

Bye-Law 14

Club Sport

1. Introduction and Definitions

- 1.1 There shall be two sets of Clubs; Queen Mary Clubs and Barts & The London (BL) Clubs.
- 1.2 There are two types of Clubs. 'Core' Clubs which receive development funding from the Union and 'Foundation' Clubs, which do not.
- 1.3 Clubs of the Union are bound by its Articles of Association, bye-laws, and policies.

1.4 Definitions

- 1.4.1 Club An individual sports club of the Union.
- 1.4.2 Club Sport Collective name for all the sports clubs of the Union.
- 1.4.3 Sports Development Manager The Sports Development Manager is a full time staff member of the Union employed to lead on sports development.
- 1.4.4 Sports Clubs Co-ordinator The Sports Clubs Co-ordinator is a full time staff member of the Union employed to support the administration and development of sports clubs.
- 1.4.5 Sports Officer (Mile End) A member of the Student Council representing sports clubs based at Mile End.
- 1.4.6 Sports Officer (BL) A member of the Student Council representing sports based at Barts and The London Student Association.
- 1.4.7 Club Sport Committee Subsidiary to Student Council with the responsibility of representing and developing sports clubs.
- 1.4.8 Principal Officers The Club President and Treasurer and any other position defined in the Club Constitution.
- 1.4.9 Constitution This refers to a document each Club must have outlining what the Club is, its aims and objective and other appropriate information as defined in this bye-law.
- 1.4.10 General Committee Meeting This refers to an open meeting held at least once a term on the Whitechapel Campus for its constituent clubs and societies. It is attended by a suggested minimum of two officers from each club and society and is open to all students. This open meeting has two main objectives:
- (i) The forum for election of club representatives for the Club Sport Committee
 - (ii) The forum for election of society representatives for the Societies Committee
 - (iii) A forum which acts as a representative voice for those clubs and societies as well as the larger student body of that campus

- (iv) A medium via which changes and information can be distributed to committee members of clubs and societies and the general student body

2. **Affiliation and Membership**

Students may apply to affiliate a new Club by submitting an application form to the Sports Development Manager. Applications will be reviewed by the Club Sport Committee, the Sports Development Manager and the Sports Clubs Co-ordinator.

- 2.0.1 Clubs can be granted temporary affiliation by the Club Sport Staff and relevant Sports Officer outside of term time. This requires ratification at the next meeting of the Club Sport Committee.

2.1 **Gaining Affiliation**

Any Club will be affiliated if it fulfils the following criteria:

- (i) It has clearly defined aims and objectives to which the Union approves that do not duplicate with those of another affiliated Club or Society.
- (ii) It has at least two founders who can perform the duties of the Principal Officers until such time as the Principal Officers are elected.
- (iii) Founders undergo an induction session given by the Union.
- (iv) It meets all necessary health and safety requirements.
- (v) It has identified training and, where necessary, match facilities

2.2 **Maintaining Affiliation**

Once affiliated it is the responsibility of the Club to remain active. To be considered active they are required to do the following:

- (i) Be able to demonstrate the work has been done towards its core aims and objectives at the end of every semester.
- (ii) Maintain a minimum membership target agreed with the Union.
- (iii) Provide up to date information to the Union upon request.
- (iv) Appropriate principal officers of the Club attend the induction session and follow up training.
- (v) Meet all necessary health and safety requirements.
- (vi) Elect the Principal Officers at the first Annual General Meeting
- (vii) Adopt and maintain a Club Constitution from its first Annual General Meeting.

2.3 **Membership**

- 2.3.1 Queen Mary or Barts and The London Club memberships is exclusive to:

- (i) A full or associate member of the Union
- (ii) A member of QMUL staff. QMUL staff are not permitted to hold a Club Sport Committee position.

- 2.3.2 Full Membership of Barts and The London Clubs is limited to students of the Barts and The London School of Medicine and Dentistry (SMD) and Executive Officers. Full Membership of Queen Mary Clubs is available to each and every full member of the Union.

- 2.3.3 The Union will provide an accessible method for students to join all Clubs

- 2.3.4 The Union will maintain up to date records of the membership numbers and monies deposited. The Union shall make this information available to Clubs on demand.

