

Committee Guide

**Information and Guidance for
Society, Sports Club, Network and
Group Committee Members**



Content

Section	Detail	Page
Introduction & Contacts	• Full-time Officers • Staff	3
Volunteer Agreement	• Volunteer Agreement	4
Support & Training	• Committee Training • Online resources and 121s • Student Leaders Programme	5
Data Protection	• Your responsibilities	5
Being on a Committee	• Being on a Committee • Equality and Diversity • What is conflict & finding resolution	6
Establishing a Positive Culture and Member Conduct	• Embrace Diversity • Set the Right Tone and Your Role • Be a Role Model and Intervene • Dealing with a conduct issue.	9
Housekeeping	• Membership • Committee Packs • Storage	11
Democracy & Representation	• Committee Elections & Handover • Societies and Sports Council • Student Voice	12
Reward & Recognition	• Sports Club Awards • Societies Awards	12
Finance & Fundraising	• Managing Your Funds • Funding • Fundraising	13
Communications	• Communicating with members • Using Group Chats	14
Events	• Organising an Event • End of Year Events • Health and Safety	17
Transport	• Advice and tips	17
Clothing	• Branded clothing for students	17
Sponsorship	• General advice • Making the deal	18
Sports Fixtures	• Advice and travel • Rescheduling and Playing Under Protest	18

Introduction

Thank you for being a volunteer committee member, your commitment and dedication to student activities is really appreciated. This Committee Guide will give you the lowdown on all you need to know about being a Society, Sports Club, Network or Group committee member. It will take you through some of the essential info but please remember you will still need to attend committee training.

Contacts

Full Time Officers

Elected Officers are here to represent your views and interests, get in touch and they will be happy to support you.

Find out more about Full Time Officers here : www.gcstudents.co.uk/executive

Staff

Students' Association staff are here to help provide support and advice in all aspects of running your society, sports club, network or group. Please remember that this booklet and our online resources contain lots of useful info, so please refer to these in the first instance.

Find out more about Staff here: www.gcstudents.co.uk/staff

Volunteer Agreement

As a committee member you volunteer your time, skills and knowledge to your sports club, society or group. Volunteers are at the heart of GCU Students' Association, and we have a [Volunteer Policy](#) that outlines our commitment.

We hope that you will enjoy your time volunteering within the organisation. This is an agreement for all our volunteering opportunities and not a contract of employment. It sets out exactly what you can expect from us, and what we can expect from you.

We expect you:

- To treat others with respect and courtesy.
- To perform your volunteering role to the best of your ability.
- To undertake the activities of your volunteer role description.
- To follow GCU Students' Associations' policies and procedures, including Health & Safety, Equal & Diversity, and Data Protection.
- To respond to our emails within a reasonable timeframe.
- To attend on time, or to give reasonable notice to cancel or rearrange meetings with staff members.
- To complete risk assessments for your events and activities within a reasonable timeframe.
- To let us know of any problems or difficulties you experience during your volunteering role.
- To attend relevant training for your role.
- Not to purchase any goods or services without speaking to the relevant staff member first.
- To let us know about any support or materials you may need from us for any event or campaign within a reasonable amount of time.

You can expect from us:

- To provide insurance for you and your activities, if you have followed our procedures.
- To always treat you with respect and courtesy.
- To support you in conducting Risk Assessments for your events and activities.
- Top training, support, and resources to help you get the most out of your volunteering role.
- To ensure you are never out of pocket due to your volunteering, providing that the expenses have been approved in advance by the appropriate staff member.
- To respond to your emails within a reasonable timeframe.
- To try and deal with complaints straight away, but if not, will keep you regularly informed on how we are dealing with it until resolved.
- To deliver any materials or support on time, as agreed with you.

Support & Training

The Students' Association is here to support you and provide training to help you develop your knowledge and skills.

Committee Training Sessions

Check with the relevant staff member when the next committee training session is on and come along to find out more about your role as a committee member and the services and support available. Alternatively, complete the Online Self-Guided Committee Training.

Meeting with Staff Support

You can arrange for your committee to meet with your staff support. This is an opportunity for the whole committee to discuss your plans for the year ahead, a chance to get any extra support and ask any questions. Contact the relevant staff member to book a time.

