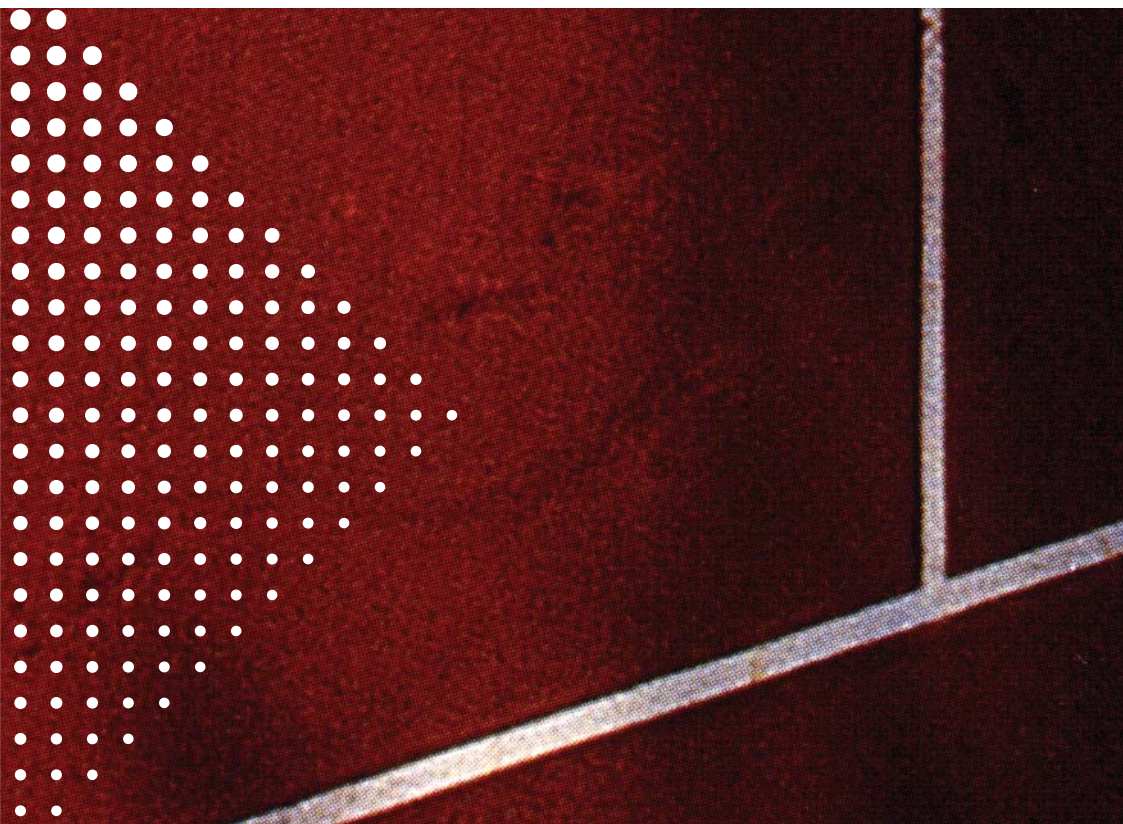


the role of the treasurer

what would I need to know to become a treasurer?



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glossary of terms

AGM: Annual General Meeting.

Assets: Physical resources owned and used by a club.

Auditing: A review of financial statements by an independent accountant to provide an opinion on the accuracy and validity of financial statements.

Balance sheet: A statement of the financial position which reports the assets, liabilities and owners' equity (accumulated funds) of a club at the close of an accounting period.

Budget: An expression in financial terms of the means by which a club plans to achieve its objectives.

Cash payments journal: A book used to record the details of payments by cash or cheque.

Cash receipts journal: A book used to record the details of cash receipts.

Creditor: A third party who is owed money by the club.

Debtor: A third party who owes money to the club.

Depreciation: An accounting process designed to allocate the cost of using an asset over its useful life.

Liabilities: Obligations or debts payable to a third party.

