

Regulation A10-3: Sports Clubs

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1. Sports Club Governance

- 1.1 The President (Sport and Physical Activity) shall be responsible for the promotion of sport and physical activity and will support, promote, develop and oversee the sports clubs and represent their views to the Executive Committee and Trustee Board. The President shall also be responsible for managing the sport budget.
- 1.2 The Vice President (Sport) shall work alongside the President (Sport and Physical Activity) to assist in the promotion and facilitation of sport activity and represent the views of sports clubs to the Executive Committee.
- 1.3 The Sport and Physical Activity Team will work with sports clubs and elected President and Vice President to develop sports clubs, assist with the delivery of sports activity and implement decisions of the Sports Forum.
- 1.4 The Sports Forum shall be the democratic body for sports clubs and will meet at least twice a semester with a representative from each club and will raise any club issues, ask questions of their representatives, receive financial and operational updates, and make decisions relating to the running of sport and the use of the sports budget.
- 1.5 The Staff Team at the Robert Gordon University Student Association (the “Union”) shall have responsibility, as delegated by the Sabbatical Presidents and Trustee Board, to support the running of sports clubs. They shall support administration of finances for sports clubs and assist with promotion.
- 1.6 The Staff Team at RGU SPORT shall provide operational support and work with clubs to develop their group and athletes as well as providing vital facilities, advice and expertise.
- 1.7 Sports clubs are part of the RGU Students’ Union and governed by elected student representatives and the Trustee Board. RGU SPORT is a separate organisation but works in partnership with the Union to assist in the delivery and development of sports clubs.

2. Sports Club Formation

- 2.1 Students are welcome to set up their own sports club. In order for sports clubs to be set up or affiliate with the Union, they must complete the following Sport Club Set-Up Process:
 - 2.1.1 Meet with President (Sport and Physical Activity) to discuss ideas and the requirements for the sports club, as well as to get information about how to run a sports club;
 - 2.1.2 Recruit at least twenty interested members and elect a President, and Vice President along with any other committee positions to be introduced;
 - 2.1.3 Complete a Club Development Plan, detailing the club name, objectives, plans for the year and risk assessment;
 - 2.1.4 Write a sports club constitution detailing the objectives of the group, the rules for the running of the club and the positions on the committee;

- 2.1.5 Sports clubs will be required to complete additional paperwork such as risk assessments or insurance documents based on the nature of their proposed activities;
- 2.1.6 Sports club applications shall be reviewed and approved based on the information provided in the documentation, whether there is sufficient membership to sustain the club, similarities with other groups, rules and policies of the Union. The Sports Forum shall review and approve all new clubs;
- 2.1.7 If accepted, the Sports Forum shall negotiate a trial period usually for a minimum of one year for the club to develop with the support of the President (Sport and Physical Activity);
- 2.1.8 Sports clubs must engage with the Union processes during the year and submit required paperwork to maintain their affiliated status. Sports clubs which fail to engage for one year, would have to reapply for membership in future years.

3. Sports Club Documentation

- 3.1 The Constitution for sports clubs shall be the governing document that provides an overview of how a club will be run and what the purpose of the society is. It will outline the committee positions, rules for the annual general meeting, elections, membership and other rules about the club. It shall be passed on each year to the new committee and can only be changed by a majority vote at a sports club general meeting.
- 3.2 The Club Development Plan is for sports clubs to outline their name, purpose and proposed activities for the year. The plan will outline how they will improve the sport that year, engage new people, and participate in competitions. Clubs should work with the President (Sport and Physical Activity) to ensure plans are complete and report back to the Union.
- 3.3 The Risk Assessment and External Activities paperwork is required from student groups where their activities may need safety management or takes place out of the campus.
- 3.4 The Sport Club Reporting Paperwork includes all other documents which clubs may be asked to complete including an annual report, handover checklist, event booking forms, equipment inventory or otherwise that helps the Union oversee and manage these groups.

4. Sports Club Membership

- 4.1 All sports must have at least twenty fully-matriculated RGU students as paid members of the group at any time. The Sports Forum shall decide the joining fees for all sports clubs; however, some clubs may request different pricing.
- 4.2 Sports clubs shall be able to accept community members who are not RGU students, but 51% of members must be students of Robert Gordon University.
- 4.3 Membership shall run from August to July each year, and membership can be purchased at any point throughout the year.
- 4.4 Sports clubs may offer incentives or benefits to members such as discount cards, member IDs, and merchandise or otherwise, however the club committee or President (Sport and Physical Activity) shall be responsible for managing the distribution of such items, however the Union may assist.

