

**UNIVERSITY OF BRIGHTON  
STUDENTS' UNION  
BYE LAW 9**

**(Sports Federation)**

**February 2013**

## **Bye-Law 9 Part A**

### **Sports Federation**

#### **1. General**

The Activities and Events Zone has established a Sports Federation, which will be referred to as SportsFed from now in this Bye-Law.

#### **2. Objectives**

The objectives of the SportsFed shall be:

- 2.1 To provide support for like-minded students to come together to form, run and participate in a sports club that reflects their interests;
- 2.2 To foster and encourage strong and active Sports Clubs at the University of Brighton;
- 2.3 To develop policy surrounding sport at the University of Brighton to refer to Union Council.

#### **3. Membership**

All ordinary and associate members of the Union shall be eligible for membership of SportsFed and its affiliated Sports. Members of staff both of the Union and University shall be eligible for membership of Sports, on the agreement of the individual sports club committee. Only ordinary members of the Union may hold a recognised elected position, either within the Sports Club or within Sports' Federation.

All members of SportsFed are required to have proof of membership in the form of a SportsFed membership card. It is the responsibility of the individual Sports Club to ensure their members have a SportsFed membership card.

A register of members will be held by Sport Brighton (University of Brighton Department) or appropriate other department.

#### **4. Meetings of the Sports Federation**

The SportsFed will be governed by three types of meeting, which shall be:

1. The Sports Federation Annual General Meeting, covered in Bye-Law 9 part B;
2. The Sports Federation Emergency General Meetings covered in Bye-Law 9 part B;
3. The Sports Federation Steering Committee, covered in Bye-Law 9 part C.

Part B and part C will outline the terms of reference of each meeting including the membership, how frequent they will meet and their duties.

## **5. Affiliation to Sports Federation**

The Students' Union actively encourages students interested in starting a sports club not already offered by Sport Brighton or any other affiliated sports club of the Sports Federation to affiliate so they can receive the support of the Union as well as access to funding. The Students' Union will ensure that appropriate support is available for student groups wanting to affiliate as a sports club.

Any group of students wanting to affiliate as a sports club of the University of Brighton Students' Union must be ratified by a Sports Federation Annual General Meeting or Sports Federation Steering Committee that has met the specified quorum.

All proposed student Sports Clubs need to have completed a 'Sports Federation Affiliation Form'. This form will be updated and reviewed annually by the Sports Federation Steering Committee, however a minimum will be that all proposed student Sports shall have the following roles assigned to ordinary members:

- a President;
- a Secretary;
- a Treasurer; and
- a Safety officer.

The Safety Officer can also be the President, Secretary or Treasurer. The Union recommends that all Sports appoint appropriate other roles to meet the needs of the society.

All new applications to become a student sports club need to be supported by a minimum of 20 students who are University of Brighton library card holders.

Further information will be required as set out in the 'Sports Federation Affiliation Form'. A sports club may have its affiliation suspended by a unanimous vote of the Steering Committee. Any such disaffiliation must be reported to the next Union Council Meeting for ratification and to give the sports club concerned an opportunity to appeal against the Committee's decision.

## **6. Finance Regulations**

Any sports clubs not adhering to the following financial regulations will automatically be de-ratified at the next Sports Federation Steering Committee or General Meeting.

### **6.1 Accounts**

The Treasurer and President of a Sports Club shall be jointly responsible for all monies of the Sports Club. Accounts must be kept for expenditure, successful bids to the Sports Federation Steering Committee and money raised through membership and fund raising events.

The Treasurer and President of a Society shall be jointly responsible to ensure the accuracy of their accounts.

Detailed records of Sports Club transactions will be held at the relevant UBSU site office.

## 6.2 Own Funds Bank Accounts

All Sports Clubs monies, including subscriptions, shall be held in the Sports Club Union accounts only, in accordance with the Finance Regulations Bye- Law of the University of Brighton Students' Union. No external bank accounts shall be held by any Society.

Sports Clubs will ask the Union to hold any funds it may raise and any cheques must be made payable to UBSU.

The Treasurer or President must authorise all requests for Sports Clubs money. All requests must be countersigned by a UBSU Site administrator.

## 6.3 Grants from the Union

### 6.3.1 Operational Grants

Each Sports Club, on ratification, shall receive an operational grant, for the day to day running costs of the Sports Club. This grant is set by the Union's Finance Committee at the start of each academic year.

This grant may only be used in the form of services from the Union, to include photocopying and phone calls.

### 6.3.2 Extra Allocation of Funds

Bids can be placed by Sports Clubs for extra money in the form of a grant or loan to fund equipment, events, functions and associated expenses. These bids must be in writing clearly explaining the purpose the money is needed for and the amount.

Bids for food and soft drinks will only be considered for small scale self-organised events. Bids for alcoholic drinks will not be considered.

