



UNIVERSITY OF
CAMBRIDGE
Sports Service

Sports Clubs

Guidance for
Registration and
Operations

2020-21 Edition

V4.0





Guidance for the Registration and Operation of University Sports Clubs

This guidance document forms part of a series that has been produced by the University of Cambridge Sports Service to support University Sports Clubs in running safe, well managed, supportive and successful clubs. It also provides information on the Sports Club Registration Process. The other documents that form part of this series are:

- Data@Sport
- Events@Sport
- Finance@Sport
- Safety@Sport
- Travel@Sport
- Welfare@Sport

Additional support materials and templates are also available on the University Sports Service Moodle site. It is important to note that all of these documents provide general guidance and signposting to clubs. Given that there are over 50 University Clubs playing sports that involve very different playing programmes, performance levels, regulatory frameworks and risks, it is impossible for us to cover all eventualities. It is therefore very important that Clubs consider their particular context carefully and refer to their National Governing Body (NGB) for more sport specific guidance and seek independent legal advice where appropriate.

FEEDBACK

We have done our best to provide helpful guidance to support clubs in managing their activities. However, given the diverse range of clubs at Cambridge we recognise that we will not have covered all relevant themes or issues. As such, we welcome your feedback on the value of the document. We will be reviewing and adapting it annually to ensure it becomes a useful reference point for Clubs in supporting students. If you wish to provide specific feedback or comments, please contact Registration@sport.cam.ac.uk



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SECTION 1) SPORT AT CAMBRIDGE

The Sports Committee

Responsibility for the strategic direction of Sport in the University is vested in the University Sports Committee, a joint committee of the Council and the General Board, chaired by the Senior Pro-Vice-Chancellor.. The role of the Sports Committee is to:

1. Support the development of the Strategy For Sport;
2. Assist with securing resources to deliver that strategy;
3. Oversee the delivery of that strategy by the Sports Service;
4. Maintain a list of registered University Sports Clubs and oversee their formal registration to the University;
5. Manage risks relating to sport in the University;
6. Make an Annual Report to the Council and the General Board and such other reports as the Council or General Board may require.

The University Sports Committee is made up of University, College and Club representatives. It also has a number of external members bringing expertise from their respective fields. The Sports Committee also has student representatives from both Sports Clubs and Cambridge University Students Union. The Statutes and Ordinances specify the membership of the Sports Committee, which can be found in [Appendix A](#).

Dates for Sports Committee will be published on the Sports Service website.

Any Club wishing to present an item to the Sports Committee should contact the Deputy Director of Sport at least 2 weeks before the meeting date at:-
karen.pearce@sport.cam.ac.uk.

For more information about the Strategy for Sport 2017-2022, please see the following:
<http://www.sport.cam.ac.uk/news/strategy-sport-2017-2022>

The Sports Service

The University Sports Service forms part of the Unified Administrative Service (UAS), led by the Registrar, the principal administrative officer of the University. The administrative centre for the Sports Service is located at the University Sports Centre on the West Cambridge site. Through the University's Sports Committee, the Sports Service is the governing body of University Sports Clubs, and advises the University and Colleges on their needs for Sport.

The Sports Service is responsible for:

1. Implementing the Strategy for Sport;
2. Ensuring that sports facilities and grounds in University ownership or administered by the University on behalf of University Sports Clubs or other bodies, are effectively, efficiently and sustainably managed;
3. Advising on, and commissioning, major new sports facilities and working closely with Cambridge University Development and Alumni Relations (CUDAR) to fundraise for Sport;
4. Developing, implementing and overseeing the new Registration Process for University Sports Clubs on behalf of the Sports Committee.



Key Contacts for Clubs in the Sports Service

		
Nick Brooking Director of Sport director@sport.cam.ac.uk	Karen Pearce Deputy Director of Sport Karen.Pearce@sport.cam.ac.uk	Stephen Goddard Assistant Director of Sport Stephen.Goddard@sport.cam.ac.uk
Strategy for Sport Fundraising Sponsorship	Club Registration - Strategic Lead Sports Committee Welfare@sport	Operations Management Estates Management
		
Lucy McGennity Sports Clubs Support Manager Lucy.Mcgennity@sport.cam.ac.uk	Simon Cornish Safety & Compliance Officer Simon.Cornish@sport.cam.ac.uk	
Club Registration / Teamwear Complaints & Appeals Welfare	Accidents & Incidents Health & Safety	
		
James Barclay Sports Club Coordinator – Registration James.Barclay@sport.cam.ac.uk	Callum O'Shea Sports Club Coordinator – BUCS Callum.Oshea@sport.cam.ac.uk	
Club Registration Grants & Resources Events Training and Workshops	BUCS / Transport Training and Workshops Student Sport Advisory Group Social Media/News Reports	

A complete list of Sports Service contacts can be found on our website here:

<https://www.sport.cam.ac.uk/about-us/our-staff>

SECTION 2) SPORTS CLUB REGISTRATION

Recognised Sports Clubs historically registered with the Proctors' Office in the same manner as other clubs and societies. The Proctors hold responsibility for maintaining order and discipline in the University, as well as maintaining the right to free speech. They shall remain responsible in this respect, but no longer undertake the registration of recognised Sports Clubs. A list of these Sports Clubs can be found in [Appendix B](#).

The Sports Committee, through the Sports Service, have adopted a registration process based on Sport England guidance that has been specifically adapted for the University. This Registration process supports University Sports Clubs in managing their operations and activities in a safe, legally compliant, and financially sustainable manner. It also aims to reduce the administrative burden on clubs in the long term and support the recruitment and retention of students, senior members, coaches, and volunteers.

Registration is mandatory for recognised Sports Clubs and this will be reflected in revised University Ordinances. Clubs that fail to register on an annual basis will not have access to University grants and resources, nor will they be permitted to represent the University in competition or to use the University name.

Sports Committee have adopted Rules for Registration which can be found in [Appendix C](#).

How do Clubs Register?

Clubs are required to register with the Sports Service annually by the beginning of Michaelmas Term via the University of Cambridge Sport Moodle course registration form, available at www.vle.cam.ac.uk. If you do not have access to this course, or require help, please email the Sports Service at: Registration@sport.cam.ac.uk. The Sports Service will then review the submission and allocate a Registration Status of Full, Provisional or No Status. The registration form requires documentation and information in the below areas:

Governance

- Constitution
- Code of Conduct
- Selection Policy (new for 2020-21)
- Club Committee (positions and role descriptions)
- Club Handover (succession planning information)
- National Governing Body affiliation (where applicable)
- Accounts
- Equipment Inventory
- Privacy Notice



Membership and Safety

- Membership Form
- Risk Assessment
- Safety Policy
- Safety Officer Role description
- Insurance

Coaching Information

- Coaches details
- Coaches qualifications

Welfare

- Welfare Policy
- Welfare Officer Role description
- Child Protection Policy (where applicable)

All Sports Clubs must have a Senior Treasurer. They provide essential continuity in the club's administration, and signs the annual accounts before they are submitted to the Sports Service. A Senior Treasurer is chosen because they express an interest in the aims and character of the Club, and is willing to give sufficient time to its affairs. The Senior Treasurer must be either: i) listed on the Roll of the Regent House, or; ii) approved by the Sports Club Registration Sub-Committee.

Annual Updates

It is not necessary for a club to register from scratch every year. However, to retain registration, clubs must complete an online registration form and documentation, and provide any additional updates requested by the Sports Service. All information should be audited by the Senior Treasurer and signed off by an authorised club officer. Failure to comply with any of these requirements may result in de-registration of the Club and restriction on grant funding and access to central resources such as the kit deal, facilities and fundraising support.

