# UNIVERSITY OF THE WEST OF ENGLAND CLUB

## 1. Name

The name of the club shall be The University of the West of England Club, referred to hereafter as ‘the club’.

## 2. Address

The address for all correspondence shall be:

UWE Club

University of the West of England

The SU at UWE Opportunities

Frenchay Campus

Coldharbour Lane

Bristol

BS34 8QZ

T: 0117 32 82577

## 3. Aims & Objectives

The aims and objectives of the club are to promote and contribute towards the furtherance of the sport of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at the University of the West of England. The club shall seek to provide opportunities for students of all abilities to play and develop new skills. In pursuing this aim, members of the club shall uphold the good reputation of club in relationships, both on and off the field, with the The SU at, the University and the wider community. This document and the club operate fully under and within the The SU at UWE Constitution.

## 4. Membership

### a) Full Membership

i.) Full Membership of the Club shall only be available to students of the University of the West of England who are members of the Sports Committee and Full Members of the University of the West of England Students’ Union [The SU at UWE] in accordance with the Students’ Union Constitution.

### ii.) All Full Members of the club must purchase a ‘Sports Pass’ and pay an annual membership fee as determined on an annual basis by the Club’s Committee, an approved by the sports executive.b) Associate Membership

Individuals who are not students of UWE may join [as ‘Associate Members’], but are required to purchase a ‘Sports Associate Fee’ at twice the standard fee and pay the annual membership fee as determined on an annual basis by the clubs’s committee but they do not enjoy the same democratic rights as full members. This is upon receipt of the appropriate forms and fees in accordance with the relevant regulations agreed by both the Club’s Committees and The SU at UWE Opportunities. The SU at UWE reserves the right to revoke any non-student membership at anytime.

### c) Rights of Membership

i) All full members of the Club shall be entitled to the following:

* To take part in all activities of the Club according to their ability
* To stand for election to office in the committee
* To attend all General meetings of the Club and direct the work of the Club
* To be fully informed about the nature and possible risks of all activities
* To be informed about the finances of the Club
* To be fully insured by The SU at UWE for participation in activities
* Represent UWE in BUCS competition providing adhere to BUCS eligibility rulings: Refer to BUCS Handbook REG 7: Eligibility

ii) Associate members of the Club shall be entitled:

* To take part in all activities of the Club according to their ability
* To be fully informed about the nature and possible risks of all activities
* To be fully insured by The SU at UWE for participation in activities

## 5. Club Subscriptions & Finance

a. Membership fees are required from all club members, including committee members and must be paid annually. The Club committee will determine this fee and are responsible for it’s collection [minimum membership fee is to be agreed by Sports Executive].

b. Club members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with activities of the club.

c. All money shall be paid through The SU at UWE. The Club shall not keep a separate or external bank account as in accordance with The SU at UWE finance policy

d. All equipment owned by an Activity in effect belongs to The SU at UWE and is insured by The SU at UWE. In the event of dissolution all assets shall remain the property of The SU at UWE.

## 6. Governance

The elected Club Committee shall be responsonsible for the running of the Club on a day to day basis. The Club Committee shall formally meet at least once a month. All committee members must be current and active members of the club. The Club Committee **must** comprise of the following officials:

The postions outlined below will be incorporated into each individuals Higher Education Academic Record [HEAR] document within section six, providing:

* Hold office for two semesters
* Attend Committee Training and at least 1 development meeting or complete all requisite additional training sessions and attend at least 1 development meeting.
* Club representation at all Sports Committee meetings.
* Submit a handover document.
* **President [Full member only] HEAR**
* **Vice-President incorporating Secretary [Full member only] HEAR**
* **Treasurer [Full member only] HEAR**
* **Equipment & Safety Officer HEAR - if student**
* **Participation & Equality Officer [Full member only] HEAR**
* **Team Captains\* [Full member only] HEAR - Team Sports only**

\*Team captains are appointed in accordance with the selection policy by coaches and not elected

* **Qualified 1st aiders [@ least 2 per team|club trip|fixture]**

NB: Student physiotherapists|nurses do not qualify as 1st aiders unless they possess a current 1st aid qualification

The following positions are **optional** for club committees and must be approved annually for each sport by Sports Executive and will be incorporated into each individuals Higher Education Academic Record [HEAR] document within section six as **Committee Member** providing it is complicit with the requirements above:

* **Events & Fundraising Officer** **[Full member only]**
* **Media & Publicity Officer [Full member only]**

## 7. Duties of Club Officials

1. Each official shall hold office for a period of one academic year. Elections for new officials shall take place in the month of February. In addition, the President of the Club shall be obliged to call an Extraordinary General Meeting upon receipt for a petition signed by either half of the Club’s members or half of the Club’s Committee. All General Meetings shall be conducted in accordance with the Standing Orders of the Students’ Union as defined in the The SU at UWE Constitution. The SU at UWE Opportunities shall be informed promptly of the outcome of all elections.
2. The new committee shall serve alongside the old committee for the remainder of the **second** term to promote the efficient handover of the club and provide a period of apprenticeship for the new committee, overseen by the existing committee.
3. The new committee shall formally take office on the 1st May each year
4. The Club Committee shall be subject to the direction of Sports Committee Meetings which shall take place a minimum of 3 times per academic year.
5. The club commiittee will report to the Club executive [where applicable]
6. The club committee must attend The SU at UWE Opportunities annual committee training workshops in order to take office.
7. The club committee must abide in full with The SU at UWE Policy and Procedures in accordance with the The SU at UWE constitution
* **President [Full member only] HEAR Record**

The President of an activity is the leader, who oversees all of the activities within the sport. The President will need to provide support, advice and guidance to the other committee members throughout the academic year. Probably the most challenging role on the committee, you’ll need experience of what the sport does, and a strong belief in the aims of the sport.

### Personal Skills required

* Communication
* Dedication | Commitment
* People Management
* Motivating Volunteers
* Organisation
* Delegation

### Key Responsibilties

1. To be main The SU at UWE contact.
2. Responsible for ensuring all membership fees are collected.
3. Ensuring that all club good practice guidelines, codes of practices, risk assessments are followed.
4. Arranging regular meetings of the club including the AGM | EGM.
5. Maintaining effective liaison with the VP Sports & Health and Sports & Activities staff.
6. Ensuring that the aims and objectives of the sport are achieved.
7. Ensuring that all accidents | incidents are reported as appropriate to the Sports & Activities Manager.
8. Appointing appropriate Trip and Activity Leaders in conjunction with the club Equipment & Safety Officer.
9. Ensuring the Clubs Code of Practice and Safety Policy is strictly adhered to.
10. Attending Sports Committee Meetings or sending a nominee in their absence.
11. Understanding the broader picture whilst keeping the aims of the sport in mind at all times.
12. Maintaining committee enthusiasm – if your not passionate, no-one else will be.
13. Adhere to the The SU at UWE finance policy
* **Treasurer [Full member only] HEAR Record**

Being a treasurer isn’t just about handling money, it means knowing how your finances stand at any one time; and planning accordingly. This post holder must work closely with all other committee members to ensure that all plans come to frution.

## Personal Skills Required

* Well organised
* Numerical competence
* Communication
* Trustworthy

### Key Responsibilities

1. Administer the sports finances.
2. Responsible for the production of the sports annual budget request.
3. Responsible for ensuring all membership fees are collected.
4. Provide a full and detailed list of club members to the VP Sports & Health by the end of the fifth week of the autumn term [or fifth week after ratification] and keep updated throughout the year.
5. Be the signatory on all claim forms.
6. Ensure that an income and expenditure account for the previous academic year is presented to the AGM and copies are sent to the Sports Executive via the VP Sports & Health.
7. Be accountable to the VP Sports & Health.
8. organise affiliation to national governing bodies.
9. organise fundraising or sponsorship for your group.
10. Adhere to the The SU at UWE finance policy
* **Vice President | Secretary [Full member only] HEAR Record**

This position is the backbone of the organisation of any sport and ensures that things run smoothly. Emails need to be written, rooms need to be booked, competitions need to be entered and above all you need to communicate what’s going on to your members so they stay interested and stay involved.

