contains information that is pertinent to the successful running of your club. It is a guide to what is covered in depth at the induction training. The purpose and aim of the handbook is to draw out operational guidelines, however, it is not the only source of information. Committee members are encouraged to seek guidance, where needed, from their Sports Officers. Should you lose your copy; an electronic version will be available on the Rhodes sport website for download.

Rhodes University Sports Administration

Old Mutual Pavilion

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Grahamstown 6140

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Email: rhodessport@ru.ac.za

Web: www.ru.ac.za/sports

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Front Office

The front office is the administrative hub of Sports Admin; it provides each club access to a printer, telephone, access to a fax service, forms, and your clubs official file. Kindly use this space to process your clubs administrative needs. To minimize congestion, if you have large mail drops, please make use of the space, tables and chairs in the lounge or boardroom upstairs. Each club is allocated a pigeon hole in the foyer, and this is where all the information is dropped for clubs' attention. Pigeon holes must be checked and cleared regularly.

Stationary, Printing and Paper: The front office will supply white A4 paper for printing, please inform the secretary of the number of copies you are printing. Each club will be allowed a maximum of 30 copies at a time. Should you require more copies please use the Rhodes Printing Unit. For more than 30 copies, fill out an order form and have it signed by your Sports Officer.

Note: The Printing Unit needs at least seven working days notice. If your printing is urgent, you may take your order form to Dupri Print.

For all your photocopying requirements, please liaise with your sports admin assistant to make copies for your club.

For Stationary, please consult with your Sports Officer before making any purchases, unauthorised purchases will not be reimbursed.

Each club has been allocated a Pigeon hole where all your mail is delivered.

Venue and Equipment Booking

Rhodes has equipment, facilities and venues for hire available to all clubs.

Old Mutual Pavilion Lounge: This is a multi Purpose facility that can be booked on its own or in combination with the Sports Bar. It is free for hire for all Sports clubs, however a fee will be charged for the use of the Sports Bar. Non-Sports Clubs will pay a hire fee for both the OMP lounge and the Sports Bar.

The OMP lounge can be used for the following

- Meetings – bar optional
- AGM's in Combination with the bar
- Club Socials In combination with the bar
- Match Video Review – bar optional

Available for hire with the Lounge is:

- A data and overhead projector
- 42 Inch high definition TV
- A PA system
- Flip Charts (at a cost)
- Tables and Chairs

The hiring of the OMP lounge has the following rules and restrictions:

- All alcohol and /or drinks consumed in the lounge must be purchased from the Rhodes Sports Bar.

- Maximum number for any function is 100 guests
- Should you require cutlery/crockery and glasses please contact your Sports Officer
- You are expected to clean up, put away tables and chairs ready for business the next day
- The lounge is available for functions on weekends and meetings on weekday evenings.
- Please book this venue at least seven working days before your function.
- A dress code is strictly enforced. You may not walk barefoot, wear footwear with studs or spikes, walk around topless or in underwear in the Sports Admin building.
- Everyone using the lounge is subject to the Rhodes University Disciplinary Code and will be responsible for their guests. Clubs will be held responsible for any damages.
- Should you wish to decorate the facility for your event, you may not use anything that will distort the face of the facility or cause any damage to the walls or paint.
- Rhodes Sports Admin reserves the right to deny anyone usage of this facility.

Sports Bar: The Sports Bar is a shared clubhouse for the Hockey and Cricket Clubs. It is a social venue also available to all Rhodes students and Staff through bookings.

The Sports Bar can be used for the following:

- As an after match venue to host your guests
- Viewing point to watch: Hockey, Cricket, Athletics and Soccer
- Birthdays, departmental functions, Club socials, and Res Events
- Social evenings

Available with the Sports Bar is:

- Bar Tabs for events (**Only after prior arrangement and advance payments**)
- A Braai pit and Gas grill
- Catered events
- DSTV with Sports Channels
- CD Player with Speakers

The hiring of the Sports Bar has the following rules and restrictions:

- All alcohol and /or drinks must be consumed in the Sports Bar, OMP Lounge or its balcony.
- Should you require the use of the BBQ pit or gas grill, please book this at least seven days before your event.
- Maximum number for any function is 100 guests
- A dress code is strictly enforced. You may not walk barefoot, wear footwear with studs or spikes, walk around topless or in underwear in the Sports Admin building.
- Everyone using the Sports Bar is subject to the Rhodes University Disciplinary Code and will be responsible for their guests. Clubs will be held responsible for any damages.

