



Edinburgh Napier University
Sports Union

EDINBURGH NAPIER UNIVERSITY SPORTS UNION
NEW CLUB APPLICATION POLICY
(REVISED 2009)

1. In the first instance a meeting should be sought with the Sports Union President. Telephone number 0131 229 8791 or e-mail the administrator on i.stewart@napier.ac.uk. Office hours are Monday to Friday. 09:30 – 16:30.
2. A New Club Budget Application Form should be filled in and handed into the Sports Union Office. This will require information concerning;
 - a. Coaching/leadership/instruction qualifications.
 - b. Information regarding insurance with National Governing Bodies
 - c. Capital items required and other associated costs
3. A club constitution should be handed in using the template provided by the Sports Union
4. The Sports Union Executive will then **initially** approve a club on the grounds of its requirements. E.g. availability of facilities. However, it should be noted that at this stage the club will still not have been granted Sports Union Membership and may not be able to secure an allocated time-slot in the Centre for Sport and Exercise at Sighthill or in the external venues.
5. If the Club gains this initial approval, the Sports Union Executive Committee will allow the club to set up a stand at the Freshers Fair.
6. Insurance should be purchased through the Sports Union
7. Clubs are required to have a committee consisting of at least three people; President/Captain, a Secretary and a Treasurer.

8. No external bank accounts should be set up by clubs. All NSA affiliated clubs have centrally held budget and club accounts with the Royal Bank of Scotland. Access to these accounts is through the finance office at the NSA.

9. To release funds from both the club accounts two signatories should be required. To release funds from the budget account requires the authorisation of the Sports Union President. Any funds taken from either accounts MUST be accounted for with receipts.

10. Money should be collected in as membership at the start of the year as stipulated on the budget application form and put into the club accounts

11. The Club must run for **an active 6 month period** with a minimal aid, financial or otherwise from the Sports Union. The allocation of funding for a new club shall be set by the Sports Union executive with agreement from the NSA finance committee.

12. At the end of the 6 month probation period the Club must provide to the Sports Union Administrator;

- a. A profit and loss account to show the club is financially viable.
- b. A report on the activities for the year and a formal request become a recognised Sports Union Club.

13. The report and Accounts will then go to the Sports Executive Committee and, if approved, to the Sports Union Annual General Meeting for final approval.

14. Following the AGM the Club will receive a letter of acceptance/rejection from the Sports Union.

15. All club AGMs must be completed, new office holders put into place and preliminary budget forms submitted by 31st May in preparation for the following year.