

Becoming a Sports Club

To be considered a sports club you will already need to be an official uea|su society – for details on how to become a society please go to www.uea.su/opportunities/creatingnewsociety or pop into the Student Union and speak to the Opportunities team.

Process -

Each application for a society to become a sports club will be considered on a case by case basis by members of SSPAC (Student Sport and Physical Activity Committee). They will use the criteria below to assist in their decision making.

Once the above-mentioned team have reviewed your application and deemed it an appropriate and compliant sports club, it will be discussed at a Sports Operational meeting and ratified by the February SSPAC meeting. It will then have to be presented to the Sports Club Presidents who make the final vote on your application. If you are rejected, there will be an opportunity for you to review your application and resubmit following feedback from the Club Presidents and Sports Exec committee.

Applications will only be voted on once a year, at the final presidents meeting of the year, so the application period is suggested to be February to May. This is due to the budgeting and financial restraints that come with funding sport club activities, so will give members of SSPAC the opportunity to adequately process any request pending full budgetary knowledge. The speed and process of the application will be discretionary and taken into consideration with your application by the Student Sport Operations Manager, Student Performance Sport Manager and Activities and Opportunities officer.

Criteria -

**Disclosure – if you do not meet criteria 1 you will not be illegible for consideration to become and sports club.*

Criteria	Description
1. Listed on the Sports England register of recognised sports and with a National Governing body.	https://www.sportengland.org/our-work/national-governing-bodies/sports-that-we-recognise/# Please follow the link and check you are a Sport England recognised sport and National governing body.
2. Over 40 members and signature evidence	In the last 2 years, we need to see there is a demand for your activity and proposed sport. Over 40 members is deemed high enough to show such demand. To prove your members would continue to support the society if it becomes a sports club, we need at least 30 signatures (find signature form below).

3. Financial stability and planning	Becoming a sports club entitles you to a portion of the sports club funding stream. In order for uea+sport to accurately budget for the year, we will need to see some financial documents – see below for what will be required.
4. Success of activity or competition	As well as your membership, if you have been to an official competition or tournament of any kind this will likely aid your application. If you are not a competitive sport but have been successful in securing high turn out to your activities regularly this will also aid your application.
5. Demonstrate forward planning and sustainability	To show forward planning and sustainability of your potential sports club, you need to fill out a comprehensive development plan showing targets for the next 3 years (find attached the development plan form).
6. Election of a full committee	For the club to be viable, there needs to be a full and active committee. This needs to be demonstrated – by providing all of your committee member details for the last 2 years.

Required documentation -

If you match the above criteria or most of it (Criteria 1 and 2 are compulsory for your application to be considered), below is a list of required documentation. You will need to provide evidence of:

- You are a Sport England recognised sport (screen shot of the website/webpage) and link to your national governing body webpage.
- Clear and precise budgeting, including forecasts and actual spend for the last academic year. Included must also be an up-to-date ledger and a declaration of any grants or funding you have been successful in bidding for in the last 12months (Society grants, academic school funding etc.).
- High turnout at activities and if you have attended any competitions/tournaments for your sport with results. This can be in the form of registers, trip forms or team sheets.
- Full and complete risk assessment.
- Full and comprehensive equipment inventory.
- Code of practice for your activity.
- Full development plan
 - Templates of all the above documents are available on request from the **uea+sport** dept.

You will also need to complete the application form (below) and signature of approval from the Activities and Opportunities officer.

uea|su and uea+sport club cycle –

The following cycle shows the process of becoming a society and then a sports club. Note that the minimum membership requirement to continue as a sports club is 30. If a club fails to reach this number by the end of semester 1, they will be supported to reach this target through regular meetings with key staff and subsequently dealt with on a case by case basis. If a club continuously fails to reach the minimum membership target, meet the criteria listed above or fail to submit the required documentation, members of SSPAC reserve the right to withdraw their status as a sports club at the end of the academic year. They could then transition back to a uea|su society pending meetings and discussions with key staff as indicated on the cycle.

Equipment/assets purchased by either side of the partnership will be transferred with the club, assuming there is adequate storage on the accepting party.

This document and application form will be shared with all potential societies as highlighted by uea|su and uea+sport and will also be available on both partners' web pages. The application documents will be submitted to both parties and a meeting will be facilitated attended by both parties to explain the outcome and provide feedback for future applications.