National Insurance: These are contributions on earnings deducted from a) employee's salary b) employer's contribution.

PAYE: (Pay As You Earn) – taxation on earnings.

Petty cash: Small amounts of cash held to pay for minor items of expenditure.

Statement of income and expenditure: A statement of revenues (income) and expenses for a given period of time (also known as a profit and loss statement).

VAT: Government tax made on goods and services but from which certain items are exempt eg children's clothing. The current rate of VAT is 17.5%.



what is runningsports?

runningsports has been designed for volunteers working in sport. Volunteers are defined as individuals responsible for coordinating and managing other volunteers, or for undertaking an administrative role within their sports club or organisation.

runningsports provides specific skills, resources and support for volunteers in formats that are convenient for them to access, and will help them contribute to their club or organisation, to ensure its future success.

For further information about runningsports products

visit www.runningsports.org

or call

Tel: 0207-404 2224

what is a treasurer?

In smaller clubs and associations, the role of treasurer and subsequent financial management tasks are often 'inherited' by volunteers who do not specialise in financial administration. Therefore, this resource aims to offer some basic guidance to those who need help in carrying out this important role within a sports club.

It is important that all sports clubs keep accurate financial records; the treasurer is the main person who takes on the responsibility for this.

In essence, the treasurer is the day-to-day financial manager at the sports club, working closely with the committee, providing annual budgets and regular financial reports in order for the board to make informed decisions and monitor performance against the budget.

It is vital that all money matters relate closely to the full sports development plan of the club.

what qualities are needed?

The treasurer should have:

- ✦ adequate time to perform the role
- ✦ enthusiasm
- ✦ good organisational skills
- ✦ good communication skills
- ✦ honesty and integrity
- ✦ an ability to keep records
- ✦ an ability to handle money and cheques carefully
- ✦ an ability to make decisions
- ✦ a good eye for detail
- ✦ confidence with numbers.

The runningsports Quick Guides, *The Role of the Chairperson* and *The Role of the Secretary* provide further useful information. To download a free copy or to purchase the other Quick Guides in this series, visit runningsports.org

Throughout this Quick Guide, reference is made to 'sports clubs'. This term is used to include all sports organisations, such as leagues, county and area associations and other community groups that provide sporting opportunities, whether in an organised setting, or a more informal environment.

what does the treasurer do?

The treasurer is ultimately responsible for insuring that the finances of the club are organised and managed effectively through a specific and separate club bank account.

The treasurer manages all income, including:

- ✦ invoicing and collecting subscriptions and all money owed to the club
- ✦ ensuring that all cash and cheques are deposited promptly in the bank or building society
- ✦ issuing receipts for all money received and recording this information.

The treasurer manages all expenditure, including:

- ✦ paying the bills and recording the information.

The treasurer manages legal requirements, including:

- ✦ handling the payroll and income tax for employees
- ✦ helping to prepare and submit any statutory documents that are required by law (eg VAT returns, PAYE and NI returns, tax returns, Grant Aid reports).

Further roles

The treasurer:

- ✦ keeps up-to-date records of all the financial transactions
- ✦ reports regularly to the committee on the club's financial status
- ✦ identifies fund-raising opportunities (ie government grants, sponsorship)
- ✦ arranges for the statement of accounts to be audited
- ✦ prepares year-end statements of accounts to present to the auditor
- ✦ presents an end-of-year financial report to the AGM
- ✦ is responsible for financial planning, including producing an annual budget and monitoring it throughout the year.

Even if these duties are delegated to a professional, the treasurer is still ultimately responsible. It is up to the treasurer to make sure that any delegated work is carried out correctly.

what equipment is needed?

To be an efficient treasurer, you will need the following equipment:

- ✦ A personal computer or laptop with back up facilities.
- ✦ A calculator.
- ✦ A cash book to record money received (receipts) and paid out (payments).
- ✦ A receipt book (in duplicate) to issue receipts for monies received.
- ✦ Storage box files or lever arch files.
- ✦ Two ring-binders for storing the completed documents (receipts and payments).
- ✦ A petty-cash box.
- ✦ Previous years' financial information.
- ✦ Files to store bank statements.
- ✦ Bank paying-in books.
- ✦ Cheque books.

