

# PROCEDURE TO GOVERN THE ALLOCATION OF BURSARIES FOR SPORTS CLUBS

## 1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating Bursaries for Sports Clubs by the University of Lincoln Students' Union to Sports Clubs.
- 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 Bursaries to Sports Clubs must be ratified by the Students' Union Executive Committee, as detailed in By-Law 2,
- 1.4 The bursary is only available for University of Lincoln Students' Union Sports Clubs and for the purpose of Coaching or Refereeing Qualification.

## 2. Coaching or Refereeing Qualification

- 2.1 A Sports Club can apply for a Bursary for an individual to undertake a Coaching or Refereeing Qualification related to their Sports Club.
- 2.2 The individual undertaking the qualification must be a current member of the University of Lincoln Students' Union and be in their first or second year. Associate Members are not eligible to apply for the bursary.
- 2.3 All funds are reimbursed by the Sports Club should the individual not complete the course. The money is automatically deducted from the Sports Club when the University of Lincoln Students' Union is made aware that the individual has not completed the course.
- 2.4 If the member has exceptional circumstances as to why the qualification has not been completed, the Vice President Activities at their discretion can upon approval by the Executive Committee overturn point 2.3.
- 2.5 Upon qualifying, a copy of the certificate of qualification must be submitted to [sports@lincolnsu.com](mailto:sports@lincolnsu.com) and will be a registered Coach and Referee as per the Coaching Policy and Match Official Policy.

## 3. The Process

3. Only University of Lincoln Students' Union Sports Clubs are eligible to apply for a bursary towards a Coaching or Refereeing Qualification.
  - 3.1 The Sports Club must have a full committee and be ratified to be eligible to apply for a bursary.
  - 3.2 Sports Clubs can apply throughout the year for a bursary and submit a Sports Club Bursary Application form to [sports@lincolnsu.com](mailto:sports@lincolnsu.com) which can be found on lincolnsu.com dashboard and return it by midday, 7 working days prior to the convening of the next consecutive Activities Hub
  - 3.3 The dates for the Activities Hubs will be published on Lincolnsu.com dashboard. Applications can be submitted at any time during the year.
  - 3.4 Should the deadline for the next consecutive Activities Hub be missed, the application will be taken to the following Activities Hub within the current Academic year.
  - 3.5 Any applications submitted that miss the deadline for the last Activities Hub within the current Academic year will not be accepted.
  - 3.6 Applications submitted by a Sports Club will be approved in the hour prior to the Activities Hub where the Vice President Activities, Societies Officer and Sports Officer is in attendance as per Activities Hub Standing Order 1002, the Societies Officer will not have a vote.
  - 3.7 In the event that the Vice President Activities and Sports Officer do not reach a decision on an application, the Activities Manager will arbitrate to reach a decision.
4. Applications will be considered based on the following criteria;

Will the bursary increase membership and engagement?

Will the bursary improve/increase performance/development of the Sports Club?

Will the bursary increase the experience for members?

How many members will benefit from the bursary?

What are the balances of the Sports club and could own funds be used?

Does the bursary have a long term benefit to the Sports Club?

How long will the qualification take to complete?

What level qualification is being applied for?

Can the skills gained from the qualification be applied to other sporting activity/opportunities?

- 4.1 Sports Clubs may submit as many applications for bursaries as they wish in each academic year, however they may only be awarded a maximum total of £500 in one academic year from the Sports Club bursary process.
- 4.2 The bursary approved will match 50% of the overall price of the qualification up to the value of £500. The remaining 50% will be paid for by the Sports Club.
5. Upon approval at the Activities Hub, as defined in Standing Order 1002, the application will be ratified at the next available Executive Committee.
- 5.1 Following the Executive Committee, a staff member from the Students' Union Activities Department will notify the Sports Club within 48 hours of the Executive Committee of the decision that has been made, with feedback.
- 5.2 The decision of the Executive Committee is final; Sports Club do not have the right to appeal.
- 5.3 The Activities Budget Holder in line with the University of Lincoln Students' Union Financial Regulations will be responsible for purchasing the approved qualification on the application and notifying the Sports Club of this. The Sports Club will be invoiced for remaining 50% of the fee.
- 5.4 All bursaries issued within the financial year, July 1st – June 30th must be used in full before June 30th. Any bursary money not spent in full before the 30th June will be returned to the Grant fund on the 30th June.
- 5.5 Bursaries may only be spent for the purpose of the event/trip detailed on the initial funding application. Any surplus grant must be returned to the grant fund
- 5.6 Sports Clubs will be notified at the next consecutive Sports Hub of the approved applications and subsequent available funds of the bursary fund.
- 5.7 Should there be no available funds from the bursary fund, Sports Clubs will be informed and no subsequent applications will be accepted for a bursary.