The information provided may be shared with other University departments and bodies (for example, the University Development and Alumni Relations Office, CUDAR) for purposes such as statistical analysis and research, fundraising, and alumni engagement. Full details of how your information will be used can be found in the Sports Service Privacy Notice Statement, available on the Sport Moodle platform.

It is recommended that, particularly in the Long Vacation, proper arrangements are made for the safe custody of equipment and records, and that the Senior Treasurer and other continuing officers and members of the club are fully aware of these arrangements. The



Senior Treasurer and the society's bank should be consulted about ensuring continuity of the authority to operate any bank accounts – e.g. to sign cheques or access online banking facilities.

SECTION 3) CLUB GOVERNANCE

Constitution

The Sports Service, in consultation with the University Legal Team, has created a template constitution and guidance notes for clubs which can be found on [Moodle](#). The constitution template includes the following sections:

- Aims and Objects
- Membership
- Equity
- The Executive Committee
- General Meetings
- Financial & Liability Matters
- Changes to the Constitution
- Complaints Processes
- Disciplinary Processes
- Dissolution
- Reserved Matters
- Provision of Information

If you wish to discuss your club constitution prior to your registration, please contact the Sports Service at Registration@sport.cam.ac.uk.

The constitution template may be used in its entirety, or may be adapted to suit the needs of the club, provided that the University regulations are met and the spirit of the Sports Service requirements is followed. These requirements are more specifically laid out in the next subsection 'Charitable Status'. As part of the registration process, all constitutions will be reviewed with the Club to ensure compliance with the key rules and principles in the template.

The constitution must make clear that the Club is open to all interested students of the University, regardless of protected characteristics, and that power is in the hands of its members. It shall be permissible for Clubs to impose restrictions on eligibility to join or participate in the activities of the Club on grounds such as performance and competitive level, provided they are judged by the Sports Committee to be consistent with the purposes and objectives of the Club and the Sports Service, and are reasonable and fairly applied in all the circumstances, and are neither contrary to the law, nor the University's anti-discrimination provisions.



Members should elect officers and other members of the Executive Committee, and be responsible for amending the constitution, where necessary.

Charitable Status

Some Sports Clubs may have or seek charitable status and may qualify as an exempt charity on the grounds of their association with the University, which is itself an exempt charity. Whilst charitable clubs may consider structuring themselves so as to meet the requirements for individual registration with the Charity Commission, it is the University's strong preference that charitable clubs arrange their affairs and constitutions in order to qualify as exempt charities.

Information about exempt charities is widely available but some helpful sources are:

- Sch.3 Charities Act 2011:
<http://www.legislation.gov.uk/ukpga/2011/25/contents/enacted>
- Charity Commission Operational Guidance OG717-02:
<http://ogs.charitycommission.gov.uk/g717a002.aspx>
- HEFCE: Review of Linked Charities, Sept. 2010/ref: Circular Letter 23/2010:
<http://www.hefce.ac.uk/pubs/year/2010/cl.232010/>
- Office for Student
https://www.officeforstudents.org.uk/media/1449/ofs2018_23.pdf

Registration does not guarantee that charitable clubs will benefit from exempt status. The University has however developed a set of criteria which it believes are persuasive indicators of exempt “linked” status and appropriate requirements of the University for Clubs that wish to benefit from the University's own exempt status. These criteria are under continuous review but currently include the following:

- a) The Club must be a charity (i.e. have exclusively charitable objects and not allow for the private distribution of assets);
- b) The Club's objects must fall within the broad educational objects of the University;
- c) There must be adequate student representation on the governing body of the Club;
- d) There must be a Senior Treasurer, being a member of the Regent House;
- e) The University must be kept adequately informed of the Club's activities and be able to participate in governance of the Club through representation at an appropriate level;
- f) The University must be entitled to approve amendments to the Club's constitution;
- g) The University must be entitled to grant permission for use of its name and to refuse or remove such permission.

Regardless of a club's intentions, it must ensure that its constitution complies with these criteria, and should notify the Sports Service of its intention to seek exempt charitable status. If members of the Club are in any doubt about the Club's status, they must take independent legal advice. The University is not able to confirm charitable status, exempt or otherwise.

Legal Status

Sports Clubs, whether or not they use the name of the University in their title, and whether or not they carry on their business on University premises, are bodies independent of the University. The University does not accept liability or responsibility for any debts they may incur.

Most clubs are unincorporated members' clubs and, as such, cannot be sued. The default position for such unincorporated associations is that all members are jointly liable for any debts or obligations which arise as a result of club dealings. Any claim against an unincorporated club can be brought only against its officers or its members, and therefore the Club constitution must outline the position of the liability of its members. This informs potential members prior to joining, and those who may deal with the club, of their position of liability and risk.

It is important for a club to take reasonable steps to safeguard its officers, and in particular the Senior Treasurer, against liability. It is therefore essential that the constitution of the Club should expressly provide that the Senior Treasurer shall not be liable for any debt or other obligation of the club or society, except where they have personally authorised it in writing. Insurance may also be required for officers and members.

Officers of a club should not authorise any transaction involving financial liability, whether by signing a cheque or by authorising the making of a contract or agreement, unless they are sure it is within their authority to do so and that sufficient funds are available. If there are doubts, the transaction should not go ahead without all the executive members of the Club agreeing to it in advance, and the undertaking of liability for it. Funds should only be used for purposes consistent with the constitution of the Club, and certain transactions may be governed in the reserved matters of the constitution.

Code of Conduct

All clubs must have a members' code of conduct that is fit for purpose and specific to the sport. The code should reflect the values of the club and the University, and may also contain rules regarding safety within your sport. The purpose of the code of conduct is to set high standards of behaviour, and to allow the Club to hold its members (student or non-student) to account if your rules are broken. Your club may choose to incorporate the code of conduct of your national governing body by endorsing the code in addition to your own rules. Where this is done, it is important to make this NGB code available to prospective and current members.

The code should be part of the Club's signing-up process, such that members sign agreement to it on becoming a member of the Club. It would not be acceptable, for example, to use the code of conduct ex post facto where a member has not had the opportunity to read or sign to it.

The Sports Service holds a template code available on [Moodle](#), which clubs are welcome to use and modify to suit their needs. It is also helpful to refer members to the complaints and disciplinary processes in the club constitution, reminding them of their rights and the procedures available.

Recruitment and Selection

Across the University of Cambridge, the depth and breadth of University level sport provides a wide range of sporting opportunities. For some clubs, it is an opportunity to grow and develop their club, whilst others may not have the capacity for everyone to join and need to select players through a trial process.

It is essential for clubs to have a selection policy in place that clearly sets out criteria that members need to achieve in order to be selected for competition. Further guidance on recruitment and selection can be found on [Moodle](#).

National Governing Body Affiliation

All University of Cambridge Sports Clubs are responsible for ensuring that the club and/or members have the appropriate affiliation with their National Governing Body. Clubs should be aware of any deadlines set by third parties for affiliations and the penalties associated with failing to register. For the purpose of Registration, where NGB affiliation is a condition of participating in the sport, Clubs must provide evidence.

There are many benefits associated with NGB affiliation. These can include but are not limited to: insurance, access to coaching qualifications, policy guidance, and pathways to competition.



Annual Accounts

At the end of club's financial year, you must prepare annual accounts. For the majority of Clubs, this task will be completed by the Junior Treasurer(s) and audited by the Senior Treasurer. The accounts will then be submitted to the Sports Service via the Club's Registration Form within 3 months of their financial year end, unless an alternative arrangement has been previously agreed.

Where a Club is incorporated or has a complex operation, this process will need to be managed by an appropriate body and follow regulated accounting procedures.

Further information and templates regarding club finances can be found in our **Finance@sport** guidance available on [Moodle](#).