NB: There are numerous cheap computer packages on the market dedicated to basic accountancy and bookkeeping with useable templates. These may be worth investing in.

NB: If you prefer, you can use the same cashbook to record both receipts and payments. If you do, make sure you keep the two sections separate. If the book is wide enough, use left-hand pages just for receipts, and right-hand pages just for payments.



taxation information

Direct taxes – employment taxation

PAYE (Pay As You Earn): taxation on earnings, paid by the employee.

National Insurance: contributions on earnings deducted from:

- a) employee's salary
- b) employer's contribution.

Indirect taxes – VAT returns

VAT is a tax on income made on the purchase of goods and services – certain items are exempt (eg children's clothing). The current rate of VAT is 17.5%. Sports clubs can only charge VAT if they are registered with HM Revenue & Customs and if their annual turnover exceeds £55,000 per annum.

Suppliers who are registered for VAT themselves can only charge VAT on expenditure to the club.

Summary

If the sports club is registered for VAT and therefore collects VAT on its own income there is a legal requirement to make regular returns to the tax office to account for monies received and paid out in relation to VAT.

Grant Aid

Sports clubs have access to various grants from a variety of bodies to help the development of their sport. It is the role of the treasurer to identify clubs that offer Grant Aid. Grants also come from charitable institutions (trusts) and in some cases central government and local government sources.

(See *Fund-raising, Grants and Sponsorship*, another of the **runningsports** Quick Guides available at www.runningsports.org).

The type and level of grants can vary depending on the geographical location of the club. Specialist sports consultancies can be used as part of the bidding process to complete funding applications.

Accessing grants

Your club will need:

- ✦ a club bank account
- ✦ partnership funding – identified in annual budget and put in a savings account
- ✦ copies of the past three years of annual accounts.

Fund-raising

Very few funding organisations give 100% grants towards projects. Thus, clubs have to find the shortfall in a variety of ways (eg sponsorship or partnerships with local governments). A club may decide to form a fund-raising committee using club members, who support the treasurer, to access grants. (See the *Fund-raising, Grants and Sponsorship* Quick Guide, available from **runningsports** at www.runningsports.org).

Status of the club

Dependant on the objectives of the club, the legal status of the club can be formed in a variety of different ways:

- ✦ **Limited liability companies (Ltd)**
Shares are issued in exchange for monies and run by a board of directors.
- ✦ **Companies limited by guarantee**
Similar to the above, however, their solvency is guaranteed by an individual.
- ✦ Committee-run clubs.
- ✦ Charitable organisations.

charitable status for community amateur sports clubs (CASCs)

Community Amateur Sports Clubs (CASCs) are now eligible to apply for charitable status, potentially saving them money in a given tax year.

Clubs who successfully apply will benefit from:

- ✦ a mandatory 80% business rate relief
- ✦ tax exemption for trading income
- ✦ payroll giving
- ✦ Gift Aid on donations from individuals and companies.

To benefit, clubs must:

- ✦ be open to the whole community
- ✦ be organised on an amateur basis
- ✦ have their main purpose as providing facilities for, and promote participation in, an eligible sport (ie those recognised by Sport England).

For more information, visit either www.ccpr.org.uk or for information on attending a **runningsports** workshop about CASC and other tax breaks, visit www.runningsports.org

HM Revenue & Customs tax relief package for CASCs

Some clubs may feel that becoming a charity is not right for them. Such clubs should consider the benefits of registering as a CASC with HM Revenue & Customs.

Amateur sports clubs who do not wish to apply for charitable status can now apply for a package of tax relief available direct from HM Revenue & Customs (see the links below). In order to qualify, your club must meet the same requirements as outlined in the above section.

