

Coach Induction Day

2026-2027 Season

Purpose today: create a clear, consistent way of working across coaches, student leaders and UoM Sport staff.

Welcome **Standards** **BUCS**

Team Manchester | BUCS | Representative Sport

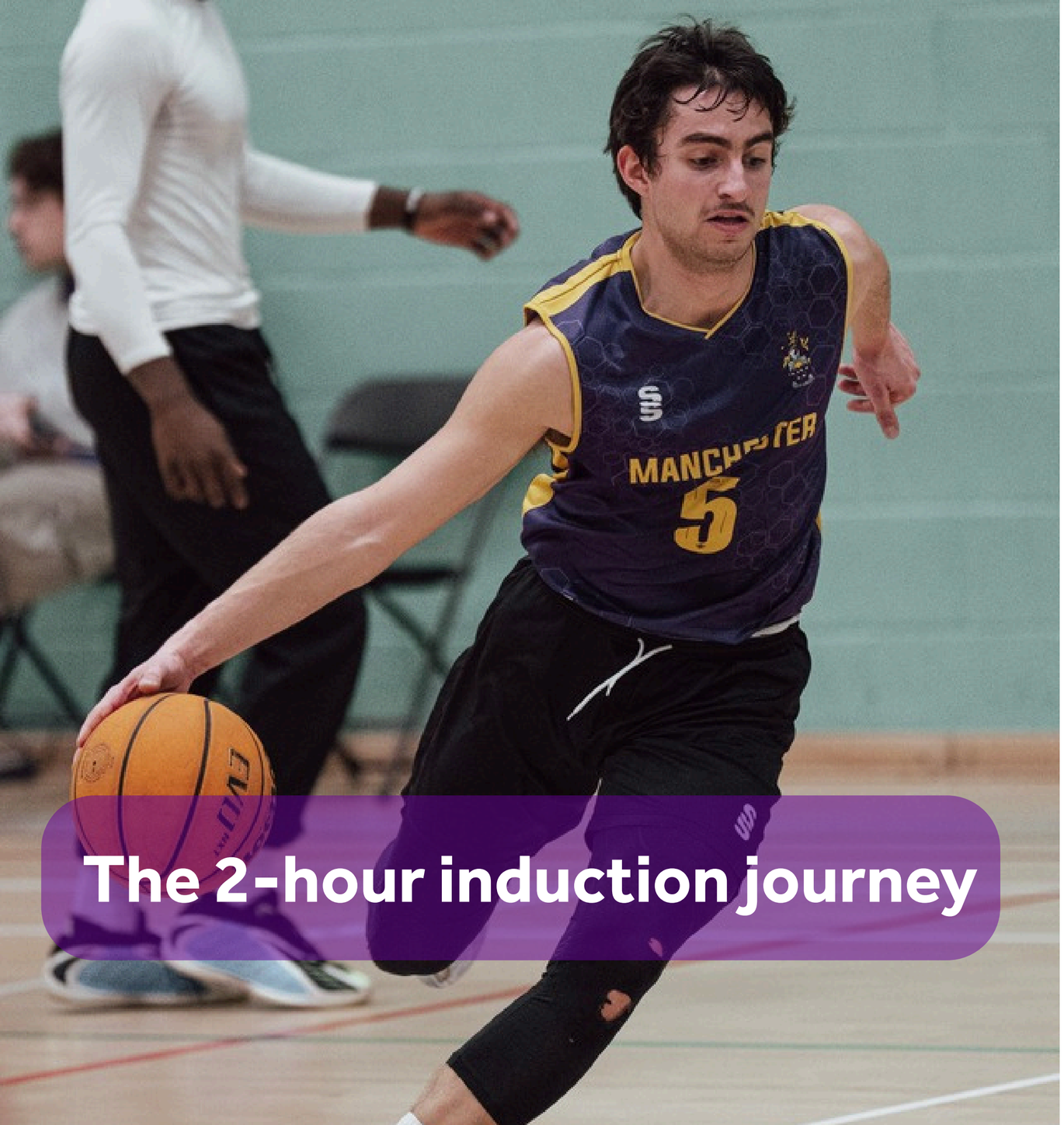
Today's Outcomes

Know the Programme
Understand where Team Manchester and BUCS sit within the wider UoM Sport Pathway

Know the Standards
Understand professional, welfare, conduct and student-centred expectations.