Retrospective bids will not be considered.

No grant monies can be used for donations or affiliations to either charity or political bodies.

Monies loaned or granted are only to be used for the purpose for which they were requested.

All unspent grant monies shall be returned to UBSU at the end of each financial year (1 Aug-31 July), unless otherwise agreed.

If a Sports Club is left dormant for two years, any balance will be transferred to the general Sports Federation funds to be awarded by Sports Federation.

## 6.4 Ordering Goods and Services

Goods and services can only be ordered in the name of the Sports Club and not on behalf of UBSU.

## 6.5 Equipment

The Treasurer and President of a Club shall be jointly responsible for maintaining a list of equipment owned by the Club. A copy of this list must be given to the Sports Federation Steering Committee upon request, along with any other information asked for, if the Union is insuring the equipment.

## 7. Member conduct and discipline

Members of the Sports Federation are expected to uphold the values outlined in the Sports Federation Bye-Law, other supporting Bye-Laws of the Union and the University of Brighton Formal Regulations.

Particular attention should be drawn to the area of misconduct as outlined in the University of Brighton Formal Regulations (see Student Handbook). This applies to all Sports Federation activities. Sports Federation activities are defined as being those that have been advertised through club committee members, social networking sites and/or via university or Union notice boards. These often include social activities outside of a sporting setting. Committees continue to have a duty of care to their members during these activities.

The Sports Federation does not permit activities which could be deemed as 'initiations'. The Sports Federation uses the following definition to determine if activities are deemed as 'initiations':

Any activity expected (implied or explicit) of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. This does not include activities such as going out with your members, unless an atmosphere of humiliation, degradation, abuse or danger arises.

Sports Federation Clubs should take care to ensure that their activities do not fall into this category. Clubs conducting activities that fall into this definition or those activities deemed as misconduct as per the University's Formal Regulations, will be subject to a formal Sports Federation Disciplinary process as outlined in Bye Law 9, Part D.

## **Bye-Law 9 Part B**

### **Sports Federation General Meetings**

### **Constitution and Terms of Reference**

#### **1. Constitution**

The Activities and Events Zone Committee has established a Sports Federation of the Activities and Events Zone Committee. The Sports Federation has established two types of General Meetings of the Sports Federation, the Annual General Meeting and the Emergency General Meeting.

#### **2. Membership**

The Chair of the Annual General Meeting shall be the Vice President Activities and Events, any subsequent Sports Federation General Meetings in that academic year shall be chaired by the Sports Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than the following members, including:

- the Vice President Activities and Events;
- the Sports Federation Chair (if elected);
- the Sports Federation Steering Committee Members (if elected); and
- at least one representative from each affiliated student society.

A quorum for an Annual General Meeting shall be no less than one representative from 75% of the affiliated Sports Clubs.

A quorum for an Emergency General Meeting shall be no less than one representative from 50% of the affiliated Sports Clubs and three members of the Steering Committee.

All SportsFed members may attend and speak at a General Meeting, however only one nominated member of each sports club may vote at a General Meeting.

In the case of a sports club not being able to attend for valid reasons, proxy and postal votes shall be allowed by the Chair, as long as they are registered within any timeframe specified.

#### **3. Attendance at Meetings**

A Sport Brighton staff member and a Clerk attend meetings. Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

#### **4. Frequency of Meetings**

Every effort will be made to hold on a campus accessible to all. Emergency General Meetings shall be held at the site requested by the Sports Federation Chair or persons who called the meeting.

#### 4.1 Annual General Meetings

Annual General Meetings shall normally be held in the fourth week of the first term of the academic year.

The Sports Federation Secretary shall give 19 clear days' notice to affiliated Sports Clubs of the Annual General Meeting. Items for the agenda, in writing, shall reach the Sports' Federation Secretary's office no less than twelve clear days before the meeting. The Federation's Secretary shall notify affiliated Sports Clubs of the agenda no less than 6 clear days before the meeting.

#### 4.2 Emergency General Meetings

Emergency General Meetings can be convened to discuss one or more issues, which can be called at the request of the Sports Federation Steering Committee or the President of one affiliated Sports Club.

The request for an Emergency General Meeting should be given in writing to the Sports' Federation Secretary and should state the business of the proposed meeting. Within 48 hours of receiving the request, the SportsFed Secretary shall inform all affiliated Sports of the date, time, place, and business of the meeting. The meeting shall be held within six clear days of the receipt of the request.

### 5. Authority

The Committee is authorised by the Activities and Events Zone Committee to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed the Sports Federation Budget without approval from a more senior committee in accordance with the Financial Regulations.

A Sports Federation General Meeting can overturn any decision of the Sports Federation Steering Committee.

The Committee shall conduct its business in accordance with the Constitution of the University of Brighton Students' Union and its Bye-Laws.