As of 1 April 2004, the package gives mandatory rate relief of 80% to registered clubs, as well as tax relief on:

- ✦ fund-raising income up to £30,000
- ✦ income from interest
- ✦ rental income up to £20,000
- ✦ capital gains tax on disposals
- ✦ Gift Aid on donations from individual donors
- ✦ inheritance tax on gifts of assets or trading stock.

For more details on the benefits, visit the CASC page of the HM Revenue & Customs website, www.hmrc.gov.uk

This page also contains links to other useful websites. You can also download 'Growing Community Sport' (PDF 120kb), a government (DCMS) leaflet about CASC.

paying the bills

Bills should be paid promptly (within 30 days), including payment of out-of-pocket expenses to volunteers.

Normally, bills will be for items that have been budgeted for (eg expenditure that has already been approved or for routine items). If the treasurer gets a bill for something unexpected, the committee should be informed and their guidance sought.

It is a good idea for the committee to give the treasurer authority to make smaller financial decisions themselves (eg up to £50) and seek consultation from the committee on larger financial decisions.

All payments should relate to a written invoice or document, including claims for expenses from members of the committee and be properly recorded. Always document the handing out of cheques.

Payments need to be recorded in cashbook columns, labelled with the account names (eg rent paid, maintenance, coaching staff). All payment columns should be totalled at the end of each month. The total can then be compared to budgeted figures to see if expenditure items are within budget, ahead or behind. When balanced, the monthly closing figures can be carried forward as the opening balances for the next month.

Writing the cheques

- ✦ Write the payee's name in full, and the date, total amount in words and figures.
- ✦ Fill in the cheque stub.
- ✦ Sign the cheque, making sure there are two authorised signatures.
- ✦ Put the sport club's postal address and the invoice/account number on the back of the cheque.
- ✦ Request a receipt for all payments.

accounting for the money

The cash book

The accounts comprise books or ledgers, either in paper format or using a computer programme, which keep a record of all income and expenditure usually covering a 12-month period (the financial year). The cashbook is a cash receipts and cash payments journal, including records of bank notes, credit card slips, cheques, money orders, receipts and cheque stubs.

A summary of these books should be prepared showing the entire club's receipts and payments during the financial year.

Cash Balance

To determine this, total the receipts and deduct payments. Be aware that any interest, bank charges, VAT, direct credits or debits from other accounts, and un-presented or dishonoured (bounced) cheques will affect this. In smaller clubs, this cashbook is usually

a manual system based on a ruled ledger book available from most stationary shops. Keep the receipts and payments separate to each other (maybe one in the front and one in the back of the book). Here are a few basic items that should be recorded for every transaction:

- Date of the entry.
- Reference number for that entry – this number should also be written on the invoice or expenses claim form for easy cross-reference.
- Person you are paying (or from whom you have received the money).
- Cheque number (for payments by you) or receipt number (for receipts issued by you).
- Details of the transaction (what it was for – eg coaching fees, membership, raffles, bank interest).
- VAT element (necessary only if you are VAT registered).

A typical receipts page from a cash book

Date	Ref	Details	Receipt No	Cash/ Chq	Bank	Subs	Social Events	Match Fees	Misc.	Note
17/09/05	301	M Smith	250	25.00		25.00				
18/09/05	302	J James	251	50.00		50.00				
18/09/05	303	A Blake	252	14.25			14.25			
21/09/05	304	A Capsala	253	44.00			4.00	40.00		
21/09/05	305	ABC Ltd		70.00					70.00	Advert
24/09/05	306	Interest			49.93				49.93	Interest
28/09/05	307	S Breaks	254	25.00						
30/09/05	308	A Capsala	255	46.50			6.50	40.00		
Sep 05	Totals			274.75	49.93	75.00	24.75	80.00	119.93	
01/10/05	Cash to bank			(274.75)	274.75					
Sep 05	Total receipts				324.68	100.00	24.75	80.00	119.93	

Whenever cheques are paid into a bank or building society, the receipts section of the cashbook should be totalled (as above) and a note made of the total amount put in the bank, with the date. These totals can easily be compared with the bank statements to make sure the two agree.

