Student Sport Club Membership Terms & Conditions

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Sport St Mary's

1. Introduction

St Mary's University is committed to creating opportunities for students to develop themselves personally and professionally through sport.

Whether participating in a student sport club or engaging with other sport and health activities, this affords a range of positive outcomes including trying new things, meeting people, and developing skills and experiences that will help to make you more employable. Being part of a St Mary's sports club can create friendships and memories that last a lifetime, and many graduates reflect fondly upon their student sport experience.

Recent Student Sport Surveys demonstrate that students value Sport St Mary's programmes and the impact they have on their physical health, mental wellbeing and career prospects. The department are proud to play a part in supporting students to have the best possible experience throughout their time at St Mary's.

To help ensure that everyone involved in the student club programme knows what is required to support all students to have an engaging and fun sport club experience, this document outlines the club membership terms and conditions and relevant supporting information, that members must follow.

Sport St Mary's reserves the right to amend and change the conditions outlined in this document, as required and at any point, in the best interests of the institution and its students.

2. Membership Agreement and University Policies

This agreement shall commence from the date of payment and shall continue in-line with the terms and conditions outlined in this document until the following 31st July, or the date that the membership expires, whichever is sooner. Memberships cannot be transferred to other individuals, or frozen for any period, or carried over to a following year.

Student Sport Club Memberships must be paid in full at the start of the year. Once paid, students will be entitled to all the benefits and entitlements therein (including personal accident insurance).

By purchasing a student sport club membership, members acknowledge and agree that they are eligible to join the relevant club(s) and agree to all terms outlined in this document.

Alongside all the requirements and expectations included in these terms and conditions, members agree and are subject to all other St Mary's University Policies that are relevant for students. These include but are not limited to the following:

1. Student conduct Procedure

Members should understand that this procedure applies to all students, for all activities that happen on and off-campus and can apply on or off the sports field. Any misconduct that occurs during student club activity can result in disciplinary action taken by St Mary's University, and/or the sport department. If it is decided to act through one approach, this would not preclude or determine any action being taken through the other.

Examples of outcomes include suspending or ceasing a club's activity or an individual's membership, stopping of services in whole or part, for example access to the sport facilities, travel or any of the other benefits provided through a sport club membership.

The university treats all allegations of misconduct seriously, and the harshest penalties would include exclusion from accommodation, university areas or facilities, or even permanent exclusion from the university or your course.

Some offences are deemed to be gross misconduct. These include (amongst others) fraud, theft, violence, indecent behaviour, racist/sexist/ homophobic/misogynist acts, possession of an offensive weapon, possession, dealing or use of illegal drugs etc.

Some misconduct may be because of behaviour that has happened under the influence of alcohol or drugs. This is still counted as misconduct and is treated extremely seriously.

You should be aware that misconduct of any kind could have serious consequences for your time at university or your career. Be aware that reports of illegal activity may also be reported to the Police. In some more sensitive cases, this will be done where appropriate, and with consideration and respect for the victim.

Sport St Mary's reserve the right to terminate membership(s) if it is deemed that aspects of these terms and conditions or any other university policies have been breached. Under these circumstances, no membership refund will be provided.

2. Bullying and Harassment Guidance

Harassment can take many forms and in general refers to behaviour that appears or feels offensive, intimidating, or hostile to the recipient. Harassment does not necessarily happen face-to-face; it can also occur via written and electronic communications, such as telephone and email, and on social media sites. Such behaviour might interfere with a student's academic, working, living, or social environment, or induce anxiety, fear or poor attendance on the part of the person who feels harassed. The university takes all allegations of bullying and harassment very seriously.

All students have a role to play in helping to foster an environment of respect in which harassment or bullying behaviour is unacceptable. Students should be aware of their conduct, avoid colluding with inappropriate behaviour and cooperate fully in any investigation of alleged bullying or harassment.

All students have a responsibility to raise awareness of the issue, respond positively to any complaints and challenge and develop a culture where inappropriate behaviour is not tolerated.

3. Prevent and Safeguarding

St Mary's is committed to providing a safe and supportive environment for all staff, students and visitors to the university. Safeguarding refers to the process of protecting individuals from abuse, neglect and/or exploitation.

Safeguarding is ultimately everyone's responsibility and both staff and students have a role to play in ensuring that St Mary's is a safe and supportive environment and to act if there is any cause for concern about the wellbeing of others.

The university's website provides information regarding safeguarding responsibilities, policies, contact information and processes to report concerns.

The University's safeguarding policy can be found here. Sport St Mary's has an adult safeguarding policy which can be found here

4. Social Media Policy

The university recognises the benefits and opportunities that social media can bring. When used appropriately, it can be useful for sharing news, information and successes, promoting opportunities and keeping students up to date with important developments.

