

STUDENT SPORT COMMITTEE (SSC) GOVERNANCE & TERMS OF REFERENCE:

Purpose and Membership

'The Student Sport Committee will be responsible for the development of and monitoring of a strategy for student sport at UEA to improve the overall student sporting experience.'

Attendance required of: The student sports executive, uea+sport department, Activities and Opportunities Officer (SU), Director of Sport.

Additional invitations (requesting where possible a minimum of once per annum): Pro-Vice Chancellor (Academic), Assistant Registrar VCO, Chief Executive Students Union and Head of Opportunities (SU).

Responsibilities

Governance: reviewed the governance points.

- ***To approve the use of allocated student sport budgets (financial and facility).***
NB: Challenges for changes to allocation must be followed by clear and reasonable discussions; students however will not be able to determine what is spent / charges levied relating to externally funded sources or for Sportspark activities
- ***To confirm targets being set and monitor progress against participation targets for all aspects of Student Sport with particular reference to Equality and Diversity.***
NB: Transparency for these are critical – work with SU / UEA to provide accurate participation information (ueactive is also possible source of evidence for analysis of E&D stats) and agreed targets being set for each year.
- ***To oversee efforts to secure sponsorship for UEA Sport, through a creative, collaborative and non-conflicting approach (between UEASU and UEA's sport department).***
Ensuring they are non-conflicting with either party.
- ***To approve charges to students.***
For SAM and clubs subs only i.e. oversight of individual club membership pricing, comparative to allocated subsidy.
There is potential for tiered pricing structure for SAM.
SP fees to students may also be discussed but not subject to the committee's responsibilities.
- ***To develop and oversee effort for sports awards.***
To work with students / SU on developing a well-attended awards ceremony.
DoS aiming to introduce 'Colours' subject to UEA sanction.
- ***To develop and enhance the student sport / physical activity programme through improved promotion and coordination across campus.***

Responsibilities include; headline objectives, sub divided into short term and medium term objectives. Committee will meet at the beginning of each year (June-August) to create objectives for coming year. The responsibilities of each member to report quarterly are as below:

1.1. Social and recreational sport (Student Sport Coordinators)

- 1.1.1. Pay to Play
- 1.1.2. Ueactive
- 1.1.3. Ziggurat

1.2. Student Club sport (Sports Development Coordinator and Sports Club Administrator)

- 1.2.1. Competition, BUCS, local league
- 1.2.2. Operational management

1.3. Student voice (FTO SU and student sports executive team)

- 1.3.1. Fulltime Student Union officer (FTO SU)
- 1.3.2. Student Sports Executive

1.4. Elite support (Director of Sport)

- 1.4.1. Scholarships
- 1.4.2. NSA
- 1.4.3. Focus sports

1.5. Activator Programme (Assistant Director of Sport and Student Sport Coordinators)

- 1.5.1. National Governing bodies
- 1.5.2. Academic School

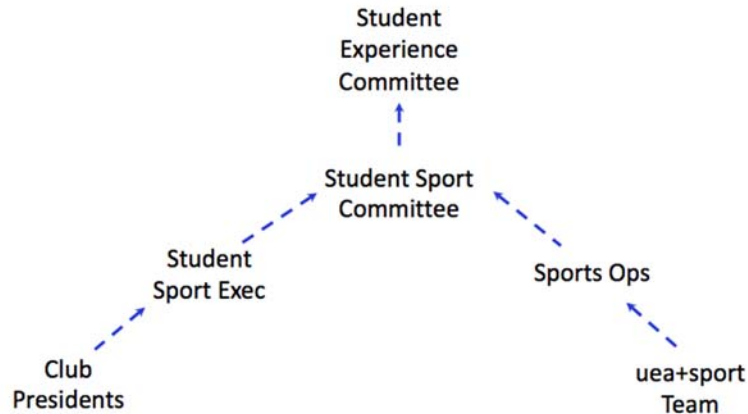
1.6. Strategy (Director of Sport)

Reporting

Student Sport Committee will once a year report to the Student Experience Committee, providing an overview of the sporting programmes and performances for the previous academic year.

