



# **PLYMOUTH MARJON UNIVERSITY**

## **Sports Federation Procedures Handbook 2022-23**

**Last Updated: August 2022**

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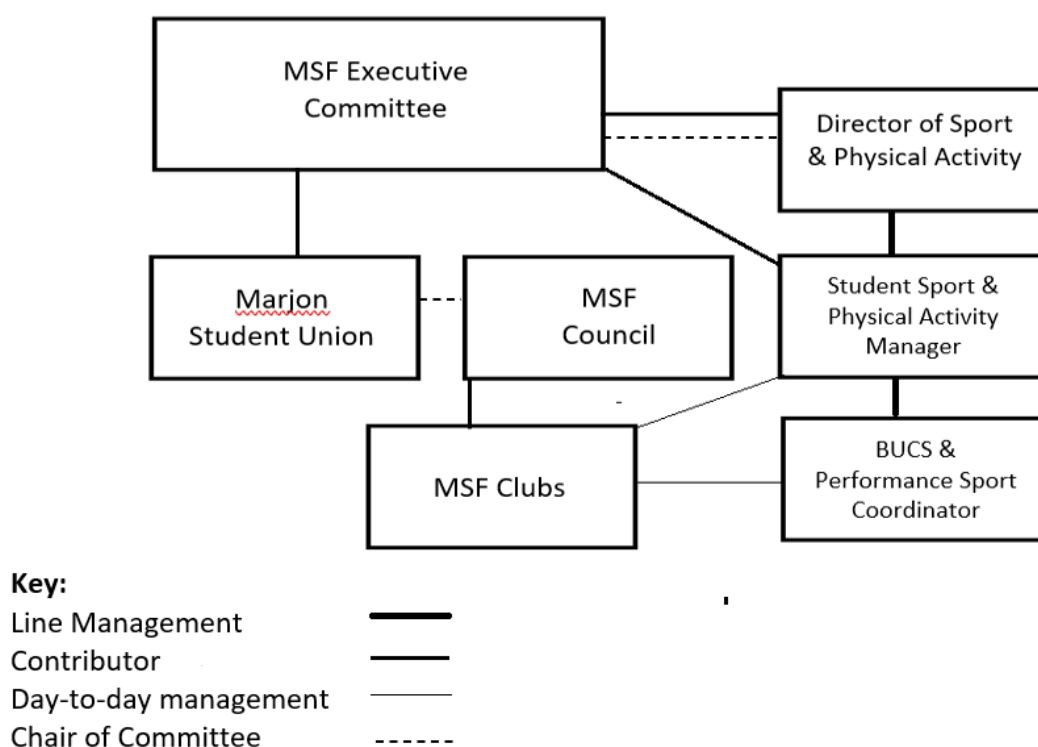
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## 1. Roles and Responsibilities

The Marjon Sports Federation (referred to as the 'MSF') exists to provide and promote sport and physical activity opportunities for all students of the University at all levels and abilities.

The ultimate operational responsibility for the MSF lies with the Chair of the MSF Executive Committee, at present this is the Plymouth Marjon University's Director of Sport & Physical Activity.



**Figure 1: Governance of Student Sport at Plymouth Marjon University**

Day to day administration of the MSF falls with Faculty of Sport and Health Sciences, Plymouth Marjon University. However, the MSF Executive Committee (which includes Student Union Sabbaticals, Student Sport & Physical Activity Manager and student representatives elected by the Student Sport Council) (MSFEC) can make strategic and operational decisions in relation to the governance of student sport at Plymouth Marjon University.

## **1.1 Student Sport & Physical Activity Manager and BUCS Performance Sport Coordinator**

The Student Sport & Physical Activity Manager, Lauren West, is responsible for the co-ordination and administration of the MSF with regards to student sport, recreation, and physical activity. This includes the BUCS, NGB initiatives, overseeing the MSF membership, and the overall development of student sport at the University.

The Student Sport & Physical Activity Manager line manages the BUCS & Performance Sport Coordinator who supports and assists with the day-to-day operation of the MSF, is the lead BUCS administrator and oversees the Sports Performance Scholarship programme.

### **1.1.1 Office location and contact information**

The Student Sport & Physical Activity Manager and BUCS & Performance Sport Coordinator are located in the University Sports Centre. They operate an 'open door' policy so please feel free to drop in. For specific queries please contact them on:

- Lauren West, Student Sport & Physical Activity Manager. Phone: 01752 636784 or email: [lwest@marjon.ac.uk](mailto:lwest@marjon.ac.uk)
- Luke Overthrow, BUCS & Performance Sport Coordinator. Phone: 01752 636784 or email: [loverthrow@marjon.ac.uk](mailto:loverthrow@marjon.ac.uk)

For generic enquiries please contact them on [msf@marjon.ac.uk](mailto:msf@marjon.ac.uk).

## **1.2 Club Mentors**

A job description for the role of Club Mentor can be seen in Appendix A. It is hoped that each team will be appointed a Club Mentor for guidance, support and assistance. It is envisaged that the Club Mentor will be a staff member from the University. The Director of Sport & Physical Activity and Student Sport & Physical Activity Manager will be responsible for appointing Club Mentors. Although the Club Mentors will act as a mentor for the club, it is important to remember that they must work in partnership with the club coach to the benefit of the whole club and the overarching aim of the MSF.

### **1.2.1 Conflicts**

The Student Sport & Physical Activity Manager will initially try to resolve any conflicts or difference of opinions that may occur between the Coach or Coach Mentor. If the issue cannot be resolved, then it will be forwarded to the Director of Sport & Physical Activity to resolve the issue.

### **1.3 Coaches & Interns**

The MSF will endeavour to supply a coach for each team competing in BUCS. Coaches will be contracted to deliver a specified number of hours of coaching per year. Employed coaches are line managed by the Student Sport & Physical Activity Manager, and any concerns raised by the coach or members of the club must be directed to them, to which they will alert the MSFEC.

In the case where sports clubs are included in a partnership agreement between the University and an external party, coaches are appointed to the post by the partnership organisation, with the consent of the MSF. We value our partnerships with professional organisations, and they will offer the following clubs coaching for the 22/23 season:

- Men's Football 1<sup>st</sup> – Plymouth Argyle Community Trust
- Men's Football 2<sup>nd</sup> – Plymouth Argyle Community Trust
- Women's Football – Plymouth Argyle Community Trust
- Men's Basketball 1<sup>st</sup> – Plymouth City Patriots
- Men's Basketball 2<sup>nd</sup> – Plymouth City Patriots
- Women's Basketball – Plymouth City Patriots
- Men's Hockey – Plymouth Marjon Hockey Club
- Women's Hockey – Plymouth Marjon Hockey Club
- Men's Rugby – Plymouth Albion RFC
- Women's Rugby – Plymouth Albion RFC

Coaching positions will be advertised during the Summer vacation, and where possible a student representative from the club will be asked to attend interviews. Job descriptions and person specifications are available for the position of 'coach' upon request.

There are three tiers of BUCS coaching:

**MSF Team Coach** - Must have level 2 coaching qualification and the team must be Tier 2 or below.

**MSF Senior Coach** – Must have level 2 coaching qualification and the team must be Tier 2 or below.

**MSF Performance Coach** – Must have level 3 coaching qualification and the team must be in Tier 1 or above.

The MSF will also appoint a Conditioning Intern 10 hours a week, who will work primarily with our BUCS teams, Scholar students and non-BUCS teams. The intern will deliver conditioning training to help optimise physical performance and reduce injury risk.

Once the coach has given the People Team and MSF a copy of their coaching qualifications, DBS, right to work related information and signed a coaching contract, they are able to start coaching the club. It is the coach's responsibility to fill in a monthly timesheet (Appendix B). The team and the coach must decide how best to utilise the contracted hours however, the hours should be distributed throughout the year and not all in one term.

Coaches and Interns must comply with the MSF Coaches Code of Conduct (Appendix C). If a club member or the club as a whole has a grievance with the Coach or Intern they should follow the complaints procedure in the Club constitution (Appendix D). Under no circumstances should clubs/teams appoint their own coaches without consulting the MSF.

Where possible coaches should be present at all trials and ideally be available for match days. It is crucial that coaches are consulted when teams are considering whether to field a



team, whether walkovers are taken or decisions regarding the development of the team/club.

## **2. MSF Clubs**

At the start of the 2022-23 academic year the following clubs are recognised by the MSF as constituted clubs:

- Men's Basketball (2 teams)
- Women's Basketball
- Cheerleading
- Dance
- Men's Football (5 teams)
- Women's Football & Futsal
- Men's Futsal
- Golf
- Men's Lacrosse
- Women's Lacrosse
- Men's Hockey
- Women's Hockey
- Netball (4 teams)
- Men's Rugby
- Women's Rugby
- Swimming & Waterpolo (mixed)
- Volleyball (mixed)
- Wheelchair Basketball (mixed)

### **2.1 New Clubs**

In line with the MSF Constitution any **student** member of the MSF can set up a new sports club provided they meet the following requirements:

- For clubs wishing to compete in BUCS the Student Sport & Physical Activity Manager must be provided with a list of enough MSF members (including MSF membership numbers) to field a playing team as defined by the BUCS rules and regulations and a list of appropriately qualified officials. For clubs which do not wish to compete in BUCS they must provide a list of at least 8 MSF members (including membership numbers) who are interested in joining the club once it is established. These lists should be accompanied by a proposal outlining how the proposed club will satisfy student demand not already catered for by existing club provision. An outline of how the club will be governed, developed, and funded over the next three years should also be included along with risk assessments. Students can do this via an online form which can be found on MyMarjon and the MSF webpage. The club should be self-funded for the first year; at the discretion of the MSF club training session may be allocated for free. The sport must be recognised by Sport England and have a specific National Governing Body (NGB) with whom the club has contact with.
- The Student Sport & Physical Activity Manager will take the proposal to the next MSFEC (held termly) where they will decide as to whether the club will be adopted by the MSF. The proposing MSF member will be invited to the meeting to discuss and answer questions on the proposal. The proposer will receive written confirmation of the MSFEC's decision.
- If the MSFEC is supportive of the proposal the proposer will have one month, from receipt of the confirmation, to hold an inaugural AGM, put in place an organising committee with at least four positions filled by at least three or more MSF members. The committee should create a club constitution and code of conduct which meets the standard of other MSF clubs. The minutes from the AGM and club constitution should be presented to the Student Sport & Physical Activity Manager. Once this process has been completed the club will then be integrated into the MSF.
- Newly affiliated clubs will only be allowed to compete in 'friendly' competitions for the remainder of the academic year in which they have been accepted into the MSF.