Know the Processes
Understand registers, eligibility, BUCS admin, payments, facilities, kit and transports

Know the Support
Understand how to use S&C, physio, concussion guidance, welfare routes and staffcontacts.



The 2-hour induction journey

0-10 mins	Welcome & Outcomes
10-25mins	Programme context & Team Manchester
25-45 mins	Coach role, standards & payment
45-65 mins	~Break ~ SUMS & Timesheet Demonstration
65-85 mins	BUCS, Fixtures & Operations
85-115 mins	Performance Support, Breakout & Next Steps

Who's who?

Programme & Team Manchester **Kyle Cherry**	Programme expectations, coach relationships, club development plans & escalation
Competition & BUCS Admin **Elspeth Clarke**	BUCS Play, Teamsheets, Fixture Changes, Availability and Match-Day Administration
Performance Support **Jamie Miller, Jacopo Giraudo, Akiva Babad & Nathan Norris**	Physio, Rehab, S&C, Concussion and Performance Service Signposting
Welfare & Conduct Route **Kyle Cherry & UoM Sport Route**	Student wellbeing concerns, Conduct issues, Incident reporting and Safeguarding escalation

Coaches should not sit on problems. Early contact prevents issues with welfare, eligibility, payment and fixtures.

Programme Context

Where coaching fits within UoM Sport and Team Manchester.



Programme Context

Where coaches fit in the UoM Sport Pathway?



Coaches

Coaches shape performance, but also club culture, student retention and long-term development

Programme Context

UoM Sport Staff	• Governance • Programme Structure • Operational Support
Coaches	• Technical Leadership • Standards • Training Delivery
Student Leaders	• Club Admin • Peer Leadership • Member Communication
Shared Principles	• Clear Communication • Appropriate Challenge • Safe Practice • Fair Selection • Accountability

The One-Team Model

Successful delivery depends on UoM staff, coaches and student leaders working from the same page.

Set the tone that good delivery is shared, but roles must stay clear.

Programme Context

What Team Manchester is in 26/27?

A clearer performance and development programme with shared expectations and annual review.



Programme Purpose

Supports clubs and student athletes to develop sporting performance, employability, wellbeing, leadership and wider life skills.

Mutual Commitment

UoM Sport sets out the offer. Clubs, coaches and students commit to standards.

Annual Review

Continued inclusion is based on performance, engagement, governance, administration, conduct, culture and partnership working.

Not Just Results

Sporting outcomes matter, but clubs must also show wider development and operational strength.

Team Manchester is a support package and a standard. Clubs must evidence they use support responsibly.

Programme Context

What must clubs do throughout 26/27?

Performance & Competition

- Relative Performance Score above 0.65 where applicable
- Complete BUCS team sheets and results on time
- Use BUCS Play and avoid avoidable admin issues

Engagement

- Maintain 80% training attendance across the year
- Use allocated gym provision
- Complete S&C activity where required

Pathways & Development

- Run fair trials
- Provide non-Team Manchester competitive opportunities
- Offer beginner or taster activity regularly

Finance & Governance

- Remain financially secure
- Fund non-Team Manchester activity responsibly
- Complete committee training and active plans

Culture & Conduct

- Read and sign the code of conduct
- Avoid behaviour that brings the club or UoM Sport into disrepute
- Respect facilities, kit and equipment

