

---

# SU Sport Constitution

---

## 1. Sport Constitution

- 1.1. This constitution governs the Sport sub-group of the University of Bath Students' Union
- 1.2. The sub-group as a whole is also referred to as SU Sport. The Sport sub-group comprises clubs affiliated to it and the Sport Executive Committee.
- 1.3. This constitution is superseded by the SU's Articles, By-laws and Regulations. Particular requirements governing SU Sport and clubs are contained in Regulation 1 and 7.
- 1.4. This constitution supersedes all club constitutions
- 1.5. Any changes to this constitution may only be made by a SU Sport General Meeting and must be approved by the SU's Management Group and Board of Trustees (SU Regulation 1)
- 1.6. Copies of this constitution shall be made available on BathStudent.com.

## 2. Mission Statement

'To enhance the student experience through sport, providing a platform for all to participate, develop and thrive'

## 3. Purpose

- 3.1. To work with the Department of Sport Development and Recreation (DSDR) to provide a complete sporting offer to the student body
- 3.2. To maintain excellence in sport, as measured by British Universities and Colleges Sport (BUCS) ranking
- 3.3. To improve the health and wellbeing of the student population through sporting activities at social, competitive recreational and representative level
- 3.4. To promote the Students' Union and the University in a positive light both locally, nationally and internationally
- 3.5. To offer personal development opportunities to those participating in and organising sport at the University
- 3.6. To offer social opportunities to those participating in and organising sport at the University

## 4. Powers

- 4.1. The Sport sub-group may change any details of this constitution, subject to approval by its membership at Sport GM and by Management Group and the Board of Trustees.
- 4.2. This constitution shall be reviewed annually by the Sport Officer and the Sport Executive Committee (Exec)
- 4.3. The Sport sub-group may determine the cap on the number of affiliated clubs. Any changes to the cap are subject to approval from the SU's Board of Trustees. The cap currently stands at 49.
- 4.4. The Sport sub-group may pass policy which relates solely to the business and activities of the sub-group
- 4.5. The Sport sub-group shall set out the core requirements for any affiliated club which shall form part of this constitution.
- 4.6. The Sport sub-group shall manage the budget allocated to the sub-group by the SU and this power shall be devolved to the Sport Officer and Sport Exec.

- 4.7. The Sport sub-group shall have the power to discipline its individual members and affiliated clubs for failing to comply with the requirements of this constitution, any club constitution and any policies governing the SU Sport area.

## 5. Membership

- 5.1. Membership of Sport consists of the Sport Officer and all members of the SU who are members of the SU who have paid the SU Sport membership fee and/or SU Sport club membership fee.
- 5.2. Under exceptional circumstances, clubs may recommend non-members of the SU for Associate Membership, if the non-member is able to offer a service to the club which it is unable to source from within its membership. Applications must be approved by the Sport Officer and reported to Management Group. Associate Members do not have any speaking or voting rights and may not stand for any SU post. (Further detail is found in SU By-law 1.)

## 6. The Sport Executive Committee (Exec)

- 6.1. There will be a cap on the number of SU Sport Executive Committee members. This currently stands at 12.
- 6.2. Role descriptions will be reviewed annually by the Sport Officer and SU Sport Exec
- 6.3. Any changes to the role descriptions may be voted in by a simple majority vote of the SU Sport Exec .
- 6.4. Sport Exec shall have the following posts:
  - 6.4.1. Chair
  - 6.4.2. Treasurer x 2
  - 6.4.3. Events officer x 2
  - 6.4.4. Recreational coordinator
  - 6.4.5. BUCS Co-ordinator
  - 6.4.6. Sports reporter
  - 6.4.7. Web and Publicity coordinator
  - 6.4.8. Volunteer Recognition coordinator
  - 6.4.9. Welfare and Inclusivity Officer (Will sit ex-officio on Diversity and Support Exec)
  - 6.4.10. Disability Sport coordinator
- 6.5. The Sport Officer is an ex-officio member of the Sport Executive Committee
- 6.6. The following shall sit in attendance:
  - 6.6.1. Appropriate staff support
  - 6.6.2. The Sport Officer elect
  - 6.6.3. Other individuals with permission from the Chair
- 6.7. All Exec officers shall be elected by secret ballot held online annually to a central timetable set by the SU.
- 6.8. All Exec officers must be members of SU Sport and must not also hold SU Officer post.
- 6.9. No Exec officer may hold more than one post on the Exec.
- 6.10. Executive Committee posts may not be held by students on placement
- 6.11. Voting for Exec officers is open to all members of SU Sport
- 6.12. Exec officers hold office from 1<sup>st</sup> August to 31<sup>st</sup> July.
- 6.13. If any of the above posts becomes vacant at any point in the year, it shall be filled by a by-election. If a by-election is unable to fill an office then, exceptionally, the Exec may co-opt any member of SU Sport to fill that office. An officer elected or co-opted in this way shall hold office for as long as the previous officer (if any) would have normally held it and shall hold the same rights.

- 6.14. All Exec officers must attend regular meetings of SU Sport Exec and SU Sport GM
- 6.15. The individual roles are laid out in Appendix 1.
- 6.16. At the first meeting of the year the Sport Exec shall nominate from its number representatives to fulfil each of the following roles:
  - 6.16.1. SU Elections committee – one representative (should not be considering running for post as SU Officer that year)
  - 6.16.2. SU Disciplinary Panel – one representative (may not be the Sport Chair)
  - 6.16.3. Responsibility for Equality & Diversity within the SU Sport area (Will usually be the Welfare and Inclusivity Officer when someone has been elected to that position)
  - 6.16.4.
- 6.17. An officer of the Sport Exec who ceases to be a Member of the SU or of SU Sport their term in office shall be required to resign their office on that committee
- 6.18. A vote of no confidence will be automatically called in any committee member who fails to attend three sub-group meetings (without appropriate apologies) during their term of office. Where a committee member has been elected to post, the Sport Officer shall set up an electronic poll in which all members of SU Sport shall be eligible to vote. The SU Sport membership shall be informed of the reason for the vote of no confidence and the committee member being “no confided” shall have the right to make a counter argument which shall be viewable at the point of polling. The quoracy for the vote shall equate to the same number of voters who voted for all candidates for this post in the original election. A simple majority is required. If the vote of no confidence is passed the officer must resign their office on the Sports Exec Committee. Where a member has been co-opted to their role, the Executive Committee alone has the power to dismiss, on the basis of a majority vote in favour.
- 6.19. A vote of no confidence may be called against any member of Sports Exec who is deemed, by a majority decision of the Exec, not to be fulfilling their role. The procedure for doing this shall be the same as that contained in 6.18 above.