After the first year the MSF will take a decision on whether the team can be entered into BUCS competitions. This decision will be based on the team's commitment, organisation, and performance.

- The MSF will assist with setting up the club, however, it must be student led.

## **2.2 Constitutions/ Code of Conduct**

All MSF clubs must have an up-to-date constitution which is submitted to the Student Sport & Physical Activity Manager by the 30<sup>th</sup> May of the previous year. Failure to submit the up-to-date constitution including details of the Club Officers for the forthcoming year could result in the club being withdrawn from the BUCS competitions and the MSF. The constitution acts as a contract between the MSF and the club. Clubs should use the template contained in Appendix E. **Attention should be drawn to the 'duties of club officials' (Appendix E, Section 7).**

**It is important to note that the new committees will take responsibility for the clubs from 1<sup>st</sup> June annually. Officers from the previous year must ensure that all club records, including financial records are handed over to the new committee appropriately.**

The constitution must be revisited every year at the club AGM and a new copy handed in to the MSF by the 30<sup>th</sup> May to remain a constituted club for the following year. All MSF clubs **must** also have an up-to-date code of conduct which should be distributed to every member of the club outlining members' behaviour and expectations of them.

## **2.3 Committee training**

It is important that all clubs attend training run by the MSF. At the beginning of the year there will be compulsory sessions where at least the club captain, treasurer, safety, and training officer and at least one other committee member must attend. The training sessions are as followed:

- Generic training (fixture admin, transport info, varsity etc.) – **Club Chair, Captain or Vice to attend.**
- Treasurer training (includes fundraising and sponsorship information) – **Club Chair and Treasurer to attend**
- BUCS admin training (BUCS teams only) – **Captain and Vice to attend.**
- Wellbeing session (held by Student Wellbeing & Support) – **Captain, Vice, Club Chair and Social Secretaries to attend.**
- First Aid Course (for 1<sup>st</sup> or 2<sup>nd</sup> years only) (the MSF will pay for 1x member from each team to attend course if there are no other qualified first aiders on the team) – **Open to all members.**

## 2.4 Annual General Meetings/Ordinary Meetings

To remain a constituted MSF club, all clubs must hold an Annual General Meeting (AGM) and have handed in the minutes of this meeting to the MSF by the 30<sup>th</sup> May each year. A training session, and an AGM guide (Appendix F) will be distributed by the MSF prior to May to outline what must be covered at the meeting and what needs to be handed in.

The AGM is the place where changes in the constitution or club's activities must be voted on and must cover at least:

- Voting in a new committee
- A review of the year (including coach report)
- Treasurer's report
- Kit list

You should notify the Student Sport & Physical Activity Manager and members of your club at least seven working days in advance of when you plan to hold your AGM to ensure that enough time is given for people to attend. 50% of all club members, who have paid their membership fees for the year, must be present to ensure that voting can take place. The Club Chair has the responsibility of running the AGM, however if they are absent then the Captain will do it instead. In the event of a draw, the current Club Chair will make the final

decision. It is therefore important to keep a register of who has attended otherwise it may not be possible to adopt your new constitution or vote in club officials. This may result in your club not being constituted for the next academic year. The MSF may also want to attend some AGMS to ensure they are run correctly.

Throughout the year it is important that the club committee has regular meetings to discuss the progress of the club, its activities and any future developments and on-going issues. The minutes of these meetings should be handed into the MSF and any changes discussed with the MSF.

## 2.5 Training times

Constituted MSF clubs will be allocated training times by the University. Where facilities are available on campus, Sports clubs will be permitted to one peak time and one-off peak time training session per week during the academic year (October – Easter). **This does not apply to Focus Sports (see section 8).** Sessions will be for a total of 1.5 – 2 hours, depending on availability. The Student Sport & Physical Activity Manager will consult with the relevant clubs at the end of the previous sports season as to the following year's allocation. The Student Sport & Physical Activity Manager will present the allocation model to the MSFEC meeting in April/May for agreement. Any clubs who are not in agreement with the training allocation model should forward their comments/complaints to the MSFEC in writing. They will also assess the comments and make a decision related to it, and their decision is final. Training times may be extended past Easter by request if there is a valid reason and the sessions are used.

Where facilities are not available at the University the MSF will try to accommodate requests from clubs for hiring external venues on the same level of allocation (one peak time and one-off peak time training session per week during the academic year). However, this will be at the discretion of the MSFEC and will be dependent on the cost of hiring the facilities. If clubs wish to hire facilities, either at the University or external facilities, in addition to those allocated by the MSF, clubs can do so however they will be responsible for the cost of the venue hire. Additional bookings must therefore be paid for from individual

club accounts. The appropriate purchase order paperwork must be completed including a signature from the SU Finance team.

Training times will be distributed to clubs at the beginning of the academic year.

### 3. Health & Safety

**Definition:**

**MSF Activity Group** refers to clubs, student volunteers and all other individuals and clubs taking part in MSF affiliated activities.

**MSF Activity Group Leader** refers to the designated lead individual or club committee member.

**Accident:** Any occurrence where injury results in either first aid, administered by qualified First Aider, or other follow up action is required.

**Major Accident/Incident:** Any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service.

**Incident:** Any occurrence which could under different circumstances lead to an accident. They are in effect near misses, and by logging these incidents we can ensure that measures are put into place. Policies, operating procedures, and risk assessments are reviewed on a bi-annually basis to avoid further accidents.

The MSF views health & safety as an integral part of its work. Please remember you have a civil duty to take care of your own Health and Safety and that of the people that are involved with any activity the club engages with. You should take as many risk reducing measures as you can to protect your own Health and Safety.

Plymouth Marjon University *Health, Safety & Security Policy* states that whilst 'students are not employees of Plymouth Marjon University they have a duty in law not to interfere or misuse any equipment or procedure designed for the purposes of promoting the intent of the Health and Safety at Work Act 1974 and are required, by the act, to comply with all rules made in pursuance thereof.'

**Students should:**

- Take reasonable care of their safety and that of others.
- Shall observe safety rules and employ safe practices in all activities.
- Not misuse safety devices and equipment.
- Wear, and insist on the wearing of where appropriate, protective clothing and safety equipment.
- Report hazardous conditions and any safety shortcomings to the Student Sport Officer.
- Obey all rules and directives made by the University authorities and the Health, Safety and Security Officer in pursuance of the objects and aims of the Health and Safety at Work etc Act 1974.

**3.1 Duty of Care**

We all have a 'duty of care' not to cause ourselves or our 'neighbours' (fellow students or anyone that may be affected by your actions or omissions) injuries because of negligent acts or omissions. To discharge your 'duty of care' you must act as a 'reasonable person' would do, considering your experience and expertise e.g. a trained paramedic would not be expected to make a mistake whilst a first aider may be forgiven for making a mistake when responding to an incident.

You therefore have a duty of care to ensure that you have taken reasonable steps to ensure that the consequence of your actions, or omissions, do not give rise to foreseeable risk or injury to either yourself or any of your neighbours. You are not expected to guarantee safety just act reasonably.

Your neighbours can also include any one that you have taken responsibility for, therefore, if you are a club committee member or running a session you must ensure that those individuals are not exposed to foreseeable risk or injury, as far as reasonably practicable.

## 3.2 Risk Assessments

To demonstrate that you have discharged your 'duty of care' it is prudent to ensure that safety is foremost in your minds when planning events. To provide evidence that this process has taken place documented risk assessments should be undertaken.

The HSE suggest that a risk assessment is a careful examination of the activity you are undertaking, to identify what aspect of the activity may cause somebody harm and what reasonable actions can be taken to reduce the risk e.g. this may be meaning ensuring that a hockey goalkeeper has and wears all the appropriate protective equipment they need to protect them from receiving a ball strike injury.

The process does not need to be overly complicated. The HSE suggests that you use the following five steps:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on the precautions
- Record your findings and implement them
- Review your assessment and update if necessary

A 'hazard' is described as anything that may cause harm e.g. a slippery surface, or a damaged piece of equipment.

A 'risk' is the chance, high or low, that somebody could be harmed by these other hazards, together with an indication of how serious the harm could be.

Templates for risk assessments, accident report forms and follow-up questionnaires are available upon request.



It is the responsibility of the Safety & Training Officer to undertake risk assessments for all club activities. These should be logged with the Student Sport & Physical Activity Manager and reviewed on an agreed date. The Safety & Training Officer should also advise any activity leaders, team representatives of their responsibilities. If you have any concerns about anything related to the health and safety of your activities, please alert the Student Sport Officer.

MSF has an over-arching duty of care to all its members and will undertake a general risk assessment for student sport. However, the responsibility to undertake risk assessments for club activities rests with the Safety & Training Officer; the Student Sport & Physical Activity Manager will ensure that the MSF's Duty of Care is fulfilled by checking, collating and reviewing the risk assessments logged with the office.

### **3.3 First Aid**

All clubs will be supplied with an appropriately stocked first aid kit which must be present at all training sessions and competitions. The MSF will also pay for a representative from each club to attend a first aid course. This representative should be present during all training and on match days.

#### **9.3.1 Sports Therapy and Rehab Student Placements**

It is a requirement for 2<sup>nd</sup> and 3<sup>rd</sup> year Sports Therapy and Rehab students to obtain a certain amount of 'placement' hours as part of their placement module. It is up to the BUCS supervisor to co-ordinate these placements so that most of, if not all, BUCS and local league teams have at least 1 Sports Therapist working with them throughout the year.

Please note that this is not to be in place of the 'Safety & Training Officer' role, the placement is available for pitch-side support and rehabilitation measures at home fixtures only.

