

MSF Constitution 2022-23

1. Name

1.1. The name of the organisation will be 'Marjon Sports Federation' but hereinafter referred to as the 'MSF' or 'Federation'

2. Status

2.1. MSF is a part of Marjon Sport & Health, Plymouth Marjon University with ultimate operational responsibility resting with the Plymouth Marjon University Director of Sport & Physical Activity. Additionally, the Marjon Sports Federation Executive, chaired by the Director of Sport & Physical Activity provides students with the opportunity to be involved in the governance and development of student sport at Plymouth Marjon University.

3. Aims and Objectives

3.1 The MSF shall exist to:

'To provide and promote sporting opportunities for all students of the University at all levels and abilities'

3.2. The objectives of the MSF will be:

3.2.1 To represent students on all matters to do with student sport

3.2.2 To assist MSF Clubs and individual students who wish to participate in sport

3.2.3 To promote and raise awareness of student sport throughout the University and local community

3.2.4 To develop competitive sports and support representative student sport teams and individual athletes in the BUCS championships and, where appropriate, local/regional leagues

3.2.5 To promote participation in Sport through recreational events such as Intramural

4. Membership

4.1 Membership

Any student or staff member of Plymouth Marjon University or member of the local community who pays the relevant subscription charge will become a MSF member.

4.2. Student Members

This constitution defines a 'student' as per the BUCS Rules & Regulations (see Regulation 6 – Individual Eligibility)

4.3 Privileges of a Student Member:

4.3.1 Use the property of the MSF and Plymouth Marjon University sports facilities that have been reserved for MSF use, subject to such rules and regulations set by the Student Sport & Physical Activity Manager, Sports Facilities & Events Manager and Operations Manager.

4.3.2 Join MSF clubs

4.3.3 Attend MSF meetings

4.3.4 Vote at MSF meetings

4.3.5 Vote in MSF elections and ballots

4.3.6 Stand in any MSF election

4.3.7 Opportunity to be a part of the MSF Executive Committee

4.4 Non-Student Members

Non-student members (Plymouth Marjon University staff and members of the local community) are accepted provided they do not compete for a University team in a

competition where only students are eligible, and they pay the appropriate MSF subscription and club membership fee.

4.5 Privileges of a Non-Student Member:

4.5.2 During MSF arranged training sessions use the property of the MSF and Plymouth Marjon University sports facilities that have been reserved for MSF use, subject to such rules and regulations as may be in place from time to time.

4.5.3 Join MSF clubs so long as student membership of a club remains at a minimum of 80% of the total membership

4.5.4 Attend MSF meetings. However non-student members will not be entitled to voting rights or be eligible to stand in any MSF election

4.6 Automatic Termination or Suspension of Membership

4.6.2 Any MSF member who has been expelled or suspended from the University shall, at that time, cease to be a member of the MSF, temporarily or permanently.

4.6.3 All MSF and club memberships shall expire on the 31 July each year. The MSF Executive has the power to terminate membership or take away any membership benefits from those members who break the Code of Conduct or behave in an unacceptable manner.

4.7 Use of MSF Funds

4.7.1 MSF funds are required to be spent on MSF Clubs for Plymouth Marjon University students only. Funds cannot be spent directly on individual non-student members.

5. Conditions of Membership

5.1 All individual members, and member clubs of MSF are bound by this constitution, as well as the MSU and Plymouth Marjon University constitutions

6. Plymouth Marjon University Sports Clubs

6.1 The MSF shall include the following (member) sports clubs, provided that they are participating in competitive sport and that their constitution has been submitted to the Executive Committee and approved by the Marjon Sports Federation Council.

Badminton

Men's Basketball

Women's Basketball

Cheerleading

Dance

Men's Football

Women's Football

Men's Futsal

Women's Futsal

Golf

Men's Hockey

Women's Hockey

Men's Lacrosse

Women's Lacrosse

Netball

Men's Rugby

Women's Rugby

Swimming & Water polo

Table Tennis

Volleyball

Wheelchair Basketball

6.2 Any group wishing to form a club affiliated to the MSF shall comply with regulation 2.1 of the MSF Handbook.

6.3 No club in any branch of sport shall use the name 'Marjon' as part of its title unless they have received written confirmation from the Marjon Sports Federation Executive Committee.