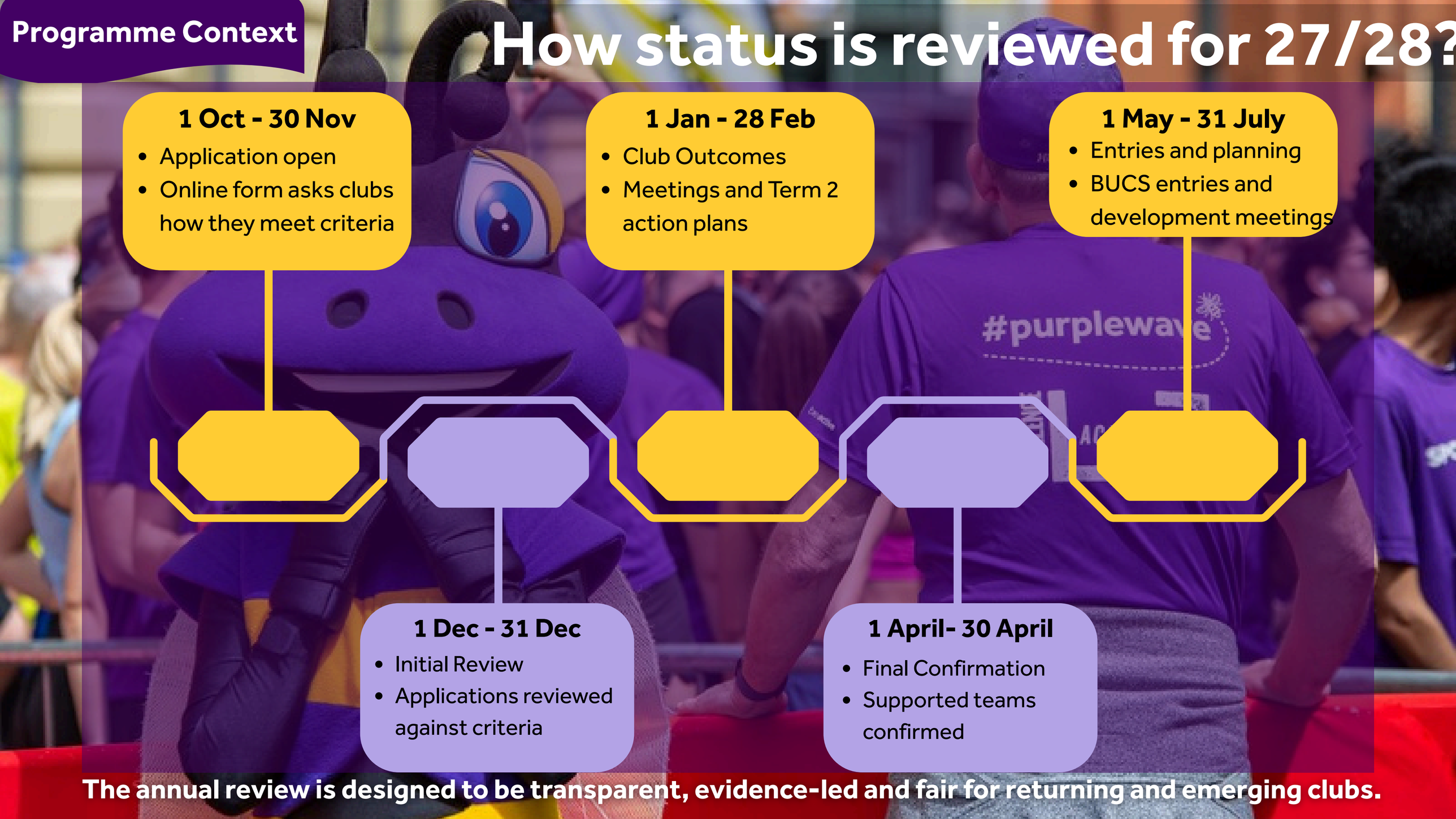
Communication & Review

- Provide dedicated Team Manchester committee contact
- Engage in introduction meetings
- Use feedback and review actions

Clubs stay in Team Manchester by showing year-round evidence across performance, engagement, development, governance, culture and communication.