### **3.4 Sports Therapy Clinic**

Students on the Sports Performance Scholarship programme are eligible to free sessions at Plymouth Marjon University Sports Therapy Clinic. All sessions need to be booked at least 24 hours in advance.

Teams may only use the Clinic free of charge if they are under the guidance of their assigned Sports Therapist and under the discretion of the BUCS Supervisor & Clinic Manager.

The Sports Therapy Clinic reserves the right to refuse treatment and/or withdraw discounted or free access to the clinic.

### **3.5 MSF activity health & safety**

An event/trip pack and risk assessment must be submitted and approved by the MSF prior to the date of your activity/event. You should closely adhere to your risk assessment always. Even with the best planning and with risk assessment unexpected events can occur and accidents happen, it is therefore important that you know what to do. All MSF Activity Group leaders should be familiar with the procedure and be prepared to implement it.

#### **Keep yourself and others safe;**

In an event of an accident or emergency of the MSF Activity Group Leader should take charge as per your risk assessment. If a qualified first aider is present, they should take charge of any casualties and report to the MSF Office as soon as possible. Before you attend to an injured person, stop and think what danger you and others may be in. Only when you have established that it is safe should you attend to the injured person. This is particularly relevant with road traffic accidents, confined spaces, open water or where electricity may be involved.

#### **First aid & Medical provision contacts on campus:**

- Plymouth Marjon Sports Centre: 01752 636876, 07:00-22:00
- Plymouth Marjon University main switch board: 01752 636700 ext. 2222
- **In an emergency**, dial 999 – or text 80999 if you are hard of hearing or have a speech impediment, ask the operator for the appropriate emergency service.

### **Informing relevant people;**

In the event of an accident/incident during an MSF affiliated activity please inform us at the earliest opportunity when it is safe to do so;

MSF - 01752 636784, 09:00-16:00 & 01752 636700 ext. 7078 (out of hours)

Sports Centre Reception – 01752 636876, 07:00-22:00

In the case of serious injury or death it is vital that families are informed sensitively and that you don't have the burden of breaking bad news. The University have staff specially trained to do this.

### **Use of Social Media**

Please do not post about significant accidents or injuries on social media – and ensure your club/society members also adhere to this. It would be very upsetting and inappropriate for families to hear bad news through social media. This could cause undue worry, may jeopardise police enquiries and may invalidate our insurance.

### **Getting home/making alternative arrangements**

If something goes wrong, you may need to make alternative arrangements to get home or continue your journey. Call the MSF if you think that we can be of assistance. Alternatively, you may need to make your own arrangements. Depending on the circumstances the additional cost may need to be covered by yourselves, or the MSF may be able to contribute, all receipts must be presented to the MSF for you to make a claim. You may also be able to claim costs back on the MSF Insurance to reimburse you (please note this only applies to members of the MSF)

### **Accident Report Form/Incident Reporting**

An Accident Report Form or a written Incident Report must be completed for any health and safety incidents incurred during MSF affiliated activities within 7 days. As a guide, any accident that is significant enough to stop play (sports) draws blood or needs first aid provision should be reported but knocks and bumps generally do not. A major accident/incident is any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service. Accident Report Forms can be found in the MSF issued first aid bags, Marjon Sport & Health Reception Desk, or the MSF Website.

Accident Report Forms are necessary to make a claim on the insurance or take legal action because of an injury. They are vital for the MSF as they enable us to see if we need to take steps to prevent further injuries. You must therefore ensure that an accident report form is completed and forwarded to the MSF Office. If your club has an assigned Sports Therapy or Rehab student, then filling in an accident report form will be their responsibility **for home fixtures**.

Please also report incidents – or near misses. This is where an accident could well have happened but did not. By reporting incidents like these we can act to prevent someone else getting hurt. MSF may use Incident Reports / Accident Report Forms to investigate if additional health and safety measures or disciplinary action is required. Following an accident/incident please review your risk assessment to see if additional measures can be added to reduce the risk of this happening in the future.

#### **3.5.1 Insurance - Endsleigh**

All MSF Members have personal accident cover which applies to all MSF authorised activities, so long as the MSF has been notified in advance of your activity and has received an adequate risk assessment, event/trip details you are covered by this insurance.

***If you wish to make a claim, you will need to have a completed accident reports form.  
Contact the Student Sport & Physical Activity Manager who will be able to help you with  
the process should you wish to make a claim***

### **3.6 Tour**

Constituted MSF Clubs may decide to go on tour. All tours organised by MSF Clubs must be approved by the MSF **prior** to booking by using a team sheet/trip registration form (see Appendix G). All tours must be registered with the MSF office at least one calendar month in advance of the tour and clubs must not be in debt at the time of booking. All bookings must go through the SU Office, clubs will not be allowed to book a tour until the necessary monies are collected and deposited into club accounts using the relevant SU paperwork.

To go on tour, the club must:

- Have the tour approved by the MSF prior to booking.
- Fill out a trip registration form and hand it in to the MSF Student Sport & Physical Activity Manager at least one calendar month before departure.
- Be on tour during University holidays, no tour will be approved if the dates are in term time.
- Ensure transport is to be supplied by the tour company. Students will not be permitted to drive mini-buses or use cars for tours.
- Undertake a thorough and documented risk assessment which needs to be approved by the MSF.

## **4. Finances**

Student sport is administered through accounts held by the MSU and the central University system

## 4.1 Club Accounts

Each constituted club will have an account allocated to them; this account will be held and administered by the MSU.

Clubs should pay the following monies into this account:

- Sponsorship
- Fundraising
- Money collected for social kit
- Money collected for tours

Any money paid into this account can only be spent by 2 signatories, the Treasurer, plus one other nominated person from the club committee e.g. Club Chair, not the MSF.

### 4.1.1 Treasurer Training

At the start of the academic year the MSF Office will deliver a **compulsory** Treasurer training session. A committee representative from the Club **must** attend the session if the Treasurer and/or 2<sup>nd</sup> signatory is unable to attend at the discretion of the Student Sport & Physical Activity Manager.

### 4.1.2 Collecting Money

Any money collected (see section 5.1) from club members must be for a specific reason, known to the member and recorded in the correct manner this money must be paid into the club account, administered by the SU Office. All income should be paid in ASAP with a completed MSU credit and income form (available from the SU office when depositing the money) stating what the money has been collected for and who it relates to. Where money is to be spent on social kit, tours etc., all money should be collected and deposited **prior** to any goods being requested /ordered by the SU

The person collecting the money will be responsible for the money until it is deposited and signed into the SU. The money must only be used for the purpose stated and all paperwork is accessible to any member of that club.

#### **4.1.3 Sponsorship**

All clubs are encouraged to seek sponsorship from local and national organisations. **Please note, that at the time of updating this handbook there are no blacklisted companies from whom clubs may not seek sponsorship from.** It may be the case in the future that a company is thought to be unethical or inappropriate for student sport by the MSFEC and clubs will not be able to seek sponsorship from them.

All sponsorship proposals must **first** be submitted to the Student Sport & Physical Activity Manager who will forward them to the Chair of the MSFEC for their approval. Once approved, clubs are eligible to send the proposal to that organisation. If a favourable response is received the terms and conditions must again be submitted to the Student Sport & Physical Activity Manager who will gain approval from the Chair of the MSFEC who will ensure that the club is getting a good deal and not agreeing to anything they cannot deliver.

If a sponsorship deal falls through or either party does not meet their requirements the MSF may intervene if it is brought to their attention. It is the club's responsibility to ensure they meet their side of the agreement and report to the MSF if the other party is not meeting theirs.

#### **4.1.4 Spending Club Money**

Club money may be spent on almost anything except for **alcohol**. For example: coaching, equipment, clothing, tours, external venue hire etc. If the money has been collected in from the members for a specific reason, then this obligation must be met. There are three main forms which are used in conjunction with individual club accounts held by the MSU; Credit & Income forms, Order forms and Claim forms.

##### ***4.1.4.1 Credit & Income Forms***

Credit & Income Forms (Appendix H) must be completed and used when you want to pay money into your club account. The form must state exactly where the money has come

from, including individual names when necessary (e.g. tours and social kits), where the money is to go, i.e. the club name, and what the money is for e.g. sponsorship, fundraising, social kit etc. The individual paying in the money must sign to say the amount of money is correct and the SU office must check this amount before accepting it. Discrepancies must be amended before the payment is accepted.

#### *4.1.4.2 Order Forms*

To spend any club funds, the committee must first obtain a quote for the goods and ensure a minimum of three committee members signatures are written on the quote agreeing to spend the money on the stated goods. The quote must be brought to the MSU office. It is suggested that clubs should be mindful of ensuring that there are no conflicts of interests when requesting quotes. It is suggested that three quotes be obtained to ensure that clubs are getting value for money.

Before any orders or deposits are placed clubs should ensure that an MSU Purchase Order is completed and signed by the SU General Manager or Office Administrator.

The forms must state the company being used, the account number the cost is being taken from and exactly what is being purchased (description, quantities etc.) and for how much. They must also be signed by the SU General Manager for validation. **Purchase Orders will not be approved if insufficient funds are in the club account.** To enable invoices to be paid companies **must** quote the correct order number (which is found on the form) for payment. Individuals who order goods without the correct procedure are liable for the costs of those goods and the SU and MSF cannot be held responsible for the payments.

**No orders should be placed by MSF members. Students who break this rule will be liable for paying any invoices received. The MSFEC will be informed, and disciplinary action may be taken.**



#### **4.1.4.3 Claim Forms**

Students need to fill out claim forms to reimburse individuals for money spent on behalf of the club. Monies corresponding to the expense should already have been deposited into the individual club account held by the SU. Claims and Expenses Forms will only be processed if the MSU office is in receipt of the corresponding Credit & Income Form (see 3.1.4.1). If the SU is not in receipt of a correctly completed Credit & Income Form the expense will not be paid.

To make a claim, valid VAT receipts must be produced for any money being claimed. These need to be attached to the form which states what the money was used for, which account to take the money from and who to make the payment to. The Claim and Expenses Form must be signed by the SU General Manager to verify that the expense corresponds with a previously submitted Credit and Income Form and that the club has sufficient funds in their accounts to cover the expense. The individual will then collect the money from the MSU admin office.