7. The Executive Committee

The MSF Executive Committee shall be the governing body of the MSF.

7.1 Membership

Its membership shall include the following elected members:

7.1.1 Two student MSF members elected at the first MSF Council meeting of each year from different Marjon sports clubs (see 6.1). It is possible for existing student MSF member to be re-elected by simple majority.

7.1.2 Marjon SU President and Deputy President.

And the following staff members:

7.1.3 Marjon Sports Federation Student Sport & Physical Activity Manager

7.1.4 Director of Sport & Physical Activity

7.1.5 A staff representative from the Faculty of Sport and Health Sciences

All members have equal voting rights and attendance at executive meetings is compulsory. If a member misses two executive meetings in a row without the appropriate apologies, it shall be assumed that they have resigned from their post.

In addition to the membership detailed above the following individuals are deemed members of the Executive Committee but shall not have voting rights:

7.1.6 BUCS & Performance Sport Coordinator will act as Secretary to the Committee.

7.1.7 Student Union General Manager

7.1.8 Student Union Sport Officer

Membership to this committee shall be reviewed annually

7.2 Meetings

- 7.2.1 The Executive shall meet at least three times each academic year.
- 7.2.2 Student representatives can send student members of the MSF in their place if they are unable to attend meetings.
- 7.2.3 Meetings are closed but MSF members or member clubs can request attendance which will be decided by the Executive.
- 7.2.4 Minutes of the meeting will be taken by the Committee Secretary and forwarded to the Faculty of Sport & Health Sciences.
- 7.2.5 The quorum for Executive meeting is any four people from the membership list (see 7.1).

7.3 Executive Responsibilities and Powers

The Executive is responsible for:

- 7.3.1 Setting and implementing the policies of the MSF.
- 7.3.2 Amending and interpreting the constitution as appropriate.
- 7.3.3 Overseeing the Federation's budgets and expenditure, ensuring the Federation does not get into debt.
- 7.3.4 Bringing to the committee's attention, any matters arising throughout Plymouth Marjon University which may affect student sport.
- 7.3.5 Taking on board and acting upon / discussing matters brought to the committee from MSF members / MSF Council.
- 7.3.6 Ensuring the wellbeing of the MSF including reputation and finances.

7.4 The Executive Committee will be chaired by the Director of Sport & Physical Activity. The BUCS & Performance Sport Coordinator will act as Secretary to the Executive Committee and will, therefore, be responsible for taking, recording and distributing minutes, setting times for meetings and sending out the agenda as prior to meetings. The Secretary will not have voting rights.

8. Decision Making Process

8.1 The MSF Student Sport & Physical Activity Manager shall make day to day operational decisions, if need be, in consultation with the Director of Sport & Physical Activity.

8.2 The MSF Executive Committee shall develop, construct and implement policy changes, carry out any disciplinary issues and shall assist the MSF Student Sport & Physical Activity Manager with the decision-making process.

8.3 The MSF Team Captains can make recommendations to the Executive Committee or the MSF at any of the general meetings that are held.

9. Policy Decisions

All decisions made by the following shall be binding on all MSF members and Federation clubs.

9.1 The Executive Committee by simple majority

9.2 The MSF Council AGM by simple majority

10. Marjon Sports Federation Council

10.1 Membership

All MSF members are members of the MSF Council.

10.2 Voting

Only those members present when any vote is taken shall be allowed to vote (except for those members covered by section 7.2.2), however proxy votes may be accepted provided the MSF has been informed. The Chairperson of the meeting shall have a casting vote only. It is expected that each MSF Club should have at least one representative attending each MSF Council meeting.

10.3 Meetings

- 10.3.1 No less than three meetings should be held each academic year.
- 10.3.2 The SU shall be responsible for organising and setting meetings.
- 10.3.3 Notice of meetings must be advertised at least 7 days in advance of the meeting.
- 10.3.4 At least one member of each club is required to attend the meetings and any club failing to attend may be subject to disciplinary action.
- 10.3.5 Issues and decisions made at the Council meetings will then be taken to the Executive meeting for consideration
- 10.3.6 Emergency meetings of the MSF Council may be called by request of full members of the MSF, handed in to the Student Sports Officer or at the discretion of the Executive Committee
- 10.3.7 The Council will be chaired and called by the SU President or his/her nominated deputy.

