



PROCEDURE TO GOVERN THE ALLOCATION OF BRITISH UNIVERSITIES AND COLLEGES SPORT (BUCS) FUNDING

1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating British Universities and Colleges Sport (BUCS) Funding by the University of Lincoln Students' Union to Sports Clubs and individuals.
- 1.2 The Students' Union Board of Trustees allocates an amount of funding each academic year in the Students' Union's annual budgeting process. The amount may vary each year based on available funds. The decision of the Board of Trustees is final.
- 1.3 All decisions made regarding the allocation of BUCS funding must be ratified by the Students' Union Participation Sub-Committee, as detailed in By-Law 4.
- 1.4 The grant is only available for University of Lincoln Students' Union Sports Clubs and individuals and for the purpose of funding team and individual entries to participate in BUCS throughout the academic year.

2. Funding BUCS Entries (BUCS Annual Team Entry, BUCS Team Event Entry, BUCS Individual Entry)

- 2.1 The Vice President Activities and the Activities Manager will make a recommendation to the Participation Sub Committee on all entries to BUCS that are funded by the Students' Union.
- 2.2 The teams and individuals that the University of Lincoln Students' Union enters is reviewed every year by the Participation Sub Committee. There is no right of entry for any team.
- 2.3 The criteria for funding is at the sole discretion of the Participation Sub Committee.
- 2.4 The Participation Sub Committee awards funding in line with the annual budget allocated by the full Trustee Board; and will be informed by the

recommendations of the Vice President Activities and the Activities Manager and associated application forms.

- 2.5 Shall funding be awarded, and the subsequent Team or Individual Athlete withdraws from competition, the Team or Individual athlete will be liable for any loss of costs of which the University of Lincoln Students' Union incurs as a result of withdrawal exempt if such withdrawal is on medical grounds or due to an emergency as deemed by the Vice President Activities and Activities Manager.

3. The Process for Annual Team Entries

- 3.1 A Sports Club who wishes to apply for team entry into BUCS for the following academic year must fill out a BUCS Team Entry Application Form, located on Lincolnsu.com dashboard, and return it to sports@lincolnsu.com by midday, on the 1st of May.
- 3.2 Sports Clubs will be notified of when the deadline for applications is via the lincolnsu.com website.
- 3.3 Should the deadline be missed by a Sports Club, no late applications will be accepted.
- 3.4 Sports Clubs can enter as many self-funded teams as they wish to.
- 3.5 Sports Clubs are able to apply for funding for team entries for the following resources;

All transports costs associated with getting to BUCS matches and training if it cannot be accommodated on campus. Transport will be booked by the University of Lincoln Students' Union.
Pitch Hire Fees
Match Officials
First Aid Provisions only when stated in BUCS Regs.
- 3.7 A recommendation will be made as per point 2.1 to the Participation Sub Committee which convenes in May.
- 3.8 No representations can be made to the Participation Sub Committee. All applications are considered by the application form alone.
- 3.9 The Participation Sub Committee will consider the recommendations and approve or reject each team application entry as per the BUCS Funding Criteria.
- 3.10 Sports Clubs will be notified in person by the Vice President Activities and a member of the Activities Department e.g. Competitive Sports Assistant within 10 working days of the Participation Sub Committee in April convening of the outcome of their application.
- 3.11 The Activities Budget Holder in line with the University of Lincoln Students' Union Financial Regulations will be responsible for purchasing the approved

purchases on the application and liaising with and notifying the Sports Club of this.

- 3.12 All funding awarded to a Sports Club is subject to point 8, funding can also be withdrawn at the end of the Semester 1 as prescribed by the University of Lincoln academic calendar shall Sports Clubs, when assessed, not meet the set criteria prescribed in point 8.2.
- 3.13 Sports Clubs who are not meeting the set criteria will be requested to attend a compulsory Midway Funding Review meeting with the Vice President and Activities Manager/ Assistant Activities Manager. A recommendation to the Participation Subcommittee will be made by the Vice President Activities to either continue the BUCS funding awarded to the Sports Club or request a withdrawal of funding of the Sports Club for the remaining current BUCS Season.
- 3.14 Should a club give a walkover then they will be required to pay for any costs incurred to ULSU through doing this including transport, referees, venue hire and potential fines.

4. The Process for Team Event Entries

- 4.1 A Sports Club who wishes to apply for team entry into BUCS for a BUCS team event must fill out a BUCS Team Event Entry Application Form, located on member dashboard, and return it to sports@lincolnsu.com by midday at least 15 working days before participation sub-committee which occur 3 times an academic year.
- 4.2 Sports Clubs will be notified of when the deadline for applications is via lincolnsu.com/funding.
- 4.3 Should the deadline be missed by a Sports Club, no late applications will be accepted and clubs/teams will be required to self-fund.
- 4.4 Sports Clubs can enter as many events as they wish to.
- 4.5 Sports Clubs are able to apply for funding for team entries for the following resources;

All transports costs associated with getting to BUCS matches. (Transport will be booked by the University of Lincoln Students' Union.)
- 4.6
- 4.7 A recommendation will be made as per point 2.1 to the Participation Sub Committee.
- 4.8 No representations can be made to the next Participation Sub Committee. All applications are considered by the application form alone.
- 4.9 The Participation Sub Committee will consider the recommendations and approve or reject each BUCS event entry as per the BUCS Funding Criteria.

- 4.10 Sports Clubs will be notified via the club email account by the Vice President Activities and Activities Manager within 10 working days of the Participation Sub Committee convening of the outcome of their application.
- 4.11 The Activities Budget Holder in line with the University of Lincoln Students' Union Financial Regulations will be responsible for purchasing the approved purchases on the application and liaising with and notifying the Sports Club of this.

