

# 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 Executive Committee, as detailed in By-Law 2.
- 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

- 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 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 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](mailto:sports@lincolnsu.com) by midday, on the 1<sup>st</sup> April.
- 3.2 Sports Clubs will be notified of when the deadline for applications is via the lincolnsu.com dashboard.
- 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;  
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.  
Pitch hire fees  
Match Officials  
And any others costs the Participation Sub Committee deem appropriate per each application.
- 3.6 The list of point 3.5 is not exhaustive and should not limit the Sports Club to what they apply for as part of their application.
- 3.7 A recommendation will be made as per point 2.1 to the Participation Sub Committee which convenes in April.
- 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 Activities Manager within 5 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.

### **4. The Process for Individual Entries**

- 4.1 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 dashboard and available from [sports@lincolnsu.com](mailto:sports@lincolnsu.com), and return it to [sports@lincolnsu.com](mailto:sports@lincolnsu.com) by midday, 10

working days prior to the next consecutive Participation Sub Committee which occur 5 times an academic year. Clause 4.2 exempt specific applications from this deadline as prescribed.

- 4.2 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](mailto:sports@lincolnsu.com) by midday, on the 1<sup>st</sup> December.
- 4.3 Individuals will be notified of when the deadline for applications is via the lincolnsu.com dashboard. Applications can be submitted at any time during the year.
- 4.4 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.
- 4.5 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 group is missed and there is no further meeting of the Participation Sub group scheduled before the BUCS deadline.
- 4.6 Any application that misses the deadline for the last Participation Sub Committee within the current Academic year will be declined.
- 4.7 The dates for the Participation Sub Committee will be published on Lincolnsu.com dashboard and on the website.
- 4.8 Individuals can enter as many individual entries as they wish to.
- 4.9 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.

The Participation Sub Committee will consider funding any additional appropriate costs per application process.

- 4.10 The list of point 4.8 is not exhaustive and should not limit the individual applicant to what they apply for as part of their application.
- 4.11 A recommendation will be made as per point 2.1 to the next consecutive Participation Sub Committee.
- 4.12 No representations can be made to the Participation Sub Committee. All applications are considered by the application form alone.

- 4.13 The Participation Sub Committee will consider the recommendations and approve or reject each individual application entry as per the BUCS Funding Criteria.
- 4.14 Individuals will be notified via email by the Activities Manager within 5 working days of the Participation Sub Committee convening of the outcome of their application.
- 4.15 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 Sports Club of this.

## **5. 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;
- BUCS placing by the team within the year if applicable;
- Performance within BUCS over the past three years;
- Analysis of the Key Performance Indicators (KPI's) for each team for the current academic year;
- Review of the Key Performance Indicators (KPI's) for each team set for the next academic year;
- Development of the team throughout the year, including participation in local leagues/ competitions not related to BUCS;
- Conduct 'off the pitch' regrading sportsmanship and behaviour
- And any other criteria as deemed appropriate by the Participation Sub Committee

### **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
- 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.

## **6. Appeal**

- 6.1 Decisions made by the Participation Sub Committee may be appealed to the Full Trustee Board. Any appeal will be heard by the full Trustee Board at its next scheduled meeting.
- 6.2 Any appeal can only be made once. IE an appeal decision cannot be further appealed.
- 6.3 To lodge an appeal, the individual or club should write stating the grounds for the appeal to the Chief Executive of the Students' Union who will arrange for the matter to be discussed at the next meeting of the relevant Board meeting. Any appeal can be heard in person with agreement of the Chair of the relevant Committee or Board.

## **7. Removal of Funding**

- 7.1 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.