



John Snow College Junior Common Room

Sports and Societies Policy

1. Introduction

This policy details the expected operations of all sports teams and societies ratified by John Snow College Junior Common Room (JCR). It is supplementary to the University policies and procedures and JCR Standing Orders and is in no way meant to be contradictory to them. Where this may occur, the Sports and Societies Policy shall not in any way be interpreted as to overrule the University policies and procedures or JCR Standing Orders.

2. Ratification

New sports and societies may be ratified at any point throughout the academic year. The proposer (usually the future Captain / President) must complete a John Snow JCR Ratification Form, detailing the purpose of the sport / society and a proposed Exec committee. All Exec members must be JCR levy-paying members.

The ratification form should be submitted to the JCR Sports / Societies Officer, along with a list of 15 JCR levy-paying members' signatures. If satisfactory, the ratification form will be raised at a JCR Committee meeting. Further questions may be asked by the Committee, and these will be fed back to the Proposer by the JCR Sports / Societies Officer.

Once a majority of the Committee have agreed to ratify the sport/society, they will then be under the same guidelines as stated in this document and the Standing Orders.

The ratification of a sport or society means that it becomes officially associated with John Snow JCR. Ratification permits the following:

1. Use of John Snow JCR branding across social media, marketing and stash
2. Access to John Snow JCR money upon request
3. Representation of John Snow JCR at intercollegiate and external events e.g. sports matches

4. Booking of John Snow and Mount Oswald facilities e.g. the Igloo, the Hub dance and drama studios, music practice rooms and the MUGA. Promotion of socials / sessions in these spaces.

3. Exec Committee Appointments

The procedure for appointing individuals to occupy specific roles on the Exec committee within a sports team or society is likely to be idiosyncratic, and this will be respected by the JCR. The diverse nature of sports teams and societies means that appointments will vary in number, timing and nature.

Sports teams and societies can make internal decisions in relation to new appointments, but these must be carried out in a respectful and dignified manner. If this is not adhered to, the relevant individuals may be subject to disciplinary action under the discretion of the Democracy Committee.

The preferred method of selecting a new Exec committee for a sport or society is by holding an AGM at the end of Epiphany term. Members will be encouraged to hust for roles at the AGM, and all members of the sport / society will be eligible to vote. RON (re-open nominations) must be an option in all elections. A majority vote will be required for successful election.

If it is not possible to hold an AGM, current Exec committee members may select new members in the Easter or Michaelmas term via a short application form. Vacant roles must be promoted openly on social media so that all JCR levy-paying members can access the application form. The Exec committee must discuss each application together, and vote on the successful candidate.

If the position of Captain or President of a sport or society remains vacant by the start of Michaelmas term, the Sports / Societies Officer will become acting captain or president. It then becomes the Sports / Societies Officer's responsibility to appoint a permanent Captain or President as soon as possible.

An individual is only eligible to become an Exec committee member within a JCR sports team or society if they satisfy the following caveats:

1. They are a JCR levy-paying member of John Snow College Junior Common Room.
2. They live in a locality that allows them to fulfil the responsibilities of their position sufficiently

All incoming exec committee members should receive a thorough handover from the outgoing exec committee. This should include the generation of a document

including information such as social media logins, financial records, useful contacts and an inventory of equipment.

4. The Role of Captains and Presidents

4.1 The Role of Sports Captains

Sports presidents/captains are responsible for the organisation, running and up-keep of their team/sport. These responsibilities include:

1. Organising and setting a budget for their club at the beginning of the academic year and confirming this with the JCR Sports Officer and JCR Treasurer
2. Organising the elected exec for that year and ensuring everyone knows their own responsibilities within the club
3. Working alongside the exec throughout the year and ensuring the club is running smoothly under this leadership team
4. Uploading results to the Team Durham College Sport website after every fixture
5. Organising all team(s) within the club and making all captains are aware of fixtures, matches and cancellations
6. Making Team Durham aware of any inability to play a fixture, ensuring it is a minimum of 24hrs before
7. Keeping in contact with the JCR Sports Officer and undertaking any tasks that may arise from the JCR or Team Durham
8. Running a stall at the annual John Snow Sports `and Societies Fair at the end of Freshers' Week
9. Awarding full- and half- colours to society members at the annual Sports and Socs Dinner
10. Representing the society to College staff for events such as Annual College Dinner and Societies' Formal
11. Communicating any fixtures, trial sessions, training times and socials to all those interested via the club's social media
12. Paying the referee fees at the end of games and submitting the correct reimbursement forms to the JCR treasurer

4.2 The Role of Society Presidents

Society presidents are responsible for the smooth-running and organisation of their society. These responsibilities include:

1. Recruiting an Exec committee and ensuring each member has a defined role
2. Communicating regularly with the Societies Officer via the Presidents' group chat and when contacted individually

3. Ensuring that the society remains “active” with regular socials / sessions and keeping social media up-to-date
4. Representing the society to College staff for events such as Annual College Dinner and Societies’ Formal
5. Running a stall at the annual John Snow Sports and Societies Fair at the end of Freshers’ Week
6. Awarding full- and half- colours to society members at the annual Sports and Socs Dinner

5. Finances

Due to the nature of activity within Sports and Societies, their finances are managed differently.