- Should you wish to decorate the facility for your event, you may not use anything that will distort the face of the facility or cause any damage to the walls or paint.
- Rhodes Sports Admin reserves the right to deny anyone usage of this facility.

PA System and Data Projector: You may book the PA System and Data projector from your sports officer. Extension cords can also be booked if notice is given.

Financial Matters

Management of your club's finances will be important throughout the year. Each Club must elect a treasurer to handle the clubs finances and liaise with the Bookkeeper and Sports Officer. When a new treasurer is elected, it is the responsibility of that individual to acquaint themselves with the roles and responsibilities that come with the position. Part of the Treasurer's duty includes:

- Tracking incoming and outgoing funds.
- Developing a budget for your club.
- Reporting on the state of your clubs finances and financial activity.
- Drawing cheques for subsistence and purchases

Incoming funds include but are not limited to:

- Rhodes Grant
- Membership fees

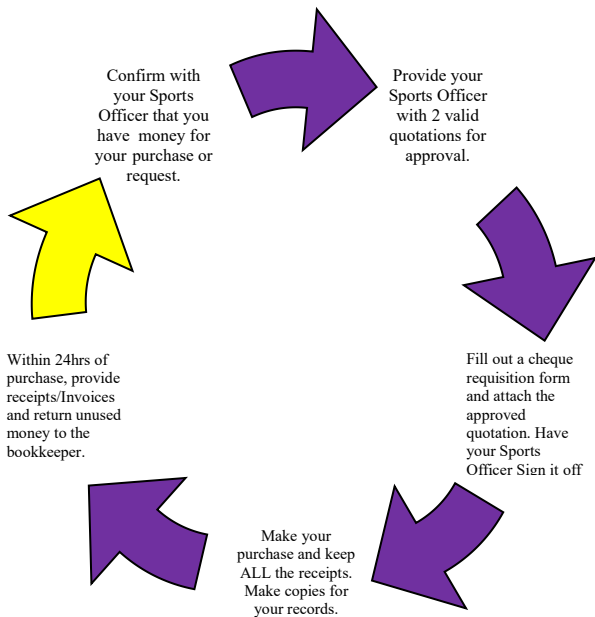
- Sponsorship funds
- Money raised from club activities
- Donations

Outgoing funds include but are not limited to:

- Committee activity costs
- Promotional expenses
- Club administration costs
- Affiliation payments
- Equipment and Kit purchases
- Stationary and printing costs
- Miscellaneous costs
- Subsistence and Transport

It is the duty of the Treasurer to ensure that all incoming funds and outgoing funds are accurately documented, receipts are provided and all transactions are recorded in a general ledger. This will help you and the following committee understand the purchase history, club financial activities and club income over time.

Part of the Treasures duty will be to draw money from Sports Admin for the clubs various activities. Best practice dictates that a clear and consistent process is followed; the Chart shows the steps each Treasurer must take when drawing a cheque. This includes drawing money for subsistence and transport reimbursement. When receiving your cheque, make sure the name on the cheque is correct and that the cheque has two signatures.



A **General Ledger** is a comprehensive record of all your financial activities— income, spending. It provides a running balance of your available funds. Update your general ledger after each transaction.

Subsistence: Rhodes University students and staff, who are **paid members** of a travelling team, are entitled to subsistence. The subsistence rates are fixed and dependent on the duration of the trip. Teams wishing to provide their players with lunch / dinner also have the option of packed meals from the dining halls. This however is limited to only the students in residence. To secure packed lunches, fill out a packed lunch form, have it signed by their sports officer then submit it to their relevant dining hall kitchens at least three (3) days before the meals are required.

Defrauding the University: Submitting more names than those actually travelling, in a bid to get more subsistence constitutes a fraudulent act. Should a player not turn up who was supposed to travel and you do not return his/her allocated subsistence to the bookkeeper constitutes fraud. Using money

for a purpose not intended in the original application, without consulting your Sports Officer, constitutes fraud.