With the growing prevalence and use of social media, it is important that members are mindful of references within their social media profiles that identify them as being affiliated to the university, as well as the content they post. This is relevant, whether this is publicly or privately on platforms including – but not limited to – WhatsApp (both individual and group chats), Instagram, TikTok, Threads, Twitter, and Snapchat. Club members must be aware other students, staff or anyone at all, may see their social media activity.

When using social media accounts – both personal and club-related – students are expected to uphold university values, the university's Mission, and respect other employees, students and stakeholders, and protect the confidentiality, privacy and security of the university.

All content should be in line with the university's Social Media Policy. Any content that is not posted in line with this policy may be subject to the Student conduct Procedure.

General

Alongside the content outlined above, we encourage members to read their sport's National Governing Body (NGB) policies, as well as those for associated BUCS and other competitions they may participate in.

All data is processed under the Data Protection Act 1998 and as such, access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at St Mary's.

The only third parties we would share data with are individuals who are employed by organisations who are contractually partnered with St Mary's University to deliver coaching services within our sports programmes. This data will only be shared with individuals who have a legitimate need to see it, for example a basketball player's sport scholarship application may be shared with our basketball coaching partner.

Sport St Mary's takes the privacy of members seriously. If you have any questions about how your personal information is used, please contact sportsvillage@stmarys.ac.uk.

3. University Values

The University is founded on four values. These are inclusiveness, generosity of spirit, respect, and excellence. Our four core values define life at St Mary's and underpin everything we do.

Sport St Mary's set a standard that we must live these values in everything we do and expect club members to do the same. Examples have been provided below, taken from a piece of work completed by Club Presidents, that would facilitate a positive experience for everyone involved within the competitive sport programme.

a. Inclusiveness

We celebrate differences, recognising that everyone is born with a unique identity. St Mary's is a place where students and staff can reach their full potential and make a positive contribution to society.

In a sporting context, we expect members to help ensure that players, spectators, and coaches from all teams are welcomed. We will avoid singling out individuals or stating fixed and inappropriate stereotypes.

b. Generosity of Spirit

Our generosity of spirit sets us apart. It can be seen in the encouragement, collegiality, empathy, helpfulness and service to be found across St Mary's and we must extend this towards opposing teams and supporters.

In a sporting context, we expect members to conform to the rules of sport and the 'spirit' of fair play, and to go the extra mile to help others.

c. Respect

We respect everybody. We treat everyone, including opposing teams and supporters, as we ourselves would want to be treated. We recognise that if someone has treated us poorly in the past this is not a reason to perpetuate and reinforce the same poor behaviours going forward.

In a sporting context, we expect members to always be sporting and respectful and to show fair play and the same level of respect to everyone. Never abuse anyone, use foul or insulting language, be aggressive, and/or threaten others.

d. Excellence

We strive to be the best at everything we do. We seek professionalism through setting high standards and continuous improvement in all our practices and work.

In a sporting context, we expect members to always represent themselves, their club(s) and university with pride. We must stand together and be prepared to appropriately challenge any behaviour that does not meet these guidelines. We should be confident that in situations where support and help may be needed, that this can be gained from teammates, staff, coaches and officials.

We expect that students hold themselves to the same standards and have a zero-tolerance policy when it comes to inappropriate, poor and/or illegal behaviour. Any misconduct may be subject to the Student conduct Procedure.

4. Being an Active Bystander

If any member sees another individual acting inappropriately or counter to university values, they should feel confident to challenge the behaviour and intervene and become an *active bystander*. This is someone who challenges and acts upon poor behaviour.

To become an active bystander, individuals should:

- **Notice** the situation - be aware of what is happening around you
- **Interpret** it as a problem – don't assume that the situation will resolve itself
- **Feel** responsible to act – take responsibility for intervening
- **Think** about intersectionality - different people are vulnerable in different situations
- **Possess** necessary skills to act - the SPEAK acronym of bystander intervention

To help challenge behaviour, active bystanders should remember the SPEAK acronym, and should do so:

- **S**traight away
    - If you can address the situation straight away without putting yourself at risk, act immediately. You may choose to speak to the person affected by the behaviour rather than addressing the person causing the issue.
- **P**olite
    - Don't aggravate the situation. Think about your tone of voice and body language. Remain calm and state politely what action is needed.
- **E**vidence
    - Stick to exactly what has happened, don't exaggerate or argue as this could escalate rather than de-escalate the situation.
- **A**void confrontation
    - If the situation is too dangerous to challenge then and there (such as there is the threat of violence or you are outnumbered), avoid confrontation and get support quickly
- **K**now who to speak to
    - If you ever feel that behaviours are in the realm of possible criminality, you can report a non-emergency crime (meaning that the incident is not currently live) to the Police. You can do so by calling 101 or visiting the www.police.uk website. **If a crime is happening right now, you should dial 999 immediately.** On campus if you feel unsure what to do next you can report issues to St Mary's Security or other staff members. If you are off-campus or at a community event look for venue security who will be best placed to assist you.