11. Elections

- 11.1 Any student member of the MSF is eligible to run for one or two available Student Representative posts for the MSF Executive Committee
- 11.2 The student Executive members shall be elected at the first MSF Council of the year
- 11.3 It is possible for student representatives to be re-elected by simple majority.
- 11.4 In all elections, all student members have the right to vote.
- 11.5 In the event of a position not being filled, the Executive have the right to co-opt a student member of the MSF into the position

12. Funding and Finances

- 12.1 The MSF shall receive a budget from Plymouth Marjon University.
- 12.2 The MSF shall ensure that proper books and accounts are maintained, and these will regularly be brought to the MSF Executive.
- 12.3 The organisation of the MSF finances and systems of control shall be laid down in Plymouth Marjon University Financial Regulations and MSF procedures.
- 12.4 MSF funding shall also include MSF membership fees, club membership fees and match fees (subs).
- 12.5 In partnership with clubs the MSF has a responsibility to continually seek additional funding through sponsorship and fundraising activities.

13. Complaints Procedure

13.1 Any Complaint about the MSF shall be addressed to the Student Sport & Physical Activity Manager. In a case where the complaint is with regards to the Student Sport & Physical Activity Manager, the complaint shall be addressed to the Director of Sport & Physical Activity.

13.2 The recipient shall make a written reply within seven days

13.3 If the complainant is not satisfied with the response, they may appeal to the MSF Executive

14. Administration of MSF Sports Clubs

- 14.1 The secretary of each club shall keep a record in which business taken at each meeting of the club shall be entered. The chairperson of each club may be required to submit a report of the work and progress of the club to the Student Sport & Physical Activity Manager on request. Failure to submit a report if asked to do so

by the Student Sport & Physical Activity Manager will constitute grounds for discipline.

- 14.2 Club treasurers are responsible for tracking all monies credited to and debited from individual club accounts held by the MSU. No expenditure should be planned without the written, prior permission of the MSU General Manager this is documented by a completed Purchase Requisition being submitted to the MSU office.
- 14.3 The MSF Executive Committee must be allowed access to the minutes of any affiliated club on request. Failure to comply will constitute grounds for disciplinary action.
- 14.4 The Executive Committee shall be informed of the date and venue of the Annual General meeting of each club. All AGMs should take place by the 15th May. Minutes of AGMs and revised club constitutions need to be forwarded to the Student Sport & Physical Activity Manager by 30 May.
- 14.5 All clubs must have at least four executive committee members elected for the new academic year by the 15 May. These must include chairperson, club captain, treasurer, and fixtures secretary.
- 14.6 Failure to comply with 13.4 and 13.5 will result in the club being removed from the list of MSF Clubs (see section 6.1) for the next academic year.
- 14.7 Any club may make special rules of its own as long as they do not contravene any of the general rules of the MSF or the MSU constitution and they are reported to the Student Sports Officer in writing

15. Injury and Insurance

Plymouth Marjon University will hold all the necessary insurances and affiliations/memberships to indemnify the officers and staff and members in respect of all aspects of MSF activities.

16. Disciplinary Procedures

16.1 The Executive Committee will have the right to:

- 16.1.1 Require members to attend Disciplinary meetings;
- 16.1.2 Suspend from all or any privileges of the MSF, including membership of the MSF;
- 16.1.3 Suspend and/or remove all of the privileges of association;
- 16.1.4 Require members to make amends;
- 16.1.5 Discipline Clubs or individuals for breaches of the regulations by which they are bound;
- 16.1.6 Call members to attend as witnesses;
- 16.1.7 Impose fines.

16.2 The Committee shall investigate where required to do so, breaches of order, incidents of damage to the MSF in the form of persons, property or standing, and all such matters relating to the activities of members to determine any appropriate action as required on behalf of the MSF. Breaches of order and/or damage to the MSF could include (this is not an exhaustive list):

- 16.2.1 Breach of MSU rules and regulations.
- 16.2.2 Deliberate or negligent damage or loss of MSF property under its and Plymouth Marjon University control.
- 16.2.3 Conduct affecting reasonable enjoyment of the University or Marjon Sports Federation facilities by other members, including acts of harassment, offence or discrimination.
- 16.2.4 Conduct of members officially representing the MSF causing damage to other property outside the University's control.
- 16.2.5 Actions not in keeping with the spirit of the MSF's Constitution and Appendices.