Fundraising: All letters that are drafted requesting sponsorship must be checked by your sports officer for approval. Remember when writing to sponsors always target exactly what you want from them (e.g. - R100 worth of vouchers). You must then indicate what you will do with the prize (e.g. top female swimmer) and what you will do for the sponsor (e.g. naming rights for a tournament, handing out of pamphlets, and advertising exposure to all your members). In order to guarantee sponsorship in years to come we encourage you to make sure that a letter and a photo are sent to your sponsors. A copy of this letter and photo must be given to your sports officer.

Undergraduate Sport Council Bursaries: These will be awarded at the beginning of each year. The awarding of these will be based on the achievements and performance of a student.. These bursaries can be applied for by September 31 each year. Sutherland Old Rhodian Scholarships will be awarded to first-time entering students each year. If you are aware of any talented school athletes that you would like to attract to Rhodes please discuss with your sports officer in order to work out a recruitment strategy.

Transport

Rhodes University has a fleet of vehicles and trailers available for hire by sports clubs. Vehicles range from (including the driver) 5, 7, 14, 16 and 22 seaters. Trailers are also available for hire with the vehicle. Every club needs to have a dedicated transport officer on their executive. This person's primary role is to understand the clubs transport needs and understand how to process transport requisitions, policy and procedure. It is good practice for the clubs transport officer to understand the clubs budget as it relates to transport and have a copy of the clubs competition schedule. When you are booking transport you need to complete a Transport booking form and ensure the following steps are completed:

Booking Transport

Form: These are available from the Secretaries Office or request your sports officer to email it to you. It is important that this form is completed so we have all the information required to book your transport, in order to process the paperwork for your finances. The form must be checked and signed by your Sports Officer before you can submit it to the Transport Officer by Wednesday 13:00. If you require multiple vehicles for a trip, even though the information is the same for each form, we require that you fill out one form per vehicle. This is so we can itemise each of the vehicles on your account and ensure that the correct number of vehicles has been provided for you

Money in your Account: Before submitting your transport booking form to your sports officer, you need to ensure that there is enough money in your account to cover the complete cost of your trip. An understanding of your annual allocation for transport is essential. Please see your Sports Officer for your allocated budget at the beginning of the year. Knowing your year's budget will help you plan your trips.

Email Confirmation: Once your transport is booked, processed and confirmed, a confirmation email with your booking details and instructions will be sent out to you, this should happen normally before 16h00 on Thursday afternoon.

Drivers: Only Rhodes Authorised Drivers (RAD) may operate Rhodes Vehicles. To become a **RAD**, students must be tested by the Rhodes Transport Department annually. For testing, produce a valid driver's license and valid Rhodes student card to the Transport Office on Tuesday between 14:00 and 17:00.

A minimum of two Rhodes Approved Drivers must be on your booking form for long distance trips. To drive on any trip drivers must have, on their person; their valid driver's license, student card with the RAD sticker on it.

Professional Drivers Permit (PrDP): All drivers of vehicles exceeding 10 seats need to be in possession of a PrDP. This means that any club wishing to use Rhodes University buses needs a driver who is in possession of this permit. Unfortunately the process for foreign students is arduous.

In order to qualify you need to be 21 and have had your license for 2 years.

The procedure for obtaining this permit is as follows:

- Collect a green application form from the Traffic Department (4 Knight Street).
- Have a medical done at the Rhodes Health Care Centre. Phone the San 046 603 8523 to make an appointment. Be prepared to give a urine sample. Take with you the white medical form and an IDO from Sports Admin. Bring the green copy of the signed IDO back to Sports Admin. You may see a private doctor at normal consultation fees at your own cost.
- Take the medical Certificate and the PrDP Application form to the Traffic Department and pay the required amount.
- Have three ID photos taken at Foto First (collect an order form from Sports Admin) take invoice back to Sports Admin.

- The cost at the Traffic dept. can be claimed back from Sports Admin on production of relevant receipts, attached to a cheque request approved by your Sports Officer.
- A copy of your temporary PrDP needs to be given to the Transport Officer for filing and another one will be required by the Rhodes transport dept when you do your Rhodes License (don't bother taking it before that).

Rhodes Drivers: Rhodes Transport has a limited number of drivers available. Should you require the services of a driver, please indicate this on your booking form. Should you require a driver for an extended out of province trip, please make this booking two weeks before your trip in order to secure a driver.

Out of Province Trips: Bookings for all out of province trips must be done at least two weeks before your trip. In the interest of safety, you are required to have a Rhodes driver with you on this trip.

