



University of Lincoln Students' Union Procedure for Emerging Sports Clubs or Societies

Introduction and Purpose

The purpose of this procedure is to govern the process of setting up a Sports Club, Society or Academic Society.

The Student Union Executive Committee approves or rejects all new Sport, Society and Academic Society applications.

New applications are only able to be submitted by current University of Lincoln students and are to be submitted by the proposed committee themselves. Applications on behalf of other students will not be accepted.

Scope

Sports Clubs are defined as activities and events as specified within the HM Revenue and Customs definition of 'sport'. A Society will be defined as a group of students with a common interest who will meet and implement activities to further their group's interests. This is defined in the University of Lincoln Students' Union's Standing Order Governing Sports 3002 (point 2), Standing Order Governing Societies 2002 (point 2) and University of Lincoln Students' Union Standing Order for Governing Academic Societies 2004 (point 2).

Content

A new Sports Club or Societies Form is available at the University of Lincoln Students' Union Reception or online at <http://lincolnsu.com/activities/resources>.

Students must complete the form and return completed to activities@lincolnsu.com

The Sports Club or Society will then be approved or rejected at the University of Lincoln Students' Union's Executive Committee. Based upon the following criteria:

- If the Activity has similar aims/ principles with current Activities available
- If the Activity goes against the respect charter/ code of conduct
- If the Activity would bring ULSU into disrepute
- If the Activity is for the commercial gain of an external organisation

A member of the Opportunities Department will be in contact to discuss the feedback of the activity application within 48 hours of the Executive Committee Meeting decision.

A Constitution must be completed and the Sports Club or Society will be set up in accordance with the University of Lincoln Students' Union Standing Order for Governing Sports 3002, University of Lincoln Students' Union Standing Order for Governing Societies 2002, or the University of Lincoln Students' Union Standing Order for Governing Academic Societies 2004.

In order to be ratified, the activity must have all three core committee positions filled at the point of application.

New activities will have 28 days in order to reach their threshold for membership as per the University of Lincoln Students' Union Standing Order for Governing Sports 3002 (point 9.1), University of Lincoln



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Students' Union Standing Order for Governing Societies 2002 (point 9.1) or the University of Lincoln Students' Union Standing Order for Governing Academic Societies 2004 (point 9.1).

Constitution

It is compulsory for all University of Lincoln Students' Union Sports Club and Societies to have a constitution. A constitution states how the activity will work, it gives a breakdown of the committee and a description of each role. It also states how many times the activity will meet and what it will provide to its members. A Committee can adapt their constitution at any time if the remaining members of the Committee agree with the adaptations and is ratified by the Executive Committee.

A staff member of the Opportunities Department will send a constitution template to the Sports Club or Society newly set up email which needs to be completed and returned to activitiesoffice@lincolnsu.com within 10 working days.

Once returned, it will be checked and logged on the system by the Opportunities Department.

Risk Assessment

The Sports Club or Society will be informed by a member of the Opportunities Department that a risk assessment must be completed when submitting event applications for their activity.

A template risk assessment can be found on the Student Dashboard under 'Resources', committee will have access to this section of the dashboard once all committee training has been completed.

The Sports Club or Societies Committee are responsible for training all members on the content of their Risk Assessments. It is suggested a copy is printed and available during all meetings and sessions for reference.

Committee Training

If the application has been approved at the Executive Committee meeting the Sports Club or Society committee members will complete online training on how to run the activity. Not until the committee have completed the training and purchased membership will they gain access to the Student Dashboard.

Society/Sport Logo Design

Once the application has been approved the new Sports Club or Society can design a logo for their activity following the 'Logo Guidance Document' and brand guidelines. The logo will be displayed on the mini site of the respective activity. The Sports Club or Society can contact the Students' Union Marketing Department for advice and guidance via communications@lincolnsu.com

Adopt and Activity

Individuals who wish to adopt an activity, must follow the same process as detailed above as well as informing the University of Lincoln Students' Union of any changes they propose regarding the running of the activity.

Individuals wishing to adopt an activity will receive the funds in the adopted activities accounts if adoption occurs within the same financial year.