Privacy Notice and Data Protection

The General Data Protection Regulation (GDPR) sets out important rules about the ways in which data of natural persons (i.e. information about living individuals, in both electronic and paper forms) must be handled. These rules should be observed with care, as non-compliance could have very serious consequences for your club.

Each registered Sports Club is responsible for the handling of its own data and how information is collected, processed, used and stored.

Guidance on GDPR is available in the **Data@Sport** handbook on [Moodle](#). Please read this document in its entirety and ensure that your club has a system of review to ensure ongoing compliance.



SECTION 4) MEMBERSHIP AND SAFETY

Membership Form

Sports Clubs must have a comprehensive membership and emergency contacts form that all members complete when signing up to a club. This will enable you to have the correct information about the new member, and also ensure the person is signing up to your club polices, rules and regulations. Guidance can be found on [Moodle](#).

Risk Assessment & Safety

Clubs are responsible for ensuring the health and safety of their members when engaged in the activities of the Club. Officers must comply with relevant legislation and must undertake appropriate risk assessments

All Clubs must have:

- Safety Policy
- Safety Officer with a clear role description.
- Risk Assessment(s)

The **Safety@Sport** guidance and templates for risk assessments are available on the [Moodle](#) course, which covers the following topics:

- Management of Health and Safety
- Risk Assessment and Code of Conduct
- Accident and Incident Management and Reporting
- Insurance
- Equipment
- Trips and Tours
- Monitoring and Further Information
- Safety Policy Templates



Insurance

Registered Sports Clubs must ensure that adequate insurance is in place to cover their activities and to reduce the exposure of officers and members. The University's insurance is limited and does not provide comprehensive cover against all the liabilities and risks to which a club might be exposed (the limitations on cover arise necessarily because registered Sports Clubs, often as unincorporated members' associations, are not directly operated by the University). Further detailed information on insurance and liabilities can be found in the *Safety@Sport* guidance available on [Moodle](#).

For details of the University's insurance provision please consult the Insurance Office (<https://www.insurance.admin.cam.ac.uk/>), which includes this (as published in the Reporter) together with other guidance on exclusions and policy excesses.

SECTION 5) CLUB COACHES

Coaches List & Qualifications

When engaging with a coach, it is important to ensure they have the correct qualification to lead your session. Clubs are required to submit their coaches list along with evidence of their relevant coaching qualifications. The Sports Service will carry out routine checks of qualifications with National Governing Bodies.

Employment Status

It is important to consider what relationships and obligations may exist between the Club and its staff and volunteers. This involves carefully considering the 'employment status' (employed, self-employed or voluntary status) of anyone engaged by the club. This is to ensure that if they are employees, the correct amount of tax and National Insurance (NI) contributions are being deducted from their payments. If they are deemed to be self-employed, it then the coaches are paying the relevant NI and tax contributions themselves.

All working adults, regardless of employment status, must pay tax and NI contributions in accordance with current UK legislation. It is the Clubs responsibility to define the status of those that they engage whether they are coaches, administrators or marshals. It is really important to get the status right or the Club could end up having to pay extra tax, NI, interest and penalty charges. If there is any doubt as to the coach's employment status, you should use the Employment Status Indicator (ESI) tool that can be found on the HMRC website. This is free service and no personal details or data are gathered from the tool by HMRC. ESI Tool: www.hmrc.gov.uk/calcs/esi.htm

EMPLOYEES - Where staff are employed by the Club, all steps must be taken to comply with statutory regulations regarding Tax and National Insurance. All statutory regulations



should be observed (e.g. contract of employment). In addition the Club should inform the appropriate paying authority of changes in pay (e.g. sickness, holiday advance, increases including cost of living).

SELF-EMPLOYED – Many NGB's have guidance documents, contract templates and Coaching Codes of Conducts available for clubs to use when working with self-employed coaches.

VOLUNTEERS - Volunteering England recommends that groups and organisations don't ask volunteers to sign an agreement to avoid the perception that a legally binding relationship is being created. This doesn't mean that an organisation can't lay out the general elements of the role, what it hopes for from the volunteer and what the volunteer can expect. This can act as a reference point for the volunteers, and a reminder to the organisation that it should meet the standards of good practice that it has set itself. More information is available at: <https://knowhow.ncvo.org.uk/>

Please note that Clubs are also responsible for checking that any person that they engage has the Right to Work in the UK. For those working with Children, the Club must also carry out a DBS check (Please see section 26 for more information on Child Protection).

If you have any questions or concerns about employment or coach/official arrangements, you can contact the Sports Service for advice. In certain circumstances, the Sports Service may also refer clubs onto the University Human Resources Division or other external advisors.



SECTION 6) WELFARE

The University is committed to providing a safe environment for athletes whilst competing and training for their sport, as well as ensuring their safety and wellbeing away from the field of play. Sports Clubs play a vitally important role in safeguarding and supporting sports people, through their governance arrangements, operational processes, sporting programmes, and social activities. Club officers, coaches, volunteers, and sporting peers can also provide a supportive network for students striving for academic and sporting excellence. This network compliments the broader Collegiate Cambridge systems aimed at supporting a positive student experience.

University Sports Clubs, like any sporting organisation, are responsible for creating, promoting and maintaining a safe and positive environment for all club members to participate in and/or compete in their chosen sport

All Clubs must have:

- Welfare Policy
- Welfare Officer with a clear role description.
- Safeguarding Policy (where applicable)

All Welfare Officers must be suitably trained, have sufficient knowledge of University Support Systems and be linked into a support network themselves. The Sports Service work with the Students' Unions' Advice Service to deliver Welfare Officer Training each term. This aims to provide Welfare Officers with the knowledge and understanding necessary to deal with welfare disclosures and signpost club members to support systems

The **Welfare@Sport** guidance and templates for welfare policy and welfare officer role descriptions are available on the [Moodle](#) course.

Safeguarding Policy

Clubs should be aware that their activities are subject to the provisions of the Protection of Children Act 1999, the Protection of Vulnerable Adults Act 2002 and the Safeguarding Vulnerable Groups Act 2006. Clubs must determine and meet their obligations under the Acts in respect of

- a) when their membership includes either children (under 18, and especially under 16) or vulnerable adults (e.g. people with disabilities or with special educational needs),
or
- b) when their activities involve children or vulnerable adults, whether these are regular activities involving members only, or whether they are special activities, such as community projects, involving children or vulnerable adults outside the membership.



If the activities of a club frequently or intensively bring members into contact with children or with vulnerable adults it may be necessary for The Disclosure and Barring Service (DBS) checks to be carried out on individual members and for information disclosed under this procedure to be acted upon. Clubs are advised to consult as appropriate (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>), and determine for themselves whether checks are desirable or necessary.

Clubs are also advised to consult and to follow the University's Child and Vulnerable Adult Protection Policy, which is maintained by and is available from the Personnel Division (<https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy>). Further advice and policy support is also available from your National Governing Body (NGB) and the Sports Service. This will include the qualification and accreditation requirements for coaches working with children within the sport.

SECTION 7) EQUALITY AND DIVERSITY

University of Cambridge Sport is committed, in its pursuit of academic excellence, to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented and disadvantaged groups, promotes an inclusive culture, and values diversity. This commitment is underpinned by the University's core values, expressed in its mission statement:

- Freedom of thought and expression.
- Freedom from discrimination.