## **4.2 MSF Accounts**

The MSF has a budget that is assigned to it from the University which is used for running student sport at the University. The money is used to benefit all of student sport meaning there are no allocations made to specific clubs. Expenditure includes, for example: the employment of MSF staff, transport, insurances, equipment, kit etc. The budget is calculated by looking at income and expenditure and estimating the year's activities. The MSF's core business is providing sporting opportunities for students and the budget proposed to the University senior management reflects this.

### **4.2.1 Competition Expenditure**

Within the budget there are allocated monies for teams to participate in BUCS competition and represent the University. The main bulk of the money goes towards BUCS affiliations and team/individual entries into one-off competition.

The MSF accepts that there may be occasions throughout the year when clubs or individuals that do not participate in BUCS will want to compete in other competitions or call on the MSF to support their involvement in events. This may particularly be the case for sport scholarship students. If this is the case, the club captain or individual will need to inform the Student Sport & Physical Activity Manager in writing of the event and the contribution they would like the MSF to make. It will not always be possible to support every event or support a club to the extent that clubs may have hoped for. A decision will be made based on the funding available. Once entered into a competition the individual or team must provide a written report to the MSF on how they did.

**If any individual or club enters a competition but does not attend or compete on the day, they will be responsible for paying back the entry fees, subsidies and any other costs incurred for the event.**

#### **4.2.2 Transport Expenditure**

The MSF, through Plymouth Marjon University Welcome Team, will organise and fund transport for all away fixtures, 'one-off' or individual events that require transport (this does not include home fixtures played away from Plymouth Marjon University campus or away fixtures that are played at venues with a PL postcode). Where coaches, mini-buses or trains aren't available, the MSF will pay individual mileage claims if needed. However, this will only be for up to six cars depending on the size of the team. **Please note that any additional charges made by a hire company, such as cleaning/damage, must be paid for from the club accounts.**

Clubs are permitted to use funds from their individual club account (if there are funds available) if they wish to pay individuals for fuel to get to home fixtures that are not paid on campus (within the PL postcode). To do this, the claimant must provide the SU with a VAT receipt and MSU Claim and Expenses Form within a month of the trip and written confirmation from the club Treasurer that the club permits the expenditure. If the receipt is not valid or bought within a month the SU may refuse to pay it.

**The MSF Transport Policy should be consulted for more information.**

#### **4.2.3 Facility Expenditure**

Some fixtures cannot be held on campus due to the demand on, or lack of facilities. In these circumstances, the MSF will, where possible, book external facilities for constituted clubs. Where this situation occurs the Student Sport & Physical Activity Manager will obtain quotes, book and pay for suitable venues.

**Students should not book or pay for facilities themselves. Any money paid by students direct to a venue will not be reimbursed.**

#### **4.2.4 Health & Safety and Training Expenditure**

The MSF views health & safety as an integral part of its work and it comes into every aspect of the department. All clubs will be supplied with an appropriately stocked first aid kit which must be present at all training sessions and competitions. The MSF will also pay for a representative from each team to attend a first aid course, however the individual must have at least 2 years of study left on their degree programme.

Students' personal development is also an important part of the MSF's work and students who help within clubs may be rewarded by receiving a contribution towards the cost of a relevant qualification, for example: coaching or refereeing. This may also be offered to individuals who are not students but are an important part of a club's coaching/development team. For more information, please contact the Student Sport & Physical Activity Manager.

#### **4.2.5 Performance representation expenditure**

The MSF supports Sports Performance Scholars in several ways (see section 7), one of them being financially. This contributes to their travelling, accommodation costs for training camps, competitions etc.

Students who are selected to represent their country in any sport listed by Sport England, or as part of an English Universities or Home Nations student team are eligible to apply for support from the MSF. The student must notify the MSF, at least two weeks in advance of the competition of the support that they require. The MSF will then provide the student with written confirmation regarding the amount that can be claimed. Within one month of the event happening all receipts and an event report must be presented to the BUCS & Performance Sport Coordinator, who will arrange for the student to be reimbursed. It may not always be possible to support every request; decisions will be based on the budget available.

#### **4.2.5 Varsity Expenditure**

The Varsity event is a huge end of year event where Plymouth Marjon University play the University of Plymouth in as many sports as possible over a period of 2 weeks. There are two high-profile events; rugby and football, which attract spectators and are held at prestigious locations.

There is a small budget that covers a percentage of the overall cost of Varsity. However, the event is expensive to run due to security, transport and facility hire. It is important that all the teams involved raise sponsorship for the event to take place. The total cost will differ annually depending on the overall cost of the event. Students will be made aware of costs mid-way through Semester A. Sponsorship money should be presented to the MSF Office (either in instalments or as a lump sum) by the 31st of January, failure to do so may result in that team being removed from the event and any monies already submitted being used to pay venue cancellation charges. Any spare monies, after the cost of the event have been paid; will be given to the Varsity charity.

Tickets will be sold via an online platform, and 10% of the total ticket sales will be distributed 50/50 between the MSF and University of Plymouth Student Union (UPSU) to contribute towards the running of the event.

## **4.3 Charges by the MSF**

The MSF must charge fees to operate successfully. These are broken down into three areas:

MSF BUCS Membership; MSF Non-BUCS Membership and Club Membership (specific).

These fees are kept to a minimum ensuring student sport is accessible to everyone at Plymouth Marjon University.

### **4.3.1 MSF BUCS & MSF Non-BUCS Membership**

To be entitled to join individual sports clubs at the University, students must first join the MSF, for which there will be a fee. The funds raised from this process are re-invested into student sport to buy items such as sports kit and playing equipment, as well as paying for the training facilities and coaches. MSF Members are covered by the Endsleigh Elite Personal Accident Insurance. In addition to the funds raised via this process, the University also invests heavily in student sport and physical activity.

1-year MSF BUCS membership 2022-23 = £60

#### **BUCS membership includes:**

- BUCS affiliation
- BUCS team entry
- Access to sports training facilities
- Affiliation to your National Governing Body, where required.
- BUCS Playing kit
- Access to qualified sports coaching
- Transport to BUCS team matches
- Referee Fees

1-year MSF Non-BUCS membership 2022-23 = £40

#### **Non-BUCS Membership includes:**

- Access to sports training facilities
- Team entry into local league
- Affiliation to your National Governing Body, where required.
- Transport to one-off competitions (dealt with on case-by-case basis)

If your club don't compete in the BUCS league or knockout programme, but want to compete in one-off BUCS events, the costs associated with this will be dealt with on a case-by-case basis.

Students will need to join the MSF and clubs via an online system posted on Plymouth Marjon University website, separate guidance will be issued.

Please be aware that student's need to be a member of the MSF to attend training sessions and compete in competitions. The names of any students who are training and competing who do not hold an MSF membership will be forwarded to the MSF Executive Committee and the disciplinary procedure will be invoked. Please be aware that the MSF will be performing random checks at training sessions and on match days.

### **3.3.2 Club Membership**

Club membership is between £10-£20 and club dependent. Club membership can be paid once the initial MSF membership has been paid for. The prices are set as:

**£20** – (Men's Basketball, Women's Basketball, Golf & Wheelchair Basketball)

**£15** – (Women's Football & Futsal, Netball, Swimming & Waterpolo, Men's Volleyball)

**£10** – (Cheerleading, Dance, Men's Football, Men's Futsal, Men's Hockey, Women's Hockey, Men's Lacrosse, Women's Lacrosse, Men's Rugby and Women's Rugby, Table Tennis, Women's Volleyball)

Club membership goes into the MSF budget to help towards the costs of administering BUCS, local leagues, competitions, and equipment. Students are entitled to become members of as many clubs as they wish if the membership fee is paid. Clubs are also entitled to collect additional monies for social kit, equipment etc. This money should be paid into the clubs' individual account, held by the MSU.

### **4.3.3 Fines**

Fixture/event officials and NGB's can sometimes administer fines to individuals for poor behaviour and dissent. If this happens, the student is liable to pay for this fine. Costs of these fines can vary depending on the severity of the case.

### **4.3.3 MSF Financial Forms**

In addition to the MSU account paperwork, the MSF also have forms to manage the Plymouth Marjon University Student Sport budget. The MSF must comply with the latest edition of Plymouth Marjon University *Financial Regulations and Financial Procedures*.

#### **4.3.3.1 MSF Credit & Income Forms**

All monies being paid into the MSF must be accompanied by an MSF Credit & Income Form. The form must state exactly where the money has come from, including individual names where necessary, which club the money relates to and why it is being deposited e.g. Varsity sponsorship, fines etc. The individual paying in the money must sign to say the amount of money is correct and the MSF office must check this amount before accepting it. Discrepancies must be amended before the payment is accepted. The individual depositing the money will be given a Plymouth Marjon University receipt for the corresponding amount.

#### **4.3.3.2 Order Forms**

All orders placed by the MSF will be in line with Plymouth Marjon University *Financial Regulations and Financial Procedures*. Plymouth Marjon University's EBIS system will be used to place all orders and must be approved by the Director of Sport & Physical Activity. EBIS purchases must only be completed by Plymouth Marjon University employees.

#### **4.3.3.3 MSF Claim and Expense Forms**

In certain circumstances students may be eligible to claim back certain expenses from the MSF (Appendix G). Each student making a claim would need to complete an MSF Claim and

Expenses Form. Claim and Expenses Forms will only be processed, and expenses paid if the MSF has provided confirmation, in advance, of the event/expense.

To make a claim, valid VAT receipts must be produced for money being claimed. These need to be attached to the form which states what the money was used for, which account to take the money from and who to make the payment to. The Claim and Expenses Form must be signed by the Student Sport & Physical Activity Manager to verify that the expense was pre-agreed and that funds are available to pay the student.

## **5. Equipment and kit**

All equipment bought by the MSF for clubs remains the property of the MSF. This includes all confirmed playing kit. All equipment and clean kits should be returned to the MSF by the 1<sup>st</sup> of May for use during the next academic year. For teams with an extended season due to play-offs or cup fixtures, this date will be extended to the 1<sup>st</sup> of June.