Reporting: Please report any dangerous driving (Speeding, suspected intoxication, drinking and driving general reckless driving) to the Transport Officer immediately and follow up formally in writing after your trip.

Sign Out/Return: When taking a vehicle out, inspect it before you leave the collection point. Walk around the vehicle and make note of any dents, marks, scratches on the vehicle. Please notify the Transport Officer or Transport department of any damage before you drive off. It is your responsibility to

ensure you return the vehicle in good condition. On returning the vehicle, check for any damages and report them to the Transport Officer.

Fuel: All Vehicles will be provided with a full tank of fuel. You must return the vehicle with a full tank. Attached to the vehicle keys is a standard bank petrol card that can be used at most fuel stations and all road tolls. No cash will be required. Please hand in all fuel and toll gate slips when you drop off the vehicle. Ensure the following:

- The Fuel attendant has signed your petrol slip
- The registration of the vehicle is on the petrol slip
- You fill out the log sheet before you leave for your trip and the return mileage when you return the vehicle.
- Please ensure you fill out a log sheet for vehicles you collect from the transport department and hand them in to Sports admin. This will ensure that your club is being charged for the kilometres you travelled.

Cancellation of vehicle booking: Please notify the transport officer of any cancellations, immediately; failing which will result in a fine.

Private Vehicle Usage: If you are planning to use your own vehicle, you will only be reimbursed for travelling at a rate determined by Sports Admin per kilometre; provided we are unable to secure transport for your team or part of your team. You must fill out the Private Vehicle Reimbursement form, have it approved and signed by your Sports Officer and submitted to the Transport Officer with your Booking Form.

External Hire Companies: In the case you are unable to secure Rhodes transportation or utilise your own vehicle, we may book your transport with a

Forms: All forms are available from the secretary's office or by email request to your sports officer

private company. All external vehicle hire must be authorised by your Sports Officer then booked through the Transport Officer.

Note: *External hire may cost more per trip than Rhodes transport. **This should only be done as a last resort.***

Damage: Before taking control of any vehicle please ensure that you have checked the vehicle for damage. If you damage a vehicle or there is an accident (even if no obvious damage is caused) please inform the Transport Officer promptly.

Collision: In the event that you have a collision, we will need an accident report for the incident (even if it is with an inanimate

object). If it with another vehicle we need the following details from the other driver and yourself:

- * Drivers Name
- * Drivers Contact Number
- * Vehicle Registration - Colour, Make and Model
- Insurance Details

If there is an accident, breakdown or any vehicle emergencies please call one of the following numbers:

Rhodes Campus Security (CPU). 046 603 8146

SPA Transport Officer. 083 478 5948

Your Sports Officer _____

Accident Report: Along with the details for the accident report, we advise you to take photos of the damage where possible.

Own Vehicle Travel: For students taking private vehicles to sporting events or sport related trips and you are travelling with other students: please provide a list of all passengers on the transport booking or reimbursement request form.

Drivers Rules: Those driving need to ensure they have regular breaks, every two hours, especially on long trips. Drivers must not drive for longer than two hours before changing drivers. A general rule is to change drivers every time you refuel.

If any drivers attend a social, the night before driving, they must not drink at this event. Any alcohol in the system can potentially result in being close to the drink/drive limit the following morning and put the lives of those in the vehicle at risk.

For safety and insurance purposes no vehicle may be parked overnight at your residence or digs. If you have an early morning trip, please make arrangements to collect the vehicle on the morning of your trip. Should you return to Grahamstown late, please make arrangements to be dropped off after your trip.

The maximum speed for all Rhodes Vehicles is 100km/hr. All vehicles are equipped with a satellite tracker. Should you exceed the driving speed you may be banned from driving Rhodes' vehicles. Unauthorised vehicle usage may also result in a ban. Please note: your vehicles are tracked from the time you leave, till you return.

Club Membership

Club Membership

Club Membership is open to all Rhodes University Students and Staff. Community members wishing to join may do so on a recreational basis only and may not participate in intervarsity or USSA competitions.

USSA Participation

Only a bona fide student registered with a club of a member institution of USSA may participate in a USSA tournament. For more definition of bona fide check this link: <http://www.ussa.org.za/doc/ussaregulations.pdf> (Section 3.4).

Sports Awareness Week

Your first contact with potential members is during Sports Awareness Week. This is a week where students and staff can visit and experience your club free of charge.