Programme Context

How status is reviewed for 27/28?



1 Oct - 30 Nov

- Application open
- Online form asks clubs how they meet criteria

1 Jan - 28 Feb

- Club Outcomes
- Meetings and Term 2 action plans

1 May - 31 July

- Entries and planning
- BUCS entries and development meetings

1 Dec - 31 Dec

- Initial Review
- Applications reviewed against criteria

1 April- 30 April

- Final Confirmation
- Supported teams confirmed

The annual review is designed to be transparent, evidence-led and fair for returning and emerging clubs.

Programme Context

How coaches help clubs meet the criteria?

Communication & Early Action
Regular contact with chairs, captains and staff
Raise attendance, welfare and selection issues early
Help committees understand evidence needs

Registers & Timesheets
Complete registers after sessions
Submit timesheets or invoices correctly

Accurate records evidence delivery

S&C & Training Standards
Build S&C into sessions where required
Reinforce attendance and standards
Support readiness and safety

BUCS & Competition Readiness
Support availability and selection
Encourage prompt team sheets and results
Help prevent avoidable admin issues

Culture & Development
Set tone for safe, respectful sessions
Support student leadership
Encourage feedback and development conversations

Why this matters?
If a club loses Team Manchester status, support may reduce and roles may become club-funded.

Coaches do not own every criterion, but their communication, records and delivery make progress easier to evidence.

Programme Context

Club and team preparation so far

Club Development Meetings

Planned club development on and off the pitch
Talked through Team Manchester criteria
Identified how clubs can evidence progress

New Staff & Ways of Working

New UoM Sport staff are in place
Clearer ways of working across staff, coaches & students
Open door approach to raise issues early

Feedback & Committee Info

Students pushed towards regular feedback
Club committees directed to SharePoint
Feedback and shared resources support planning

Coach Information Hub

Core information and guidance
Contacts, SLA, S&C, physio, scholarships, registers and timesheets
Step guides and BUCS Play links

The preparation is in place. The focus now is consistency, early communication and using the right support routes.



Coaches Role & Standards

Clarifying expectations before delivery starts.

Responsibilities



Coach Responsibility

Plan and deliver safe, purposeful sessions

Attend agreed training and home matches

Lead selection and performance feedback

Complete or oversee registers

Report injuries, incidents and welfare concerns

Follow UoM and NGB standards

Committee Responsibility

Promote membership and attendance

Communicate with members and captains

Support team sheets and fixture availability

Manage club admin, finance and kit return

Maintain positive club culture

Support handover and sustainability

Work together, but keep roles clear. Coaches support student leadership rather than replacing it.

Responsibilities

Professional Standards

Professional Conduct
Punctuality

Preparation - Wear UoM Kit

Respectful Communication

Appropriate Language

Inclusive Practice
Positive Environment

Fair Treatment

Individual needs considered

Boundaries
Appropriate relationships with students & committees

Careful online communication

Confidentiality
Personal and medical information handled only through agreed route

Safety & Risk
Session planning

Equipment checks

Incident reporting

Sport/NGB guidance

Competence
Coach only within qualification, experience and agree roles

This is a mandatory expectation, not a preferred style. Coaches should report concerns early.

Coaching Requirements

Attend the UoM Sport coaching induction

Provide qualifications and relevant certificates before the first session

Deliver agreed structured sessions and fixture support

Follow code of conduct, BUCS regulations, NGB guidance and risk assessments

Track attendance and notify if unable to attend and find cover that is verified by UoM Sport

How Coaches get paid

Payment route is self-employed invoicing or PR7/PR5 claim forms where applicable

Submit timesheets and club registers through agreed routes

Club representative approval verifies attendance

Invoices normally due at the end of Term 1 and Term 2

Include PO number and send invoices to UoM Sport contact

Payment is linked to verified delivery: attend, record accurately and submit the right evidence.



