

# Community Foundation Leader Handbook

Queen Mary Students' Union

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QMSU Community Foundation is an award-nominated Sport Leadership and Workforce Programme that develops both our students and sport within Tower Hamlets and neighbouring boroughs.

Through the programme, students will increase their employability through our free training and CPD opportunities and can benefit from receiving a host of rewards including fully-funded qualifications in return for their involvement in the community. Students can engage as coaches, officials and mentors in individual placements or as a group in student-led projects.

Although there are no obligations to complete a minimum number of hours, there are fantastic rewards available in return for the hours that you complete (noted on page 5)

## Contact Information

**Ash Marshalleck**

**Sport Workforce Development Assistant Manager**

020 7882 5765

[a.m.marshalleck@qmul.ac.uk](mailto:a.m.marshalleck@qmul.ac.uk)

[communityfoundation@qmul.ac.uk](mailto:communityfoundation@qmul.ac.uk)

## Location and Hours

Qmotion Office (Located above the Sport and Fitness Suite)

15 Godward Square

E1 4FZ

Our typical office hours are Monday – Friday from 9am – 5pm.

Please note that we are unlikely to respond to calls or emails outside of these times.



## Responsibilities

### Community Foundation will:

- Aid students' personal and professional development through sports opportunities such as coaching, refereeing and mentoring.
- Support students in finding voluntary placements.
- Support students to achieve their qualifications in sport, as well as further training in safeguarding and first aid.
- Ensure students complete their Disclosure & Barring Service (DBS) check.
- Ensure students have the most accurate dates, times and locations for their sessions.
- Provide appropriate equipment for students to facilitate sessions.
- Provide feedback as and when required.
- Mentor students to improve their transferable skill levels.
- Be available during office hours for assistance.

### Students will:

- Actively communicate with the Sport Workforce Development Assistant Manager as and when necessary.
- Complete all aspects of any training courses that they are registered for.
- Engage in the search for opportunities of interest to them.
- Arrive at least 10-15 minutes before each session is due to start. This gives time to complete playing area inspections and session setups.
- Plan each session in advance.
- Ensure that the contents of sessions are progressive and suit the needs of participants.
- Ensure all hours (paid and voluntary) are logged every month through the QMSU website.

## Recording Hours

All sport leadership hours should be recorded within a week of the completion of a session. All rewards can only be claimed for hours logged through the Community Foundation website.

### Hours can be submitted for:

- Voluntary and paid hours arranged with QMSU Community Foundation.
- Voluntary and paid hours arranged externally.
- Volunteering at sporting events.
- Volunteering at student-led projects agreed with QMSU Community Foundation.

### Hours should not be submitted for:

- Any outreach that has taken place outside of Tower Hamlets and neighbouring boroughs.

Students are still encouraged to volunteer in any opportunities that do not count towards Community Foundation rewards as involvement would still count towards the QM Skills Award (<https://www.qmsu.org/employability/qmskills/>) and to further develop experience and future employability.

The link to submit hours can be found at <https://www.qmsu.org/communityfoundation/leadership/>

## Rewards Package

Award	Bronze Award 	Silver Award 	Gold Award 	Platinum Award 	Notes
Number of hours*	10	20	30	60	Hours are cumulative throughout your time with QMSU
Self-assessment forms completed	2	4	6	12	Leaders will be required to complete a self-assessment form based on one of their sessions for every 5 hours they volunteer
Certificate	✓	✓	✓	✓	Certificates will be sent via email following the verification of logged hours by the Sport Workforce Development Assistant Manager
T-Shirt	✓				Sizes from S to XL can be requested
Hoodie		✓			Sizes from S to XL can be requested
Full funding for level 1 coaching qualification			✓		Due to the varying cost of qualifications across sports, a maximum cost level will be implemented and reviewed each year to be fair to students
Funding for level 2 coaching qualification				✓	Students are eligible for funding towards one qualification per academic year. Funding for a second qualification will not be provided until the following academic year at the earliest

\*Note that all *paid* hours logged on the programme are multiplied by 0.5. For example, if a student completed 10 voluntary hours and 10 paid hours of coaching, they would have earned 15 hours towards their rewards (10 x 1 for voluntary hours + 10 x 0.5 for paid hours)

**All hours are cumulative** throughout your time with QMSU and will be added to year-on-year

## **Further opportunities and rewards will become available throughout the year including:**

- Development events delivered by National Governing Bodies (NGBs).
- Paid opportunities with QMSU Sports Camps, as well as links to placements abroad.
- Complimentary tickets to sport events.

