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|---|--|-------------------------------------|------------|--------------------------|----------|-------------------------------------|
| <b>Committee Title</b>  | Student Voice  |                                     |            |                          |          |                                     |
| <b>Date of Meeting</b>  | 26 <sup>th</sup> March 2018  |                                     |            |                          |          |                                     |
| <b>Item Number and Title/Subject</b>  | Sports Clubs Policy Update   |                                     |            |                          |          |                                     |
| <b>Paper Presenter</b>  | Robbie Stewart and Neil Alexander  |                                     |            |                          |          |                                     |
| <b>Brief Summary of Issues/Topic</b>  | The Sports Policy has been updated with minor changes around the new GCU Wolves brand.   |                                     |            |                          |          |                                     |
| <b>Recommendation(s)</b>  | Information  | <input type="checkbox"/>            | Discussion | <input type="checkbox"/> | Approval | <input checked="" type="checkbox"/> |
|   | <p><b><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></b></p> <p>Student Voice is asked to approve the revisions within the Sports Club Policy Document.</p> |                                     |            |                          |          |                                     |
| <b>Who have you consulted when developing the paper?</b>  | Sports Council<br>Activities Manager   |                                     |            |                          |          |                                     |
| <b>Staff/Student Protocol</b>   | Yes  | <input checked="" type="checkbox"/> | No         | <input type="checkbox"/> | N/A      | <input type="checkbox"/>            |
| <b>Will any decision approved directly affect the work of staff?</b>  | Activities Manager was consulted. Staff will be required to monitor the use of the GCU Wolves logo.  |                                     |            |                          |          |                                     |
| <b>Should the paper be submitted to any other committee following its consideration/approval at this meeting?</b> | Trustee Board  |                                     |            |                          |          |                                     |
| <b>If yes, please state the committee and proposed date of submission.</b>  |  |                                     |            |                          |          |                                     |



**GCU WOLVES**

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## **SPORTS CLUBS POLICY**

|                                  |   |
|----------------------------------|---|
| <b>Status</b>                    | <u>Approved</u> <u>Draft</u>  |
| <b>Consultation with staff</b>   | <u>12<sup>th</sup> January to 12<sup>th</sup> March 2017</u> <u>23<sup>rd</sup> February 2018</u> |
| <b>Sports Council Approval</b>   | <u>14<sup>th</sup> March 2017</u> <u>27<sup>th</sup> February 2018</u>                            |
| <b>Student Voice Approval</b>    | <u>20<sup>th</sup> March 2017</u> <u>26<sup>th</sup> March 2018</u>                               |
| <b>Ratified by Trustee Board</b> | <u>21<sup>st</sup> 2<sup>nd</sup> -May 2018</u> <u>7</u>  |
| <b>Document Location</b>         | S:\Common\Activities\Sports Clubs\Sports Policy and Council Meetings\Sports Policy                |

This Sports Club Policy has been amended in line with changes agreed on membership and with the introduction of a new 3 year Sports Club Strategy.

## 1.0 Sports Clubs Membership

- 1.1 Full Membership: GCU Students
  - 1.2 Associate Membership: GCU Graduates and GCU Staff
- Associate membership should not constitute more than 25 % of any one Sports Club
- 1.3 There will be a two tier membership fee structure for Sports Clubs.
    - 'Sports Membership Fee': must be paid by every individual, is a pre-requisite to the 'Club Joining Fee' and will be set by the Sports Council. This fee is paid to the Students' Association to fund personal accident insurance, facilities, transport and focus sports development.
    - 'Club Joining Fee': For both Associate and Full membership, must be paid by an individual to join each club. This fee is paid directly to each club when an individual joins.

At the end of the academic year each club must confirm their 'Club Joining Fee' costs for the coming year for both Associate and Full membership. These costs must be within the price range agreed by the Sports Council. Once confirmed the fees must remain the same for the full academic year.

- 1.4 Voting rights will only apply to the club(s) joined by the individual; this is initiated by the payment of the 'Club Joining Fee'.

There will be a half year 'Club Joining Fee' available for [Erasmus Study Abroad](#) and Post Graduate Taught students, this will only be available where the student can provide written proof that they are one of the above and only studying for a short period. The fee will be 50% of each club's GCU student fee.