Essential playing kit and equipment is purchased by the MSF for all constituted sports clubs. The equipment ordered will be based on the equipment list submitted by each team with their constitution and minutes of their AGM. Failure to submit this information by the 1<sup>st</sup> of May will result in equipment not being purchased by the MSF for the next year. Even if an equipment list is submitted it may not always be possible to purchase every item listed, this will depend on the funds available. In the situation where the requests for equipment exceeds available funds the MSFEC will decide which items of equipment should take priority. **Clubs are encouraged to fundraise to purchase any additional equipment and this remains the property of the individual club.**

### **5.1 Inventories**

Each club's Equipment Officer will be responsible for undertaking an annual inventory with the Student Sport & Physical Activity Manager by the 1<sup>st</sup> of May annually. The information will be recorded to ensure all kit and equipment has been returned (see appendix I). The condition and number of goods will be recorded and checked to ensure that nothing has



been lost. The inventory also allows equipment to be checked to ensure that it is still safe to use, if not it may be replaced if *deemed necessary*.

*Equipment Officers are reminded that it is their responsibility to ensure that everything that is signed out to them at the beginning of the year is returned. Equipment Officers will personally be invoiced for any outstanding kit/equipment (at the full commercial rate). Students are reminded that all debts must be cleared before they are able to graduate.*

## **5.2 Issuing of Kit and Equipment**

Kit and equipment will be issued by the MSF to the club Equipment Officer at the earliest possible opportunity. The MSF will supply the Equipment Officer with an inventory and both parties should sign to confirm that the equipment has been handed over/received. This inventory will then be used to cross-reference returns at the end of the season (example in Appendix H).

## **5.3 First Aid Kits**

All constituted MSF Clubs will be provided with a fully stocked First Aid kit at the start of the year. It is the responsibility of the Club Safety & Training Officer to collect the first aid kit from the MSF. The Club Safety and Training Officer will sign to confirm they have collected the kit from the MSF and agree that they take responsibility for the kit (including re-stocking) for the season, even if they appoint another club member as the nominated first aider. The first aid kit should be returned in a satisfactory condition at the end of the playing season.

***Please note no training sessions or fixtures can be undertaken until the first aid kit is collected.***

## **5.4 Additional Kit**

Teams are entitled to order additional kit at their own expense however, any kit to be worn with the playing kits purchased by the MSF for fixtures, events, or for training need to be purchased through the approved University supplier. Please note that playing kit for Varsity, social tops and bespoke competition kit (e.g. Cheerleading) is exempt from this, however bespoke kit must be in University colours (colour palette can be sent on request).

**All kit purchases must be approved by the MSF Student Sport & Physical Activity Manager before being purchased.**

### **5.4.1 Sponsorship on Kit**

All kits must have the University's logo on the back of their shirt/dress, as well as the shield on the top left side of the shirt/dress. Sponsorship logos may be placed anywhere else.

### **5.4.2 Varsity Kit**

It is recommended that all Plymouth Marjon University sports teams compete in their BUCS playing kits. However, in response to student demand student clubs may purchase a new kit (at the club's expense) which can be a colour of their choice. It is expected that students to liaise with Plymouth University clubs to ensure of no kit clashes. The Varsity Committee have stated that whoever is the 'home team' for that year get overall priority of kit colour.

Teams may purchase their own social kit in whichever colour they wish, these items must be paid for by the individual club accounts, held by the MSU.

## **6. Varsity**

The annual varsity competition is an important part of the MSF calendar as it is not only enjoyed by students, both playing and supporting, but it is also an opportunity to raise a lot of money for charity, put something back into the community, raise our profile through the local media and improve working relations with Plymouth University.

## **6.1 Committee**

The Varsity Committee comprises of representatives from Plymouth Marjon University and Plymouth University. There will be student representation on this committee and this provides all students with an opportunity to ensure their voice is heard regarding the organisation of the event.

## **6.2 Sports Involved**

According to the Varsity Constitution, the Varsity Committee will decide on an annual basis which sports will be included in the event. This will be based on whether both Plymouth Marjon University and Plymouth University have an active and constituted club in those sports.

## **7. Sports Performance Scholarships**

In addition to promoting sport at all levels the MSF are also keen to support Plymouth Marjon University performance athletes. These students are primarily catered for by the Sports Performance Scholarship.

Plymouth Marjon University provides scholarships to assist talented athletes to continue with their sporting careers without compromising their education. The scheme has been set up to support students recognised by their governing body as 'elite'. This includes athletes who have been offered Talented Athlete Scholarship Scheme (TASS) and World Class funding by Sports Aid and UK Sport. In addition, we can support students competing at a high level whose sport is not recognised by TASS.

**There is a tiered system which covers athletes at three performance levels:**

- **Tier 1 – Senior national/international standard**
- **Tier 2 – Age-group national standard (or equivalent)**
- **Tier 3 – Regional or national league standard (or equivalent)**

**Criteria:**

- Applicants must be studying on a Plymouth Marjon University degree programme to be eligible for a sports scholarship
- Students must have represented their chosen sport at regional, national or international standard (or equivalent) in the last 12 months.
- Applicants can only apply for one scholarship per academic year
- All sports scholars must represent Plymouth Marjon University in the BUCS Championships, Varsity and other related student sports championships

#### **Scholarship entitlements:**

- Free Membership of Plymouth Marjon University Sports Centre
- Free use of Sports Therapy Clinic
- Sports Psychology
- Academic Flexibility (Tier 1&2)
- Bespoke Marjon Kit (1x Hoodie, 1x Trackpant, and 1x T-shirt)
- MSF Membership
- BUCS event entry
- Osteopathy
- World University games entry (where applicable)
- Weekly Strength and Conditioning sessions, subject to agreement.
- Financial support, dependent of athletic standard and subject to agreement. Tier 1 – up to £1500, Tier 2- up to £1000 and Tier 3 – up to £250 + bespoke performance package.

#### **Responsibilities of Sports Scholars**

A substantial amount of money is invested by Plymouth Marjon University into the Sports Scholarship Programme and consequently Scholars are asked to remember the investment that the institution has made in them and commit 100% to the ethos and culture of the programme. Students who do not uphold these values will be removed from the programme.

Athletes are expected to comply with the MSF Sports Performance Code of Conduct (Appendix I) and all Sports Scholars will be expected to sign a Scholarship Agreement and return it to the BUCS & Performance Sport Coordinator. Funding will not be released to students until this process has been completed.

## **8. Sport and Physical Activity at Plymouth Marjon University**

BUCS' programme of activity aims to meet the needs of their members at whatever level of competition is needed and whatever sport their members require. MSF Athletes are expected to comply with the MSF Code of Conduct (Appendix J)

### **8.1 British Universities Colleges and Sport (BUCS)**

#### **8.1.1 Meetings**

To ensure the organisation represents its members and to gain feedback on initiatives and programmes, BUCS hold regular meetings. When possible the Student Sport & Physical Activity Manager and/or BUCS & Performance Sport Coordinator will attend and disseminate information relevant to clubs.

##### **7.1.1.1 Regional Meetings**

Regional meetings are held once a term and the location vary throughout the year so that every institution has the opportunity to host. At Regional meetings Administrators and Sabbaticals attend and discuss local issues with BUCS, the playing structure, fixtures, and any larger issues which are passed out for discussion. This is also where any questions and problems with BUCS can be raised and taken back up to the executive committee for comment.

##### **8.1.1.2 AGM**

The AGM is an annual meeting where new proposals are voted on, and if appropriate adopted. This is the forum where constitutional changes can be made. Elections are also held at the AGM for various positions within the organisation.

#### **8.1.1.3 Conference**

There is an annual training conference which takes place in various locations around the country. New administrators and Sabbaticals learn how BUCS works and the rules and regulations which regulate the playing structures. Experienced administrators can gain further training and breakout sessions which cover various aspects of student sport from development and coaching to funding and playing.

#### **8.1.2 English Universities & World University Games**

BUCS is the body that organises English, Welsh, Scottish and Northern Irish Universities representative teams. To represent a team at this level the MSF must first nominate players who then attend trials (occasionally more than one) and then be selected for the squad. The teams then compete against other home nations teams at the English University Games or World University games (which take place every 4 years).

**If a student is nominated for trials, then the MSF will help subsidise costs, depending on budget allowance. Athletes will only be nominated if they are seen to be strong competitors by their peers / coach and the MSF. Any costs with relation to personal kit which occasionally occurs must be covered by the athlete as they keep the kit.**

#### **8.1.3 Team & Individual Sport**

##### **8.1.3.1 Wednesday Fixtures**

Currently seven team sports are played throughout the winter in the Wednesday afternoon format.

These sports include:

- Basketball
- Football

- Hockey
- Lacrosse
- Netball
- Rugby
- Volleyball

These sports will normally have a fixture every week between October and March to earn a place in the knockout competition. The knockouts then take place on subsequent Wednesday afternoons and finals are held at BUCS Big Wednesday on the last Wednesday of the Spring term.

Individual Championships and other sports involved in BUCS which are not played on a Wednesday are played in a weekend championship structure throughout the year and again finals will be played at the finals weekend in March.

For fixtures to take place on a Wednesday the MSF must first confirm all matches a week before they are due to be played. For home fixtures confirmations must include a start time, venue and directions, kit colours and contact details.

#### **8.1.3.2 Weekend Fixtures**

The following sports do not compete on a Wednesday but have weekend fixtures.

- Swimming
- Futsal
- Waterpolo
- Wheelchair Basketball

The MSF will enter as many teams as possible into BUCS competitions and where financially viable will finance the entry fee and transport. It may be necessary to request that teams contribute to some of these costs. However, these issues should

be agreed at least two weeks in advance of the event so everyone is aware of their responsibilities.

The MSF will check entries and how the students competed through the BUCS pages once the results have been published. Any students who didn't turn up to the competition will reimburse the MSF with the money spent on them in entries and transport. Additionally, any fines received by the MSF for 'no shows' will need to be paid from the club's individual account held by the SU. Failure to compete or pay any fines will result in teams not being entered for future competitions.