### Personal skills required

* Communication
* Organisation and time management
* Good written skills [for minutes and emails]

### Key Responsibilities

1. To deal with all incoming communications and pass these on to the committee & | or members.
2. Responsible for ensuring all membership fees are collected.
3. Organise fundraising or sponsorship for your group.
4. Responsible for the production of the sports annual budget request.
5. Provide a full and detailed list of club members to the VP Sports & Health by the end of the fifth week of the autumn term and keep updated throughout the year.
6. To maintain accurate membership lists and inform coaching staff of players eligibility.
7. To keep members up-to-date about all club activities.
8. Publicise meetings.
9. Provide secretarial support to the club committee and issue minutes of meetings and agendas to club members & the VP Sports.
10. Compile introductory material for new members in conjunction with the Equipment & Safety Officer and club committee.
11. Arrange meetings and book rooms or venues
12. Be aware of key dates for your sport throughout the year
13. Collect post from The SU at UWE Opportunities Reception
14. Organise AGM
15. Adhere to the The SU at UWE finance policy
* **Equipment & Safety Officer HEAR Record**

The role that does what is says on the tin and vital to the club. This role will incorporate the main body in charge of the condition of the equipment, equipment that may need to be renewed and the safety of the activities that take place.

### Personal Skills Required

* Organisation and time management
* Negotiation
* Strong attention to detail
* Communication

### Key Responsibilities

1. Produce an annual equipment inventory and submit this document to the Opportunities Department by the deadline provided. Failure to do this will result in no budget allocation in the Autumn term.
2. Responsible for ensuring all membership fees are collected.
3. Store and maintain all equipment in accordance with manufacturers and governing body guidelines.
4. Keep accurate and up to date safety records of equipment checks in the club Logbook.
5. Ensure along that all equipment issued for an activity is suitable for that purpose.
6. Ensure that sports equipment is not used for unofficial trips.
7. In conjunction with the Treasurer ensure the repair and disposal of unsafe equipment in consultation with the Opportunities Manager.
8. To arrange in conjunction with the Opportunities Manager for the purchase and replacement of items of capital equipment with the VP Sports & Health and to advise the sport club committee of purchase.
9. Ensure that the sport | group | trip has a minimum of 2 1st aiders.
10. To ensure that risk assessments are regularly updated and revised.
11. To ensure that the Code of Practice is regularly updated and revised.
12. To ensure that sport safety policy regularly updated and revised.
13. To ensure that all sections of the sport Logbook is updated.
14. In conjunction with the Treasurer arrange the repair and disposal of unsafe equipment in consultation with the Opportunities Manager.
15. Report all accidents to the Opportunities Manager.
16. Adhere to the The SU at UWE finance policy
* **Participation & Equality Officer [Full member only] HEAR Record**

This is a challenging role and it is of great importance, a compulsory role that is a direct contact for students who might find it more difficult to sign up and get stuck in. The coordinator of everything fun & social; socials are the lynchpin for any good activity. Whether these are evenings out, a ball, weekends away or a meal at someone’s house, your members will get to know one another better, enjoy themselves more…and even put more effort in! Organisations call it ‘team building’ we call them socials. The Participation & Equality Officer should work really closely with the Events & Fundraising Officer to organise a wide range or socials for the benefit of all members. Reflecting the diverse nature of the student body will increase your membership and participation and everyone will feel able to get involved & make friends. This role can be covered by another mandatory member of the committee; President, Vice President, or Treasurer. The Participation Officer has the important role of ensuring that anyone who wants to get involved can do!

### Personal Skills required

* Motivating volunteers
* Interesting ideas
* Understanding of inclusion issues
* Communication through social media
* Organisation and event management
* Communicator and mentor
* Sociable and Inclusive

### Key Responsibilities

1. The club needs to be as welcoming and as accessible to all students, so a proactive approach is needed in order for the club to reflect the membership of the University
2. Organising events to include diverse range of members
3. Responsible for ensuring all membership fees are collected.
4. Be the main organiser/ point of contact for Freshers’ events: Fair, try it sessions etc.
5. Be the main point of contact and liaison for new members, as well as linking in any non-BUCS squad members to aid retention
6. Work with other committee members to ensure that their area of work has taken getting everyone involved into consideration e.g. pre-season, try it sessions, dinners, evening meals, club events, fundraisers, AGMs, Varsity and socials – and that a range of events are organised and it’s not all about going down to the pub!
7. Responsible for the recruitment of student coaches and officials from within the club with the support of Volunteering staff
8. Timetable events throughout the year
9. Organise any social clothing with The SU at UWE Opportunities
10. Co-ordinate tours | trips
11. Adhere to finance policy