## **Workforce Development**

The Community Foundation supports the development of students on the programme in a number of ways. If you would like to receive any of these methods of support, please contact the Sport Workforce Development Assistant Manager:

- A Leader Development Pack to support your overall development.
- Offering advice to students on both an individual and group basis.
- Observing and evaluating sessions.
- Personal feedback.
- Supporting leaders in reflecting on and evaluating their own sessions.
- Maintaining regular contact to evaluate progress.
- Professional advice regarding your next steps.
- Helping leaders find further paid and voluntary placements, both in the UK and overseas.

Students involved with the programme should receive and complete their Leader Development Pack, available at <https://www.qmsu.org/communityfoundation/leadership/resources/>, to support their development.

## **Absence/Sickness**

If it becomes clear that you will not be able to attend a session for any reason, you must notify the relevant organisation/individual that you are working with as soon as possible. Contact must then also be made with the Sport Workforce Development Assistant Manager.

## Equipment & Clothing

Equipment will usually be provided by the relevant partner organisations or, if they are unable to do so, by QMSU. If you are unsure whether the equipment for your sessions is provided by QMSU or partner organisations, contact the Sport Workforce Development Assistant Manager as soon as possible.

Equipment provided by QMSU can be collected from Qmotion and must be returned immediately following the session to allow other students to use it.

Students should attend sessions/events in appropriate sports clothing. Once students are eligible to receive Community Foundation clothing (t-shirt and hoodie) they should wear these at their sessions.

## Safeguarding

The safeguarding of children and participants is of the **utmost importance**, and all leaders have a responsibility to recognise signs of abuse, what action to take in these instances and to avoid situations where they could potentially be accused of wrongdoing.

### Leaders should never:

- Spend time with an individual child away from others.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make derogatory or sexually suggestive comments to or around a child.
- Engage in personal relationships with participants.
- Let allegations a child makes go unrecorded or not acted upon.
- Contact, add or respond to young people on social media sites.
- Exchange phone numbers with young people.

### If a child discloses information that concerns you, you should:

- Share this information with QMSU's nominated safeguarding children adviser (listed below).
- Make a full written record of the incident(s) and any action taken at the time using the safeguarding reporting form (located on the website and in the Leader Development Pack).
- Make sure you listen to all accounts of the issues and react coolly and calmly.
- Take each comment seriously, even if intended as a joke.

### You should not:

- Panic or allow shock or distaste to show.

- Probe for more information than is offered. Keep questions to a minimum to ensure a clear and accurate understanding of what has been said.
- Ask leading questions.
- Make any promises.

For any concerns regarding safeguarding of young people, you should contact the following (in order of relevance, there is rarely a need to contact both):

**Bronwen Eastaugh – QMSU's nominated safeguarding adviser**

- [b.eastaugh@qmul.ac.uk](mailto:b.eastaugh@qmul.ac.uk) – 020 7882 2770

**Ashley Marshalleck – Designated safeguarding adviser for issues in sport**

- [a.m.marhsalleck@qmul.ac.uk](mailto:a.m.marhsalleck@qmul.ac.uk) – 020 7882 5765

## Expenses

**All reasonable expenses incurred by students will be reimbursed but must be agreed with the Sport Workforce Development Assistant Manager before purchase. This includes:**

- Travel to and from courses and volunteering sessions.
- Refreshments up to the value of £5 for events and sessions lasting longer than 4 hours.

A copy of the expenses policy is available within the Leader Development Pack, as well as online at <https://www.qmsu.org/communityfoundation/leadership/resources/>

Please note that you will need receipts/proof of travel in order to claim expenses. Oyster top-up receipts **are not valid**. Proof of travel can either be obtained online (if you have previously registered an Oyster card) or by requesting your recent journeys to be printed at most underground stations.

## Accidents

Students should always try and deal with accidents in the most appropriate manner. If you are working with an external organisation, there should be at least one full-time coach/member of staff on duty so please work with them to deal with any incidents

### First Aid

In the event of an incident, students can provide first aid (if qualified) however, the school or facility must be contacted to deal with further treatment. Students **must not** administer any tablets, creams or other medication unless there are extreme circumstances.

ALWAYS CHECK MEDICAL INFORMATION BEFORE ADMINISTERING FIRST AID TREATMENT!

### Accident Reporting

Accidents must be reported within 24 hours using the accident forms provided in your Leader Development Pack and here: <https://www.gmsu.org/communityfoundation/leadership/resources/>. These should be completed in as much detail as possible and returned to the Sport Workforce Development Assistant Manager.