- 2.3.5 The membership held by the Union is definitive. Any reference made to membership numbers within these regulations refers to the list held by the Union.
- 2.3.6 To participate in a Club activity, the participant must be a member of that Club. "Taster sessions" are permitted, but these must be defined in the Club's Constitution.
- 2.3.8 No participant may represent a Club in competition without being a member of the requisite Club and whilst also fulfilling the eligibility requirements of the specific competition.
- 2.3.9 Where a Club has a reciprocal membership agreement with a National Governing Body, this should be explicitly communicated to the Union.

2.4 **Disaffiliation**

- 2.4.1 The Sports Officer (Mile End), Sports Officer (BL) or the VP Barts and The London, with advice from the Club Sport Committee or Club Sport staff, may disaffiliate a Club or suspend any support given by the Union to a Club upon evidence of one or more of the following:
- (i) It being inactive for a period of two semesters or longer.
 - (ii) There being financial mismanagement.
 - (iii) There being a violation of the Union's Articles of Association, bye-laws or policies.
 - (iv) A contravention of their own Constitution.
 - (v) Any of the criteria outlined in 2.2 is not sufficiently met.
- 2.4.2 Upon Disaffiliation, or suspension of any support, the Club has ten working days within which to appeal to the President of the Union. The President or nominee will then have the responsibility for conducting an investigation into the appeal. This evidence will then go to the next meeting of the Club Sport Committee, to which the Club concerned will be allowed to also present their case. The Club Sport Committee will then decide one of three options:
- (i) To lift the suspension.
 - (ii) Continue the suspension.
 - (iii) Disaffiliate the Club.
- 2.4.3 If the Club Sport Committee decides to lift the suspension, then the Club must enter a trial period to demonstrate they are active in accordance with this bye-law. This trial period shall last either 6 weeks or until the next meeting of the Club Sport Committee, whichever is shorter.
- 2.4.3.1 At the end of the trial period if the Club is considered active there suspension will remain lifted, if the Club has not proven to be active they will automatically be disaffiliated from the Union.

3. **Election and Duties of Principal Officers**

All Officers have to be full members of the Union and the relevant club.

- 3.0.1 Principal Officers will be elected before the end of semester C at the Club's Annual General Meeting (AGM) to take office from the 1st August of the year of election to the 31st July the following year.
- 3.0.2 The Principal Officers will include the President and Treasurer, and any other Officer stipulated in the Club's constitution.
- 3.0.3 For competitive sports teams, a Captain for each team should be elected at the Annual General Meeting and communicated to the Sports Clubs Co-ordinator.
- 3.0.4 The committee of each Club will include the Principal Officers and other positions as defined in the Clubs constitution.

3.1 **President**

The President can sometimes be referred to as Club Captain.

3.1.1 The responsibilities of the President include:

- (i) Being the figurehead of the Club.
- (ii) Ensuring that the Club operates in accordance with its Club Constitution and the Articles of Association, bye-laws and policies of the Union.
- (iii) Attending the Union training sessions as appropriate.
- (iv) Calling General Meetings of the Club.
- (v) Organising fair and transparent elections for the following year's committee.
- (vi) Being the point of contact between the Union and the Club members. The President is mandated to keep in regular contact with the relevant Sports Officer and Club Sport staff.
- (vii) Authorising the withdrawal of expenditure from the Club account.

3.2 **Treasurer**

3.2.1 The responsibilities of the Treasurer include:

- (i) Keeping current accurate financial information of the Club.
- (ii) Ensuring financial transactions made through the Union are conducted in accordance with guidance provided.
- (iii) Authorising the withdrawal of expenditure from the Club's account.
- (iv) Attending the Union training sessions as appropriate.
- (v) Ensuring that all relevant financial documents are retrieved from the previous year and passed on to the next.
- (vi) Ensuring that Budget Application forms for the following year are returned by the due date in accordance with all guidance provided.
- (vii) Having a meeting with Club Sport staff and the incoming treasurer before the end of semester C to go through the budget application.

3.3 The Club Committee may co-opt members of its Club onto its Committee in the form of a new position or role. These must be communicated to Club Sport staff and the relevant Sports Officer.

