

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
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.

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.

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

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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.

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.