All sports teams and societies must make concerted efforts to ensure that their finances can sufficiently meet their day-to-day financial needs. All JCR sports / societies budgeted money will be held within the JCR account and run by the JCR Treasurer. Any separate accounts linked to the club to store money or subs are not permitted. All sports/societies should make every effort to avoid operating within a deficit of their approved JCR budget. Where a deficit does exist, the Captain or President within the sports team or society in question must consult the JCR President, JCR Sports Officer/JCR Societies Officer and JCR Treasurer to discuss how the deficit can be resolved and the time scale for such a resolution – an action plan shall be agreed which will be definitive.

If a sports team or society deviates from their action plan without reasonable justification, they may be subject to disciplinary action. This shall be referred to the Democracy Committee, including consideration of relevant factual information from the JCR Treasurer to make an informed decision.

If it is deemed necessary, the Democracy Committee can ultimately make the decision to ‘freeze’ the account of the sports team or society in question. This would result in no more financial support by the JCR until the sports team or society accrues funds that return them to a ‘self-sufficient’ status and subsequently out of deficit. In the event that a club or society spends more than is allocated to them, the JCR President and Treasurer retain the right to deny reimbursement to whoever has made payments on behalf of the club that were not approved within their budget. Inability to act on the deficit after multiple interventions can result in the dissolution of the sport/society and/or a ban from participating in any sport/society under the discretion of the Democracy Committee.

5.1 Sports Finances

Sports teams' budgets are decided at the start of the year with equipment, membership and competitive success regarded. Each Captain will be asked over the Summer to estimate their budget for the new academic year; this should be based off the previous year's budget, actual expenses and club size. Prior to Freshers' Week, a meeting will take place between the JCR Treasurer, Sports Officer and Societies Officer to decide how much money will be allocated to each sport, based on these estimates.

This means that sports teams will be entitled to different amounts of money on an individual basis. In light of this, sports teams are entitled to charge subs for participation to help cover the charges of running the sport (e.g. equipment, match fees etc.).

Money provided by the JCR is not to be used for to conduct a social or stash for a sports team. It can be used for equipment, match fees, referee fees etc. Any questions regarding this matter can be forwarded to the JCR Sports Officer and JCR Treasurer. Under no circumstances will JCR money be used to purchase alcohol for any Sports team. Disregard of any of the above rules will be reviewed and dealt with by the Democracy Committee.

Any purchases made by the captains from their own money can be reimbursed via the JCR treasurer if the purchase is accounted for in the approved budget. Match referee fees are required to be paid in cash by the captains at the end of each game. To be granted reimbursement, a receipt of purchase and reimbursement form should be completed and emailed to the JCR Treasurer for approval. Any purchases outside of the JCR-approved budget will not be approved.

5.2 Societies Finances

Each society is entitled to up to £250 per academic year of JCR money. Exceptions may be made when societies are first ratified, to help with set-up costs.

Societies should complete a 'Budget Request Form' in the first instance. This form should detail the exact items to be purchased, the price, and a brief justification. Requests will be reviewed by the JCR Societies Officer and Treasurer. Only once approved may societies purchase items. All receipts must then be emailed to the JCR Treasurer, along with a completed 'Sports and Societies Expense Form'. The JCR Treasurer is then responsible for reimbursing the individual as soon as possible.

Money provided by the JCR not to be used for stash for a society. Whilst the Sports social rule does not apply to societies, the money should go towards equipment and other relevant purchases that facilitate group activities in line with the society's

values. Under no circumstances will JCR money be used to purchase alcohol for any Society. Disregard of any of the above rules will be reviewed and dealt with by the Democracy Committee

6. Space Booking

6.1 Sports Bookings

Any John Snow Sports are entitled to book appropriate spaces to part-take in their sport for both training and matches. Any college matches will be arranged by Team Durham and communicated to the college sports via email or the Team Durham College Sport website.

To train, all sports clubs can use on-site facilities or hireable facilities within Durham. These fees should be accounted for in the pre-arranged budget. Clubs will have to book their spaces independently of college and be in communication with the appropriate person to do so; it is not the responsibility of the JCR Sports Officer to do this.

To book the MUGA on-site, captains should contact the Hub Reception desk and work with the JCR Sports Officer to ensure their timings are within the allocated John Snow sessions. As it is a shared facility with South College, checking this to avoid cross-over is essential.

To book facilities at Maiden Castle or the surrounding pitches, captains should contact the College Sports Coordinator to arrange slots.

To book other public facilities, such as Freemans Quay, captains should contact the facility directly and make the JCR Sports Officer aware of their bookings.

All bookings for clubs should be arranged at the start of each term.

6.2 Societies Space Bookings

John Snow JCR Societies are encouraged to book College facilities for sessions and socials.

To book the Igloo, Societies should contact the Bar Events Officer in the first instance. Once confirmed, they should also inform the Societies Officer of the date, time and nature of the booking.