5. Student Induction Modules

St Mary's has mandatory induction modules for our students, including members of the sport clubs, to complete.

The university is committed to creating an inclusive, safe, supportive environment for all our students, staff, and visitors. Our values of inclusiveness, generosity of spirit, respect and excellence set the tone, and the expectations of how we behave as a university community, both as individuals and as an institution. These learning modules are there to provide you with a better understanding of our culture and the behaviours. The modules cover areas including:

- Bullying and harassment
- Hate incidents
- Sexual conduct and consent (including report and support)
- Alcohol and drugs
- University disciplinary procedure
- Bystander intervention
- Living our values

6. Inductions and Socials

All club activity that takes place onsite or off – including social activities and events – should be delivered in line with university values. It is important that these events are suitable and will deliver a positive high-quality experience for all students in attendance.

Benefits of induction events and club socials

When activities are safe and inclusive, club induction and social events can have significant benefits, including:

- Facilitating a positive, inclusive student experience
- Developing strong relationships between club members
- Improving club and team spirit
- Creating a positive club culture
- Supporting fundraising initiatives for the club
- Improving on-pitch performance

Unacceptable induction events and socials including initiations

Whilst social activities and events *can* lead to benefits, it also needs to be recognised that when delivered in an inappropriate manner, they can have negative and even tragic consequences. At the very least unacceptable activities of any kind can make students not want to be part of a club and at a devastating level, students at other institutions including Ed Farmer and Sam Potter, have died at university sports club initiations due to excessive alcohol consumption.

Events in which members (new or existing) of a club are expected to perform a task or series of tasks, to gain credibility, status, or entry into the club (otherwise known as *initiations)* are **not allowed under any circumstance.**

All members are responsible for making sure that other members feel safe, valued and welcomed. Any activity that is not positive, safe or inclusive is not acceptable, and St Mary's takes a zero-tolerance approach to these events.

This also extends to online initiation activities on social networking sites or blogs, etc. Individuals should not be pressured into divulging personal information, be subject to comments, photos or images that demean or compromise the dignity of individuals or groups.

As noted on the BUCS website, some further specific examples of inappropriate or dangerous activities or behaviours associated with social activities include but are not limited to:

- Consumption of excessive quantities of alcohol
- Consumption of abnormal and unpleasant substances
- Forced acts of nudity and/or sexualised behaviour
- Bullying, harassment and power inequality, often used to coerce participation in activities, challenges and other risky behaviours designed to humiliate, often against a person's will
- The humiliation of a person in public (i.e., setting someone up to fail)
- Isolation or ostracising of individuals through the removal of their mobile phones, geographical remoteness or physical isolation
- Physical acts perpetrated against a person's body (e.g., shaving their hair)
- Psychological torment
- Sexual assault
- Harassment
- Singling out and victimising a specific group of individuals (e.g., "Freshers")

A combination of clubs, club committee members and/or individual members may be held responsible for any complaints or concerns regarding club social and event activity; therefore, it is every club members' duty to ensure these are appropriate.

Action may be taken against clubs or individuals that are involved in unacceptable events, socials and/or initiations, including through the Student conduct Procedure.

Should any instance of an initiation or suspected initiation occur, any individual (anonymous should they wish) is encouraged to report this directly to BUCS BUCS Report an initiation and subsequently with the Sport St Mary's team. Upon receipt of any report, both entities will conduct a thorough investigation and sanctions may be applied which could include, but are not limited to;

- A fine for the club
- Community service for club member(s)
- Member(s), team(s) or club removed from specific match, matches or removed from all competitions
- Withdrawal of facilities for training and/or competition
- Suspension or complete closure of the club
- Member(s) referred to student conduct procedure
- Referral to the police

Further details can be found in the university's Bullying and Harassment guidance policy.

In addition to this, BUCS could look to apply their own sanctions as per BUCS Reg 5.

It is clear what kinds of activities and behaviours are unacceptable and are not allowed. If you are still unsure if any activity your club is planning is appropriate, then you can gain guidance on through contacting the Performance Sport Manager or Assistant Head – Sport Development.

If a club would like to host a sporting or fundraising event on campus, please contact the Sport Performance Manager and Student Life President who can help support this delivery.

7. Equality, Diversity and Inclusion

St Mary's is committed to creating an inclusive culture by promoting equality of opportunity and respecting differences amongst its students, staff, and other stakeholders.

