BUCS ACTIVE 4 PROJECT

GUIDANCE DOCUMENT

November 2020

INTRODUCTION

This document is to support universities looking to express interest in the BUCS Active 4 project. BUCS Active 4 links to three important interventions:

1. Tackling inactivity in female students
2. Using physical activity to tackle mental health issues
3. Increasing the number of students from lower socio-economic backgrounds engaging in sport and physical activity

By providing access to digital technologies, BUCS Active 4 aims to support existing institutional activity by directly targeting these interventions.

Below you should find information that will help you to complete your expression of interest form. Please read the entire document. If you have any questions or would like further information, please contact mark.brennan@bucs.org.uk.

Please note: any university interested in applying to participate in BUCS Active 4 will need to complete an online Expression of Interest form. The deadline for submission is **midday on Monday 30 November**.

ESSENTIAL REQUIREMENTS

Prior to submitting the Expression of Interest form, please make sure you are aware of the requirements to be part of BUCS Active 4:

- BUCS will provide all projects with access to use online digital platforms. Successful projects must use these platforms to record participant numbers for the duration of the project.

- The activity outlined within each project can be new, but it can also be activity that is already planned to take place.

- The project activity should be delivered for at least four months between January and September 2021. All projects will be required to submit reports on the impact of delivery in September.

- The lead member of staff responsible for the delivery of the project will be required to attend two project meetings over the course of the year. The first one being a project induction meeting, taking place virtually on **Monday 14 December via Microsoft Teams.**

- Throughout BUCS Active 4, BUCS will provide all successful institutions with ongoing support and workforce development opportunities. Successful projects will have opportunity to support BUCS in developing future digital technologies.

PROJECT BACKGROUND

BUCS Active 4 aims to support your intended activity by providing digital technologies to support delivery.

These digital technologies can be used to track and monitor all student engagement across your recreational sport programmes; both in-person and virtually. The digital technologies will also offer the opportunity for

students to link their BUCS Active 4 account with wearable fitness devices (Fitbit, Apple, Strava, and Garmin) meaning that activities and challenges can be geared towards general physical activity. This will provide you with the ability to set physical activity challenges; such as weekly step challenges and give you an insight into activity levels across your student body. All activity can be captured and fed into a personalised institutional portal (powered by Playwaze) where there will be functionality to generate reports to help with the analysis of data.

Considering the ongoing uncertainty around the delivery of student activities, BUCS Active 4 should offer an opportunity for your institution to enhance current programmes and help meet the ever-changing demands of the current climate. All whilst helping to widen accessibility and aligning delivery to the targeted interventions of tackling female inactivity, supporting student mental health and wellbeing, and increasing representation from low-seg backgrounds.

BUCS Active 4 is intended to be the most flexible cycle of BUCS Active yet. Our primary focus is supporting members with helping students to continue to lead active lifestyles; even with all the unique challenges that Covid 19 presents. As already mentioned, institutions can opt to engage with the project to support existing activity or you can use it as an opportunity to start offering something new. In particular, the functionality to offer virtual activity may offer institutions an opportunity to create new programmes of activity in addition to planned in-person delivery.

GUIDANCE FOR COMPLETING THE EXPRESSION OF INTEREST FORM

This section is intended to provide you with specific information to support you with completing the Expression of Interest form.

University Contacts

In this section please provide the lead contact information who will be responsible for delivering the project and details for the senior member of staff that supports your submission (E.g. Head of sport or equivalent).

Project Summary

This section will ask you to outline the key details of your project.

Targeted intervention

Your project can focus on one or more of the following interventions: inactive females, mental health and students from lower socio-economic backgrounds. Please ensure you tick all that apply.

Which students will you aim to target through your project?

Select as many options that are relevant to the demographic of students you are aiming to target within your institution. Where possible, the selections made should be based on the understanding of their current activity habits. E.g. You may wish to target activity towards commuting students that do not participate in campus sports, therefore targeting them through virtual challenges and rewards.

Programme Objectives

This section provides an opportunity for you to detail the specifics of your proposed delivery plan. You should highlight which of the three interventions you are looking to target. Please highlight at least two key objectives that you hope to achieve. Not just within the intervention(s) your project is focusing on, but also the potential to support wider university objectives.

Outline your intended delivery to meet your objectives

Within this section, you should focus on your planned activity for this academic year. Consider how each element links to the objectives of your institution and BUCS Active 4 targeted interventions.

How many students are you expecting to engage within your projects?

Where possible, please provide evidence of previous activity delivered that may give an indication of what is realistic. We are mindful that due to the pandemic, participant numbers may be lower than you would expect in any given year.

Expected delivery period (between January 2021– September 2021)

The delivery window is between January and September. It is recommended that projects run for a minimum of four months, but institutions have flexibility as to when they wish to start the projects within the above timeframe. All reporting linked to project delivery will need to be provided in September.

Please note: the delivery period is in reference to the reporting we are required to give to Sport England. We would encourage, that successful projects look to continue delivery beyond this period if demand for the activity continues within your institution.

Which of the technologies being offered do you feel will best support your delivery?

Please see the guidance notes below as to the functionality of differing aspects of the technology which will be available. Please ensure you select all relevant boxes which you feel will best support your delivery throughout your projects.

1. **Online activity timetables & class bookings -** Institutions can fully digitalise their booking systems. Features include:
   - Upload of unlimited activities, process bookings, manage capacity, track attendance
   - Booking and payment functionality to take registrations for your activities and classes, as well as online and in-app payments
   - Track and monitor participation at each session
   - Ability to host live stream or on-demand activity content
   - Reward your participants and members with points for engaging in your activities. They can convert points into your own prizes
   - Standard reports are provided for bookings and attendance, with the option to customise your own reports.

2. **Intramural Delivery Platform** – The online delivery platform will integrate your current intramural activity. Features include:

   - **Intramural – Leagues**
     Unlimited singles, doubles, or team round robin leagues with online entries and live results
   - **Intramural – Tournaments**
     Unlimited singles, doubles, or team knockout tournaments with online entries and live results
   - **Intramural – Ladders**
     Unlimited singles or doubles ladders with custom challenges spans, and online entries
   - **Reporting**
     A set of reports, which will allow for tracking and monitoring usage.

3. **Institution / Campus Challenges** – This function allows institutions to create challenges for both students and staff to engage in physical activity and exercise. Features include:

   - **Virtual challenges**
     o Weekly/monthly activity-based challenges
     o Step, floors climbed, Activity minutes etc
   - **In person challenges**
     o Campus Challenges
     o Day and location-based challenges
   - **Rewards**
     o Unlimited rewards to gamify activity, letting your participants redeem the points they earn

- Set targets for challenges where students can unlock prizes and institution focused rewards for being active

- **Wearable fitness trackers integrated** this allows tracking and monitoring of fitness activities which is linked to rewards.
- **Personal Best Challenges -** Create and share sport and activity challenges and engage participants in challenge leader boards.
- **Not Just Competitive -** Deliver something for everyone using competitive and non-competitive challenges with evidence upload, results entry, and reward points.

How will the delivery of the project be supported?

In previous BUCS Active funding cycles, both internal and external partnerships were found to be at the forefront of successful project delivery models. Please consider what partnerships you currently hold within your institution that will aid your proposed project.

Also consider workforce requirements to support delivery. For example, student volunteers, external coaches/instructors that may be running activity or supporting in the promotion.

Are you currently using any digital technology platforms to deliver your physical activity programmes?

If your institution is already using digital technology to deliver your physical activity programmes we would like to know how the technology is used and how BUCS Active 4 will compliment or further enhance your current offer.