The Full University Equal Opportunities Policy can be found at:-

<http://www.equality.admin.cam.ac.uk/equality-and-diversity-cambridge/equal-opportunities-policy>

Legal Framework – Application to the Sport

No member of a Sports Club shall be treated less favourably than another because of their belonging to a protected group. Protected characteristics are defined in the Equality Act 2010 as:

- Sex
- Gender Reassignment
- Marriage or Civil Partnership
- Pregnancy or Maternity
- Race (including Ethnic or National Origin, Nationality or Colour)
- Disability
- Sexual Orientation
- Age
- Religion or Belief



Club Commitment to Equality

University Sports Clubs need to be aware of the requirements of the Act and comply with any relevant sections. It should also consider how this is applied in the context of their Club. Clubs should liaise with their National Governing Body, in the first instance, to help them to assess the provisions of the Act in relation to their sport and activities.

In addition, the club constitution must endorse equality principles, and clubs should use their Code of Conduct to define the expected standards of players, coaches, volunteers, support staff and visitors involved in any club activity or event. This should include reference to:-

- Everyone having the right to enjoy their sport in a respectful environment free from threat of discrimination, intimidation, harassment or abuse.
- All Club members taking responsibility to challenge discriminatory behaviour and promote respect and equality of opportunity.
- The Club dealing with any incidence of discriminatory behaviour seriously, according to their Disciplinary Code.

Disability

Clubs are reminded that their membership, constitutional arrangements and activities are subject to the provisions of equalities legislation, in particular the provisions of the Equality Act 2010 and associated legislation. Membership should be open to all members of the University and Sports Clubs have a responsibility to take reasonable steps to ensure that disabled people have access to their activities or events.

Information and guidance on both legislative and disability matters are also available from the Disability Resource Centre: <http://www.disability.admin.cam.ac.uk/>.

Clubs are also referred to the information and resources produced by the National Disability Team and TechDis, in particular the guide 'Accessible Events: a good practice guide for staff organising events in higher education':

http://www.staffs.ac.uk/assets/TechDis%20Accessible%20events%20HE_tcm44-28432.pdf

Further Information

For further information regarding equality and diversity seek guidance from [University of Cambridge, Equality and Diversity Section](#), [Equality Act 2010](#) or email welfare@sport.cam.ac.uk.



SECTION 8) LEGAL RESTRICTIONS

Club officers should, in appropriate cases, acquaint themselves with the legal restrictions or controls placed on music, dancing and public performances, gaming, trading, and the supply of alcoholic liquor. The following information is extracted from section 14 of the Proctors *Notes for the Guidance of University Clubs & Societies*:

<https://www.proctors.cam.ac.uk/documents/notes-on-registering-societies.pdf>.

Freedom of Speech

The University has a long tradition of seeking to safeguard freedom of speech within the provisions of the Counter-Terrorism and Security Act 2015. It will assist University Sports Clubs, and the Proctors, in meeting their obligations under the University's Code of Practice on Freedom of Speech, if clubs send a copy of their programme (and the names of their officers if they do not appear on it) to the Proctors before the beginning of each full term.

Public Meetings

The officers of any Sports Club who are organising any public meeting within the Precincts of the University (otherwise than in a College) are requested to consult the Proctors at an early stage in their preparations.

The University authorities intend to safeguard freedom of speech and lawful assembly; the Proctors wish to ensure that public meetings and assemblies within the Precincts of the University are peaceful and orderly both in intent and fact. Full co-operation from all members of the University is expected. Organisers of meetings are responsible for ensuring that fire regulations and other conditions attached to the use of the meeting place are fully applied.

Public Performances Theatres Act 1968

University Sports Clubs are reminded that, by law, no performance may be performed or other entertainment provided in PUBLIC, either indoors or in the open air except under certain conditions described below, without a licence having been granted by the City Council.

It is generally accepted that if attendance at a play or entertainment, as defined below, is restricted to members of the Club putting on the performance, to members of the College concerned and their bona fide guests, or to resident members of the University and their bona fide guests, this would not constitute a 'public' performance or 'public' entertainment. Where restricting attendance to such persons cannot be guaranteed, all reasonable steps should be taken to exclude members of the public.



If any play or entertainment takes place without a necessary licence, or without complying with the conditions of a licence, the organisers of the entertainment as well as those making the place available could be liable for a fine of up to £1,000. A licence either may relate to particular entertainments to be held on one or more occasions, or may cover all entertainments to be held on the premises concerned for a period of up to one year.

Organisers are reminded that, even if an entertainment or performance does not require a licence, they may be held responsible if inadequate precautions are taken to ensure the safety of the performers and the audience.

Clubs are advised that where they are arranging a performance of a play or entertainment for which a licence is required, they should not advertise the event until they have obtained the licence. They are also advised that owners' permission must always be obtained before advertisements are displayed on any site; it is an offence at law to affix advertising matter of any kind to buildings, hoardings, trees, etc., without permission.

For events which are to take place on College premises, advice should be sought beforehand from the College authorities. For events which are to take place elsewhere, advice may be obtained from the Sports Service.

SECTION 9) COMPLAINTS & DISCIPLINE

Multiple bodies, within the University and external to it, may be involved in the handling of a complaint or disciplinary action. The following guidance demonstrates the role and sanctions of each applicable body.

In general, the Sports Club is the first port of call, and complaints should only be escalated to the Sports Service or other University bodies if there is a conflict of interest, or the seriousness of the matter warrants further assistance. Should a club or individual wish to appeal to the Sports Committee, the matter should be communicated to the Sports Service in the first instance.

Club

All clubs should have a complaints and disciplinary procedure enshrined in their club constitution. This may also be more elaborately transposed into separate Club policies or bye-laws. The purpose of these procedures is to give members recourse to a formalised means of expressing grievances, and for the Club to be able to acknowledge and respond to these grievances appropriately and consistently.

Such procedures also help to protect the reputation and integrity of the club and the University by holding members to account with the way in which complaints are communicated and handled (e.g. not made publicly on social media), and also reassures

members that they will be treated with equal opportunity and respect with any perceived injustices.

The Senior Treasurer is expected to be involved in matters of Club complaints and discipline, and should be a point of appeal in the first instance.

Regulatory Role	Sanctions
Responsible for implementing the rules, regulations, policies, procedures and codes of behaviour from their sports NGB, BUCS and University of Cambridge.	Sanctions may include removal of a Club Officer from their post, loss of team captaincy or the expulsion of an individual from club activity and termination of their club membership.
The Club must have complaints and disciplinary procedures in place.	

BUCS/Competition Governing Bodies

Competition leagues such as BUCS may also have their own disciplinary procedures. Any clubs taking part in such events may also be subject to these, in addition to, University procedures.

Regulatory Role	Sanctions
Sports specific regulations in relation to competition administration, field of play (e.g. dimensions, surface etc.) and qualifications of officials. These may vary depending on league. Normal rules of the sport will still apply as do other NGB disciplinary procedures.	BUCS may apply individual, team, club, or institutional sanctions.

National Governing Bodies (NGBs)

National Governing Bodies may have their own procedures and sanctions, and these may impact the Club, or an individual's ability to train and compete.

Regulatory Role	Sanctions
NGBs will have a range of Disciplinary Procedures that apply to affiliated Clubs, Coaches and Officials e.g.	NGB's may apply individual, team or club sanctions as detailed in Sports Specific NGB Disciplinary Procedures.



- Safeguarding and protecting young people;
- Red card and match-day misconduct offences;
- Anti-doping offences; and
- Disrepute offences

Sports Service

The Sports Service, while not positioned to deal with everyday complaints, will arbitrate on issues where there is a conflict of interest (e.g. a complaint against the Club Executive Committee itself), or if a further appeal is made against a club-level decision. Members must be aware of their right to appeal (both at club level and beyond), and the procedure involved.

Regulatory Role

The Sports Service will:

- Oversee the BUCS appeals process.
- Collate information on BUCS and NGB sanctions/ensure implementation.
- Act as the initial contact for confidential complaints regarding club officers, staff, coaches and officials.
- Act as the initial contact for issues where there is a conflict of interest.
- Act as a contact for confidential student welfare concerns relating to clubs members.
- Deal with breaches of club registration terms (in the first instance) and facility booking terms, conditions and codes of conduct.