### 6. Duties

The duties of the General Meeting shall be:

6.1 The order of business of the Annual General Meeting shall be as follows:

1. Minutes of the last AGM, these can only be amended for grammatical accuracy points;
2. Ratification of existing and new Sports Clubs, by a simple majority vote;

3. Election of a steering committee. The AGM needs to elect a Sports Federation Chair and 5 Sports Federation Steering Committee Members. All SportsFed members are entitled to stand for either or both of the different types of position.

In the result of a student standing for the position of Sports Federation Chair and a Sports Federation Steering Committee Member the result for the position of chair will take precedence over that of a Sports Federation Steering Committee Member. Further information will be circulated to all affiliated Sports Clubs before the meeting; and

4. Finances for the coming year.

6.2 The order of business of an Emergency General Meeting shall be as follows:

1. The business for what the meeting was called.

No other business should be discussed at an Emergency General Meeting.

### **7. Reporting Procedures**

All Sports Federation General Meetings minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

### **8. Clerking Arrangements**

The Committee Secretary to Sports Federation General meetings shall be the University of Brighton Sport Participation & Experience Manager. The Clerk to Sports Federation General Meetings will be determined by their location.

University of Brighton Students' Union

## **Bye-Law 9 Part C**

### **Sports Federation Steering Committee Constitution and Terms of Reference**

#### **1. Constitution**

The Activities and Events Zone Committee has established a Sports Federation of the Activities and Events Zone Committee. The Sports Federation has established a Sports Federation Steering Committee.

#### **2. Membership**

The Chair of the Committee shall be the Sports Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than 6 members, including:

- the Sports Federation Chair; and
- the five Sports Federation Steering Committee Members.

A quorum shall be 3 of the members plus the chair.

All 6 members will be elected at the Sports Federation Annual General Meeting.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Activities and Events Zone Committee.

Any Steering Committee member absent from two consecutive meetings without sending an apology and reason shall be referred to the next Sports' Federation Steering Committee Meeting for a vote of no-confidence.

#### **3. Attendance at Meetings**

The Vice President Activities and Events and the University of Brighton Sport Participation & Experience Manager will attend meetings. Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

#### **4. Frequency of Meetings**

Meetings shall normally be held at least once every 4 weeks during term time. A period of no longer than 6 term weeks shall pass between meetings.

#### **5. Authority**

The Committee is authorised by the Activities and Events Zone Committee to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Activities and Events Zone Committee

or other Committees of the Students' Union as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed the Sports Federation Budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Forums and Working Groups where it believes it to be necessary. These Forums shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of the University of Brighton Students' Union and its Bye-Laws.

## **6. Duties**

The duties of the Committee shall be:

6.1 To monitor the Sports Federation budget of the Union.

6.2 To consider bids for grants and loans from Sports Clubs and award money within an agreed budget with the advice of the Vice President Activities and Events and relevant SU staff.

6.3 To research into what activities student Sports Clubs are offering to the membership.

6.4 To ratify new Sports Clubs of the Sports Federation

6.5 To develop the way in which Sports are run at the University of Brighton and the support the Students' Union and Sport Brighton provides them.

6.6 To plan and run events and activities within agreed budgets that support and promote Sports Clubs.

6.7 To develop policy surrounding sport at the University of Brighton for the Activities and Events Zone.

6.8 To ensure that sports teams are supported through the 'Buddy System'

6.9 To ensure that the Students' Union and Sport Brighton is promoting sport to students at the University of Brighton.

6.10 To ensure that sport is accessible to all students.

6.11 To monitor the number of Sports Clubs available and the number of registered members within those Sports Clubs.

6.12 To ensure that the process that students need to go through to start a Sports Club is simple and appropriate to encourage more members to participate in sport that meets their interests.

6.13 To receive input from the Activities and Events Zone Committee on relevant issues.

6.14 To provide a regular report to the Activities and Events Zone Committee.

6.15 To receive papers at the discretion of the Chair from other Union and University Committees.

6.16 To examine, review and act upon other matters relating to student sport at the University of Brighton Students' Union.

## **7. Reporting Procedures**

All Sports Federation Steering Committee minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

The committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'Reserved Items'.

## **8. Clerking Arrangements**

The Committee Secretary to Sports Federation Steering Committee shall be the University of Brighton Sport Participation & Experience Manager. The Clerk to Sports Federation Steering Committee will be determined by their location.

## **Bye-Law 9 Part D**

### **Sports Federation Steering Committee**

#### **Disciplinary Procedure**

In order for this procedure to be implemented, a formal complaint must be received by an officer or staff member of the Students' Union or Sport Brighton. All complaints must be received within a month of the alleged breach of the Sports Federation constitution. Complaints can be made against a club committee or individual Sports Federation member(s). Complaints not directly relating to Sports Federation misconduct will, where deemed appropriate, be referred to either Union or University disciplinary processes. In some cases it may be appropriate to undergo more than one disciplinary process. Sanctions will only be applied to those incidences which fall under the control of the Sports Federation.

