



# **The University of Liverpool Athletic Union**

## **Constitution & Guiding processes**

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## The University of Liverpool Athletic Union

### Background

The Athletic Union was founded in 1884 as the University College Athletic Club. From 1904 it was a standing committee of the Guild of Undergraduates (now called the Guild of Students) and was simply called Athletic Club. It was renamed the Athletic Union (AU) in February 1965. In August 2007 following a strategic review a new sports department (Sport Liverpool) came into existence and assumed responsibility for the clubs and programmes of the AU.

Since 2007 AU membership has been provided by a combined fee for AU and club membership. For **2017/18** this fee is **£40**, with an extra **£24** for each additional club joined.

The AU is student led and is made up of clubs and an internal sports offer named Campus Sport. Membership offers students not only sporting participation but also the opportunity to develop management and leadership skills. Student representation within Sport Liverpool is the responsibility of the AU Executive Committee which is made up of four student representatives. They are elected annually by the AU members at the AU AGM which is normally held in May.

The AU constitution outlines the role played by the AU, its executive committee, clubs and campus football programme within the wider activities of Sport Liverpool. It outlines the financial and operational procedures that support and guide the student sport element within the department. It also sets out the behaviours expected of AU members and the associated initiatives with which the AU aligns.

### Approval and review of the constitution

The constitution will be reviewed on an annual basis with updates made to dates and fees as relevant. This update will be formally approved at the AGM

The constitution will undergo a comprehensive review by a working group every five years. This will be chaired by the Sports Development Manager and will comprise representatives from the AU and Sport Liverpool staff.

A detailed review and modification of the constitution can be undertaken outside of this cycle which will again be led by the Sports Development Manager.

## **The Athletic Union Code of Conduct**

All members of the AU are required to adhere at all times to the Code of Conduct, by joining the AU an individual agrees to the following:

All our members, staff, officials and visiting teams have a right to participate in a positive, professional and safe environment against a background of respect for the experiences, abilities and skills of all individuals.

### **As a member of a Sport Liverpool Club/Campus team I will:**

- Adhere to the laws/rules of the sport.
- Display and promote high standards of behaviour at training, competitions and at social events.
- Promote fair play.
- Always respect the official's decision.
- Refrain from engaging in public criticism of match officials.
- Refrain from engaging in offensive, insulting or abusive language or behaviour, whether expressed verbally or via social networking sites or other technology.
- Refrain from engaging in bullying, intimidating or harassment, whether expressed verbally or via social networking sites or other technology.
- Speak to my club mates, opposition, coach, and Sport Liverpool staff with respect.
- Win and lose with dignity and thank the opposition and official at the end of every game.
- Thank the organisers/volunteers the events I attend.
- Respect the equipment and kit owned by the club/Sport Liverpool and any facilities used.
- Ensure that I drink alcohol responsibly at club/campus events and that my behaviour will remain in line with the conditions outlined above.

### **I understand that if I do not adhere to the Code of conduct the following actions may be taken by my club/team, Sport Liverpool or the University:**

- Suspended from training or using the facilities.
- Required to attend a disciplinary hearing, which could result in a personal/club fine, ban or suspension
- Reported to the University who may invoke formal disciplinary procedures.
- Be required to apologise to club-mates, opposition, officials, and coach or staff members.

**The University of Liverpool**  
**Athletic Union (est. 1884) Constitution**

**A**

**INDIVIDUAL & CLUB MEMBERSHIP**

**1. Eligibility**

The Athletic Union and its clubs offer membership to students who are following a full-time or part-time degree course. Membership is offered at the same price to staff of the University of Liverpool (UoL) with some playing and representation restrictions. Members must be 17 years of age or older.

**2. Memberships**

i) In **2017/18** joining a club or campus football programme cost UoL students & staff **£40**. This fee is split as follows:

(a) **£16** is a contribution towards the cost of AU membership and benefits listed in section 3 below.

(b) **£24** is allocated to the club joined and helps with the running costs of a club's activities.

ii) AU membership is also available to the following groups:

- a. Alumni
- b. Students of other universities
- c. Members of the public

Requests for these non-UOL memberships must be supported by the relevant Club Captain and approved by the Sports Development Manager or their nominee. The annual subscription for this category in **2017/18 is £55**.