3.4 **Staff Presidents**

3.4.1 A club may elect a staff member to act as staff president at the club's AGM.

3.4.2 This position does not replace the position of club president.

3.4.3 The staff member must be a paid member of the club.

3.4.4 Staff members are not eligible for election to the QMSU Club Sport Committee.

3.4.5 The length of term of a staff president and rules regarding re-election is the decision of each club.

3.5 **Disqualification, Resignation, and Removal of Officers**

The position of a Principal Officer of a Club shall be vacated if:

- (i) He or she is no longer a member of the Union.
- (ii) He or she resigns.
- (iii) He or she does not perform the responsibilities detailed in this bye-law or the Clubs Constitution.
- (iv) He or she violates the Union's Articles of Association, bye-laws, or policies.

- (v) A motion of no confidence is passed by a two thirds majority of the Clubs members at a General Meeting.
- (vi) He or she violates Club Sport's Players' Code of Conduct. See Appendix III.

- 3.5.1 If a General Meeting wants to hold a vote of no confidence in the President, it is the responsibility of the Treasurer to call the General Meeting.
- 3.5.2 If a Principal Officer position is vacated a General Meeting shall be called to hold an election.

4. Development support for Clubs

- 4.1 Regular committee training sessions will be provided for Principal Officers and Founders who are mandated to attend training.
- 4.2 A section of the Union's website will be available for each Club. Clubs will be able to manage their section of the website once they have attended the relevant training.
- 4.3 A section of the Union website will contain up to date resources specific for Clubs to help with administration and management.
- 4.4 External websites are permitted. However, due to the provision already available, no funding will be made available for this.
 - 4.4.1 The content of external websites will be periodically monitored and any website that is linked to a Club should be in line with the Union's Articles of Association, bye-laws and the policies.
- 4.5 Each Club will require a basic information profile. Each 'Core' Club will require a development plan to be updated at the beginning of each financial year.
 - 4.5.1 Each 'Core' Club will be categorised as Bronze, Silver or Gold with relation to their Development plan, according to clearly laid down criteria from the Club Sport Committee.
- 4.6 A new club in its first year shall always be classed as a 'Foundation' Club. Direct funding for the Club is not guaranteed, though the support of the Sports Development department will be available.

5. Annual General Meeting

All Clubs are required to have at least one General Meeting a year, to be known as their Annual General Meeting (AGM). The AGM will normally take place by the end of semester C.

- 5.0.1 The meeting should be chaired by the President or their nominee in the case that the President is running for re-election.
- 5.0.2 The meeting will have a quorum defined in its individual constitution or 50% of all members. The Club may act on the basis of a decision made at an in-quorate meeting subject to ratification by the relevant Sports Officer or Sports Clubs Co-ordinator, until such time as a quorate meeting rules to the contrary.
- 5.0.3 Clubs will use the Clubs AGM Terms of Reference as seen in Appendix I.

5.1 Calling an Annual General Meeting

- 5.1.1 Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.
- 5.1.2 Any agenda items must be submitted to the President of the Club at least two working days prior to the meeting taking place.
- 5.1.3 The agenda must be publicised for at least one working day prior to the start of the meeting.

5.2 Extraordinary General Meetings

- 5.2.1 An Extraordinary meeting may be called by a Principal Officer or by its members, provided that they present the President of the Club a petition of names amounting to 1/3 of the Club membership and that the rules of the timing of the meeting, as above, are observed.

6. Promotion of Clubs

6.1 Postering and Flyering Policy

- 6.1.1 Only designated notice boards are to be used for postering and permission must be sought from the relevant College / Union / Association department. Exterior walls or pillars, windows or doors are not to be used.
- 6.1.2 The following must be adhered to:
- (i) All posters and flyers must clearly carry the name of the relevant Club and carry the Union logo. This logo must not be distorted or abridged in anyway.
 - (ii) All posters must be stamped and flyers approved by the Sports Clubs Co-ordinator or the Vice President Barts and The London or the Union Reception Staff before they are displayed.
 - (iii) All posters must be removed following an event that they are advertising.
 - (iv) Members must clearly display student ID when giving out flyers.
 - (v) All posters in a foreign language must be accompanied by an English translation.

