



# **YORK ST JOHN STUDENTS' UNION**

FUN | INCLUSIVE | REPRESENTATIVE | ENGAGING | SUPPORTIVE

**York St John Students' Union**

**Sport Membership Processes**

August 2017

## Contents

Introduction	Page 1
Equipment	Page 2
Travel	Page 3
Officials	Page 5
Affiliations and Entries	Page 6
NGB Affiliations	
BUCS Affiliation	
BUCS Team Affiliations	
BUCS Individual Entries	
Non BUCS Affiliations	
Membership Insurance	Page 8
Sports Kit	Page 9
Reserves	Page 10

## Introduction

Over the past decade the majority of HE institutions have opted to introduce a Sport Union or Athletic Union Membership to allow institutions to create an additional income stream and also give staff more control over how a percentage of student membership cost is spent; ensuring capital raised through membership is spent more effectively.

In addition to the above reasons for adopting a Sport / Athletic Union Membership fee, York St John Students' Union (YSJSU) have recognised adopting such membership will support the longevity, sustainability and growth of Sport and Club development. At present YSJSU is funded by the York St John University block grant allocation along with some external funding streams such as North Yorkshire Sport and Sport England. Although the current platform of student sport is financially stable, there is a risk that as the sport provision continues to grow and the government look to reduce their investment into Higher Education Sport there is a threat that the expenditure starts to outweigh the delivery to a point where cuts have to be made.

After a consultation period with relevant stakeholders York St John Students Union will introduce a Sport Membership for all York St John Students' Union Clubs in September 2016. Each Club will pay a percentage of their Club Membership Income to the Students' Union. The contribution percentage has been agreed between outgoing / incoming committee members and the relevant Students' Union Staff and a percentage contribution has been based on annual spends from previous academic years and each Club will make a fair contribution.

The contributions made by Clubs will be used to subsidise 7 areas, including;

1. Equipment
2. Travel
3. Officials
4. Affiliations
5. Insurance
6. Kit
7. Reserves

The purpose of this document is to act as an informative guide to the Sport Union Membership. Additionally, this document aims to inform Club members and relevant YSJSU Staff of the processes and steps behind each of the 7 areas.

## Equipment

One area that is subsidised for Clubs opting into the Sport Membership is equipment. Clubs will be able to apply for funding for equipment through the Students' Union website. Only Club Captains and Treasurers will have access to complete the purchase order forms, however, we advise sitting down as an entire committee to complete this.

In order to ensure that Club purchase order forms are processed effectively and the process is transparent to students, please see below a detail of the chronological process for requesting funding for equipment.

1. Email the Sports and Societies Graduate Intern (a.bolton@yorks.ac.uk) to request equipment, send links to equipment, request over the phone or in person
2. If your equipment request comes to the sum of less than £100 and it is your first request for equipment, the decision for allocating funding will be made solely by the Sports and Activities Development Coordinator, if your equipment request comes to the sum of more than £100 or you have previously requested equipment the decision will be made by a panel consisting of Sports and Activities Manager, Sports Coordinator and Sports and Societies Graduate Intern
3. A member of YSJSU Sports and Activities Department will contact you to inform you if your Equipment Request has been accepted and if not, why the request was declined
4. If accepted, your Equipment Request will be processed by Alice Bolton (a.bolton@yorks.ac.uk) and you will be contacted when items have arrived for collection from the Students' Union

Prior to requesting Club equipment, please remember;

- You should only request equipment on the Clubs behalf, no equipment funded should be used by individuals for personal benefit
- Equipment funded through the Sport Membership is the property of the Club and should be passed down to future committees / given back to the Students' Union to pass onto incoming committee members

## Travel

Clubs opting in to the Sport Membership will have travel arrangements made and paid for on their behalf. However, it is important to note that Clubs requiring transport (excluding Clubs travelling for BUCS Fixtures) must complete a Transport Request Form on the Students' Union Website or email Alice Bolton (a.bolton@yorks.ac.uk).

Prior to the Sport Membership and the release of this document, York St John Students' Union Sport and Activities Department completed a tender process for transport, the successful applicant was York Pullman Bus Company.

To ensure that Club transport requirements can be processed efficiently and in adequate time please remember;

1. Clubs must complete and submit a Transport Request Form on the Students' Union Website (requests can only be made by Club Captains and Treasurers), please note, you can also email Alice Bolton (a.bolton@yorks.ac.uk) to request transport.
2. Transport requests should be submitted at least 7 working days in advance of your travel (the earlier the better)
3. If your request for Travel is accepted, YSJSU Sport and Activities Department will relay all information / details (e.g. pick up time, return time) about booked transport, please do not contact the bus company directly

*Please remember, BUCS Wednesday transport will be organised by the Students' Union, therefore you do not need to submit transport requests.*

Prior to booking transport please also note;