Sanctions

The Sports Service will work with clubs and individual members to review incidents and reach informal resolution. The Sports Service will also support club in implementing change where appropriate to improve practice.

Where appropriate, individuals may be signposted to other University or College disciplinary policies and procedures.



Sports Club Registration Committee

The Sports Club Registration Committee reports to the Sports Committee, and is responsible for reviewing governance and registration arrangements of University Sports Clubs.

Regulatory Role	Sanctions
<p>The Committee will deal with:</p> <ul style="list-style-type: none"> • Serious complaints regarding Club Officers and Coaches. • Repeated or serious misconduct relating to a club or team. • Complaints/concerns regarding internet, publications and social media. <p>The Committee will also receive a report on BUCS and NGB sanctions applied at the club level.</p>	<p>The Committee will work with Clubs, through the Sports Service, to review issues and improve practice. Where repeated or serious misconduct is adjudged to have occurred in relation to the Club as a whole then the Committee may recommend that a Clubs registration status is reviewed by the Sports Committee.</p>

Sports Committee

Regulatory Role	Sanctions
<p>The Sports Committee will:-</p> <p>Maintain a list of Registered Sports Clubs.</p> <p>Review any appeals arising from Club or Sports Club Registration Committee decisions.</p>	<p>The Sports Committee will set up a panel from its membership to deal with appeals when they occur.</p> <p>The Sports Committee may change the status of a Club to 'provisional' with an improvement notice and timeframe. In the event that this is unsuccessful the Club may be deregistered, resulting in the Club being unable to use, or compete under, the name of the University.</p>



The University and the Proctors

The University, the Colleges, and the Proctors may also be involved where a complaint concerns matters that may constitute a violation of other University rules and regulations, or where there is an issue such as free speech or equality. The Office of Student Conduct, Complaints and Appeals (OSCCA) is able to intervene where a formal complaint is submitted to the University (see <http://www.studentcomplaints.admin.cam.ac.uk/>), though this service is not intended to handle less serious complaints, or those which can be dealt with at Club level or with the Sports Service.

Regulatory Role	Sanctions
<p>University Disciplinary Regulations</p> <p>http://www.proctors.cam.ac.uk/documents/discipline-1-1.pdf</p>	<p>The Discipline Committee has the power to impose sentences of deprivation or suspension of membership of the University, deprivation or suspension of degree, rustication and any other sentence which it considers lighter, including requesting the Vice-Chancellor to issue a revised class-list awarding a different class of degree that that initially awarded by the Examiners, and may order payment of compensation.</p>
<p>Cases of student harassment and sexual misconduct</p> <p>http://www.studentcomplaints.admin.cam.ac.uk/harassment-sexual-misconduct</p>	<p>This procedure enables the complainant to retain control of the process whilst providing an opportunity for investigation of a case of harassment and/or sexual misconduct. Any outcome of the procedure must be agreed by the complainant and the respondent, although the case can be referred to the discipline procedure for formal sanctions with the complainant's agreement.</p>



**The Office of Student Conduct,
Complaints and Appeals (OSSCA)**

<https://www.academic.admin.cam.ac.uk/education/student-operations/office-student-conduct-complaints-and-appeals-oscca>

OSSCA provides procedural advice, case handling and oversight of a number of student procedures including: complaints; harassment and sexual misconduct and discipline. Students are expected to exhaust informal routes to resolution wherever possible, and to use the correct procedure for the matter they wish to make a formal complaint about

Proctors

<https://www.proctors.cam.ac.uk/>

The Proctors are responsible for ensuring good order and discipline in the University, amongst other duties. The Proctors may become involved with a disciplinary issue, but will not be involved in issues pertaining to Sports Club registration or operation.

Colleges

<https://map.cam.ac.uk/colleges>

Each College has its own disciplinary arrangements, and students subject to University processes may also be involved with College processes, with liaison between the two

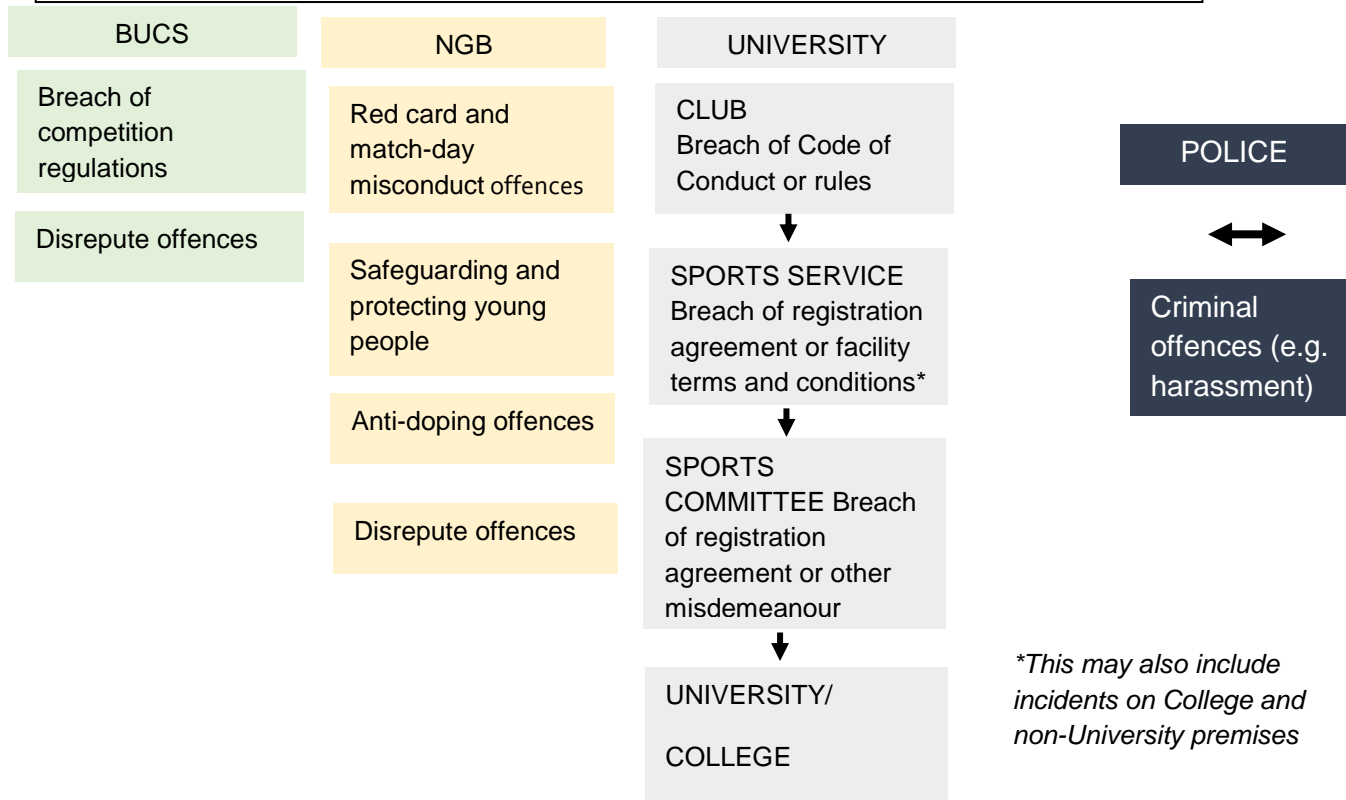
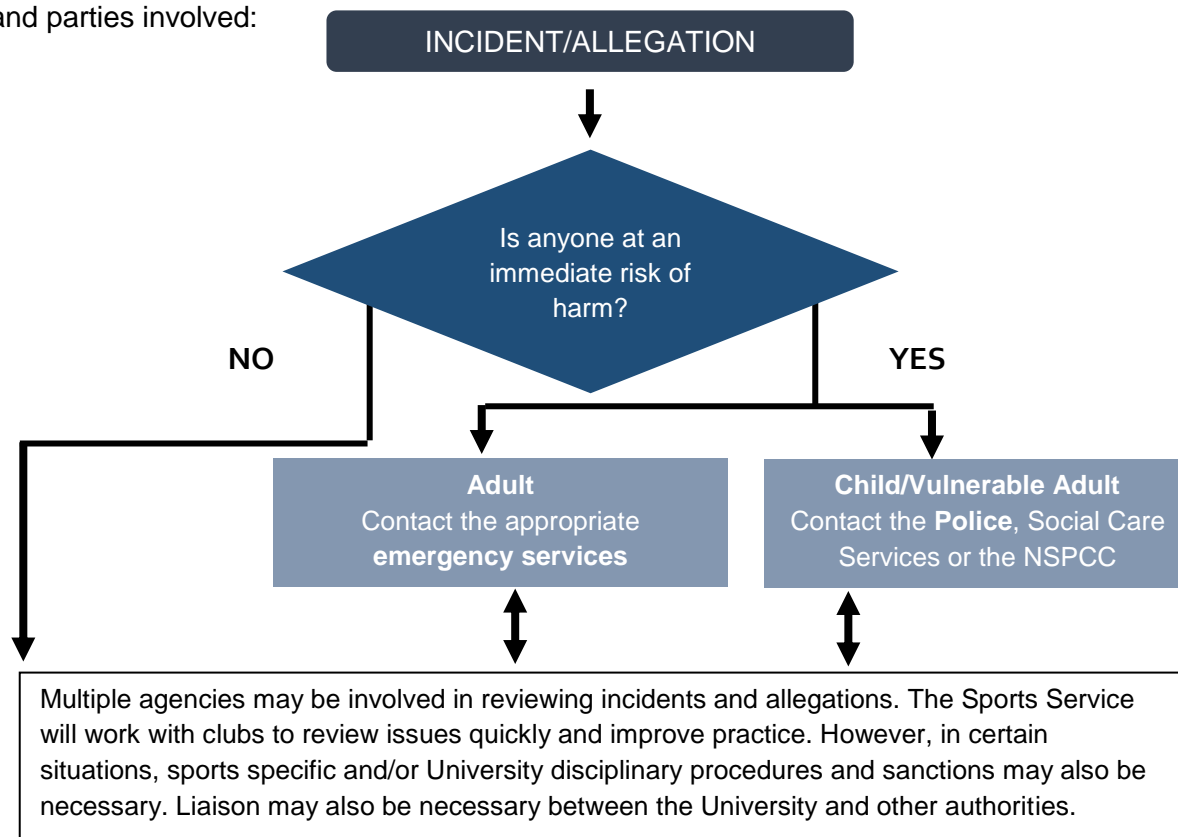
Police and Social Care Services

