

# TERMS OF REFERENCE AND CODE OF CONDUCT

LUSL MANAGEMENT GROUP | AUGUST 2019



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## INTRODUCTION

LUSL is a joint venture between the members of the BUCS London region, managed in partnership with BUCS staff through the LUSL Management Group (referred to as the Group for the rest of this document). Through elected and appointed representatives, the London region institutions are thus able to direct the development and growth of the LUSL programme.

The membership and term expiry dates for the current Group can be found in Appendix 1.

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## 1. TERMS OF REFERENCE

This sets out the LUSL Management Group's remit, structure and governance procedures.

### **The Group's main responsibilities will be:**

- a) Advising on the current sporting programme.
- b) Advising on any potential new additions to the programme.
- c) Advising on the marketing and branding of the programme.
- d) Setting out the strategic direction of LUSL, through annual operating plans.
- e) Managing the LUSL budget and reviewing its finances.
- f) Organising and delivering one-off events, such as the LUSL Cup Finals.
- g) Ensuring compliance of the programme with BUCS policies and good practice, for instance that events shall adhere to health and safety regulations.
- h) Communicating LUSL developments and objectives to the London region and the wider BUCS membership.

### **The positions on the Group are:**

- Chair (staff member) of the BUCS London region
- Chair (student member) of the BUCS London region
- 2 x institution sports staff representatives
- 2 x student representatives
- BUCS Head of Sport Delivery & Performance
- BUCS Regional Competitions Coordinator

The Chair (staff member) and Chair (student member) shall share chairing responsibilities for the Group. Their duties as such include:

- a) Chairing Management Group meetings
- b) Setting the agenda for such meetings
- c) Calling up meetings in conjunction with the secretary
- d) Reporting LUSL updates to the London regional meetings

The BUCS Regional Competitions Coordinator serves as the Group's secretary. Their duties include:

- a) Writing and publishing minutes of the Group meetings
- b) Helping the chairs schedule meetings
- c) Compiling the relevant papers for each meeting

### **Term limits**

The term limits for the different roles on the Group shall be as follows.

Role	Term limit	Selection process
Chair (staff member) of the BUCS London region	1 year	Elected at the summer London region meeting
Chair (student member) of the BUCS London region	1 year	Elected at the summer London region meeting
2 x institution sports staff representatives	2 years	Appointed by the Management Group
2 x student representatives	1 year	Appointed by the Management Group
BUCS Head of Sport Delivery & Performance	N/A	Appointed by BUCS management
BUCS Regional Competitions Coordinator	N/A	Appointed by BUCS management

There is no maximum number of terms that a Group member can hold their position for. Once their term is up, current members may run for re-election or re-apply for their position.

BUCS staff members carry no determined term limit as their position on the Group is linked to their role at BUCS. If due to staff restructures any of the listed BUCS roles change, the Group may determine whether their membership is still appropriate.

### **Selection process**

#### Chair (staff member) and Chair (student member) of the London region

The two chairs will be democratically elected at the summer London region meeting, usually held as part of BUCS Conference. They have to be current employees or students (respectively) at a London region institution. Voting rights for the election are carried by two representatives from each London region institution (one staff member and one student member).

#### Institution sports staff representatives

Staff reps will be appointed through an application process, managed by the newly elected chairs following the annual summer London region meeting. The applications shall be opened and advertised at the summer London region meeting and close within one month. The Group will then make appointments as part of their first meeting in August/September.

Staff reps have to be current employees at a London region institution. The positions are carried by the individual appointed and not by their institution. Thus if the rep steps down from their position from the Group before the completion of their full term, the Group will open up the application process to the entire London region.

As part of the selection criteria, the Group may appoint reps in order to maximise diversity in expertise, role type carried out by the candidate and size of institution that they work for.

#### Student Representatives

Appointments of the student representatives shall be made by the LUSL Management Group through an application process managed by the chairs. Applications should be opened and advertised at the end of the main LUSL playing season in March for the season ahead. Their term runs from May/June to allow attendance at the final Group meeting of the LUSL season.