It is advisable, at the end of the 12-month period, to have the accounts audited (looked at and verified) by an independent person, preferably someone with professional qualifications (the auditor).

If the organisation is a limited company, it must have a registered auditor who produces a report under the requirements of the Companies Act. Most clubs that are not limited companies elect honorary auditors to inspect and verify the accounts that the treasurer produces.

collecting the money

Always keep cash received separate from your own money. Keep a cash box solely for the club's money, and write receipts in duplicate as soon as you receive it. Hand one receipt to the person who pays you; the other one is your copy, which should be kept in the book.

Deposit all cash and cheques in the bank or building society as soon as possible after receiving them. Not only is this efficient administration, it also makes good financial sense – money in the bank account is likely to earn interest and prevent banking charges.

Invoices

If you send out invoices to collect some of your money, you will need to keep a record showing that an invoice has been issued and later to confirm it has been settled. The people who owe you money, to whom invoices have been sent, are called debtors.

If you receive lots of invoices (ie bills), try to allow for these when the final accounts are prepared. Include the expenditure in the financial year to which it relates, irrespective of when the bill is actually paid. The people to whom you owe money are called creditors.

Petty cash

Sometimes you need to use cash for small payments, where it is impractical or unreasonable to use a cheque. A small analysis book (the petty cash book) is needed to record the cash received, the cash paid out, and the balance in hand. This balance figure should be updated whenever any cash is received or paid out and checked against the actual cash in the cash box. If there is any discrepancy, it must be resolved immediately.

Don't take short cuts, or expect to be able to remember exactly who has given you what. Write everything down immediately in a dedicated book or file.

Payroll

It is good practice to keep a payroll and pay employees, such as players, coaching staff, officials, administration, grounds people and bar staff, by cheque or direct deposit to their bank account. It is at this stage that PAYE (tax) and National Insurance (NI) is deducted from their salary and administered prior to payment to the statutory organisations (eg Tax Office). The payroll summary is an important set of records that should be passed on to the auditor when the annual accounts are being audited. This should be kept with the payslips when paying salaries or wages.

financial planning

the budget

A budget is a forecast in monetary terms of the means by which the club plans to achieve its objectives. Thus, it is very important that it relates closely to the overall club development plan. The budget is basically a tool for planning the efficient and effective application of financial resources on a day-to-day basis toward the long-term goals of the club.

When financial planning is done well, it helps future planning and decision-making, allowing you to decide whether to spend money, increase fees or rethink your activities.

The detailed preparation of the budget is usually left to the treasurer and one or two selected officers. However, it should always be discussed with the committee for modification and approval. In a small club, you should involve all members and keep them aware of what is happening. They are much more likely to agree to an increase in fees or charges if

they understand the financial pressures the committee is facing. The budget is a forecast of the likely sources of income (ticket sales, etc) and anticipated expenses for operations and capital development (new club house, end of year tour, tournament entry fee, etc).

Preparing the budget

- ✦ List all possible sources of income and expenditure, making estimates for all budgeted items.
- ✦ It is wise not to over-estimate income or under-estimate expenditure. This will help the club to break even, which is far more advisable than running at a deficit.
- ✦ Make adjustments for inflation and likely increases in expenses and build in a contingency fund.
- ✦ Some items can be calculated, while some will simply be estimates.



An operating budget for a small sports club.

Income	£
Subsidies	2000
Membership	1500
Donations	400
Fund-raising	2000
Sponsorship	1000
Total	6900
Expenses	£
Rent	3150
Equipment	600
Volunteers' expenses	350
Publicity and printing	200
Fund-raising expenses	200
Telephone	1000
Stamps and stationery	300
Insurance	600
Sundry	500
Total	£6900
projected surplus (deficit)	0

An operating budget for a large sports club.

