



**Team Edge Hill
University Sports Clubs
Policies & Procedures**

**Approved by the
Management**

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1. EXECUTIVE SUMMARY

The Team Edge Hill Sports Clubs Policies & Procedures document outlines the governance, expectations, and operational framework for all student sports clubs at Edge Hill University. Managed by Edge Hill Sport (EHS), the policy ensures a safe, inclusive, and well-organized environment for student athletes and club members.

Key Objectives

- 1.1. Promote student wellbeing and engagement through competitive sport.
- 1.2. Ensure legal compliance and safeguarding.
 - Provide clear guidance on club operations, safety, and conduct.

Core Areas Covered

- **Governance & Structure:** Defines roles of Sports Development staff and student-led committees.
- **Membership:** Details eligibility, benefits, and responsibilities of members.
- **Conduct & Safeguarding:** Enforces a strict code of conduct, bans initiation ceremonies, and outlines safeguarding duties.
- **Training & Facilities:** Allocates training slots, coaching support, and equipment management.
- **Health & Safety:** Establishes risk assessment protocols and first aid requirements.
- **Finance & Sponsorship:** Centralises financial control and outlines ethical sponsorship guidelines.
- **Transport & Trips:** Regulates travel, trip registration, and overnight stays.
- **Competitions & Awards:** Supports participation in BUCS and celebrates achievements through annual awards.
- **Communication:** Sets standards for social media use and public representation.
- **Complaints & Disciplinary:** Provides a structured process for addressing issues and enforcing discipline.

Review & Compliance

The policy is reviewed annually and fully every three years to ensure relevance and compliance with evolving legislation and university standards.

2. GENERAL STATEMENT OF POLICY

- 2.1. Edge Hill Sport is the sports service at Edge Hill University and focuses on enhancing student experience through diverse activities and services. Edge Hill Sport is committed to providing a safe, secure, and inclusive environment for all participants, both in-person and online.
- 2.2. This policy outlines our approach to safeguarding student welfare, clarifying our ethical and legal responsibilities. Edge Hill Sport and its Sports clubs have a legal 'duty of care' to participants, and this policy ensures we meet these obligations to avoid negligence.
- 2.3. Guided by relevant legislation and national guidelines, this policy will be reviewed regularly, with updates reported to the Management Committee. Edge Hill Sport reserves the right to amend this policy as needed, with final decisions made by the Management Committee or their representative.

3. DEFINITIONS

- 3.1. For the purpose of this policy, student activity is defined as any organised activity that involves a collective group of student sport members who are utilising University facilities and equipment.
- 3.2. Student activity may include but not be limited to the following: social events, training sessions, performances, and external speaker visits,
- 3.3. A sports club is a group of students who participate in a particular sporting activity. What constitutes a sporting activity is defined by the Department of Culture, Media, and Sport.
- 3.4. A full updated list of sports is available from the Sports Development staff or from the Edge Hill Sport website
<https://www.edgehill.ac.uk/departments/support/edgehillsport/>.
- 3.5. Team Edge Hill is the corporate name for all Edge Hill Sports clubs.
- 3.6. British University Colleges Sport (BUCS) is the governing body for university sports in the United Kingdom.
- 3.7. A Committee is the lead committee member of any student sport group consisting of the Club Captain/President, Vice Club Captain/President, and an additional student member.

3.8. Sports Coach is a person involved in the direction, instruction, and training of the operations of the Team Edge Hill sports team or individual sportspeople.

3.9. SDA stands for Sports Development Assistant.

3.10. SDO stands for Sports Development Officer

3.11. SDM stands for Sports Development Manager

3.12. SSM stands for Sports Services Manager.

4. MEET THE TEAM

Primary Contact details

teamedgehill@edgehill.ac.uk

Sports Development Officer (SDO)

- Rosa Hussey
 - Email: husseyr@edgehill.ac.uk

Sports Development Assistants (SDA)

- Kyra Simpson
 - Email: Kyra.Simpson@edgehill.ac.uk
- Lucy Edmondson
 - Email: Lucy.Edmondson@edgehill.ac.uk

Sports Development Manager

- Gareth Lougher
 - Email: lougherg@edgehill.ac.uk
- Sports Development staff are based in the Sports Centre.

5. GOVERNANCE

- 5.1. The University delegates the operational functions to the staff of this policy. This includes decision making power and responsibility within the defined scope of their roles.
- 5.2. The SDM/SSM is required to provide regular reports to the University on operational functions. While the University holds ultimate responsibility for Edge Hill Sport's strategic direction and overall governance, delegated authority is designed to support effective and efficient operations. However, there may be instances where decisions must be escalated to or made directly by the University.
- 5.3. On a day-to-day basis, the University have delegated responsibility for the implementation of this policy to the SSM, who then delegates specific duties and responsibilities to relevant staff members to ensure effective compliance and execution across Edge Hill Sport.
- 5.4. The job titles referred to in this Policy are subject to change. If there is any doubt about designated roles, the SSM can give final clarification.

6. TEAM EDGE HILL INTRODUCTION

- 6.1. Team Edge Hill is the name used to represent Edge Hill's competitive sport. Edge Hill Sport are responsible for the administration and coordination of all organised competitive student sport at Edge Hill University. There is a wide range of sports clubs affiliated to EHS, catering for a diverse range of interests and abilities. EHS provides several services relating to sports clubs. Including:
 - 6.2.
 - EHS Campus Sport
 - Entry to Regional and National fixtures through BUCS
 - Fixture arrangements (including transport and referees' support)
 - Sports Awards celebration
 - Club Development Support
 - Varsity

7. MEMBERSHIP

- 7.1. All members involved in a sports club who attend training or competitions must pay the relevant annual subscription (Team Edge Hill membership), provide duty of care information, and abide by all Edge Hill Sport policies and procedures.

7.2. Team Edge Hill Membership runs from 1st September to 31st August.

7.3. Membership Benefits:

- Join as many sports clubs as you'd like
- Personal accident insurance
- Attend weekly training sessions
- Coaching for identified clubs
- Match day kit for fixtures
- Match day equipment
- Staff support with your club

7.4. Team Edge Hill memberships can be purchased via the online shop or at the sports centre reception.

7.5. Student sports clubs should be led and steered by their members ensuring that the membership has oversight and control over their student sports clubs.

7.6. Only current students at Edge Hill University are permitted to hold committee positions.

7.7. All potential student sports clubs members are entitled to annually specified free sessions, after which they must join. These free sessions may not include any trip that involves going off campus or taking part in any competitive activity unless permitted by the SDO.

7.7.1. If a student is under 18 years of age, they need to fill in a Consent Form. This needs to be signed by their parents or legal guardian and given to the Sports Development staff before they start their first activity. Specific attention to Edge Hill University's Safeguarding Policies needs to be followed by Student Sports Clubs Committees if there are under 18's participating in their activity.

7.8. Any student who is from a country (e.g. USA) where 21 years of age is the legal age for consuming alcohol, and/or other important safeguarding for any other purpose, must also fill in a consent form and have it signed by their parents or legal guardian. It is the responsibility of any student over the age of 18 years of age to notify Team Edge Hill to inform us that they will need to complete this step. A student can do this by contacting teamedgehill@edgehill.ac.uk.

7.9. All spectators are representatives of their student sports clubs. EHS and EHU members should behave in a manner befitting both EHS and EHU before, during, and after the events. Unsporting behaviour will not be tolerated by either EHS or EHU, and any incidents will be investigated, which may result in a member, team or club under investigation.

- 7.10. It is the sport or society's responsibility to ensure the spectators follow the rules and procedures of the session and any students misbehaving should be reported to the SDO. Failure to report could lead to the sport or society being under investigation.
- 7.11. Each member will be asked to provide emergency medical information for use in case of an emergency. Members will also be required to confirm that they will abide by all the rules and regulations of Edge Hill Sport and accept the risks of the activity(ies) they undertake.
- 7.12. The information provided will be kept following the Data Protection Act 2018 and will only be accessed by EHS, although members with specific medical information will be encouraged to disclose this to student sports clubs committee members where appropriate. The EHU Data Protection Policy will provide guidance and clarity for how members must treat data.
- 7.13. Student activity groups, through their committees are responsible for managing the personal details of all individuals whose details are provided.
- 7.14. Personal details must not be sold or handed to third parties, used for any other purpose than managing your student activity group, or be left unsecured where a third party could access them.
- 7.15. Any changes to members' medical details must be relayed to EHS staff as soon as possible to ensure that everyone's details are correct should they be needed.
- 7.16. Students will not be permitted to travel on any EHS authorised vehicles/transport unless they have purchased a membership.
- 7.17. When membership information and payment is received, the participant is considered a member and will automatically be covered under the EHS Insurance policy whilst taking part in recognised student activity.

