

MSF Club Constitution 2021-22

Purpose:

- To assist recognised clubs in the production of a constitution that outlines their duties and responsibilities which all club members must abide by and be made aware of.
- To enable the Marjon Sports Federation Executive Committee to approve each Club's constitution. This template should be used to develop the Club Constitution.

Notes:

Club Constitutions should be returned by the Club Chairperson to the Student Sport Officer by the 1st of May.

- The “MSF” refers to the Marjon Sports Federation
- The “MSU” refers to the Marjon Student Union
- This template should be tailored to your club and should be adapted for your needs
- This document supports the MSF Constitution
- It is recommended that the MSF Constitution is read by committee members before finalising a club constitution.

Date:

1. Name of the Club

1.1 The Clubs name shall be.....Hereinafter referred to as the '*Club*'

2. Aims and Objectives of the Club

2.1 The aims and objectives of the Club should be recorded in the Club Mission Statement as part of the Club Good Practice Guidelines. This should be a clear and concise statement that outlines the aims and objectives of the Club. It should reflect your Club's commitment to the MSF policy on sport but more importantly to the safety issues associated with the Club.

| | |
|--------------------|-------------------------------|
| Mission Statement: | e.g.- Increase retention rate |
| Aims: | |
| Objectives: | |

1. Membership of the Club

1.1 Membership of the Club will be open to all Plymouth Marjon University students who have paid their MSF annual fees and fees related to the Club and who are in possession of a valid Library Card.

1.2 All Club members must act according to the MSF Constitution, as well as the Club Constitution.

2. Club Subscriptions and Finance

4.1 A Club membership fee, set by the MSF, is required to be paid by all club members.

4.2 All Club members must be members of the MSF. An MSF Membership can be purchased online, and individuals are required to do this before joining an MSF Club. You are only entitled to join an MSF club if a membership has been purchased.

4.3 MSF members shall receive no direct or indirect payments, except for legitimate expenses incurred in connection with club business.

4.4 Any expenditure from club accounts for social activities shall be in accordance with regulations approved by the MSU.

3. Fundraising

5.1 The Treasurer /Secretary/Club Captain of the Club shall be responsible for all fundraising activities

5.2 The purpose of the fundraising event/activity and how funds that are generated will be used will be advertised and made clear to all contributors and participants.

5.3 The committee will decide how funds raised through organised events shall be used, although all suggestions from the club shall be considered.

.1 The club will seek sponsorship to contribute to the running costs/new equipment/team kit as and when required.

- **Club Officials**

6.1 A committee will conduct the club's administration. This Committee shall not operate autonomously but should consult with all club members on a regular basis. Planning activities, buying equipment and administering other club matters must satisfy all club members.

6.2 The club committee will consist of the following officers who shall be full members of the MSF.

- **Club Chair**
- **Team Captain**
- **Secretary**
- **Treasurer**
- **Safety, Training and Equipment Officer**

Other positions were desirable and applicable:

- **Vice-Captain**
- **Media/Publicity Officer**
- **Social Secretary**
- **Strength and Conditioning Officer**

- **Development Officer**

6.3 The Club Committee shall take office wither immediately following their election or at the end of their playing season, whichever is later. The committee will serve for one complete academic year.

6.3.1 Club officials shall be elected annually each year at the Club's Annual General Meeting (AGM). These officials shall constitute the Club Committee and shall be subject to the approval of MSF Executive Committee.

6.5 All committee members are responsible for attending MSF committee training and the club committee is responsible for ensuring at least one member of each club attends the MSF Council as and when they are required.

7 Duties of Club Officials

The full-time committee positions have the following responsibilities however; clubs can add additional responsibilities to ensure the needs of the club are met. If these obligations are not met the MSF Executive Committee disciplinary procedures will be invoked.

7.1 Club Chair Roles and Responsibilities

(These duties are not applicable for honorary Club Chair/Captain)

- Ensuring that all club Good Practice Guidelines are followed.
- Providing adequate provision for all members in the Clubs programme of events.
- Ensuring the provision of a high standard of instruction and leadership members.
- Planning, organising and chairing committee meetings when they arise.
- Protect the interests of the Club in accordance with its aims and objectives.