## **7. Powers, responsibilities and procedures of the Sport sub-group Executive Committee**

- 7.1. The SU Sport Exec is responsible for overseeing the management and administration of the SU Sport sub-group
- 7.2. The SU Sport Exec shall be chaired by the Sport Chair.
- 7.3. All members of Exec and the Sport Officer elect shall have speaking rights. Any other individual may have speaking rights with permission from the Chair.
- 7.4. All members of the SU Sport Exec shall have sole voting rights.
- 7.5. The SU Sport Exec’s powers shall include responsibility to:
  - 7.5.1. Coordinate the SU Sport sub-group
  - 7.5.2. With the Sport Officer, plan the strategic direction of the SU Sport sub-group
  - 7.5.3. Produce an annual evaluation and plan which will report and review results and outcomes of previous activities and outline plans, goals, intended outcomes and resources needed for the next year (SU Articles 23.4.3)
  - 7.5.4. Provide a short written report termly for Management Group stating progress against the agreed plan.
  - 7.5.5. Discuss and draft relevant policy of SU Sport in line with its purpose and powers
  - 7.5.6. Scrutinise the work of the Sport Officer with regards to SU Sport’s remit
  - 7.5.7. Handle operational tasks within SU Sport

- 7.5.8. Be consulted on allocation of the SU Sport funding, as proposed by the Sport Officer
  - 7.5.9. Manage the finances of SU Sport
  - 7.5.10. Conduct disciplinary proceedings
  - 7.5.11. Plan the development of SU Sport
  - 7.5.12. Ensure a smooth relationship between the SU and SU Sport
  - 7.5.13. Discuss budget issues and review clubs' incomes and expenditures
  - 7.5.14. Recommend potential clubs to the SU Sport GM for affiliation to SU Sport and to disaffiliate clubs from SU Sport as a result of disciplinary procedures.
- 7.6. SU Sport Exec shall meet at least once a month during teaching periods.
  - 7.7. Quoracy for the transaction of business of the SU Sport Exec shall be half the number of filled Executive Committee posts plus one.
  - 7.8. The SU Sport Exec has the power to co-opt any willing member of SU Sport to be a member of its committee for any purpose it sees fit. All such co-options must be reported to the members of SU Sport. This limit does not include anyone co-opted to fill a vacant office that has not been filled by a by-election.
  - 7.9. Approval of club and SU Sport expenditure will be managed in accordance with the SU's financial procedures (SU Regulation 2). Only those authorised under these regulations will act as signatories, up to set financial limits. Within SU Sport authorised signatories are: club treasurers, club chairs, SU Sport Exec Treasurers and Sport Officer
  - 7.10. All meetings of the SU Sport Exec must abide by the requirements set out in SU Regulation 1.

## **8. Procedure, timing, regularity and membership of any forums and GMs held by the SU Sport sub-group**

- 8.1. The Sport GM is chaired by the Sport Officer
- 8.2. Each club is required to send one committee representative to each GM
- 8.3. If a representative is not the club chair, treasurer or secretary, then the secretary of the meeting must be informed of this a minimum of one day in advance of the meeting.
- 8.4. One individual may represent more than one club at a GM for information and communication
- 8.5. Appropriate staff support and the Sport Officer (elect) shall sit in attendance.
- 8.6. Others may sit in attendance with permission from the Chair.
- 8.7. All members of SU Sport GM shall have speaking rights. Others shall have speaking rights with permission from the Chair
- 8.8. Quoracy for this meeting is 50% plus one of the total number of clubs, plus the number of filled Executive Committee member positions, plus the Sport Officer).
- 8.9. SU Sport GMs shall take place at least once a month throughout the academic year, except during examination periods
- 8.10. Clubs shall be informed of the dates of the SU Sport GMs at the beginning of each year, be asked for agenda items one week prior to the meeting and sent an agenda two days before the meeting.
- 8.11. All GMs must abide by the requirements set out in SU Regulation 1.
- 8.12. The core functions of the SU Sport GM are to:
  - 8.12.1. Provide a forum for all members of SU Sport to meet and discuss common issues
  - 8.12.2. Provide a forum for the SU Sport Exec to disseminate information and seek feedback
  - 8.12.3. Discuss, pass or propose policy to the SU Officer Group

- 8.12.4. Discuss and propose opportunities and development strategies to Management Group
  - 8.12.5. Receive reports from the SU Exec on their activity
  - 8.12.6. Receive reports from any individual club on their activity.
  - 8.12.7. Discuss and ratify relevant policy items received from the SU Sport Exec
  - 8.12.8. Amend this constitution
  - 8.12.9. Hold the SU Sport Exec to account
  - 8.12.10. Affiliate and disaffiliate clubs to and from SU Sport
- 8.13. Each club has the right to one vote.
  - 8.14. Members of SU Sport Exec have the right to one vote each
  - 8.15. Each individual may only represent one club at a GM and may only vote on behalf of one club even if they are a member of more than one.
  - 8.16. All Exec members must vote and attend in this capacity and not as a club representative.
  - 8.17. In the event of a tied vote the SU Sport Officer shall have an additional casting vote.