Club Sign Up

Club Sign up evening marks the official start of the sporting calendar. Each club will be allocated a space, with a desk, two chairs and a backboard to advertise and sell membership to students and staff with valid cards. The date of Sign Up evening will be posted on the Rhodes Website.

Membership Fees: At sign up evening, Clubs are expected to clearly indicate the Membership fee and tell potential members what is covered in their membership. Clubs are expected to be realistic and not promise activities they cannot produce during the year. Each committee is required to present, to

their sports officer a detailed budget by 31 September, justifying the year's membership fees based on the clubs activities. This must be done and approved seven working days before Sign-up Evening. Your membership fees may not include any clothing or equipment.

Payment: There are two methods of payment, Debit of Student account and Cash. To debt student accounts, a green debt form must be filled out neatly and in numerical order. Separate pages must be used for different membership fees. Only students who produce a valid student card may sign up. All cash payments will be done at the Sports Admin Desk that evening and at Sports Admin after Sign up. Every new member will receive a sticker with the clubs name. This sticker must be stuck on the student/staff/facilities card as proof of membership.

Cancellation: Members can cancel their membership in writing to the club Secretary and receive a 100% re-imbusement. Cancellation can be done anytime during the year, however, to qualify for a refund, your cancellation must be done before 14 days elapse from the day of sign-up. For a valid cancellation please ensure the following:

- Member must write to Sports Admin (rhodessport@ru.ac.za) or **speak to Admin Assistant** and hand in the membership sticker
- For a refund, cancellation must be before the cancellation deadline
- Secretary must draw a line across the members details on the sign up form

Community members must sign up through the Sports Officer. The following will be considered for membership of outside members:

- Person has coaching or other expertise which would benefit the club.

- There is no similar club in town, and the club would benefit from additional membership.

Rhodes reserves the right of admission of all outside members.

Obligation to Members: It is important the club contacts the new members to acknowledge that the member has joined. This first correspondence can also deal with club activities and events. The executive Committee also has a responsibility to ensure that every member of the club has equal opportunity to participate and enjoy the benefits of that club.

Leave of Absence (LOA): If anyone is to miss any academic work due to representing Rhodes at sporting event, this must be in line with university policy on LOA. It is essential that they negotiate this time away with the lecturer/department concerned. The first step is to get a leave of absence application form from Sports Admin or from the relevant department before the event. This should be completed and given to your Sports Officer to sign. Your Sports Officers signature will simply vouch for the fact that you have been selected to take part in that event. That form then needs to be taken to the department where they will make the decision as to whether a leave of absence is granted. Please encourage students to do this timeously and not simply to arrive at the department and announce that they are going away! Time away should be negotiated and work made up wherever possible.

Note: Sports Admin does not grant leave of absents and will not sign your form after the event.

Awards

Each year we honour individual talent and contribution as well as club performance. In previous years Rhodes Sport has been privileged to have men and women excel and represent Rhodes University both provincially and nationally. Rhodes Sport has also had club executive committees who have, throughout their term in office, performed their duties to a high standard. For these students a Sports Award Gala is hosted by the Universities Sports Council.

Ten Major Awards are given out each year namely:

- Most improved Club
- Committee of the Year
- Performance of the Year
- Administrator of the Year
- Club of the Year
- Coach of the Year
- Sportsman of the Year
- Sportswoman of the Year
- Inter-Res Sport winners
- Community Engagement winners

A grading of a clubs records (Reports, club file, operations, committee member involvement, member satisfaction, overall performance etc) will determine the winner for the group awards. Individual awards will be determined by the individual effort either in sport or in the management of their club, these awards require empirical evidence of performance. All awards with the exclusion of the Administrator of the year award and the Inter-Res award are determined by members of Sports Admin staff along with Student Sports Council through the careful and fair grading of club records for the year in question.

Essential Club Documents

Constitution: Please ensure that the copy of your club constitution which Sports Admin has on file is the most recent version, make sure that this is available to all your members. Should you wish to make changes to your constitution these will need to be presented to, and accepted by your members at an Annual or Special General Meeting. No constitutional change may be made if;

- a) You do not reach quorum, 50% + 1 of your registered members (No outside members may vote).
- b) Your Student Sports Council Mentor is not present.
- c) If you have not given adequate notice to your members.

Note: Failure to adhere to your club constitution could result in a Disciplinary and the suspension of the committee.

