

SO: 4002

STANDING ORDERS GOVERNING THE SPORT ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye-Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "the Zone" means the Sport Zone;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays;
- e. "AU" mean Hull University Union Athletic Union.

2. Function

The primary function of the Zone is to organise and develop sport within HUU. The secondary functions of the Zone are to provide scrutiny and hold to account the Vice President Sport and other Zone Members.

All Zone members are members of Council; if a member resigns or is removed from either Council or their Zone position, then they cease to hold both of these roles.

3. Membership

Voting membership of the Zone shall be:

- (1) Vice President Sport (casting vote only for electing a chair of the zone);
- (2) Events & Varsity Representative;
- (3) BUCS Representative;
- (4) AU Secretary and Communications Officer;
- (5) Kit and Equipment Officer;
- (6) Tour Representative;
- (7) Participation and Inclusivity Officer;
- (8) Two Councillors for Scrutiny.

Ex-Officio members:

- (1) Sports Co-ordinator;
- (2) ISA Sport Representative;
- (3) Such others that the Zone may deem appropriate.

4. Duties of the membership

All roles will help the VP-Sport and the sports coordinator when necessary.

(1) Vice President Sport

- i. The duties of Vice President Sport are detailed in S.O. 4001.

(2) AU Secretary & Communications Officer

- i. The AU Secretary is Deputy President of the AU and shall assume the AU President's duties in case of absence.
- ii. Taking the minutes of AU Council, the Zone and AU operations meetings;
- iii. Chair of Colours Committee;
- iv. Responsible for recording associate memberships;
- v. Responsible for recording player and team of the month nomination;
- vi. Provide link between AU clubs and HUU Media for requested coverage of fixtures/events;
- vii. Ensure each edition of The Hullfire Sport section contains adequate AU information;
- viii. Facilitate interviews for AU Player and Team of the month that are to be covered in The Hullfire;
- ix. Keep our video content up-to-date and make sure teams are not abusing the zero tolerance and media policy in place.

(3) AU BUCS Representative

- i. Produce match packs for all Wednesday BUCS fixtures;
- ii. Collate and record results cards from Wednesday BUCS fixtures;
- iii. Ensure results from Wednesday BUCS fixtures are inputted to BUCScore by 10am on the Thursday;
- iv. Facilitate booking and ticketing of team teas on Wednesday afternoons;
- v. Insuring good media coverage of the Wednesday game when possible.

(4) Events & Varsity Representative

- i. Responsible for the AU Ball, it's organisation and running;
- ii. Organising the AU Naked Calendar;
- iii. Organising AU team photos;
- iv. Assist Sports Co-ordinator with organisation of Trophy Presentation;
- v. Assist VP Sport to organize varsity;
- vi. Assist the VP Sport in organizing other new events for the year.

(5) Kit and Equipment Officer

- i. Work as a link between the chosen AU kit and equipment supplier and AU clubs to design, and process orders of club kit and equipment;
- ii. Ensure strong link and communication is maintained with kit and equipment suppliers;
- iii. Ensuring clubs have sufficient funds to pay for the requested kit;
- iv. Help in the decision of choosing new suppliers, should the need arise.

(6) Participation an Inclusivity Officer

- i) Making sure all sports teams are adhering to HUU Zero tolerance policy;
- ii) Working closely with the liberation groups to make sure sport is found more accessible;
- iii) Breaking barriers for teams to get more disabled students involved in sport;
- iv) Getting more people involved in sport by promotion and engagement.

(7) Tour Representative

- i. The subsequent organisation of the event;
- ii. Promote tour from the launch date;
- iii. Help the VP Sport have around 530 people signed up and payed for tour;
- iv. Work closely with VP Sport in resort to ensure the safety and wellbeing of HUU tourists.

(8) Councillors of Scrutiny

- i. Ensure that all members of the Zone are following their strategy objectives;
- ii. Ensure that all areas of the Zone are within budget;
- iii. To assist if required in tasks and projects the Zone is undertaking.

5. Election

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 and shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post, then they shall hold the position until the end of that academic year.

GENERAL PROCEDURE

6. Chair

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 4101 Annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an

emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. Meetings

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester.

8. Quorum

The quoracy of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

9. Minutes

The minutes shall be taken by the Secretary to the Zone, who shall be the AU Secretary. These shall be handed in to General Office no later than four clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Sport Zone section of the Council agenda.

10. Voting

All votes shall require a greater than fifty percent majority to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.

11. Powers

The Zone shall be able to:

- (1) Pass a motion of caution against the Vice President Sport as detailed in the Bye Laws.
- (2) Bring motions of censure and no confidence as detailed in the Bye Laws against the Vice President Sport to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the Vice President Sport.
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

Annexes:

Annex A

SPORT ZONE MEETING AGENDA

1) ATTENDANCE

1. Apologies.
2. Register.

2) MINUTES

1. Minutes of the previous meeting.
2. Matters arising.
3. Previous points to action – results.

3) REPORTS

1. Report by VP Sport.
Questions.
2. Report by AU Events & Varsity Representative.
Questions.
3. Report by AU BUCS Representative.
Questions.
4. Report by AU Secretary & Communications Officer.
Questions.
5. Report by Kit and Equipment Officer.
Questions.
6. Report by Tour Representative.
Questions.
7. Report by Participation and Inclusivity Officer.
Questions.
8. Report by Scrutiny Councillors.
Questions.

4) PROPOSALS

Any proposals for action.

5) MOTIONS

1. Motions of caution/ censure/ no confidence.
2. Questions to trustees.
3. Questions for Council.

6) ANY OTHER BUSINESS

1. Any Other Business.

Approved by Union Council: 13/04/15