8. COMMITTEE / CLUB STRUCTURE

- 8.1. Each student sports club will annually elect a committee consisting of a Sports Club President/Captain, Sports Vice President/Captain, and another role (e.g. Communications Officer, Welfare Officer, kit manager).
- 8.2. Some student sports clubs may have additional committee roles due to the nature of their group. Any request for new committee roles must be submitted to Team Edge Hill by the Committee President 6 weeks before voting for this to be considered for the next academic year.
- 8.3. The committees' functions are to: -

- Make all decisions on behalf of its membership as a student-led organisation.
- Take all reasonable care to protect the well-being of members and third parties whilst undertaking activity.
- Facilitate the delivery of a regular and consistent programme of activity that supports the aims and objectives of the student sports clubs in line with members' input.
- Attend appropriate training to undertake their roles as directed by Edge Hill Sport.
- Be responsible for all items of kit, equipment, and first aid. In addition, ensure that all activity has an appropriately qualified First Aider and an appropriate kit present.
- Be responsible for the duty of care of their members during sports and society activities, excluding social events, including any safeguarding requirements.
- Meet at least three times a term.
- Agree on the awarding of any annual awards specific to their student sports club.
- Ensure that the student sports club is conducted following EHS Policies.
- Liaise regularly with the Sports Development team.
- Keep all membership communications up to date.
- Ensure that all members have membership status for their student sports club via the EHS website.
- At the end of each year, committees MUST pass on all appropriate information to the incoming committee members.
- Role model good behaviour and appropriate standards of conduct for members and supporters.

8.4. Committee members will serve a term of one year and may seek re-election if a student member at EHU the following year. In some cases, such as with postgraduate or exchange students, individuals may wish to run for a committee position before receiving confirmation of their application. In such instances, the committee will seek further guidance from the Sports Development Team.

8.5. As elected representatives of a student sports club, the committee members are required to always act in the best interests of that group. Occasions may arise where this becomes difficult due to conflicts of interest on the part of committee members.

9. PARTICIPATION & ELIGIBILITY

9.1. Participation in all activities for a student sports club is subject to an individual being an Edge Hill University student and holding a current Team Edge Hill membership.

9.2. Whilst membership of a group must be open to all EHU students, eligibility to undertake activity may be restricted in groups on the following grounds:

9.2.1. Gender – Single-sex teams and activities as per competition guidelines

- 9.2.2. Skill/competence/fitness – Activities where either a particular level of skill, competence, or fitness is required for safe participation or where the nature of the activity requires the need to field the “strongest team.”
 - 9.2.3. Collaborative Partners Institutions - For sports this membership does not permit any members to compete in BUCS due to competition criteria.
- 9.3. In addition, the availability to take part in activities may legitimately be restricted due to:
- 9.3.1. Capacity – Where there are finite opportunities to take part in activities.
 - 9.3.2. Finance – Individuals may be required to make a financial contribution towards their involvement in a particular activity.
 - 9.3.3. External restrictions – Where an activity is led by a third party that imposes restrictions.
- 9.4. This is not an exhaustive list, but EHS will base any view on eligibility outside these parameters on the Equality Act legislation and guidelines.
- 9.5. Where capacity may restrict the opportunity to take part in activities, it is the student sports club’s responsibility to ensure that all members are given a fair opportunity to register or take part.
- 9.6. Where such restrictions are in place, it is the committee’s responsibility to ensure members are aware of their likely level of involvement before joining to enable them to make an informed decision on their membership.
- 9.7. When participating in a student sports club activity, members should be aware that they are required to follow the direction of activity leaders. Members are responsible for:
- 9.7.1. Obeying instructions that are given to them by activity leaders.
 - 9.7.2. Raising any Health or Safety and Safeguarding concerns with the activity leader.
 - 9.7.3. Declaring any relevant medical conditions to activity leaders.
 - 9.7.4. Paying any relevant fees for participation.
 - 9.7.5. Holding a valid membership in the student sports club
 - 9.7.6. Behaving in a manner that does not endanger themselves or those around them or portray the student activity group, the Students’ Union, or the University in a negative light.
- 9.8. The act of separating students who are undertaking an activity is not permitted. Exceptions are only permitted under the following circumstances:
- 9.8.1. Collective religious worship.
 - 9.8.2. Sport activity (where there exist high levels of physical contact or in competitions where strength, stamina, or physicality can have a significant impact).
 - 9.8.3. Positive action measures (where action is taken to engage with an underrepresented group).

9.8.4. Welfare provision or communal accommodation provision.

9.9. Segregation on other protected characteristics, including, but not limited to, race, sexuality, age, religion or belief, and disability, would be considered in the same manner under the Equality Act.

9.10. Voluntary segregation, where individuals choose to separate themselves by gender or other personal characteristics, is permitted, but student sports clubs need to be able to demonstrate that at all stages, from planning, booking, and undertaking an event, this has been strictly adhered to. In this instance, a student sports clubs would need to demonstrate that it had openly and communicated that no segregation is expected or encouraged from participants.

10. SPORTS ACTIVITY

10.1. A "student sports team activity" is an organised event or gathering conducted by a group of students for educational, recreational, or social purposes. This encompasses a variety of activities, including but not limited to:

10.1.1. Meetings - Regular meetings and activities.

10.1.2. Workshops and Seminars: Sessions or training events on various subjects.

10.1.3. Social Events: Non-alcoholic gatherings such as dances, parties, or mixers to foster community and engagement.

10.1.4. Fundraisers - Events designed to raise money for causes, charities, or group initiatives.

10.1.5. Volunteering & Community - Volunteer activities or service projects aimed at benefiting the broader community.

10.1.6. Sports - Sporting events, team practices, competitions, or recreational activities.

10.1.7. Workshops and Seminars - Educational sessions or training events planned by student sports clubs on various subjects.

10.1.8. Trips - Off-campus activities, including social trips, cultural excursions, or recreational outings.

10.1.9. Events – Events organised by committee members, such as awards evenings, quizzes, and other activities.

10.2. Any activity that costs Edge Hill Sport money may only take place if at least 5 members of the sport or society actively participate.

10.3. Edge Hill Sport can reserve the right to cancel the sports facilities if 10 members are not in attendance at the activity.

11. CODE OF CONDUCT – CLUB & MEMBER

- 11.1. Each student sports clubs must follow the [Team Edge Hill Code of Conduct](#).
- 11.2. All participants in student activities are to be made aware of the contents of the relevant code of conduct during the induction period by the Club Captain President.
- 11.3. All sports must abide by the rules and regulations of the related National Governing Body and BUCS.
- 11.4. Edge Hill Sport will carry out spot checks on student sports clubs to ensure that they are following the code of conduct and will keep records of such checks.
- 11.5. Each participant will sign an online declaration to say that they will abide by it when purchasing Team Edge Hill membership.
- 11.6. For the avoidance of doubt, the Code of Conduct intends to foster a safe, inclusive environment for students to participate in community-building activities. Behaviour that does not promote inclusivity, seeks to divide, or restrict student communities and the use of language that offends will not be tolerated. This includes in-person, online activities and social media content.
- 11.7. If a club or team has been sanctioned due to poor behaviour, depending on the circumstances, EHS may provide staff supervision for future fixtures—either immediately or specifically when playing the same opposition. This will be reviewed and determined by EHS management on a case-by-case basis.

12. EDGE HILL SPORT MEETINGS

- 12.1. **Committee Training** - A detailed training session is provided at the start of each academic year, which explains the policies and procedures involved in Team Edge Hill sports teams. The training is compulsory for Club Captains/Presidents to attend, in addition to one other committee member.
- 12.2. **Sports Forum** - The Sport Forum is an opportunity for sports committee members to attend to provide feedback, raise any concerns, and suggest ideas to improve the experience of our Student Sports Clubs . Dates will be provided for these forums at the annual committee training. A committee member must represent their student sports club at the forum at least once per term.

