

Lancaster University Korfball Club Constitution

2025/2026

1. The Club -

1.1 Lancaster University Korfball Club will hereafter be known as and referred to as 'The Club'.

1.2 The Club shall be affiliated to the Lancaster University Students' Union (LUSU) subject to conditions set out in the Union Constitution. As such the club agrees to abide by the Union Constitution and its by-laws.

2. Aims -

2.1 The Club shall exist to promote Korfball within the University and shall represent Lancaster University in BUCS and BSKA recognised competitions.

2.2 Promotion of the sport will include: Welcoming all members, regardless of ability, and providing them with adequate support, equipment and training.

2.3 The leadership sub-committee will create an annual development plan detailing the club's aims for the year ahead.

3. Membership -

3.1 Before an individual may join The Club, they must be a member of Lancaster University Students' Union and pay The Club's membership fee.

3.2 Non-students may only be involved with the club in a coaching capacity. They may not vote in club elections, take up a playing role as part of the club, nor may they represent Lancaster University in any student competitions.

3.3 The Executive Committee reserves the right to refer individuals to LUSU in the event of any disciplinary concerns.

3.4 Membership is conditional on following club rules and may be suspended or withdrawn at any time by the Executive Committee if an individual infringes the club rules, LUSU policies, or conducts themselves in a manner considered to be unsafe. If membership is withdrawn, the individual will not be entitled to a refund.

4. Equal Opportunities -

4.1 The Club shall operate, abide by, and enforce LUSU and club policies which advocate for equal opportunities to all players, ensuring a diverse, equal, and inclusive environment.

4.2 The Club and its respective teams shall aim to provide members with fair and sufficient playing opportunities in tournaments and the NWKL (North West Korfball League), as well as BUCS (British Universities and Colleges Sport) for teams where it is financially viable to enter.

4.3 The Club shall cooperate with LUSU to maintain a stock of at least one full team's playing tops to enable players to participate in games without purchasing their own tops.

5. The Executive Committee and other Non-Executive Positions -

5.1 The Club shall be administered by an annually elected Executive Committee whose work will be supported by other Non-Executive Positions.

5.1.1 In addition to the duties and responsibilities set out below, each role will be provided with a handover document detailing further role description and support.

5.2 **Chairperson:** who shall-

5.2.1 Be the primary representative of the club alongside the leadership sub-committee to LUSU, the University, BSKA and EKA.

5.2.2 Chair all club meetings and oversee the work of relevant sub-committees.

5.2.3 Co-ordinate and oversee the activities/administration of the club, with support from the leadership sub-committee.

5.2.4 Be responsible for administration of all matters relating to club membership and subscriptions, liaising appropriately with the Treasurer and Vice-Chairperson.

5.2.5 Be responsible for the maintenance, updating and implementation of the club's development plan and ensure it conforms with LUSU regulations.

5.2.6 Familiarise oneself with all LUSU constitutional requirements and ensure all relevant regulations are adhered to, with support from the leadership sub-committee.

5.2.7 Act as a signatory for the club bank account alongside the Vice-Chairperson and Treasurer.

5.3 **Vice-Chairperson:** who shall-

5.3.1 Be the primary representative of the club alongside the leadership sub-committee to LUSU, the University, BSKA, and EKA.

5.3.2 Attend LUSU Activities meetings and other relevant events.

5.3.3 Be familiar with all LUSU constitutional requirements and ensure all relevant regulations are adhered to.

5.3.4 Alongside the Tournament Secretary, organise and manage the annual Lancaster University Korfball Tournament.

5.3.5 Coordinate the organisation of Freshers/Refreshers Fair and other recruitment opportunities.

5.3.6 Alongside the Treasurer and Chairperson, act as a signatory on the club bank account.

5.3.7 Oversee all safety aspects of the club's activities and ensure that LUSU policies and the club's Code of Conduct is adhered to.

5.3.8 Advise and inform the Executive Committee on health and safety procedures and requirements.

5.3.9 Maintain the club's risk assessment in consultation with LUSU.

5.3.10 Responsible for minuting meetings carried out by the Executive Committee and distributing minutes to members via the club's primary communication page.

5.4 **Club Captain:** who shall -

5.4.1 Be the primary representative of the club alongside the leadership sub-committee to LUSU, the University, BSKA and EKA.

5.4.2 Chair the performance sub-committee, liaise with Team Coaches and Team Captains, and represent this sub-committee in executive meetings.

5.4.2a The Club Captain may not take up any other position on the performance committee, but may support the running of training sessions if they so wish to.