## **9. Procedure for the membership of SU Sport to discuss and vote on the constitution, policies etc**

- 9.1. Any changes to the SU Sport constitution may be proposed by the SU Sport Exec alone or by any member of SU Sport if seconded by another member of SU Sport. Changes should initially be considered by the SU Sport Exec before going to SU Sport GM for a vote. Two members of SU Sport may put their proposal to SU Sport GM even if SU Sport Exec does not agree, as long as SU Sport Exec has considered it first. This is to ensure that any reasons why the proposal might be unworkable have been taken into consideration prior to the GM.
- 9.2. Policy may be proposed by the SU Sport Exec alone or by a member of SU Sport seconded by another member of SU Sport. Policy should initially be submitted to SU Sport Exec before going to the SU Sport GM for a vote. Two members of SU Sport may put a policy proposal to SU Sport GM even if SU Sport Exec does not agree, as long as SU Sport Exec has considered it first. Policy is passed by a simple majority at SU Sport GM.
- 9.3. Where decisions need to be made by a SU Sport GM but cannot wait for a meeting or the meeting of SU Sport GM was inquorate, the Sport Officer and SU Sport Exec may put the issue to an online vote. Notice of the vote must be given to all clubs through the email distribution lists held by the Activities office. This should include an explanation of the issue, the clear question to be voted on and the deadline for the vote. Each club shall have one vote. Decisions may be made by a simple majority providing that proper and sufficient notice (not less than 5 working days) has been given to all affiliated clubs of the question the vote, and the date for voting. Failure on the part of any club to cast a vote is the sole responsibility of the club and no complaint may subsequently be made by the club.

## **10. Affiliation process**

- 10.1. There shall be a maximum of 49 clubs affiliated to SU Sport at any one time.
- 10.2. This cap may be increased or decreased by a simple majority vote at SU Sport GM. Any proposal to change the cap must be proposed by a member of SU Sport and seconded by another member of SU Sport. Any changes to the cap are subject to final approval from the SU's Board of Trustees.
- 10.3. The affiliation of clubs to SU Sport shall be decided by a quorate SU Sport GM. A simple majority vote for either is required at GM.
- 10.4. Affiliations shall be first considered by the SU Sport Exec who shall then make the proposal for affiliation to the SU Sport GM.

- 10.5. In order for a new club to be considered by the SU Sport Exec, the prospective club must submit an Affiliation Request Form to include:
  - 10.5.1. An appropriate mission statement defining the prospective club's aims, objectives and inclusiveness
  - 10.5.2. At least 30 interested members collected in a register of interest
  - 10.5.3. A complete committee list consisting of at least an eligible Chair, Treasurer and Secretary
- 10.6. During the affiliation process, clubs may advertise to attract interest. However, this must be in line with all Sport and SU policies.
- 10.7. The Sport Exec may require a representative from the proposed club to attend the relevant Sport Exec Committee meeting for the purpose of clarifying any points in their application.
- 10.8. The Sport Exec Committee will consider all affiliation requests against the following criteria:
  - 10.8.1. The club is open to all
  - 10.8.2. The club provides sufficient personal development for its members
  - 10.8.3. The club's activities offer value for money and enhance the student experience
  - 10.8.4. The club does not duplicate the efforts and activities of an existing group affiliated to SU Sport or another sub-group of the SU.
  - 10.8.5. The club's activities do not conflict with the SU's values, policies or legal obligations
  - 10.8.6. The club is sustainable within the SU.
- 10.9. The SU Sport Exec will respond to each affiliation request with one of the following:
  - 10.9.1. Accept the proposal and present it to the SU Sport GM to be ratified
  - 10.9.2. Reject the proposal with suggestions for improvements for resubmission or application to a different SU sub-group
  - 10.9.3. Reject the proposal

## **11. The decision of SU Sport GM is deemed to be final Disaffiliation**

- 11.1. A club shall be disaffiliated at the discretion of the sports executive committee, if it does not have 30 members or if it is unable to elect a core committee (see 15.1.1)
- 11.2. A club may also be disaffiliated as a result of disciplinary proceedings.
- 11.3. If the decision is made to disaffiliate a club that disaffiliation will take immediate effect.
- 11.4. The disaffiliation of a club as a result of disciplinary proceedings must be reported to SU Sport GM and SU Management Group.
- 11.5. If a club is disaffiliated as a result of a disciplinary hearing, a space will be held so that the disaffiliated club will have first refusal at the beginning of the next academic year to start again. If refused, the space will be made available to any new club in the usual way

## **12. SU Sport Responsibilities**

- 12.1. SU Sport will:
  - 12.1.1. ensure all affiliated clubs can afford club affiliations to Sport England recognised governing bodies (not including individual members' affiliations)
  - 12.1.2. give appropriate training to club committee members to include:
    - 12.1.2.1. Finance training
    - 12.1.2.2. Health and safety training
    - 12.1.2.3. BathStudent.com training
    - 12.1.2.4. Specific training for BUCS captains
  - 12.1.3. support the SU Sport Executive Committee to fulfil all of its duties

- 12.1.4. provide developmental support to all clubs and members to include as a minimum:
  - 12.1.4.1. Coaching/Coach Education support
  - 12.1.4.2. Competitive and non-competitive administrative support
  - 12.1.4.3. Representation of students to appropriate bodies within the University and externally
  - 12.1.4.4. To support club committees in achieving requirements set out in 13 below.
  - 12.1.4.5. To provide online elections services to clubs to support them in achieving requirements set out in 13.1.2 below
- 12.1.5. keep clubs informed of any relevant or ongoing issues which may affect their running
- 12.1.6. commit to supporting, promoting and implementing the Clean Sport policies of UK Anti-Doping and WADA
- 12.1.7. commit to funding MiDAS qualifications for members wishing to use it within their club. This includes support for 13.2.3 below
- 12.1.8. provide transport for all teams of more than 12 people for all BUCS fixtures

### **13. Member and Group Responsibilities**

- 13.1. All members of SU Sport will:
  - 13.1.1. adhere to the rules set out in this constitution, its appendices and policies and individual club constitutions
  - 13.1.2. take due diligence when using equipment
  - 13.1.3. respect other members of SU Sport, the SU and the wider public
  - 13.1.4. act responsibly with SU Sport funds
  - 13.1.5. ensure that SU Sport's reputation is not damaged by their action or inaction
- 13.2. Any individual member of SU Sport or any club failing to comply with these requirements may be subject to SU Sport disciplinary procedures which are contained in Section 16
- 13.3. The SU Sport Executive Committee shall consider complaints made by any person against any member(s) or club(s) (hereafter 'the defendant') in respect of:
  - 13.3.1. misconduct (not including harassment or attacks contrary to the SU's Equality & Diversity policy)
  - 13.3.2. negligent or wilful damage of SU Sport property
  - 13.3.3. negligent or wilful misuse of SU Sport finances
  - 13.3.4. breach of the terms of the SU Sport constitution or its appendices
  - 13.3.5. breach of a SU Sport policy
  - 13.3.6. any other complaint referred to them by the Sport Officer or the SU President as part of the SU's Disciplinary procedures.
- 13.4. More serious cases (at the discretion of the Sport Officer and including all cases of potential gross misconduct) will be automatically referred to the SU President for consideration under the SU's Disciplinary procedures (SU By-law and Regulation 4).