## 2.0 Sports Clubs Affiliation and Annual Registration

- 2.1 Sports Clubs will be those clubs that have been accepted for affiliation by the Sports Council, have applied the membership fee as determined by the Sports Council and been ratified at Student Voice.
- 2.2 All Sports Clubs must register each year to be an affiliated club, any club who fails to register by the deadline set by the Sports Council shall be deemed to have withdrawn affiliation.
- 2.3 To register for the next year, a sports club must have a minimum of 10 members in the year before. If a club does not have 10 members they must complete the start up process again.
- 2.4 All Sports Clubs must have a minimum of 3 committee members and these members must be registered with GCU Students' Association.

## 3.0 Sports Clubs Withdrawal of Affiliation

- 3.1 Any affiliated Sports Club that fails to abide by the rules laid down in GCU Students' Association Policies and Procedures can have its affiliation withdrawn by a vote of the Sports Council. The committee of the affiliated student Sports Club concerned will be given at least seven days notice of such a Motion and its representative will have the opportunity to oppose such a Motion.
- 3.2 Withdrawal of affiliation will take effect immediately when voted on by Sports Council.

- 3.3 As detailed in 2.3, any club that fails to register for the next academic year, by the deadline set by the Sports Council, shall be deemed to have withdrawn affiliation.

#### **4.0 Sports Clubs Operating Procedures**

- 4.1 All affiliated Sports Clubs shall have a constitution; sports specific safety risk assessment and code of practice. At the beginning of each academic year a 'Club Pack' that includes an activity and finance plan for the year ahead must be submitted by week 2 of trimester 1.
- 4.2 Each sports club must attend mandatory 1-2-1 meetings with the Students' Association in Trimester 1.

#### **5.0 Sports Clubs Accounts**

- 5.1 Every Sports Club has an account with GCU Students' Association; no Sports Club shall hold funds in an account other than with GCU Students' Association and all transactions must be made through this account.
- 5.2 Any club with a balance of more than -£500 will be deemed to be debt suspended and will have limited access to funds. The club must have a comprehensive finance plan that is agreed with the Students' Association, any spending will be limited to that detailed on the plan and no other.
- 5.3 At the end of each financial year, any club that has funds remaining in their account that have not been allocated by GCU Students' Association, shall be allowed to carry these funds over until the next year.

#### **6.0 ~~6.0~~—New Sports Clubs Affiliation**

6.1 To affiliate a new sports club a portfolio of information must be gathered by the prospective club and be submitted to the Sports Council for consideration, should the club be accepted the affiliation will be passed to Student Voice for ratification. The portfolio must include information on the following three areas.

6.2 Student Interest: Collect a list of 20 names, signatures and matriculation numbers of students who support the club's bid for affiliation.

6.3 Club Management: Hold a club meeting and elect a committee of at least 3 student volunteers. Write a constitution that meets the Equal and Diversity Policy of GCU Students' Association. Complete a risk assessment and a safety code of practice. Consider affiliation to the appropriate National Governing Body. Have a clear one year financial plan including any initial set up costs, competition fees, affiliation, hall hire, coaching fees, equipment purchase, travel, accommodation. New sports club can request support and assistance from GCU Students' Association including example documents (e.g. Constitutions), advice on risk assessment and financial support for the first academic year.

6.4.1 Activity Development: Organise and complete one 'Give It A Go' session for GCU students. Create a plan for activities for the rest of the academic year including facilities, travel, and equipment; and consider the potential benefits of having a coach.

## 7.0 7.0—GCU Wolves

7.1 GCU Wolves shall be the identity given to the collection of GCU affiliated sports clubs.

7.2 GCU Wolves will have its own sports logo as per Schedule 5 of the GCU Students' Association constitution.

7.3 Each sports club may have its own unique version of the GCU Wolves logo. These must include key elements of the GCU Wolves design and must be approved by Sports Council.

7.4 Any change to the GCU Wolves logo must be approved via a vote open to all sports clubs, with one vote per club, and approved by Student Voice.

