



Minimum Standards of Sports Team/Society Policy

Minimum Standards is a list of requirements that a society/sports team must complete in order to run. We have created these standards so that sports/societies are running at an optimal level to provide their members with consistent and high-quality opportunities and support. Sports teams/societies that are not fulfilling these requirements will be subject to consequences highlighted in this policy.

Definitions:

AGM – Annual General Meeting (guidelines on the Resource Hub)

EGM – Extraordinary General Meeting (guidelines on the Resource Hub)

Committee Member – individual who represents your sports team/society who is elected in an AGM/EGM.

De-ratified – making a sports team/society inactive on the HUSU website, restriction of sports team/society accounts and not undertaking any activity.

Essential Documents – these are the constitution, risk assessment, finance agreement, budget planner.

Full Membership for Society – society fee + society grant fee

Full Membership for Sports Team – AU Insurance + Club fee (+ University Facility Usage Fee if needed)

HUSU – Hull University Students' Union

Resource Hub – online database of HUSU's training and documentation.

Probation Period – set period of time in which a sports team/society can review their situation and complete documentation with support from their HUSU staff lead before being de-ratified.

The Minimum Standards for a society are to:

- Complete and submit all essential documents by the deadline given each year by HUSU staff.
- Ensure all committee members have paid full membership; every society must have a minimum of a President, a Secretary, and a Treasurer.
- Have a minimum of 3 paid members (this can include committee members).
- Adhere to HUSU's policies, the constitution and Code of Conduct available on the Resource Hub.

The Minimum Standards for a sports team are to:

- Complete and submit all essential documents by the deadline given each year by HUSU staff.
- Ensure all Committee members have paid full membership; every sports team must have a minimum of a President, a Secretary, and a Treasurer.
- Have a minimum of 10 paid members:
 - Sports teams with fewer than 10 members will be required to have a minimum of 3 paid committee members (President, a Secretary, and a Treasurer) and provide proof of consistent activity when asked (minimum 3 meetings/activities/events per term).
- Adhere to HUSU's policies, the constitution and Code of Conduct available on the Resource Hub.

Failure to meet minimum standards

We will take each instance by a case-by-case basis and consider individual situations but, for clarity, we have created consequences if the minimum standards are not met. The President of Sports, the President of Activities, the Student Opportunities Manager, the Societies and Give It A Go Coordinator, and the Sports Co-ordinator will support any and all clubs and societies to achieve the minimum standards. See consequences below:

- **Failure to complete and submit all documents by the given deadline:**
If documents are not submitted on time, a warning will be issued on the deadline day and the club/society will be placed in a probation period - this will last up to 10 working days. During the probation period you will need to complete and submit all outstanding documentation. Failure to comply with this will lead to the sports team/society being de-ratified.
- **Failure to gain a minimum of 3 paid members for societies and 10 paid members for sports teams:**
If a society has fewer than 3 paid members/ if a sports team has fewer than 10 paid members, they will be asked to ensure this is updated.

If a society has less than 3 paid members then the President of Activities, the Student Opportunities Manager and the Societies and Give It A Go Coordinator will support the student group to try and hit minimum standard by creating an action plan to support the society. If they do not achieve this by a set deadline then the group will be de-ratified.

If the sports team has fewer than 10 members, proof of consistent activity will be requested. In most cases, 'consistent activity' will be defined as a minimum of 3 meetings/activities/events per term. If this proof cannot be provided, the President of Sports, the Student Opportunities Manager, and the Sports Co-ordinator will work with the sports team to create an action plan to support their club. If the sports team's membership does not increase or their activity remains inactive to the minimum standard, it will be de-ratified.

- **Failure to ensure all committee members have paid full membership:**
If committee members have not paid for membership by the deadline a warning will be issued. A new deadline will be given and if this is still not met, their accounts will be frozen until all committee members have paid, or a new committee is elected by EGM.

If the sports team/society does not have a President, Secretary, and Treasurer, they must have an EGM within four weeks to replace them or their activity and accounts will be frozen.

- **Failure to adhere to HUSU's policies and/or Code of Conduct.**
Consequences laid out in the policies and Code of Conduct available in the Resource Hub.

If you have any questions email hUU-activities@hull.ac.uk or hUU-sport@hull.ac.uk.