### **14. Club Committees**

- 14.1. Each club committee must include the following core roles:
  - 14.1.1. Chair
  - 14.1.2. Treasurer
- 14.2. Welfare and Inclusivity Officer A club may have other posts as appropriate (e.g. publicity officer, social secretary).
- 14.3. All postholders of the club must be a member of the club and may not also be a SU Officer

- 14.4. Core posts can only be held by a single individual and an individual can only hold one core position
- 14.5. Each club must hold an election, by secret online ballot, to a central SU timetable to appoint the committee who will normally take up post on 1<sup>st</sup> August. A post of a club that is at any point vacant shall be filled by a by-election. If a by-election is unable to fill a post then the committee may co-opt any member to fill that post (unless the post is one of the core positions)
- 14.6. None of the three core posts may be filled by a co-opted member
- 14.7. The role descriptions for the three core club committee posts are contained in Appendix 1
- 14.8. At the first meeting of the year the Committee shall nominate from its number, one member responsible for the administration of club meetings. This would usually be an elected Secretary where this role has been filled. (Duties outlined in Appendix 2)
- 14.9. An officer of a club who ceases to be a Member of the SU, of SU Sport or the club during their term in office shall be required to resign their office on that committee.
- 14.10. A vote of no confidence can be called against any member of a committee who fails to attend three committee meetings (without appropriate apologies) during their term of office. Where a committee member has been elected to post, the Chair shall set up an electronic poll in which all members of the club shall be eligible to vote. The club membership shall be informed of the reason for the vote of no confidence and the committee member being “no confided” shall have the right to make a counter argument which shall be viewable at the point of polling. The quoracy for the vote shall equate to the same number of voters who voted for all candidates for this post in the original election. A simple majority is required. If the vote of no confidence is passed the officer must resign their office on the committee.
- 14.11. A vote of no confidence may be called against any member of the Committee who is deemed, by a majority decision of the Committee, not to be fulfilling their role or causing detriment to the club in the role. The procedure for doing this shall be the same as that contained in 6.18 above.
- 14.12.

## **15. Individual Club Requirements**

- 15.1. Each club will:
  - 15.1.1. have at least 30 members from the end of week 5 of the first semester of each academic year. If a club does not have 30 members by this deadline, it will be given a written warning and if, by 1<sup>st</sup> December of that year, the club still does not have the required 30 members, it may be disaffiliated at the discretion of the Sports Exec Committee.
  - 15.1.2. have all core committee positions filled after an election and one by-election. If a club is unable to fill all core committee positions after one by-election the club will be automatically disaffiliated.
  - 15.1.3. have no more than 10% of its membership as Associate Members
  - 15.1.4. ensure all playing and social kit is as close as possible to University colours<sup>1</sup>
  - 15.1.5. have an up to date club constitution which states the club’s aims, membership and officers and abide by the requirements set out in it.
  - 15.1.6. provide a copy of the club’s constitution to the Activities Office and ensure the constitution is displayed through the club’s web pages on BathStudent.com.

---

<sup>1</sup> These are currently <pantones 123 (yellow) and 286 (blue)>



- 15.1.7. provide the Activities Office with all relevant trip lists and forms prior to events
- 15.1.8. maintain equipment and take equipment audits
- 15.1.9. comply with all requirements in the Student Activities Safety Handbook
- 15.1.10. provide the Activities Office with risk assessments when appropriate, including a Generic Risk Assessment for regular activities
- 15.1.11. provide up to date contact details of the committee and captains to the Activities office
- 15.1.12. hold committee meetings at least once a month during term time and at least one club GM a year
- 15.1.13. ensure minutes are taken at all club meetings and are available on request by the SU Sport Exec or Sport Officer and the Activities office and are viewable by the club membership on TheSUBath.com.
- 15.1.14. adhere to the club's allocated budget and ensure no overspends exist unless prior agreement has been obtained in writing from the Sport Officer
- 15.1.15. encourage members to gain relevant qualifications
- 15.1.16. provide a recreational programme to ensure every club member has the opportunity to participate in core club activities on a regular basis in the way of social, informal competitive (i.e. inter-halls programme) or competitive recreational sport
- 15.1.17. adhere to all SU policies and SU Sport policies
- 15.1.18. communicate with SU Sport and the SU effectively (including attendance at GMs, regularly checking pigeon holes, replying to emails promptly etc)
- 15.1.19. maintain an up-to-date web presence with the following information:
  - 15.1.19.1. Min 100 words on what the club does
  - 15.1.19.2. Min 50 words on reasons to join the club
  - 15.1.19.3. Contact details of full committee and coaches where relevant
  - 15.1.19.4. PDF of constitution, development plan and risk assessment
  - 15.1.19.5. Minutes of all club committee meetings
- 15.1.20. Send up to two representatives to each SU Sport GM
- 15.1.21. provide opportunities for all members to participate in club activities
- 15.1.22. submit a completed handover pack (including club development plan, budget request, equipment inventory and facility request) in the handover period in April each year. The exact deadline for this will be set by the Sport Officer and communicated through the Activities Office.
- 15.1.23. in the event of the resignation of an individual from one of the 3 core committee positions, to democratically replace that individual within 2 weeks
- 15.1.24. maintain an inclusive recruitment strategy which may include making reasonable adjustments or additions to club activities
- 15.1.25. provide a safe and welcoming environment for all members, staff and visitors
- 15.1.26. actively oppose discrimination, harassment and victimisation of any kind. No person that comes into contact with the club will be discriminated against on any grounds, including but not limited to age, race, nationality, ethnicity, disability, skin colour, religion, gender, sexual orientation, marital status, HIV status, physical appearance, political belief, medical status, social or financial status, family responsibility or trans-status