## 8.0 Sports Council

8.1 The Sports Council is the elected committee to oversee all Sports Club activities. Therefore, purpose of the Sports Council is:

- Sports Clubs Policy
- Affiliate new clubs
- To encourage participation
- Volunteer development
- Club integration
- Promote the role of the Sports Council
- Organise events and fundraisers for all members (e.g. Sports Ball)
- Distribute funding

8.2 The Sports Council shall comprise of 1 sabbatical officer and 8 elected student volunteers.

8.3 The eight volunteers will be elected at the Sports Clubs Annual General Meeting.

8.4 All Sports Council members must have a minimum of one year's experience on a Sports Club committee.

~~8.4~~8.5 The Sports Council shall comprise of the following remits:

### 8.5.1 Vice President

Remit: To be the policy lead for Sports Clubs and provide support and guidance to all Sports Council members in relation to their remits.

### 8.5.2 Chairperson

Remit: Be the Chairperson at all Sports Council meetings and be the sports club representative on Student Voice. Attend New Club meetings where possible.

### 8.5.3 Vice chairperson

Remit: to fulfil chairperson duties in the absence of chairperson, with responsibility promoting volunteer development and implementing development opportunities including the Alex Goodman Fund.

### 8.5.4 Secretary

Remit: Organise the AGM and Sports Council Election in Trimester 2 and promote best practice for Sports Clubs AGM and handovers.

### 8.5.5 Membership Convenor

Remit: Co-ordinate all aspects of sports club membership including information

distribution, undertaking membership checks on sports club activities, report to committee on membership stats and developing or changing the membership fees and system as and when required.

#### 8.5.6 Events Convenor

Remit: Be the lead co-ordinator for the annual Sports Awards Ball, Christmas Night organisation and fundraising events, support clubs to run events.

#### 8.5.7 PR Convenor

Remit: Be the main co-ordinator of sports clubs Facebook site, design and distribute annual sports club flyer, design and film a sports club video for You Tube, monitor and evaluate information on the Students' Association website.

#### 8.5.8 Engagement Convenor

Remit: Assist with the promotion of the Student Leaders Programme to all Sports Club volunteers. Organise the Sports Awards Committee, promote and administer the awards nominations and assist with the awards ceremony.

#### 8.5.9 Clothing & Equipment Convenor

Remit: Co-ordinate the promotion of the sportswear clothing range and assist clubs purchasing kit. Co-ordinate the storage of all sports clubs equipment. Be responsible for overseeing group arrangements for laundry of team kit.

### **9.08.0 Council Meeting Rules**

98.1 As per Schedule 2 of the Student's Association Constitution.

### **109.0 Sports Clubs Annual General Meeting**

10.1 An Annual General Meeting for Sports Clubs will be arranged by the Sports Council Secretary during Trimester 2.

10.2 The meeting will provide the opportunity for the Vice President, the Sports Council and volunteer committee members to reflect on the year past, decide the membership fee and structure for the year ahead and elect the Sports Council for the year ahead.

10.3 Emergency General Meeting (EGM) may be called in the event of vacant positions on the Sports Council. An election of vacant positions will be held at the EGM. This will be communicated by the Vice President no later than two weeks prior to the meeting date.

10.4 The minimum number of members required to be present at each meeting for a quorum is one third plus one

### **110.0 Sports Awards**

11.1 General Conditions

11.1.1 Each nominee must be a fully matriculated student of GCU, must be a Sports Club member and actively participate in Sports Club activities.

11.1.2 The Awards shall be decided by a nominated Sports Awards Committee agreed by the Sports Council. This Awards Committee must be of at least 5 representatives and consist of current and former Vice Presidents, former award winners and Higher Education staff employed in a sport related role.

11.1.3 Each nomination will be considered for an award by the Sports Awards Committee.

11.1.4 Each nomination should normally be submitted through the relevant Sports Club on a

Sports Awards Nomination Form. All nominations must be submitted one week prior to the Sports Awards Ball.

11.1.5 Nominations are accepted from students whose sport is not represented by a Sports Club provided that they are a Sports Club member and assuming the nominee meets the criteria in the paragraph above.

## 11.2 Performance Awards

11.2.1 Blues Certificates: Awarded for consistent, exceptional performance and outstanding accomplishments throughout the academic year, normally culminating in one or more of the following:

- British Universities Competition Gold Medal
- British Universities Representative Honours
- Scottish National Competition Gold Medal
- Scottish National Representative Honours

The nominee must have consistently represented his/her club for the majority of the academic year.