Responsibilities

Registers, Eligibility and Payment Admin

1

Eligible Players

Only eligible students should train or compete where membership or BUCS rules apply.

2

Training Register

Completed after every agreed session using the correct route

3

Timesheet/Invoice

Submitted by deadline with the correct PO number and agreed activity only.

4

Escalation

Extra costs, cancelled sessions or uncertainty must be agreed before action.

If it is not agreed, recorded or submitted correctly, it is harder to evidence delivery and process payment.

SUMS Register Demonstration

Responsibilities

Why the register matters?

Evidence of attendance and engagement

Supports Team Manchester review data

Creates a clear welfare or injury follow-up record

Helps staff confirm agreed delivery

What the demo will cover?

Finding the correct club or team register

Selecting the right session/date

Marking attendance accurately

Adding relevant notes

Submitting through the agreed route

Coach Expectations

Complete after every agreed session

Keep records accurate and current

Raise access or data issues early

Do not leave registers until the end of term

Live demonstration: coaches should know where to access SUMS and what to do if access or data is missing.

Team Manchester

Attendance Monitoring system

Completing coaching timesheets

CLICK HERE

Responsibilities

Why timesheets matter?

Payment is linked to verified delivery

Records must match agreed activity

Club representative approval supports authorisation

Late or incomplete records may delay payment

What the demo will cover?

Opening the approved timesheet route

Recording session date and attendance

Checking agreed hours or activity delivered

Adding supporting information

Submitting by payment window

Coach Expectations

Only submit agreed activity

Use the correct PO or claim route

Keep timesheets consistent with registers

Flag cancelled or additional sessions before claiming

Run this after the SUMS demonstration so coaches understand the link between delivery evidence and payment.

Sport-Specific Breakout Conversations

Performance Support

- What is the weekly rhythm? What is technical, tactical, fitnessor match-prep focused?
- How will teams be selected and how will decisions be communicated fairly?
- What are the key BUCS dates, event entries, round robin formats or travel needs?
- What are the main sport-specific risks, NGB requirements or injury patterns?
- What does the coach need from captains, and what do captains need from the coach?





Performance Support & Follow-Up

S&C, Physio, Injury Pathways, Breakout actions & Next Steps

Performance support and injury pathways

Performance Support



Coaches should signpost support early and reinforce safe practice.

Athlete welfare comes before performance optimisation.

S&C

Explain programme expectations,
TeamBuildr engagement,
Gym use and the link between training quality and performance

Physio & Rehab

Explain Booking routes
Referral Expectations
Team Manchester rate and when to signpost

Concussion Education

Use a cautious approach
Follow relevant guidance
Do not rush return to play

Wellbeing Concerns

Report concerns through agreed UoM routes rather than trying to manage them alone

Concussion Clinic

Performance Support

STOP

Concussive Event Occurs

Significant impact or motion to the head or body occurs

Emergency Referral Indicated?
(See box 1)

Yes → Immediate removal & urgent hospital assessment

No ↓

Healthcare professional with training and experience in concussion present?

No → ‘If in doubt, sit them out’ recognise & remove

Yes ↓

SCAT6 administered and concussion identified

No → If (-) but high risk mechanism or suspicion, remove

Yes ↓

- Step 1 of RTS protocol*
- Monitor for deterioration indicating need for emergency referral (see box 1)
- Initial guidance for self-management*

Arrange appointment with concussion clinic

Contact Rachael Connolly via email, text, or phone
rachaelhearn@dtsportsmedicine.co.uk
+44 (0)7938 060732

72> hrs post injury: SCAT6 administered
72< hrs post-injury: SCOAT6 administered
24-48 hrs post-injury: Step 2a of RTS protocol*

Progress to Step 2b of RTS protocol*
Consider use of graded exercise assessment for sub-symptom threshold exercise prescription

- No symptom improvement 5 days post-injury?
- Persisting symptoms past 14 days?
- Risk factors for prolonged recovery? (see box 2)

No ↓ / Yes → **Assess for potential clinical profile(s):**

Vestibular
Oculomotor
Cervical Spine
Headache
Mental Health
ANS System
Cognitive

Implement rehabilitation techniques specific to clinical profile(s)

Symptoms improving?