**Considerations to keep in mind:**

1. Students who are not so confident to get involved, especially on their own

2. Students with disabilities

3. International Students

4. Use of Language [LGBT students]

5. Zero Tolerance to Sexual Harassment

6. Food Requirements

7. Students of Faith with Specific Requirements

8. Code of Conduct [Alcohol Use]

9. Local | Commuter Students [time constraints]

10. Students with families [time constraints]

11. Money constraints – make your events as affordable as possible!

* **Events & Fundraising Officer**  **[Full member only] Optional**

Event & Fundraising Officer’s role is to organise all events | fundraising events for the club. They are to liaise and work closely with the Participation & Equality Officer in organising these events to raise the clubs profile, improve accessbility, foster inclusivity and where apporpriate generate extra income for the club. Working closely with the Participation & Equality Officer to ensure Inclusion and equal opportunities are of highest importance. This post exists for those activities that require more specific support with their calendar of events whether that be the inclusion of regular performances | fundraisers &|or numerous trips | tours etc

### Personal Skills required

* Highly Organised
* Creative
* Dedication
* Communication
* Leadership skills - ability to delegate
* Managerial Skills [Inc: Time management]

### Key Responsibilties

1. The club needs to be as welcoming and as accessible to all students, so a proactive approach is needed in order for the club to reflect the membership of the University
2. Organising events to include diverse range of members
3. Setting up of Freshers’ Fair
4. Liaise with The SU at UWE RAG and Volunteering
5. Organising charity events & fundraisers throughout the year
6. Organising variety of Social & Competitive events throughout the year
7. Work closely with Participation & Equality Officer on organising of events
8. Coordinate all media footage for website and Sports Ball etc
9. Coming up with creative ways to raise money
10. Coordinate advertisement and Promotion of fundraising events
11. Adhere to finance policy
* **Media & Publicity Officer [Full member only] Optional**

Groups communicate primarily through email, social networking sites and the club webpages. It’s not difficult to set up a website or manage the webpages. Contact Student Media for more informaiton. Every club needs publicity – from dinners to hoodies to fundraisers to tour. It’s a great way to recruit members, network with other activities, organise a huge and exciting event and generally create a buzz around your club.

### Personal Skills required

* Eager to Learn Web Design
* Good Written Skills
* Ability to navigate Facebook and Twitter!

### Key Responsibilties

1. Set up the Freshers’ Fair, Try it Publicity
2. Advertise Meetings|AGM
3. Organise any social clothing with The SU at UWE Opportunities
4. Take Photos for the Website
* **Team captains HEAR Record**

**[Full member only: minimum of 60 undergraduate credits or minimum of 50% of a f|t postgraduate course credits]**

Team Captains are appointed in line with the Trial and Selection Guidelines by the coach and approved by the committee in the autumn term prior to fixtures commencing. The position of captain is given to those athletes whom the rest of the team respect & trust. It is also expected that captains maintain control in pressurised situations and be the model of excellence for their team mates. According to Sports Psychologists you need to be caring, courageous and consistent. Wow, coaches and athletes expect a lot of captains don’t they!

### Personal Skills Required

* Leadership
* Organisation and time management
* Negotiation
* Strong attention to detail
* Communicator and mentor

### Key Responsibilities

* 1. Liaise with Opportunities staff with everything concerning fixtures, friendlies and transport arrangements.
	2. Responsible for ensuring all membership fees are collected.
	3. Submit team sheets via the membership database a day prior to the fixture or friendly.
	4. Ensure that appropriate and qualified officials have been booked.
	5. Ensure that all squad members are fully paid and registered members of the club and fullfil the eligibility requirements.
	6. Ring in the final score to UWE Opportunities.
	7. Report any accidents to the Opportunities Manager immediately, specifically if the emergency services have been called.
	8. Attend the BUCS Captains briefing – failure to do so will result in the withdrawal of funding.
	9. Ensure that BUCS rules and regs are adhered to in full.
	10. Adhere to the The SU at UWE finance policy

## 8. Meetings

a. A minimum of five working days’ notice is required for all Club general meetings, to be called by the secretary

b. The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute

c. The The SU at UWE VP Sports & Health shall have the right to attend committee meetings as an ex-officio member

d. The quorum of all clubs meetings shall be 50% plus one of the club membership, save the club AGM.

e. The Vice President shall take minutes of the meeting, which shall be copied, to **all** members, the The SU at UWE VP Sports and then located in the Club Logbook, situated in the Opportunities Department or The SU at UWE Campus Office.