13. STUDENT SPORTS CLUBS COMMITTEE ELECTIONS

- 13.1. Edge Hill Sport can provide election guidance for sports clubs and provide a brief in-committee training.
- 13.2. All committee members must be elected.
- 13.3. All current Edge Hill University student members are eligible to stand for election.
- 13.4. Quorum is based on the number of members that a student sports club has when nominations close.
 - 13.4.1. 0 – 50 Members = 50%
 - 13.4.2. 50-100 Members = 40%
 - 13.4.3. 100+ Members = 30%
- 13.5. For clarity, if a student sports club has 40 members, then at least 20 members (50% of the membership) must participate in the election for it to be valid.
- 13.6. The student sports club membership is frozen when nominations close.
- 13.7. Any issues with the elections, then a complaint must be submitted 24 hours after the elections close.
- 13.8. Edge Hill Sport has the right to call an EGM or re-election if deemed that processes or policies were not adhered to.

14. EXTRAORDINARY GENERAL MEETINGS (EGMs)

- 14.1. An Extraordinary General Meeting can be called by the SOD and by the student sports clubs committee if a serious problem arises or a committee member is stepping down and all members need to attend and be made aware of the situation. A member of the Sports Development staff must attend all EGMs.
- 14.2. Quorum is outlined above.
- 14.3. The student sports club membership is frozen when the EGM notice is communicated.

15. SPORTS INDIVIDUAL COMPETITORS

- 15.1. Individual Competitors must abide by the policies and procedures of Edge Hill Sport, including the individual risk assessment.
- 15.2. Students wishing to participate in an event for which there is no sport may apply for financial assistance from Edge Hill Sport as an Individual Competitor.
- 15.3. Students must pay Team Edge Hill membership to represent the university in any sporting event/competition.
- 15.4. All support is given at the discretion of the Edge Hill Sport.
- 15.5. Each competition entry will be looked at on its own merits; consideration will be taken as to whether the student is of a suitable standard to enter the competition on behalf of Edge Hill Sport (Individual Entry Criteria).
- 15.6. Each request for financial support should be accompanied by:
 - 15.6.1. Entry form for authorisation by the student.
 - 15.6.2. Receipts attached to the expenses claim form,
 - 15.6.3. Short report on competition.
- 15.7. Sport scholarship students' BUCS entry fees are funded through Edge Hill Sport.

16. FINANCE

- 16.1. Team Edge Hill Sports Clubs must not have any bank accounts within the club's name.
- 16.2. It is not permitted for any transactions relating to sport or society business to be conducted through externally held bank accounts (either a personal account or one in the sport/society's name) nor should funds be held in cash.
- 16.3. Students may not collect money from other members.
- 16.4. If a student sports club is in breach of the following finance guidelines, they will receive an instant suspension.
- 16.5. Any member of a sport who spends money on behalf of their sport without authorisation from the SDO is personally responsible for that cost.
- 16.6. Members who personally pay for items that have been authorised by the SDO need to complete a Students Expense Claim Form to be reimbursed.
- 16.7. Edge Hill Sport Funding

- 16.7.1. All BUCS team entries will be reviewed every year, and SDO will look at performance, walkovers, and membership numbers. Any new teams that would like to be entered will be considered, dependent on the finances available.
- 16.7.2. Edge Hill Sport is provided with a budget to fund sport at Edge Hill University. This includes purchasing items such as transport, kit, affiliation, equipment, coaches/instructors, and hire of facilities.
- 16.7.3. Edge Hill Sport will charge a Team Edge Hill membership fee, which will be reviewed annually.

17. EDGE HILL UNIVERSITY FINANCIAL YEAR

- 17.1. The Edge Hill University financial year runs from the 1st August to the 31st July.

18. FURTHER INDIVIDUAL REPRESENTATION

- 18.1. Current students who are members of Edge Hill University who members of a Team Edge Hill student sports club, or an individual competitor, may apply for a contribution towards the expenditure incurred for selected trials, regional, and national representation.
- 18.2. All applications must be supported by a copy of the selection letter detailing the costs to the individual.
- 18.3. All applications submitted will be held until an annual advertised closing date. At the next available budget meeting, the money will be allocated, not exceeding the budgeted amount allocated for the year.
- 18.4. If an individual represents at a high level after completing their studies, funding applications will be accepted, providing that the selection was made when they were a current student. In this case, the application will be processed outside of the annual allocations.
- 18.5. Edge Hill Sport will not contribute toward the cost of personal kit and equipment such as team tracksuits.
- 18.6. The following funding is available:
- 18.6.1. Selected Trials – up to £30 per academic year. No funding will be given to students attending open trials.
- 18.6.2. Regional Selection defined as representing a region of a country – up to £200 per academic year.
- 18.6.3. International Selection defined as representing your country – up to £500 per academic year.

18.6.4. Funding will only be released if the member submits a report to inform of their progress.

19. SETTING UP A NEW STUDENT SPORTS CLUB

- 19.1. Any current student may try to start a new sport at Edge Hill University. To be accepted by Edge Hill Sport, that said sport or society must submit the new society application form. This sheet/form must contain the students' names, an overview of the activity, and the aim of the new group.
- 19.2. The proposal is to meet the following criteria:
- 19.2.1. The proposal complies with relevant laws including but not limited to acts such as the 1994 Education Act, 2010 Equality Act, 1986 Education Act, and 2023 Higher Education (Freedom of Speech) Act.
 - 19.2.2. Meets Team Edge Hill / Edge Hill University Objectives.
 - 19.2.3. That your group does not replicate an existing sports club or society.
- 19.3. The SDO will forward the proposal to the EHS Management team to check that it satisfies the criteria and can be recognised as a student sports club. The proposal is then accepted and Edge Hill Sport will provide a new student sports club with the training and support to set up the group.
- 19.4. We endeavour to communicate the outcome in 10 working days but in certain situations, it may take longer, which will be communicated to the proposer. On some occasions, the SDO may request a meeting with the proposer to discuss the application.
- 19.5. Sports Club proposals for team sports must have enough students complete the interest sign-up sheet/form for a full squad including substitutes plus 15% e.g., football would need at least 16 current students (11 players + 3 substitutes and 2 additional squad members).
- 19.6. Any new sports club proposal must have the facility and equipment availability to be approved as a new sport.
- 19.7. The student sports club must have sufficient members who have paid their Team Edge Hill membership within 2 University working weeks of acceptance.
- 19.8. SDO will ensure all new sports and societies are trained in EHS policies and procedures to which they are accountable.

20. COMMUNICATION & MARKETING

- 20.1. Edge Hill Sport encourages students to use different communication channels: it can bring many benefits and opportunities and is a valuable tool to engage with Edge Hill Sport, students, staff, and other groups.
- 20.2. All media enquiries must be directed to SDO. Details will be provided at the annual committee training.
- 20.3. No information on these social media sites or notice boards may bring the name of EHS or EHU into disrepute. Disciplinary action will be taken against individuals/student sports clubs that breach this.
- 20.4. All complaints about content on any student sports clubs communication will be treated in a serious manner, investigated as soon as possible by the SOD, and taken through disciplinary procedures if necessary.
- 20.5. Social Media
- 20.5.1. EHS will provide a link to each club's social media channels. It is the responsibility of the student sports club to ensure the links to their club's pages are current.
- 20.5.2. Sports are allowed to have social community networking sites, such as Facebook, X, Instagram, YouTube channel, and TikTok.
- 20.5.3. SDO has the right to report or delete social media channels that don't follow Edge Hill Sport policies and guidelines and can ask for access to any social media networks at any time.
- 20.5.4. Sports Development staff must be formally notified of all addresses of any social community networking sites that are set up and must be given editorial access on request to the social community networking sites so any inappropriate material can be removed, or complaints can be investigated.
- 20.5.5. Each Sports Team's committee is responsible for maintaining a full log of the committee with access to the account's password, and the password must be changed whenever one of those committee members steps down or is under disciplinary sanctions. In cases of emergency, such as hacking, the Sports Development team must be informed immediately
- 20.5.6. The Sports team committee must designate an individual as the overall account manager and is responsible for choosing strong and secure passwords. Only current committee members should have access to the social media account. It is the responsibility of the committee to delete access for the previous committee.
- 20.5.7. The intention and philosophy of Team Edge Hill's Code of Conduct equally apply to social media activity as it does to in-person activity, and further guidance will be provided at committee training.
- 20.5.8. Social media posts must be aligned to EHS values and EHS reserves the right to request committee members to remove material that is not in keeping with EHS

values, like excessive drinking on socials. Any persistent social media activity that is not in line with this guidance will be subject to disciplinary action.