No ↔ Refer to specialist for clinical profile(s)

Yes ↓ Continue to step 3 of RTS protocol*

↔ Refer to SRC physician specialist

Symptom free at rest: continue to step 4 of RTS protocol*
Consider graded exercise assessment - complete with no symptom exacerbation

Symptom free for 14 days: continue to step 5 of RTS protocol*
Consider sport-specific exercise assessment - complete with no symptom exacerbation

Symptom free for 21 days: complete RTS*
Return to competition

Box 1

Weakness or tingling/burning >1 arm or in legs
Vomiting
Severe or increasing headache
Increasingly restless, agitated, or combative
Visible deformity in skull
Neck pain or tenderness
Seizure or convulsions
Double vision
Loss of consciousness
Deteriorating consciousness

Box 2

Age <18
Female
History of >3 previous concussions
Recent concussion (within last 3 months)
PMHx (mental health, learning difficulties, ADHD, dyslexia, headaches/migraines, insomnia, complex MSK conditions)
Initial symptom load/severity high
VOMS strong reaction
Delayed removal from play
Delay in access to medical care (>24 hrs)
Significant psychosocial factors

Injury Pathway

Performance Support

Notice Issue
Player reports pain, discomfort or injury concern

1

Coaches should support safety and signposting, not diagnose injuries or manage medical return-to-play decisions.

2

Stop & Assess Safety
Do not rush the player back. Follow venue emergency process if urgent

3

Record Concern
Log the issue on the training orgame register.

4

Signpost Support
Direct the student to the agreed booking route.

5

Follow Advice
Rehab, modified activity or return-to-play guided by practitioner or agreed guidance.

Physio Clinic

Referral Route

- Use the training/game register to log issues clearly
- Refer players who may need physio assessment or support

Booking Route

- Face to face: Armitage reception
- Phone: Armitage reception
- Online: UoM Sport website

Clinic Availability

- Mon: 9am-11am, 1pm-3pm
- Tues: 1pm-3pm, 6pm-8pm
- Thurs: 10am-12pm, 2pm-5pm
- Fri: 8am-10am

Session Details

- Appointment length: 30 minutes
- Team Manchester: £22.50
- Other students: £30
- Staff: £42.50
- Public: £50

Strength & Conditioning Programme 26/27

Performance Support

How will it work?

- 15-30 minute S&C within weekly training
- Group delivery in existing training spaces
- Sport-specific TeamBuildr programmes
- Focus: conditioning, movement and injury prevention

Accountability & Monitoring

- Captains, Chairs and Coaches oversee delivery
- Weekly engagement checks
- Monthly programme reviews
- Progression for highly engaged clubs

Individual Athlete Support

- Personal TeamBuildr codes
- Bespoke gym programmes
- First-session support
- Ongoing engagement monitoring

Team-based delivery should increase accountability, preparation and injury prevention.



BUCS & Operations

Fixtures, facilities, match days, parking and practical delivery

BUCS

British Universities & Colleges Sport: the national competition framework for university sport.

What coaches need to know?

BUCS is the main national competition structure

Fixtures, venues, start times and team information aremanaged through BUCS Play

League fixtures should follow the BUCS date unless changed through the agreed process

Coaches support selection, conduct and match-day readiness

Term 1 league fixtures: Wed 7 Oct - Wed 16 Dec 2026

Term 2 league fixtures: Wed 20 Jan - Wed 24 Mar 2027

Exact start times are confirmed on BUCS Play

BUCS Play

- Check fixture time
- Opposition
- Start time
- Teamsheet details
- Venue
- Results & Updates

Use BUCS Play as the live reference point before every fixture. Raise concerns through the club and UoM Sport early.