- 5.4.3 Timetable training times with the sports centre, and ensure relevant Team Coaches are able to run sessions.
- 5.4.4 Facilitate and coordinate the trial process, without input on team selection.
- 5.4.5 Organise the booking of venues for home fixtures.
- 5.4.6 Coordinate transport to away fixtures in conjunction with the Team Captains.
- 5.4.7 Coordinate with Team Captains to ensure the correct equipment is taken for matches and returned accordingly.
- 5.4.8 Check the quality of existing equipment and liaise with the Treasurer to purchase new equipment when necessary.
- 5.4.9 Arrange club kit orders, and oversee distribution and return of club-owned kit.
- 5.4.10 Be the primary representative for the club's Playwaze administration, working with the Chairperson and LUSU for BUCS commitments, and the NWKA for league commitments.
- 5.4.11 Oversee the Playwaze responsibilities of Team Captains and provide support when needed.
- 5.4.12 Coordinate the club's refereeing responsibilities and be the primary representative for NW refereeing.

5.5 Treasurer: who shall-

- 5.5.1 Maintain good order of the club's finances and ensure that the Union Financial regulations are adhered to.
- 5.5.2 Maintain an up to date account of all club transactions.
- 5.5.3 Ensure that all fees are paid in a timely manner.
- 5.5.4 Advise the Executive Committee on expenditure and the club's budget.
- 5.5.5 Alongside the Chairperson and Vice-Chairperson act as a signatory for the Club Bank Account.
- 5.5.6 To take the lead in securing sponsorship, with the assistance of the Social Secretaries.
- 5.5.7 Give a detailed financial report at the AGM for the current academic year, including a projected budget for the next academic year to ensure a smooth transition period for the next Treasurer.

5.6 Tournament Secretary: who shall-

- 5.6.1 Alongside the Vice-Chairperson, organise and manage tournaments run by the club.
- 5.6.2 Ensure entry, payment and transport for away tournaments are arranged alongside the Vice-Chairperson, Treasurer, and Chairperson.

5.7 Media Officer: who shall-

- 5.7.1 Oversee the production of all publicity material.
- 5.7.2 Ensure the club is promoted throughout the university in a manner that both maximises awareness of the club and promotes a positive image.
- 5.7.3 Update and maintain the club social media pages.

5.8 Social Secretaries: who shall-

- 5.8.1 Organise and publicise a wide range of social events and activities for all members.
- 5.8.2 Liaise with the Vice-Chairperson to ensure that all health and safety aspects of such events are covered.
- 5.8.3 Maintain good order on socials.
- 5.8.4 To assist the Treasurer, in securing sponsorship and potential bar deals and

ensure club social activities are compliant with contractual obligations throughout the year.

5.9 Wellbeing and Charity Officer (Men's+ and Women's+): Who shall-

5.9.1 Act in a signposting capacity to the club (strictly not in a counselling fashion) whilst ensuring appropriate confidentiality is maintained.

5.9.2 Work with others in the club to ensure a positive student-centred environment.

5.9.3 Assist the Club to fulfil its responsibilities to safeguard at club level.

5.9.4 Act as the first point of contact for members where concerns about welfare, poor practice or abuse are identified.

5.9.5 Promote the organisation's best-practice guidance and/or code of conduct within the club.

5.9.6 Ensure adherence to LUSU's safeguarding training and maintain relevant contact details with LUSU's welfare support.

5.9.7 Organise and coordinate charity events and partnerships.

5.10 All members of the Executive Committee shall-

5.10.1 Attend all meetings of the Executive Committee called by the Chairperson or notify them if unable to attend.

5.10.2 Ensure the club adheres to all LUSU policies and notify the leadership committee if any problems arise.

5.10.3 Attend and complete annual LUSU exec training, relevant to their position.

5.10.4 In the absence of any member of the Executive Committee, their duties may be delegated to another Executive member. Alternatively, a member of the club may be co-opted to fulfil such duties by the Executive. Such a member may not vote in Executive meetings and the position must be put up for election at the next general meeting. The co-opted member may stand in this election.

5.10.5 Failure of an Executive member to carry out the duties outlined above, without reasonable excuse, may result in suspension or a motion of no confidence for the Executive member concerned.

5.11. In addition to the Executive Committee, the following roles will be appointed for each team (as and when each team is considered viable by the Executive Committee).

5.12 Team Coaches: who shall-

5.12.1 Be responsible for the training and development of players in their respective team.

5.12.2 Be solely responsible for their respective team's selection, tactics and divisions for all their fixtures.

5.12.3 Be responsible for planning and running whole club training sessions with the help of the performance sub-committee.

5.12.4 Work with the performance sub-committee to provide development opportunities for new referees and coaches.

5.12.5 When Roses fixtures are arranged, the respective Team Coach will be responsible for the selection, training and management of each fixture (e.g. the 1st team coach is responsible for the 1st team fixture, the 2nd team coach is responsible for the 2nd team fixture etc.).

5.12.6 For any teams with non-limited numbers, team selection for each fixture shall be announced with sufficient notice and shall provide fair opportunities for all team members.

