

## STANDING ORDERS GOVERNING THE SPORTS HUB

### 1. Interpretation

- 1.1 These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of the University of Lincoln Students' Union and shall be interpreted accordingly.

### 2. Definition

- 2.1 The Sports Hub exists as a forum for members to discuss issues and conduct business, in addition to acting as a forum for feedback and development. The Sports Hub is a standing committee as defined in Standing Order 1001 and will be subject to these regulations.
- 2.2 The Sports Hub is responsible to the overarching Activities Hub, as defined in Standing Order 1002.
- 2.3 The Hub is split into six 'clusters' made up of at least one Committee Member from each ratified Sports Club. Only Committee Members of Sports Clubs are eligible to attend the Sports Hub.
- 2.4 The Clusters for the Sports Hub have been prescribed as having similar characteristics and are defined as follows:  
  
Snow/Extreme/Water  
Active Lifestyle  
Individual Competitive  
Indoor Ball/Racket  
Outdoor Ball/Racket  
Intramural
- 2.5 Each Cluster will have an elected Representative as per point 5.1.2 who will represent their relevant Cluster at the Activities Hub. The Representative can act as the Committee Member for their Sports Club.

### 3. Remit

#### 3.1 The Sports Hub will:

- 3.1.1 Provide a forum for Representatives and Sports Clubs Committee Members to discuss Sports Club issues affecting students and organise activity to improve representation and success.
- 3.1.2 Provide a safe space for members to inform each other on progress to date, best practice and explore how the Students' Union can support Sports Clubs to achieve success;
- 3.1.3 Provide a space for the Vice President Activities and Sports Officer to inform members on progress to date, best practice and explore how the Sports Hub can contribute to delivering change and success;
- 3.1.4 Hold itself accountable for the effective representation of student Sport issues;
- 3.1.5 Discuss methods of communicating the successes and impact of the Sports Hub and sports to students and stakeholders;
- 3.1.6 Discuss a monthly theme, decided by the Vice President Activities and Sports Officer, at the Activities Hub.

### 4. Chair

- 4.1 The Chair of the Sports Hub shall be the Sports Officer, elected annually in accordance with Bye-Law 7. The Vice President Activities shall have overall responsibility for the Sports Hub.

### 5. Membership

#### 5.1 The membership of the Hub shall be:

- 5.1.1 The Sports Officer who will work with the Vice President Activities and relevant staff to:

- a. Support the development of the Union's Sports Clubs by attending meetings and encouraging students to become members of Sports;
- b. Identify issues raised by Sports Clubs and feedback to the Union;
- c. Support the development of the Sports Hub meetings;
- d. Raise the profile of Sports Clubs at the University of Lincoln;
- e. Lead activity and campaigns to improve the student experience students who partake in Sports Clubs have in Lincoln.

5.1.2 Elected Representatives for;

Snow/Extreme/Water  
 Active Lifestyle  
 Individual Competitive  
 Indoor Ball/Racket  
 Outdoor Ball/Racket  
 Intramural

Who will work with the Sports Officer to feedback to the Vice President Activities to:

- a. Support the development of Sports Clubs by attending meetings and encouraging Sports Clubs to host engaging events;
- b. Identify issues raised by students and feedback to the Sports Officer or in their absence the Vice President Activities.
- c. Support the development of the Sports Hub meetings;
- d. Raise the profile of Sports Clubs successes at the University of Lincoln;
- e. Lead activity and campaigns to improve the student experience of students who are members of Sports Clubs.

5.1.3 Sports Club Committee Members who will work with the Elected Representative of their Cluster to feedback to the Sports Officer to;

- a. Raise any issues affecting the running of their Sports Club
- b. Identify and feedback any improvements which could be made by the Students Union to better support Sports Clubs
- c. To discuss and feedback on the specific theme of the Sports Hub
- d. Share best practice between Sports Clubs
- e. Share achievements and promote events/ activity.

5.1.4 Vice-President Activities

5.1.5 Students' Union President, Vice-President International, Vice-President Academic Affairs, Vice-President Welfare & Community

5.1.6 A member of the Students' Union Activities Department (non voting)

## 6. Elections

6.1 The Representative for each Cluster shall be elected through an online election after the first Sports Hub meeting of the academic year, and shall hold their position for the remainder of the year.

6.2 Only Committee Members of Sports Clubs are eligible to be nominated and can only nominate themselves for the relevant Cluster their Sports Club is within.

6.3 Nominations should be received within 5 working days of the first Sports Hub convening.

6.4 An online election shall be held in accordance with Procedures Governing the Election of Sports and Societies Committees.

6.5 All Members of a Sports Club within each Cluster shall be entitled to vote for the Representative which represents their Cluster and no other.

6.6 If a Representative is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

6.7 Candidates will be informed via email whether they have won or lost, within 24 hours of the closing of the election.

## 7. Meetings

7.1 Meetings of the Hub shall take place at least three times per semester.

7.2 All Sports Club Members are permitted to attend meetings and will have the right to speak.

7.3 Each Sports Club will hold one vote via their nominated Committee Member in attendance.

- 7.4 Trustees, The Chief Executive, Head of HR/ Deputy CEO and other relevant Students' Union Staff have attendance and speaking rights.
- 7.5 An Agenda will be circulated to members at least five (5) working days prior to the Sports Hub convening.
- 7.6 The Agenda will always include an update from the Vice-President Activities, and the members of the Sports Hub will support the work of the Vice-President Activities and Sports Officer at the Sports Hub.
- 7.7 If no Committee Member of a Sports Club can attend a Sports Hub, they must send their apologies to the Representative of their relevant Cluster 24 hours before the Sports Hub unless in extenuating circumstances which will be at the discretion of the Chair of the Sports Hub.
  - 7.7.1 If no Committee Member from a Sports Club attends a Sports Hub meeting, without sending apologies, their Sports Club will be fined £25.
  - 7.7.2 If two consecutive Sports Hubs are not attended without apologies being sent in an Academic year, the offending Sports Club's funds will be frozen until a meeting is booked with the VP Activities and the funds reinstated.
  - 7.7.3 If a Representative misses a Sports Hub in an Academic year without providing apologies within 24 hours of the Sports Hub convening, the offending Representative will need to meet with the Chair of the Sports Hub. If they fail to comply with this or miss two consecutive Sports Hubs, the Representative will be deemed to have resigned from office with immediate effect.

## 8. Quorum

- 8.1 The quorum for Sports Hub will be a simple majority of the Sports Clubs, represented by one Committee Member from each Sports Club.
- 8.2 The Vice President (VP) Activities will be an ex-officio member.

## 8. Administration

- 8.1 Matters arising shall be taken note of by a member of Students' Union staff.
- 8.2 Actions will be circulated to the membership of the Activities Hub within 2 working days of the Sports Hub convening.

HC August 2016

Passed at Executive Committee: