

STANDING ORDERS GOVERNING SPORTS

1. Interpretation

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

2. Definitions

2.1 Sports Clubs will be those providing activities and events as specified within the HM Revenue and Customs definition of 'sport'.

2.2 The Trustees will have ultimate responsibility for defining student groups as either Sports Clubs, or Societies or otherwise.

3. Remit

3.1 The Union through its staff, officers and Trustees will:

3.1.1 Encourage, provide and support activities as appropriate to meet the needs of Students.

3.1.2 Manage, guide and aid development of Sports.

3.1.3 Work with the University and relevant external bodies, to develop opportunities, societies and recreational events.

3.1.4 Provide activities to encourage community involvement through our members.

3.1.5 Provide support for emerging Sports clubs.

3.1.6 Through Sports' activities, provide the opportunity and facilities to encourage social and personal development.

3.1.7 Co-ordinate and administer Sports' activities including the supervision of financial matters relating to Sports.

3.1.8 Develop opportunities and recognition for those volunteering through Sports.

4. Setting up a New Sports Club

4.1 To set up a new Sports Club, members must submit an application stipulating all Committee Members names and their positions for a new Sports Club via the Activities Dashboard in accordance with their Constitution.

4.2 Committee Members which all societies must have in position to be ratified are defined and hereafter as;

President;

Is responsible for the running of the Sports Club in line with their constitution, providing guidance and support to fellow Committee Members and the membership of the Sports Club.

Vice President;

Is responsible for supporting the President in ensuring that the Sports Club runs effectively.

Treasurer;

Is responsible for all financial transactions of the Sports Club, including keeping accurate and update financial information of the Sports Club.

A Sports Club can elect optional Committee Members as defined within their constitution.

4.3 All applications for new Sports Clubs will be approved at next Executive Committee upon submission and will be notified of its approval or rejection in writing within 48 hours of the Executive Committee convening.

4.4 New Sports Club have one month to obtain 15 members and all Committee Members must attend their compulsory training delivered by the Students Union within two months of being elected or the Sports Club being formed.

4.5 The following training is compulsory for Committee Members to attend;

Leading & Supporting
President

Managing your Society
President and Vice President

Branding & Publicity
President and Vice President

Events Management
President and Vice President

Budgeting and Fundraising
Treasurer

4.6 The President and the Treasurer must attend finance training before access is given to the Sports Clubs dashboard and funds can be spent.

4.7 In the event that the New Sports Club does not comply with point 4.3, the Sports Club will be disbanded and all assets and money will be absorbed into the Union fund.

5. Membership

5.1 Membership of all Sports Clubs will be open to all Students and members (including associate, temporary and life members), in accordance with the Education Act 1994. All clubs will define their own membership in accordance with the Union's and University's Equal Opportunities policies.

5.2 Sports Club committee positions can only be held by Full Student members of the Students' Union (as determined by Bye Law 1) who are also members of that Sports Club.

5.3 Any dispute regarding membership of any Sports Club will be referred to the Activities Hub.

5.4 British Universities and Colleges Sports (BUCS) competitive matches can only be played by Sports Club members who fulfil the BUCS Regulations.

5.5 All members must agree to abide by the Activities Code of Conduct before becoming a member of a Sports Club.

6. Membership Fees

6.1 To be eligible to participate in activities of the affiliated Sports Clubs, members must have paid the relevant Sports Club membership fees.

6.2 Members must have paid membership fees within one calendar month of the relevant Sports and Societies Fayre, at the latest or their membership shall terminate with immediate effect.

6.3 Membership fees will be set by individual Sports Clubs and reflect the funding and developmental aims of the Sports Club, with no minimum annual fee.

6.4 Committees of Sports Clubs will be expected to monitor the payment of membership fees, and spot checks will be performed throughout the year by Vice President (VP) Activities

6.5 Membership fee refunds will only be given within a cooling off period of 7 days from commencement of membership. Any membership refund requested after this period must have extenuating circumstances and will be given at the sole discretion of the VP Activities.

7. Budgets

7.1 BUCS and Development Budgets will be awarded by the Trustees in accordance with policy documents relating to the provision of funds available for the Sports Clubs in compliance with the Education Act 1994.

7.2 Clubs are not permitted to have their own bank accounts or keep funds. Any Sports Club found to have an external bank account will have its Sports Club status suspended and disciplinary action will be taken against the committee in accordance with the Disciplinary Procedures for Member(s), Committees, Societies and Sports Clubs.

7.3 All funds must be paid into the Union via the Students' Union reception. Members collecting fund on behalf of the Sports Club is strictly forbidden and disciplinary action will be taken against any members found to be handling money for the Sports Club.

7.4 Sports Clubs and their committees will conduct themselves in accordance with the financial regulations of the Union in force from time to time.

7.5 Sports Clubs need to consult in advance with the Activities Office before receiving donations or sponsorship awards. A Sports Club cannot enter into an agreement for sponsorship without the consent of the Vice President Activities and Chief Executive (on behalf of the Board of Trustees) of the Students' Union.

7.6 The Executive Committee are ultimately responsible for, and as a result, will approve overall spending for Sports Clubs activities. Individual allocations from the Development Fund account will be ratified by the Activities Hub as set out above.

8. Disciplinary

8.1 Each Sports Club, team or member is accountable for their behaviour, whether collectively or individually (as appropriate in the circumstances).

8.2 Breach of conduct, policy or behaviour which may bring the University or Union into disrepute may result in disciplinary action against the team, the Committee members of the team, or individuals of the team.

8.3 Any Sports Club breaking Union policies, the Club's Constitution or these Standing Orders shall be subject to disciplinary action

8.4 Disciplinary matters will be heard by the Union Disciplinary Committee in accordance with the Disciplinary Procedures for Member(s), Committees, Societies and Sports Clubs.

9. Dissolution

9.1 Should a Sports Club reach a point where it is no longer able to carry out its aims and objectives, or not have a minimum of 15 members before the 1st November, the Sports Club will be dissolved and all assets and money will be held in escrow until the 30th June at which time if the Sports Club has not reformed with full membership then the Sports Club will be disbanded and funds and assets returned to Union funds.

10. Financial Arrangements

10.1 **Financial Controls:** The Sports Clubs President and Treasurer are to control the funds of the Club in accordance with the Students' Unions Financial Regulations and paragraph 4.4 of this document.

10.2 The Sports Club account balances and transactions can be obtained and viewed via the Societies Dashboard.

10.3 Sports Clubs are strictly forbidden to setup or hold bank accounts for the Sports Club. It is against Charity law for this to occur. Any members or club found to be in possession of an independent bank account will face disciplinary sanctions.

11. Minutes

11.1 Minutes for all Sports Club Committee meetings and all members' meetings must be taken, and copies submitted within ten working days of the relevant meeting to sports@lincolnsu.com.

12. Affiliation

12.1 Before a society affiliates to another body, approval must be sought from the Executive Committee through the Vice President Activities. Affiliation is subject to ratification by the Board of Trustees and the preceding All Students' Members meeting. For clarification, once the Executive committee have approved the affiliation, the society can proceed with affiliation. The Board of Trustees and an All Student Members meeting can overrule the affiliation and the society will have to disaffiliate at the next available opportunity.

HC October 2016
Passed at Executive Committee