5.13 **Team Captains:** who shall-

- 5.13.1 Be voted in by their respective teams at the start of the season. This vote shall be anonymous, and only voted on by other team members (not coaches).
- 5.13.2 Support the relevant coach during team training sessions and matchdays.
- 5.13.3 Coordinate transport to away fixtures in conjunction with the Club Captain.
- 5.13.4 Ensure relevant equipment and kit is taken for away match fixtures.
- 5.13.5 Ensure team sheets and match forms are completed, signed, submitted to the relevant parties, and uploaded to Playwaze with support from the Club Captain.
- 5.13.6 Organise team socials.
- 5.13.7 If the team captain is unavailable to lead a fixture, they must appoint a member to act in their place for the duration of the match.

5.14 In addition to the whole Executive Committee, the above positions will be part of the following sub-committees:

<i>Leadership Sub-Committee:</i>	Chairperson, Vice-Chairperson, Club Captain
<i>Performance Sub-Committee:</i>	Club Captain, Team Coaches, Team Captains
<i>Finance Sub-Committee:</i>	Chairperson, Vice-Chairperson, Club Captain, Treasurer
<i>Tournament Sub-Committee:</i>	Vice-Chairperson, Tournament Secretary
<i>Social Sub-Committee:</i>	Vice-Chairperson, Social Secretary
<i>Engagement Sub-Committee:</i>	Vice-Chairperson, Media Officer, Wellbeing and Charity Officers (Men's+ and Women's+)

6. Trials and Fixture Selection -

- 6.1 Trials will be held in Michaelmas term to allocate individuals to their respective team.
- 6.2 Both trials and fixture selection will be selected by team coaches based on ability and performance.
- 6.3 BUCS team coaches shall work with the leadership sub-committee to ensure eligibility of individuals through consultation with BUCS regulations and LUSU where appropriate (issues may include intercalating, placement, Erasmus, gender identity etc.).

7. Elections -

- 7.1 The running of elections shall be the responsibility of the Chairperson. Should this officer be standing for election then another suitable member may be appointed by the Executive Committee as Acting Returning Officer for the vote in which the original returning officer is running in.
- 7.2 The Returning Officer must remain impartial in all elections (Although the Returning Officer may still vote in a secret ballot).
- 7.3 All officers shall be elected at the AGM which must take place in March or April.
- 7.4 Any position may be filled through a by-election at a GM at any time.
- 7.5 Club members will be informed of the date of any election, positions available and details of nominations 2 weeks prior to the voting taking place.
- 7.6 Re-Open Nominations (RON) shall be a candidate at all elections.
- 7.7 An election may only take place if the attendance is quorate: 40% of the overall club membership.
- 7.8 All elections are preceded by speeches by all candidates (the length shall be determined by the Returning Officer). The speeches will be followed by questions to the

candidates. Any candidate who cannot attend the election MUST send a written confirmation of their intention to stand. They may also provide a written speech to be read by the Returning Officer. If no confirmation is received the candidate shall be excluded from the election.

7.9 A secret ballot for each candidate will be taken. The candidate with the most votes shall be duly elected. Members may only vote once for each position. The Returning Officer shall be responsible for the count. Any member may request a secret ballot to approval by simple majority at the meeting.

7.10 Any complaints regarding elections should be raised by the Returning Officer and then to LUSU.

7.11 In the result of a tie between 2 or more candidates, the Returning Officer will anonymously remove their vote to decide the result.

8. Meetings -

8.1 There shall be an Annual General Meeting (AGM) in March or April, at which the leadership sub-committee will report on the club's activities, the Treasurer shall provide an account of the club's finances, and elections for all officers shall be held.

8.2 At least 14 days' notice should be given for the AGM, 7 days for an EGM.

8.3 An Extraordinary General Meeting (EGM) may be called by the Chairperson, by majority vote of the Executive Committee, or by written request of 25% of the club's membership.

8.4 Any elected officer may have a motion of suspension or vote of no confidence brought upon them at a general meeting and a qualified majority (greater than 50% of quorum) is required to sustain it.

8.5 The quorum of an AGM/EGM shall be 40% of the club membership. Failure to reach quorum shall result in the meeting holding no constitutional weight.

9. Complaints -

9.1 Any complaints about the running or operations of the club should be initially discussed with the leadership committee and then follow LUSU procedures.

10. Safety & Welfare -

10.1 The club must always adhere to LUSU Safety Framework.

10.2 The club will have a Code of Conduct that shall be reviewed annually. This code shall be made available to every member and shall be strictly adhered to.

10.3 Where possible, members shall be informed of external accommodation arrangements in advance and shall be consulted to ensure they are comfortable with the proposed arrangements.

11. Constitution -

11.1 The whole or any part of this constitution may be altered, amended or deleted by any EGM or AGM. Any changes require a qualified majority (greater than 40% of quorum).