Online Resources

There are loads of useful resources on the website which should come in handy over the year. You can book a room, learn the transport procedures, fill out a communication form to feature on our social media and find information on risk assessments. www.GCUstudents.co.uk/volunteerresources

Student Leaders Programme

This is a short programme that helps students and volunteers develop their skills in leadership. It's a great opportunity for you to empower yourself and maximise your effectiveness as a committee member. It's also free to take part and you receive a certificate signed by the principal on completion. www.GCUstudents.co.uk/slp

Data Protection

Being a committee member means that you have responsibility for other peoples' personal information when they join your sports club, society or group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR).

You can find out how we manage your data here:

www.GCUstudents.co.uk/privacy-policy.

You can find out more about how to committee members should manage data here:

www.GCUstudents.co.uk/groupsaccess.

Being on a Committee

The responsibilities of each committee member position are outlined in each Society or Sports Club constitution or Network/ Group policy documents. Committee Members work together throughout the year to plan and run activities for their members. Committee members are the main points of contact for the Students' Association and are regarded as 'volunteers'. If you want to add positions to your committee or when someone leaves your committee then you must hold a by-election to elect them into post. For a society or sports club to exist, it must have at least three committee members.

Committee Role Examples

How to be a.... President

The President is the figurehead and main point of contact for the group. They oversee all the group's activities, motivate the committee and ensure the group runs successfully. They are responsible for chairing committee meetings, delegating tasks and supporting the rest of the committee.

How to be a.... Treasurer

The Treasurer oversees all the group's incomings and outgoings, manages all financial matters and follows the SA financial procedures. They also liaise with the Students' Association Financial Manager to ensure the group doesn't go into debt!

How to be a.... Secretary

The Secretary ensures everything in the group runs smoothly – including emails, agendas and room bookings. They stay on top of memberships, know all the key dates in the calendar and stay on top of membership.

Equality and Diversity

All student groups should comply with our [Equality and Diversity Policy](#). This means your student group should be open to people from all backgrounds and identities, but you should also be trying to be proactively inclusive in your behaviours. If you need any support on this, please contact a staff member.

Top Tip: Keep an eye out for next year's Committee Members and encourage keen students to get more involved so they are ready to take over next year!

Resolving Committee Conflict

What is committee conflict?

Conflict is a difference of ideas or opinions. In a committee made of students with different backgrounds and opinions, it's likely that you'll face conflict at some point. Conflict can also come from bad or non-existent communication; perhaps a member of your committee isn't getting their point across clearly or isn't doing what is expected of them.

Is conflict bad?

Not necessarily. Conflict can lead to new ideas and creative solutions.

Using conflict to start a good discussion can also clear the air, clarify committee members' opinions, and increase understanding and productivity. Conflict is bad when it is not communicated effectively or not resolved. This can lead to stress, frustration, and avoiding conflict (which makes it worse).

What can you do about it?

- Don't ignore it; that only makes the situation worse.
- Know how you deal with conflict - do you lash out? Do you withdraw from conflict? This will affect how you handle the situation.
- Think about your group's objectives – how does this conflict impact how the society runs?

Top tips for managing committee conflict

- Meet face to face to discuss issues
- Stick to the facts when you discuss it
- Be open and honest with each other
- Address problems as early on as possible
- Try to keep it professional
- Focus on the big picture; making your society as successful as possible
- Remember, conflict doesn't have to be bad!
- Always try to reach an informal resolution first

Meet with a staff member

If you've got a concern about conflict with a committee member, let your staff support know. This will help them to understand the situation, and you can discuss the next steps.

Informal Resolution

- Meet face to face to discuss the issue with the committee member
- Stick to the facts when you discuss it
- It's your responsibility to start the conversation and to actively listen
- Prepare for the meeting and visualise what a good outcome would be like. Be open, honest, and keep it professional
- Other people are just as likely to want to avoid conflict as you!
- Appreciate and understand their opinions, and use that to consider compromise where possible
- Some questions you could use as prompts:
 - 'How well do you think the committee is working together?'
 - 'How are you getting on with your committee role?'
 - 'Do you still want to be a member of the committee?'

Formal Resolution

Committee Meeting

- Meet face to face with all committee members.
- Be factual, prepare for the meeting, and keep your 'Committee Member' hat on.
- If everyone wants the best outcome, you should be able to come up with a compromise.
- If it's a personal issue, then a society committee meeting may not be an appropriate place to discuss concerns.