## 9. Annual General Meeting (AGM)

a. An AGM, to which all full members and the The SU at UWE VP Sports & Health are invited, will be held in February of each academic year. The club members and The SU at UWE should be given ***at least*** one-week notice of the AGM

b. The agenda of the meeting shall also include the following:

1. Minutes of the last general meeting
2. Matters arising from the minutes
3. Report from the committee
4. Proposal for amount of the membership fee for the next academic year
5. Elections for the new committee
6. Items for discussion
7. Quoracy shall be at least 25% of full members + 1 – current UWE students only

## 10. Committee Meetings

a. Committee meetings should be held at least once every fortnight

b. All Club members can attend meetings as observers

## 11. Voting

a. Voting will take place for the election of Club officials and on any issue that the Club deem of importance

b. Only full Club members will be entitled to vote

c. The Opportunities Department **must** be informed immediately, in writing, of the results of all elections, by submitting the *Club Committee Information*

## 12. Safety

a. All Clubs shall have at least two qualified First Aider’s at **all** activities|fixutres|trips. The SU at UWE will provide subsidised First Aid training

b. Only Club members that have completed the Minibus Drivers Awareness Scheme [MiDAS] training provided subsidised and funded by The SU at UWE may drive The SU at UWE minibuses|transit vans. All drivers irrespective of the vehicle **must** be insured through The SU at UWE

c. The SU at UWE will endeavour to support all initiatives that seek to improve the safety awareness and practice of Club officials and the members

## 13. Complaints

a. Clubmembers have the right to raise complaints about issues that might affect the Club, these might include the following:

* The safety of activities
* Poor standards of instruction or leadership
* The standard of equipment used for activities
* Poor Club administration
* The lack of suitable activities for their level of participation
* Disregard to the The SU at UWE Equal Opportunities Policy, and|or Activities Safety Handbook

b. Complaints should initially be addressed to the Club committee. If this does not prove satisfactory a written complaint should be made to the Club President. A reply should be received within ten working days. If this reply is unsatisfactory then a written complaint should be made to the The SU at UWE VP Sports who will then deal with the complaint

## 14. The SU at UWE Commitments

1. Clubs shall send at least one representative to Sports Committee, the President or a nominee in their absence
2. Clubs shall send at least one representative to the The SU at UWE AGM.

## 15. Discipline

a. The SU at UWE requires that Club members behave in a fitting manner, as others perceive them as its ambassadors when engaged in Club activities. This includes adherence in full to the club Code of Practice which is issued to members and to the Equal Opportunities Policy, precluding discrimination on grounds of:

*Gender, Disability, Sexuality, Class, Ethnicity, Nationality, Ethnic or National Origin, Colour, Creed, Religion, Age, Health Status, Caring Responsibilities, Marital Status.*

b. The SU at UWE can and will take disciplinary action against students and/or Club itself for unacceptable behaviour during Club activities or events, which may include terminating membership and reporting the relevant party to the University and|or Police where deemed appropriate.

## 16. Changes to Club Constitutions

Changes can be made if a two-thirds majority is obtained at an Annual or Ordinary General Meeting of the Club. The decision must be forwarded to the The SU at UWE VP Sports & Health in writing, for approval by Sports Executive and ratification by Sports Committee.

## 17. Declaration & Banter Bargain (All officers must sign & print their names)

Banter Bargain

We want to make sure everyone has a great time at UWE, whoever they are. So that’s why we’re committed to keeping bullying or offensive language out of our sports teams, societies, networks, union and our university. We promiseto ensure our teams provide inclusive fun environments to be in or around, and to make sure that UWE is the best place to play sport, engage with groups of student’s, study and socialise. Stand with us in booting offensive language out of UWE: If you see it – challenge it and report it to your student officers.

Banter should never be bullying, and remember only the individual the banter is directed at can decided its level of offensiveness.

Together we’ll make sure that our university is a safe space for everyone.

As a Club Official I agree to abide by and enforce the rules of the Club Constitution, Code of Practice and office to which I hold:

**President:**  **Print name:**

**Vice President:**  **Print name:**

**Treasurer:**  **Print name:**

**Safety:**  **Print name:**

**Participation & Equality:**  **Print name:**

**Other:**

  **Print name:**

 **Print name:**

 **Print name:**

 **Print name:**

 **Print name:**

 **Print name:**

 **Print name:**

 **Print name:**

 **Print name:**