Some concerns may warrant more serious and immediate action beyond the University; if an adult or child are in an immediate risk of harm, or if a criminal offence has been committed, it may be appropriate to contact the Police, and, in the case of child welfare issues, Social Care Services. Emergencies should be reported by telephoning 999, and 101 may be called to contact the Police for non-emergencies.

Regardless of the severity, the University must be informed of any such issues and contact with the Police/Social Care Services as soon as reasonably possible.

Incident Pathway within Sport

The pathway demonstrates how to assess an issue or complaint, and the appropriate action and parties involved:





SECTION 10) GRANTS AND RESOURCES

Grants

Each year the Sports Service has access to a limited fund which University Sports Clubs may apply for to assist with the operation of their club. Clubs may apply to receive grant money for both regular and one-off expenses, examples of which include: facility hire, affiliation fees, new equipment and equipment upgrades.

Grants will expressly not be awarded for expenses such as:

- Debt repayment
- Investments
- Tours, entertainment, or celebrations
- Clothing or personal equipment
- Anything only benefiting an individual or small group to the exclusion of others
- Any items purchased before the application is made

Clubs should also note that grants are only intended for the benefit of University of Cambridge students, and thus the benefit of any grant monies awarded must not be passed on to non-students (including non-student members of the University). It is expected that community members pay a membership fee that is reflective of the actual cost of their participation with club activities.

The application process usually opens in Lent or Easter term, and applications are made for awards in Michaelmas of the following academic year. Applications are submitted via the Sport Moodle course, where full guidance and an explanation of the awarding committee and criteria is also available. For any questions on the grant application process, please contact grants@sport.cam.ac.uk.

The Sports Service will run a training session for Junior Treasurers each Academic Year to help them to budget effectively. It is essential that clubs prioritise core operational needs such as safety, property, equipment, staffing, training and competition costs over socials and stash.

Resources

Resources refer to the University of Cambridge Sport facilities available for hire by University Sports Clubs. These include:

Sports Centre

Sports Hall, Squash Courts, 2 Studios, Eton and Rugby Fives Courts, Strength and Conditioning in the Team Training Room, Powerlifting Platforms, and Meeting Room.

Fenner's Cricket and Tennis Ground

Cricket Pitch, Indoor Cricket School, Grass and Hard Tennis Courts.

Wilberforce Road Sports Ground

Function Room & Bar, Meeting Rooms, 3 Sand-dressed Astroturf Pitches (Hockey and Lacrosse only), and Athletics Track and Field facilities.

The Sports Service accepts block bookings for these facilities, the applications for which usually open in Lent or Easter of each year. For more information, please contact the Bookings and Membership Coordinator at bookings@sport.cam.ac.uk.

SECTION 11) COMPETITIONS

The main provider for Higher Education sport in the UK is British Universities and Colleges Sport (BUCS). BUCS provide a wide range of inter-university league, cup and individual competition, which is open to all eligible University of Cambridge students.

The Sports Service funds the University's affiliation to BUCS which permits Sports Clubs to enter competitions. All Sports Clubs are responsible for their own competition fees and may enter BUCS competitions by contacting the [Sports Clubs Coordinator](#). Clubs should be aware of any competition deadlines and ensure they communicate their requests to enter as soon as possible. All communication should run through the Sports Service, Clubs should not contact BUCS or other Universities directly.

The Sports Service runs a mandatory BUCS Briefing Session for Clubs at the start of the Academic Year. This provides key information to Clubs to ensure that they comply with BUCS regulations and, as far as reasonably possible, avoid fines (for which the Club will be required to pay).

Sports Clubs may enter competitions other than BUCS, however they may not receive any support from the Sports Service (dependant on resources available).

Further information on BUCS competitions can be found at: <https://www.bucs.org.uk/>



SECTION 12) TRANSPORT

The Sports Service is able to facilitate transport for Sports Clubs.

By establishing agreements with trusted local providers, the Sports Service is able to ensure safe, efficient transport options for University Sports Clubs, while also easing administrative pressures. By initially covering the cost of all transport, this also eases any cash flow difficulties for Sports Clubs. Any transport booked by Sports Clubs through the Sports Service will be recharged to the clubs. Where possible, the Sports Service will arrange shared transport for clubs travelling to the same destination on the same day, thus reducing costs for clubs.

Sports Clubs can take advantage of two different options depending on their needs.

Self-Drive

Self-drive cars and vans are available from Enterprise Rent-A-Car, as part of a wider University partnership which offers competitive rates with fewer additional costs than other car rental agreements. Bookings can be made at short notice and these are a popular option for clubs who may only take a few competitors to fixtures and events.

