

THE QUEEN'S UNIVERSITY OF BELFAST
Advice to Sports Clubs and Societies

2008/2009

Introduction

Club officers have a responsibility to adhere to the rules and regulations as laid down by the University. The following information has been compiled to help in the running of your club – you should take time to read it and, if necessary, seek further help from the personnel included in this file.

Grants

There are three types of 'grant' available to sports clubs, namely: recurrent, capital and special. Grants are assessed against set criteria. These include: stability, financial management and success/activity.

The 'recurrent grant' application forms are designed specifically for items that recur annually. Funding for non-recurrent expenditure should be submitted on a 'special' form. Examples of non-recurrent expenditure are:

- (i) Overseas tours;
- (ii) Conferences and tournaments (e.g. intervarsity championships) where the University acts as host at an interval of a specified number of years.

Items of 'capital' expenditure are also dealt with separately. Application should be made on the relevant form and submitted by with the 'recurrent grant form' by Wednesday 31 October 2008. As a rough guide, any equipment that would normally not be expected to last more than a couple of years is not capital and should be included under the miscellaneous section of the recurrent grant applications. For example balls, kits, training bibs, etc. are not capital items.

Please note the following:

1. Memberships

Clubs and Societies must charge a membership fee of at least £3.00 (£2 at Freshers' Bazaar) before applying for a grant. There is a £10 minimum 'Associate Membership' fee. It is the Treasurer's responsibility to ensure that all associate members not only pay this but also any costs incurred as participating members of the club.

2. Transactions

All transactions carried out on behalf of a club through the Clubs & Societies Finance Office (including those done by fax, electronic mail, telephone, standard mail and in person) can only be effected by recognised student committee members and University staff associated with the club in question. All support documentation must include the signatures of two student committee members, preferably the Treasurer and one other. Note also that all transactions (income and expenditure) must be processed via the club/society account in the Student Guidance Centre.

3. Order Forms

Before any goods or services above the value of £30.00 are obtained, the Treasurer must request an official order form from the Clubs & Societies Finance Office. The University will not accept responsibility for any goods or services obtained without an official order. All requests for orders should adhere to the University's purchasing regulations and should be accompanied by quotations, etc as appropriate.

4. Annual Dinners

Allowance available from Grant to entertain guests: £20 per person, up to £240 maximum (ie 12 named persons, in writing to Mrs Orla Russel, Clubs & Societies Finance Office, Student Guidance Centre). If it is hoped to hold a dinner outside the University, special permission in writing must be obtained from the Director of Student Plus before an official order can be given.

5. Discos/Dances, etc.

All income and expenditure for such events must be processed through the club/society account in the Student Guidance Centre. Expenses of guests are expected to be covered by the profits. Any loss is the responsibility of the club or society concerned.

6. Bank Accounts

NO CLUB OR SOCIETY MAY HAVE A BANK ACCOUNT - unless written permission has been obtained from the Sports Forum.

7. Travel and Hotel Expenses

The University Sports Forum will consider requests within the grants' procedure for:

- (a) Visiting speakers' travel and accommodation costs;
- (b) Members' subsidies up to three-quarters of travel and accommodation costs of authorised trips.

8. Dinners for Visitors

(a) Visiting Speakers

The cost of an evening meal for any visiting speaker will be paid up to a maximum of £20. A similar allowance will be made in respect of a dinner for one club member accompanying visiting speakers.

(b) Teams

Normally the cost of one dinner (as opposed to normal meals) will be paid for every member of a visiting team plus one official up to a maximum of £8 per person.

NOTE: Grants towards the expenses of entertaining visitors will only be paid if sufficient funds are available.

9. Equipment

All club/society equipment paid for by the University Sports Forum remains the property of the Sports Forum and any unreasonable loss of, or damage to, equipment is the responsibility of the club concerned. An annual inventory of all the equipment must be produced with the income and

expenditure estimates. Please note that kits purchased from recurrent grant are normally expected to last two playing seasons. This does not apply to kits purchased from clubs' own funds.

10. Tours

(a) Tours within the British Isles

Normally no more than two tours per club within the British Isles will be taken into account when the Sports Forum is assessing a grant. If more than two such tours are requested they should be listed in order of priority.

(b) Overseas Tours

Under no circumstances can the Sports Forum consider applications for grants for overseas tours more frequently than once in every two years.

11. Responsibility

Clubs and societies applying to the Sports Forum for a grant are reminded that the Treasurer of a club or society is responsible for all monies, and that the executive officers may be held responsible in the event of any financial mismanagement.

12. Annual Reports

Each club is expected to produce an annual report - failure to do so may result in the club being penalised. It should be comprehensive, typed and submitted to the Vice-President of Clubs and Services by Wednesday 31 October 2008. It should be noted that the quality of annual reports is taken into account when assessing annual grant. (See guidelines attached).

Further information and assistance from:

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