Income	£
Government grant (salary subsidy)	42,000
Membership/affiliations	100,000
Awards	2000
Bank interest	500
Bar takings	50,000
Donations	1500
Fund-raising	10,000
Gate takings	6000
Hire of pitches/facility	5000
Sponsorship	12,500
Total	£229,500
Expenses	£
Salaries and costs:	
Centre manager	39,000
Clerical secretary	22,000
Development officer	29,000
Coaching coordinator	8000
Hourly paid assistance	1000
Casual bar staff	17,000
Postage and telephone	12,000
Stationery and postage	14,000
Travel (team coach, etc)	3500
Insurance	6000
Repairs and maintenance	16,000
Trophies	1000
Photocopier	10,000
Word processor	6000
Publicity and promotions	10,000
Rental/lease of facilities	2500
Bar stock	7000
Tracksuits	2500
Coaching sessions	4000
Coaches qualifications/seminars	2000
School tournaments	5000
National affiliations	1000
Miscellaneous	1500
Total	£220,000
projected surplus (deficit)	£9500

statement of accounts

The treasurer should regularly prepare an up-to-date statement of accounts showing the receipts and payments to date, the budget for the year, and the balance left. Break down the totals to a few important headings (eg administration, rent, affiliation fees).

An account prepared solely on the basis of money received or actually spent is called a receipts and payments account. If invoices that have been issued or received by you are also included, it is called an income and expenditure account. Here is an example of part of an account for a small sports club, prepared halfway through its financial year. It shows the original budget and a revised forecast.

Item	Annual Budget £	Payments to date £	Present balance £	Revised £
Budget				
Hire of facilities	200	120	80	240
Referees' fees and expenses	250	125	125	250
Coaching fees	100	55	45	100
Affiliation and registration fees	25	25	0	25
Entry fees	30	25	5	25
Administrative expenses	50	30	20	60
Travelling expenses	250	140	110	280
Printing	65	50	15	75
Sundry	30	10	20	30
Total (payments)	1000	580	420	1085

financial year end

Most sports clubs publish a statement of income and expenditure and balance sheet as the principal financial reports for presentation to, and adoption by, its members at the annual general meeting (AGM). These statements summarise and report the financial performance and position or net worth (balance sheet) of the club. The financial report unlike a budget, accounts for every penny, based on the receipts and payments recorded and summarised by the treasurer in the cash book throughout the year. In essence, this shows how much money the club has made or lost over the last financial year.

Before these accounts are presented to the members at the AGM, they must be audited. Audited accounts are the final statement of accounts, after they have been checked and verified by somebody with recognised accounting skills (eg a chartered accountant) as being a true and accurate record of the financial affairs of your club.

Try to find an accountant who is a member of your club, or who is prepared to give his or her services on a voluntary basis. Give the auditor plenty of time to complete the work, and try to get everything into good order before passing on the books and papers.

income and expenditure

At the end of the financial year you will need:

- ❖ a statement of income and expenditure for the financial year
- ❖ a balance sheet up to the last day of the financial year.

An income and expenditure account includes unpaid bills (creditors) and any money owed to you (debtors). In the example below, the surplus for the period is £40.

NB the total figures for income (receipts plus debtors) and expenditure will be itemised under appropriate headings to give the detailed information you need.

Income	£
Cash receipts	245
Add debtors	90
Total	335

Any depreciation (eg office equipment) should be subtracted from the surplus before closing the income and expenditure account for the year and the net surplus or deficit figure carried over to the balance sheet. Purchases of items being valued on the balance sheet as fixed assets (eg the purchase of a word processor) should not appear in the income and expenditure account.

Expenditure	£
Payments made	240
Add creditors	55
Total	295

balance sheets

If you have an income and expenditure statement, you will also need a balance sheet, which shows what the club is worth at a particular point in time. A balance sheet is usually prepared for the last day of the financial year. It takes account of debtors and creditors.

Have a look at the sample balance sheet opposite. One column is the total net asset, (fixed assets plus net current assets) which equals the capital account (sometimes called the general fund). In this example, the totals are £700. We often talk about the two sides of the balance sheet, but they are usually written one above the other.