11.2.2 Half Blues Certificates: Awarded for consistent, outstanding performance and accomplishments throughout the academic year, normally culminating in one or more of the following:

- British Universities Competition Medal
- Scottish Universities Competition Gold Medal
- Scottish Universities Representative Honours

The nominee must have consistently represented his/her club for the majority of the academic year.

11.2.3 Sports Person of the Year: Awarded to the person(s) who has had the most outstanding, best performance or achievement for the academic year out of all the nominations for awards.

11.2.4 Team of the Year: Awarded to the team with best overall sporting performance for the academic year. Any club with a negative balance in their financial accounts are not eligible for this award.

## 11.3 Voluntary Commitment and Outstanding Service Awards

11.3.1 Colours Certificates: Awarded for exceptional service to a Sports Club(s) (including culmination of years of commitment) or active involvement as a volunteer committee member organising sports activities.

11.3.2 Ross Baillie Award: Awarded to the person(s) who has given the most outstanding commitment and contribution to a Sports Club(s) for the academic year out of all the awards nominations. This person must be a volunteer.

11.3.3 Coach of the Year: Awarded to the Sports Club coach who has given exceptional service and outstanding voluntary commitment to a Sports Club(s) for the academic year out of all the awards nominations. This person must be a volunteer.

11.4 Club of the Year: Awarded to a Sports Club that has had the most extraordinary academic year. The Awards Committee will take into account the number of activities, visibility and profile, interaction with members, social events, fundraisers and overall development. Any club with a negative balance in their financial accounts are not eligible for this award.

11.5 Alex Goodman Trophy: Awarded to the first year student who has shown the most outstanding commitment and service to a sports club(s) in their first year at GCU.

11.6 Multiple Awards

11.6.1 Where a previous award winner is being nominated for another award, the nomination must demonstrate that their performance, achievement or voluntary contribution has been for a higher standard than that for the original award. A Blue or Half Blue can only be awarded once.

11.7 Awards Interpretation

11.7.1 In any dispute over the interpretation of these awards by laws, the decision of the majority of the Sports Awards Committee will be final.



## **121.0 Alex Goodman Fund**

- 12.1 GCU Students' Association will operate a funding programme to help support the personal development of students that are active volunteer sports coaches, referees or activity co-ordinators within Sports Clubs, the programme will be called the Alex Goodman Fund.
- 12.2 Any GCU student who makes a voluntary contribution to the benefit of a Sports Club is eligible to apply. All applicants must be a matriculated student and a Sports Club member.
- 12.3 Only one application can be made by a student each academic year of not more than £150. The funds must be used before the end of the financial year.
- 12.4 The Sports Council will consider each application individually. The group will take into account the applicant academic year, the level of experience and previous commitment and contribution.

## **132.0 Sports Clubs Tour Policy**

- 13.1 To help with planning and co-ordination of a sports tour, a Tour Organising Committee (TOC) must be established to prepare and submit a verbal update to the Sports Council prior to approval.
- 13.2 A Sports Council representative must sit on the TOC, to offer support and guidance.
- 13.3 No additional bank accounts can be created for the purpose of a tour. All GCU Students' Association financial regulations apply. The Tour must be completely self funded and all student payments must be collected in advance of settlement of invoices and definitely before departure. Students should not be allowed to travel where they have not paid the full amount for travel, accommodation and clothing.
- 13.4 The tour must have a formal plan of activities and/or consist of competitive games or fixtures in a recognised tournament.
- 13.5 The tour must be open to all members of sports clubs and advertised and promoted throughout the campus, but is limited to GCU Students and Graduates only.
- 13.6 The safety of students on tour must be the top priority for the TOC, therefore a risk assessment and emergency action plan must be completed prior to approval by the Sports Council.
- 13.7 It is strongly recommend for large groups (40 plus) that at least one member of the Tour Organising Committee should have completed an Appointed Persons First Aid Course.
- 13.8 The TOC are advised to consider selecting a reputable Sports Tour Company to help with facilitating the Tour and should examine more than one option.
- 13.9 The TOC must inform all students intending to travel on tour about the following in writing:
  - Relevant information on travel itinerary, accommodation and activities.
  - A statement on the importance of appropriate good behaviour and emphasising that participants are representing the university whilst on tour.
  - A statement on the importance of sensible drinking, the effects of over indulgence and the importance of looking after one another.
  - Any relevant health and medical information e.g. for European destinations a EHC (European Health Card) is a necessity for travel.
  - Copies of insurance purchased for the purpose of the tour

- 13.10 The TOC must hold a meeting(s) in the lead up to the tour to remind students of the above aspects.
- 13.11 The TOC must submit a full list of participants, travel itinerary, accommodation details, and activities planned, emergency action plan and insurance information to the Vice President Activities prior to departing.
- 13.12 Where applicable the TOC should handover information and experiences to any new TOC for the following year.
- 13.13 Where named tour clothing is being ordered, a proposed list of names must be submitted to a GCU Students' Association staff member for approval prior to ordering.