Colours Awards Guidelines: The copy that you find in your club file is the version, which Sports Administration has on file. We suggest that these guidelines are made known to your members so that they are fully aware of the standards they need to achieve.

You may not change the colours guideline after the first term, unless your federation has made changes that will have an impact on your criteria. Before changes can be made, please propose these changes to your sports officer. Colours will only be awarded to individuals who provide supporting documentation from their National Federation.

The federation of Sporting code standard should be the guide when setting your clubs guidelines. Where you steer away from national standard please motivate and have this approved by the colours committee before the end of the first term.

The colours Committee must approve your guidelines and reserve the right to reject any that do not conform to the standard set by the committee.

Reports: Your club file forms the base from which knowledge is passed on from one committee to the next. It also serves as a reference point on club activities for your Sports Officer and members of your executive. Reports thus become an essential component of your clubs administration. The following reports should be in your club file, at least three (3) years worth:

- **Chairpersons Reports:** Termly reports and the final AGM reports

- **Treasurers Report:** General ledger, budgets, copies of invoices, receipts and AGM financial reports
- **Development Report:** Termly development plan and report and AGM reports
- **Minutes:** Minutes of all your meetings
- **Internal and External Correspondence:** Copies must be filed in your file and originals with your Sports Officer.

Committees

Each club is to elect/nominate members of their club to form an Executive Committee. Sports Council and Sports Admin recognise the following positions and have set aside a summary of responsibilities for each position.

1. **Chairperson:** The Chairperson of a club is seen to be a figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership within the club, in consultation with other committee members.

Duties of a Club Chairperson:

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate.

- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds
- Provide your sports Officer with results as soon as your game is over.

2. **Vice Chairperson:** The role of a Vice-President is an important one. Sometimes it happens that the Club Chairperson is unable to carry out his/her duties for various reasons, The Vice-Chair, as second in command, is expected to take over the roles and responsibilities of the Chairperson.

Duties of a Club Vice Chairperson:

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help the Media Rep edit a club newsletter. See that a weekly club newsletter is produced.

- Directly monitor the projects of each portfolio and assist where necessary.
 - Serve as head of your clubs sub-committees.
 - Collect all the term/Semester reports of the committee and submit them to the secretary.
 - Make sure the club secretary submits and files the clubs reports.
 - Attend with one other member of your club (preferably the Chair or Vice Chairperson) all Student Sports Council meetings.
 - Attend weekly meetings with the Clubs Sports Officer
3. **Secretary:** The Secretary of a club provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external organisations e.g. provincial federations, other clubs and University teams, and Sports Admin as when dealing formally as a club. The club Secretary should report to the club Chairperson and or Vice Chairperson.

Duties of a Club Secretary:

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, results, affiliations, subscriptions, memberships, bookings, and mailings.

- To deal with the day to day running of the club including all correspondence (both internally and externally)
 - To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate.
 - To liaise with club committee members to ensure all appropriate administration is in place
 - To represent the club at meetings
 - To have a knowledge and understanding of roles and responsibilities of other club committee members
 - To maintain up to date contact details of all members, committee members, other key club personnel, Student Sports Council members and Sports Admin staff and provincial and national affiliated bodies
 - To ensure the club file is updated weekly and contains all essential documents.
 - To collect copy, file and distribute reports, receipts/invoices
 - Provide your sports Officer with results as soon as your game is over.
4. **Treasurer:** The Treasurer of the club is responsible for producing and managing the club's accounts and finances, and should report to the Club Chairperson and the committee. This role will include being responsible for all income and expenditure for the club.

Duties of a Club Treasurer:

- To be responsible for all club finances through ensuring adequate accounts and records exist

- To plan the annual budget in agreement with the club committee, and monitor it throughout the year
 - To ensure that all funds are used appropriately
 - To maintain up to date records of all transactions and records of income and expenditure through the use of a general ledger
 - To prepare end of year accounts and present to the committee and AGM.
 - To process all of the clubs financial requirements (Subsistence, transport, cheques) and submit receipts/invoices within 24 hours of any club purchase.
 - To Prepare and submit Termly reports
5. **Media** : A media officer provides a central point for the club to lead and promote its activities, ideally to improve the club's image and keep its members updated on club activity. This includes taking responsibility for liaising with local media, and raising the profile of the club within the community. The media Officer should report to the club Vice-Chairperson and the committee.