#### **8.1.3.3 Team Responsibilities for fixtures**

For the smooth running of BUCS fixtures on a weekly basis, the teams competing also have specific responsibilities which vary for home and away fixtures.

<b>Home:</b>	<ul style="list-style-type: none"><li>• Check kit colours with MSF and deal with any clashes</li><li>• Meet visiting team</li><li>• Confirm playing venue and time</li></ul>
<b>Away:</b>	<ul style="list-style-type: none"><li>• Confirm transport arrangements</li><li>• Confirm venue and time</li><li>• Collect a playing under protest form</li></ul>
<b>Home &amp; Away Matches:</b>	<p>Teams participating in BUCS competitions will be required to register an account on 'BUCS Playwaze' before fixtures start. It is then the Team Captains duty to upload the team sheet to 'BUCS Playwaze' no more than 48 hours before the fixture.</p> <p>To ensure those players listed meet BUCS eligibility regulations; all players prior to a fixture start are required to confirm their identity and entitlement by way of appropriate photographic identification which has been verified as satisfactory by the MSF Office e.g. Valid Library card</p>



#### **8.1.3.4 Individual BUCS Entries**

Throughout the year individual entries can be made for example; swimming, athletics, table tennis, surfing etc.

The MSF will enter people into these competitions provided they are MSF members and members of the sport specific club. These competitions are mostly over weekends and the same funding and conditions apply as with other weekend competitions.

At the beginning of the year the MSF will produce a list of dates and competitions available and advertise these to students. Individuals interested in competing must make themselves known to the Student Sport Officer as soon as possible at least 6 weeks before the event. A team sheet will also need to be completed for each event and if the event involves an overnight stay a trip registration form will also need to be completed.

#### **8.1.3.5 Cancellation of Fixtures/Competitions**

Clubs, teams and individuals must decide whether to fulfil a fixture/competition no later than **48 hours** preceding a fixture if they wish the fixture to be re arranged. If this is not done then the opposition can claim the game, and a walkover will then be awarded to the opposition.

If a club does not follow this procedure e.g. a full team doesn't arrive to travel on the morning of the fixture, the club will be fined for the full costs related to the hire of transport (mini bus hire and the cost of drivers). Additionally, the club will also be fined for any costs incurred by MSF for the hire of venues and cost of officials that need to be cancelled by other universities.

## **8.2 Non-BUCS Competitions**

### **8.2.1 Non-BUCS teams**

We currently have the following teams that do not play in BUCS, but in local/regional/national competitions:

- Badminton (local friendlies)
- Cheerleading (National competitions)
- Dance (National competitions)
- Men's Football 4<sup>th</sup> (Devon Wednesday League)
- Men's Football Sunday (Plymouth and West Devon League)
- Netball 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> (PDNL)
- Table Tennis (local league)
- Mixed Volleyball A & B (EDVA)
- Women's Volleyball (EDVA)

### **8.2.1 Affiliations to non-BUCS competitions and local leagues**

Some larger clubs such as Netball and Football have several teams; due to financial constraints it is not possible to enter all teams into BUCS competitions. In such instances these teams may wish to enter themselves into local leagues. Unfortunately, unless previously agreed, the MSF is unable to pay for affiliations to such leagues. It is therefore the responsibility of these teams to decide if they wish to enter such leagues, and if they do, fully undertake the responsibilities (financial and administrative) attached to being affiliated to these leagues. These teams are still eligible to participate in club training and utilise the free facilities provided by the MSF.

### **8.2.2 Prolonging the season**

Once the BUCS season is over, clubs and teams may wish to participate in other, non-BUCS competitions to prolong their season and play after March. If there are any funds available at the end of the year these may be used to support these competitions. However, several

MSF clubs have very few BUCS competitions and they will be the first to have financial assistance to enter external competitions, provided they are not tours. All amounts will be dependent on available finance

### **8.3 Wellness Pass**

The Wellness Pass was introduced for the 2022-23 academic year with its primary focus being physical and mental wellbeing. The cost of the membership is £20 and covers a vast range of activities including (but not limited to):

- Fitness classes
- Nutritional Workshops
- Esports
- Film nights
- Turn up & Play sessions

### **8.4 Focus Sports**

For the 22/23 season we have introduced five focus sports where we are committed to provide a performance package with an athlete-centred approach. These include Basketball (men and women 1<sup>st</sup>), Football (men and women 1<sup>st</sup>), Lacrosse (men), Rugby (men and women) and Golf (mixed). These sports were chosen because of the strong links with our professional partners; Plymouth City Patriots, Plymouth Argyle Community Trust, Plymouth Albion RFC, and Boringdon Golf Club. Also, any team that have reached the Premier Tier in BUCS will automatically become a focus sport, e.g., Men's Lacrosse.

The focus sport programme will include:

- Access to high level coaching (MSF Performance Coach Tier)
- Pre-Season training
- Structured training programme
- S&C Support
- Performance Analysis
- Playing opportunities in semi-professional and professional teams

## 8.5 Officials

Rugby, Football, Futsal and Hockey have centrally organised officials for games which come from their local governing body. The Student Sport & Physical Activity Manager will supply these bodies with the fixtures at the start of the season. The MSF will inform the club secretary of the contact details for the officials and they must contact the official on the Monday before games to confirm the fixture and time of games.

It is the responsibility of teams to find their own officials for home fixtures however, this can be very difficult especially when neutral officials are needed. Clubs should notify the Student Sport & Physical Activity Manager of possible officials (names and their contact details) at the start of the season so that they can be contacted, and arrangements discussed.

Match official costs are covered by the MSF through an app called 'Yes Ref' for **BUCS teams only**. When students seek a referee, they must ensure that they download and register themselves to the app. An agreed time, cost and expense will be agreed between the club, MSF and match official before it is inputted on the app. Once the game has finished, the MSF will transfer the agreed fee straight to the officials bank account through the app. Non-BUCS teams will need to collect additional funds to pay for their match officials.

## 8.6 Sports Centre and Facilities

The Sports Centre provides Plymouth Marjon University student teams with many opportunities. Academic use of facilities has priority; however, affiliated MSF clubs will be allocated free facility hire for training sessions and matches, subject to availability. Some fixtures cannot be held on campus due to the demand on, or lack of facilities. In these circumstances, the MSF will, where possible, book external facilities for constituted clubs. Where this situation occurs the Student Sport & Physical Activity Manager will obtain

quotes, book and pay for suitable venues. **Students should not book or pay for facilities themselves. Any money paid by students direct to a venue will not be reimbursed.**

If clubs wish to hire additional training facilities, either at Plymouth Marjon University or external facilities, in addition to those allocated by the MSF, clubs can do so however they will be responsible for paying for the venue hire. Additional facility hire charges must, therefore, be paid for from individual club accounts and approval must first be sought from the MSU General Manager. The appropriate quote and purchase order paperwork must be completed including a signature from the MSU General Manager.

All clubs training is agreed by the MSFEC after consultation with the constituted clubs and the Student Sport & Physical Activity Manager. The MSF strives to be equitable in its allocation of training times. If clubs decide not to use the facilities booked out to them for fixtures or training, they must notify Plymouth Marjon University's Sports Centre Manager, and the MSF by email at least 48 hours before the booked session. Failure to do so will result in the MSF invoicing individual clubs for hire of the venue at the current hire rate. If facilities booked for training or fixtures at Plymouth Marjon University are not used for three consecutive weeks (irrespective of whether Plymouth Marjon University Sports Centre Manager has been informed or not) the booking will be cancelled.

It is also important to note that MSF training sessions are primarily for Plymouth Marjon University students and fully paid-up club members. If a club want external people to join in their sessions it must first be discussed with the MSF. If a club is seen to have external members without the MSF or Sports Centre's knowledge, their training session will be taken away.

## **9. Transport**

Due to its location on England's South West Peninsula, Plymouth Marjon University is geographically located some distance from the central regions of the UK. Even within what is considered the South West region, Plymouth is a two-hour car journey to some of the other large conurbations within the region including Bristol, Bath and Gloucester. It is within

this context that the MSF must organise and manage all the logistical issues related to the running and transportation of the University sports teams. Additionally, the MSF would like to as far as reasonably practicable, ensure the safe and efficient transportation of student teams to away fixtures when they represent the University in the British Universities and Sport (BUCS) events or other national competitions.

The MSF have devised a Transport Policy (Appendix K) In response to concerns raised by the Health, Safety and Security Officer regarding students driving minibuses this policy aims to ensure students are provided with suitable (coach or mini bus) transport to attend BUCS away fixtures. Where minibuses are used, we ensure that a professional and appropriately qualified driver, over the age of 25, insured by the University, is used to transport teams to and from each venue. This policy should be read in conjunction with the existing University Transport Policy.

### **9.3 Provision of Transport**

The MSF, through Plymouth Marjon University Welcome Team, will organise and fund transport for all away fixtures, 'one-off' or individual events that require transport (this does not include home fixtures played away from Plymouth Marjon University campus or away fixtures that are played at venues with a PL postcode). Where coaches, mini-buses or trains aren't available, the MSF will pay individual mileage claims if needed. However, this will only be for up to six cars depending on the size of the team.

Any additional charges made by a hire company, such as cleaning/damage, must be paid for from the club accounts.

### **9.4 Procedure**

Once the BUCS fixtures have been published and finalised the MSF will collate away fixtures and decide the transport requirements for the season. Where possible, the MSF will try to arrange away fixtures so that a few University teams are playing at one institution on one

day, so that those teams can share a coach. Where this is not possible minibuses will be requested for the teams, or trains.

## **9.5 Booking of Coaches & Minibuses**

The MSF Office will, at the earliest opportunity book a coach(s) clearly stating the date that the coach is required, timings, destination(s) and any other relevant information. The Transport Company should then confirm the coach booking, including the exact cost and contact details, via email to the BUCS & Performance Sport Coordinator who will inform the teams. Should there be a need to change any details relating to booking the MSF office should notify the coach company.