20.6. Private Messaging

20.6.1. All use of private messaging groups e.g., WhatsApp, will be subject to the regulations laid down in the guidance, which will be communicated to committee members at the start of the year.

20.6.2. The intention and philosophy of TEH's Code of Conduct equally apply to private messaging activity as it does to in-person activity.

21. SPORTS AWARDS

21.1. Edge Hill Sport celebrate the season's achievements by hosting an Annual Sports Awards event. This takes place at the end of the season (usually March / April). Each team and club will be asked to nominate for awards within their club. Other main awards presented include Sports Personality of the Year, Team of the Year and Club of the Year.

22. KIT & EQUIPMENT

22.1. All kit or equipment purchased by EHS or donated/sponsored externally for a sport/society/student activity is defined as EHS-owned kit/equipment.

22.2. All kits MUST be supplied by the current EHS authorised provider due to the exclusivity deal. SDO orders all playing kits.

22.3. Any personal kit or equipment that is used by the sport and not collected by the owner for 6 months is deemed to have been donated to EHS.

22.4. All kits and equipment are logged on an inventory by the SDO.

22.5. All kit/equipment is signed out to the committee at the beginning of each academic year. It is the Club Captain's responsibility to retain the kit and ensure that all playing kit is distributed and returned on the same playing day for each fixture. At the end of the year, the Club Captain is responsible for signing the kit back into EHS. If the club fails to do this, the club will face disciplinary action, including a mandatory walkover at the start of the next BUCS season and/or/other suitable disciplinary action. Individuals who sign out kit/equipment are personally responsible for its security, and therefore, are held legally responsible for its return to the EHS at the end of the academic year (date will be specified). The individual will be personally invoiced for any unreturned items.

- 22.6. Without express permission SDO, no EHS funded kit or equipment can be personalised with members' names or external sponsors.
- 22.7. EHS kit and equipment may only be used for student activity by student sports club members of TEH. If the kit or equipment becomes damaged, broken, lost, or stolen, it must be reported to the Sports Development Team as soon as possible.
- 22.8. All playing kit will conform to Edge Hill University colours, being Purple and Green. They will display the EHS logo. Playing kit cannot contain sponsorship logos.
- 22.9. EHS will have an authorised supplier for playing and leisurewear clothing to get the most competitive price. All sports and societies must order these through EHS or the sole supplier, unless express permission from SDO.
- 22.10. All logos and any requests for new logos must be approved by the EHS via the SDM.
- 22.11. The playing kit should only be used for sporting activities.
- 22.12. A personalised kit will be purchased by the student member. If the student has any issues, this will be taken up directly with the supplier and no refunds as the kit is personalised. It is the responsibility of the student member to ensure that they have the correct size and understand the commitment to purchasing the kit.

23. HEALTH & SAFETY RESPONSIBILITIES

- 23.1. EHS is committed to promoting and supporting safe participation in student activities based on responsible self-management by students and informed individual choice.
- 23.2. Individuals who stand for committee positions assume responsibility for the Health and Safety of their participants during their activity. Therefore, all participants must be made aware of the health and safety implications before partaking in an activity to protect both the individual members and the activity leader.
- 23.3. EHS will take reasonable measures to ensure that students joining activity groups can make informed choices about participation and that they willingly accept any risks that are involved.

23.4. Below outlines party responsibilities for Health & Safety: -

| Party Responsibilities | |
|--------------------------------------|---|
| Individual Participants | <ul style="list-style-type: none"> • To take reasonable care for the health and safety of themselves and others involved in student activities. • To follow the Edge Hill Sport's systems and procedures for the management of health and safety. • Follow the EHU accident reporting process when an incident/accident occurs. • To follow the reasonable instructions of the activity leader's/captains/president. • To wear suitable clothing and footwear for the activity. • To follow NGB's guidelines and regulations. |
| Coaches/Instructors/Activity Leaders | <ul style="list-style-type: none"> • To have a suitable qualification to run the activity. • Sign the Coaches Registration and Agreement Form. • To follow the EHS systems and procedures for the management of health and safety. |
| Committee Member | <ul style="list-style-type: none"> • To check that all reasonable measures are in place to ensure the safety of all participants and anyone who may be affected by the activity. • To ensure that all student sports clubs, as well as EHS and National Governing Body procedures and best practices, are followed. • To make informed decisions on matters affecting Health and Safety and the Activity. • To ensure that all equipment has been checked by a competent person and is fit for use. • Provide a high standard of leadership and instruction. • Student sports clubs should obtain information and maintain records about who is leading their activities. |
| Sport Development Officer | <ul style="list-style-type: none"> • To implement the policy as it relates to sports and societies. • To seek out training and distribute information that enables activity leaders to effectively discharge their responsibilities for health and safety. • To obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities. • To provide adequate insurance for authorised activities. • To seek appropriate assurances and documentation to ensure that any facilities/equipment managed by Edge Hill University, which are used in the course of student activities meet the minimum safety standards for their intended purpose. |
| Sports Development Manager | <ul style="list-style-type: none"> • Health and Safety concerns within student activities. This responsibility includes the evolution and implementation of a framework for safe practice, to maintain of accurate risk assessments and other records relating to this framework, the continuing operation, development, and annual review of student activities Health and Safety in line with current best practices and all legal obligations and to provide Health and Safety advice guidance, support and training to Students' Union Officers, staff and sports and Societies. |

| | |
|-------------------------|---|
| | <ul style="list-style-type: none"> • Support the Sports Development Officer in delivering Health & Safety policies and procedures to sports and societies. |
| Sports Services Manager | <ul style="list-style-type: none"> • To monitor and review the development and implementation of the policy, and procedures and report any serious incidents. |

23.5. Open and regular correspondence between Team Edge Hill staff, EHS facilities staff and the committee is essential to ensure the success of this policy.

23.6. If a student sports team feels that members would benefit from Manual Handling training to make things safer, the committee should contact SDO, as they will be able to help arrange a course for members.

23.7. Alcohol consumption is not permitted before or during any activity session.

23.8. It is the responsibility of the activity leader to 'risk manage' and enforce any control measures identified as part of the risk assessment process and make EHS aware of more serious risks as soon as practicably possible.

23.9. Risk assessments are completed by Team Edge Hill and reviewed on an annual basis for the following areas/activities:

23.9.1.1. Club Training (on campus)

23.9.1.2. Matches

23.9.1.3. Away fixtures

23.9.2. All the above risk assessments are available in the committee corner. All clubs must complete a risk assessment for any club event that is not covered by the above.

23.10. EHS will provide adequate information, training, and advice to ensure that those conducting health and safety checks can do so competently.

23.11. EHS Operations team will provide training on their facilities and equipment at the start of the academic year.

23.12. If anyone participating in the activity is pregnant, then they are required to inform a member of the Sport Development Staff if they are pregnant so that appropriate risk assessments can be completed.

23.13. Activities run by external/provider organisations must provide all relevant documentation to the sport or society, with copies provided to the SDO e.g., public liability insurance, NGB affiliation, or organisation risk assessments.

24. FIRST AID

- 24.1. Training
 - 24.1.1. Edge Hill Sport staff have qualified first aiders within the centre and once notified will provide appropriate first aid. For any first aid incident, please notify the Edge Hill Sport reception staff.

- 24.2. Home fixtures at Edge Hill Sport
 - 24.2.1. Edge Hill Students
 - 24.2.1.1. The Sports Therapy department provide first aid cover for a number of the fixtures taking place at Edge Hill. Students are allocated facilities and will be pitch / court side. Please approach these direct. The Sports Therapy students are supported by a Sports Therapy lecturer as well as supplemented by Edge Hill Sport staff.
 - 24.2.2. Non-Edge Hill Students
 - 24.2.2.1. Edge Hill Sport staff have qualified first aiders within the centre and once notified will provide appropriate first aid. For any first aid incident, please notify the Edge Hill Sport reception staff. The Sports Therapy Students can be used to notify the Edge Hill Sport reception.

- 24.3. Sports with Additional First Aid Provision Requirements
 - 24.3.1. American Football – a HCPC registered paramedic with sufficient qualifications (<https://www.bafra.info/rules/medical/guidelines/medicalguidelines.htm>)
 - 24.3.2. Rugby Union – provide a first aider at pitch side.
 - 24.3.3. Rugby League - As a minimum, there must be ample first aiders within close enough proximity of the pitch to provide immediate emergency care as and when required. It is recommended that a dedicated, qualified first aider is pitch side for each match.