- 4.5 All individuals shall be entitled to be a member of a club and must not be discriminated against based on gender, race, sexual orientation, disability or other characteristic.
- 4.6 Sports clubs may hold trials for competitive teams and may base acceptance to teams based on sporting performance or experience.

5. Sports Club Committees and Leadership

- 5.1 Each sports club shall be expected to elect a team of students to run the sports club which should include a President, and Vice President as a minimum. They shall be responsible for the running of the sports club and shall be expected to work with the President (Sport and Physical Activity), the Union and RGU SPORT to ensure the proper running of the group.
- 5.2 The duties expected of the committee and delegated to particular members may include:
- 5.2.1 Oversee the planning of club meetings, training and fixtures;
 - 5.2.2 Manage the risks of club activities and ensure required paperwork is completed;
 - 5.2.3 Attend Sports Forum, the Union's Annual General Meeting and other appropriate meetings;
 - 5.2.4 Attend club training and liaise with the Union and RGU SPORT;
 - 5.2.5 Organise events and activities for the benefit of club members;
 - 5.2.6 Ensure the sustainability of the club by recruiting members, hosting an AGM and handover.
- 5.3 The sports club may introduce new committee positions or make other key decisions if agreed by the committee at a meeting with more than 50% of committee members.
- 5.4 The decisions of a Sports Club Committee may be subject to question by a quorum of 75% of the club's membership, or subject to external ruling through the Union Complaints Regulations.
- 5.5 In the situation where the decision is tied, the President (Sport and Physical Activity) shall have the casting vote. Where conflict arises in the Committee, the Union shall be able to mediate to deal with the situation in an appropriate manner.

6. Sports Club Elections

- 6.1 Sports Club Committee positions shall be filled through an election from members of the club at the Annual General Meeting for the group. All members are eligible to stand for election as long as they will continue to be RGU students in the following year.
- 6.2 Elections may be decided either by an open vote or a secret ballot. During the elections any member of the club may ask for a secret ballot, where the ballot papers shall be counted by an impartial individual.
- 6.3 Sports clubs may ask a representative from the Union to support and oversee their elections to ensure a fair and democratic process.
- 6.4 A candidate must achieve a majority of the vote to win the position.

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- 6.5 Sports clubs are expected to engage and vote for positions in the main Union elections, particularly in promoting the President (Sport and Physical Activity) and Vice President (Sport).
- 6.6 Sport and Physical Activity Team members shall be appointed by the President (Sport and Physical Activity) after open nominations with the aim of gaining even representation across a range of clubs. The Sports Forum will vote to ratify the appointments at the first meeting.

7. Sports Club Finances

- 7.1 The Union shall be responsible for the banking and management of all sports clubs funding. No club is permitted to use or set up an external bank account.
- 7.2 The Staff of the Union shall be responsible for managing the accounts for sports clubs.
- 7.3 Sports clubs shall have a collective budget which shall be managed by the President (Sport and Physical Activity) and the Union, with support from RGU SPORT. The income for this budget shall usually be through the following sources:
- 7.3.1 Membership Income: which will be at a set fee as decided by the Sports Forum and collected online;
 - 7.3.2 University Grant: which is a set amount each year to subsidise sporting activity and will contribute to the overall sport budget;
 - 7.3.3 Fundraising: is expected and each club must agree a realistic target with the Sports Forum, based on previous year's figures and will be held accountable for that target throughout the year. All fundraising must be undertaken following the Union's fundraising guidelines;
 - 7.3.4 Sponsorship: which must be ratified by the President (Sport and Physical Activity) or Union Staff before any contracts are signed with external individuals or companies. Any sponsorship agreements, whether financial or in kind, must not be a conflict of interest with any 'All-Club' sponsorship deals and must abide by charity laws.
- 7.4 Sports clubs shall be able to spend their funds usually through the following methods:
- 7.4.1 Expenses Claims: where the authorised member of the society pays for the expense themselves, and then collates the receipts and completes an Expense Claim Form and returns this to the Union;
 - 7.4.2 Invoices: where the good or service is ordered and the supplier provides an invoice, which the Union shall then pay on behalf of the sports club;
 - 7.4.3 Purchases: where the sports club may work with the President (Sport and Physical Activity) or Union staff to pay directly for items using the Union's banking methods.
- 7.5 Expenditure for clubs is allocated on a needs basis to provide kit, equipment, competition and facilities to clubs. Spending must be approved by the President (Sport and Physical Activity) with authorisation from the President of the sports club.
- 7.6 Authorised committee members, the President (Sport and Physical Activity) and Union staff will be responsible for completing all the required paperwork and providing receipts or invoices for financial transactions and ensuring no expenditure may be made without sufficient funds present in the sports budget.

