UNIVERSITY OF LIVERPOOL

ATHLETIC UNION

This document outlines the role played by the Athletic Union: its executive, clubs and campus sport programme within the wider activities of Sport Liverpool. It also outlines the financial practices and other operational procedures that support and guide the student sport element within the department.
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ATHLETIC UNION

The Athletic Union was founded in 1884 as 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 and following a strategic review a new sports department (Sport Liverpool) came into existence and assumed responsibility for the clubs and programmes of the AU.

AU membership has since that time been provided by a combined fee for club or campus football membership. In 2015/16 joining a club or campus football cost UoL students £35. Student involvement and representation within Sport Liverpool is the responsibility of the AU Liverpool Executive which is made up of four student representatives. They are annually nominated by the AU members through club and campus meetings. More information about these roles is provided in Chapter One.

This document outlines the role played by the AU: its executive, clubs and campus football programme within the wider activities of Sport Liverpool. It also outlines the financial practices and other operational procedures that support and guide the student sport element within the department.

Any changes to this document should be ratified by a meeting of Clubs. The AU Executive has powers to also ratify this document between such meetings.

ATHLETIC UNION (est. 1884) CONSTITUTION

CHAPTER ONE

INDIVIDUAL & CLUB MEMBERSHIP & REPRESENTATION

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

In 2015/16 joining a club or campus football cost UoL students & staff £35. £15 of this fee is the AU membership element which provides student representation within Sport Liverpool and also the benefits of AU membership which are listed below and on the website. £20 of each individual club membership is allocated to the club joined and helps with the running costs of a club’s activities and also that of campus football.

The AU can also extend membership to the following groups:

I. Alumni
II. Students of other universities
III. Members of the public
Requests for membership from the above categories must initially be supported by the Club Captain. Proposals will then be considered by the Sports Development staff who shall confirm or refuse such applications. The annual subscription for this category shall be \textbf{£50 in 2015/16}. Such members shall not be entitled to play in matches in which competition rules require team members to be students of the University of Liverpool.

Clubs may, subject to the approval of the AU Executive Committee, elect an Honorary President and Vice Presidents.

1. **Benefits of AU Membership**

AU membership provides the following benefits:

- Representation within Sport Liverpool through AU Executive members.
- Club/Campus Football membership (each club/Campus Football joined after the first costs \textbf{£20})
- Access to physiotherapy (term time only)
- Personal accident insurance cover through Endsleigh Insurance Brokers
- Nominations for colours (UOL students only)
- Access to AU social events
- Financial support at representative level (UOL students only)
- Subsidised coaching and officials courses (UOL students only)

2. **Constituent Club members for 2015/16 are:**

Archery, Athletics, Badminton, Basketball (M & W), Boxing, Canoe, Cheerleading, Cricket (M), Cycling, Dancesport, Fencing, Football (M & W), Gaelic Football, Golf, **Gymnastics**, Handball, Hockey, Judo, Ju Jitsu, Karate, Lacrosse, Mountaineering, Netball, Pool & Snooker, Riding & Polo, Rowing, Rugby League (M & W), Rugby Union (M & W), Sailing, Skiing & Snowboarding, Squash, Sky Diving, Surf, Sub Aqua, Swimming, Table Tennis, Tae Kwon Do, Tennis, Trampolining, Ultimate Frisbee, Volleyball, Water Polo & Windsurfing

3. **Club Membership Eligibility:**

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

4. **Club & Campus Costs**

   a) Membership of a sports club will cost University of Liverpool students **£35** (**£50** for all other students and other external members) for the **2015/16** year. This fee will allow any individual to join one sports club and also receive the existing benefits of AU membership.
b) Campus Football membership will cost University of Liverpool students £35 for the 2015/16 year. This fee will allow any individual joining to receive the existing benefits of AU membership.  

Note: Any member joining more than one club/campus will only need to pay £20 for any club/ campus football membership in addition to the first club/campus football team joined.  

Delete - (Note: For clubs training at Wyncote a fee of £35 will be charged).

c) For more details on campus football please refer to Chapter Nine.

d) Memberships will be taken at the University Sports & Fitness Centre. Membership lists will be provided to clubs on a regular basis by staff in the sports development office which is based on the 1st floor of the University Sports & Fitness Centre.

5. AU Executive Committee & Student Involvement within Sport Liverpool

a) 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 & AU Communications Officer which shall lead and co-ordinate AU member representation within Sport Liverpool. Only AU members are entitled to stand for office and it is advisable that candidates have had experience as a club committee member.

ii) 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. The AU President will sit on various internal and external committees representing the views of AU members.

iii) Elections for AU Executive positions will take place at the May Clubs’ meeting which will act as the AGM. A nominations deadline will be publicised and will normally be 24 hours before the AGM. 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.

iv) 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 Sport Liverpool Clubs/Campus teams will be sought at the first meetings of the following year.

v) 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: Sport Liverpool shall be represented by its staff at AU Executive meetings in an advisory capacity.

vi) 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.

b) Complaints & Issues Procedures:

i) If an AU Liverpool member has an issue with another club member, behaviour at a club event/social or with the way a club is organised then the Club Captain/President would be the first point of contact.

ii) The AU President and Sport Liverpool staff members are further points of contact if the club captain is not able to resolve the issue. Ultimately as a University Department the Director of Sport is the final Sport Liverpool point of contact.

iii) 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.