The MSF Office will, at the earliest opportunity, alert the Welcome Team to request minibuses and the drivers will be organised through them.

## **10. Disciplinary Procedures**

Under the MSF constitution the MSF Executive Committee has the right to 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 Sports Federation. They have the right to:

- Require members to attend Disciplinary meetings.
- Suspend from all or any privileges of the MSF, including membership.
- Suspend and/or remove all the privileges of association.
- Require members to make amends.
- Discipline Clubs or individuals for breaches of the regulations by which they are bound.

- Call members to attend as witnesses.

**Full details of the disciplinary procedure can be viewed in the MSF Constitution.**

Students are reminded that the University invests heavily into student sport. Those students representing Marjon should see this as a privilege and act as an ambassador for the University, this is even more important when teams are playing fixtures away from the University campus. The MSF code of conduct can be seen in Appendix L.

## **10.1 Socials**

The MSF supports students desire to ‘celebrate’ sporting success however, this should be done in a sensible and measured way. The MSF require all students to be mindful of their duty of care to themselves and their fellow students.

Social activities should be organised to reinforce the overall aim of the MSF ‘To provide and promote sporting opportunities for all students at the University at all levels and abilities. Social events can be used to promote team building and inclusiveness as well as contributing to an enjoyable student experience. Club socials should therefore be planned to use the following guidelines:

- Clubs must not instigate initiation ceremonies.
- Every sport club member has the right to participate, or not, in social activities.
- Non-attendance at social activities must not act as a barrier to a student being selected to represent Marjon. Selection must be based on skill, ability, and fitness.
- No pressure must be placed on individuals to participate in activities they do not wish to, or don’t enjoy.
- The forced consumption of any substance is prohibited.
- No physical or psychological injury should be caused to any individual or anybody that meets the activity.



- Students must be respectful of individuals and property they may meet during the social.
- There should be at least one nominated 'responsible adult' at each event.
- Club committees are responsible for the welfare of all those participating in the social.
- A representative of the MSF can, unannounced attend any social.

Students who have concerns about any social activities should inform the Student Sport & Physical Activity Manager. If any of these guidelines are not adhered to the MSF Disciplinary Procedure will be invoked.

## 11. Sports Awards Night

At the end of each year there will be an awards night to celebrate the success of constituted teams in the MSF. The exact format will depend on the funds available at the end of the year.

### 11.1 Awards

The awards to be presented by the MSF at the event are Blues (see below) and Colours. Colours are awarded to individuals in their final year who have contributed to their club or sport and deserve recognition. A maximum of two Colours will be awarded to each constituted club. Students must be nominated by their peers to receive these awards and club officials then propose to the Student Sport & Physical Activity Manager.

The MSF awards Blues to those students who have reached elite status in their sport. There are three levels of Blue that can be awarded for the following:

**Full Blue:** *Representing your country at full or age group level*

**Blue:** *Selected to represent BUCS at national level either GB or home nations*

**Half Blue:** Reaching a National final or coming in the top two of a national competition

Other awards on the night include:

- Sportsman of the Year
- Sportswoman of the Year
- Coach of the Year
- Team of the Year
- Outstanding Performance of the Year
- Most Improved Team
- Volunteer of the Year
- Champagne Moment (MSU award)
- Spirit of Marjon (MSU award)

These awards again need nominations from students, with the MSFEC making the final decision on the winners.

## **12. Appendices**

### **Appendix A – MSF Club Mentors Description**

#### **Role:**

To provide support, guidance and assistance to a sport specific BUCS club(s) and non- BUCS Club(s) at Plymouth Marjon University through regular contact and interaction with club officials and members.

#### **Selection Process:**

Selection will ultimately come down to the Club itself with the guidance of the MSF.

#### **Duties:**

- To assist and support the general running and activities of the sports club during the academic year.
- To arrange regular meetings with club officials and attend official club meetings as and when required.
- To attend the AGM to ensure proper protocol is adhered to during the meeting and that elections are held according to the club's constitution.
- To ensure that the club's constitution is up to date and upheld always.
- To attend any disciplinary meetings of the sports club.
- To ensure that team selection is conducted in a fair and transparent manner and that all team selections are appropriately displayed well in advance of match days.
- To ensure that teams fulfil all their fixtures throughout the season.
- To ensure that the club's finances are in order throughout the playing season and that the club does not go into debt in its account at any time throughout the year.
- To attend/watch training sessions and matches from time to time.
- To assist the club with fund raising and sponsorship activities.
- To guide and counsel club officials.
- To assist in the development of the sports club.
- To work closely with the appointed club coaches.
- To work closely with the MSF Office.

If you are interested in becoming a Club Mentor, please email Lauren and Luke on [msf@marjon.ac.uk](mailto:msf@marjon.ac.uk) stating which club you would be interested in mentoring and briefly outlining your sport specific experience.

## Appendix B - Timesheet

NAME				PAYROLL NO				
JOB TITLE				DEPARTMENT				
Week Ending	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
TO BE COMPLETED BY LINE MANAGER							This is my final claim and I require a P45. <input type="checkbox"/> (Please tick if appropriate)	
Total Hours worked		Rate	Cost code	Holiday Hours	Holiday Rate			
FOR HR / PAYROLL USE								
Timesheet entered by	Timesheet entry date	Checked by	Checked date					

## **Appendix C – Coaches code of conduct**

- Respect the rights, dignity and worth of every person and treat each equally within the contest of the sport.
- Place the well-being and safety of each player above all other considerations, including the development of performance.
- Adhere to all guidelines laid down by governing bodies.
- Develop an appropriate working relationship with each player based on mutual trust and respect.
- Not exert undue influence to obtain personal benefit or reward.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- At the outset, clarify with the players exactly what is expected of them and also what they are entitled to expect from their coach.
- Co-operate fully with other specialists (e.g. coaches, officials, sport scientists, doctors, physio' and sport therapists).
- Always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the rules of the game, behaviour contrary to the spirit of the rules of the game or relevant rules and regulations or the use of prohibited substances or techniques.
- Consistently display high standards of behaviour and appearance.
- Not use or tolerate inappropriate language.

## **Appendix D – MF Constitution**

### **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.

## **Appendix E – MSF Club Constitution**

### **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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> or 2<sup>nd</sup> 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 1<sup>st</sup> 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 15<sup>th</sup> 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 30<sup>th</sup> 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.

All disciplinary decisions taken by the Executive Committee shall be reported to the Chairperson of the Marjon Students' Union General Council.

## Appendix F – AGM Guidance

### Preparation for the AGM:

- Ask the MSF for a list of Sports Federation Members. 50% of these must be in attendance to the AGM.
- Ensure you have a treasurer's report to show the rest of the team. This can be accessed from Tracey (SU) on [tbrenen@marjon.ac.uk](mailto:tbrenen@marjon.ac.uk).
- Create an equipment report with the following information:
  - Current equipment obtained.
  - The quality of equipment
  - Desired equipment
- Coaches report – ask team for their opinions on your current coach to report back to the MSF.
- Send the Committee position document to the team so they are aware of what each role entails.
- **Date, Time and Location:**

Advertise to members the date and time of your AGM. All members should have the opportunity to attend and stand for any committee position and vote.

- Decide who will be doing what during the meeting, we would suggest the following:
  - Club Chair –
    - Chairs the meeting
    - Asks people to speak
  - Secretary –
    - Takes minutes (send to MSF after AGM)
    - Takes register
    - Assists with any tech issues

### Voting:

- Before the AGM begins, decide whether you want to do open or closed votes.

- If open, you can simply vote by raising your hand and the Chair will make note of who has received the highest amount of votes.
- If closed, all members will write their chosen candidate on a piece of paper and give to the chair to count the votes.
- If RON wins the majority vote, the position will be open again at the start of next term.

### **How will the AGM run?**

- Club Captain will run through:
  - Constitution
  - Treasurer's report
- Members who nominate themselves for a position need to be seconded
- Nominating someone is still possible, if it is seconded.
- If more than one member is going for the same position:
  - *All other candidates must leave the room whilst a speech is given.*
  - *Once questions have been asked, the candidate can then leave and invite the next candidate in to do the same.*
  - *Make sure you ask the same questions to each candidate to make it fair.*
- If you wish to discuss candidates, please make sure they have all left the room before you do so.

## Appendix G – Trip registration form

Name of Club/Team:			
Full name of individual who is organising and leading the trip:			
Contact phone number:			
Type of event:	BUCS Fixture/Event <input type="checkbox"/> <i>A team sheet should also be submitted on the BUCS App (Playwaze)</i>	Tour <input type="checkbox"/>	Other <input type="checkbox"/> (please state)
Dates:	From:	To:	
Destination:			
Mode of transport:	Mini bus <input type="checkbox"/>	Coach <input type="checkbox"/>	Other <input type="checkbox"/> (please state)
Number of people involved in trip:			

### PARTICIPANTS:

All participants in **tours** should be **student** members of the SF. For BUCS fixtures please include the details of anyone else that will be travelling with you e.g. coach, supporters etc.

Full Name	Student Number

## Appendix H – Credit and income form

Please attach any relevant documents

Date: \_\_\_\_\_ Club/Team: \_\_\_\_\_

State name of person in full	Amount £	Description of Income	State name of person in full	Amount £	Description of Income
<b>Please list separate Sub Totals for:</b>		<b>Total Cash</b>	<b>Total Cheques</b>		
Club membership				£	
Subs				£	
Varsity sponsorship				£	
Other				£	
<b>TOTAL DEPOSITED</b>				£	

Handed in by: \_\_\_\_\_  
(Print name & sign)

Date paid into Accounts \_\_\_\_\_

**Deposited& Received**

by: \_\_\_\_\_  
(Print name & sign)

**Marjon Receipt**

**Number:** \_\_\_\_\_

**Transaction Logged on  
MSF Balance Sheet**

Yes

No



## Appendix I – Kit & Equipment inventory

### Marjon Sports Federation Equipment Inventory Form

Name of Club/Team:	
Name of Equipment Officer:	

*To be used for all kit and equipment, including first aid kits*

Description of Equipment:	Quantity:	Defects: <i>When checked out or returned</i>	Date Checked Out:	Date Returned:

*Please continue a separate sheet if needed*

**Declaration:** I confirm that I am in possession of the equipment detailed on this form. I understand that the equipment listed on this form is the property of the Marjon Sport

Federation and remains my responsibility for the academic year. I confirm that I must return all the kit/equipment listed on this form and undertake an inventory with the Student Sport & Physical Activity Manager by the 1 May.