**Note:** Such members shall not be entitled to play in matches in which competition rules require all players to be students of the University of Liverpool.

iii) AU members can join additional clubs at an extra charge of £24 per club.

iv) Memberships will be sold at the Sports & Fitness Centre reception.

v) General advice and support on memberships can be sought from the Sports Development staff who are based on the first floor of the Sports Centre.

vi) The Sports Development team will provide clubs with paid-up member lists each month or on request.

### 3. Benefits of AU Membership

AU membership provides the following benefits:

- Club/Campus Football membership
- Representing the University in inter-University sporting competition
- Representation within Sport Liverpool through AU Executive members
- Access to physiotherapy (term time only)
- Personal accident insurance cover through Endsleigh Insurance Brokers
- Nominations for colours (UoL students & Club members only)
- Access to AU social events
- Financial support at representative level (UoL students & Club members only)
- Subsidised coaching and officials courses (UoL students only)

### 4. Insurance

AU members are provided with the following insurance cover:

- (i) Personal accident insurance cover through Endsleigh Insurance Brokers when training, competing and travelling to sanctioned competitions in the UK.
- (ii) Travel insurance when travelling to fixtures and trips and when using hire vehicles and registered personal vehicles through Endsleigh Insurance Brokers.
- (iii) University of Liverpool Public liability cover.
- (iv) Further sports specific insurance cover will often be provided through individual NGB membership.

### 5. Constituent Club members for 2017/18

The following clubs are recognised as constituent members of the AU for the 2017/18 season:

American Football	Futsal
Archery	Gaelic Football
Athletics	Golf
Badminton	Gymnastics
Basketball (M & W)	Handball
Boxing	Hockey
Canoe	Ice Sports
Cheerleading	Judo
Clay Pigeon Shooting	Ju Jitsu
Cricket (M)	Karate
Cycling	Korfball
Dancesport	Lacrosse
Fencing	Mountaineering
Football (M & W)	Netball

Pool & Snooker  
Riding & Polo  
Rowing  
Rugby League (M & W)  
Rugby Union (M & W)  
Sailing  
Skiing & Snowboarding  
Squash  
Sky Diving  
Strength & Conditioning  
Surf

Sub Aqua  
Swimming  
Table Tennis  
Tae Kwon Do  
Tennis  
Trampolining  
Ultimate Frisbee  
Volleyball  
Water Polo  
Windsurfing

## 6. Club Membership threshold for funding

The **minimum** number of paid members needed for a club to be eligible for funding shall be either:

- a) Twenty Five
- b) Where the Club enters more than one team in competitions, a number equal to that of the members comprising those teams plus a third.  
  
(e.g. Rugby Union: 3 teams x 15 players + 15 = 60 members)
- c) If clubs fail to reach these thresholds by October 31<sup>st</sup> funding support will be withheld until the required membership numbers are reached. If they are not reached by March 31<sup>st</sup> of that year the clubs position as a member club of the AU will be reviewed by the AU Executive Committee and the Sports Development Manager prior to the AGM.
- d) Any recommendation to remove a club from AU membership will be submitted to the AU Clubs' AGM.

## B

### AU ORGANISATION

#### 1 AU Executive Positions, Honorary Positions and Elections

- i) There shall be an AU Executive Committee comprising the four roles of President, Vice-President Clubs, Vice-President Participation & Vice-President Communications which shall lead and co-ordinate AU member representation within Sport Liverpool.
- ii) Only AU members are entitled to stand for office and it is advisable that candidates have had experience as a club committee member.
- iii) AU Executive members will lead forums for club/campus captains to voice their opinions relating to sporting provision within the University of Liverpool, feeding directly into the decision-making structure of Sport Liverpool.
- iv) A minimum of one club forum will take place each term.
- v) The AU President will sit on various internal and external committees representing the views of AU members.
- vi) Elections for AU Executive positions will take place at the AU AGM to be held in May.
- vii) For details of the process including issues related to no nominations received, see below section B2.
- viii) Each member of the AU Executive will work closely with a Sports Development staff member to ensure communication between staff, club officers and club members is regular and effective. A role description for each AU Executive position will be made available prior to the AGM.