	£	£
Fixed assets (equipment, fixtures and fittings)		500
Current assets (stock, debtors, cash at bank and in hand, prepayments)	350	
Less current liabilities (creditors, accruals, receipts in advance)	150	
Net current assets	200	200
Total net assets		700
Represented by: capital account		
Balance brought forward from previous year		660
Plus surplus (or deficit) for year (after deduction depreciation)		40
Capital account		700

balancing the bank account

A bank statement is the bank's record of the club's finances. This record may not agree exactly with what is kept by the treasurer in the cash book because it can take a few days for credits and debits to appear in a bank account.

Bank statements should be obtained regularly (monthly is usually about right), and checked immediately against the books to reconcile the two. This enables you to keep up to date and identify any mistakes or discrepancies.

The bottom line

Remember that treasurers are volunteers, not accountants, and that they are making a vital contribution to your club. It is essential to invest in professional help to sort problems out, rather than to lose control of the finances, which may have a detrimental effect on your club.

helpful hints

You only need to know two things about money – How to manage it and how to get more of it!

- ✦ Every club or association, no matter how small, should keep proper accounts and prepare regular statements.
- ✦ Sports clubs must be seen to be honest, or no one will have the confidence to contribute funds to them.
- ✦ It is wrong for people to steal, but it is also wrong to treat money so casually that people feel less conscience-stricken about stealing it, and less afraid of being discovered. Try to establish a system that prevents fraud, rather than one to discover or compensate for it.
- ✦ Do not overestimate your ability to remember details of financial transactions. Write everything down!
- ✦ The important thing about accounting, apart from being accurate, is to be consistent, so that meaningful comparisons can be made from month to month, and year to year. Always give receipts for money received and get receipts for money paid out.
- ✦ Keys to the safe or petty cash-box should be held only by specified people who need to sign for and be responsible for them.
- ✦ Keep all incoming and outgoing money separate.
- ✦ Pay surplus cash into the bank promptly, using a paying in book.
- ✦ Budgeting is one of the most important financial functions for any sporting club, large or small. Do not be tempted to try to manage without a budget or you will be heading for financial difficulties.

Useful related websites

- 1 Community Amateur Sports Clubs (CASC) on the HM Revenue & Customs website: www.hmrc.gov.uk/casc/
 - To see guidance notes, click www.hmrc.gov.uk/charities/guidance-notes/intro.htm
- 2 Department for Culture, Media and Sport: www.culture.gov.uk Follow the link to Sport at www.culture.gov.uk/sport/default.htm
- 3 HM Revenue & Customs www.hmrc.gov.uk/
- 4 The Charity Commission: www.charity-commission.gov.uk
- 5 There are also a variety of individual sports governing bodies for your specific sport that you can consult (eg The FA). For contact details, use the following Sport England link: www.sportengland.org

Click on the 'get resources' link; then 'useful links' and then 'governing bodies of sport'. You can then choose whichever sports are applicable and it will link you to the relevant website.

useful contacts

CCPR – One Voice for Sport and Recreation

Francis House
Francis Street
London SW1P 1DE
Tel: 0207-854 8500
Fax: 0207-854 8501
Email: info@ccpr.org.uk
Website: www.ccpr.org.uk

Child Protection In Sport Unit

NSPCC National Training Centre
3 Gilmour Close
Beaumont Leys
Leicester LE4 1EZ
Tel: 0116-234 7278/7280
Fax: 0116-234 0464
Email: cpsu@nspcc.org.uk
Website: www.thecpsu.org.uk

Coaching Northern Ireland

Queen's PEC
Botanic Gardens
Belfast BT9 5EX
Tel: 02890-686940
Fax: 02890-666119
Email: information@coachingni.net
Website: www.coachingni.net

