



## 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 the University of Lincoln Students' Union Reception or email to either [sports@lincolnsu.com](mailto:sports@lincolnsu.com) or [societies@lincolnsu.com](mailto:societies@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 Activities Department will be in contact to discuss the feedback of the activity application within 48 hours of the Executive Committee Meeting decision.

A Constitution and Risk Assessment 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 a 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 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 Activities Department will send a constitution template to the Sports Club or Society newly set up email which needs to be completed and returned to [sports@lincolnsu.com](mailto:sports@lincolnsu.com) or [societies@lincolnsu.com](mailto:societies@lincolnsu.com) within 10 working days.

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

### **Risk Assessment**

An Annual Risk Assessment Form must be completed by the Sports Club or Society to ensure all potential risks are considered and managed as per the University of Lincoln Students' Union Health and Safety for Activities Policy. The University of Lincoln Students' Union has a duty of care to ensure the health and safety over its members.

A member of the Activities Department will provide a Risk Assessment Template to the newly set up Sports Club or Society email which must be completed and returned to [sports@lincolnsu.com](mailto:sports@lincolnsu.com) or [societies@lincolnsu.com](mailto:societies@lincolnsu.com) within 10 working days.

Once returned it will be checked by the member of staff responsible for overseeing Health and Safety within the University of Lincoln Students' Union. Once approved it will be logged into the system for reference.

It will be uploaded onto the activities website and dashboard and available for all members to refer to when logged in.

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. It must be reviewed annually or after an incident.

### **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.