The university has a long tradition of widening access to education for all while fostering a respectful and tolerant environment where all backgrounds are celebrated. The university's equality, diversity and inclusion ambitions align with the Vision 2030, where each individual is unique and valued.

St Mary's has a range of equality, diversity and inclusion information and resources available on its website, including a range of student focused policies.

The university's policies and NGB policies, provide the framework for the department's approach to equality in sport and this is backed through a range of initiatives each year that engage with students to encourage inclusive participation in sport. For example, Simmie Girls Can, Rainbow Laces and widening participation sports events.

There is ongoing discussion about the participation of transgender athletes throughout sport, with a focus particularly on elite sport. St Mary's endorses equality of access to sport and is committed to eliminating transphobia and all other forms of discrimination within sport.

Each sport is overseen by its own respective NGB, each with their own approach to transgender participation in competitive sport, some of which can vary considerably.

Some NGBs have more comprehensive policies than others. We will refer to the relevant NGB and/or competition guidelines in supporting students to participate in competitive sport.

The majority of competitions that St Mary's teams enter are governed by BUCS, who have published their own Transgender Policy which provides useful guidance and links to further information.

8. Report and Support

If club members witness any inappropriate behaviour, they should feel confident in using the university Report and Support procedure as outlined below. This is in place to allow all students to understand the options available to anyone who is aware of any misconduct or would like to access support options.

Report

If a student feels that they have been the victim of an incident, or have witnessed an incident, the reporting options include anonymous reporting, an informal disclosure, a formal disclosure and reporting to the Police.

Links are provided to read about each process in more detail, and each process works slightly differently. Submissions can be made formally or informally/anonymously, however it is worth noting that for any action to be able to taken, the submission would have to be done formally to trigger an investigation, which is then completed by the Student Conduct team.

- Anonymous reporting - There could be several reasons why you might choose to submit a report anonymously. You should note, however, that if you choose to submit a report anonymously, the university is not able to act on any information provided or respond to you directly. However, by logging incidences, the information provided could help others, for example, by identifying themes around inappropriate behaviours and putting the necessary procedures in place.
- Making an informal disclosure – You may have reasons why you wish to informally disclose something to the university. More information can be found here.
- Formal reporting to the university - If you feel that you have been the victim of an incident(s) by another student(s) you may want to report this formally to the university so that an investigation may be carried out by the Student Conduct team. This would be known as submitting a report through the Student conduct Procedure. You can do this by emailing the Conduct Team on conduct@stmarys.ac.uk who would be happy to answer any questions you have in the first instance. Other eyewitness accounts may also be of use if you make a formal report. Any evidence that you may have which you feel supports your claims can be provided.
- Police – If you ever feel that the behaviours towards you are in the realm of possible criminality, you can report a non-emergency crime (meaning that the incident is not currently live) to the police. You can do so by calling 101 or vising the www.police.uk website. **If a crime is happening right now, you should dial 999 immediately.**

Support

- The Wellbeing Service offers counselling to St Mary's students and are here to support you whatever emotional difficulties you are going through. They can provide a safe, confidential space for you to talk about what you have experienced and support you through it.
- As well as counselling, the Wellbeing service also provides students with mental health advice and support students who may have a disability. More information here.
- You can speak to a member of the Student Services team who can offer advice on the support available, and they can be contacted on 020 8240 2359 or at wellbeing@stmarys.ac.uk
- All students have access to Togetherall which provides 24/7 peer and professional support with trained counsellors. This service is completely anonymous. It also provides access to several short courses to help you maintain your wellbeing and you can access this all for free by registering using your university email address.
- St Mary's has a 24/7 Security presence on site. All students are encouraged to have the Security number saved in their mobile phone contact list. The Security Control Room's general contact number 020 8240 4335 and emergency number 020 8240 4060. They can be contacted at any time of the day or night and would be first

responders in the event of an incident on site. Please do call Security if you need support.

9. Eating and exercise disorders

Support, advice and help

Sport St Mary's staff can signpost any student who is worried about their own or someone else's wellbeing regarding eating and exercising to support offered by the university or other organisations;

If you are worried about yourself:

- There is an information board at Sport St Mary's which provides information for anyone who has any questions or is concerned about themselves or someone else
- You can speak to a member of the Student Services team who can offer advice on the support available, and they can be contacted on 020 8240 2359 or at studentservices@stmarys.ac.uk
- All students have access to Togetherall which provides 24/7 peer and professional support with trained counsellors
- The NHS Overview – Eating disorders - NHS provides a comprehensive bank of information as well as useful contacts should you have a concern
- BEAT - www.beateatingdisorders.org.uk provides access to helplines, resources and contacts for local support networks
- SWEDA (South West Eating Disorder Association) has a range of resource packs which provide practical advice and guidance https://swedauk.org/resources/i-am-someone-with-an-eating-disorder/other-useful-resources