7. Finances

7.1 Subscriptions, Sponsorship, and Other Income

- 7.1.1 When members join a Club their purchase for subscription will be credited to the Club's Subs Account.
- 7.1.2 The minimum subscription fee a Club can set is £5.
- 7.1.3 A Club's standard subscription fee shall be set before the beginning of the financial year (1st August) and should not change midway through the financial year. However, Clubs may create multiple types of subscription at different points throughout the year.
- 7.1.4 The Union will not accept payments for Club subscriptions made on behalf of other members.
- 7.1.5 All sponsorship obtained by Clubs must be ratified by the Union and must not conflict with any of the Union's policies.
- 7.1.6 All income for a Club, must be paid into the Union as soon after receipt as possible where it will be credited to the Club's Subs Account. Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the Club's records.
- 7.1.7 Clubs are not permitted to operate an external bank account.

7.2 Grants

- 7.2.1 The Union will make a general allocation for Clubs in the context of the overall budget and finances. Grant allocations can only be spent on that which benefits members.
- 7.2.2 Out of the general allocations individual Grants will also be allocated to specific Clubs in addition to their Subs Account by Union Staff in conjunction with the Mile End and BL Sports Officers, as long as the Club has submitted a completed Budget Pack by the deadline set by the Union.

- 7.2.3 Clubs will receive a Budget Pack in semester B in order to apply for a Grant for the following financial year.
- 7.2.4 Late applications may be accepted at the discretion of the relevant Sports Officers with advice from Club Sport staff and/or the Club Sport Committee.
- 7.2.5 The calculation for the allocation of individual Grants to 'Foundation' clubs is based on the judgment of Union staff in conjunction with the Mile End and BL Sports Officers as to what is a 'reasonable level of activity'. The following criteria have been produced to determine a reasonable level of activity:
- (i) Level of proposed activity.
 - (ii) Recent previous activity.
 - (iii) Recent membership numbers and expected membership numbers.
 - (iv) Level of proposed individual member contribution and recent member contributions.
 - (v) Relationship between the Club's Constitution, core aims and objectives, and application for funds.
 - (vi) Level of demonstration of work towards the Club's core aims and objectives.
- 7.2.6 In addition to the funding available to 'Foundation' Clubs the 'Core' clubs will receive funding/services which will help them achieve the outcomes from their Development Plans.
- 7.2.6.1 Core Clubs will be categorized as Bronze, Silver and Gold and will receive differing levels of funding/services dependent on criteria decided annually by the Sports officers and the Sports Development Manager with advice from the Club Sport Committee.
- 7.2.7 Where the individual grant allocation does not meet the entire cost of a Club's activity the balance must be paid from their Subs Account.
- 7.2.8 Clubs aggrieved by their grant allocation may appeal in the first case to the Executive Committee. Should the conclusions of the Executive Committee remain unacceptable, the grievance will be taken to Student Council. The decision of the Student Council will be final.
- 7.2.9 Contingencies are reserved from the overall Clubs budget.
- 7.2.10 No allocations will be made for Ultra Vires spending.

7.3 **Expenditure**

- 7.3.1 Clubs may request that the Union makes payments for them from their Grant or Subs Account either by Purchase Order or Credit Card. The Union has the right to refuse payments for clubs if they have not consulted with the Union before placing an order.

7.4 **Claims for reimbursements**

- 7.4.1 The Union can also reimburse members by online bank transfer when they submit a claim which has been authorised by the Club's President or Treasurer and has attached proof of payment, for instance, a receipt or bank statement.
- 7.4.2 A reimbursement claim must also be authorised by the Union.
- 7.4.3 A member cannot authorise their own reimbursement claims.
- 7.4.4 Reimbursements will only be made where the value of expenditure can be met by the appropriate Clubs Grant or Subs Account.
- 7.4.5 No Club will be able to have any expenditure until all of the following conditions are met:
- (i) The Club is identified as 'active'.

- (ii) If the Club has a deficit, a new budget application has been submitted to and accepted by the Union detailing how the Club will repay the deficit.

8. Training and Match Facilities

- 8.1 Clubs whose core function demand it, will receive block bookings in the Sports hall or QMotion Studios. These will be determined by the Sports Development Manager with advice from the Club Sport Committee.
- 8.2 Where Clubs require a one off booking in the Sports Hall or Qmotion Studios for a core activity, they should request this from the Sports Clubs Co-ordinator, at least two weeks before the booking.
- 8.3 Where Clubs require bookings in the Sports Hall or Qmotion Studios for activities outside their core activities they should request these from the Sports Clubs Co-ordinator. This may incur a charge at the rate of the booking.