- 15.1.27. ensure all athletes are aware of their responsibility to themselves and to their sport to train and compete clean with regards to 12.1.6 above.
- 15.2. In addition, BUCS (or equivalent) clubs must:
  - 15.2.1. fulfil all BUCS fixtures
  - 15.2.2. nominate a person in each team (usually team captain) who is responsible for filling out team sheets, chasing match fees and reporting results to SU Sport within the time period set out by the Sport Officer or Activities staff
  - 15.2.3. when the size of a team is 12 people or less, use the SU vehicles or private cars<sup>2</sup> rather than coaches for travel. Only if clubs cannot fulfil this shall SU Sport arrange alternative transport.
- 15.3. Additional desirable actions of the SU Sport clubs include:
  - 15.3.1. providing an annual report to the club GM on the club's progress and activities during the year
  - 15.3.2. regularly meeting with other members of the sub-group and the SU Sport Exec member assigned to the club
  - 15.3.3. using a form of internet communication to inform club members of club activities
  - 15.3.4. encouraging members to gain coaching and officials' qualifications
  - 15.3.5. actively participating in fundraising activity, including seeking sponsorship. (All clubs must abide by the SU policies and guidelines on sponsorship agreements and all such agreements must be approved and signed-off in accordance with such policies and guidelines.)
  - 15.3.6. looking to engage with their alumni, in association with the University Alumni Office
  - 15.3.7. promoting the wider activity of the SU, including encouraging members to volunteer in the local community, enrol on the Bath Award, the Volunteer Recognition Scheme or complete Skills Training Courses
  - 15.3.8. seeking accreditation relevant to the club within its National Governing Body (NGB) or Sport England
  - 15.3.9. maintaining a strong social media presence.
  - 15.3.10. In line with BUCS strategies and objectives, teams must aim to fulfil targets set out by the Sport Officer

## 16. Warnings procedure

- 16.1. In the case that a club is in breach of the responsibilities laid out in the Sport constitution or its appendices, the Sport Officer may issue the club with a written warning. This written warning will require the club to rectify the situation within 2 weeks unless otherwise stated.
- 16.2. A club may challenge a warning by providing the Sport Officer with evidence that the breach did not occur. The Sport Officer may then reaffirm or rescind the warning dependent on the evidence.
- 16.3. If a club fails to rectify the situation within the allocated time period a further written warning will be issued to the club.
- 16.4. If a club is issued with 2 written warnings (related or unrelated) within an academic year, it will be referred to a disciplinary hearing, which may result in the disaffiliation of the club.
- 16.5. All written warnings will be associated with the committee of the club in post at the time; future committees of the club will not usually have written warnings from the previous

---

<sup>2</sup> NOTE: Private cars **must** be registered with the SU Transport Office in advance of use.

committee counted on their record. However, warnings from previous years may be taken into account at the discretion of the Sport Officer

## **17. Disciplinaries**

### **17.1. Disciplinary hearings**

- 17.1.1. Disciplinary hearings within the Sports area are conducted by the Sport Exec.
- 17.1.2. The Sport Officer shall chair disciplinary hearings
- 17.1.3. At least 3 members of Sport Exec in addition to the chair must be present for a disciplinary hearing to proceed.
- 17.1.4. If it is not possible to find 3 members of the Exec who are able to attend a hearing within a reasonable period of time, for example during exam periods, any ordinary member of the SU Sport sub-group may be nominated as substitute by the chair<sup>3</sup>, though this should not be a member of any club being disciplined.<sup>4</sup>
- 17.1.5. In the event that there is a conflict of interest for the Sport Officer, the SU Sport Chair will normally act as chair instead. In the event that the SU Sport Chair is also unable to sit as chair of the disciplinary hearing, a replacement will be nominated by the SU President.
- 17.1.6. The Activities Manager shall sit in attendance at all disciplinary hearings and act as secretary to the meeting.

### **17.2. Disciplinary responsibilities**

- 17.2.1. SU Sport Exec is responsible for ensuring that clubs and members are aware of their responsibilities
- 17.2.2. SU Sport Exec is responsible for ensuring that any complaints received by SU Sport Exec are responded to appropriately within 5 working days of receipt
- 17.2.3. Members of SU Sport Exec must remain impartial throughout disciplinary proceedings
- 17.2.4. Any conflict of interest must be declared to the chair of the meeting or Sport Officer prior to the meeting
- 17.2.5. When specific individuals are not identified in an incident it is the prerogative of SU Sport Exec to penalise the team or club instead
- 17.2.6. In exceptional circumstances, the club committee or team captains may be deemed responsible for the activities of the members of their club or team.

### **17.3. Disciplinary procedure**

- 17.3.1. Any club or member of SU Sport that is in breach of the SU Sport constitution and/or its appendices may be referred to SU disciplinary hearing by the Sport Officer or SU Sport Exec.
- 17.3.2. Allegation of misconduct must be made to the Sport Officer, who may require that the complaint is clarified formally in writing. If the complaint is from a Member(s) about another Member(s) or club, the Sport Officer will normally require that the complaint is clarified formally in writing.
- 17.3.3. The identification and interpretation of what constitutes a club social is at the discretion of SU Sport Exec. The chair shall have the final say upon the decision. Suggested evidence of a club social includes:
  - 17.3.3.1. Prominence of club branded clothing and club songs

---

<sup>3</sup> SU Sport Disciplinary Committee should ideally be made up of Exec members as they will be more informed but in order to advance the date of a hearing, ordinary members of SU Sport may be co-opted and the principle of judgement by peers will still be maintained

<sup>4</sup> This restriction does not apply in the case of the Sport Officer or the Exec officers.