If you have concerns about someone else

- Please speak to either the Sport St Mary's staff or Student Services. They have received relevant training and are well placed to speak with the individual about whom you are concerned
- BEAT provides a number of resources and advice pages for friends of someone with a suspected/possible eating disorder
    - https://www.beateatingdisorders.org.uk/get-information-and-support/support-someone-else/tips-for-supporting-somebody-with-an-eating-disorder/
    - https://www.beateatingdisorders.org.uk/get-information-and-support/support-someone-else/worried-about-a-friend-or-family-member/
- SWEDA (South West Eating Disorder Association) has a dedicated information page for those who are supporting or concerned about someone with a possible eating disorder https://swedauk.org/resources/i-am-supporting-someone-with-an-eating-disorder

If Sport St Mary's staff have concerns

If a member of Sport St Mary's staff identified/observed a student sport club member who they were concerned about they will, in the first instance, liaise with relevant departments in the university including Student Services. Depending on the individual's situation, other departments may be informed i.e. the EPC staff should concerns be raised about an EPC member, or the player's coach (if applicable) might be informed. This step is about us trying to understand the full picture so we can appropriately support and signpost.

10. Fees & Refunds

Fees

The university provides a significant subsidy to support the student sport clubs to provide the benefits and experiences that students gain. Whilst St Mary's funds most of the costs associated with delivery of the student club sport programme, the membership fee that every student pays makes an essential contribution. Without these fees, student clubs would not be able to operate.

Only registered St Mary's University students may become a club member. Memberships purchased by non-registered or ineligible students will become void and will not be refunded.

Those individuals wishing to compete in BUCS competitions should check their eligibility against BUCS conditions prior to purchasing the appropriate membership(s).

Student Sport Club Memberships must be paid in full at the start of the year. Once paid, students will be entitled to all the benefits and entitlements therein (including personal accident insurance).

Gym memberships for non-sport club members can be paid as either a one-off annual fee or by direct debit. For students using any payment plan option (e.g., direct debit), if fees are not paid on time, they cease to be a gym member

If fees are not paid on time SSM reserves the right to:

- Contact the club committee and inform them that due to non-payment a particular student currently no longer eligible to be a member
- Retain records of the accrued debt which must be settled prior to purchase of any future membership relating to Sport St Mary's, including but not limited to sports club memberships and F&C Suite memberships

This membership fee is for the provision of the services detailed in these terms and to contribute towards the club's running costs. All fees quoted to the member for the provision of the services are inclusive of any value added tax (VAT).

If student sport clubs require additional funds to help support their activity, this may be sourced through sponsorship, fundraising or via agreed club member payment. Members should note that in some instances, clubs may request supplementary fees throughout the academic year, for example for additional training equipment, competition kit not supplied through the kit hire process (detailed below), or other optional activities confirmed with Sport Development Team staff.

Additional funds may be required to pay for fines obtained by members. Further detail is included in the Fines section.

Students must not attend training sessions and/or matches if they have not purchased a student club membership. Attending such activities without being a club member, goes against the values and expectations of the university, and the terms & conditions outlined in this document, and leads to:

a. A deficit in the overall budget for the student sport programme which could impact membership fees and/or level of provision in following years.
b. A deficit in individual club finances.
c. No access to personal accident insurance - should any injury occur whilst you are not a club member, then you will not be eligible for the cover therein and no claim can be made.
d. Breach of competition rules. For example, BUCS regulations require all participants to have a valid club membership.
e. Unethical and inequitable treatment of members – it is only fair and appropriate that all students contribute to the running cost of the student club sport programme.

Checks will be made at training and competitions to ensure that all attendees have purchased their appropriate memberships. Any student found not to have a valid membership will be in breach of these terms and conditions, will not be covered by personal accident insurance and may be in violation of competition regulations. Students found to be competing or training without a membership will be asked to leave and required to obtain a valid membership before they can return. Further action can be taken against individuals and clubs where this is not being met.

If a team fields a student that has not paid their club membership, then that team will concede a walkover for the associated fixture. Club coaches, committee members and members are required to always apply this.

Students should also be aware that the Student Engagement Fund (SEF) can provide funding towards club memberships for eligible students, and the application form can be found here. If a student has a genuine reason for not being able to purchase a membership and is ineligible to apply through the SEF, they should contact sportadmin@stmarys.ac.uk to be directed to other options to potentially help with funding.

Refunds

Occasionally there may be a need for a student to be refunded membership fees due to personal circumstances.

Should a member wish to cancel their membership within 14 days of purchase, the cooling off period will apply. Members should contact sportadmin@stmarys.ac.uk if this is the case.