Driven

Driven transport in the form of coaches and minibuses are available for clubs. During 2017-18, transport was coordinated by a new agreement between the Sports Service and Cambridge Tours, a local, experienced transport provider, who have been extremely supportive and flexible in the first year. Driven transport represents the 'preferred option' for the Sports Service, as this is a safer, more reliable method of transport than self-drive, further removing the burden of responsibility from the individual student

Transport Policy

All Clubs travelling on coordinated transport must abide by the Transport Policy. The Policy applies to all University of Cambridge Sports Club members and representatives, inclusive of committee members, captains, coaches and volunteers and can be found on the Sports Service [website](#).

For more information on how to book transport, please contact Callum O'Shea at Callum.OShea@sport.cam.ac.uk.



SECTION 12) COMMUNICATIONS

Internal

Communication is essential between the Club Committee and your members. This is especially important where such communication is required by your constitution with regards publication of general meetings or items to vote on. All members should receive equal notice in these cases, and for elections or votes, equal opportunity to stand and vote.

External

Social media (including websites, blogs, forums; social networks, such as but not limited to Facebook, LinkedIn, Twitter, Instagram, and Snapchat; video-sharing sites such as but not limited to YouTube; and email) is a common means of communication and self-expression.

It is essential that all members and officials of a club make informed decisions about how they use all online communications. Anything posted can be seen as a reflection on your club, and on the University as a whole. It is essential that clubs keep their website and social media feeds up to date or they may risk losing members, alumni support and sponsorship opportunities.

Everyone involved in the Club has the obligation to uphold responsible communications. It is the responsibility of all clubs and their members to:

- Refrain from publishing negative comments about other clubs, players or referees or any controversial or potentially inflammatory subjects.
- Avoid hostile or harassing communications in any posts or other online communications towards any of the protected statuses identified in the [Equality Act 2010](#).
- Identify and credit all copyrighted or borrowed material with citations and links.
- Review responses to online posts and resolve any concerns before they are posted. Any abusive comments must be deleted and the user banned.
- Ensure that if any online participant posts an inaccurate, negative or inflammatory comment about the Club or member, the Club should seek advice from Sports Service, relevant NGB or Sport England prior to taking any action.

If in doubt be aware of these rules:

1. Use common sense
2. Be respectful
3. Respect copyrights and fair use
4. Be aware of confidentiality and data protection



SECTION 14) OUTREACH

Should a Club wish to undertake an outreach programme, they must contact the Sports Service to seek guidance and approval on the project. Outreach programmes are heavily regulated and therefore a number of policies and agreements will need to be in place before a club will be granted permission to carry out the project.

Consideration for Clubs:

- Outreach programs are likely to involve communication with under 18's, therefore, the club will need a Safeguarding Policy, a Safeguarding Officer and anybody communicating with under 18's must have appropriate Safeguarding training (e.g. NSPCC online training).
- Clubs need to ensure their GDPR policy is updated to ensure any data collected through the outreach program is covered, including how long this data will be kept, how it will be deleted, and electronic marketing consent
- Participants in an outreach program will be interested in attending the University of Cambridge, specifically the admissions process. Clubs/individuals should not answer specific questions around admissions and should refer any questions to the Admissions Office, University Website/ Prospectus and College Admissions teams. Sharing their own experience of the process is fine but individuals should avoid giving specific advice.

Other avenues for participating in outreach are available through the Admissions Officer and include signing up as Ambassadors via <https://www.cao.cam.ac.uk/cambassadors>.

If a club have a specific cohort or demographic they wish to target they should consider applying to the Widening Participation Project Fund. Student groups can receive funding and support for their project from the Admissions team, please contact the [Sports Service](#) for more information on how to apply.



SECTION 15) BRAND

Club Branding

The University shield and the University Sport Lion may be used by registered Sports Clubs. However, as the shield Arms were granted to the University on behalf of the Crown, they may not be amended in any way (including adding elements, changing colours etc.), nor may they be used in such a manner as to suggest that the Club is an official part of the University. Hence, the shield should be shown separately from the title of the Club, which might choose to have a different distinctive motif. The Sports Service will check club logos to ensure compliance with these rules.

Club Name

Clubs are encouraged to exercise proper care and judgement in the choice of name and to ensure that it is clear that the Club is a members' society rather than an official body, institution or otherwise formally constituted part of the University. For example, the Sports Service may refuse to register a club titled 'The Cambridge University Institute for Lacrosse', as it might imply that the Club is a University institution or forms part of the University's official educational programme. The Sports Service will decline to register a name that is ambiguous or misleading, such that the University's official purposes and activities might be undermined, compromised or misrepresented. Any proposed changes to the name of a Registered Sports Club must be discussed with the University Sports Service prior to being considered by the Club AGM.

Third Party Use

Clubs should be aware that there are policies in place governing use of the University name and logos. As a result, the University name, shield, lion and/or variations of these, must not be used by sponsors or third party organisations without prior permission from the University, which is not guaranteed in all circumstances. Clubs should ensure that they do not enter into any agreements with third parties which allow for use of the University name and logos on merchandise or otherwise without receiving permission from the University and Clubs should ensure third parties do not use the University name and logo or the Club name or logo in any way which might suggest that the or University or Club endorses a product or business. Please contact Registration@sport.cam.ac.uk with any enquiries related to the above.



SECTION 15) COORDINATED TEAM WEAR

The Sports Service has a coordinated team wear agreement with PlayerLayer for University Sports Clubs to utilise. Clubs are able to purchase bespoke match kit as well as training and travel wear. Restricted Club web shops are available for members to purchase individual items. For more information, please contact Registration@sport.cam.ac.uk.

SECTION 16) SPONSORSHIP

Sponsorship - Recruiters

Sponsorship – Clubs have historically been successful in achieving sponsorship from kit and equipment suppliers and/or local and national businesses. When looking for sponsors, or when approached by sponsors, clubs need to consider carefully any contractual terms and what it could be committing itself, or by extension, the University, to deliver. Clubs should also take into account ethical considerations related to potential sponsors and whether an association with a particular individual or organisation could present a reputational risk to the Club or University. For the avoidance of doubt, advice should always be sought from the Club Senior Treasurer and Sports Club Support Manager before entering into sponsorship agreements.

Recruiters - A number of Sports Clubs have succeeded in obtaining sponsorship from employers interested in recruiting from Cambridge. Those clubs do not necessarily have any direct connection with employers or recruitment. The Careers Service is happy to offer clubs help and information about potential sponsors. It is suggested that clubs make use of this free service before responding to approaches from any agencies which offer to obtain such sponsorship in return for payment. The Careers Service can also offer advice if clubs are planning any employer-related events.

Clubs have also been approached by recruitment and internet agencies of various sorts hoping to raise their profile and to harvest membership contact details in return for sponsorship/payment. Before entering into any agreement or creating links with these agencies, clubs are again encouraged to contact the Careers Service for advice on the possible implications of such links to ensure that they safeguard the interests of the members (see also Section 12 above on Data Protection).

Fundraising

The Sports Service enjoys a strong relationship with the University Development and Alumni Relations Office (CUDAR), and as such, fundraising plans are best discussed with the Sports Service, who can put your club in touch with the University. Fundraising should only



be carried out if a club is certain that it has the authority to accept donations (including the terms of any such donations), and if the Senior Treasurer of the Club approves the arrangement. For the avoidance of doubt, advice should always be sought from the Sports Service prior to engaging in any fundraising practice or accepting donations.