I understand that failure to return equipment listed on this form will result in me personally being invoiced, at full commercial rate, for any missing kit/equipment.

If I stand down from the position of club Equipment Officer I will notify the Student Sport & Physical Activity Manager will, with the new Equipment Officer, visit the Student Sport Officer so that I can discharge these responsibilities.

NB: In the case of First Aid Kits 'Equipment Officer' should be replaced with Health, Safety & Training Officer.

<b>Name of Equipment Officer:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date of Resignation:</b>	
<b>MSF Signature:</b>		<b>Date:</b>	
<b>Name of New Equipment Officer:</b>		<b>Signature:</b>	
<b>Date:</b>			
<b>Signature of MSF:</b>		<b>Date:</b>	

**Equipment Returned:**

I confirm that the equipment checked out to me has been returned to the Student Sport & Physical Activity Manager by the 1 May and that an inventory has been completed. I agree that I am liable for items of equipment that has not been returned and give my permission for Marjon to invoice me for the full commercial value of the kit/equipment.

<b>Name of Equipment Officer:</b>		<b>Signature:</b>	
<b>Date:</b>			
<b>Signature of MSF</b>		<b>Date:</b>	

**For office use only:**

All kit/equipment returned?: (if 'yes' for FA kits destroy cheque)	If 'no' date invoice request raised/FA cheque cashed:
Equipment/kit to be replaced for next year:	

## **Appendix J – Sports Performance Scholars Code of Conduct**

As a Sports Performance Scholarship Student, your behaviour will reflect on Plymouth Marjon University. You must agree to always conduct yourself in a proper manner while participating in University activities and in relation to all commercial or media activities for the University. Following selection to the University Sports Performance Programme you agree to:

- Make a positive commitment to supporting and achieving the aims and objectives of the University.
- Always conduct yourself when training, competing or on duty as a member of University BUCS Sports Team or within non-performance-related activity in a correct and proper manner that portrays the University in a positive light and does not bring either the institution, the sport, or yourself into disrepute.
- Accept and abide by all the sport policies and procedures currently adopted by the University.
- Project a favourable and positive image of the sport and the University athlete support programmes by adopting high standards of behaviour and appropriate dress standards when carrying out duties in relation to the University BUCS teams.
- Behave reasonably and in a manner that shows proper respect for other athletes when training, competing, or residing in a multi-sport environment or team hotels.
- Refrain from excessive behaviour which would reflect badly on the University and /or could prevent you from maintaining the highest levels of performance.
- Act as an ambassador for the University and sport at the University at all times but specifically when so requested in accordance with team membership.
- Take responsibility when required or asked to do so by a member of the management team. This includes speaking up if you're unhappy about something or know that someone else is,

being organised and on time for all training and events, watching out for each other to ensure that no one falls into any danger, not being afraid to tell fellow team members if you think their behaviour is unacceptable and ensuring that you and others do not at any time get involved in anything illegal or irresponsible.

- Take time to thank everyone who helps you along the way whether part of your team, event, competition or indeed anyone that deserves it.
- Encourage and value the performance of others.

**Please note that if the code of conduct is not adhered to then disciplinary procedures may need to be put in place. Data sharing with relevant departments at Plymouth Marjon University may also be needed to aid with this.**

## **Appendix k – Transport Policy**

### **MSF Transport Policy**

Due to its location on England's South West Peninsula, Plymouth Marjon University is geographically located some distance from the central regions of the UK. Even within what is considered the South West region, Plymouth is a two-hour car journey to some of the other large conurbations within the region including Bristol, Bath and Gloucester. It is within this context that the MSF must organise and manage all the logistical issues related to the running and transportation of the University sports teams. Additionally, the MSF would like to as far as reasonably practicable ensure the safe and efficient transportation of student teams to away fixtures when they represent the University BUCS events or other national competitions.

#### **1. Aim of the Marjon Sport Federation Transport Policy**

This policy aims to ensure students are provided with suitable (coach or minibus) transport to attend BUCS away fixtures. Where minibuses are used, we ensure that a professional and appropriately qualified driver, over the age of 25 and insured by the University, is used to transport teams to and from each venue. This policy should be read in conjunction with the existing University Transport Policy.

#### **2. Key Personnel**

Lauren West, Student Sport & Physical Activity Manager – [lwest@marjon.ac.uk](mailto:lwest@marjon.ac.uk) 01752 636784

Alison Spencer, Campus Services Manager – [Aspencer@marjon.ac.uk](mailto:Aspencer@marjon.ac.uk)

University Welcome Team – [hello@marjon.ac.uk](mailto:hello@marjon.ac.uk) - 01752 636700

#### **3. Provision of Transport**

The MSF, through Plymouth Marjon University Transport Office, will organise and fund transport for all away fixtures, 'one-off' or individual events that require transport (this does

not include home fixtures played away from Plymouth Marjon University campus or away fixtures that are played at venues with a PL postcode). Where coaches, mini-buses or trains aren't available, the MSF will pay individual mileage claims if needed. However, this will only be for up to six cars depending on the size of the team.

If the club wishes to pay an individual for fuel used to get to home fixtures that are not played on the University campus from their individual club account (held by the MSU) this is permitted if the club has collected funds for this purpose. To do this, the claimant must provide the SU with a VAT receipt and MSU Claim and Expenses Form within a month of the trip and written confirmation from the club Treasurer that the club permits the expenditure. If the receipt is not valid or bought within a month the SU may refuse to pay it.

Any additional charges made by a hire company, such as cleaning/damage, must be paid for from the club accounts.

## **4. Procedure**

Once the BUCS fixtures have been published and finalised the Student Sport Manager will collate away fixtures and decide the transport requirements for the season. Where possible the Student Sport & Physical Activity Manager will try to arrange away fixtures so that a number of University teams are playing at one institution on one day, so that those teams can share a coach. Where this is not possible minibuses will be requested for the teams.

### **4.1 Booking of Coaches**

The MSF Office will, at the earliest opportunity book a coach(s) clearly stating the date that the coach is required, timings, destination(s) and any other relevant information. The Transport Company should then confirm the coach booking, including the exact cost and contact details, via email to the MSF Office who will inform the teams. Should there be a need to change any details relating to booking the MSF Office should notify the coach company.

## **4.2 Booking of Minibuses**

The MSF Office will, at the earliest opportunity, alert the Welcome Team to book a minibus(es).

### **4.2.3 Drivers**

Drivers will be arranged by the Welcome team at the time of booking the minibus(es).

#### **4.2.3.1 Overnight Trips**

In some instances, it may be necessary for a team to be away overnight. If the driving time to the destination is within the 9 hour limit it will only be necessary to employ one driver. However, if the drive to the destination exceeds nine hours it will still be necessary to employ two drivers. Drivers will be paid for the duration of the trip (driving hours) and if staying overnight will be able to claim subsistence for accommodation and meals from the MSF.

### **4.2.4 Contingency Planning**

In the event of an incident (breakdown, traffic jam etc it will be the responsibility of the driver to contact Lauren West, Student Sports Officer who will make a decision on what action to take next.

Replacement driver: - The Welcome Team will try to source a replacement driver and despatch a replacement driver in a University hire car should the need arise. The replacement driver should then replace the driver and drive the minibus back to the campus. The original minibus driver should then take the University car and drive to closest budget hotel/B&B. The original driver should then return to the Campus once they have undertaken a period of 11 hours rest.

In the event that accommodation needs to be booked either for a team and/or driver this must be paid for by the individual and they will be reimbursed on their return. Wherever possible budget hotels/B&Bs should be used.

### **4.3 Authorisation of Trips**

The Director of Sport & Physical Activity, as budget holder, has ultimate responsibility for approving or declining any transport request.

## **5. Conduct of Students**

Students are prohibited from consuming alcohol whilst on any minibus, car or coach requested by the MSF. Failing to adhere to this rule will be treated as a disciplinary matter. All minibuses, cars or coaches hired on behalf of an MSF club should be returned in a clean and presentable fashion (free from litter, mud etc.). Clubs will be responsible for paying any additional charges incurred because of vehicles being damaged or returned in an unsatisfactory condition.

## **6. Cancellation of Transport**

Transport that has been booked can only be cancelled by the Marjon Student Sports Officer. The Student Sports Officer will notify the The Welcome Team as early as possible. Unfortunately, in some circumstances it may be necessary to cancel on the morning that the transport is booked for.

### **6.1 Payment of Drivers**

Should a trip be cancelled, as long as the driver is told in advance of leaving their home, there are no driver charges. However, should they arrive at Marjon then they will be paid for 4 hours as a cancellation fee.

### **6.2 Minibus Hire Charges**

Should a club, team or individual decide to not attend a fixture after their transport has been booked, they must give The Welcome Team at least 24 hours' notice. If 24 hours' notice is not given, then charges may apply.



### **6.3 Responsibility of Student Clubs**

If a club does not follow this procedure e.g., a full team doesn't arrive in time to travel on the morning of the fixture, the club will be fined for the full costs related to the hire of transport (minibus hire and the cost of drivers). Additionally, the club will also be fined for any costs incurred by the MSF for the hire of venues and cost of officials that need to be cancelled by other universities

For further information regarding the Transport Policy please see Plymouth Marjon University Transport Policy.

## **Appendix L – MSF Code of Conduct**

### **Code of Conduct**

All members of MSF are required to observe and follow the code of conduct detailed below. Members are, of course, also required to observe the MSF Constitution. The code of conduct 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 Plymouth Marjon University.

The first duty of all MSF 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/Rehab placement students and supporters.

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.
- Act in a responsible manner in relation to the content of personal websites and/or information posted on sites such as Facebook, Twitter and YouTube.

- Follow all guidelines laid down by the National Governing Body (NGB) 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.