



## University of Lincoln Equestrian Society Constitution

- 1) The name of the Sports Club shall be **University of Lincoln Equestrian Society** herein after referred to as the Sports Club.

- 2) **Aims and Objectives**

The key aim of the Sports Club shall be to promote and maintain interest in equestrianism at the University of Lincoln and give students the chance to further their involvement in the sport. To compete in BUCS equestrian leagues and further improvements made on the team in recent years. Also to maintain the high standard that the team has achieved in recent years by sending individuals/teams to regional finals. We will not offer hunting at any level.

### **Recreational Riding**

All recreational riding lessons are held at Trent Valley Equestrian Centre under the instruction of fully qualified riding instructors/coaches as employed by Rose Wilson at Trentvalley Equestrian Centre. Recreational lessons are ability-based groups - beginner, novice, intermediate, and advanced. Members will have the opportunity to purchase a block booking of 5 lessons per term (i.e. only valid for that term) that are non-refundable. Members will be required to sign up for lessons each week and pay for their lessons at the Students' Union – in doing so they commit to attendance to a lesson that week, members' preferences to day/times of lessons is to be a priority however, this cannot be guaranteed. The club holds a 48 hour cancellation policy, if a lesson is cancelled after that time the member is not provided with a refund, exchange or any such like credit. A weight restriction of 15 stone (95 kilos) applies at all levels.

### **Horseball**

There will be the opportunity for involvement in horseball training for riders from novice and above ability groups. These lessons will be conducted under the instruction of fully qualified horseball instructors as employed by Rose Wilson at Trent Valley Equestrian Centre.

A weight restriction of 13 stone (82.5 kilos) applies at all levels.

### **Competitive Riding (excl. BUCS)**

Where possible, Trent Valley Equestrian Centre may be able to provide us with the possibility to compete against other universities in friendly fixtures in the following disciplines; dressage, show jumping, and horseball.

Friendly competitions hosted by other universities may include travelling to other equestrian centres.

### **Hunting**

The Sports Club does NOT offer to opportunity to go to any mounted hunting meet – any such activity is done outside of this society and at the rider's own risk.

## **3) The Committee**

3.1) The committee shall be responsible for the running of the Sports Club and will convene at least monthly on a day outlined at the first committee meeting of an academic year.

3.2) The members of the committee shall be as follows:

- President
- Vice President
- Treasurer
- Events Secretary
- Social Secretary
- BUCS Captain
- BUCS Vice Captain
- Secretary

## **4) Duties of Committee Members**

4.1) The duties of the Sports Club President shall be:

- Over see the day to day running and be the main point of contact for the Sports Club.
- Work with the Activities Department to further the Sports Club's aims.
- Chair Sports Club meetings democratically, ensuring they are conducted properly.
- Up hold the constitution, policies and regulations of the SU Activities Department.
- To support other members of the committee should they feel overwhelmed, unsure or similar.

4.2) The duties of the Sports Club Vice President shall be:

- Deputize for the President and record meetings and communicate this with the SU Activities Department and the membership.
- Uphold the constitution, policies and regulations of the SU Activities Department.
- To take lead of the competitions with external Universities and within the sports club
- To support other members of the committee should they feel overwhelmed, unsure or similar.

4.3) The duties of the Sports Club Treasurer shall to:

- Monitor and record the accounts of the Sports Club, verify accounts made available by the SU Activities Department and be responsible for ensuring that the Sports Club adhere to the Students' Union financial regulations at all times.
- To maintain the Sport Club's annual balance sheet in order to ensure funds are not falling too low and,
- To communicate any financial concerns with the President initially and,
- Also to communicate fundraising targets with the Social Secretary
- To prepare and submit weekly Purchase Requests via the Activities online Dashboard for lessons and ensure accurately and timely payments
- To support other members of the committee should they feel overwhelmed, unsure or similar.

4.4) The duties of the Sports Club Events Coordinator shall be to:

- Organise and communicate to members all fundraising events and trips for the Sports Club throughout the year
- Along with the Sports Club Treasurer, plan and organize fundraising events.
- Deputise for the Vice-President
- Up hold the constitution, policies and regulations of the sports and societies department
- Assist the social secretary in organizing competitions, fundraisers, training and any other events.
- To support other members of the committee should they feel overwhelmed, unsure or similar.

5.5) The duties of the Sports Club Social Secretary shall be to:

- Organise social events so that the team members get to know each other
- Assist the events coordinator in organizing competitions, fundraisers, training and any other events.
- Looking into sponsorship contracts and maintaining a link with sponsors.

- To support other members of the committee should they feel overwhelmed, unsure or similar.

5.6) The duties of the Sports Club BUCS Captain shall be to:

- Organising the competitions for BUCS and communicate with other teams, Universities and the SU about times and venues.
- Maintain a good relationship with Riseholme.
- To support other members of the committee should they feel overwhelmed, unsure or similar.

5.7) The duties of the Sports Club BUCS Vice Captain shall be to:

- Organising the training for BUCS and communicate effectively with members.
- To support other members of the committee should they feel overwhelmed, unsure or similar.
- Maintain a good relationship with Riseholme.
- 

5.7) The duties of the Sports Club Secretary shall be to:

- To act as a communicator between the Sports Club and the SU Activities Department alongside the President and Vice-President
- To communicate politely and effectively with the Sports Admin at the Students' Union to receive weekly reports regarding lessons purchased and,
- To then use the aforementioned reports to organise and book weekly recreational lessons for members
- To report all sporting incidents to the Student Union via the M.I.S.H.A.P. form
- To support the other members of the committee in their roles should they feel overwhelmed, unsure or similar

## **5) Meetings**

5.1) At least one "all members meeting" a year should take place to engage members for feedback and committee scrutiny, and ratify the Sports Club Constitution and Development Plan.

5.2) It is recommend the Sports Club have regular committee meetings

5.3) Minutes of meetings should be taken by the Sports Club Vice President and communicated back to rest of committee no later than 5 working days after the meeting has been held.

5.4) Only student, paid members of the Sports Club are permitted to vote at meetings and only those members present are permitted to vote.

**6) Additional Information**

**7) The Constitution**

- 7.1) New Committees must formally submit the constitution and pass them on to the Activities Office before the 1<sup>st</sup> of July for approved by the Activities Executive and their relevant Committees.
- 7.2) By submitting a constitution all members are required to uphold its aims and objectives.

**8) Dissolution**

Should the Sports Club reach a point where it is no longer able to carry out its mission and as such fold, or not re-affiliate with in one year, all assets and money will revert back to the University of Lincoln Students' Union.