## **14.0 Sports Clubs Safety Policy**

- 14.1 GCU Students' Association recognises the importance of safety in sport and understands that it has a duty of care to each student club member.
- 14.3 Safe sport requires a partnership between GCU Students' Association, sports club committees and individual club members each recognising and accepting their responsibilities. GCU Students' Association understands that a responsible culture towards safety must be developed within sports clubs. As the funding body GCU Students' Association is responsible for implementing a safety framework for Sports Clubs to operate in.
- 14.4 GCU Students' Association will maintain a record of the details of every student who joins a Sports Club,.
- 14.5 At the beginning of the Academic year all sports club Committees have the option to attend training, which will include a section on safety in sport.
- 14.6 Risk assessment is seen as a way of highlighting the risks involved in an activity and therefore enabling control measures to be introduced to reduce these risks. GCU Students' Association will ensure that help and advice is available for sports club committees to undertake this task. A code of practice will be established by every sports club to form a framework for the safe operation of the club within recommended NGB guidelines.
- 14.7 GCU Students' Association will encourage, organise and support qualified coaching within club activities wherever possible. To monitor the level of coaching all sports clubs must register ALL coaches and instructors thus protecting sports club members from unqualified, inexperienced, poor and incorrect coaching practices.
- 14.8 Established good practice requires every sports club to let GCU Students' Association know where they are going and also to inform them what they intend doing when they are there. A trip registration form will be available for Sports Clubs to inform GCU Students' Association where they are going and what they are doing.
- 14.9 GCU Students' Association will have insurance cover for loss or damage of club equipment, personal accident insurance for club members and public liability cover.
- 14.10 Where appropriate an 'Equipment Co-ordinator' should be appointed to ensure club equipment and kit is inventoried and safe to use. 'Outdoor activity' sports clubs are strongly advised to operate a strict equipment management system which includes: regular safety checks, record of use and of safety checks should be kept in a club equipment logbook, worn or damaged must be withdrawn from use until repaired or disposed. Only sports club members can use club equipment on organised registered club activities.
- 14.11 It is strongly recommended that every sports club affiliates and consults with its

respective national governing or representative body, benefiting from advice and help in best practice and keeping up to date with changes in codes of practice, guidelines or coaching methods.

- 14.12 It is considered good practice that all water based activities undertake a swim test for all participants demonstrating the ability to swim. Being confident in, and around water also helps to improve skill level and enjoyment. Therefore, water based sports club member will have to pass a swim test.
- 14.13 GCU Students' Association will provide information to sports club committees on appropriate procedures in the event of an emergency. In addition, Sports clubs with activities where access to a telephone for emergency use may not always be immediate must have a contingency plan. The plan must incorporate trip registration and confirmation of safe return by telephone to a trusted person.
- 14.14 GCU Students' Association will provide a system for reporting incidents using Incident Report Forms. The reporting of any incident is vital for the future safety of all individuals as such information helps others to plan and prepare in order to avoid possible risks.

#### **154.0 Alcohol Statement**

- 15.1 GCU Students' Association is aware that student life often involves alcohol consumption, but it condemns any behaviour that damages students' health and wellbeing or has any adverse effect on the local community.
- 15.2 GCU Students' Association recommends that all of its members take a responsible attitude to the provision and consumption of alcohol at activities on and off campus.
- 15.3 Excess alcohol can lead to ill-health and anti-social behaviour. GCU Students' Association expects all of its membership to ensure that the consumption of alcohol in and around events is managed appropriately, promoting moderation and responsible behaviour at all times.
- 15.4 Participating in student activities at university is a great way to develop skills and make new and lasting friendships, adding value to the overall student experience. However, activity and sport involvement and participation should never put students in situations where they feel pressurised in to participating in activities they do not wish to.
- 15.5 GCU Students' Association requires that all sports clubs adopt the following code of practice for all activities:

#### **165.0 Social Events**

- 16.1 Social events act as a team building exercise, whereby new activity group members can meet and socialise with other members. The following aspects need to be considered.
- 16.2 All sports club members must recognise and adhere to GCU Students' Association's Equal and Diversity Policy. This will provide every single student an equal chance to get involved in the social, campaigning, democratic, activities-based and commercial aspects of an activity group.
- 16.3 It is an individual's choice whether or not they attend any social event. Non - attendance must not be a barrier within the activity.
- 16.4 It should be each clubs objective that every member has an enjoyable time. It follows

that each member will have a different response to activities, and no 'peer' pressure (intended or not) should be placed on any member to do anything that they may not enjoy.

- 16.5 The committee of each sports club is responsible for the welfare of all members and must take the necessary measures to ensure that an adequate level of safety is maintained at all times.
- 16.6 All members of sports clubs must show respect towards members of the public and other members of the University, at all times.
- 16.7 Social activities must not involve degrading acts and/or the abuse of alcohol.

## **176.0 Initiation Ceremonies\***

- 17.1 GCU Students' Association does not condone initiation ceremonies whether on or off Campus; and believes the practice of initiations may be a dangerous and degrading exercise that jeopardises the safety of its members and can be a source of negative publicity for the Students' Association. It is also considered that unforeseen circumstances that may result from such ceremonies can cause anguish that may affect students both personally and academically.
- 17.2 If a sports club is found to have breached the Initiations Policy, the sports club may be liable to disciplinary action in line with GCU Student' Association Disciplinary Procedure.

\*Definition: An initiation ceremony is an event in which members (often new members) of the activity group are expected to perform a task or tasks as a means of gaining credibility, status or entry within that club. This may involve peer pressure (though not explicitly) exerted on students, and may compromise a person's inherent dignity as a person by forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity and behaviour that may be deemed humiliating.

## **187.0 Behaviour**

- 18.1 Every sports club shall be responsible for ensuring that its members, players, officials and all persons purporting to be its supporters or followers conduct themselves in an orderly fashion whilst attending or taking part in an event, match or competition in which it is involved, whether on university premises or elsewhere. Any of the following actions by the above shall render the sports club liable to disciplinary action in line with GCU Students' Association Disciplinary Procedure:
  - Violent, threatening, abusive, obscene or provocative behaviour, conduct or language;
  - Throwing missiles, bottles or other potentially harmful or dangerous objects at, onto or adjacent to the playing/activity area.
  - Every activity group shall be responsible for ensuring that its members, officials and all persons purporting to be its representatives do not conduct themselves that may bring GCU Students' Association into disrepute.
- 18.2 Open alcohol containers and drinking of alcohol is strictly banned on all transport to activities.
- 18.3 If a member or member of the public feels that these guidelines have been breached, GCU Students' Association welcomes any grievance or complaint; to do this, please

submit a written complaint to the Students' Association, GCU Students' Association will enact its disciplinary proceedings against the individual(s) or group as laid out in their Constitution and Bye-Laws.

## **198.0 Sports Clubs Coaching Policy**

### **19.1 Coach Registration and Disclosure Checks**

19.1.1 Sports coaches must register with GCU Students' Association using the appropriate form. Submissions must be accompanied by copies of up to date National Governing Body (NGB) accreditation, qualification or license to coach sport and a copy of insurance certificate. Should a coach not hold any NGB qualifications, a letter of reference from a suitable referee must be included. All sports coaches must supply a basic disclosure check as part of the registration process, either by requesting one online or providing a copy of one from the past 12 months.

### **19.2 Paid Coaches**

19.2.1 GCU Students' Association operates a Contract of Service system for paid coaches. This essentially means that coaches are self employed and provide a service for a Sports Club, and invoice the club for fees on a monthly or annual basis. Prior to the beginning of the academic year the individual Sports Club Committee and coach should meet and agree in writing, if deemed necessary, any terms of the Contract of Service including activity dates and fees. The Sports Club and coach should also discuss expectations for the year ahead, team selection protocols and agree any specific targets or goals. Coach or club must give a minimum of one months notice to end the Contract of Service.