Arrange an EGM

- This is the last option - make sure you are certain that you think is necessary.
- Invite all members to the meeting and inform the committee member that they are considering a motion of no confidence in them. You need to give AT LEAST a week's notice
- The person involved should have the opportunity to attend and be allowed to speak.
- The club members then have a vote to decide the outcome.

Establishing a Positive Culture and Member Conduct

Creating a positive culture is a proactive way to ensuring inclusivity, safety, wellbeing and enjoyment.

1. Embrace Diversity

- Encourage participation from all members regardless of background, identity, or experience.
- Recognise and celebrate cultural, social, and personal differences.

2. Set the Right Tone

- Establish clear values for your sports club, society, network or group that promote respect, fairness, and openness.
- Be explicit about no tolerance for discriminatory or abusive language, ensuring your members know about what types of behaviours are unacceptable.

3. Your Role as a Committee Member

- At all times demonstrate respectful behaviour, clear communication, and integrity. You are in a position of leadership, and your actions set the precedent for acceptable conduct within your club, society, network or group.
- Fulfil your role and responsibilities to the best of your ability, demonstrating accountability for the way you fulfil your role.
- Challenge unacceptable behaviour when you see it, actively showing your commitment to an inclusive culture.
- Ensure everyone feels heard by using inclusive language and facilitating balanced discussion, ensuring that you seek the opinion of quieter members of the group. You may want to do this privately rather than calling them out in front of everyone if they're not confident in speaking up.
- Periodically check in with members to see if any adjustments are needed for comfort or inclusion, you could ask this in front of the whole group or send out a short survey.
- Listen to your members when they have a problem and signpost them to the appropriate support in the Advice Centre in the Students' Association or Wellbeing Services within the University.
- Ask other committee members for help and support with a problem.
- Speak informally to a member of your club, society, network or group if you believe their behaviour falls below expectations.
- Report an issue or concern to Students' Association staff if you're unsure of where to signpost someone for support, or you're unsure if something is a conduct issue.

4. Be a Role Model and Intervene

Here's some useful guidance on your role when someone's behaviour is unacceptable.

- Detect - look out for harmful behaviours and signs that people are uncomfortable.
- Direct Action - state that a behaviour is unacceptable, ask the person to stop or ask them to leave the activity or event and ask the affected individuals if they are OK.
- Distract - interrupt a situation as it unfolds and change its direction, to prevent escalation.

- Delegate - arrange for someone else to intervene, such as another committee member or venue staff.
- Delay - wait for a situation to pass and choose a better moment to check-in with the affected individuals or to speak to individual(s) about their behaviour.
- Dialogue - use every opportunity to speak up about harmful behaviour in your activities.

5. Your role is not to

- Ignore or minimise reports of misconduct or discriminatory behaviour either because it feels too difficult, or because it involves a friend.
- Misuse your authority for personal gain or to silence concerns.
- Try to counsel members; you aren't trained to do this or expected to do this.
- Sanction or suspend any member from your club, society, network or group activities.

6. Dealing with a Conduct Issue

- Try to be reactive quickly, raise the issue discreetly with the individual as early as possible, calming language, leave an event, tell the security or venue staff.
- Resolve within the club, society, network or group by talking to other committee members, and someone must talk to individual.
- For any serious issues or if you need further support contact Students' Association Staff.

Housekeeping

This section is all about some of the general aspects of running a sports club, society or student media group.

Membership

All members of your society or sports club must fill out a membership form and pay their fees every year (even the committee!).

- **Sports Club** membership is [available online only](#).
- **Society** membership can either be [completed online](#) or by completing a Membership Form. You can pick these forms up and hand them back in with any fees in at the Students' Association Welcome Desk.
- **Student Media Group** membership is free to all students and is [available online](#).

Remember that all committee members must join up and that Alumni (with a Life Membership) and GCU staff can join too.

Committee Pack

All Societies and Sports Clubs need to complete a Committee Pack by Week 2 of Trimester 1; this includes their constitution, activity and finance plan and risk assessment. This is emailed to you over the summer period. This will help your committee plan for the year ahead and alert the Students' Association to any support you may need throughout the year.

Storage

If you need storage space, then contact your staff support for access. Please ensure you keep this space tidy and remove any unused items.

Sports Clubs have two storage areas one in the Arc and one in the MUGA store.