APPENDIX A: MEMBERSHIP OF THE SPORTS COMMITTEE

Section 9, Chapter I of the Statutes and Ordinances of the University of Cambridge
Page 140

1. There shall be a University Sports Committee, which shall be a joint committee of the Council and the General Board, and shall consist of:

(a) the Pro-Vice-Chancellor (Education) as Chair;

(b) three persons appointed by the Council at least one of whom shall be a member of the Council, one shall be a member of University staff nominated by the Human Resources Committee, and one shall be a Senior Treasurer of a University sports club;

(c) two persons appointed by the General Board at least one of whom shall be a member of the General Board;

(d) a person appointed by the College Bursars' Committee;

(e) a person appointed by the College Senior Tutors' Committee;

(f) a student member nominated by the Education Committee and appointed by the General Board;

(g) a student member appointed by the Clubs Sub-committee;

(h) no more than three members co-opted by the Committee at least one of whom shall be a person with expertise in sports medicine and/or public health or wellbeing.

For the purpose of this regulation, a student member shall mean a person *in statu pupillari*, a Graduate Student, or an elected officer of the Cambridge University Students' Union or the Graduate Union.

2. Members in classes (b), (c), (d), and (e) shall be appointed in the Michaelmas Term to serve for four years from 1 January next following their appointment. Co-opted members shall serve until 31 December of the year in which they are co-opted or of the following year as the Committee shall determine at the time of their co-optation. Members in classes (f) and (g) shall be appointed in the Michaelmas Term to serve for the remainder of the current academical year.

3. The Director of Sport shall attend meetings of the Committee and shall act as its Secretary.

4. It shall be the duty of the Committee to:



- (a) set a strategy for University sport;
 - (b) secure and allocate resources to deliver that strategy;
 - (c) oversee the delivery of that strategy by the University Sports Service;
 - (d) make provision for the registration of and allocation of funds to sports clubs;
 - (e) manage risks relating to sport in the University, in consultation with other bodies as appropriate;
 - (f) make an Annual Report to the Council and the General Board and such other reports as the Council or General Board may require.
5. The Committee shall meet at least once each term.
6. The provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Committee.
7. The University Sports Committee shall have authority to establish such sub-committees reporting to the Committee as it sees fit, including a Clubs Sub-committee to approve the registration of sports clubs. There shall be a right of appeal to the Committee against a decision of the Clubs Sub-committee concerning the registration of a sports club.



APPENDIX B: RECOGNISED SPORTS CLUBS

University Sports Club	
Amateur Boxing Club	Lacrosse Club (Women)
Association Football Club	Lawn Tennis Club
Athletic Club	Lightweight Rowing Club
Badminton Club	Modern Pentathlon Club
Basketball Club (Men)	Netball Club
Basketball Club (Women)	Orienteering Club
Boat Club (Men)	Polo Club
Boat Club (Women)	Powerlifting Club
Bowmen (Archery)	Rackets Club
Canoe Club	Real Tennis Club
Cricket Club	Revolver & Pistol Club
Cruising Club	Riding Club
Cycling Club	Rifle Association
Eton Fives Club	Rugby Fives Club
Fencing Club	Rugby Union Football Club
Gliding Club	Rugby League Club
Golf Club	Ski & Snowboard Club
Gymnastics Club	Small Bore Club
Hare and Hounds	Squash Rackets Club
Hockey Club	Swimming & Water Polo Club
Ice Hockey Club (Men)	Table Tennis Club
Ice Hockey Club (Women)	Trampoline Club
Judo Club	Triathlon Club
Karate Club	Volleyball Club
Korfball Club	Yacht Club
Lacrosse Club (Men)	

APPENDIX C: RULES GOVERNING SPORTS CLUBS

SPORTS CLUB REGISTRATION – RULES (FEBRUARY 2018)

The regulations for the University Sports Committee give authority in Regulation 4(d) for the Committee “to make provision for the registration of and allocation of funds to sports clubs” and in Regulation 7 to establish “a Clubs Sub-committee to approve the registration of sports clubs”. The University Sports Service administers the registration process for Sports Clubs (“Recognised Sports Clubs”) on behalf of the Sports Club Registration Sub-committee. The following rules govern the registration of Recognised Sports Clubs:

1. The list of Recognised Sports Clubs is available at: www.sport.cam.ac.uk/resources.
2. Recognised Sports Clubs are not permitted to register with the Junior Proctor of the University of Cambridge in addition to, or in place of, the Sports Club Registration Sub-Committee.¹
3. Registration permits Clubs to operate as a Sports Club using the University name and the University’s Coat of Arms. Registration is also required for access to Sports Service grants and resources and the ability to represent the University in competition. Registered Sports Clubs are also likely to satisfy the provisions of linked charitable status.²
4. The primary objective of each Club shall be to encourage and develop its sport within the University of Cambridge, primarily for the benefit of undergraduate and postgraduate students. Each Recognised Sports Club shall be open to students of the University, and should normally have a majority of undergraduate and postgraduate students of the University of Cambridge on its Executive or equivalent Management Committee. Where Clubs manage property, employ staff, have significant assets or risks and/or run major sporting events, alternative governance arrangements may be approved by the University as long as the fundamental aims and objectives of the club remains primarily for the benefit of students. Clubs may also open up their activities to University and College staff, Students of ARU and community members if this supports more accessible, viable, sustainable and competitive opportunities for University of Cambridge students.³

¹ During a transition phase between 2017 and 2020, Recognised Sports Clubs will continue to register with the Proctors’ Office until they are allocated to register with the Sports Club Registration Sub-Committee. Newly established clubs will need to register with the Proctors’ Office in the first instance.

² During a transition phase between 2017 and 2020, Recognised Sports Clubs that have yet to transfer to the Sports Service will still benefit from the provisions of point 3 at the discretion of the Sports Service. Clubs should note that Linked Charitable Status is not automatic and can only be claimed if the Club has the appropriate constitutional and operational basis.

³ Non-Cambridge student members must pay a higher rate of membership that fully covers their involvement in club activities.



5. Each Recognised Sports Club must have a Senior Treasurer who is: i) listed on the Roll of the Regent House, or; ii) approved by the Sports Club Registration Sub-Committee.⁴ The Senior Treasurer shall ensure that the Club's finances are properly run and that the Club complies with the University Statutes and Ordinances and with the relevant national laws and regulations. In carrying out their duties as Senior Treasurer, the role holder shall not be held personally liable for any financial debt or other obligation unless they have acted contrary to the provisions of the University Statutes and Ordinances and/or club constitution. If the Senior Treasurer is also a member of the club then the liabilities associated with membership will still apply.
6. Recognised Sports Clubs must provide annually, to the Sports Service, documentation to support their ongoing registration, including (but not limited to): a current version of the Sport Club's Constitution, a current list of officers, Varsity Match team lists, safety documentation, welfare policies, and codes of conduct. The complexity of some club operations may mean that they will take longer to meet the Full Registration criteria. In such cases, they will be allocated a Provisional Registration Status and given an Action Plan with target dates for completion. It is the responsibility of the Club to implement and monitor the standards and practices identified within their Club Registration submission.
7. Recognised Sports Clubs shall also deposit within three months of the Sports Club's financial year end, with the Sports Service, a copy of its accounts for the previous academic year, audited either professionally or by the Senior Treasurer of the Club.⁵
8. Any registration granted or deemed to have been granted under these arrangements may be withdrawn at the discretion of the Sports Club Registration Sub-Committee, subject to a right of appeal by the Sports Club to the University Sports Committee. Deregistration will occur if a lack of progress has been demonstrated during the Provisional Registration period, if serious safety concerns are raised in relation to club practices and are not dealt with expediently or if the behaviour or activities of the Club could bring the University into disrepute.

⁴ In certain circumstances, Clubs may be required to appoint a Senior Member in addition to the Senior Treasurer role.

⁵ The Sports Service may agree a longer period of time for the deposit of a copy of the Club's accounts in the case of complex Club operations.