16.3 Procedure:

- 16.3.1 The complainant should submit complaints in writing to the Student Sports Manager as soon as is reasonably practicable.

- 16.3.2 The Executive Committee will be convened to deal with a disciplinary issue within a week of receipt of charges.
- 16.3.3 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.
- 16.3.4 Persons against whom specific allegations have been made shall be entitled to be accompanied by a person who may assist in their defence.
- 16.3.5 The Committee may interview as widely and as often as it requires to assist in making its judgement.
- 16.3.6 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.
- 16.3.7 All parties will be informed in writing on any decision reached as soon as possible.
- 16.3.8 All disciplinary decisions taken by the Executive Committee shall be reported to the Chairperson of the Marjon Students' Union General Council.

Please note that if the MSFEC are notified that an MSF Member or Scholar is in a Stage 2 misconduct they will no longer be able to participate in any MSF Club activities, or receive scholarship benefits until an outcome has been reached.

16.4 Disciplinary Appeals Committee

16.4.1 Powers:

- (a) To reverse or endorse a disciplinary decision of the MSF Executive Committee
- (b) To reduce or endorse a fine imposed by the Executive Committee.
- (c) To reduce or endorse any suspension ordered by the Executive Committee.
- (d) To order a re-hearing of the case at the Executive Committee.

16.4.2 Composition:

- (a) The Chairperson of the Disciplinary Appeals committee shall be an Elected Head of Subject from Faculty of Sport & Health Sciences.
- (b) The Secretary of the Disciplinary Appeals Committee shall be the Vice President of the SU.

- (c) An elected MSF member (usually an official from an affiliated MSF club)
 - i. The quorum for the meeting shall be three.
 - ii. If a member of the committee is bringing a charge or is having a charge brought against them or is a witness, he or she will not sit on the Committee for that meeting and will be replaced by the elected substitute within a week.

17. Code of Conduct

All members of Marjon MSF are required to observe and follow the code of conduct detailed below. Members are, of course, also required to observe the MSF Constitution. This code applies when travelling to and from competition, when competing, and at all other times when sporting and social events are organised under the umbrella of the Plymouth Marjon University.

The first duty of all members is to respect and uphold this standard. Any breach of this code will be treated as a serious matter and the MSF may take disciplinary action against an individual or group acting in breach of the code.

The Code is used as a guideline in assessing behaviour within the MSF and applies to all MSF members, administrators, coaches, sports therapy students and physiotherapists.

All members must:

- Consider the well-being and safety of others.
- Develop appropriate relationships with other members, based on mutual trust and respect.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour, and refrain from any behaviour that may bring Plymouth Marjon University or the MSF into disrepute.

- Acting in a responsible manner in relation to the content of personal websites and/or information posted on social media sites such as Facebook, Twitter and YouTube.
- Follow all guidelines laid down by the national governing body and club.
- Never condone rule violations or rough play.
- Never be unduly intoxicated or use any illegal drug whether sporting or recreational at any event or social function organised under the umbrella of the Club, MSF or Plymouth Marjon University.
- Consume alcohol only in approved areas in line with relevant liquor licensing regulations.
- Never discriminate or condone discrimination or bullying of any kind within the MSF and do not encourage or pressure others into acting against the code.
- Arrive for training and matches in good time and ready to play.
- Must respect club coaches and officials including match day referees.
- Teams participating in BUCS competitions must demonstrate a commitment to fielding a team and playing home and away fixtures.

18. MSF Sports Awards

18.1. Colours – Colours to be awarded as set down in the MSF’s Colours criteria, full blues, blues and half blues to be awarded to those who fulfil the representation criteria.

18.2. The following awards are voted by the student body with the final decision going to the MSF Executive Committee:

- Club of the Year
- Team of the Year

- Volunteer of the Year
- Coach of the Year
- Outstanding team performance of the Year
- Sportsman of the Year
- Sportswoman of the Year

19. Urgent Business

The MSF Executive Committee may carry out any urgent action necessary to carry out MSF business not covered by the constitution but must report such action to the next General Meeting.

20. Amendments to the Constitution

Amendments to this constitution shall require the support of two thirds majority at either a quorate MSF Annual general Meeting or, if this meeting has already passed the MSF Executive Committee Meeting.