Student reps have to be students currently enrolled in a London region institution.

#### **Working groups and expert advice**

The Group may, as needed, invite experts from the BUCS office, the membership, NGB partners or the wider sector to attend its meetings and advise on specific issues or projects.

The Group may also call up subgroups or working groups, as needed, to lead on the delivery of events or particular projects. The chair, membership and full remit of these shall be determined by the Group upon their formation.

#### **Quorum**

Any number of Management Group members may make up a meeting. Where chairs or the secretary are not present, their duties shall be passed over to one of the attendees.

Where agenda items dictate that a decision must be made, at least two thirds (66%) of the Group members must be present, including at least one BUCS staff member. Where appropriate, the chairs may call for a vote to reach a decision. A simple majority will be enough to determine the outcome. Only the votes of members present in the meeting at the time of the vote will be counted. If there is a split vote, with no clear majority, the BUCS Head of Sport Delivery & Performance carries the deciding vote, as BUCS is financially liable for the success of the programme.

## **2. CODE OF CONDUCT**

This Volunteer Code of Conduct applies to all Advisory and Event Management Group representatives for BUCS.

### **Purpose**

The relationship between BUCS and its representatives on BUCS advisory groups is an extended one, and includes acting on behalf of BUCS with our agreement in different situations and environments.

This code applies from the point of acceptance of a representative role, and is inclusive of all functions the role incurs in association with BUCS. The code also applies when discussing BUCS or related business during the volunteer's term of appointment.

It is recognised that further guidance is needed to ensure our volunteers know what is expected of them in this important role. The purpose of this document is therefore:

- to contribute to a constructive and enjoyable atmosphere in which to volunteer with BUCS.
- to ensure all representatives know what behaviour they have a right to expect from other members.
- to ensure all representatives know what behaviour is expected of them whilst volunteering for BUCS.

### **Expectations**

The main expectation BUCS has for volunteer conduct is that volunteers help BUCS with its strategic aims for sport in higher education. A volunteer would do this by following BUCS policies and without using negative behaviour which impacts on BUCS, external organisations or BUCS membership.

In addition to being reliable, advisory group representatives are expected to work constructively with other volunteers and employees. Consequently, when representatives take on a task or role, they are expected to do it in a way which doesn't create excess work or unnecessary pressure for others or unacceptable delays to the task in hand.

Advisory group representatives should also respond constructively with reasonable requests made to them from other volunteers or employees.

BUCS places a lot of trust in its volunteers, both in its internal business and during involvement with the public. Employees and volunteers need to trust other volunteers if they are to work productively together. Therefore, BUCS expects volunteers to be honest whilst volunteering for BUCS.

## **Role of volunteers**

Volunteers play a vital role in ensuring BUCS is able to deliver the full range of services to the membership. BUCS has in place a Volunteer Charter which outlines the responsibilities of BUCS and its volunteers to one another.

The following is an extract from the Volunteer Charter which outlines how BUCS staff are expected to conduct themselves when dealing with volunteers.

As a volunteer with BUCS you can expect:

- opportunities to use your talents and skills to influence the development of university sport, and to be allocated a role that best suits your skills and interests.
- to be listened to and for BUCS to respond to your requests, queries or complaints promptly.
- to be given clear and concise information from BUCS about what is expected of you.
- to receive advice on how to best complete your duties as a BUCS volunteer including health and safety guidance.
- a chance to meet people, make friends, and to feel an important member of the team.
- the opportunity to undertake appropriate training and continue to volunteer at other BUCS events and other BUCS sports.
- to be treated with respect and consideration by other volunteers and BUCS staff, receiving equal opportunities, recognition and thanks.
- reimbursement of any reasonable out-of-pocket expenses incurred as part of your volunteering at BUCS events.

### **1. General**

This code may apply in addition to other BUCS policies. There is no expectation all volunteers will know the intricate detail of all BUCS policies relating to behaviour. However, most behaviour BUCS considers to be negative is widely understood and accepted as negative behaviour in society.