### **19.3 Volunteer Coaches**

19.3.1 Similar to paid coaches, the Sports Club and volunteer coach should meet prior to the beginning of the academic year to agree terms of volunteering, discuss expectations for the year ahead, team selection protocols and agree any specific targets or goals. Coach or club will give a minimum of one months notice to end the relationship.

### **18.4 Coach Development**

18.4.1 It is important for coaches to keep knowledge and skills up to date, coaches are encouraged to utilise coaching award pathways offered by National Governing Bodies. GCU Students' Association provides financial support for student volunteer coaches through the Alex Goodman Fund to attain coaching qualifications. Additionally, ALL sports coaches can access a free emergency first aid course, these course are available every academic year.

### **19.5 Health and Safety**

19.5.1 Coaches have a responsibility to maximise benefits and minimise risks to athletes by providing a safe environment and promote the execution of safe and correct practices. Coaches are required by law to ensure, as far as it is reasonably practicable, the health and safety of themselves and others who may be affected by their actions or inactions. To help minimise the risk of incidents all coaches must be familiar with their club's Risk Assessment and Code of Practice and should advise the club of any updates required to these documents. Coaches are asked, where possible, to assist with the set up and

de-rig of any equipment required for activities.

## 19.6 Code of Conduct

19.6.1 Any coach involved in a Sports Club must respect and champion the rights of every individual to participate and assist in the creation of an environment where everyone has the chance to participate, creating and maintaining an environment free of fear or harassment. Coaches should not engage in behaviour that constitutes any form of abuse whether it is emotional, physical, sexual, neglect or bullying. All coaches are expected to demonstrate appropriate behaviour and conduct at all times; to be fair, honest and considerate to athletes and others in sport and be positive role models for club members. Should an issue arise between a coach and the Sports Club, an amicable resolution by informal meeting and discussion should take place. When an issue cannot be resolved the coach or Sports Club should make representation to the Students' Association to facilitate arbitration.

## 20.0 Representation

20.1 Any GCU student who is selected to represent the Scottish or British Universities team is eligible to claim 50% of the costs associated with the selection.

## 21.0 Sports Club Branding Rules

21.1 For any clothing or kit orders, all sports clubs must adhere to the Sports Club Branding Rules.

21.2 These rules are documented and set by Sports Council and approved by Student Voice.

21.3 The Sports Club Branding Rules document is available from the GCU Students' Association website.



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## Sport Club Branding Rules

|                                   |  |
|-----------------------------------|--|
| <b>Status:</b>                    |  |
| <b>Consultation with staff:</b>   |  |
| <b>Sports Council approval:</b>   |  |
| <b>Ratified by trustee board:</b> |  |
| <b>Document location:</b>         |  |

## 1. Playing Kit & Other Clothing Specifications

Below is a list of all specifications required and optional for use on each type of playing kit & other clothing. All external sponsorships for clubs must be approved by the Activities Manager. All required specifications must be met before any order can be placed through sports club accounts. Club's must have at least 2/3 of the representative logos (GCU Wolves, GCU, Students' Association) on the kit before an order can be placed.

All diversions from the required design specifications must be approved by the Sports Council (with the exception of sponsor logos which may be approved by the Activities Manager).