9. Events

- 9.1. Events will be classified either high or low risk. A high risk event would include some or all of the following:
 - (i) High costs.
 - (ii) Large audience / participation.
 - (iii) A contractual agreement (venues, insurance, licenses).
 - (iv) Taking place in an external venue.
 - (v) Speculative income.
 - (vi) Members of the public in attendance.
- 9.1.2 Principal Officers must present a completed Event Budget and Risk Assessment to the Sports Club Co-ordinator at least six weeks in advance for a high risk event with a contract and/or an Event Budget containing speculative income.
- 9.1.3 Events without a contract or speculative income require an Event Budget and Risk Assessment to be presented to the Union at least two weeks in advance of the event.
- 9.1.4 Event budgets and risk assessments must be approved and signed off before a Club can start implementing their plans. Clubs must liaise with the Union in regards to public liability insurance and licenses for events.
- 9.1.5 Tickets for any Club event must be sold through the Union's website and/or tills.
- 9.1.6 The Principal Officer must keep records for any other items the Club decides not to sell through the Union's website or tills to present to the Union.
- 9.2 **Room Bookings and External Speakers**
 - 9.2.1 For events in the Union facilities, Clubs may be charged a minimal rate for hire of equipment, security, or staff from their Grant or Subs Account.
 - 9.2.2 Clubs wishing to book College rooms must follow the procedure set out by the College's Teaching Bookings Department.
 - 9.2.4 An external speaker refers to a person or organisation that is not part of the Union or the College who is invited to speak at any Club event on or off campus.
 - 9.2.5 Clubs must notify the Union of any events on or off campus that involve external speakers.
 - 9.2.6 No event will be publicised by the Union until it has been cleared by the Union.

9.2.7 The Union reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met.

9.2.8 When making a booking on campus the Union requires Clubs to provide the following:

- (i) Organiser's name and contact details.
- (ii) The name of the Club the booking is for.
- (iii) The expected number of attendees.
- (iv) Whether the event is open to members only, invitation only, all students of the College, all students of University of London, or the general public.
- (v) External speaker's affiliations (specifically where they are political or religious).
- (vi) Any knowledge of controversy attracted by the speaker or the topic in the past.
- (vii) If the event is expected to attract media interest, and if so why.
- (viii) Website details providing further information of the external speaker.

9.2.9 On receipt of the information in 9.2.8 the Union will perform a risk assessment and will make a recommendation to the College.

9.2.10 The Club organising the event has a duty to inform the Union of any new undisclosed risk that has come to attention in the lead up to the event after a risk assessment has been completed.

9.2.11 The Union will monitor closely approved events in their lead up.

9. **Charity Fundraising**

An Ultra Vires act is one that is outside the specified and /or implied constitutions objects and powers of the body in question. It is 'beyond the powers' and is therefore illegal.

9.1 By law, affiliated Clubs cannot fundraise for anyone other than themselves or the Union. A Club cannot fundraise or aim to fundraise for charity. Clubs wishing to fundraise for charity should contact the relevant Union RAG Officer. RAG stands for 'Raise and Give', and is the designated charity fundraising wing of the Union. It is the exception to the rule, as it is part of the Union's aims to promote student development, and fundraising is a key form of student development.

9.2 Money fundraised by Clubs will be paid into the RAG account and then donated to the selected charity.

10 **Health & Safety and Duty of Care**

10.1 **Insurance and Licenses**

10.1.1 All full members of affiliated Clubs are covered for public liability insurance under the Union's insurance policy.

10.1.2 Fundraising activities taking place off-campus require a risk assessment to ensure members are covered by the Union's Public Liability Insurance.

10.1.3 Hired costumes and equipment are not covered by the Union's Insurance policy. Clubs wishing to hire such items will consult the Sports Clubs Co-ordinator to ensure the relevant Insurance policy is taken out.

10.1.4 Clubs will work with the Union to purchase the relevant licences from Tower Hamlets County Council or Metropolitan Police in order to run legal and safe events.

10.1.5 All Clubs are required to observe the individual Clubs Code of Practice on Health and Safety. The President and Treasurer of each Club are designated Safety Officers with specific responsibility for ensuring that the requirements of the code are observed.