- 24.4. Away Fixtures
 - 24.4.1. First Aid at away matches will be covered by the opposition.

- 24.5. All the above refers to official club training and matches organised by the university.

- 24.6. If the above criteria cannot be met, the match or training must not take place. Any club found to hold a training session or a match without meeting these requirements will face disciplinary action.

- 24.7. All clubs are strongly recommended to adhere to the above for any additional sessions organised outside of official matches, training sessions or events.

25. SAFEGUARDING

- 25.1. This policy should be read alongside [Edge Hill University's Safeguarding Policy](#) and procedures outlined at annual training.
- 25.2. For the avoidance of doubt, the Sports Team Committee must understand and follow the Safeguarding Policy.

26. STUDENT SPORTS TEAM 'TASTER SESSIONS'

- 26.1. At the start of each academic term, there will be a defined period of taster sessions in which members of TEH can try out various activities.
- 26.2. After the start of the year, members may still try an activity before they purchase a membership. This will be for a maximum of 2 weeks. Committee members must ensure that the activity delivered at any taster session is appropriately risk-assessed to meet the varying abilities of all members in attendance.
- 26.3. During a taster session period, no student sports team is permitted to have a full 'game' situation against an external opponent, overnight stay, or occur outside of the usual activity venues in the taster session period. What constitutes a 'game' or 'venue' will be decided by the Sports Development staff.
- 26.4. The highest level of duty of care is owed to novices or new members. These individuals will often have low levels of hazard perception and are unskilled in the reduction of risk for their activities. This may present additional danger to other members as well as themselves. It is considered best practice to treat all new members as novices until their competence level has been established.
- 26.5. Sport Club Captains are responsible for ensuring that all new members attending throughout the year are given the appropriate health and safety information and training. All new members must be informed of the risks and subsequent control measures for their activities.
- 26.6. Some activities will need to be organised for the benefit of novices so that levels of ability, etc can be established. On such occasions, student sports clubs should ensure that:
- 26.6.1. As many qualified and experienced members as possible are in attendance.
- 26.6.2. Adequate First Aid provision is made, in line with any National Governing Body standards.
- 26.6.3. Environments that present fewer hazards are used, and activities are kept simple.
- 26.6.4. All relevant safety information has been passed on to the participants.

27. TRIP REGISTRATION

27.1. Edge Hill Sport requires all activity groups to register all activities as detailed below: -

27.2.

| Activity requiring Trip Registration | Activity exempt from Trip registration |
|---|---|
| Any activity travelling outside Ormskirk, or | Social events in Ormskirk |
| Any activity using equipment, resources or property belonging to the activity group or Edge Hill Sport (including vehicles), or | Regular activity at your "home" location(s) |
| Any event where members are travelling internationally, or | Any sporting fixtures administered by EHS |
| Any event or activity that is publicised through your normal group mailing lists or any social media channels groups, or | |
| Any event or activity held under the name of the student activity group | |

27.3. The form will ask the activity leader to complete the following information: name of sport, activity leader, date of trip, exact location and contact details of destination, full names of attendees, mode of transport, first aider and driver highlighted.

27.4. If two teams from one sport travel off campus, two separate Trip Registration Forms must be submitted. It is the collective responsibility of the entire committee to ensure that a Trip Registration form is completed and sent on time. If this does not happen, a warning will be issued on the first occasion. On the second occasion, training or fixtures may be cancelled with immediate effect and/or other sanctions.

27.5. This must be submitted to Sports Development staff at least 48 hours in advance of a day trip, and 5 days in advance of an overnight stay. The staff member will ensure that the form is complete and authorise the trip.

27.6. For all outdoor pursuit trips, Ordnance Survey maps and grid references are required and must be submitted with trip registration forms for trips to be authorised.

27.7. If the trip registration forms need amending when the trip has left campus, this can be amended by submitting a new trip registration.

28. ACCIDENT & EMERGENCY PROCEDURES

- 28.1. Reporting of an accident or injury
- 28.1.1. An [Accident Report](#) must be completed for any accident or injury requiring any medical attention. Ideally, this should be completed by the injured person as soon as possible. However, the EHS Duty Manager must be informed of all accidents on campus.
- 28.1.2. A form must be completed for any accident occurring whilst travelling to/from or whilst taking part in a club activity. A form should still be completed for incidents that take place at external facilities or away from venues.
- 28.2. The security team is 'on call' throughout the year, this is to provide a telephone support service to assist members who are in an emergency.
- 28.3. If an emergency during a student activity, the procedures will be accessed via the EHS website.
- 28.4. On or off-campus accidents and incidents, however minor, must be reported to Sports Development staff as soon as is practically possible but certainly no later than 24 hours after the event, and recorded on an accident form.
- 28.5. The SDO will review the circumstances around the accident/dangerous occurrence, and if necessary, they must take immediate action to prevent further accidents.
- 28.6. In extremely serious cases, an investigation to gain more information about the incident will be undertaken by the SDO. Appropriate action must then be taken with the student sports clubs .
- 28.7. No member should discuss legal liability with other parties.
- 28.8. If a major incident occurs, then the Sports Development Team will follow the relevant Policy.

29. TRANSPORT

- 29.1. Arrangement for Home Matches and Travelling to Training
- 29.1.1. Team Edge Hill do not guarantee to provide transport to home matches or club training.
- 29.2. Away Matches
- 29.2.1. A passenger list must be supplied to teamedgehill@edgehill.ac.uk before the vehicle departs. A BUCS team sheet will count as a passenger list. It is the

responsibility of the team captain to do a head count before leaving and before returning.

29.2.2. Strictly NO ALCOHOL is to be consumed in university hire vehicles or vehicles hired through external companies. Gangways and doorways must be kept clear of bags and equipment. If necessary, seats should be used to store excess equipment, and this may affect the number of passengers that can travel.

29.3. By external coach:

29.3.1. Transport will be booked by EHS and provided by reputable companies. The coach will come with a licensed driver and relevant insurance, provided by the hire company. Student Sports Teams will abide by the rules and regulations of the transport company e.g., no alcohol on coaches.

29.3.1.1. In some cases, we may transport multiple teams in the same vehicle even if they are competing at different Universities (e.g., University of Liverpool, LJMU & Liverpool Hope or University of Manchester, MMU, Salford & UA92)

29.3.1.1.1. The start times for fixtures will impact if this is achievable.

29.3.1.1.2. This is will not be considered if a team must wait more than 90 minutes longer either before or after a fixture than if they were transported themselves.

29.3.1.2. Coach Hire Price examples

| Destination | 16 Seats | 36 Seats |
|-------------|----------|----------|
| Keele | £400 | £875 |
| Chester | £430 | £470 |
| Lancaster | £370 | £575 |
| Leeds | £600 | £800 |
| Liverpool | £330 | £365 |
| Manchester | £400 | £525 |

29.3.1.3. EHS will provide a maximum number of seats per team as below:

| Team | Number of Seats |
|-------------------|-----------------|
| American Football | 48 |
| Badminton | 6 |
| Basketball | 12 |
| Cricket | 14 |
| Cheerleading | 48 |
| Equestrian | 4 |
| Football | 16 |
| Futsal | 12 |
| Hockey | 16 |
| Netball | 10 |
| Rugby League | 20 |
| Rugby Union | 24 |
| Tennis | 6 |

| | |
|------------|----|
| Volleyball | 12 |
|------------|----|

29.4. By Student vehicles:

- 29.4.1. If you are travelling to a fixture or training session by car, the driver must ensure that the vehicle is always in a legal roadworthy condition, and to ensure they hold a full licence and have the correct insurance cover or confirmation from the individual's insurance company that their current policy covers them to transport others on such trips.
- 29.4.2. Only the minimum number of vehicles will be funded by TEH.
- 29.4.3. Students will be reimbursed for the mileage travelled by the shortest route on a 'postcode to postcode' basis using major roads. This will be based upon 14.9p per mile.
- 29.4.4. Students using their private motor vehicles/pool car on an official journey approved in advance may be refunded reasonable parking expenses and charges for tolls/tunnel.
- 29.4.5. All students driving their private vehicles must complete a Vehicle Registration Form.
- 29.4.6. It's the responsibility of the members to travel safely to training venues as per risk assessment.

29.5. Walking

- 29.5.1. Students will be expected to walk any distance less than 2 miles. No reimbursement will be made for public transport or taxis.