**Note:** At AU Executive meetings or Club Forums, Sport Liverpool shall be represented by the Sports Development Manager or his/ her nominee who will act in an advisory capacity.

**Note 1:** See appendices for details of AU Executive members' roles.

- ix) There shall be an Honorary AU President. This will normally be a senior member of University staff who can act as an advocate for AU related matters within the higher reaches of the University hierarchy and offer advice to the AU Executive and members of Sport Liverpool staff. Their period of office will be open-ended and they will be re-elected annually.

After lengthy service to the Athletic Union, staff can have the honour of Life Vice-Presidency conferred on them by the AU Executive.

## **2 Club Forums & AGM**

- i) All clubs will attend the AU Club Forums which will take place a minimum of once each term. The Sports Development Manager or his/ her nominee shall attend each Forum in an advisory capacity.
- ii) A club absent from any forum will be fined £25. Genuine apologies for absence will be accepted. Any club absent for consecutive meetings will have their account frozen and may not be able to access club funds until they attend the next meeting.
- iii) The Assistant SDO shall fully publicise the meetings regime at the start of term. A reminder shall be publicised a week in advance in the weekly mail-out.
- iv) The AGM will be the last AU Forum meeting. At this meeting the AU President and other AU Executive positions shall be elected and applications for new clubs considered and voted on.
- v) When a vote is taken clubs and members of the AU Executive shall have one vote each. This vote is to be made by the Club President of their representative.
- vi) Only AU members are entitled to stand for the four AU executive committee roles. Each nominee must be proposed and seconded by an AU member on the nomination sheet in the Sport Liverpool office. Proposers and seconders must be different.
- vii) A nominations deadline will be publicised and will normally be 24 hours before the AGM.
- viii) If no nominations are received at this time for any AU Executive position, nominations will be re-opened. Nominations will then be permitted up until the start time of the AGM.
- ix) If any AU Executive position remains unfilled the Sports Development staff and AU Executive members will work together to identify candidates and fill the roles. In such an event ratification for these role holders from Clubs/Campus teams will be sought at the first meeting of the following year.
- x) For the positions of AU President, AU Vice-President Clubs & AU Communications Officer candidates must preferably have held a committee position within an AU club.

**Note:** Records of club forums and the AGM shall be taken by the Assistant SDO and circulated to all clubs

## **3. Annual Report**

- i) At the end of the second term all Club Presidents will be asked to submit an Annual Report of their club's activities which will contain details of:
  - Record of match results by club (team and individual level as relevant)
  - League positions and team/individual honours won

- Names of club members nominated for colours and blues
  - Any pertinent club information they wish to include
  - Date of submission
- ii) Annual Reports must be submitted to the Assistant SDO by a nominated date in April.

## C

### **SPORT LIVERPOOL RESPONSIBILITIES**

1. The Sports Development team within Sport Liverpool (under the direction of the Sports Development Manager) will perform the following key roles whilst supporting the work of the AU Executive and club officers:
  - (i) Ensure students views are sought and fed into the decision making process.
  - (ii) Deliver monthly AU Nights.
  - (iii) Deliver an annual AU Awards Dinner.
  - (iv) Organise Club Forums and Club AGMs at which one of the staff /AU executive members will chair the meeting.
  - (v) Deliver campaigns such as rainbow laces.
  - (vi) Actively promote the benefits of AU membership.
  - (vii) Employ coaches to work with clubs. This will be done with the club's involvement.
  - (viii) Organise the clubs participation in BUCS, Christie and Varsity competition.
  - (ix) Promote and manage an Elite Athlete programme.
  - (x) Ensure all students driving minibuses are assessed by a qualified instructor.
  - (xi) Organise transport for club fixtures and trips.
  - (xii) Organise new officer training in June.
  - (xiii) Organise further training during welcome week.
  - (xiv) Organise the Welcome Fair in September.
  - (xv) Ensure information relating to all insurance cover available to students is easily available for them to access.
  - (xvi) Manage the financial systems needed for clubs to operate including allocating budgets, and managing the system enabling students to reclaim money.
  - (xvii) Process the students' financial claims on a weekly basis.
  - (xviii) Provide club officers with regular club account statements.
  - (xix) Manage the HEAR process to recognise the performances of senior club officers.
  - (xx) Ensure any University led training for student officers (such as disclosure) is promoted and delivered when appropriate.
  - (xxi) Encourage all students to manage their wellbeing by organising programmes, offering advice and promoting the benefits of healthy living.
  - (xxii) Organise participation opportunities for students in a number of sports. To assist in its delivery student sports co-ordinators will be trained to deliver such opportunities.

