Composition of Sports Committees

The Sports Executive Committee

1. There shall be a Sports Executive Committee which shall comprise of:

   i. The Sports Officer of the Union.
   ii. IMS Chair.
   iii. BUCS Club President Representative.
   iv. Non-BUCS Club President Representative.
   v. Hall Committee Officer.
   vi. Engage Officer.
   vii. Leadership Academy Officer.
   viii. Welfare in Sport Chair.
   ix. Inclusive Sport Officer.
   x. Scholarship Student Officer.
   xi. International Student Officer.
   xii. Events and Media Officer.
   xiii. Postgraduate Sports Officer.

2. Sports Executive Committee shall invite the below, who will not be considered full members:

   i. A representative from each of the Students’ Union Associations.

3. The Sports Executive Committee shall:

   i. Be the executive body for all areas of student sport under the Sports Officer.

   ii. Have a bank account with the Students’ Union and hold a budget approved by the Sports Officer.

   iii. Support the Sports Officer in the planning and delivery of their objectives.

   iv. Be responsible for the delivery of their relevant focus groups on behalf of the Sports Officer.

   v. Write reports in collaboration with Students’ Union Insight, based on feedback from focus groups.

   vi. Discuss feedback and collate reports for the Sports Officer.
vii. Engage and work with relevant staff from UoN Sport and the Students’ Union.

viii. Report to the Sports Officer.

ix. Make decisions relating to student recognition including Club of the Month Awards and Individual Awards.
   i. Award prizes to Sports Clubs and Individuals from the Sports Executive Committee Budget.

x. Assist in organising events in collaboration with the Sports Officer, including Sports Ball and Varsity.

4. Individual responsibilities

i. All members of the Sports Executive Committee, with the exception of the Sports Officer, shall be responsible for delivery of the relevant focus groups and the collation of feedback to be provided in a report to the committee.

ii. In addition a number of members have specific responsibilities:

   a. Sports Officer of the Union:
      i. To collate the committee’s reports and feedback to Senior Management and staff in UoN Sport and the Students’ Union.
      ii. To report to the Sports Executive Committee on actions and updates.

   b. Events and Media Officer:
      i. To meet with the SRS Media groups to help coordinate coverage at specific events such as Varsity.
      ii. To create specific media content at the request of the Sports Executive Committee.
      iii. To plan and deliver events at the request of the Sports Executive Committee.

   c. The Chair of the Committee:
      i. To organise the meetings.
      ii. To ensure the smooth running of the meeting.
      iii. To be the representative for motions to be brought to the Executive Committee.
      iv. Will be a non-voting member.
Sports Council:

1. There shall be a Sports Council whose voting membership shall comprise of membership from all Club Presidents from all UoN Sport Clubs and the Sports Executive Committee.

2. A president may send a representative to vote in their absence.

3. Sports Club Presidents may invite additional club committee members at the discretion of the Sports Officer.

IMS Executive Committee:

1. There will be an IMS Executive Committee, which shall comprise of:
   i. The Sports Officer of the Union.
   ii. IMS Chair.
   iii. IMS Men’s Football Officers (x2).
   iv. IMS Basketball Officer.
   v. IMS Rugby Officer.
   vi. IMS Badminton Officer.
   vii. IMS Tennis Officer.
   viii. IMS Squash Officer.
   ix. IMS Volleyball Officer.
   x. IMS Women’s Football Officer.
   xi. IMS Netball Officers (x2).
   xii. IMS Hockey Officer.
   xiii. IMS Futsal Officer.
   xiv. IMS Table Tennis Officer.
   xv. IMS Media & Publicity Officer.
   xvi. Sports Finance & IMS Monitoring Officer.
   xvii. Sports Events Officer.

2. The IMS Executive Committee shall:
   i. Be responsible for running the Intra-Mural Sports Programme in partnership with UoN Sport.
ii. Engage with and work with the IMS Coordinator.

iii. Be responsible for the delivery of their appropriate IMS programme through liaising and engaging with all teams involved.

**Affiliation of Sport Clubs**

3. Any Sports Club seeking to affiliate shall have a constitution specifying:
   i. The Aims and Objectives.
   ii. Quorum for General Meetings.
   iii. The election of committee members.
   iv. The composition of the committee(s).
   v. The committee members’ job descriptions.

4. Any Sports club seeking affiliation must also have:
   i. At least 25 interested student signatures.
   ii. A risk assessment.
   iii. Discussed and written a proposal with a Club Development Coordinator about financial and resource feasibility.
   iv. A President, Secretary and Treasurer.
   v. Ensured that its activities are encompassed within the Aims of the Union and UoN Sport, which is to be agreed at Sports Operation Group using the below criteria.
   vi. The support of a simple majority of the Sports Council, with the Sports Executive Committee having the ability to veto/confirm the final decision.