29.6. Public Transport

- 29.6.1. Public transport can be used to attend fixtures and events, by pre-arrangement with the Sports Development team. The ticket price can be claimed back by completing the Student Expenses form and providing the receipts of the expenditure. Students should make every effort to book journeys as far as possible in advance, as cheaper fares are often available by advance booking.

29.6.2. Buses/Trams

- 29.6.2.1. If a suitable bus or tram is available, these should be used in preference to taxis. Tickets should be retained as the receipt for reimbursement.

29.6.3. Rail Travel

- 29.6.3.1. Standard class rail travel should be used by all students.
- 29.6.3.2. In the interest of 'best value for money' where a discounted first-class fare is less than the standard class, the cheaper first-class ticket will be reimbursed providing evidence of the fare saving is included as evidence along with the receipt for payment.
- 29.6.3.3. Rail Cards
 - 29.6.3.3.1. Reimbursement for the purchase of a rail card may be allowed, provided the following criteria is met:

- 29.6.3.3.1.1. The rail card must be purchased and reclaimed, alongside the purchase of a discounted train ticket.
- 29.6.3.3.1.2. The total reimbursement of rail card and train ticket cannot exceed the value of the pre-discounted ticket price based on the lowest available fare. (Evidence of full ticket price must be provided)
- 29.6.3.3.1.3. Once reimbursed the rail card must be used against the purchase of all train tickets for the full 12-month period.

29.6.4. Use of Taxis / Car hire

- 29.6.4.1. The use of Taxis rather than public transport may be authorised for one or more of the following reasons: -
 - 29.6.4.1.1. Unavoidable time constraints due to transport links or severe interruption to transport infrastructure.
 - 29.6.4.1.2. Where there is no suitable public transport available to final destination, e.g. between a railway station and a hotel/conference venue.
 - 29.6.4.1.3. Risk to personal safety e.g. late evening travel.
 - 29.6.4.1.4. Where several people share a taxi resulting in an overall saving compared to other public or personal transport modes.

30. WALKOVERS

- 30.1. A walkover refers to a forfeit of a match, either voluntary or involuntary, resulting in the opposing team being awarded the win. A voluntary walkover occurs when a team could have reasonably avoided the forfeit, while an involuntary walkover is due to circumstances beyond the team's control.
- 30.2. Impact of Walkovers:
 - 30.2.1. Walkovers can have consequences for league standings, promotion/relegation, and potential fines or disciplinary action.

31. REARRANGING FIXTURES

- 31.1. If a sports team would like to rearrange a fixture, the club captain must contact the SCA (teamedgehill@edgehill.ac.uk) with the reason they want the fixture moved and with as much notice as possible.
- 31.2. Where possible, EHS will always rearrange fixtures for the benefit of our teams. We cannot guarantee all fixture rearrangements will be possible.

- 31.3. During the season, EHS will receive requests from other institutions to rearrange fixtures. If it does not affect our teams' chances, EHS will accommodate these changes where possible.
- 31.4. Over the year EHS play over 300 fixtures. Being flexible for other universities when it does not affect our team will make it easier when we are requesting re-arrangements.
- 31.5. If the Sports Team Committee receive any requests from opposition universities, please forward them to the Sports Development team. Students should not contact opposition institutions directly.

32. PROCEDURE IF THERE ARE NO QUALIFIED OFFICIALS (HOME AND AWAY)

- 32.1. If no, or unqualified, officials:
- 32.1.1. Home – if your appointed official(s) have not turned up 15 minutes before the match start time, you should contact the official. If you cannot contact the official, you must contact the SCA immediately. If the SCA is unavailable, contact the SDO. If, after contacting the official, there are any issues, contact the Sports Development team.
- 32.1.2. Away – if the team arrive at a fixture and there is no official(s) (or they don't meet the qualification level) the following applies:
- 32.1.2.1. The opponent does not have written proof that an official(s) was appointed – the sports team could claim the walkover. The sports team committee must contact the Sports Development team before leaving the venue so EHS can confirm in writing our action.
- 32.1.2.2. The opponent has written proof they were appointed – the team have the choice to play the match irrespective of the provision of officials, play the match under protest or request the match is re-arranged at our home venue. If requesting a re-arrangement, please contact the Sports Development team as this option may be restricted by league deadlines and facility availability.

33. PLAYING UNDER PROTEST

- 33.1. [Playing Under Protest](#) (PUP) forms should be used if upon arrival or during a fixture, the conditions do not adhere to those outlined in the BUCS regulations or fixture confirmation (e.g., no or an unqualified referee, unsafe equipment, inadequate pitch markings). Providing a team gives advanced warning to the official in charge, a team is permitted to stop play at an appropriate time (natural break in play) to complete a PUP form if conditions have changed. Opposition captains cannot refuse to sign the PUP form. The form can be found in the [Committee Corner](#) of our website.

- 33.2. If a team travels to, begins or continues a fixture with knowledge of a breach of regulations but fails to complete a PUP form, they are deemed to have accepted the conditions of play and can therefore not play under protest nor appeal for that reason. Completing a PUP form only guarantees the right to appeal and not the outcome of the appeal. A PUP form does not have to be submitted if, after the match, you do not want to challenge the result (e.g. you won despite only 1 of 2 officials being present).
- 33.3. Any team completing a PUP form must inform the SCA (teamedgehill@edgehill.ac.uk) ASAP, and the form must be returned to the SCA or the Sports Centre by 10am the following day. PUP forms must not be returned directly to BUCS. If at a fixture and you need any clarification, phone the SCA as soon as possible.

34. WEDNESDAY AFTERNOON POLICY

- 34.1. Edge Hill University recognise the great value of student participation in activities that are complementary to academic study. These include sport, volunteering and other extracurricular engagement.
- 34.2. In common with other UK universities and colleges, Edge Hill reserves Wednesday afternoons as a common period for extracurricular activities. As a result, we try to limit teaching hours on Wednesday afternoons. Exceptions are:
- 34.2.1. Teaching, which absolutely must be held during this block
 - 34.2.2. Optional modules
 - 34.2.3. Teaching that is also available elsewhere on the timetable
- 34.3. If your extracurricular activity clashes with a scheduled Wednesday afternoon teaching session, we will accommodate you wherever possible.
- 34.4. You must consult your module leader at the earliest opportunity so that they can make appropriate arrangements to accommodate your absence. If your absence compromises any externally controlled element of your programme, we will try to ensure you have the opportunity to catch up on any sessions missed.

35. COACHING FUND

- 35.1. The Sports Coaching Fund (SCF) supports Team Edge Hill Sports Clubs by funding either external coaching or student coach development through qualifications. Funding is awarded annually and must be reapplied for each academic year.
- 35.2. Eligibility & Commitment
- 35.2.1. Applications must be submitted by the full club, not individuals or teams.
 - 35.2.2. Clubs must be registered with Team Edge Hill, and all members must hold valid memberships.
 - 35.2.3. Clubs must demonstrate active participation in BUCS competitions with no voluntary walkovers.

35.2.4. External coaches must hold a minimum Level 2 qualification and be identified before applying.

35.2.5. Current Edge Hill students cannot be paid as external coaches.

35.2.6. Student coach applicants must have relevant experience and commit to coaching for the current and following season. They must cover any costs beyond the funding cap.

35.3. Prioritisation

35.3.1. When funding is limited, priority is given to:

35.3.1.1. Clubs not previously supported by the SCF.

35.3.1.2. Clubs demonstrating growth and development.

35.3.1.3. Clubs with multiple teams or high demand.

36. FACILITIES ALLOCATION

36.1. Edge Hill Sport will provide each club with a 2-hour weekly training slot on a suitable facility, on Edge Hill Ormskirk Campus, where possible.

36.2. Clubs with more than three teams will be allocated additional training time to accommodate their needs.

36.3. Edge Hill Sport will allocate facility space for fixtures following BUCS regulations. This may include the use of alternative facilities for warm-ups, if required.

36.4. Facility allocations are based on the specific sporting requirements of each team. This may include considerations such as lighting, spectator balconies, and specialised equipment etc.

37. NGB REGISTRATIONS

37.1. Many sports require our teams to affiliate with their respective national governing bodies, leagues and referee societies (e.g. Football, Rugby Union, Rugby League and Basketball).

37.2. All club-based affiliations are managed through Edge Hill Sport. This ensures continuity of contact information when club committees change. Team Edge Hill covers the cost of all required club and league affiliations.

37.3. In some cases, individual students are required to register directly with the NGB. It is the responsibility of the student to complete their registration and pay any associated fees. Where Edge Hill University is charged per student, this cost will be passed on to the individual.