## FINANCE

### 1. Budgets

- a) The Club Treasurers shall submit audit forms including financial requests for the following season to the Assistant SDO by June 30<sup>th</sup> annually.
- b) The Sports Development team will produce a clubs' budget by July 15<sup>th</sup> which will be presented to the AU Executive for comments.
- c) Clubs will be informed of their allocation by July 31<sup>st</sup> and how to access further funds before the start of the autumn term. Any club who wishes to question the amount allocated can raise this issue with the Sport Development Manager up until August 31<sup>st</sup>.
- d) The clubs budget will be signed off by the Sports Development Manager.
- e) Sport Liverpool will reimburse students an agreed proportion of their costs when chosen to play for English and British teams in representative games and when the NGB or an individual scholarship does not cover costs, provided that the player also competes for the University first team in that sport.
- f) Any such student who is also a sports scholar will normally have such costs covered within their scholarship funds.
- g) Club Captains shall inform the Assistant SDO if any person, who being nominated and selected for a national representative side, refuses to play for the University in the same sport, and at the same time represents another external club in that sport. Such a person may be deemed ineligible to receive expenses from Sport Liverpool.

### 2. Grants and Allowances

Each Club will be awarded a grant to be used for the payment of:-

- a) In the case of non-BUCS away fixtures, travel by the least expensive means of transport.
- b) All transport by road must be covered by appropriate insurance. Personal cars used for club activities must be registered with the Assistant SDO. Drivers can claim petrol at a rate of 30p per mile.
- c) Approved items of equipment for general club use including playing kit.
- d) League fees.

### 3. Entry fees to non-BUCS events.

Sport Liverpool will cover the costs centrally of insurances, NGB affiliations and University of Liverpool teams' participation in BUCS, VARSITY & CHRISTIE competitions. In the event of

overnight accommodation being required to facilitate participation in BUCS events, hotel bills must be produced when a claim for reimbursement is made. 50% of costs up to a maximum of **£18** per person per night is the maximum that may be claimed for such events.

#### **4. Ordering**

- a) ALL CLUBS MUST OBTAIN AN OFFICIAL PURCHASE ORDER NUMBER.

Order numbers will be provided by the SD Administrator/ Secretary to Director of Sport. Where possible goods will be paid for by the credit card held in the name of the Assistant SDO.

**Note:** Sport Liverpool will not accept responsibility for any goods obtained without such an order number.

- b) Out-of-pocket expenses may be recouped by filling out a payment voucher from the Sport Liverpool Office. The completed form with receipt attached should be placed in the folder provided in the SD office to await approval.
- c) Monies will be transferred into accounts by way of a BACS transfer. Students are asked to submit by a Thursday for monies to be in student accounts by the following Wednesday.
- d) Approval may not be given for any claim unsupported by receipts.

#### **5. Auditing**

- a) The Sports Development team will, from time to time, conduct audits of club finances to ensure that processes are being implemented correctly and that funds are being spent in an appropriate manner.
- b) Disciplinary action may be taken against clubs or individuals who are found to have breached AU financial rules.

#### **6. Suspension due to debt**

- a) Any member may be suspended from playing for any University team for non-payment of any debt to Sport Liverpool.
- b) Sport Liverpool may withhold a club's grant for either non-payment of any outstanding debt due from that Club or failure to complete and submit essential forms.