- YSJSU process all transport requirements on the premise that the students travelling to represent the University will behave in an appropriate fashion, should any complaints be received, students may face disciplinary action
- YSJSU will only fund travel for paid Club members travelling to competitive fixtures, Championships and competitions in which students are representing the University, Clubs requesting travel to non-competitive fixtures (friendlies) will be accessed on a case to case basis
- YSJSU will not cover the cost of travel to Community League fixtures, unless agreed otherwise prior to the fixture taking place
- Clubs may be required to share buses if travelling to fixtures at the same / close by institutions (e.g. Northumbria / Newcastle), in the instance Clubs are sharing, the Sports and Societies Graduate Intern will make an attempt to get both fixtures to kick-off at similar times, however, please note if this is not possible, individuals will be required to wait until other Clubs fixtures are finished
- Transport will only be provided to paid Club members and recognised externals (e.g. Team Coaches), under no circumstances should externals or unpaid

members travel with Clubs unless funded themselves or previously discussed with YJSU

## Officials

The Sport Membership enables YSJSU to cover the cost of officials for BUCS League and Cup fixtures, please note, YSJSU does not cover the cost of officials for pre-season friendlies, tournaments arranged by the Club or officials for Community League fixtures.

YSJSU have contacted relevant National Governing Bodies as well as other institutions within the Yorkshire region to ensure the below payments are consistent with others within the region.

Basketball – Referee	£20
Basketball – Umpire	£20
Basketball – Table Official	£10
Cricket – Umpire	£40 (£20 if Rained Off)
Football – Referee	£25
Football – Linesman	£15
Futsal – Referee	£30 + Travel Expenses
Futsal – Timekeeper	£0 (Club Officials)
Hockey – Umpire	£20
Netball – Umpire (BUCS)	£12
Rugby League – Referee	£TBC + Travel Expenses
Rugby League – Touch Judges	£TBC + Travel Expenses
Rugby Union – Referee	Travel Expenses Only
Rugby Union – Touch Judges	Travel Expenses Only
Volleyball – Official	£15

Please note, officials money will be organised by Sports and Activities and communicated with Finance Department and Information Point. Club Captains / Committee Members do not need to request officials money.

Please note;

- It is the Clubs responsibility to book match officials and in doing so, highlight to them the YSJSU Match Officials payment policy
- You will pay your referee / official in cash on the day of the fixtures (immediately after the game)
- Cash can be collected from the Students' Union Information Point on a Wednesday morning (Wednesday morning only)
- Officials travel expenses will not be paid unless agreed by prior arrangement (e.g. in the case of Rugby League Officials)
- YSJSU will only pay for officials required as per BUCS Match Official Requirements 2017/18 (e.g. Football Teams in tier 2 and below wanting linesman would be expected to pay them from their private account)
- YSJSU will not cover the cost of Umpire / Officials parking, a number of parking permits for BUCS officials will be available from the Students' Union Information Point on a Wednesday morning

## **Affiliations and Entries**

The Sport Membership enables YSJSU to cover the cost of the following; NGB Affiliations, BUCS Team Affiliations, BUCS Affiliation, BUCS Individual Entries, BUCS Individual Entries and Non-BUCS Entries.

### NGB Affiliations

YSJSU affiliate to a number of sporting National Governing Bodies (NGBs) to ensure they abide to Community League and / or BUCS Rules and Regulations. Each year BUCS release a comprehensive guide to NGB affiliations which is used by the Sport Coordinator to ensure all necessary NGB affiliations are completed.

Please note;

- Whilst the Sport Coordinator is responsible for NGB Affiliations, Club Committees may be required to provide information and help complete affiliation documents
- Whilst YSJSU cover the cost for Club affiliations, YSJSU do not cover the cost for individual affiliations (e.g. YSJSU will affiliate YSJ Ultimate Frisbee to UKU, however, YSJSU will not pay for individual memberships)

### BUCS Affiliation

YSJSU affiliates annually to British Universities and Colleges Sport to enable team and individual entries throughout the year.

### BUCS Team Entries

After discussion with outgoing and incoming Club Committees, YSJSUs Sport Coordinator will complete all BUCS Team Entries. Team Entries for the following academic year normally come available late May and must be submitted mid-July.

Please note;

- Additional team entries cannot be requested once the BUCS Season has begun
- Teams must rationalise any changes to team entries from the previous year (e.g. Men's Football entering 5 teams in 2015/16 as opposed to 4 teams in 2014/15)
- Any teams withdrawing from BUCS competitions after the BUCS season has started will be required to pay any associated charges from their private account
- YSJSU holds a zero tolerance attitude to walkovers / forfeiting fixtures, it is the Club / Team Captains responsibility to work with the Sports Coordinator to ensure they can field a team for every fixture

### BUCS Individual Entries

BUCS Individual Entries can be submitted by any Club, however, please note the following contributions will be required; it is up to the Club whether these amounts are funded individually or taken from the Club Account. Please note, all individuals first entry,



regardless of ability will be fully funded by the Students' Union, additional entries will be funded as highlighted below;