38. ELIGIBILITY

- 38.1. For a student to be eligible to participate in BUCS competitions, they need to be a registered student (including masters and PHD) doing at least 60 credits a year. They need to have paid ‘the appropriate Union or Athletic Union subscription’, this is your Team Edge Hill Membership...you aren’t eligible without it!
- 38.2. Allowing ineligible participants to represent an institution will result in appropriate disciplinary action, following BUCS REG 17.
- 38.3. There are some special cases, these include Sabbatical officers or a student undertaking PhD study on a full time basis will be eligible to compete provided that they have a Team Edge Hill Membership.

39. ACCOMMODATION PROVISION

- 39.1. If overnight accommodation is deemed appropriate, this will be booked and funded by the Edge Hill Sport. This will only be provided in exceptional circumstances for example (not exhaustive):
- 39.1.1. The venue is more than 200 miles from Edge Hill University,
- 39.1.2. Students would be expected to set off to the venue before 6am
- 39.1.3. Students would be expected to return to Edge Hill after 11.59pm
- 39.1.4. A multi-day event further than 60 miles.

40. STUDENT EXPENSES

- 40.1. Students must have all potential expenses pre-authorised, in principle, by the Team Edge Hill Staff. For travel mileage expenses, this should include the number & names of passengers.
- 40.2. Students must make every effort to ensure ‘best value for money’ for the University.
- 40.3. To aid with sustainability, we encourage students to travel share wherever possible, and we only pay for the required number of vehicles to travel (e.g. not everyone travelling individually), unless prearranged. Edge Hill Sport will also only fund a limited number of journeys between accommodation and venues for events (this will normally be limited to one journey each way per day), unless prearranged. Any additional trips will be undertaken at the cost to the student.
- 40.3.1. Mileage rates are calculated by 20p per mile with an additional 5p per passenger.
- 40.4. The student must provide comprehensive information on the claim, including for travel mileage expenses: include postcode from and to, number & names of

passengers, dates of travel, calculate mileage (normally the shortest route otherwise, it must be justified).

- 40.5. Receipts - All receipts and tickets must be scanned electronically and included as part of a claim as evidence of expenditure with a completed Student Expenses form. Originals should be retained by the claimant. It is the student's responsibility to ensure all scanned receipts are included and legible. The University reserves the right to refuse payment of expenses where receipts could have been reasonably obtained.
- 40.6. Student Expense claims forms must be submitted with 2 weeks of the expenditure occurring and must be legible. The claim must be supported by evidence (e.g. receipts) of the expenditure that occurred. The claim form and the evidence must be submitted to teamedgehill@edgehill.ac.uk. This will then be checked and authorised by the Sports Development Officer before being submitted to Finance for processing. All claims will be paid within 14 days of submission to the Finance department.
- 40.7. Edge Hill Sport may provide a reminder after 14 days, however, this is not guaranteed.

41. EXTERNAL SPEAKERS & FREEDOM OF SPEECH

- 41.1. An external speaker refers to a person or organisation that is not part of EHS or EHU and is invited to speak at any group event on or off campus.
- 41.2. Student sports clubs must notify EHS of any events on or off campus that involve external speakers.
- 41.3. An External Speaker Form must be completed and sent to the SDO three weeks before an event; the event cannot be publicised until the speaker has been cleared through vetting by EHS.
- 41.4. Committee members must adhere to the [EHU Freedom of Speech Policy and Code of Practice policy](#). Failure to fully complete the form and adhere to the policy may result in the event being cancelled.
- 41.5. All external speakers are subject to approval by EHS and EHU.
- 41.6. No event will be publicised by EHS until it has been cleared by EHS.
- 41.7. EHS reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met.

42. COACHES/LEADERS/INSTRUCTORS

- 42.1. Sports Team Committees must ensure that people undertaking the role of referee, instructor, coach, or leader are suitable.
- 42.2. Coaches, Leaders, and Instructors are an extremely important and integral part of the framework of some student activity groups and are essential for enhancing and maintaining both up-to-date practices and performance aspects of their activity.
- 42.3. Coaches, Leaders, and Instructors, whether in receipt of payment for their services or acting as volunteers, are required to register with Edge Hill Sport. This registration is required before any activity starts and should be resubmitted upon request every twelve months and before the start of each Academic Year.
- 42.4. In the case of external providers, whether paid or unpaid, sports will seek documentary evidence of the relevant National Governing Body award or recognition, or failing that, make and record a thorough investigation of the person's experience and standing, for example, through CV and references.
- 42.5. All Coaches, Leaders, and Instructors' rules and procedures are laid down in the EHS Coaches Handbook, and all supporting documentation, in either case, should be lodged with the SDO and subject to their approval.
- 42.6. Sports must meet the National Governing Body requirement to coach the club independently.
- 42.7. Training sessions for the following sports must always take place under the direct supervision of a coach holding the relevant qualification:

| | |
|-------------------|----------------------------|
| Trampoline | British Gymnastics Level 2 |
| Cheerleading | Cheer Level 3456 |
| American Football | Minimum BAFCA Level 1 |
| Rugby Union | Minimum RFU Level 2 |

- 42.8. The Sports Coaching Fund is available for Team Edge Hill Clubs to apply for development of student coaches or the provision of external coaches. For sports that have a specific requirement to have a coach these will be take priority for funding. Fitness / drills / skills training can take place without a coach.

43. TRAINING WITHOUT QUALIFIED COACHES

- 43.1. In some cases, student sports team members may step in as more experienced individuals, teaching more inexperienced members. This must be pre-agreed with Sports Development team.
- 43.2. All parties should be sufficiently aware and experienced to make an informed choice about participation.
- 43.3. Student sports club committees should monitor this mode of operation and act if they feel it is detrimental to safety. Concerns should be referred to the SDO or SDA.

44. ACADEMIC RESPONSIBILITIES

- 44.1. Examinations
 - 44.1.1. Examination period dates are fixed, publicised in advance, and are aligned with other events in the academic calendar. A student competing in sport is not expected to miss any examinations, however if a clash occurred, we would expect dialogue between students and staff to take place as early as possible to establish clear expectations and realistic possibilities for both parties.
- 44.2. Coursework assessment
 - 44.2.1. Deadlines for coursework assessment are given in advance to students. Therefore, student athletes competing around the time of the deadline will need to plan their work, so it is completed in good time and submitted to the published deadline.
- 44.3. Placements
 - 44.3.1. A student who is on placement cannot use this policy to miss any placement hours, however we acknowledge that early conversations between the student and their placement provider may enable locally agreed flexibility for student athletes to compete in recognised competitions and complete required placement hours.

45. FOOD SAFETY

- 45.1. Due to increased litigation and concern regarding food hygiene and safety, student sports clubs must seek advice and permission from EHS before any distribution of food or drink.
- 45.2. EHS will provide guidance on Food Safety for all student sports clubs which must also confirm with related EHU policy.

46. ADDITIONAL FACILITIES AND ROOM BOOKING

- 46.1. Sports teams can request additional sports facility time for either regular session or one-off bookings. This is subject to EHU availability and currently must be booked at least 7 days in advance to follow the Team Edge Hill Additional Facilities Request. Booking should be completed through the Team Edge Hill section of the EHS website: <https://www.edgehill.ac.uk/departments/support/edgehillsport/team-edge-hill/>.
- 46.2. Rooms must be cancelled 48 hours in advance. It is the organising committee member's responsibility to cancel the room by contacting SDA.
- 46.3. Rooms must be left as found and if a student sports clubs is continually leaving the rooms in poor conditions will be suspended from booking rooms at EHU.

47. SOCIAL EVENTS & INITIATION CEREMONIES

- 47.1. The Sports Club Committee are expected to take full responsibility for the safety and behaviour of the social activities.
- 47.2. It is an individual's choice whether they attend any social event. Non-attendance must not act as a barrier to the activity.
- 47.3. No 'peer' pressure (intended or not) is to be placed on any member to do anything that they may not enjoy (i.e., drinking games). EHS considers such action to be bullying and, as such, will take appropriate disciplinary action.
- 47.4. All members of student sports clubs must show respect towards their peers, other members of the University, and members of the public at all times.
- 47.5. Student sports clubs are not permitted to carry out initiation ceremonies either on or off University premises.
- 47.5.1. An initiation ceremony is an event in which members (often new members) of the sport/society are expected to perform a task or tasks as a means of gaining credibility, status, or entry within that sport/society. 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 stuff, nudity, and behaviour that may be deemed humiliating.
- 47.6. Individuals who organise events in breach of this code of conduct will be subject to disciplinary action in line with the Disciplinary Procedures.