CHAPTER TWO – FINANCE

1. Budgets

a) The Club Treasurers shall submit audit forms including financial requests for the following season to the Assistant SDO by May 31st. Sport Liverpool staff will produce a clubs’ budget, which will be presented to the AU Executive for comments.

b) Clubs will be informed of their allocation 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.

c) Sport Liverpool will look to 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.

d) Any such student who is also a sports scholar will normally have such costs covered within their scholarship funds.

e) 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:

a) A sum to cover these grants will be set aside for the use of the clubs concerned. This sum is to be used for the payment of:-

b) In the case of non-BUCS away fixtures travel by the least expensive means of transport.

c) In the case of transport by road, it is understood and agreed that neither the Club nor the Committee accepts any liability for accident or damage to person or vehicle when such risk is not covered by insurance. Personal cars used for club activities must be registered with the Assistant SDO and can claim petrol at a rate of 30p per mile.

d) Approved items of equipment for general club use.

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 & CHRISTIE competition. In the event of overnight accommodation being required to facilitate participation in BUCS events, hotel bills must be produced when 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 Assistant SDO/ Secretary to Director of Sport. Where possible goods will be paid for by the credit card held in the name of the Asst SDO. (RESPONSIBILITY MAY NOT BE ACCEPTED 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 and submitting to the Sport Liverpool Office. The completed form with receipt attached should be placed in the folder provided, to await approval.
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.

Note: APPROVAL MAY NOT BE GIVEN FOR ANY CLAIM UNSUPPORTED BY RECEIPTS.

5. Suspension

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.

CHAPTER THREE – CLUB ORGANISATION

1. AGM’s

a) Each Club shall hold at least one meeting per annum (Annual General Meeting).

b) The Chair shall be a member of the AU executive committee or a member of Sport Liverpool staff and the Chair will not be a member of the club.

c) Seven days notice of meeting details shall be given to the club members and Sport Development staff. All paid up members of the club may attend and vote.

d) The Agenda shall include:

i) Minutes of the previous meeting (which should be made available)
ii) Matters arising from those meetings
iii) Captain’s Report
iv) Other Officers Reports
v) Election of Officers for ensuing season
vii) For those Clubs, which from time to time have large items of expenditure on equipment, the Meeting will discuss and decide on the order of its priorities for different items of equipment for a period of at least twelve months hence.
ix) Any other Business

e) 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. Other committee members

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.

f) 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 Sport Development Office.

g) At any club meeting 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.

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.

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 may play for the university sports teams in BUCS, VARSITY & CHRISTIE competition or hold a “senior” committee position. Outside such events university staff and other members may also participate if the competition rules allow it.

   Note: “Senior” to cover roles of President, Captain, Treasurer, BUCS Team Captains and Communications Officer

b) Clubs may, subject to the approval of the AU Executive Committee, elect an Honorary President and Vice Presidents.

CHAPTER FOUR - DISCIPLINARY COMMITTEE & APPEALS PANEL
1. All AU members are expected to exhibit a high standard of behaviour when competing for any University of Liverpool team or club in any internal or external sporting fixture or event.

2. Sport Liverpool will deal with any club & campus sport disciplinary matters. The Disciplinary Committee shall comprise of two members of the AU Executive and a staff representative of Sport Liverpool. For further details relating to Campus Sport please refer to Chapter Nine.

3. This committee shall have the power to suspend any club/campus member who is reported for misconduct from participating in any branch of university sport.

4. In the event of serious or repeated misconduct by a member (or members) the committee shall have the power to revoke AU/Club/Campus membership and can take further unspecified action if deemed appropriate. Any student or students disciplined at such a meeting must be informed within 24 hours of the decision being taken.

5. 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.

6. An Appeal panel comprising one member of the AU Executive and a member of the Sport Liverpool staff (none of whom will have been connected with the earlier disciplinary committee’s decision) shall be convened within 7 days to hear the case.

7. Any serious misbehaviour by any member of a club at home or away fixtures 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.

8. A Sport Liverpool Disciplinary hearing is able to decide upon enforcing one or more of the following actions:
   - A playing suspension
   - An individual or club fine
   - A suspension from social events
   - A suspension from University sports facilities
   - Suspension of club activities
   - Instigation of formal University disciplinary procedures

CHAPTER FIVE – EXTERNAL REPRESENTATION

1. One member of the AU Executive, normally the AU President (Vice-President Clubs in President’s absence), will be the representative to BUCS North West meetings, AGM and Christie meetings along with the Assistant SDO.
2. It will be the responsibility of those attending such meetings 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 AU President/Assistant SDO to be countersigned. (See guidance notes on individual competitions on web site).