Duties of a Club Media Officer:

- Develop a media plan for the club in association with the club's strategic plan
- Secure a budget for the club's media activities, in association with the club treasurer

- Develop and maintain/update the clubs web page and social media sites
 - Promote and publicise all aspects of the club, in a positive and equitable way through the production of informative and unbiased newsletters, website updates and regular media releases
 - Report on club events (internally and externally)
 - Create and nurture relationships with media local to the club (Grocotts, Student print, RMR, local Eastern Cape print etc)
 - Keep and update the clubs notice board, Website, Twitter and Facebook
 - Take and provide photographs of matches and club events
 - Cut out and keep all publication about your club.
 - Publish your clubs activities and results. Provide your sports Officer with results as soon as your game is over.
6. **Development Officer:** A development officer provides a central point and leads the clubs on and off campus develop program. This may also include the preparation and submission of partnership bids with other clubs or organisations.

On campus development is an essential part of a clubs development strategy. With two phases, there is the traditional inter-res program and internal league programs which run with the aim of getting all levels of students involved and exposed to Rhodes sports.

The other face of on-campus development is more club specific. Here clubs are encouraged to develop all aspects of their members within

their club, and promote and expose their sport to prospective members in order to keep the standards and ability within the clubs growing. Activities falling under this aspect of development include (but are not limited to) the following:

- **First Aid courses:** First Aid Club will be running a first aid course and clubs are expected to send two representatives. Sports Administration will subsidise the cost the cost along with the club
- **Coaching Courses:** Clubs are encouraged to send members on relevant, recognised coaching courses of all levels. This will help the club become more self-sufficient and enable you to offer a better service to both your members and your development programme.
- **Umpiring/Refereeing Courses:** Equipping your members with such skills will result in the increased participation of these members beyond their own playing of the sport. The different perspective of the game provided by such a qualification will go far to raise the standard of the game within your club.
- **Official Courses:** Clubs are encouraged to send as many members to the various Officials' courses that are on offer e.g. coaching courses, EP Athletics Officials courses, National Sports Council courses etc. Clubs are encouraged to build up a good core of volunteers that can be used at local or provincial tournaments.
- **Joint club initiatives:** More social events can be organised to promote joint co-operation between clubs and encourage membership growth.
- **Staff Sport Days:** Clubs should view staff as potential contributors to their clubs and should carefully consider the service they can offer staff members. Clubs should develop initiatives encouraging staff to get

involved i.e. a staff mixed doubles tennis tournament. The support of Rhodes Sport by academic staff should be encouraged through such events.

Duties of a Development Officer:

- The Club Development Officer should report into the club Vice Chairperson.
 - To identify development opportunities internally and externally in association with the club's development plan
 - Produce, execute and maintain an On-campus development program this includes inter-res as well as any activities arranged for Rhodes students and staff, which will expose or introduce them to your sporting code.
 - To prepare a development strategy with club committee members as appropriate
 - To establish and develop effective working relationships with key local partners (Schools, Makana, DSRAC, Residence Reps)
 - To develop a development proposal(s) for the club in association with the club's strategic plan
 - To manage and guide the clubs development efforts
 - Attend community meeting pertaining to your code and development program
7. **Transport:** The role of the transport officer is simply to ensure that the team gets from point A-B. The transport officer must know and understand the transport policy and procedure as laid out in this handbook.

Duties of a Transport Officer:

- Book transport for club fixtures and approved outings
- Ensure drivers are aware of where and when to pick up keys and vehicles
- Ensure drivers understand and follow the transport rules as laid out in this handbook
- Inform the travelling team(s) of where the collection point will be and what time they are scheduled to leave.

Entertainment: The entertainment officers for each club are encouraged to organize social functions. Clubs are advised to form a sub-committee to make relevant decisions. The role of entertainment officer is vital in keeping the club together, be creative in your event planning. Social events may be an opportunity to establish or maintain relations with your clubs strategic partners and members. You are encouraged to make use of the OMP lounge and Sports Bar for you functions.

Duties of an entertainment Rep:

- Organising and plan the clubs social events for the year
- Preparing and present a realistic budget to your committee
- Book a venue, food, drinks, music etc
- Know and understand the Universities policy on events and alcohol.

Note: you may not plan socials in the week leading to SWOT week, during SWOT week or exams.