- 47.7. Any social event that puts EHS or EHU in disrepute will be subject to disciplinary action. This includes clothing, conduct, reports from the public, etc.
- 47.8. SDO has the right to investigate any issues within clubs and societies from social events.

48. TOUR

- 48.1. EHS does not promote or endorse any tour companies or activities, so if individuals attend these, then there must be no use of TEH, EHS or EHU resources or names.
- 48.2. For the avoidance of doubt, EHS does not officially condone student sports clubs on tour.
- 48.3. Any engagement with tour operators is done on a personal basis with no liability on EHS.
- 48.4. Any clothing must not contain Team Edge Hill, Edge Hill Sport, Edge Hill University, or anything related to Edge Hill.

49. EQUAL OPPORTUNITIES

- 49.1. Wherever possible, activities should be accessible to all students who wish to participate.
- 49.2. All organised student sports teams within EHS must promote a welcoming atmosphere of non-exclusivity for all members and potential members.
- 49.3. It is the responsibility of each student sports club committee to ensure activities are available to everyone.
- 49.4. Wherever possible, reasonable adjustments are made to cater for all members of the EHU community. The committee must ensure that any student is able to fully participate in group activities and, as such, should carefully plan to ensure that accessibility requirements and adjustments are considered. The committee should seek advice from the Sports Development team as to the nature of any reasonable adjustments and their likely impact.
- 49.5. Membership in a student sports team will be taken to imply an understanding of commitment and acceptance of this policy.

50. SPONSORSHIP

- 50.1. Clubs should be very careful if they are approached about sponsorship opportunities and consult with the Sports Development Officer at the early stages of the discussion or when seeking to approach sponsors.
- 50.2. All Team Edge Hill Club sponsorship must be authorised by Edge Hill Sport before entering into an agreement.
- 50.3. EHS encourages student sports clubs to seek financial sponsorship from ethical and environmentally friendly organisations that do not contravene the mission, vision, and values of EHS.
- 50.4. Any potential agreement must benefit the student sports club without making unreasonable requests to its members.
- 50.5. The money raised through sponsorship can only be used for the specific purpose approved in the agreement or, if there is no specific purpose, as agreed with the Sports Development Team.
- 50.6. All potential agreements must be confirmed in the form of a simple contract that clearly states the precise details of the agreement and is signed by the Sports Club Captain/ President and an authorised staff representative from EHS. Any contract that does not have official EHU signatures will be viewed as null and void and non-binding.
- 50.7. There is no limit to the number of sponsors that one Student Sports Team may have.
- 50.8. Student Sports teams may not poach sponsors from other Student Groups.

51. DISCIPLINARY

- 51.1. All student sports clubs and their members must adhere to this policy. Failure to do so will result in disciplinary action.
- 51.2. EHS will consider whether disciplinary matters can be dealt with on an informal basis, but where formal action is considered appropriate against groups with elected committees, the Disciplinary Procedure will apply.
- 51.3. If disciplinary action is taken, the SDO will send out the Disciplinary Process to the student sports club committee.

- 51.4. It is recognised that teams within sports run separately and therefore are individually treated for disciplinary procedures.
- 51.5. The severity of the action imposed by EHS is to act as a deterrent, and EHS is trying to enable student activities to take place in as safe an environment as possible.
- 51.6. The below is not an exhaustive list and can be added to at the EHS's discretion.
- 51.7. All members understand that deliberately causing injury to others is a criminal offence ordinarily resulting in punishment of the perpetrator.
- 51.8. Any team that receives a one-month suspension during an academic year and commits another offence will be suspended for the remainder of the academic year.
- 51.9. Suspensions are implemented as soon as the SOD is made aware of the situation. The timescale is valid during normal periods of activity for that particular team or society. For example, a suspension applied just before Christmas will be suspended during the Christmas break and resume in January.
- 51.10. A suspension means that the team may not participate in any student activity; this includes competitive matches, competitions, and training. All kit and equipment must be returned immediately.
- 51.11. Sports teams have the right to appeal.
- 51.12. The full Edge Hill Sports Teams Code of Conduct can be found <https://www.edgehill.ac.uk/document/team-edge-hill-sports-clubs-code-of-conduct/>.

52. COMPLAINTS

- 52.1. It is not the responsibility of the committee to deal with complaints. Complaints should be referred to the Sports Development Team to ensure they are reviewed objectively.
- 52.2. For the avoidance of doubt, only SDO can remove a committee member or member from a student sports club.
- 52.3. Complaints involving student sports teams will be addressed under FM Feedback Policy. However, depending on the nature and severity of the complaint, some issues may be referred to the Student Casework for further handling. This referral will be determined based on the specifics of the situation and in consultation with relevant parties.

- 52.4. Students, organisations, and coaches are encouraged to address concerns at the Early Intervention stage by discussing them with the SDO.
- 52.5. If the issue is not resolved at the Early Intervention stage by completing the FM complaints form. <https://www.edgehill.ac.uk/service/fm-feedback/>
- 52.6. The complaint should include a clear description of the issue, any relevant evidence or documentation, and the desired resolution or outcome.
- 52.7. Retaliation against individuals who file complaints or participate in the resolution process is prohibited. Any instance of retaliation should be reported immediately and will be subject to disciplinary action.
- 52.8. All complaints will be handled with the utmost confidentiality. Information will be shared only with those directly involved in the resolution process.
- 52.9. The complaints process will be communicated at the annual committee training.
- 52.10. If the complaint is in relation to the Sports Development staff, the complainant should indicate their dissatisfaction with SDM or SSM.
- 52.11. In cases where a complaint involves areas requiring specialised expertise, we may seek to liaise with other university departments or external agencies for additional support.

53. SPORT DISSOLUTION

- 53.1. If a sports team has less than the minimum quota for members in any academic year, then they will be given 4 EHU working weeks to increase membership. If unsuccessful, then they will be suspended for the remainder of that year with the hope to re-establishing in the following year. If this is not achieved, then the student sports club will be assumed to have been dissolved.
- 53.2. A sports team will only formally be closed because of one of the following:
- 53.2.1. They have failed to elect a committee for the following academic year after three failed attempts.
 - 53.2.2. The committee decides to fold. There must be a two-thirds majority of the student sports club committee in support of this decision for it to be accepted. The committee must inform the SDO team if they wish to close their society.
 - 53.2.3. As a result of a decision made by the SDO regarding society misconduct.
 - 53.2.4. When a sports team is formally closed, it will become an 'inactive' team for a maximum of 2 years.

53.3. An inactive sports team may be adopted within 2 years of its closure. For a sports team to be adopted, an application must be submitted to the SDO. A minimum of three students must form the committee for the application to be considered. An adoption list is available on the website for students and members to review.

53.4. If the sports team is not adopted within 2 years of closure, it will cease to exist. To re-establish it must be recreated as a new team/club.

54. DATA PROTECTION

54.1. Committee members will be trained in data protection and will abide by the [EHU Data Protection](#) Policy.

55. INSPECTION & AUDIT REVIEW

55.1. Spot checks will be carried out by SDO regularly and reported back to SDM.

55.2. The SDO will carry out regular inspections, audits, and reviews of the Health and Safety arrangements within each student sports club. This will involve attending training sessions, competitive matches, and meetings to periodically carry out risk assessment reviews to establish if current control measures are adequate.

55.3. Reviews of all safety documents (safety policies & risk assessments etc) submitted by student sports club will also be reviewed, and recommendations for improvement will be provided, where necessary.

56. REVIEW

56.1. The policy will be reviewed on an annual basis by the EHS Management team.

56.2. A full review of the policy will be conducted every three years to evaluate its overall effectiveness. However, this timeframe may be adjusted as needed to reflect any significant changes in legislation or regulatory requirements.

57. RELATED POLICIES

57.1. This policy should be read in conjunction with:

57.1.1. [EHU Safeguarding Policy](#)

57.1.2. [EHU EDI \(Equality, Diversity, and Inclusion\) Policy](#)

57.1.3. [EHU Freedom of Speech Policy and Code of Practice policy](#)

57.2. This is not an exhaustive list of policies/byelaws and all EHS Policies can be found at <https://www.edgehill.ac.uk/departments/support/edgehillsport/documents-and-forms/>