The Committee shall discuss agenda items or development opportunities as raised by its members and where possible will reach a consensus decision on how matters are to be progressed. The Director of Sport may, however, need to direct any decisions of a strategic, financial or business critical nature determining how the Committee may have wished to move forward. The Committee will have the authority to overrule the decisions of student clubs on the grounds of serious financial risk to the club in question or uea+sport department, for legal requirements, where the Committee shall seek appropriate advice before exercising this power, and will promptly report every exercise of this power to overrule to the student body.

The structure around the various meetings required to support the programming and operations of student sport can be seen in the diagram below:



Student Sport Committee: [reports to Student's Experience Committee (Neil Ward) and sit under LTS (Andrea Blanchflower)].

Attendance required of:

- **Chaired by** Director of Sport,
- The Student Sports Executive (max of 5 representatives to be determined by the SU/students)
- Activities and Opportunities Officer (SU),
- AD Student Sport Development & Student Sport Development Coordinator,
- Director of Sport
- **Additional invites** will go out to PVC Student Experience (Neil Ward), Assistant Registrar (Lisa Williams), SU Chief Executive (Jim Dickinson) and Head of Opportunities (SU) to attend a minimum of once per annum

Occurs six times per annum (two per semester including one post end of semester three and before September).

The responsibilities for this Committee are as outline in the governance section above.

Student Sport Club Presidents meeting:

Attendance required of:

- **Chaired by** Fulltime Students Union Officer with uea+sport and SU input,
- The Student Sports Executive,
- Activities and Opportunities Officer (SU),
- Head of Opportunities (SU),
- AD Student Sport Development & uea+sport department,
- Director of Sport
- All Student sports clubs presidents (or one other student sport club signatory);

Occurs once per month.

It will be the responsibility of this meeting to update the Sport Club Presidents on (not exclusively); Union and uea+sport business, events, finances, committee training, storage, kit/uniform, facilities, ueactive, competitions, sponsorship/advertising, committee matters, elections and any other business deemed relevant.

Student Sports Team Operational meeting:

Attendance required of:

- **Chaired by** Director of Sport / AD SSD;
- The Student Sports Executive,
- Activities and Opportunities Officer (SU),
- Head of Opportunities (SU),
- Activities and Opportunities Officer (SU),
- AD Student Sport Development & uea+sport department,
- Director of Sport;

Occurs once per month, the week prior to Student sports club president's meetings.

It will be the responsibility of this meeting to update the student's sports team, Fulltime students Union officer, Student Sport Executive, Head of Opportunities and uea+sport team; on all operational matters; including but not exclusively: Facilities, competitions, facility, storage, elections, ueactive, events, committee training and any other operational matter deemed relevant.

Student Sport Executive Team meeting:

Attendance required of:

- **Chaired by** Fulltime students' Union Officer, with support from student sport staff;
- Fulltime Students Union Officer,
- Student sports Executive team and Sports Coordinator;

Occurs fortnightly and dates determined by each yearly team.

It is the purpose of these meetings are; to go through grant requests, committee matters/training, student sport club events, elections and any other business deemed relevant or to be taken forward to Student sports team operational meetings.

uea+sport Team meeting:

Attendance required of:

- **Chaired by** Director of sport/Assistant Director of sport, to occur weekly.
- All uea+sport department,
- Activities and Opportunities Officer (SU),
- Assistant Director of Sport,
- Director of Sport;

It is the purpose of these meetings to give all staffing updates for the coming week (interim SMT).

Dates of committee meetings:

- 27th Oct or 3 Nov, (for the next meeting – agenda discussion of coaching place within club and responsibility; other identified objectives below & Exec JD's)
- 8th December,
- 26th January

- 9th March
- 11th May
- 21st Sept (week 0 - week before term starts).

Agreed 2016/17 short to medium term objectives (targeted but not exhaustive):

- Sports kit tender
- Sports club 'brand' / 'identity'
- Review of fee structure for 2017/18
- Initiation of formal sport strategy for 2018+
- Sporting 'colours'