If the request is outside of this 14-day window, there may be select other reasons why an individual would be seeking a refund. Examples of additional reasons under which a refund may be considered, include the following:

- Leave of absence/withdrawal from the university
- Significant injury
- Significant individual personal circumstances preventing participation

Members must note that except for the circumstances shown above, they must pay the full membership charge whether this be through a single payment, or via set instalments paid by direct debit or any other method. It is not acceptable to ask for a refund or stop paying simply because you no longer wish to participate or do not want to pay, for reasons other than those defined above. Memberships fees are used to contribute towards the cost of paying for an entire competition season and consequently these funds are required and committed. It is against the values and is not acceptable for some students to pay whilst others decide that they won't but continue to train and/or play.

Members should note that there are several situations in which a refund cannot be offered. These include, but are not limited to:

- Expulsion from the university
- No longer wanting to play after the 14-day cooling off period has passed
- A significant portion of the season has been completed (and therefore the membership fees have been spent to cover costs)
- Minor-level inconveniences
- A change in academic timetable between semesters

Members seeking a refund should speak with the relevant Club President initially to discuss the request, in the hope of finding a resolution.

Should the member still request a refund, they should contact sportadmin@stmarys.ac.uk, detailing the situation and where any criteria above are noted, along with any appropriate evidence.

All refund requests will be considered by the Student Sport Administrator and Club Development Officer. The Student Sport Administrator will write to the member with the final decision.

In most cases, any refund provided would reflect a pro-rata amount considering the date of the request and how much of the season is remaining. Each refund request will be treated on a case-by-case basis

Before a refund is awarded to the member, they will be required to return any playing kit and equipment as appropriate.

No alcohol on university-arranged transport

From Wednesday 18 November 2026, alcohol must not be brought onto or consumed on university-arranged transport, including coaches and minibuses, when travelling to and from any student sports club fixture or competition.

Club committees must ensure that members travelling with the club are aware of this rule before departure.

Action may be taken against clubs or individuals found to have breached this rule, including through the Student Conduct Procedure where appropriate.

11. Supply of Services

The following services will be made available to members. The specific provision available to each member will depend on which team(s) and club(s) is participated in, as agreed with each club prior to the start of the season and noted in each club's Service Level Agreement (SLA).

- St Mary's training and competition facility access
- Access to transport or reimbursement for appropriate public transport travel
- Access to accommodation where appropriate
- Use of basic-level training equipment
- Coaching services
- Referee/official administration and fees
- Necessary club administration including team entries, NGB affiliations and club finances
- Kit tender management
- Sport development and sport operations support
- Public Liability (whilst on-campus) and personal accident insurance

Sport St Mary's may at any time, make changes to the services which are necessary to comply with any applicable safety or other statutory requirements, or which do not materially affect the nature or quality of the services, or which in the opinion of Sport St Mary's are reasonably necessary to protect the interests of the members.

This does not include payment of fines accrued by clubs, teams and/or individuals, and the relevant clubs, teams and or individuals will be responsible for paying these.

12. Personal Accident Insurance

As part of their club membership benefits, all members have access to personal accident insurance service offered by Endsleigh.

This level of insurance provides compensation of up to £100,000 for sporting injuries, physiotherapy, loss of earnings and more.

Students that wish to know more about this insurance, make a claim or read the full policy wording should contact sportadmin@stmarys.ac.uk.

We all have a duty of care to ourselves and our colleagues/teammates. In the instance of yourself or a fellow player being injured (whether at a home or away fixture), it is important that you inform Sport St Mary's. In the first instance, this should be the injured player, but if unable to do so, then responsibility will pass to the captain, vice-captain and coach (in that order).

The following actions should be undertaken:
1. Notify the Student Sport Administrator - sportadmin@stmarys.ac.uk / 020 8240 4334

2. Log with report and support

3. Best effort should be made to contact the injured parties parents/caregiver/responsible adult to update them and to share this contact with Sport St Mary's

Following this, Sport St Mary's will continue to liaise with the injured player as well as other relevant St Mary's departments including, but not limited to Student Services, the SU and Campus security.

13. Kit purchase

Supplier

As part of the university's contract with its kit supplier, St Mary's clubs must wear Akuma kit for all competitions (a small number of clubs may sit outside this agreement where Akuma cannot provide kit for the sport e.g., Cheerleading and Dance). The agreement with Akuma begins at the commencement of the 2024/25 season and runs up until at least end of the 2028/29 season.

Ordering and purchasing – playing kit

Students are responsible for purchasing their own kit. This can be done either via Akuma's online shop or at one of the on-side fitting and ordering days which Akuma facilitate prior to the start of each season.

