**Accommodation Policy**

This document will outline the process for booking accommodation for BUCS Events and Competitions. This applies to all Sheffield Hallam Sports Clubs competing in BUCS Competitions.

This process must be followed for every BUCS Competition throughout the year. It helps to ensure that adequate and appropriate accommodation is booked as required for BUCS Competitions and protect students from any payment responsibilities.

Any student representing Sheffield Hallam University at a BUCS Event or Competition is expected to uphold the Team Hallam Code of Conduct throughout (this includes at the accommodation, and at the venue). If this Code of Conduct is breached at any point, Team Hallam will undertake an investigation and disciplinary action will be taken.

* If any complaints are made regarding the behaviour of Sheffield Hallam students, Team Hallam will undertake an investigation and disciplinary action will be taken.

Process

1. In the Club Meetings with the Club Sport Coordinators prior to the start of Semester 1, Club’s will need to inform Team Hallam of the upcoming BUCS Events that their club is likely to enter. They will also need to provide an approximate maximum number of athletes they think will attend
2. The Club & Performance Sport Administrator will book accommodation as per the information provided by the Club
	1. ***Standard accommodation booked shall be Travelodge. This can be altered at the request of the club under any of these conditions:***
		1. ***Cheaper accommodation is found***
		2. ***Another accommodation provider is closer to the venue which would mean that transport would not be needed to travel from the accommodation to the venue during the competition***
		3. ***A student athlete has specific requirements that cannot be met by Travelodge eg. An accessible room is required, and Travelodge do not have one available***
3. If a Club would like to change accommodation provider under one of the above conditions, the Club should request a meeting with the Club & Performance Sport Administrator to discuss the alternative suggestion. This meeting can either be conducted in person or online – whichever is deemed most appropriate by the Club & Performance Sport Administrator
4. Entries for BUCS Competitions should be made no later than 2 weeks prior to the BUCS Competition start date. ***If BUCS open entries for any of their Competitions after this 2-week deadline, then the Club & Performance Sport Administrator will allow student athletes to enter up until the entry deadline stated on the BUCS Event page***
5. After this deadline, the Club & Performance Sport Coordinator will confirm the number of athletes attending the Competition and will inform the Club Committee of the price of accommodation per person. This cost will then be placed on the website for attendees to pay
	1. Student athletes attending the event are to pay for their accommodation costs no later than 1 week after the BUCS Competition has ended.
	2. Payment is to be made via the Team Hallam website. A product will be set up on the respective Club Page under ‘Products’. The product will be removed from the website after the deadline stated
		1. ***Any student who is struggling to pay this cost should contact*** ***sport@shu.ac.uk*** ***no later than 1 week prior to the BUCS Competition start date. A member of Team Hallam will discuss payment options available which any such student***
		2. ***Any students who have not paid by the deadline stated will have this cost added to their online account and will be emailed instructions on how to pay***
		3. ***Students will be unable to enter further BUCS Competitions until this outstanding balance has been paid***

Things to Note

* Any accommodation **MUST** be booked no later than 2 weeks prior to the BUCS Competition start date. ***If BUCS open entries for any of their Competitions after this 2-week deadline, then the Club & Performance Sport Administrator will work with the Club Committee to confirm a later deadline for the Competition***
* If a Club would like to enter a BUCS Competition not stated prior to Semester 1, they must inform the Club & Performance Sport Administrator no later than 4 weeks prior to the BUCS Competition Start date. This is to ensure that adequate time is given to secure appropriate accommodation
* Final confirmation of student athlete numbers should happen no later than 2 weeks prior to the BUCS Competition start date
	+ Any athletes who withdraw from the Competition after this date will be subject to the Team Hallam Withdrawal Policy (see below) but will not be subject to payment for accommodation
	+ Any additional athletes entered after this date will only be accepted in the event of another student withdrawing
* Team Hallam will contribute £15 per person per night for accommodation costs (subject to some conditions and limitations)
	+ If the Competition is a 1-day event, Team Hallam will not contribute to accommodation costs as it is expected that students will travel to and from the competition on that day. If a Club or individuals wish to stay overnight, the cost of accommodation and any additional costs for transport will be paid for by the Club or individual
	+ The number of nights booked for a Competition that is longer than 1 day is at the discretion of the Club & Performance Sport Administrator. This will be communicated to Club on an individual Competition basis. Any additional nights that are requested by the Club are subject to agreement from Team Hallam, and any additional costs for accommodation and travel are to be covered by the Club or individual athletes

Withdrawal Policy

By entering a BUCS Competition, you are committing yourself and/or your club to attending and competing in said event. Entries must be agreed in advance with Team Hallam for us to best support you through this process, ensure the best experience for you and give you the best possible chance of success.

Failure to fulfil the entry (either non-attendance\* or withdrawal\*\*) without a legitimate reason and permission to do so from Team Hallam will result in a ‘no show/withdrawal’ fee of £20. This fee will contribute to the loss of financial commitment already made to the event.

The withdrawal deadline is the entry deadline as stated on the BUCS Event webpage.

Failure to pay the ‘no show/withdrawal’ fee by the deadline set will result in you being unable to enter any more BUCS Competitions for the remainder of the academic year, or until payment has been made.

You will also be liable for costs incurred over the duration of the competition eg. Fines related to breaking the rules and regulations of your sport.

\*Non-attendance will not be penalised under exceptional circumstances. This includes testing positive for covid, injury, and the advice of a medical professional. If you are not able to attend an event, this **MUST** be communicated to Team Hallam as soon as possible. If there is no communication with Team Hallam and non-attendance at the event, you will be fined regardless of the circumstances that lead to the non-attendance.

\*\*Withdrawals will not be penalised under exceptional circumstances. This includes testing positive for covid, injury, and the advice of a medical professional. Your withdrawal from an event **MUST** be communicated to Team Hallam, stating the reason why you wish to withdraw. If there is no communication with Team Hallam and you do not attend the event, you will be fined regardless of the circumstances that lead to the non-attendance.