BUCS

BUCS delivery requires preparation, compliance and consistent behaviour

Walkovers, eligibility issues and misconduct affect clubs, opponents, UoM Sport reputation and future programme decisions.

Before Fixture

- Check availability & Selection
- Eligibility & Team sheet
- Travel allocation
- Venue details

During Fixture

- Model professional conduct
- Respect officials and opponents
- Maintain clear communication
- Manage substitutions fairly

After Fixture

- Confirm result and action points,
- Report incidents
- Review performance and feedback relevant information toUoM Sport and committee.

BUCS match days and competition expectations

Training

Training windows and academic breaks

Semester 1

- Mon 28 Sep 2026: training starts
- Sun 20 Dec 2026: training ends
- Mon 21 Dec 2026: Christmas break starts
- Wed 13 Jan 2027: Christmas break ends
- Thu 14 Jan - Fri 29 Jan 2027: assessment and exams

Semester 2

- Mon 1 Feb 2027: training starts
- Sun 28 Mar 2027: training pauses
- Mon 22 Mar - Sun 4 Apr 2027: Easter break
- Mon 5 Apr - Sun 11 Apr 2027: non-teaching period
- Mon 19 Apr - Sun 16 May 2027: training resumes and ends
- Mon 17 May - Wed 9 Jun 2027: assessment and exams

Any additional or adjusted sessions should be agreed through UoM Sport rather than arranged informally!

BUCS

Facilities, kit, transport and match day operations

Venue rules, transport and kit processes need to be followed consistently so match days run smoothly.

Facilities

- Respect booking times, shared spaces, facility rules, opening hours and emergency procedures
- Report facility issues to UoM Sport staff as soon as possible
- Respect facility staff decisions while issues are investigated

Kit

- Club members are responsible for kit and apparel
- Coaches should help monitor equipment used during sessions
- Report equipment or kit concerns to UoM Sport staff
- All Staff will get a voucher that they can spend on kit to wear during training and matches.

Transport

- Team Manchester transport is booked by UoM Sport
- Booked transport is shared on club committee SharePoint
- Coaches wanting to travel should tell Elspeth ideally 2 weeks in advance

Staff

- UoM staff are normally on site during Wednesday match days
- Concerns should be raised with staff around the facility
- Key contacts: Kyle Cherry and Elspeth Clarke

BUCS

Coach need-to-know

Armitage Car Parking

- **0-3** hours is free and does not need RingGo registration
- Over 3 hours requires payment via RingGo, location code 39807
- Contracted UoM Sport coaches can be added for free parking through the e-permit route

How to get free parking?

- Request an e-permit before or on the day of the visit
- Use sport@manchester.ac.uk or reception for an on-the-day request
- Details cannot be uploaded retrospectively

Coaches should know the practical routes before the season starts, especially parking, registers, payment and escalation.

