



Club Guide – How to run an EDex Event 2022/23

All the information that your club requires to run a successful [EDex](#) event in 2022/23.

Purpose The EDex programme provides students with the opportunity to experience a range of sports, on a commitment free basis. From a club's point-of view, these events allow you to target a particular demographic, show off your club to potential members, and drive up membership numbers throughout the year, at absolutely no cost to the club.

- 1. What?** First up, what type of event are you looking to run? EDex events come in various formats:
- **Taster:** A one-off session open to all, and to encourage beginners to take part in the sport.
 - **SportsFest:** A one-off (usually lasting a day or less) tournament targeted at non-club members.
 - **LearnToPlay:** This tends to be a specific offering for complete beginner to come in, take up your sport, and build up some experience over a set period of time (i.e. a 4 week block of coaching).
 - **Stressbuster:** usually held around exam time these are one-off sessions to give people an opportunity to de-stress and take part in some fun sport.
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- 2. When?** Look for dates that would be suitable for the club. You may decide to run an EDex session as part of a regular training session, or at another time.
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- 3. Contact** E-mail Neil Rankin (neil.rankin@ed.ac.uk) with the following information:
- Event type
 - Potential dates & times
 - Capacity of session
 - All costs involved with session
 - Key contact
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- 4. Support** Neil will often set-up a meeting with the club to offer support throughout the whole process. This will involve event set-up, finances, ticketing and advice on promotion. The club and members should get involved in promoting your event - ask your members to publicise on social media, they will have far greater reach than just the club account.

Lauren Benseman, EUSU's CVA Intern, is always on-hand to support clubs with EDex sessions and happy to help advise clubs on various aspects of the programme. Lauren can be reached via eusu.cva@ed.ac.uk, or in the Sports Union office (48 Pleasance, EH8 9TJ) from 9am – 4pm on Monday, during the first semester.

- 5. Preparation** Ensure that you arrive before the participants, have downloaded a list of sign-ups (if required), and are ready to be as enthusiastic as possible when welcoming participants.
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- 6. Follow-up** If there are costs involved in the session, the club should pay all these in advance. The Sports Union will then reimburse all agreed costs – receipts / proof of purchase should be provided.
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