## E

### CLUB ORGANISATION

#### 1. CLUB

- a) At early season meetings, clubs competing in BUCS competitions may be divided between BUCS Wednesday clubs and weekend clubs to ensure appropriate and relevant information is relayed.

#### 2. Club AGM and EGMs

- a) Each Club shall hold at least one Annual General Meeting per annum.
- b) An EGM can be requested by any club member who must have the written support of 30% of the club members.
- c) The Chair shall be a member of the AU Executive Committee or a member of Sport Liverpool staff who shall not be a member of the club.
- d) Seven days' notice of meeting details shall be given in writing to the club members and the Sports Development staff.
- e) All paid up members of the club may attend and vote.
- f) The Agenda shall include:
  - i) Minutes of the previous meeting (which should be made available)
  - ii) Matters arising from those meetings
  - iii) President 's Report
  - iv) Other Officers Reports
  - v) Election of Officers for ensuing season
  - vii) Clubs which have large items of expenditure on equipment may discuss the order of its equipment priorities and relay this to the Sports Development Manager.
  - viii) Any other Business
- g) Election of Officers – Officers shall be elected in the following order who will constitute the committee:
  - 1. President
  - 2. Captain
  - 3. Vice-Captain
  - 4. Communications Officer
  - 5. Treasurer
  - 6. Social And Welfare Officer
  - 7. Other committee members
- g) Nominations should be made in writing at least 24 hours before the AGM to the club committee member with responsibility for organising the AGM. Voting shall take place by a show of hands or secret ballot. Voting by proxy shall not normally be allowed. Any defeated

candidate may continue to stand for any subsequently elected office.

- h) A quorum shall be equal to that of the members of one team of the club concerned, or twenty, whichever is the greater. The Communications Officer/Secretary shall take the minutes, which should be e-mailed to the Assistant SDO.
- i) At any club AGM or EGM, for a vote of no confidence in a committee or members of a committee in a club to be allowed to take place, 50% of the playing membership of the club must be present. The demand for the resignation of the committee or member can only be valid if two thirds of the members present vote in favour.
- j) Clubs can elect Honorary Officers at the AGM. This will normally be for individuals who have committed to the club over many years.

## **2 Club Officers**

- a) The captains/president of any club seeking a second term of office must seek the permission of the AU Executive & Sport Liverpool Development Manager prior to putting their name forward.
- b) The duties of each officer will be agreed and allocated by the club captain/president and shall be made available to all club members

## **3 Club Playing Membership**

- a) Only registered undergraduate and postgraduate students studying full or part-time degrees at the University of Liverpool may play for the University sports teams in BUCS, VARSITY & CHRISTIE competition or hold a “senior” committee position.<sup>1</sup> Outside such events University staff and other members may also participate if the competition rules allow it.
- b) Clubs may, subject to the approval of the AU Executive Committee, elect an Honorary President and Vice Presidents.

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<sup>1</sup> “Senior” defined as roles of President, Captain, Treasurer, BUCS Team Captains, Social and Welfare Officer and Communications Officer.

## F

### EXTERNAL REPRESENTATION

1. One member of the AU Executive, normally the AU President (Vice-President Clubs in the President's absence), will be the representative to BUCS North West meetings, BUCS AGM and Christie meetings along with the Sports Development Manager or their nominee.
2. It will be the responsibility of the Sports Development Manager or his/her nominee to ensure that clubs are kept informed of all matters that may be of interest to them.
3. Nominations of UoL students for BUCS representative teams or for entry to individual BUCS events shall be submitted to the / Assistant SDO to be countersigned. (See guidance notes on individual competitions on web site).

## G

### COLOURS

#### **1. Award of colours**

- i) Colours awards are as follows:
  - The Royal Blue
  - The University Blue
  - Full Colours
  - Half Colours
  - Club Colours
- ii) A Colours sub-committee will be formed by the members of the Executive Committee plus the Sport Development Staff.
- iii) The sub-committee shall be chaired by the AU President and will meet prior to the Annual Dinner.
- iv) Recommendations for a colours award, accompanied by a written citation in respect of each person nominated for University of Royal Blues, shall be submitted to the colours committee by the CLUB PRESIDENT of the member clubs.
- v) Recommendations for awards should be normally submitted on the Annual Report by a nominated date in April.
- vi) Full Colours and Blues for all Clubs will be awarded to those present at the ATHLETIC UNION COLOURS DINNER.
- vii) After colours have been awarded by the colours committee the AU President will issue colours cards and badges.
- viii) Any student nominated for colours who is subsequently found to have not paid their AU Liverpool fees will not normally be eligible for colours for that year.