Admin Basics

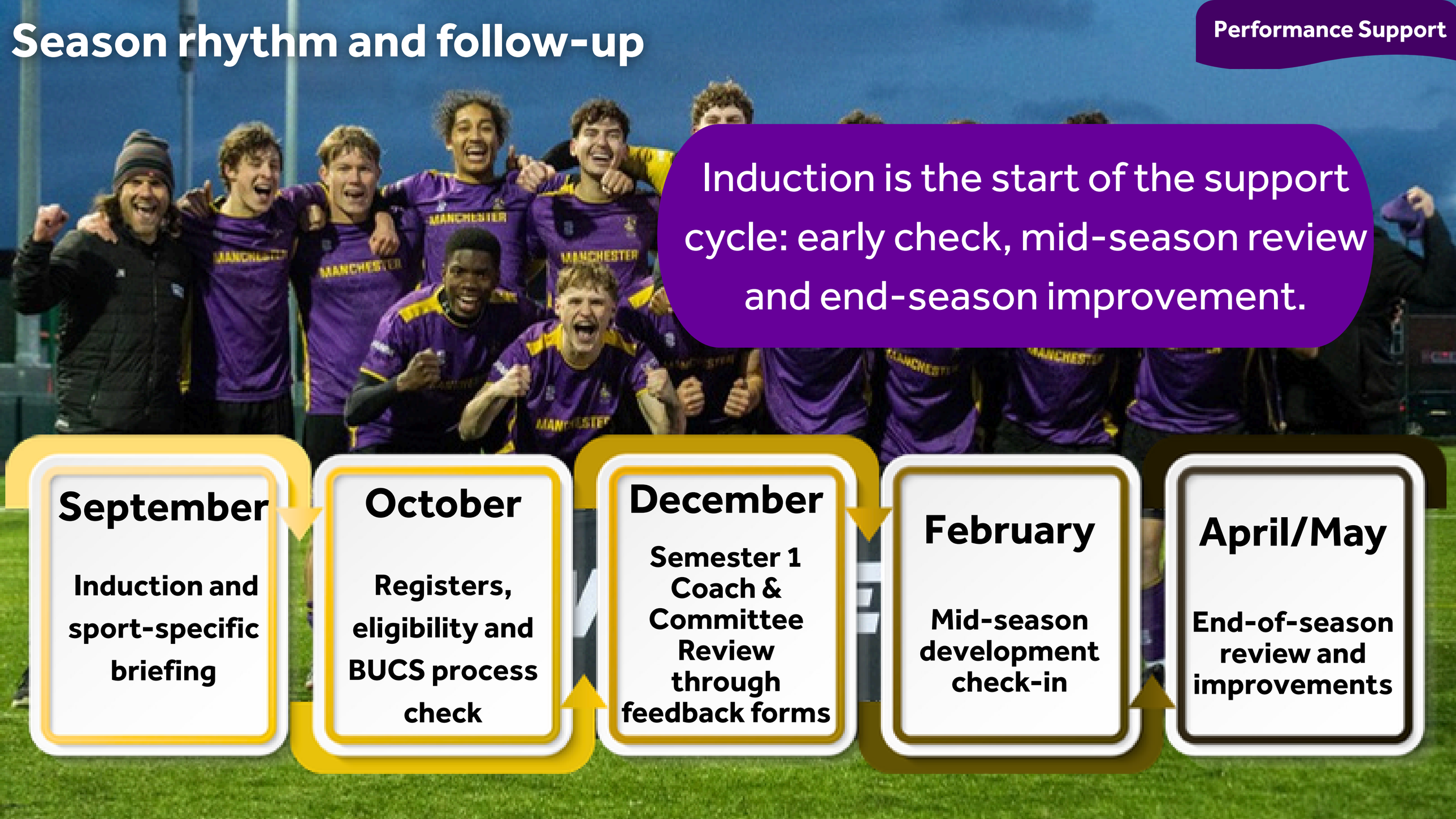
- Complete registers after every agreed session
- Timesheets or invoices must match agreed delivery
- Missing or late records can delay payment and reduce evidence

Escalation Basics

- Raise facility, fixture, attendance or conduct issues early
- Do not arrange extra sessions, costs or changes without agreement
- Use venue emergency process for urgent concerns

Season rhythm and follow-up

Performance Support



Induction is the start of the support cycle: early check, mid-season review and end-season improvement.

September

Induction and sport-specific briefing

October

Registers, eligibility and BUCS process check

December

Semester 1 Coach & Committee Review through feedback forms

February

Mid-season development check-in

April/May

End-of-season review and improvements

Summary

One-Team

Coaches, staff and student leaders should work from the same page

Student-centered

Performance matters, but welfare, inclusion and development come first.

Process Protects

Registers, team sheets, invoices and reporting routes keep the season running.

Raise Early

If unsure, ask. Early conversations prevent bigger issues later.