- 17.3.3.2. The number of members from the same club
- 17.3.3.3. Links to recent sporting events
- 17.3.4. The Sport Officer will decide whether the matter should be referred to a disciplinary hearing and whether the case should be properly considered by the SU Sport Exec or by the SU President under the SU disciplinary procedures (Regulation 4(a)) and will notify the complainant and defendant of that decision within 5 working days of receiving the complaint.
- 17.3.5. If the matter is to be considered by the SU Sport Exec, the Sport Officer shall aim to convene the committee within 7 working days of receipt of the complaint<sup>5</sup>.
- 17.3.6. If a case arises during the vacation, the defendants will be informed that they will need to attend a disciplinary hearing, which will be arranged once term has commenced.
- 17.3.7. In a case involving multiple defendants, the SU Sport Exec may elect to hold one or more separate hearings as it deems appropriate.
- 17.3.8. Where a club is being disciplined, the three core members of the club's committee are required to attend the hearing. Where some or all of these are genuinely unable to attend another member of the committee may attend instead. If no-one from the club attends, the hearing may still go ahead, provided that the club has received proper and reasonable notification and the club will not have grounds for complaint later.
- 17.3.9. In the case that a complaint is against a team, the chair of the hearing will choose the appropriate individuals/representatives to be defendants for the hearing.
- 17.3.10. If all reasonable attempts to enable the defendant(s) to attend a hearing fail, the hearing may still go ahead in the absence of the defendant(s), provided that the club has received proper and reasonable notification, and the club will not have grounds for complaint later.
- 17.3.11. If the complaint concerns an individual or if only one representative of a club is genuinely available to attend they may bring a companion, who may be a friend or representative. A companion must be a Member of the SU and may not be a SU Officer or witness in the case.
- 17.3.12. The complainant and the defendant shall have the right to call witnesses who may be cross examined by the defendant, the complainant and the SU Sport Exec.
- 17.3.13. The disciplinary hearing shall be conducted as follows:
  - 17.3.13.1. The allegation of misconduct will be explained with any supporting evidence
  - 17.3.13.2. The defendant(s) will then respond to the allegation and present any supporting evidence
  - 17.3.13.3. The defendant(s) may alternatively ask to postpone the hearing for a period of up to 7 days in order to prepare any defence
  - 17.3.13.4. The evidence of any witnesses will be heard at this point
  - 17.3.13.5. The defendant(s) will then withdraw and the committee will come to a judgement
- 17.3.14. A written record of the hearing and all communications before and after the hearing must be kept.

---

<sup>5</sup> It may not be possible to meet this timeframe because of holidays, revision period and exams.

#### 17.4. Disciplinary outcomes

- 17.4.1. The SU Sport Exec may, in the case of individuals:
  - 17.4.1.1. Decide that there is no case to answer
  - 17.4.1.2. Issue a written warning
  - 17.4.1.3. Ban the individual(s) from taking part in SU Sport activities for a fixed term (including BUCS or equivalent competition)
  - 17.4.1.4. Revoke the individual(s) membership of SU Sport and/or clubs without refund
  - 17.4.1.5. Refer the case to the SU President for consideration under the SU's Disciplinary Procedures (SU Regulation 4(a))
- 17.4.2. in the case of a team:
  - 17.4.2.1. Decide that there is no case to answer
  - 17.4.2.2. Issue a warning
  - 17.4.2.3. Put the team on probation for a full calendar year. This means that the team must not be the subject of any further complaint of any sort in the course of the probationary year.
  - 17.4.2.4. Ban the team from taking part in SU Sport activities for a fixed term (including BUCS or equivalent competition)
  - 17.4.2.5. Fine the club a proportion of the club's budget the amount of which shall be at the discretion of the SU Sport Executive Committee
  - 17.4.2.6. Refer the case to the SU President for consideration under the SU's Disciplinary Procedures (Regulation 4(a))
- 17.4.3. in the case of a club:
  - 17.4.3.1. Decide that there is no case to answer
  - 17.4.3.2. Issue a written warning
  - 17.4.3.3. Fine the club a proportion of the club's budget the amount of which shall be at the discretion of the SU Sport Executive Committee
  - 17.4.3.4. Remove the club's committee and call elections within the club
  - 17.4.3.5. Put the club on probation for a full calendar year. This means that the club must not be the subject of any further complaint of any sort in the course of the probationary year.
  - 17.4.3.6. decide to disaffiliate the club with immediate effect
  - 17.4.3.7. Refer the case to the SU President for consideration under the SU's Disciplinary Procedures (Regulation 4(a))
- 17.4.4. No individual, team or club may receive more than one penalty in an academic year. A second penalty will immediately result in the next penalty up. This may disqualify those affected for the University Blues Award (including ribbon colour, half-blue, honorary awards and special awards). This is the decision of the Blues Committee who will receive details of all bans annually.
- 17.4.5. Where a team or club is fined, it shall be at the discretion of SU Sport Exec (depending on the time of year the penalty is incurred) as to whether the fine should be included in the current or next year's accounts.
- 17.4.6. A team/club put on probation will have a full calendar year to rectify the issue that caused the disciplinary proceedings. Failure to do so will result in a ban from SU Sport activities for a fixed term for a team and automatic disaffiliation for a club.

**17.5. After the hearing**

- 17.5.1. The defendant(s) and any complainant shall be informed of SU Sport Exec's decision in writing within two working days of the decision being made
- 17.5.2. In the event of SU Sport Exec disaffiliating a club, the disaffiliation shall be reported to the next SU Sport GM and Management Group
- 17.5.3. A report of all disciplinary hearings shall be made to the SU President annually.

**17.6. Appeals**

- 17.6.1. Either the defendant or the original complainant shall have the right to appeal against the decision of SU Sport Exec and any actions resulting from it
- 17.6.2. An appeal must be lodged in writing to the SU President within 10 working days of the date of the notification of the original decision
- 17.6.3. If there is any new evidence this may be submitted to the SU President but an appeal can still be lodged without new evidence
- 17.6.4. The SU's Disciplinary Panel will not include any members of the SU Sport Executive Committee who originally heard the case.
- 17.6.5. The appeal will be heard by the SU Disciplinary Panel in accordance with the procedures set out in SU Regulation 4(a).
- 17.6.6. The decision of the SU's Disciplinary Panel is final as far as SU Sport and the SU is concerned.