- ix) Any nomination received after the submission deadline will not normally be considered for an award unless there are demonstrable exceptional circumstances. The decision of the Director of Sport Liverpool in this matter shall be final.

## **2. Principles Governing the Award of Colours**

- i) **ROYAL BLUE**  
This is an exceptional award and only athletes of outstanding merit who have gained national representative honours or equivalent will be considered.
- ii) **UNIVERSITY BLUE**  
This may be awarded to players who have represented BUCS or equivalent and who have in addition given regular service to their University club.
- iii) **FULL COLOURS**  
This may be awarded to players with at least two years regular service in a first team and whose play has been of a consistently high standard. The recipient must have played over 50% of games in the first team that season and previously have received half colours.
- iv) **HALF COLOURS**  
This may be awarded to all players who have consistently represented their club's first team that season and previously have received club colours.
- v) **CLUB COLOURS**  
This may be awarded to a member who has served their club consistently for a team lower than the first team over the season, or in a manner other than as player, i.e. committee member over one year.
- vi) Full colours may be re-awarded at the discretion of the colours committee.
- vii) Colours will be awarded in other exceptional circumstances after consideration of each case by the colours committee.

## **H**

### **FIXTURES & RECORDS**

#### **1. British Universities and Colleges Sport (BUCS) Championships**

- i) Where a BUCS representative match or major sporting event is to be held at the University of Liverpool, Sport Development staff will assist the hosting club officers to support the efficient organisation of the event.
- ii) BUCS fixtures will be made available to clubs by the end of July. Club Captains must inform the Development of any issues as soon as possible and by no later than August 31st.
- iii) Referees/umpires for BUCS games must be appropriately qualified. The Asst SDO will have details of what constitutes appropriate. For many of the higher

leagues they must also be neutral: i.e. not a member of staff or a student from our University.

iv) Records and Publicity:

- a) To ensure results are posted on the BUCS results site by Wednesday evening those clubs are asked to inform the Assistant SDO of all results immediately after the fixture where possible.
- b) A summary should be supplied by the club once a term of their club's progress. This may be used for insertion in internal publications such as the AU Newsletter.
- c) Clubs should hand in any important papers to the Assistant SDO at the end of each season and ensure clubs administration and contact details are listed as correct with regard to local leagues, county boards, NGB's & referees societies.

## 2. Other Sports Events

- i) The Christie Championships
  - The annual Christie Championship (between the Universities of Leeds, Liverpool and Manchester) will be held every third year in Liverpool, on a mutually agreed date
- ii) Any non-BUCS fixture details should be relayed to the Assistant SDO by the start of the autumn term.

I

## CAMPUS SPORT

### 1. Purpose and Sports Offered within Campus Sport

Campus sport exists to provide regular sporting opportunities for students outside the University club structure. In 2017/18 campus sport opportunities existed in football, futsal, hockey, netball, badminton and basketball.

It has three payment systems to sustain its delivery:

- ❖ 11 and 6 a side football has its own membership offer costing **£40**. Of this fee **£24** funds the campus programme and **£16** of this fee provides AU membership.
- ❖ Netball and hockey is delivered through the respective club membership.
- ❖ Futsal, basketball, staff netball and badminton are drop in sessions for which participants pay a £1 entry fee.

### 2. Campus Sport Committee

The committee shall comprise:

- a) The Vice-President Participation
- b) The SDO (Participation)

- c) The relevant campus sport co-ordinators.

The Campus Sport Committee shall be responsible for the organisation and running of all approved Campus Sport Leagues, events and results web sites.