5. When considering the affiliation of a sports club, the Sports Operation Group should ensure that the proposed club has met at least 4 of the following criteria:
   i. If the sports club is recognised by BUCS then it should be considered for affiliation as a sports club.
   ii. If the sports club has an NGB recognised by Sport England or FISU, then it should be considered for affiliation as a sports club.
   iii. If the sports club’s activities involve physical exertion and / or a substantial competitive element central to the aims of the club then it should be considered for affiliation as a Sports Club.
   iv. If the aims and objectives are best fulfilled within the Sports Structure then it should be considered for affiliation.
v. If the group uses/ intends to use the resources of the University of Nottingham Sports Department then it should be considered for affiliation.

vi. If the group does not fulfil any of the above criteria (i – v), then it should be signposted to Societies Committee for consideration to be affiliated as a Society.

6. In exceptional circumstances, where groups meet less than four of the criteria may be considered at the discretion of the Sports Operations Group.

7. If the group has fulfilled all points in 3) and 4/5 points in 4), they will then need a simple majority vote of support at Sports Council, with the Sports Officer having the casting vote.

**Sport Club Affiliation Appeals Process**

**Prior to Sports Council**

8. Appeals must be lodged within five Students' Union Days of the sport club being informed of refused affiliation at Sports Operation Group.

9. Appeals must be submitted in writing to the relevant Full Time Officer of the Union.

**Procedure at Sports Council**

10. The proposed sport club will provide a two minute speech as to why they should be affiliated, to be presented by the Sports Council Chair.

11. A representative from the Sports Executive Committee will provide feedback from the discussions had on the why they felt the Sports Club should not be affiliated.

12. The floor is given the opportunity to ask questions to both the appealing Sport Club and the representative from the Sports Executive Committee.

13. Sports Council shall reject or accept an appeal by a simple majority vote.

14. In the event of a tie the Sports Officer shall have the casting vote.

15. Sports Council shall then send the recommendation regarding the appeal for affiliation to the Sports Executive Committee for ratification.

**Procedure at Sports Executive Committee**

16. The Sports Executive Committee shall receive the recommendation from Sports Council regarding the appeal for affiliation and consider it for ratification.

17. The Sports Executive committee shall reject or accept an appeal by a simple majority vote.

18. In the event of a tie the Sports Officer shall have the casting vote.

**Sport Kit Guidelines**
19. All Sports Clubs must adhere to the University of Nottingham Sport kit guidelines (See Appendix i). Any individual or team infringing the guidelines will be subjected to the following:

**Individuals:**

i. **On first breach**: A verbal warning issued by a UoN or SU staff member or Sports Officer.

ii. **On second breach**: A written warning issued by the CDC and Sports Officer.

iii. **On final breach**: Committee referral to Union’s disciplinary procedure.

**Team:**

i. **On first breach**: A written warning issued by the CDC and Sports Officer.

ii. **On final breach**: Committee referral to the SU code of conduct.

20. If the group/individual wishes to appeal a sanction issued through the Union’s disciplinary procedure or the Code of Conduct, an appeal can be submitted through the relevant appeals process.
<table>
<thead>
<tr>
<th>Competition Day/Match Day Kit</th>
<th>Club Leisurewear/Training Kit</th>
<th>Social Tops e.g. Polo's worn on socials</th>
<th>Varsity Event (Official Point)</th>
<th>Varsity Event (Unofficial Point)</th>
<th>One Off Event Kit e.g. Charity Fundraiser</th>
<th>Tour</th>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
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<tr>
<td>Notes</td>
<td>Kit that cannot be produced by the approved supplier can be outsourced to another company but must be approved by UoN Sport. Where possible players should travel in on brand the approved suppliers’ leisurewear.</td>
<td>This is not a requirement of any club, however if a club chooses to order training or leisurewear kit it must be the range made available through the approved supplier. Inclusive of committee kit.</td>
<td>These should not be worn at competition events or on match days when representing UoN Sport. Liaise with the approved supplier to create your own designs if you wish to do so which must be approved by UoN Sport.</td>
<td>Varsity kit should be the same as regular playing kit; however there is no requirement to use the UoN Sport approved sponsor. Warm up tops will be designed and made available to purchase through your sports officer prior to the series.</td>
<td>This must be approved by UoN Sport</td>
<td>This must be approved by UoN Sport</td>
</tr>
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