## Appendix 1

### SU Sport Executive Committee Job Descriptions

#### 1. SU Sport Chair

- 1.1. Chairs all meetings of the SU Sport Executive Committee
- 1.2. Works with the Sport Officer to ensure the full and efficient functioning of the Executive Committee
- 1.3. Works with the other SU Sport Executive Committee members to ensure the smooth running of all areas within SU Sport
- 1.4. Sits ex-officio on the SU Review Panel
- 1.5. Collects executive feedback and compiles SU Review Panel report on the Sport Officer
- 1.6. Acts as chair of SU Sport Disciplinary Committees if necessary
- 1.7. Ensures a high standard of communication is held within the executive group.
- 1.8. Carries out the duties set out in Regulation 1, section 10, Charing Guidelines
- 1.9. Attends chair training
- 1.10. Monitors exec personal targets and supports if necessary

#### 2. SU Sport Treasurer (x2)

- 2.1. There will be two SU Sport Treasurers who will be jointly responsible for the following:
  - 2.1.1. funding and budgeting issues within SU Sport
  - 2.1.2. working with individual club treasurers to produce annual budget plans
  - 2.1.3. ensuring the SU's deadlines for payment runs are adhered to
  - 2.1.4. reporting any significant actual or anticipated variations in expenditure to SU Sport Exec and SU Management Group
  - 2.1.5. providing a financial report to each meeting of SU Sport Executive Committee and SU Management Group in November and May.
  - 2.1.6. acting as signatory for SU Sport and club expenditure up to limits set in SU Regulation 2 relating to Finance.
  - 2.1.7. working with the Sport Officer on the setting, control and authorisation of SU Sport and club budgets
  - 2.1.8. checking club spending is in line with agreed income and expenditure including a bi-monthly overview on individual club spending
  - 2.1.9. chairing SU Sport Executive Committee meetings when SU Sport Executive Committee Chair is unable to do so
  - 2.1.10. attends finance training

#### 3. SU Sport Events Officer (x2)

- 3.1. There shall be two SU Sport Events officers who shall be jointly responsible for the following:
  - 3.1.1. Work with the Sport Officer, Executive Committee members and SU staff to organise any major events run by SU Sport (primarily Snowball and Varsity)
  - 3.1.2. Produce risk assessments for the events and check that there is adequate insurance to cover them
  - 3.1.3. Make sure all events run smoothly and safely
  - 3.1.4. Publicise the events with the help of the SU's Marketing office
  - 3.1.5. Conduct a review of all events with the aim of improving the process the following year

#### **4. SU Sport Recreational Co-ordinator**

- 4.1. Work with the club development officers, sports captains and sports development co-ordinators to develop intramural programmes for a selection of sports as determined by the SU Sport Exec
- 4.2. Work alongside the SU's Marketing office and DSDR to publicise the leagues and tournaments
- 4.3. Organise regular events in various sports throughout the year (a minimum of 3 recreational events per semester)
- 4.4. Organise inter-halls championships
- 4.5. Ensure that the Web and Publicity Co-ordinator is aware of the events and league programme so that results and details can be publicised appropriately
- 4.6. Work with SU Sport and DSDR on the delivery of external programmes
- 4.7. Work with 3:Thirty Club/Social Sport Program

#### **5. SU Sport Sports Reporter**

- 5.1. Gain reports, photos and quotes from our students for every bathimpact issue and SU Sport newsletter, including a minimum of 2 student matches (BUCS and intramurals)
- 5.2. Cover Freshers' Week trials
- 5.3. Ensure that sponsors of any events, programmes or initiatives are mentioned in all publicity and logos are included where possible
- 5.4. Ensure that the sport covered in the student newspaper and SU Sport newsletter is evenly distributed across all clubs through maintaining good working relationships with the relevant club officials e.g. publicity committee members
- 5.5. Endeavour to work with all areas of media to ensure a comprehensive coverage of sport at the University, including encouraging CTV and URB to cover student matches.
- 5.6. To liaise with the SU Media groups to ensure wide coverage of the most important events and recent stories regarding sport within the SU.
- 5.7. To liaise with Matchtight Media and Taking Pictures Sport to get nationwide and local coverage of student sport
- 5.8. Attend specific media training as arranged by the SU

#### **6. SU Sport Web and Publicity Co-ordinator**

- 6.1. Ensure that SU Sport and its events are widely publicised online
- 6.2. Liaise with the Sport Officer and the Recreational Co-ordinators to update the fixtures and results of the intramural leagues and tournaments
- 6.3. Support the maintenance of SU sport web pages including links to respective SU/University web pages
- 6.4. Work with clubs to develop individual web pages
- 6.5. Lead on the production of promotional materials for SU Sport events
- 6.6. Gather information from the SU Sport Exec to produce a the SU Sport newsletter
- 6.7. Social media at large events throughout the year eg. Varsity/Snowball

#### **7. SU Sport Volunteer Recognition Co-ordinator**

- 7.1. Work with the DSDR to develop the benefits associated with the Sporting Volunteer Recognition Scheme
- 7.2. Work with the SU Volunteer Centre and all relevant SU staff with the planning of the SU wide Volunteer Recognition Scheme
- 7.3. Liaise with SU Sport club committees to ensure their volunteers apply for the Sporting Volunteer Recognition Scheme.



- 7.4. Assist with the processing of applications to the Sporting Volunteer Recognition Scheme after the submission date
- 7.5. Produce an annual impact report of Sporting Volunteer Recognition Scheme – along with SU Sport/DSDR Staff

## **8. BUCS Co-ordinator**

- 8.1. Communicating BUCS performance targets to clubs and helping them to achieve them
- 8.2. Informing all clubs of where to find the necessary BUCS regulations and up to date information
- 8.3. Working with the Sport Officer and SU Sport staff to ensure the smooth and efficient running of BUCS
- 8.4. Liaising with clubs to provide direct feedback regarding BUCS
- 8.5. Team of the week – organising the nominations and vote of the Sport Exec
- 8.6. Liaise with the Training and Development team to provide support to BUCS teams
- 8.7. Work with the placement student, BUCS Performance Officer and Sport Officer on the BUCS strategy
- 8.8. Work with the placement student and web and publicity co-ordinator to construct a plan for social media promotion of upcoming league and tournaments.