5. The Process for Individual Entries

- 5.1 An individual who wishes to apply for an individual entry into BUCS for the following academic year must fill out a BUCS individual Entry Application Form, located on Lincolnsu.com/funding and available from sports@lincolnsu.com, and return it to sports@lincolnsu.com by midday, 10 working days prior to the next consecutive Participation Sub Committee which occur 3 times an academic year. Clause 5.2 exempt specific applications from this deadline as prescribed.
- 5.2 Individuals who wish to apply for the BUCS National Championships which occur annually in February must submit a BUCS Individual Entry Application Form and return it to sports@lincolnsu.com by midday, on the 1st December.
- 5.3 Individuals will be notified of when the deadline for applications is via the lincolnsu.com/funding website. Applications can be submitted at any time during the year.
- 5.4 Should the deadline for the next consecutive Participation Sub Committee be missed, the application will be taken to the following Participation Sub Committee within the current Academic year.
- 5.5 Should the application be time critical due to a BUCS submission deadline, approval can be sought via email or the individual will be notified that the application has been declined if the deadline for submission to the Participation Sub Committee is missed and there is no further meeting of the Participation Sub group scheduled before the BUCS deadline.
- 5.6 Any application that misses the deadline for the last Participation Sub Committee within the current Academic year will be declined.
- 5.7 The dates for the Participation Sub Committee will be published on the website.
- 5.8 Individuals can enter as many individual entries as they wish to although BUCS may restrict to a maximum of 3 events per individual.
- 5.9 Individuals are able to apply for funding for individual entries for the following resources;

Entry Fee payable to BUCS

All transports costs associated with getting to BUCS matches. (Transport will be booked by the University of Lincoln Students' Union.)

Accommodation should all travel arrangements be exhausted and as deemed required for the individual to participate in their discipline or event by the Participation Sub Committee.

- 5.11 A recommendation will be made as per point 2.1 to the next consecutive Participation Sub Committee.
- 5.12 No representations can be made to the Participation Sub Committee. All applications are considered by the application form alone.
- 5.13 The Participation Sub Committee will consider the recommendations and approve or reject each individual application entry as per the BUCS Funding Criteria.
- 5.14 Individuals will be notified via email by the Activities Manager within 10 working days of the Participation Sub Committee convening of the outcome of their application.
- 5.15 The Activities Budget Holder in line with the University of Lincoln Students' Union Financial Regulations will be responsible for purchasing the approved purchases on the application and liaising with and notifying the Individual of this.

6. BUCS Funding Criteria

Team Entries

Applications for team entries will be considered by the Participation Sub Committee on the following criteria;

- BUCS points won by the team within the year if applicable/ What is the win rate of the team.
- What was the league position for season? Where any walkovers given? Was there promotion or relegation received?
- Did the team meet their KPI's What was the conduct on and off the pitch for the clubs? How much money have the team fundraised for the club or for external charities How many peer to peer events/ fixtures has the club attended
- Have the club been involved in SU led campaigns and/or events. Has the club received sponsorship with any organisations over the previous year.
- Does the club have a strong social media presence and support other clubs Is the club involved in the SPOTS or COTS programme
- Have the club completed the Look After Your Mate training?

Individual Entries

Applications for individual entries will be considered by the Participation Sub Committee on the following criteria;

- Personal Best (PB) results by the individual in the sport applied for if applicable
- Will the grant increase engagement with members and the University of Lincoln Students' Union?
- Does the application and plan demonstrate commitment to developing?

- Has the individual sourced alternative resources (or planning to) to support their participation and development in BUCS?
- Development of the individual from the start of the academic year, including participation in local leagues/ competitions not related to BUCS
- BUCS points won by the individual within the year if applicable;
- BUCS placing by the individual within the year if applicable;
- Development of the individual throughout the year or previous year, including participation in local leagues/ competitions not related to BUCS;
- Conduct 'off the pitch' regrading sportsmanship and behaviour;
- Bursary student scholarship;
- And any other criteria as deemed appropriate by the Participation Sub Committee

The University of Lincoln Students' Union will not fund any individual who do not meet the BUCS threshold in the case of a threshold being published.

7. Appeal

- 7.1 Decisions made by the Participation Sub Committee may be appealed, on procedural grounds only, to the Full Trustee Board. Any appeal (subject to 7.3) will be heard by the full Trustee Board at its next scheduled meeting.
- 7.2 Any appeal can only be made once. IE an appeal decision cannot be further appealed.
- 7.3 To lodge a procedural appeal, the individual or club should write to the Chief Executive of the Students' Union clearly stating the grounds for the appeal and which procedure they believe has not been adhered to. If the Chief Executive accepts the ground of appeal, and does not believe that the appeal is vexatious or frivolous, they will arrange for the matter to be discussed at the next meeting of the relevant Board meeting. The decision of the Chief Executive is final in this regard. Any appeal that is referred to the Board of Trustees by the Chief Executive can be heard in person with agreement of the Chair of the Board.

8. Removal of Funding

- 8.1 The Participation Sub Committee can remove funding from an individual or Sports Club at any time, at their discretion or upon a recommendation from the Vice President Activities.
- 8.2 Sports Clubs who are awarded funding will be assessed at the end of Semester 1 of the current BUCS Season as prescribed in point 6
- 8.3 Sports Clubs whose funding is withdrawn by the Participation Subcommittee at the end of Semester 1 will be liable for any associated costs, this includes but not exhausted to any committed Purchase Orders and BUCS withdrawal fines.