English Federation Of Disability Sport

Manchester Metropolitan University
Alsager Campus
Hassall Road
Alsager
Stoke-on-Trent ST7 2HL
Tel: 0161-247 5294
Fax: 0161-247 6895
Minicom: 0161-247 5644
Email: federation@efds.co.uk
Website: www.efds.net

National Association of Councils for Voluntary Service (NACVS)

177 Arundel Street
Sheffield S1 2NU
Tel: 0114-278 6636
Fax: 0114-278 7004
Textphone: 0114-278 7025
Email: nacvs@nacvs.org.uk
Website: www.nacvs.org.uk

runningsports Hotline (general enquiries)
Tel: 0800-363373

runningsports (all other enquiries)
3rd Floor, Victoria House
Bloomsbury Square
London WC1B 4SE
Tel: 0207-404 2224
Fax: 0207-383 5740
Email: info@runningsports.org
Website: www.runningsports.org

SkillsActive

Castlewood House
77-91 New Oxford Street
London WC1A 1PX
Tel: 0207-632 2000
Fax: 0207-632 2001
Email: skills@skillsactive.com
Website: www.skillsactive.com

Sport England

3rd Floor, Victoria House
Bloomsbury Square
London WC1B 4SE
Tel: 0845-850 8508
Fax: 0207-383 5740
Email: info@sportengland.org
Website: www.sportengland.org

Sporting Equals

Commission for Racial Equality
Lancaster House (3rd Floor)
67 Newhall Street
Birmingham B3 1NA
Tel: 0121-710 3014
Fax: 0121-710 3022
Email: sportequal@cre.gov.uk
Website: www.cre.gov.uk/speqs

sports coach UK (general enquiries)

114 Cardigan Road
Headingley
Leeds LS6 3BJ
Tel: 0113-274 4802
Fax: 0113-275 5019
Email: coaching@sportscoachuk.org
Website: www.sportscoachuk.org

sports coach UK Business Support Centre (workshop enquiries)

Sports Development Centre, Loughborough University
Loughborough
Leicestershire LE11 3TU
Tel: 01509-226 130
Fax: 01509-226 134
Email: bsc@sportscoachuk.org
Website: www.sportscoachuk.org

sportscotland

Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel: 0131-317 7200
Fax: 0131-317 7202
Email: library@sportscotland.org.uk
Website: www.sportscotland.org.uk

Sports Council for Northern Ireland

House Of Sport
Upper Malone Road
Belfast BT9 5LA
Tel: 02890-381222
Fax: 02890-682757
Email: info@sportni.net
Website: www.sportni.net

Sports Council for Wales

Sophia Gardens
Cardiff CF11 9SW
Tel: 02920-338200
Fax: 02920-300600
Email: publicity@scw.co.uk
Website: www.sports-council-wales.co.uk

Sports Leaders UK

Clyde House, 10 Milburn Avenue
Oldbrook
Milton Keynes MK6 2WA
Tel: 01908-689180
Fax: 01908-393744
Email: info@sportsleaders.org
Website: www.bst.org.uk

Volunteering England

General enquiries:
Tel: 0845-305 6979
Email: information@volunteeringengland.org
Website: www.volunteering.org.uk

Volunteering England (Birmingham)

New Oxford House, 16 Waterloo Street
Birmingham B2 5UG
Fax: 0121-633 4043

Volunteering England (London)

Regents Wharf
8 All Saints Street
London N1 9RL
Fax: 0207-520 8910

Women's Sports Foundation

3rd Floor, Victoria House
Bloomsbury Square
London WC1B 4SE
Tel: 0207-273 1740
Fax: 0207-273 1981
Email: info@wsf.org.uk
Website: www.wsf.org.uk

Youth Active

371 Kennington Lane
London SE11 5QY
Website: www.youthactive.org

Youth Sport Trust

Sir John Beckwith Centre for Sport
Loughborough University
Loughborough
Leicestershire LE11 3TU
Tel: 01509-226600
Fax: 01509-210851
Email: info@youthsporttrust.org
Website: www.youthsporttrust.org

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