UNIVERSITY OF MANCHESTER SPORT

Coach Induction Information Pack

Team Manchester | BUCS | Representative Sport

2026-27 season

A practical recap for coaches to keep to hand throughout the season

Standards • Administration • BUCS • Operations • Performance support

How to use this pack

This pack turns the induction presentation into a practical reference guide. It summarises the shared expectations, routine processes, key dates and support routes coaches are expected to use during the 2026-27 season.

FOUR MESSAGES TO REMEMBER

Work as one team. Put student welfare and development first. Use the agreed processes. Raise questions and concerns early.

Contents

Section	What it covers
1. Programme and people	UoM Sport pathway, Team Manchester, roles and contacts
2. Coach standards	Responsibilities, professional conduct, safe sport and boundaries
3. Registers and payment	SUMS, eligibility, timesheets, invoices and escalation
4. BUCS and operations	Fixtures, match days, dates, facilities, kit, transport and parking
5. Performance support	S&C, physio, injury pathway, concussion and wellbeing
6. Season follow-up	Review rhythm, sport-specific actions and quick checklist

Key contacts

Area	Contact	Use this route for
Programme / Team Manchester	Kyle Cherry	Programme expectations, coach relationships, club development plans and escalation
Competition / BUCS admin	Elspeth Clarke	BUCS Play, team sheets, fixture changes, availability and match-day administration
Performance support	Jamie Miller, Jacopo Giraudo, Akiva Babad and Nathan Norris	Physio, rehab, S&C, concussion and service signposting
Welfare / conduct	Kyle Cherry / agreed UoM Sport route	Wellbeing concerns, conduct, incidents and safeguarding escalation

RAISE EARLY

Do not sit on problems. Early contact helps prevent issues with welfare, eligibility, payment, facilities and fixtures.

1. Programme and people

Where coaching fits

Pathway area	Purpose
Move	Beginner and entry programmes
Play	Social club sport and intramural competition
Team Manchester	Representative teams competing in BUCS and other agreed competition
Performance Teams	Targeted teams with additional standards, support and expectations
Scholars	Individual athlete support through the scholarship pathway

Coaches influence performance, club culture, student retention and longer-term development. Team Manchester sits within the wider UoM Sport pathway rather than operating as a stand-alone programme.

The one team model

UoM Sport staff	Coaches	Student leaders
Governance	Technical leadership	Club administration
Programme structure	Training delivery	Peer leadership
Operational support	Standards and feedback	Member communication

Shared principles

- Clear communication
- Appropriate challenge
- Safe practice
- Fair selection
- Accountability

ROLE CLARITY

Good delivery is shared, but responsibilities must remain clear. Coaches support student leadership rather than replacing it.

What Team Manchester means in 2026-27

- A performance and development programme supporting sporting performance, employability, wellbeing, leadership and wider life skills.
- A mutual commitment where UoM Sport sets out the offer and clubs, coaches and students commit to standards.
- An annual review based on performance, engagement, governance, administration, conduct, culture and partnership working.
- A programme where sporting results matter, but wider development and operational strength also count.

Team Manchester evidence and annual review

What clubs need to evidence

Evidence area	Examples
Performance and competition	Relative Performance Score above 0.65 where applicable; team sheets and results completed on time; correct use of BUCS Play
Engagement	80% training attendance across the year; use of allocated gym provision; required S&C activity completed
Pathways and development	Fair trials; competitive opportunities beyond Team Manchester; regular beginner or taster activity
Finance and governance	Financial security; responsible funding of non-Team Manchester activity; committee training and active plans
Culture and conduct	Signed code of conduct; behaviour that protects the club and UoM Sport; respect for facilities, kit and equipment
Communication and review	Dedicated committee contact; introduction meetings; feedback and review actions used

Annual review cycle for 2027-28

Window	Stage	What happens
1 Oct to 30 Nov	Application open	Online form asks clubs how they meet the criteria
1 Dec to 31 Dec	Initial review	Applications reviewed against the criteria
1 Jan to 28 Feb	Club outcomes	Meetings and Term 2 action plans
1 Apr to 30 Apr	Final confirmation	Supported teams confirmed
1 May to 31 Jul	Entries and planning	BUCS/open entries and development meetings

FAIR AND EVIDENCE-LED

The cycle is intended to be transparent and fair for returning and emerging clubs.

How coaches contribute

- Keep regular contact with chairs, captains and UoM Sport staff.
- Raise attendance, welfare and selection concerns early.
- Complete registers after each agreed session and keep records current.
- Submit timesheets or invoices correctly and only for agreed delivery.
- Build S&C into sessions where required and reinforce attendance standards.
- Support availability, selection and competition readiness.
- Set the tone for safe, respectful sessions and constructive feedback.