**Yes** = Must be included on clothing.

**No** = Must not be included on clothing.

**Club** = At the choice of the sports club whether or not to include on the kit.

**2/3** = Club choice of which to use but MUST have 2/3 of choices on final kit design.

**Approval Required** = Must be approved by the Activities Manager.

|  | <i>Competition/Match Kit</i> | <i>Leisurewear/Training Kit</i> | <i>One-off Kit</i><br><i>(e.g. kit worn at special occasions such as finals)</i> | <i>Social Clothing</i><br><i>(e.g. clothes worn at social events)</i> | <i>Tour Garments</i>     |
|--|------------------------------|---------------------------------|--|---|--------------------------|
| <i>GCU Wolves Logo (or Alternate Club Wolves logo)</i> | <b>2/3</b>                   | <b>Club</b>                     | <b>2/3</b>   | <b>Club</b>   | <b>Club</b>              |
| <i>GCU logo</i>  | <b>2/3</b>                   | <b>Club</b>                     | <b>2/3</b>   | <b>Club</b>   | <b>Club</b>              |
| <i>Students' Association Logo</i>                      | <b>2/3</b>                   | <b>Club</b>                     | <b>2/3</b>   | <b>No</b>   | <b>No</b>                |
| <i>Blue &amp; White 'Stripe' Design</i>                | <b>Yes</b>                   | <b>No</b>                       | <b>Yes</b>   | <b>No</b>   | <b>No</b>                |
| <i>Clothing Supplier logo</i>                          | <b>Yes</b>                   | <b>Yes</b>                      | <b>Yes</b>   | <b>Club</b>   | <b>Club</b>              |
| <i>Sponsor Logo(s)</i>                                 | <b>Approval Required</b>     | <b>Approval Required</b>        | <b>Approval Required</b>   | <b>Approval Required</b>  | <b>Approval Required</b> |
| <i>Use of Nicknames</i>                                | <b>No</b>                    | <b>No</b>                       | <b>No</b>  | <b>Club</b>   | <b>Club</b>              |
| <i>Offensive Language</i>                              | <b>No</b>                    | <b>No</b>                       | <b>No</b>  | <b>No</b>   | <b>No</b>                |



## 2. Alternate Club Wolves Logos

A sports club may choose to make an alternate club logo that must incorporate the main design of the wolf. Designs from each club will be ratified by Sports Council to ensure that the logo remains consistent with the GCU Wolves brand.

All lettering attached to the logo must be in the Georgia font and formatted to bold.

Logos may be in either full colour, all white, all blue (light blue as in the original GCU Wolves logo) or all black. Any of these colour schemes may be used for any of the allowed kit & clothing.

The original GCU Wolves logo is available to download from the Volunteer Resources section of the Students' Association website.

*GCU Wolves – Original – Full Colour*



**GCU WOLVES**

*GCU Wolves – Alternate Club Logo Examples*



**GCU WOLVES**



**GCU TENNIS**



**GCU CHEERLEADING**



**G-CAL  
MUAY THAI**



**GCU  
WOMEN'S  
RUGBY**

### 3. Playing & Competition Kit Design Specification

All playing or competition kit used to represent a GCU sports club must meet a required design specification. This is to ensure that there is a uniform brand across all sports clubs, meaning a greater appeal to any external sponsorship and branding opportunities.

All diversions from the required design specifications must be approved by the Sports Council (with the exception of sponsor logos which may be approved by the Activities Manager).

For an alternate or away kit, clubs may use a reverse of the design with the same colours (i.e. true blue stripe with white kit).

All kit must be approved by the Activities Manager with a completed design document. Orders will only be approved if the design for the kit meets the following criteria:

- 1) Main colour of True Blue.
- 2) Single, white, diagonal stripe on the front of the kit.
- 3) All three logos for the university present in some form on the kit (GCU Wolves/Alternate logo, GCU logo, Students' Association logo).
- 4) Logo of the official sports club kit supplier.
- 5) If an alternate or away kit, club may use reverse colours with same design (white kit, true blue stripe).

***GCU Wolves – Kit Design Examples***



## 4. Club Orders

Clubs may use their accounts to order playing kit & other clothing for use by members of their sports club.

All diversions from the required design specifications must be approved by the Sports Council (with the exception of sponsor logos which may be approved by the Activities Manager).

To do so, they must abide by the following rules:

- 1) Follow all design specifications appropriate for the type of order.
- 2) Have any external sponsors approved by the Activities Manager.
- 3) Provide a design document for all clothing being ordered to the Finance Manager. Any variances noticed by the Finance Manager will be sent to the Activities Manager for further consultation and referred to Sports Council where appropriate.

## 5. Club Sponsorships

A potential source of income for sports clubs is through external sponsorships, which can include a wide variety of different types of businesses.

Clubs may use sponsor logo(s) on playing & competition kit and other garments after approval by the Activities Manager.

All external sponsorships for clubs must be approved by the Activities Manager prior to contractual or verbal agreement.

## 6. Disciplinary

Should any club or individual sports member be found in breach of the above branding rules, their actions may result in the following punishments being administered:

- Club fines.
- Suspension of club accounts.
- Training and/or playing ban for relevant committee positions.
- Club wide training and/or playing ban.
- Ineligibility to apply as Focus Sports / Stripped of Focus Sports status and advantages that occur from the status.
- Ineligibility to submit award nominations for Sports Ball.