Societies have two storage cupboards on Level 0 in the Students' Association Building.

If you need to store equipment on campus, then please contact a staff member.

Democracy & Representation

Committee Elections

Holding fair and democratic committee elections ensures that all members can be involved as a committee member in a club, society, network or group. You must hold an Annual General Meeting every year, fairly elect a new committee and register your new committee for the year ahead with the Students' Association. If you want to add positions to your committee or when someone leaves your committee then you must hold a by-election to replace them.

Check out our [Guide to Elections](#) for more info.

Handover

You should have a committee handover to make sure you pass on all the essential information to the next committee. Check out the [handy guide](#) for your committee to fill out during the handover, which will ensure you pass on all the crucial details.

Societies Council and Sports Council

[Societies Council](#) and [Sports Council](#) are made up of elected committee members from their respective student groups and have responsibility for making funding decisions, supporting student groups and deciding on policy matters. They meet four times a year to discuss any relevant matters and activate any new student groups. Any member can run to sit on Council so watch out for these elections in Trimester Two!

Student Voice

[Student Voice](#) is the main democratic decision-making body within the Students' Association which brings together students representing the diversity of the membership.

Reward & Recognition

Student Awards

Each year the Students' Association presents Student Media, [Sports](#) and [Societies](#) Awards to GCU students to recognise their contribution. The awards are peer nominated and each award is decided by an awards committee.

Awards Events

At the end of each year there are two events to celebrate achievement and recognise contribution. These events are the Sports Ball and The Star Awards. Watch out for more information on our website about when they'll be held and how to get tickets.

Finance

Every sports club, society, network and group has a bank account with the Students' Association, and each account has a 4-digit account code. No club, society or group is permitted to hold funds in any other account.

Depositing Money: Deposit money in your account by bringing it into the Students' Association Welcome Desk and ask to make a deposit or contact finance@GCUstudents.co.uk.

Withdrawing Funds: To withdraw money from your account you can either spend your own money and reclaim the funds, use the Students' Association's Credit Card or get cash in advance of making a purchase. You will need to complete an Account Withdrawal Form here: www.gcustudents.co.uk/account-withdrawal

Here's who needs to authorise withdrawals to get the funds.

Payment Type	Authorisation
Bank Transfer payments (maximum £50)	Authorised by one committee member and the Finance Manager (or Senior Manager)
Bank Transfers and Credit Card purchases between £51 and under £500	Authorised by two committee members and the Finance Manager (or Senior Manager)
Bank Transfers and Credit Card Purchases over £500	Authorised by two committee members and the Activities Manager or Chief Executive

Societies Funding

Each society receives funding from the Students' Association once in Trimester One. Funding will be allocated at the beginning of the year by the Societies Council. There will also be opportunities to apply for funding throughout the year through a 'Dragon's Den' process.

Sports Clubs Funding

Every sports club receives the Club Joining Fee paid by each member when they join. Every club can also apply for funding from the Club Improvement Fund.

Common Good Fund

In September and October every year, groups, sports clubs and societies can apply for funding from the Common Good Fund. Please contact the relevant staff member

Fundraising

You can also raise money through self-organised fundraising events and activities, such as bake sales, raffles, sponsored activities, ticketed events etc. If you're planning a fundraising event, get in touch with your staff contact for support and ideas.

Communications

Communicating with your committee

It is up to you to decide how often your committee needs to communicate and meet up. Some student groups find a weekly or fortnightly meeting helps to keep structure, while others are happy speaking remotely through group chats.

Communicating with members

Each committee can decide how best to communicate with their members. Lots of student groups find Instagram and WhatsApp Groups useful, but others like to rely on email communications.

Using our Website

Every affiliated club, group or society has a webpage and can have admin access to their [group website](#). Every committee member will have access if they have a membership of that club, society, network or group. Check out our [Guide to using the Website Dashboard](#).

Email Address

All Societies, Sports Clubs, Networks and Groups should have an '@GCUStudents.co.uk' email account. These email details should be passed on to next year's committee in handover. Committee Member must read the [Best Practice Guidelines](#).

Digital Comms

The Students' Association can help you with digital communications. You simply fill this out the online form on the [Communications page](#) and this may be posted on the Students' Association social media platforms and/or the fortnightly email that we send out to all GCU students. Remember to always have the [Students' Association logo](#) and Scottish charity number SC022887 on your poster or digital image. You can download this logo from our website.