## **9. Disability Sport Co-ordinator**

- 9.1. Develop an initial knowledge of the disability sporting landscape through liaising with internal and external bodies.
- 9.2. Work with club committees and DSDR to implement inclusive and disability sport within their regular activity
- 9.3. Work with the SU Sport Officer on the delivery and review of the Disability Sport Development Plan
- 9.4. Organise an inclusive and/or disability sport event at least once a semester to raise the profile of disability sport
- 9.5. Organise a yearly Talent ID event in partnership with British Paralympic Association and other relevant bodies
- 9.6. Work with club committees to enter disabled athletes in BUCS events
- 9.7. Meet requirements within SLA (University of Bath – British Wheelchair Basketball)
- 9.8. Develop links with partners external to the university – widening participation for schools
- 9.9. Include regular inclusive sessions in a range of sports

## **10. Welfare and Inclusivity Officer**

- 10.1. Lead on campaigns related to welfare and inclusivity within sport.
- 10.2. Work with the Community Officer and Sport Officer to develop and deliver training on Welfare and Inclusivity for committee members
- 10.3. Assist club welfare and inclusivity officers with club initiatives
- 10.4. Sit ex-officio on the Diversity and Support Exec to liaise on emerging equality and diversity issues
- 10.5. Be a neutral reporting point for students in sport clubs who wish to raise concerns about club/student conduct.
- 10.6. Act as an advocate for the Inclusivity Award (or equivalent scheme) and recruit student committees to take part.
- 10.7. Work with the recreational sport co-ordinator to promote the positive benefits of exercise on welfare'

## **11. Equality and Diversity post**

Responsibility for E&D must be assigned to one member of the Exec but it may be any member. The position is responsible for monitoring any E&D issues within the SU Sport area and within any clubs and to report on such issues to the Sport Officer or the SU Sport exec.

## **12. Additional Responsibilities**

12.1. All members of the SU Sport Exec will be assigned a group of clubs for which they shall perform the following duties:

- 12.1.1. Act as point of contact between clubs and Sport Officer
- 12.1.2. Meet a minimum of twice a semester with the club chairs either individually or as a group
- 12.1.3. Pass down all relevant messages from the SU Sport Exec or Sport Officer

## Appendix 2

### Individual club committee job descriptions

Only students who are full members of the club may run for election, with the exception of students on placement who may run for election without having paid a membership fee for their placement year if they were a member in the year preceding their placement year.

Core Committee posts may not generally be held by members on placement but members on placement may run for election to hold a position when they return to Bath

In circumstances where a student wishes to hold a post whilst on placement and the current sitting club committee believe that the role could be fulfilled by a student on placement an exception may be made. To allow this, the committee must submit a declaration form, signed by the student who wishes to run, explaining how they will fulfil the role description while carrying out their placement. The application will be considered by the Sports Executive committee and decided by a simple majority vote.

A member may only hold one post on an individual club committee.

Clubs are run by their elected committees. Coaches hold no ex officio powers and are accountable to the committee. Coaches, who are not also ordinary members of the club, have no speaking or voting rights and may not stand for election to any committee post

#### 1. Club chair

- 1.1. Responsible for overseeing all activities of the SU Sport club
- 1.2. Ensures the club meets all the requirements set out in the SU Sport constitution and its appendices.
- 1.3. Liaises regularly with committee members and delegates duties as necessary
- 1.4. Maintains an up-to-date club strategy to be reviewed in handover each year
- 1.5. Liaises with club coaches to ensure an efficient and productive coaching set-up, registering SU paid and voluntary coaches at the start of each year
- 1.6. Engages with members and represents their views at SU Sport GMs
- 1.7. Acts as co-signatory on the club's accounts in accordance with SU Regulation 2 relating to Finance
- 1.8. Responsible for ensuring health and safety standards are adhered to in all club activities
- 1.9. Jointly responsible with the treasurer for ensuring the club remains within budget as determined by the Sport Officer
- 1.10. Oversees promotion of the club to ensure membership targets are met, including organisation of Sports Day and Sports Fair and keeping webpage and social media up-to-date.
- 1.11. In-depth knowledge of BUCS fixtures, essentials, tournaments and key deadlines if applicable
- 1.12. Informs and works with the Sport Officer on any disciplinary matters in accordance with the disciplinary policy
- 1.13. Submits club development plan, budget and facility requests in collaboration with the chair elect in April each year
- 1.14. Ensures the relevant club members have made their nominations for the Blues Awards
- 1.15. Places kit orders where necessary
- 1.16. Additional duties as requested by the Sport Officer
- 1.17. Attends chair training

## **2. Club Treasurer**

- 2.1. Working with the chair is responsible for ensuring the club remains within budget as set by the Sport Officer
- 2.2. Acts as a signatory on the club's account for sums up to the limits defined in Regulation 2
- 2.3. Keeps regular accounts and spending plans for the year
- 2.4. Brings accounts updates to club committee meetings
- 2.5. Checks and enforces the payment of club fees, including club membership, BUCS fees and any other online payments
- 2.6. Sets up online products where appropriate
- 2.7. Works with the chair to submit the club's annual budget request
- 2.8. Develops a detailed spending plan for the academic year which shall be made available to the Sport Officer on request.
- 2.9. Attends finance training

## **3. Welfare and Inclusivity Officer**

- 3.1. Lead on campaigns related to welfare and inclusivity within the club.
- 3.2. Attend Welfare and Inclusivity Training provided by the SU.
- 3.3. Promote actively the role to members so that they are aware of how they can raise concerns or issues within the club.
- 3.4. Work with the Sport Exec Welfare and Inclusivity Officer and Sport Officer to ensure appropriate committee members attend training provided by the SU
- 3.5. Be a reporting point for students in their club who wish to report welfare related incidents and work with committee or teams to resolve or signpost to relevant support.
- 3.6. Ensure that where possible the club participates in the Inclusivity Award and co-ordinates this involvement.
- 3.7. Work with the recreational sport co-ordinator to promote the positive benefits of exercise on welfare.

## **4. Club Meetings Administration**

- 4.1. Arrange a minimum of one committee meeting a month during term time.
- 4.2. Sends out a request for agenda items a minimum of 7 days before committee meetings.
- 4.3. Sends out a full agenda a minimum of 24 hours before committee meetings.
- 4.4. Takes full minutes of committee meetings to be circulated to the committee within 48 hours of the meeting.