- Collecting and depositing subs (£3 per club member included on team sheet) for home and away fixtures within 24 hours of the event or fixture. ** If the event or fixture is played on the weekend, subs are expected to be paid the following Monday.
- Collecting any fines incurred by team players and ensuring the monies are deposited into the MSF with completed credit and income form (within 24 hours of notification being received) with relevant paperwork so that fines can be paid).
*
- Publicising the MSF constitution to all members.
- Contacting the Student Sport Officer on the Monday prior to the club's BUCS away fixtures to receive confirmation regarding transport arrangements. **
- If transport is required for individual or weekend competition and events the Student Sports Officer must be alerted at least two weeks in advance.
- Plan and organise fundraising events throughout the year. ***
- Actively seek sponsorship for the year however, must consult Student Sports Officer before any agreement. ***
- Adhere to the MSF code of conduct.

*In situations where a club has several teams this responsibility should be delegated to the individual team captain. However, the Club Chair has overall responsibility for ensuring these actions are successfully completed to the set deadline.

** This responsibility can be delegated to the individual Team Captain or Treasurer.

*** This responsibility can be delegated to the Social Secretary.

7.2 Team Captain Roles and Responsibilities

(These duties are not applicable for honorary Club Chair/Captain)

- Ensure that all players are informed of meet times for fixtures/training.
- Ensure Umpires and Officials are available for each fixture. *
- Adhere to the MSF code of conduct.

- Lead, support and represent the members of their appointed team fairly and consistently.
- Set a good example on and off the field of play.
- To ensure the team has a full complement of players to fulfil its commitment to scheduled fixtures.
- Team sheets must be submitted electronically on BUCS Playwaze at least 24 hours before fixture time. *
- To ensure Vice-Captain (or other team member if Vice-Captain is unavailable), takes on match responsibilities for the duration of any game you are not in attendance at.
- Attend by-stander training at the beginning of term.
- Ensure that all Captains meetings are attended, and in the event of unavailability the Club Chair and/or another committee member should be in attendance.
- Other duties as agreed by the Club Committee

*Team dependant and can also be delegated to the Club Chair.

7.3 Secretary Roles and Responsibilities

- Provide secretarial support (minute taking) to the club committee and issuing the minutes of the meetings to the club members and the Student Sports Officer.
- Administering the membership of the club and ensuring all membership payments are deposited with the Student Sports Officer.
- Maintaining a club log book (kept in MSF office), that contains details of members experience and relevant qualifications e.g. first aid qualification, and credit and income information.
- Adhere to the MSF code of conduct.
- Other duties as agreed by the Club Committee

7.4 Treasurer Roles and Responsibilities

- Administrating the clubs' account held with the MSU in accordance with their procedures.
- Complying with the Plymouth Marjon University and MSU financial regulations.
- Be the signatory on all financial forms.
- Ensure all monies raised through sponsorship, fundraising, social kit, or tours is deposited into the club account held by the MSU.
- Guarantee that written quotes are sought from potential suppliers and that no orders are placed without either a Plymouth Marjon University or Marjon SU purchase order/requisition being correctly completed and authorised **prior** to the order being placed, including a signature from either the MSU General Manager or the Student Sports Officer.
- Ensure attendance to Treasurer Training which is held at the beginning of the academic year by the Student Sports Officer.
- Producing the club's annual budget proposal for their club account.
- Ensure the club does not become overdrawn and/or in debt to the MSF.
- Ensure that an income and expenditure report for the previous academic year is presented to the AGM.
- Adhere to the MSF code of conduct.
- Other duties as agreed by the Club Committee

7.5 Safety, Training and Equipment Officer Roles and Responsibilities

- Collect all kit and equipment at the beginning of the academic year and remaining responsible for it during the season.
- Returning kit and equipment by the 1st of May and undertaking an annual inventory of Club kit and equipment with the Student Sports Officer, and update where necessary.
- Ensure all returned kit has suffered nothing more than expected wear and tear.
- Keep accurate records of all safety checks undertaken on equipment, whereabouts of equipment and any information concerning equipment damage or failure.
- Ensuring all equipment issued for an activity is suitable for that purpose.