Everyone representing St Mary's in any sporting fixture must wear the St Mary's kit – generally, this encompasses a top, shorts/skirt/trousers and socks (although individual sports may have slight variances on this). There are no exceptions unless specifically confirmed in writing by Sport St Mary's.

Ordering and purchasing – leisurewear

Akuma provides a range of leisurewear items (trackpants, t-shirts, tops, hoodies etc.). There is no mandatory requirement to wear these, but they are all available for purchase on the Akuma website. Similar policies regarding customisation and personalisation apply.

Personalisation and customisation

Some sports require the number to be printed on the back of the top and offer the option for having your name also added.

It is the responsibility of each individual club (via the kit secretary and/or president) to ensure correct allocation of numbers to players. Akuma WILL NOT reimburse for any incorrectly personalised kits.

If you choose to add your surname to the back of your top, you are welcome to do so. Please note **ONLY surnames will be acceptable, any nicknames, or any other wording will not be acceptable and as well as potentially being in breach of BUCS regulations, you will not be permitted to wear that item for any fixture. You will be responsible for replacing the item in question at your own cost.**

Sponsorship

If your club has a sponsor and if having the sponsor on your kit, this process must be confirmed through the correct channels. Each club committee will engage with Sport St Mary's to confirm their sponsorship agreement – via the Sport Performance Manager. Once approved, clubs will be asked to submit relevant logos to Akuma in accordance with their brand guidelines. Any additional logo design work will carry additional costs which individual clubs will be liable for.

Use of kit/damage

If your kit becomes damaged, please initially contact sportadmin@stmarys.ac.uk. We will put you in contact with Akuma who, depending on the cause of the damage, may replace the item without charge. Further details of their replacement policies are available upon request. Akuma offer an expedited replacement/repair service with the intention of getting replacement kit sent out as quickly as possible.

14. Equipment

Clubs will be provided with 'core' training equipment such as balls, cones and bibs for all training sessions and matches.

Clubs that train on the main campus will be provided with core training equipment prior to each training session/match. These items will need to be signed out and returned at the end of each training session/match.

Clubs that train at the Teddington Lock Campus will be provided with core training equipment at the start of the year and will be responsible for storing and taking the equipment to every training session/match. The club will sign for the equipment in September and return this to Sport St Mary's after the final session of each term.

Pitch/court equipment such as posts, nets and goals will be in setup, but match balls or specific individual equipment such as hockey sticks or football goalkeeper gloves cannot be provided.

Previously clubs have lost significant amounts of equipment and it is not possible to replace it during a season. We ask all club members to work with us to look after the equipment, to support everyone to have the best sporting experience.

In 2024/25, we will continue to keep the equipment lending process under review, but with changes from 2023/24. In pervious seasons, there has been an unacceptable and financially unsustainable loss of equipment. This has creased a significant additional cost for Sport St Mary's.

For 2024/25, we are implementing a '20% acceptable loss' approach i.e. we accept/expect up to 20% of loaned equipment may be lost and/or damaged. However losses above 20% will be charged to each club's account.

15. Fines

Clubs and their members are required to take all the necessary and appropriate actions to not incur a fine, as detailed by the relevant NGB, BUCS, or other such organization (BUGAA etc.)

Fines may be issued for a number of reasons, including, but not limited to;

- Disciplinary charges (e.g., a yellow or red card in a football fixture)
- Failure to attend (e.g., recording a Did Not Start in a BUCS athletics competition)
- Failure to complete mandatory details on BUCS Play, including, but not limited to incomplete squad lists, incomplete team sheets and failure to input results for BUCS fixtures.
- Conceding walkovers in BUCS league and knock-out fixtures

It is the responsibility of the individual (in the case of individual fines) and the club as a whole (in the case of club fines) to pay these.

Individual fines must be paid online by the individual(s) in question. Sport St Mary's will inform the player(s) in question as well as the relevant Club Presidents and Coaches of any players who have outstanding fines, and be given details on how to pay. Relevant NGBs reserve the right to apply further sanctions for unpaid fines including suspending the team in question from further participation until payment is made.

When team fines are incurred, it is the responsibility of the club to pay these. In order to avoid additional sanctions, Sport St Mary's will pay the initial fine and then recoup the money from the club's restricted accounts. Clubs incurring fines will be informed by the Student Sport Administrator and advised on the status of their restricted funds and whether sufficient balance remains to pay the fine Should there be insufficient funds in the restricted account, the club will be informed and it will be the responsibility of the committee to gather funds from the team(s) to balance the account.

Should this not be done, Sport St Mary's reserves the right to;

- Increase that club's membership fees for the following year to recoup the cost
- Not enter the team in question into any BUCS competitions

16. Health and Safe Sport Commitment

This is in place to help provide a safe environment for all members to participate in their chosen sport club(s). At all times, the university, including all staff and coaches, seek to ensure that a safe environment is provided for all sporting activity.