8. Sports Club Activities

- 8.1 Sports clubs will be required to hold an Annual General Meeting once a year to elect their new committee and review the year's activities.
- 8.1.1 The AGM usually takes place at the end of the academic year, and may be a stand-alone event or part of another social event;
 - 8.1.2 All members of the club must be invited to attend and given at least fourteen days' notice of the meeting. Only full, paid members may vote or speak during the meeting;
 - 8.1.3 The agenda for the meeting should be sent in advance to members and should normally contain the minutes from the previous AGM, summary of club activities, and election of new committee;
 - 8.1.4 The minutes should be taken from the meeting as a note of all the items discussed and the votes cast;
 - 8.1.5 The AGM should be attended by more than 50% of the members of the society;
 - 8.1.6 The meeting will be chaired by the President of the sports club or another committee member, and the club may invite a representative of the Union to support the AGM.
- 8.2 Sports clubs may be issued with an e-mail address and print code by the Union, which must be used appropriately. Sports clubs will be expected to treat all Union and University facilities and equipment respectfully.
- 8.3 Sports clubs may set up social media accounts for their group but must be respectful of the Union and Universities social media policies. Clubs using the 'RGU' and 'RGU:Union' brand must not make any statements or issue communications which are false or damage the reputation of the Union or University.
- 8.4 All sports club members must behave in a manner that positively reflects the club, Union and University. It is unacceptable to engage in any discrimination or anti-social behaviour. Students must be cautious while under the influence of alcohol during social activities so that they do not damage the reputation of the Union or University. The use of drugs, or the consumption of alcohol while using transport, is strictly prohibited.
- 8.5 Sports clubs shall not be permitted to undertake or condone any initiation activities. All members must be treated equally and free to join and participation without any discrimination or harassment.
- 8.6 Sports clubs which breach stated regulations or policies may be investigated by the Sabbatical Executive Committee. If misconduct takes place, the club may be referred to a Disciplinary Committee of the Union. Individuals may also make complaints about clubs, which will be investigated under the Complaints Regulations.
- 8.7 In the event of an accident during a club event, training session or meeting, members should follow the accident procedure, contact the Union and complete the required accident report form.

9. Sports Club Competition and Travel

- 9.1 Sports clubs shall be permitted to enter into appropriate leagues and competitions to represent their club and the university. Clubs shall be responsible for checking

- fixtures weekly and reporting any errors to the President (Sport and Physical Activity).
- 9.2 Fixtures will only be postponed or cancelled in exceptional circumstances, clubs must contact the President (Sport and Physical Activity) to arrange the cancellation and will contact the opposition.
 - 9.3 Results from competitions must be submitted to the President (Sport and Physical Activity) by the end of the match day with details of the score or any other additional information.
 - 9.4 Clubs wishing to individually enter into competitions must meet with the President (Sport and Physical Activity) at least two weeks prior to the entry date, and must provide all information required of the participants.
 - 9.5 All clubs are responsible for sourcing their own umpires and officials for home fixtures.
 - 9.6 Student coaches will not receive payment for coaching, unless the club has sourced funding for student coaches. They can propose any Continuing Professional Development to the President (Sport and Physical Activity) to allocate appropriate funding if the CPD meets the club development plan.
 - 9.7 Community coaches will be offered an annual peak gym membership from RGU SPORT and be invited to the Blues Awards Ball and will only receive payment if the club has sources funding to allocate to coaching.
 - 9.8 Clubs who wish to enter into local leagues in addition to Scottish Students Sport or British University and College Sport may be required to have higher fundraising income targets.
 - 9.9 Transport shall be arranged by the President (Sport and Physical Activity) who will book the required buses and communicate this to the President of the sports club who will be responsible for being aware of transport arrangements and keeping a record of those on the bus or car. Each club will be required to provide the driver with one phone number which the team can be contacted on the day of the trip.
 - 9.10 Overnight trips shall be discussed between the club and President (Sport and Physical Activity) in advance to source viable and affordable accommodation. Students may be asked to pay a contribution to accommodation costs for overnight trips.
 - 9.11 Car hire may be arranged for students over twenty-one with a valid driver's license with appropriate paperwork completed.
 - 9.12 High risk clubs must complete a trip preparation card with an emergency contact for the club to the President (Sport and Physical Activity) before travel or accommodation is booked.