10.1.6 Clubs are required to complete satisfactory risk assessments for their activities for each facility or type of activity, which will be submitted to Club Sport staff before the activity takes place.

10.2 **Food Safety**

10.2.1 Clubs wishing to prepare food for events must follow the Union's Food Hygiene guidelines. Club members should consider the preparation of food, storage and specific dietary requirements of guests.

10.2.2 Clubs wishing to invite external catering companies will need to request copies of the following:

- (i) Food Registration certificate.
- (ii) Staff Food Hygiene certificates.
- (iii) Public Liability Insurance.
- (iv) Risk Assessment for the event.

10.2.3 The Union's Communication and Marketing Team and College will need to agree for the company to be on campus.

10.3 **Safeguarding Children and Vulnerable Adults**

10.3.1 Clubs working unsupervised with children or vulnerable adults will complete a Criminal Record Bureau Check. Members with an existing CRB Check will show this to the Sports Clubs Co-ordinator for review. Disclosure numbers will be recorded.

10.3.2 CRB checks revealing convictions, cautions, reprimands and warnings will be reviewed on a case-by-case basis.

11. **Complaints and Disciplinary**

To make a complaint, please see the Union Complaints Procedure.

11.1 Members of a Club are expected to adhere to Club Sport's Players' Code of Conduct in Appendix III of this bye-law. An individual who contravenes the Players' Code of Conduct may be subject to either a:

- (i) Warning.
- (ii) Two week ban from the Club Sport and its activities.
- (iii) A complete ban from the Club Sport and its activities.

12. **Recognition of Clubs**

The Union will award clubs and individuals annually for their achievements and commitment to clubs. Awards will be decided through a fair and transparent system as decided by the Club Sport Committee.

13. **Club Sport Committee**

The Club Sport Committee will serve to develop Club Sport's wide variety of sports across all campuses for its members and will feed in to the Unions governance processes as a sub-committee of Student Council.

13.1 The Club Sport Committee will meet in accordance with the Terms of Reference as seen in Appendix II.

13.2 The Club Sport Committee will have both Sports Officers and eight elected representatives from the members of Club Sport, including four from Queen Mary Clubs and four from Barts and The London Clubs.

- 13.3 Members of the Club Sport Committee will be elected in a fair and transparent way by students involved in clubs. Each Club can only hold one of the positions on the Societies Committee.
- 13.4 Representatives from Queen Mary Clubs will be elected at a General Clubs Meeting by Queen Mary Clubs only. The Barts and the London representatives will be elected in a similar manner by Barts and The London Clubs at a General Committee Meeting.

APPENDIX I

Club Annual General Meeting

Terms of Reference

1. Constitution

The Club Annual General Meeting is the main members meeting of each Club.

2. Membership

The Chair of Meeting shall be the Club President or nominee if they are standing for re-election.

The members of the Annual General Meeting shall include all members of the Club.

A quorum shall be stipulated in the Club's constitution, or 50% of all members.

3. Attendance at Meetings

In normal circumstances only the Clubs members shall attend the meeting. Other students or Union staff or officers may be invited by the Chair to attend for part or all of the meeting, but have no vote.

4. Frequency of Meetings

Meetings shall normally be held in semester B or C of the academic year. The Annual General Meeting must take place before the end of the semester C.

5. Authority

The Annual General Meeting is authorised by the Union to take decisions on issues in line with its own constitution. It is not authorised to make decisions on those issues, which are properly the responsibility of the Union.

The Annual General Meeting shall conduct its business in accordance with the Union's Articles of Association, bye-laws and policies.

6. Duties

The duties of the meeting shall be:

- (i) To elect the Principal Officers for the next academic year.
- (ii) To pass any amendments to the Club Constitution for ratification by the Union.
- (iii) To receive feedback from the work carried out by the Club during the year to date and plans for the coming academic year.

7. **Reporting Procedures**

Minutes should be made recording the meeting and the outcome of the election.

8. **Clerking Arrangements**

The Clerk to the meeting shall be a member of the Club.

APPENDIX II

Club Sport Committee Terms of Reference

1. **Constitution**

The Club Sport Committee is a sub-committee of the Student Council.