On Campus Promotion

You can also book stalls throughout the year and get out on campus, face-to-face engagement and promotion is effective!

Group Chat Advice

Group Chat Services (such as WhatsApp or Messenger) are an effective way of communicating with members of your club, society, group or network. They enable everyone to stay connected, even when you can't all be together, and you can easily share information to multiple people in one go. However, they require fair and consistent moderation from the committee for them to run successfully.

Please read and use our guidance below when setting up and running your student group chats.

1. Consent to being in groups

- It's important not to add people to a chat if they haven't consented to it. For example, adding a member to a WhatsApp group without asking could make their contact information available to other users, including their phone number, which they may not want. Instead, send them a link with the details on how to sign up, so they can make their own choice or encourage individuals to create a Username to allow them to protect their personal information.
- Group chats should be deleted and recreated annually, to ensure active and recent consent from all participants. If this is not feasible, groups should ask all group chat members to re-consent to their inclusion at least once per year.

2. Appropriate Use and Moderating

- All members should be treated with respect and kindness. Discrimination, harassment, or derogatory comments based on race, gender, religion, sexual orientation, or any other protected characteristics should be challenged by moderators and, if required, reported to the Students' Association.
- Be mindful of cultural and individual differences.
- Group chats should not be used as a platform to express a dislike about anybody as this could be considered bullying.
- It is possible that people may wish to express opinions that are controversial and may cause offence. Although we all have a freedom of expression to do this, there are some ways of expressing opinions that are not ok, for example if it is causing harassment or intimidation.

3. Relevant Content

- Share information that is relevant to your group's activities and avoid sharing content that is unrelated to the group's purpose.
- Personal messages should be directed to the relevant individual rather than posting them in the chat.
- Avoid posting spam or irrelevant links. This includes repeated messages, promotional content, or links that are not related to the group's activities.

4. Participation

- Members should be encouraged to participate actively in discussions, but participation is voluntary. If they prefer to remain silent, that's okay too.
- Be supportive and help foster a positive and collaborative environment. Using polls is a good way to get engagement.
- Welcome constructive feedback, including the digital spaces you occupy, and suggestions should be discussed by the committee.
- All committee members are responsible for ensuring any chats are used correctly.
- Moderators should intervene and remind users of the rules if required, and mute or remove people temporarily if that's necessary to diffuse a situation.

5. User Guidelines

Add User Guidelines into your chat description can help to set expectations. Here's an example you could use below and adapt to your specific needs.

- All members have a responsibility to behave appropriately, and treat everyone with kindness and respect, and avoid bullying, hate speech, and abusive language and embarrassing others.
- Keep posts relevant to this group and avoid sending excessive messages.
- Protect privacy and don't share sensitive or personal information without consent.
- Welcome newcomers to make sure everyone feels welcome and answer their questions.
- Avoid harassment, unwanted targeting of messages or comments at an individual may be harassment.
- Only individuals who have bought a membership of the club, society, group or network are permitted to use this chat.
- Other members may be able to see your contact information, including your phone number.
- All current elected committee members will act as moderators for this chat.
- Assume anything put on our group chat will not remain private and could be put in the public domain.
- Along with using the guidelines laid out above, all students must abide by GCU Student Code of Conduct and Students' Association policies and procedures.

Events

There are a large range and variety of events your student group might be looking to run so it is best to speak to Students' Association staff well in advance to make sure you are fully prepared and promoted. Here are some general pointers:

- You can book a room in the Students' Association or GCU through the online [Volunteer Resources](#) (please provide at least 5 working days' notice for bookings).
- If the event involves any food, alcohol or any other potential hazards, then you should be filling out a risk assessment ([drafts can be found on our webpage](#)), specific rules for Bake Sales. There are rules to follow for [food and drinks at events](#) which can be found online (including how to order catering for your event).
- You should be informing the Students' Association if you have [any external speakers](#) coming in.

Health and Safety

Is a very important element of organising events and activities, and organisers must follow our Health and Safety Policy for all activities. We have some useful guidance on [What To Do In An Emergency](#), [Risk Assessments](#), [Registering Sports Coaches](#), [Sports Concussion](#) and [Registering Trips Off Campus](#).

The Students' Association provides Public Liability Insurance for activities and Sports Club members benefit from [personal injury insurance](#) when they join.