- Ensuring that equipment is not loaned to members who are unskilled in its usage, unless they are supervised. Advise the borrower (if necessary) on the correct care of the loaned equipment (includes advising on security).
- Preventing the usage by anyone of unsafe equipment, and organising the repair or disposal, when necessary, of this equipment.
- During the club AGM to advise the committee on the equipment that needs to be purchased in the next academic year, supply a list of this equipment to the Student Sports Officer by the 1st of May with the AGM Minutes.
- Complete and risk assessments for all activities undertaken by the club, these should be logged with the Student Sports Officer and reviewed at an agreed time.
- Ensuring that participating new members understand all aspects of a club activity; paying attention to skill levels required, risks involved, and equipment requirements.
- Always promoting safe practice within the Club.
- Nominate themselves or a member of the club to undertake a First Aid course and retain responsibility for the club's first aid kit during the season. (MSF will fund one member in their 1st or 2nd year to undertake course.)
- Liaise with the Student Sports Officer over all matters concerning safety.
- Ensure that the first aid kit is correctly stocked and returned to the Student Sports Officer by the 1st of May.
- If the Club has not been assigned a Sports Therapist/Rehabilitator, in the event of an accident/incident, the correct forms (accident/incident report) needs to be completed and forwarded to the BUCS Supervisor within 48 hours of event.
- Adhere to the MSF code of conduct.
- Other duties as agreed by Club Committee.

7.6 Vice-Captain

- Support Team Captain with the weekly running and administration of their team.
- Support Team Captain with pre-match preparation, match day tasks and post-match tasks.

- Cover the Team Captains responsibilities if they are unavailable for training and/or games.
- Adhere to the MSF code of conduct.
- In support of the Team Captain, Lead, support and represent the members of their appointed team fairly and consistently.
- Other duties by Club Committee.

7.7 Media/Publicity Officer

- Investigate and identify potential promotional opportunities for the Club.
- Ensure the Club is promoted to the public via social media, notice boards, etc.
- Campaign to raise the Clubs profile and recruit members and/or volunteers.
- Establish links with the Journalism department to provide regular match reports, club news and opportunities.
- Adhere to the MSF code of conduct.
- Other duties agreed by Club Committee.

7.8 Social Secretary

- Organise appropriate social events for the club throughout the year to cater for the age range and interests of the Clubs members. (Non-drinking events must be included throughout the year)
- Act as the Clubs representative at all events to ensure the safety and enjoyment of all attendees.
- Be diverse and inclusive with all social events.
- Work closely with media/publicity officer to promote events.
- Plan and organise fundraising events throughout the year.
- Liaison with the Student Sports Officer regarding fundraising ideas.
- Actively seek sponsorship for the year however, must consult Student Sports Officer before any agreement
- Adhere to the MSF code of conduct.
- Other duties agreed by Club Committee.

7.9 Strength and Conditioning/Fitness Officer

- Must have obtain a qualification in at least one of the following: Strength and Conditioning, Level 2 Fitness Instructor, Level 3 Personal Trainer, other certificates including Circuit Training, Boxercise, Spinning etc. (Reviewed by Student Sports Officer). If no qualifications have previously been obtained, evidence of being confident in exercise instruction needs to be shown at the discretion of the Student Sports Officer.
- Establish and maintain a Strength and Conditioning/Fitness program specific to the Club to improve athletic performance.
- Consider players abilities and tailor sessions appropriately.
- Other duties agreed by Club Committee.

7.10 Development Officer

- Actively seek external opportunities for members to gain coaching and officiating qualifications.
- Research Clubs NGB for any upcoming development opportunity and/or funding.
- Develop partnerships with local community clubs to support members participation.
- Liaise with Student Sports Officer about upcoming opportunities available through BUCS and other NGB's.

8 Meetings

8.1 An Annual General Meeting (AGM) is required once a year; this should take place after Easter and before the 15th of May. Club members and the MSF Executive

should be given at least one weeks' notice of the AGM. Minutes should be taken, and a copy supplied to the Student Sports Officer by the 30th of May, with an equipment list, Treasury Report and copy of constitution. The AGM should be attended by a member of the MSF Executive and the Club's Mentor/Coach, if applicable.

8.2 The Club Chair must call regular ordinary general meetings. A minimum of one week's notice is recommended.

8.3 Regular committee meetings are required to discuss all club matters. The MSF Executive and all club members must have access to copies of the minutes accompanying these meetings.

8.3 All meetings must be conducted in accordance with the MSF constitution.

9 Voting

9.1 This will take place for the election of the Club Officials and any issue that the Club deem of importance.

9.2 Only student members who hold valid MSF membership will be entitled to vote in their specific Club. There shall be no proxy voting.