All support staff and representatives must:

- a. respect the rights, dignity and worth of others.
- b. not act in a manner that may intimidate, offend, insult or humiliate another person on the basis of their sex, disability, race, colour, age, religion or national or ethnic origin.
- c. be fair, considerate and honest in dealings with others without prejudice.
- d. accept responsibility for their actions.
- e. make a commitment to providing quality service.
- f. not use their involvement with BUCS to promote their own beliefs, behaviours or practices where these are inconsistent with those of BUCS.
- g. maintain high standards of personal behaviour at all times.
- h. conduct oneself in an appropriate manner relating to language, temper and punctuality.
- i. refrain from any form of harassment of others.
- j. refrain from any behaviour that may bring BUCS into disrepute.
- k. comply with all reasonable directions of BUCS.
- l. maintain impartiality at all times.

- m. not make any statement to the detriment of BUCS or the people within BUCS knowing it to be false or without regard as to the validity or falseness of the statement.
- n. behave constructively in meetings and in relation to decisions.
- o. not undermine decisions made by BUCS through obstructive behaviour.

## **2. Confidentiality**

Support staff and representatives may come across, or be entrusted with, information either about BUCS, partners of BUCS, or people or policies within which is confidential and / or sensitive information. Peoples' trust in BUCS will be undermined if any of BUCS volunteers unnecessarily discuss issues that should not be publically discussed.

Volunteers agree to adhere to data protection laws if handling any data, and agree to the terms of our [Privacy Policy](#). Volunteers must not disclose confidential or sensitive information received for the purpose of their role.

## **3. Parameters**

Support staff and representatives are expected to act as ambassadors for BUCS throughout their term of appointment and promote BUCS through their interactions with other stakeholders. However, BUCS needs to make the distinction between the responsibilities of the BUCS paid staff and volunteers.

Support staff and representatives are not permitted to:

- commit BUCS to any financial expenditure.
- enter negotiations or make any commitments regarding commercial activity including sponsorship and rights.
- attend meetings where a BUCS representative is requested (without prior agreement of the relevant BUCS staff member at the event).
- make representations to other partners and stakeholders (without prior agreement of the relevant BUCS staff member at the event).

Where opportunities in these areas are identified, the support staff and representatives should immediately refer to the BUCS staff member at the event on the best way to proceed.

## **4. Lines of responsibility / support**

All support staff and representatives will be responsible to the designated BUCS staff event lead before, during and after events, and for the duration of their appointment.

The BUCS staff event lead will be responsible on behalf of BUCS for support to all support staff and representatives.

## **5. Breach of code**

Should there be any breach of the code of conduct by either party, this will be investigated through the relevant event staffing structure and in accordance with BUCS disciplinary guidelines.

By signing this I agree to adhere to the Terms of Reference and the Code of Conduct of the LUSL Management Group as laid out in this document.

Name: .....

Signature: .....

Date: .....

### 3. APPENDIX 1: THE LUSL MANAGEMENT GROUP 2019-20

<b>Name</b>	<b>Job title/Institution</b>	<b>Position on Group</b>	<b>Joined Group in</b>	<b>Expiry of Group position</b>
<b>Jenny Morris</b>	Head of Sport Delivery & Performance, BUCS	BUCS Management	October 2017	-----
<b>John Burton</b>	Regional Competitions Coordinator, BUCS	LUSL Coordinator, Secretary	September 2018	-----
<b>Anthony Currie</b>	Head of Sport, King's College	Chair (Staff)	January 2019	July 2020
<b>Hattie Tollerson</b>	London South Bank University	Chair (Student)	August 2019	July 2020
<b>Annabel Mabin</b>	Senior Sports Development Coordinator, Kingston	Staff Rep	August 2019	July 2021
<b>Megan Beddoe</b>	Sports Clubs Coordinator, Royal Holloway	Staff Rep	October 2018	July 2020
<b>Emma Caney</b>	University of Greenwich	Student Rep	August 2019	July 2020
<b>VACANT</b>		Student Rep		