By purchasing a club membership, all members agree to the following health and participation commitment statements.

The commitment statements highlight what we can reasonably expect of each other in relation to your health, the wellbeing of others and the maintenance of the facilities whilst participating in any student club activity.

Sport St Mary's Health and Participation Commitment Statements:

- We will take all reasonable steps to make sure that physical activities are carried out in an appropriately safe environment, adopting a recognised risk management process that is available upon request.
- We will take all reasonable steps to ensure that our staff are competent and appropriately qualified to facilitate physical activity.
- We will take all reasonable steps to assist you with any enquiries you may have about your participation and health in relation to physical activity, this includes considering what reasonable adjustments, if any, can be made, if you inform us of a disability which puts you at a substantial disadvantage in accessing the facilities.
- We will respect your personal decisions regarding participation in physical activity and will provide relevant support in respect of reducing the risk of and managing injury.

Club members Health and Participation Commitment Statements:

- You will accept responsibility for your own health, including gauging and communicating your ability and capacity to participate in any level of physical activity. This includes where your ability to be physically active may be a risk to others.
- You must seek medical advice if you know of, or are concerned, that you have a medical condition which may interfere with any form of physical activity.
- You must not participate in physical activity if you have been instructed not to do so by a member of the medical profession. A relevant member of staff should be informed of any instruction provided by a medical professional.
- You must inform a relevant member of staff if you feel ill or are injured before, during, or after participating in any physical activity.
- You should make yourself aware of, and adhere to, any specific facility or activity guidance, including relevant terms and conditions and safety notices/instruction. Terms and conditions and/or safety notices/instruction should be identified upon undertaking physical activity induction or may be requested from a member of staff.
- You agree to only undertake activity under suitable supervision or attend training that appropriately allows for independent physical activity.
- You will treat St Mary's University's property, facilities and equipment with caution and care, reporting any damage, loss or theft that may arise.
- You will return any equipment or playing kit that has been lent out or hired.
- You accept that acting outside of the scope of this declaration may invalidate any insurance claims in the event of an accident and/or injury.

17. Sports Nutrition and Supplementation

Clean Sport Commitment

All sporting participants have the right to compete in doping-free sport (clean Sport). As such, St Mary's adopts the UK Anti-Doping (UKAD) and World Anti-Doping Agency (WADA) position

that cheating, including doping, is fundamentally contrary to the spirit of sport, undermining the otherwise positive impact of sport on society.

All members are expected to play, train and compete in line with the spirit of sport, including complying with anti-doping rules. BUCS competitions do utilise UKAD-supported testing, and athletes can be selected for anti-doping testing at any point. All members are therefore expected:

- To adhere to all anti-doping policies as set out by UKAD and WADA.
- To ensure that any nutritional supplements that are used comply with UKAD and WADA procedures and policies.
- To promote clean sport values across all university programmes.
- To provide written confirmation of any prescribed therapeutic use exemptions (TUEs) they receive to sportadmin@stmarys.ac.uk.
- To avoid all usage of illicit substances.

More information can be found online using the UKAD links to:

- Anti-Doping Rules
- UKAD video on the testing procedure
- Consequences of Doping
- The 100% me campaign and app

St Mary's have created an additional online learning course which gives all sport club members the chance to learn more about competing clean and to take the St Mary's Clean Sport Pledge. You can take the course here

Should any members fail anti-doping testing or procedures, they may be subject to disciplinary procedures, including those through the Student conduct Procedure. Where any illicit substances have been used, or suspected to be used, they may be referred to Police.

Find out more about the UK Anti-Doping commitments online.

At St Mary's, Student Services will be able to provide useful advice and guidance.

18. Warranties and Liabilities

Sport St Mary's warrants to the member that the services will be provided using reasonable care and skill whilst acknowledging and discharging its duty of care.

The member shall provide all information which is requested by Sport St Mary's, without prejudice to the rights and liabilities of the member and of Sport St Mary's.

Sport St Mary's shall not be liable for any loss or damage suffered by the member which is caused or contributed to by the failure to provide any such information.

19. Exceptional Circumstances

Sport St Mary's reserve the right to set and communicate additional terms and conditions during periods of exceptional circumstance; these may include, but are not limited to, during natural disasters, health-related pandemics and international conflict.

Should guidance need to be circulated to student sport club members, club committees may be provided with the necessary resources and information to share with their club members. In more urgent scenarios members may be contacted directly.

Members agree to adhere to these additional expectations for the safety of themselves and others; those found to not be acting in agreement with these principles may have their membership terminated without refund.

Further information during exceptional circumstances will be shared via the St Mary's University website and on SIMMSpace.