2. Coach role and standards

Coach and committee responsibilities

Coach responsibility	Committee responsibility
Plan and deliver safe, purposeful sessions	Promote membership and attendance
Attend agreed training and home matches	Communicate with members and captains
Support selection and performance feedback	Support team sheets and fixture availability
Complete or oversee registers	Manage club administration, finance and kit return
Report injuries, incidents and welfare concerns	Maintain a positive club culture
Follow UoM and NGB standards	Support handover and sustainability

Professional standards and safe sport

Area	Expected practice
Professional conduct	Be punctual, prepared and respectful. Use appropriate language.
Inclusive practice	Create a positive environment, treat people fairly and consider individual needs.
Boundaries	Maintain appropriate relationships with students and committees. Take care with online communication.
Safety and risk	Plan sessions, check equipment, report incidents and follow sport or NGB guidance.
Confidentiality	Handle personal and medical information only through agreed routes.
Competence	Coach within your qualification, experience and agreed role scope.

MANDATORY STANDARD

These expectations are mandatory. Coaches represent UoM Sport and should model the standards expected from students.

Before your first session

- Attend the UoM Sport coaching induction.
- Provide qualifications and relevant certificates.
- Understand the agreed delivery, fixture support and role scope.
- Read and follow the code of conduct, BUCS regulations, NGB guidance and risk assessments.
- Know how to record attendance and who to notify if you cannot attend.

3. Registers, eligibility and payment

The administration chain

Step	Coach action	Why it matters
1. Training register	Complete after every agreed session using the correct route.	Evidence of attendance, engagement, welfare follow-up and delivery.
2. Eligibility	Check that only eligible students train or compete where membership or BUCS rules apply.	Supports fairness and competition compliance.
3. Timesheet / invoice	Submit by the deadline with the correct PO number and agreed activity only.	Allows verified delivery to be authorised for payment.
4. Escalation	Agree additional costs, cancelled sessions or uncertainty before acting or claiming.	Prevents disputed costs and inaccurate records.

SUMS register checklist

- Find the correct club or team register.
- Select the correct session and date.
- Mark attendance accurately.
- Add relevant notes where required.
- Submit through the agreed route.
- Raise access or data issues early.
- Do not leave registers until the end of term.

Timesheet and invoice checklist

- Record the session date and attendance.
- Confirm the agreed hours or activity delivered.
- Add the required supporting information.
- Keep the timesheet consistent with the register.
- Use the correct PO or claim route.
- Submit within the payment window.
- Flag cancelled or additional sessions before claiming.

PAYMENT PRINCIPLE

Payment is linked to verified delivery. Attend, record accurately and submit the correct evidence.

Payment routes

- Self-employed invoicing, or PR7/PR5 claim forms where applicable.
- Club representative approval verifies attendance.
- Invoices are normally due at the end of Term 1 (November-December) and Term 2 (May-June).
- Invoices should include the PO number and be sent to the agreed UoM Sport contact.

4. BUCS and competition delivery

BUCS basics

British Universities & Colleges Sport is the national competition framework for university sport. Fixtures, venues, start times and team information are managed through BUCS Play. League fixtures should follow the BUCS date unless changed through the agreed process.

2026-27 fixture windows

Competition period	Dates
Term 1 league fixtures	Wednesday 7 October to Wednesday 9 December 2026
Term 2 league fixtures	Wednesday 20 January to Wednesday 24 March 2027

LIVE REFERENCE

Use BUCS Play before every fixture to check the date, start time, venue, opposition, team sheet details, results and updates.

Match-day checklist

Before	During	After
Check availability, selection and eligibility	Model professional conduct	Confirm the result and action points
Check the team sheet	Respect officials and opponents	Report incidents
Confirm travel and venue details	Communicate clearly	Review performance
Raise issues early	Manage substitutions fairly	Share relevant information with UoM Sport and the committee

WHY COMPLIANCE MATTERS

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

Training windows and academic breaks

Period	Key dates and activity
Semester 1	Training starts Monday 28 September 2026 and ends Sunday 20 December 2026.
Christmas break	Starts Monday 21 December 2026 and ends Wednesday 13 January 2027.
Assessment and exams	Thursday 14 January to Friday 29 January 2027.
Semester 2	Training starts Monday 1 February 2027 and pauses Sunday 28 March 2027.
Easter break	Monday 22 March to Sunday 4 April 2027.
Non-teaching period	Monday 5 April to Sunday 11 April 2027.
Training resumes	Monday 19 April to Sunday 16 May 2027.
Assessment and exams	Monday 17 May to Wednesday 9 June 2027.

CHANGES TO DELIVERY

Additional or adjusted sessions must be agreed through UoM Sport rather than arranged informally.

Planning prompts for coaches

- Map training intensity around fixture dates and academic pressures.
- Agree planned breaks and return dates with the committee.
- Communicate availability expectations early.
- Check any facility or staffing changes through the agreed route.

Facilities, kit, transport and match-day operations

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 and equipment

- 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.
- Staff will receive a voucher to spend on kit for training and matches.