#### **Procedure**

##### **1.1. Complaint received**

Complaint received by an officer or staff member of the Students' Union or a Sport Brighton staff member. Both the Deputy Head of Sport and Student Activities VP should be notified of the receipt of the complaint immediately. Should it be deemed that a potential breach of the Sports Federation constitution has taken place the following process will take place. Staffing resource will be allocated to carry out the investigation as stated in 1.2.

##### **1.2. Investigation**

A nominated Sport Brighton staff member and Sabbatical Officer will be appointed to form an investigation team. This team will look to carry out an investigation into the incident. Statements from relevant witnesses and those people involved in the incident will be included in this. Those individuals or the committee implicated will be contacted to let them know that they are under investigation. They will be asked to provide their account of what has been alleged. Should there be an undisputed breach of the Sports Federation constitution by those undertaking the investigation, the disciplinary process will move straight to stage 1.4.

### **1.3. Discussion and Penalty decisions**

The Sports Federation committee will meet to consider the evidence. Normal criteria relating to quorum will apply. Those individuals involved will be invited to attend this meeting and present their account along with potential witnesses. For the purposes of this meeting the Sport Brighton staff member will act as chair. Using the guidelines below, the committee will then decide on an appropriate outcome and should a breach of the constitution be deemed as having occurred, sanctions will be put in place as outlined in section 2.

### **1.4. Formal notification of the outcome from the investigation**

The committee secretary will write to the club committee or individual(s) implicated to advise them of the outcome and where relevant the sanctions put in place along with details of how they can appeal the decision.

### **1.5. Appeal**

Every club, group, individual(s) has the right to appeal against any sanction imposed by the Sports Federation provided there are justified grounds to do so. Appeals will be considered if a written notification of appeal is received within five working days. Appeals should be made to the Sports Federation Committee secretary. The Head of Sport at the University and Chief Executive Officer of the Students' Union will be informed of the notification of appeal; they will then form an appeals panel or mutually agree to nominate staff to undertake this process. Members of the appeal panel will not have previously been involved in this disciplinary process. The appeals panel would meet with the individuals in question to hear the grounds of their appeal should they wish to do so. They would then recommend a final action for the Sports Federation to implement.

No further appeal can be made other than under exceptional circumstances.

### **1.6 Bullying**

Should any personnel from the Union, Sport Brighton or Sport Federation Committee receive any retaliatory action from members of a sports club or individuals then this will be viewed as bullying and individuals or groups will be subject to a formal University disciplinary.

## 2. Sanction Guidelines

Sanctions guidelines are outlined below. The Sports Federation has the discretion to choose the sanction within the boundaries laid down. This is based on their interpretation of the seriousness of the incident.

### 2.1 Sanctions and Levels

<b>1. General Misbehaviour</b>	Formal written apology to Sports Federation and person making complaint. Plus warning. Remedial action where appropriate.
<b>2 (a). Any activity considered to bring the Federation into disrepute.</b>	1-2 game / session penalty depending upon seriousness of incident. Formal written apology to Sports Federation and person making complaint. Plus warning. Remedial action where appropriate.
<b>2 (b). Intimidating or threatening behaviour, damage to property. Clubs carrying out activities deemed as 'initiations' (see definition in Bye Law 9, Part A, Section 7)</b>	2-4 game / session penalty depending upon seriousness of incident. Formal written apology to Sports Federation and person making complaint. Plus warning. Remedial action where appropriate.
<b>3. Serious physical violence or verbal abuse. Actions or negligence leading to, or had potential to, cause serious harm (physically or reputational).</b>	1 year to life ban from Sports Federation activities. Formal written apology to Sports Federation and person making complaint. In the case of clubs receiving this sanction, discretion will be used to determine if the club will be suspended or club committee members/ personnel will be sanctioned. Remedial action where appropriate.

**2.2** If an individual is already on a warning from a previous incident, the seriousness of the second incident will be considered to be one level higher. Warnings against individuals and clubs will stand for a calendar year from the point at when they are given notice. Clubs on an existing warning at the start of a new academic year will be informed in writing that this is the case to ensure new committee personnel are aware this is the case. All sanctions will come into force immediately from notification. A penalty is deemed as a withdrawal of privilege controlled by the Sports Federation or Sport Brighton. Different clubs circumstances will determine what is appropriate. This may be withdrawal of facilities, travel or equivalent depending on the nature of the club's activities.

### **2.3 Group responsibilities**

When an individual is given a sanction by the Sports Federation, there is an expectation that the group they are related to will support that decision and enforce that sanction. Clubs failing to enforce these penalties will be subject to a separate disciplinary.