End of Year Events

If you are organising an end of year ball, then get in touch with a staff member. [We have a guide](#) to help you make your event a night to remember and can be there with you throughout the organising process.

Transport & Travel

Please think about the most cost effective and environmentally friendly way to travel to an activity. You can hire vehicles through the Students' Association, book by [completing our online form](#) – please provide at least 7 days' notice. There is a cost per day for the hire plus the fuel that your sports club, society or group will need to pay.

[Eligibility to drive and Registration is explained here.](#)

Clothing

The Students Association has an exclusive agreement with a clothing supplier. You can find out more information about the [Clothing Supplier here](#). Sports Clubs, Societies and Groups will be able to buy GCU branded clothing to their specification and it can be delivered to the Students' Association for collection. If you require further assistance with this, please contact your relevant Staff Support.

Sponsorship

General Advice

The best sponsors are the ones closest to you, your committee or team. Find out who works where and would they approach their workplace for sponsorship or who has a family member that runs a business and they would be willing to ask for some sponsorship. If you are contacting companies for the first time, it is good to phone them and speak to someone (get their name) before emailing them. Explain a bit about your club, group, network or society e.g. what you do, what your objectives are. You could say that you want their company brand to be associated with you and help the company to promote to the student market.

Making the Deal

- You need to be able to tell the company what you want and what the company can expect, explaining this helps to reduce any confusion over what it is your asking for; and it's best to do this in writing – even just in an email.
- If you are signing an agreement and you'd like someone at the Students' Association to check it over, please email sports@GCUstudents.co.uk or societies@GCUstudents.co.uk
- Lastly, think about how the company will pay the funds into your Bank Account. You can create an invoice and send this to the company, and they pay by bank transfer to your society, sports club, group or network account: [Invoice Template](#).

Sports Fixtures

General Advice

- Familiarise yourself with the fixture list as soon as possible and circulate all the dates and time to team members - available from www.bucs.org.uk.
- Agree a reliable format for communication with members e.g. WhatsApp.
- Ask members to book all fixture dates and times into their diaries for the whole year.
- Always communicate professionally with the opposition.
- Conduct yourselves with good behaviour during the fixture.
- Turn up on time (give your team time to change and warm up)
- Individuals are not always allowed to play down for different teams; make sure you know the rules.
- If something is wrong, talk to the opposition to resolve, if a serious problem, then use a BUCS playing under protest form and please contact the Students' Association.

Home Facilities

Facilities for home matches are paid for and booked in advance by the Students' Association.

Travel

Plan your travel as far in advance as possible. Vehicle hires are only booked when requested by the team and must be made 7 days in advance. It is the clubs responsibility to ensure they have drivers. All drivers must be registered with the Students' Association

at least 3 days in advance. You can hire vehicles through the Students' Association, book by [completing our online form](#) – please provide at least 7 days' notice. There is a cost per day for the hire plus the fuel that your sports club, society or group will need to pay. [Eligibility to drive and Registration is explained here.](#)

Re-scheduling or Cancelling a Fixture

Only in exceptional circumstances may matches be rescheduled. Any rescheduling must be done through the Students' Association. Do not contact BUCS or SSS yourself.

If you cancel or try to reschedule a fixture within 48hrs of the date and time, you will concede a walkover and may also be liable to pay for the cost of facilities and transport (including your opponent's cost).

Team Kit

It is your responsibility to ensure team kit is washed & ready to use.

Referees and Umpires

When playing at home it is your responsibility to arrange and ensure that a qualified referee or umpire is in attendance. Payments for umpires and referees are made in arrears by each cub using bank transfer on the [Referee/ Umpire Form](#).

Team Lines

You must complete and submit team lines on BUCSplay, Football has additional team sheets to complete too.

Playing Under Protest (BUCS Only)

If you feel that the conditions surrounding a fixture are not fair e.g. facility unsuitable, referee not qualified or players not eligible you should talk to the opposition about it and if needed complete a 'Playing Under Protest' form before the match starts.

Ensure you state your grievance and get the opposition captain to counter sign the form (they cannot refuse to do this). They may also state they're opinion on the form. Completing a 'play under protest' form allows your team the right to appeal the result after the conclusion of the match through the Students' Association.

Fixture Results

Please ensure you upload the result and any statistics to BUCSplay.



www.GCUstudents.co.uk