9.3 The Student Sports Officer must be informed immediately, in writing, of the results of elections or voting.

9.3 A quorum equates to 50% of all club members.

10 Changes to Club Constitutions

10.1 Changes can be implemented if approved by the MSF Executive committee and a one third majority is obtained at quorate (see 8.4) annual or ordinary general meeting of the club.

11 Club's Complaints Procedure

11.1 This procedure has been created to allow club members to raise complaints about issues which might include the following:

- The safety of club activities.
- Poor standards of instruction or leadership.
- The standard of equipment used for club activities.
- Poor club administration.
- The lack of suitable activities for their level of participation.
- Disregard to the SU Equal Opportunities Policy

11.2 Any internal complaints related to the Club shall be addressed initially to the Club Chair who will investigate the issue and raise it with the Club Committee. The Committee will decide on whether to take appropriate action regarding the complaint or refer it to the Student Sports Officer. In a case where the complaint is regarding to the Club Chair the complaint shall be addressed to the MSF Student Sports Officer.

11.3 The recipient shall make a written reply within 7 days or refer the complaint as a disciplinary issue to the MSF Executive Committee.

11.3 If the complainant is not satisfied with the response they may appeal to the MSF Executive.

12 MSF Student Council Commitments

12.1 Each Club Chair (or their nominee/representative is required to attend MSF Council meetings, of which there will be at least one a term. It is the responsibility of the MSU President, or in their absence the Deputy President, to Chair these meetings and ensure that minutes of the meeting are taken and forwarded to the MSF Executive Committee where the minutes will be included as an item on the MSF Executive meeting agenda.

13 Discipline

13.1 All Club Committees and members of the MSF are subject to the Code of Conduct and Disciplinary procedures outlined in the MSF Constitution.

The MSF disciplinary procedure is as follows:

- i. The complainant should initially try to deal with complaints through the Club Complaints Procedure.
- ii. If the complainant has not received satisfaction from the Club Complaints Procedure or believes that the complaint is of a suitably serious nature the complainant should submit complaints in writing to the Student Sports Officer as soon as is reasonably practicable.
- iii. The MSF Executive Committee will be convened to deal with a disciplinary issue within a week of receipt of charges.
- iv. Any person required to attend a Disciplinary hearing shall be informed of the powers of the committee and of relevant information as to the matter being investigated.
- v. Persons against whom specific allegations have been made shall be entitled to be accompanied by a person who may assist in their defence.
- vi. The Committee may interview as widely and as often as it requires in order to assist in making its judgement.
- vii. The Committee will come to a decision in private wherein a majority decision will prevail with the Chairperson having the deciding vote, in the event of a tied decision.
- viii. All parties will be informed in writing on any decision reached as soon as possible.
- ix. All disciplinary decisions taken by the Executive Committee shall be reported to the Chairperson of the Marjon Students' Union General Council

14 Declaration (All Officers must sign)

As a Club Official I agree to abide by and enforce the then rules of the Club and the MSF Constitution and the office to which I hold. This constitution acts as a contract between the club and the Marjon SF.

Please complete Full Name, Signature & Date against the positions below;

Club Chair (print name) _____

Student No. _____

Signature _____

1st Team Captain (print name) _____

Student No. _____

Signature _____

2nd Team Captain (print name) _____

Student No. _____

Signature _____

3rd Team Captain (print name) _____



Student No. _____

Signature _____

Secretary (print name) _____

Student No. _____

Signature _____

Treasurer (print name) _____

Student No. _____

Signature _____

Safety, Training, and Equipment Officer (print name) _____

Student No. _____

Signature _____

1st Team Vice-Captain (print name) _____

Student No. _____

Signature _____

2nd Team Vice-Captain (print name) _____

Student No. _____

Signature _____

3rd Team Vice-Captain (print name) _____

Student No. _____

Signature _____

Media/Publicity Officer (print name) _____

Student No. _____

Signature _____

Social Secretary (print name) _____

Student No. _____

Signature _____

Strength and Conditioning/Fitness Officer (print name) _____

Student No. _____



Signature _____

Development Officer (print name) _____

Student No. _____

Signature _____

****Print and hand into the Sports Federation the Constitution
& Declaration pages only****