Transport

- Team Manchester transport is booked by UoM Sport.
- Booked transport is shared on the club committee SharePoint.
- Coaches who want to travel should tell Elspeth Clarke, ideally two weeks in advance.

Match-day staff

- UoM staff are normally on site during Wednesday match days.
- Raise concerns with staff around the facility.
- Key contacts are Kyle Cherry and Elspeth Clarke.

Armitage car parking

Stay	What to do
0 to 3 hours	Free. RingGo registration is not required.
Over 3 hours	Pay via RingGo using location code 39807.
Contracted UoM Sport coach	Request free parking through the e-permit route before or on the day of the visit.
On-the-day request	Contact sport@manchester.ac.uk or reception. Details cannot be uploaded retrospectively.

5. Performance support and athlete welfare

Support routes

Area	Coach role
Strength & Conditioning	Explain programme expectations, TeamBuildr engagement, gym use and the link between training quality and performance.
Physio and rehab	Explain booking and referral routes, the Team Manchester rate and when to signpost.
Concussion education	Use a cautious approach, follow relevant guidance and do not rush return to play.
Wellbeing concerns	Use agreed UoM routes rather than trying to manage concerns alone.

PRIORITY

Athlete welfare comes before performance optimisation.

S&C programme 2026-27

How it will work

- 15 to 20 minutes of S&C within weekly training.
- Group delivery in existing training spaces.
- Sport-specific TeamBuildr programmes.
- Focus on conditioning where required, coordination, balance and prehabilitation.
- Resistance training is not mandatory and is completed independently by students.

Accountability and 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.

Physio clinic and injury pathway

Physio booking and prices

Item	Details
Referral route	Log the issue clearly on the training or game register and refer players who may need assessment or support.
Booking	Face to face or by phone through Armitage reception, or online through the UoM Sport website.
Appointment	30 minutes.
Team Manchester	£20
Other students	£25
Staff	£35
Public	£45

Weekly clinic availability

Day	Times
Monday	9am to 11am; 1pm to 3pm
Tuesday	1pm to 3pm; 6pm to 8pm
Thursday	10am to 12pm; 2pm to 5pm
Friday	8am to 10am

Injury pathway

Step	Action
1. Notice the issue	Player reports pain, discomfort or an injury concern.
2. Stop and assess safety	Do not rush the player back. Follow the venue emergency process if urgent.
3. Record the concern	Log the issue on the training or game register.
4. Signpost support	Direct the student to the agreed booking route.
5. Follow advice	Rehab, modified activity or return to play should be guided by a practitioner or agreed guidance.

COACH BOUNDARY

Support safety and signposting. Do not diagnose injuries or make medical return-to-play decisions.

6. Season rhythm and follow-up

Planned support cycle

Month	Focus
September	Induction and sport-specific briefing
October	Registers, eligibility and BUCS process check
December	Semester 1 coach and committee review through feedback forms
February	Mid-season development check-in
April / May	End-of-season review and improvements

Sport-specific working agreement

Use the breakout discussion and follow-up conversations to agree practical expectations for your sport in the following areas:

Area	Questions to agree
Training delivery	What is the weekly rhythm? What is technical, tactical, fitness or match preparation focused?
Selection and development	How will teams be selected and how will decisions be communicated fairly?
Fixtures and travel	What are the key BUCS dates, event entries, formats or travel needs?
Risk and welfare	What are the main sport-specific risks, NGB requirements or injury patterns?
Student leadership	What does the coach need from captains, and what do captains need from the coach?

BREAKOUT ACTION

Each sport should capture three agreed actions and circulate them after induction.

Three agreed actions

1. _____
2. _____
3. _____

Coach quick-reference checklist

Before the season

- Qualifications and certificates submitted
- Code of conduct, NGB guidance and risk assessments understood
- Role scope, training plan and fixture support agreed
- SUMS, timesheet and payment routes accessible
- Key contacts saved
- Parking and facility arrangements understood

After every agreed session

- Complete the correct register
- Record attendance accurately
- Add relevant welfare or injury notes through the agreed route
- Confirm any cancellation or change
- Keep activity consistent with the timesheet

Before every fixture

- Check BUCS Play
- Confirm availability, selection and eligibility
- Check the team sheet
- Confirm venue, start time and travel
- Raise operational issues early

When something changes

- Contact the committee and relevant UoM Sport lead
- Agree additional sessions, costs or fixture changes before action
- Use the venue emergency process for urgent concerns
- Report incidents, welfare concerns and equipment or facility issues promptly

IF UNSURE, ASK

Early conversations prevent bigger issues later. Process protects the coach, the club, students and UoM Sport.

Final key messages

One team	Student-centred	Process protects	Raise early
Coaches, staff and student leaders work from the same page.	Performance matters, but welfare, inclusion and development come first.	Registers, team sheets, invoices and reporting routes keep the season running.	If unsure, ask before acting.

Thank you for supporting Team Manchester and the 2026-27 student sport programme.

Keep this pack to hand and use the agreed UoM Sport routes whenever you need support.