- Band 1 (Scholarship International, National and Regional Athletes) – Fully Funded
- Band 2 (County Athlete) – 75% Funded
- Band 3 (University and / or Home Club Athlete) – 50% Funded

Prior to submitting individual entries please note;

- Entries will be submitted based on performance, with the fastest individuals being entered for the event regardless of how many events individuals are entering
- Individuals entering events and then missing their events will be required to cover the full cost of the entry regardless of band they fall into
- Individuals entering events and then requesting to be withdrawn after the deadline for entries will be required to pay any associated costs
- YSJSU holds the right to ask individuals to provide evidence of the level they have competed to

#### Non-BUCS Entries

Non-BUCS Entries can be requested by any Club, however, non-BUCS entries will be considered on a case by case basis. When submitting / requesting non-BUCS entries, please email Karl Swales (k.swales@yorks.ac.uk) with a link and or / details for the competition. Clubs should request non-BUCS Entries at least 14 days (2 weeks prior to the competition). However, YSJSU Sports and Activities Department always advise submitting requests at the earliest possible opportunity as competition organisers often offer a reduced fee for early entrants.

Prior to submitting non-BUCS Entries please note;

- Clubs are likely to receive funding from the Sport Membership to cover non-BUCS Entries similar to those in previous years, if you are hoping to increase non-BUCS Entries significantly compared to the previous years, this should be discussed at the earliest possible opportunity with the Sport Coordinator (Karl Swales).
- Clubs requesting non-BUCS entries remain liable (from Club Private Accounts) for any cost incurred should they request to be withdrawn or fail to show up at the competition

## **Membership Insurance**

All YSJSU Clubs contributing a percentage of their membership income to the Sport Membership will have insurance purchased for their members. From the percentage contribution, a sum will be used to insure members under the Endsleigh Elite Policy – a policy tailored for student sport participation. The Policy provides cover for individuals who are; training, travelling to and from fixtures and playing Friendly, BUCS, Community or National League fixtures, or participating in YSJSU organised sporting events.

Endsleigh Elite Policy provides cover for the following; permanent disabling injuries, temporary total disablement, dental injury, hospital confinement, additional travel expenses, repatriation (e.g. travelling to and from hospital), loss or earnings and examination re-sit expenses. For a copy of the Endsleigh Platinum Policy or for more information about membership insurance please contact Karl Swales (k.swales@yorks.ac.uk).

## Sports Kit

YSJSU Clubs who contribute a percentage of their membership income to the Sport Union Membership will have Playing Kit provided, subject to meeting the prerequisites detailed below.

Clubs / Teams will be provided with Playing Kit given the following;

- The Club has been ratified for at least 1 year and has demonstrated appropriate levels of sustainability and potential for development
- The Club have not previously opted out of the Playing Kit Process
- The Club / Team has fulfilled at least 2 friendly fixtures (one home and one away) in one academic year, please note Clubs / Teams who have completed a full BUCS Season are exempt from this prerequisite
- The Club / Team will be representing York St John University in; BUCS, Community League or National League competitions

Please note that although Clubs / Teams meeting the above prerequisites will be provided with Playing Kit, the Playing Kit issued is the property of the Students' Union and must be returned at the end of the academic year. Any issued Playing Kit that is not returned at the end of the academic year will be charged to the Club Private Account.

Finally it should be highlighted that;

- Playing Kit is provided to the Club / Team, kit should be kept by a member of the Club Committee or the Team Captain, YSJSU advises Clubs to never give out kit to individual members
- Playing Kit is provided as a Team Kit, YSJSU do not provide enough Playing Kit for every player, for example a Football Playing Kit would be 14 Shirts, 14 Shorts
- YSJSU provide a Playing Kit that is an array of sizes, however, if you require additional sizes (for a valid reason), please contact Alice Bolton (a.bolton@yorks.ac.uk)
- YSJSU provide 1 Playing Kit to each Team, YSJSU do not provide Away / Alternative Playing Kit
- Playing Kit will be provided to Clubs / Teams prior to commencement of the competitive fixtures
- Any Playing Kit that is lost whilst in the possession of the Club must be reported to Alice Bolton (a.bolton@yorks.ac.uk) so replacement Playing Kit can be ordered, please note lost Playing Kit will be charged to the Club private account
- Any Playing Kit that is damaged (torn, ripped) whilst in the possession of the Club must be reported to Alice Bolton (a.bolton@yorks.ac.uk), so replacement / repair can be arranged, please note damaged kit must be returned to the Students' Union as evidence
- After 3 years of use, YSJSU will look to replace playing kit (with no expense to Clubs opting in to the kit process)

## **Reserves**

It is important to highlight that any money left in the Sport Membership Fund at the end of the academic year will be ring fenced and kept in the Sport Membership Fund for the following academic year. Should this change and the budget be changed in order to make capital for specific investment in the future, the relative staff and students will be consulted.