

**Sheffield Hallam University Sport Club Ratification Policy**

**1. Introduction**

i) This document is designed to outline the application process for Sheffield Hallam University students who wish to investigate the possibility of creating a new student sports club under the umbrella of Sheffield Hallam University.

ii) Sheffield Hallam University is committed to offering the opportunity for students to found and operate sports clubs with the aim of providing sporting opportunity and continuous personal development for club volunteers.

iii) In all requests for club ratification, the activity described must be on the list of recognised sports acknowledged by Sport England.

<https://www.sportengland.org/our-work/national-governing-bodies/sports-that-we-recognise/>

iv) Applications to offer activities that duplicate existing sports club activity will be declined. <https://www.hallamstudentsunion.com/get_involved/sports/clubs/>

v) The Team Hallam Code of Conduct sets out a standard of behaviour expected from all SHU Sports Club members and representatives.

vi) The Team Hallam Code of Conduct will apply in addition to the student regulations and adherence to University financial procedures determined by Sheffield Hallam University.

[*https://www.shu.ac.uk/Study-here/Terms-and-Conditions-and-Student-Regulations*](https://www.shu.ac.uk/Study-here/Terms-and-Conditions-and-Student-Regulations)

<https://www.shu.ac.uk/?sc_itemid=309EDE7B-7CFA-4347-8B5D-D152243350E8>

**2. Ratification Process**

i) This process applies to all requests for club ratification.

ii) Before any application is submitted for club ratification, Team Hallam should be contacted for relevant information including the expectation and responsibilities of SHU representative clubs and the student committee [srs@shu.ac.uk](mailto:srs@shu.ac.uk)

iii) All club members are required to be Sheffield Hallam University students

iv) At least 12 named potential student members must be listed including the individuals SHU number. There must already be a demonstrated level of interest in the activity at the University. Further information can found via the Sport Participation Team at [socialsport@shu.ac.uk](mailto:socialsport@shu.ac.uk)

v) A committee consisting of not less than 3 people must be willing to stand as an operating body

vi) An application form can be supplied upon request

vii) If an application request appears to duplicate an existing clubs activity, then a detailed explanation of differentiation of the new clubs offer will be required in order to support.

viii) The application form should be completed electronically and returned to Team Hallam via e-mail to [srs@shu.ac.uk](mailto:srs@shu.ac.uk)

ix) Team Hallam staff will review all applications. A reply will be made within one calendar month.

**3. Operational Criteria**

Operational details of the proposed club will be required in the following areas;

i) Aims and & Objectives

ii) Activities Offered

iii) Additional Activities

iv) Social Activities

v) Numbers of members envisaged

vi) Facilities and Equipment

vii) Funding Plan

viii) Communication Plan

ix) Club Committee

x) Equal Opportunities policy

xi) Health & Safety

**4. Approval and Notification Process**

i) Upon receipt of an application, the document will be added to the agenda of the following month's Team Hallam Operational meeting. Each application will be reviewed on each of the criteria listed above.

ii) If the request is declined, then the named applicant will be notified within one calendar month.

iii) If the request requires further information, it shall be returned to the applicant.

iv) If the request is approved at this stage, it is forwarded on to the next Team Hallam Board for final authorisation. The decision of the Team Hallam Board will be notified to the applicant within one calendar month.

v) The decision of the Team Hallam Board is final and binding and there is no appeal process.