To book Hub facilities such as the Hub Hall, Drama Studio, Dance Studio, and Music Practice Rooms, Societies need to contact the Societies Officer. If a regular booking

(e.g. a weekly class), or block booking (e.g. a show with set-up and rehearsal time) is required, this should be done before the start of each term.

7. Use of Branding

Ratified sports and societies are permitted to use John Snow College and John Snow JCR branding. This includes, but is not limited to, the John Snow College crest, college colours and the use of 'John Snow' in the sport / society name. This branding can be used across social media, marketing and kit / stash.

Unratified sports and societies are not associated with John Snow College and therefore are not allowed to use its branding on any platform. This includes all references to the words "John Snow", "Snow", "JCR" and "College". Any unratified sports or society found to be using branding will be subject to a warning by the JCR Committee. If use continues to occur after the warning, a disciplinary meeting will be called by the JCR Chair.

8. Sponsorship

All sports teams and societies are permitted to enter into sponsorship agreements with external parties; however, there are several processes that must be followed before any agreement can be deemed to exist. In the first instance the Captain or President of the respective team or society should contact the JCR President to inform them of their wish to enter into a sponsorship agreement to ensure no conflict with wider JCR operations may arise.

If no conflict exists, then the Captain or President of the team or society should work with the JCR President to draw up a proposal to their potential sponsor and outline what is being offered in return for level of sponsorship provided. This proposal will then be sent to the University legal department, as is a requirement of being a Durham Student Organisation, and any changes and queries will be worked through closely. Only upon confirmation from the University to the JCR President that the agreement is suitable, and no potential breach of the Bribery Act 2010 is evident will the Captain or President and/or Treasurer of their team or society be granted permission to present this to the external party.

It should be noted that no sponsorship should only be sought from parties that to any reasonable individual are deemed appropriate. This includes sponsorships from alcohol or energy drink companies. Further clarification on this can be sought from the JCR President.

9. Equipment

All equipment purchased using John Snow JCR money remains property of John Snow JCR. Therefore, all equipment must be stored in communal areas on College grounds such as the JCR Office, the Igloo, Hub cupboard, MUGA storage or Boathouse. This is so that it can be accessed by all levy-paying members of John Snow JCR. Equipment belonging to the JCR should not be stored in students' rooms or houses – including private bedrooms within College.

If equipment is regularly required off college grounds e.g. sports equipment at Maiden Castle, an exception may be made which allows equipment to be stored by the Captain on private property e.g. the student's room or house. This decision will be made at the discretion of the Sports Officer. Items must be stored securely, and all JCR members should continue to be allowed to access upon request. Under no circumstances may JCR owned equipment purchased for Societies be stored on private property.

Much equipment will be lent out under a system of retaining the campus card of any individual who is in possession of the equipment until its return. Charges may be made for equipment which is lost or broken at the discretion of the Sports or Societies Officer, and Democracy Committee.

10. Stash

The purchasing of personalised clothing by sports teams and societies is left at their discretion. When ordering stash, each sports team or society must receive full payment from its members prior to processing the order.

Only ratified sports and societies are permitted to use any John Snow JCR branding on their stash / kit.

No sport or society is permitted to request JCR money to cover the cost of stash. The only exceptions will be made for communal 'kit', which is essential to the activity, and will be kept on College grounds so that it is accessible to all. Such exceptions will be made at the discretion of the JCR Treasurer and the Sports / Societies Officer.

11. Communication

It is vital that communication between sports teams and societies exists throughout the year and that communication is regular with the respective JCR contact point; either the JCR Sports Officer for sports teams or the JCR Societies Officer for societies.

Sports teams and societies are expected to direct all questions and queries related to their activities through their respective JCR contact point so as to ensure that correct information is passed on, individuals are not misled and that external parties to the JCR are not subject to numerous requests for the same information.

It is not expected of any sports team, society or club member to contact an external party to the JCR such as that of Team Durham, Durham Student Theatre or a similar organisation. These parties will already have communication channels with the JCR and the JCR President, JCR Sports Officer and JCR Societies Officer will be co-ordinating and managing the information received and sent to them – contacting these parties outside of the JCR will lead to inefficiencies and confusion for all involved and is therefore strongly discouraged and repeated bypassing of already established channels may result in disciplinary action which will be decided by the Democracy Committee.

12. Welfare

Every Sport are to implement a Welfare position within their Exec. Societies are required to implement a welfare position at the discretion of the Societies and Senior Welfare Officer. They are to provide signposting and active listening to support members of the sport/society. Any disclosures are to be forwarded to John Snow Student Support staff and/or the JCR Senior Welfare Officer as a matter of urgency.

Every Welfare Exec member is expected to attend mandatory welfare training provided by the JCR Sports Officer and/or JCR Societies Officer, in conjunction with the JCR Senior Welfare Officer. Lack of attendance will be reported to the JCR Sports Officer and/or JCR Societies Officer and then discipline will be decided by the Democracy Committee.

Last Updated by Lottie Keyse and Ella Merefield February 2023