### 3. Frequency of Meetings

The Chair shall convene at least one Campus Sport Meeting per term. The purpose of these meetings shall be the furtherance of campus sport and dissemination of rules and regulations.

### 4. Composition of Campus Sport Meetings

Composition shall be:

- a) One representative from each team involved in the campus leagues.
- b) Vice-President Participation
- c) Campus Sports co-ordinators
- d) SDO Participation

J

## DISCIPLINARY PROCESS & APPEALS

### 1 Raising Issues of Concern

- i) If an AU Liverpool member wishes to raise an issue with the behaviour of another AU member the matter should initially be raised with either the Club President or AU Vice-President (Club or Campus).
- ii) If the issue relates to an AU Executive member or Club President then the AU President should be contacted.
- iii) If the person raising the issue has not had a response within seven days then the matter should be escalated to the Sports Development Manager who will normally act as the Disciplinary Officer.
- iv) The Director of Sport is the final Sport Liverpool point of contact for disciplinary issues.
- v) If a student wishes to pursue a formal complaint against a student or member of staff the correct procedures are detailed on the Student & Examinations pages. These can be found on the University of Liverpool web site.

### 2 Disciplinary Process for AU members

- i) All AU members are expected to adhere to the behaviours set out in the AU Code of Conduct.
- ii) The Disciplinary Officer is responsible for handling club and individual disciplinary matters and will convene a Disciplinary Committee if required.

- iii) The Disciplinary Committee shall comprise of two members of the AU Executive and a member of the Sports Development team.
- iv) The Disciplinary Committee will be chaired by the Disciplinary Chair or their nominated representative.
- v) This Committee shall have the power to enforce one or more of the following actions:
  - a. A playing suspension
  - b. An individual, team or club fine
  - c. A suspension from social events
  - d. A suspension from University sports facilities
  - e. Suspension of club / campus activities
  - f. Instigation of formal University disciplinary procedures
- vi) In the event of serious or repeated misconduct by a member (or members) the Committee shall have the power to revoke AU/ Club membership and can take further unspecified action if deemed appropriate. Any student or students disciplined at such a meeting will be informed within 24 hours of the decision being taken.
- vii) Such decisions of this committee are subject to an individual's right to appeal. Any appeal must be lodged within 48 hours of receiving notice of the decision of the Disciplinary committee.
- viii) The individual will be informed of the result of the appeal within 7 days of the hearing in writing.
- ix) Depending on circumstances, disciplinary matters may be dealt with through the University's disciplinary procedures and action taken as appropriate.

### **3. Campus Disputes**

On occasion campus sport may require a panel to look at mostly on field issues within those leagues. The Panel of three will include at least one student.

### **4. Appeals**

Such decisions of this committee are subject to an individual's right to appeal. Any appeal must normally be lodged within 48 hours of receiving notice of the decision. At the discretion of the Disciplinary Officer this period can be lengthened to no more than seven days. The intention to appeal must be relayed to the Disciplinary Officer.

- a) An Appeal panel shall be comprised of: one member of the AU Executive, a Campus captain/co-coordinator and a member of the Sport Liverpool staff (none of whom will have been connected with the original decision). This Panel shall be convened within seven days to hear the appeal. The decision of this Panel must be relayed to the appellant within 24 hours of the meeting.
- b) The panel can uphold the decision, add further penalties including points deductions or find in

favour of the appellant and dismiss all or part of the original decision.

- c) Any serious misbehaviour by any team member at a campus fixture on or off the field of play after being dealt with at a Disciplinary committee may be referred on and dealt with through the University's disciplinary procedures.
- (d) As a University Department the Director of Sport is the ultimate Sport Liverpool point of contact for a final Appeal. The same procedure as the Appeal Panel with regard to notice of convening and relaying of the decision will be followed. The Director has all the same powers to call witnesses as that outlined above for the Appeal Panel.

### **Appendices**

[JOB DESCRIP AU PRESIDENT.doc](#)

[JOB DESCRIP AU VICE PRESIDENT \(CLUBS\).doc](#)

[JOB DESCRIP AU VICE PRESIDENT \(PART\).doc](#)

[JOB DESCRIP AU COMMS OFFICER.doc](#)