2. **Membership**

The Chair of Committee shall be a Sports Officer, alternating between the Sports Officer (Mile End) and the Sports Officer (BL).

The members of the committee shall include the:

- (i) Sports Officer (Mile End);
- (ii) Sports Officer (BL);
- (iii) Four elected representative from Queen Mary Clubs; and
- (iv) Four elected representative from Barts and The London Clubs;

A quorum shall be at least two of the elected members from Queen Mary Clubs and two of the elected members from Barts and The London Clubs.'

3. **Attendance at Meetings**

In normal circumstances only the elected Committee members and the Clerk shall attend the meeting. Additional Union or College Staff, Union Officers, or Club members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

4. **Frequency of Meetings**

Meetings will normally be held a minimum of three times throughout the financial year, with at least one meeting each semester.

5. **Authority**

The Committee is authorised by the Student Council 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 Student Council or other Committees of the Student Council as set out in their respective terms of reference.

The Committee shall conduct its business in accordance with the Articles of Association, the bye-laws and policies of the Union.

6. **Duties**

The duties of the meeting shall be:

- (i) To review and affiliate new clubs.
- (ii) To review grant applications and development plans.
- (iii) To ensure appropriate methods are in place to provide award and recognition to students involved in clubs.
- (iv) To review clubs that have been disaffiliated or had their support suspended in accordance with the Club Sport bye-law.
- (v) To develop the strategy of the Union for Club Sport.
- (vi) All other responsibilities defined in the Club Sport bye-law.

7. **Reporting Procedures**

Minutes should be made recording the meeting and the outcome of the election. These will be circulated to all members and submitted to the next Student Council.

8. **Clerking Arrangements**

The Clerk to the meeting shall be the of the club sport staff, or in their absence an appropriate Union staff member.

APPENDIX III

Code of Conduct for QMSU Players

1. **Respect for One's Self**

A Queen Mary/BL player should:

- (i) Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- (ii) Give maximum effort and strive for the best possible performance during a game, even if his/her team is in a position where the desired result has already been achieved.
- (iii) Set a positive example for others, particularly young players and supporters.
- (iv) Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- (v) Not use inappropriate language.
- (vi) Know and abide by the Laws, rules and spirit of the game/Sport, and the competition rules.
- (vii) Promptly notify the coach /lead on any existing condition, illness or injury which may hinder the players participation.

2. **Respect for one's own team/club**

A Queen Mary/BL player should:

- (i) Make every effort consistent with Fair Play and the Laws of the Game/Sport to help his/her own team win.
- (ii) Resist any influence which might, or might be seen to, bring into question his/her commitment to the team/sport winning.
- (iii) Never put the safety and wellbeing of any teammate at risk.
- (iv) Arrive promptly for all training sessions and matches.

3. **Respect for the Laws of the Game/sport and competition rules**

A Queen Mary/BL player should:

- (i) Accept success and failure, victory and defeat, equally.
- (ii) Resist any temptation to take banned substances or use banned techniques.
- (iii) Avoid all forms of gamesmanship, and time-wasting.

4. **Respect for QMSU / QMUL / BLSA**

A Queen Mary/BL player should:

- (i) Uphold the name of Club Sport to a high standard and promote them with good conduct.

5. **Respect for Opponents**

A Queen Mary/BL player should:

- (i) Treat opponents with due respect at all times, irrespective of the result of the game/sport.

- (ii) Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

6. **Respect for the Match Officials**

A Queen Mary/BL player should:

- (i) Accept the decision of the Match Official without protest.
- (ii) Avoid words or actions which may mislead a Match Official.
- (iii) Show due respect towards Match Officials.

7. **Respect for the Team Officials**

A Queen Mary/BL player should:

- (i) Abide by the instructions of their Coach and Team Officials provided they do not contradict the spirit of this Code.
- (ii) Show due respect towards the Team Officials of the opposition.

8. **Respect for the Supporters**

A Queen Mary/BL player should:

- (i) Show due respect to the interests of supporters

9. **Facilities and Staff**

- (i) Show due respect for facilities, fixtures, fittings and equipment whether owned by Qmotion/BLSA, the coach or club members, hired or at away venues.
- (ii) Show due respect to staff, students and members of the public at venues, whether there are Union staff, college staff, external facilities or away venues.