**CHAPTER SIX - COLOURS**

1. **COLOURS AWARDS ARE AS FOLLOWS:**

   a) The Royal Blue  
   b) The University Blue  
   c) Full Colours  
   d) Half Colours  
   e) Club Colours

2. Colours shall be awarded by the executive plus a representative of Sport Liverpool who shall act as the colours sub-committee.

3. Recommendations accompanied by a written citation in respect of each person nominated shall be submitted to the colours sub-committee by the CLUB CAPTAIN/PRESIDENT of the member clubs.

4. Recommendations for awards should be normally submitted on the Annual Report by a nominated date in April.

5. Full Colours and Blues for all Clubs will be awarded to those present at the ATHLETIC UNION COLOURS DINNER.

6. After colours have been awarded by the colours committee the AU President will issue colours cards and badges.

7. 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.

8. Any nomination received after the submission deadline will not normally be considered for an award unless there are demonstrable exceptional circumstances.

**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 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 may be awarded to all players who have consistently represented their club’s first team that season and previously have received half colours.

V. Club colours will 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.

Full colours may be re-awarded at the discretion of the colours committee. Colours will be awarded in other exceptional circumstances after consideration of each case by the colours sub-committee.

CHAPTER SEVEN - FIXTURES & RECORDS

1. BUCS Championships

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.

a) 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.

ii) 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.

iii) 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. Annual Report

An accurate record of matches won, lost and drawn; of success in competitions entered and a list of individual honours shall normally be supplied to the AU President/Assistant SDO by the nominated date in April.
3. **Sports Events**

a) The Christie Championships will be held every third year in Liverpool, on a mutually agreed date.

b) BUCS fixtures will be made available to clubs by the end of July. It is then the clubs’ responsibility to inform the Assistant SDO of any issues immediately. Any non-BUCS fixture details should be relayed to the Assistant SDO by the start of the autumn term.

c) Referees/umpires for BUCS games must be qualified. For many of the higher leagues they must also be neutral: i.e not a member of staff or a student from our University.

**CHAPTER EIGHT – CLUBS MEETINGS, FORUMS & AGM**

1. For purposes of meetings clubs shall be divided between BUCS Wednesday clubs and weekend clubs. They will meet frequently over the year with all clubs attending the Club Forum a minimum of once a term. Sport Liverpool staff shall attend in an advisory capacity.

2. A club absent from any meeting 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.

3. 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.

4. The last AU Forum shall take place in early May and shall act as the annual AGM. At this meeting the AU President and other AU Executive positions shall be elected. Clubs and members of the AU Executive shall have one vote each. Only AU members are entitled to stand and must be proposed and seconded by other AU members on the nomination sheet in the Sport Liverpool office. This sheet will be removed 24 hours before the start time of the AGM which will act as the deadline for nominations. This can be extended if no nominations are received for one or more positions.

5. For the positions of AU President, AU Vice-President Clubs & AU Communications Officer candidates must preferably have held a committee position within an AU Liverpool club and be an AU member at the time of their nomination.

Note: Records of these meetings shall be taken by the Assistant SDO and circulated to all clubs.

**CHAPTER NINE - CAMPUS SPORT**
1. The Campus Sport Committee shall comprise:

   a) The Vice-President Participation
   b) The SDO (Participation)
   c) The relevant campus sport co-ordinators.

2. The campus sport committee shall be responsible for the organisation and running of all approved Campus Sport Leagues, events and results web site. Specific and agreed responsibilities will be undertaken by the relevant campus co-ordinators. Co-ordinators will be appointed by the SDO and the Vice-President Participation from an application and interview process.

3. The campus sport committee shall call at least one meeting per term. The purpose of these meetings shall be the furtherance of campus sport and dissemination of rules and regulations.

4. The composition of Campus Sport Meetings 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

5. Campus football membership will cost University of Liverpool students £35 for the 2015/16 year.

   Of this fee £20 funds the Campus programme. £15 of this fee provides AU membership. This AU fee element provides the following benefits: student representation within Sport Liverpool through the AU Executive, Personal accident Insurance, Physiotherapy support, eligibility for colours (only UoL students) and access to social events.

6. Campus Sport Disciplinary Committee

   At least three members of the following list will be called if a Campus Disciplinary Committee is convened by the Campus Disciplinary Officer (normally SDO Participation). This committee can also be convened by either the Vice-President Participation, Campus Sport Co-ordinator or SDO Participation and will normally be called in the event of a serious incident or repeated incidents by an individual or group associated with the campus programme.

7. Disciplinary Committee Membership Pool

   a) Campus Disciplinary Officer (normally SDO Participation)
b) The Vice-President Participation

c) The Vice-President Clubs

d) AU President

e) AU Communications Officer

f) The Campus Co-ordinator for the relevant sport

g) A student representative nominated from the campus sport leagues

8. 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-ordinator 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.