

Sports Hub

Thurs 06-12-2018 4.40 - 5:35pm
NDH 1010

Attendees	Cassandra Coakley CC (Vice President Activities) Katie Maloney KM (Sports Officer) Jessica Skill JS (Societies Assistant) Lorna Cruickshank LC (Activities Manager) Gemma de Telezynska GT (Venue Manager) Jenny Barnes JB (Head of Student Voice & Insight) Sophia Liu SL (Vice President International)
10 Apologies	Women's Rugby, Women's Football, Mountaineering, Emily M (Indoor Cluster Rep), Snooker, Touch Rugby, Pool, Sailing, Snowsports, Emily S (Snow/Water/Extreme Cluster Rep), Men's Basketball, Airsoft
34 Sports Attended 7 did not attend or give apologies.	Swimming (Katie Maloney), Paintball (Joseph Bull, Kornel Juhasz), Netball (Alice Brown, Abi Brown), Archery (Harry Lack, Jennifer Gibbs), Trampolining (Yousuf Adbulla, Amy Curtis), Rowing (Amelia Bowes, Callum Hughes), Athletics (Rhys Dickinson, James Raine) Cycling (James, Raine, Kieran Williams), Equestrian (Lauren Brindle), Dance (Claudia Casey, Emily Popple, Sophie Coburn), Women's Basketball (Jessica Yallop, Sian Beardmore), Badminton (Connor Hobbins, Caitlin Durrant), Women's Futsal (Chelsea Thomason, Laura Vials), Rounders (Gemma Wormleighton, Chantria Blomfield), American Football (Brandon Dobson), Handball (Harry Margaron), Hockey (Will O'Sullivan), Fencing (Ashley Jubb), Squash (Robert Macfarlane, Christian Ross), Volleyball (Kashmir Moons), Cricket (Joseph Gilbert, Patrick Turner), Cheer (Lottie Beange, Kat Watson, Shantae Rayat, Kitty Moore), Ultimate Frisbee (Tom Sutton), Dodgeball (Sam Wagland), Men's Rugby Union (Lewis Bird, Ed Tyers), Expedition (Rebecca White), Pole Fitness (Jess Taylor, Lucy Dunkerley), Table Tennis (Sean Young), Canoe & Kayak (Ben Wraith), Yoga (Morgan Barnes), Golf (Thomas Collins), Rugby League (Matthew Finch, Tom Hindle), Men's Futsal (Seun Alaba, Harry Edelman), Gymnastics (Emily Charman, Elle McGregor)

1. Welcome and Apologies

Welcome	1a	KM Welcome and thanked the audience for attending.
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2. Matters Arising

Finance	2a	KM If you have any queries regarding your finances please email finance@lincolnsu.com
Refreshers Fayre	2c	KM If you want to be included in Refreshers Fayre please email sports@lincolnsu.com
Fundraising & RAG	2d	KM If you need any help with your fundraisers then please contact your RAG officer Emma at rag@lincolnsu.com
Team Teas	2e	KM If you are wanting to book in for team teas make sure you are doing this no later than the monday before. This is a minimum of 10 people and will be £2 per person

Accidents	2f	KM Please make sure you are completing an accident form for all accidents and near misses at www.lincolnsu.com/accident and select the Students Union.
Sports Centre Development	2g	KM E-mail as soon as possible for any developmental ideas for the Sports Centre or facilities to sports@lincolnsu.com
Employability	2h	KM Ensure all volunteer hours are being logged on the Employability Dashboard. If you are struggling to access and navigate the Dashboard please e-mail employability@lincolnsu.com

3. Sports Officer Update

Submitting Forms	3a	KM You must submit your purchase requests to allow 10 working days for this to be processed. We have a lot of these come in every day and time is needed to get through these. Purchase requests will not be approved without supporting documentation ie Events/Trip Applications/Risk Assessments and Designs and also sufficient funds in your accounts. If you are having any events ie Christmas Meal that not all members are attending this needs to come out of your Self Raised Funds.
Sports & BUCS Reviews	3b	KM The next Sports reviews are Monday 10th December. An e-mail has been sent out about this so please book in if you haven't already. Similarly BUCS Reviews are on January 31st so keep an eye out if you are a BUCS team to book onto these.
SU Christmas dates	3d	KM The SU will closed for Christmas on December 22nd and we will be open again Monday 7th January, so if you have anything that you are needing please make sure you catch the department before this date.
Sports Centre Usage over Christmas	3e	KM The last date for the use of the Sports Centre is Sunday 16th December. If you would like to stop your training before this date please do let us know at sports@lincoln.ac.uk so we can cancel this with the Sports centre. The first date back will be Saturday 12th January. If you will not be starting as early as that please could you let us know so we can let the Sports Centre know also. If you do not let us know and do not turn up to training sessions then this will go down as a Did Not Show.
Witham House Storage		KM For those that have equipment stored in Witham House, there will be work happening in 2 of the rooms from the Monday 10th - Friday 14th but will still remain open, and then also further works Monday 17th - Wednesday 19th which will see the closure of Witham House so you will not be able to access the storage.
Risk Assessments		KM If you have not given in your Risk Assessment by this Friday, all of your activity will be suspended until we get this. Please ensure you send this to us as accidents are happening. The ones that we have missing are Tennis and Yoga.

Please ensure you do not commit to something in your Risk Assessment that cannot be done ie Putting out a Fire, Equipment is replaced after every session.

Please can you all review your risk assessment and ensure that it covers EVERYTHING including

- o setting up of sessions
- o manual handling
- o slips/trips/falls
- o liquid spillage
- o clothing/PPE

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- o Overcrowded session
 - o Placement of personal belongings
 - o Incorrect Technique
 - o Equipment
 - o Equipment Failure
 - o Consumption of food
 - o baking/cooking
 - o electrical Equipment
 - o Consumption of Alcohol
 - o Cash Handling
 - o Dehydration/Exhaustion
 - o Disorderly Behaviour
 - o Loud Noises/Flashing lights
 - o Fire Risks
 - o Travel
 - o Driving
 - o Walking/Biking to a location
 - o Getting lost etc.
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Additional Health & Safety Training **KM** We have e-mailed Sports Clubs that might have risk of Headcase concussion to complete training for this. if you have any questions please let us know regarding this. This will take place on January 7th.

There is a Spinal Cord Injury Management training available, so if anyone would be interested in taking part in this please let us know before the end of January.

4. Vice President Activities Update

New Assistant **BUCS** 4a **CC** We have hired a BUCS Sport Assistant - Rebecca - and she will be starting in her role January 7th, so after Christmas all of the BUCS teams will have a go to person! She is currently studying a masters here at Lincoln and she has played in BUCS teams. She was a member of Women's Football, so some of you may already know her.

Update to External Speaker Policy 4b **CC External Speaker Policy**

- o When booking External Speakers for an event you must submit the event form at least fourteen days prior to the event taking place.
- o If the correct information is given then the External Speaker will be searched online and if there is anything that could potentially breach any part of the External Speaker Policy then this will be taken to Senior Management.
- o In this instance Senior Management will investigate this individual in which there may be recommendations made to reduce the risk.
- o Once these recommendations have been decided then the Chief Executive will liaise with the President in their role as Chair of the Trustee Board.

Update to Film Screening Policy 4c **CC Film Screening Policy:**

- o All film bookings should be made via the Entertainments Manager
- o Activities can screen films for no charge if they only invite members of their activity through a non-profit method (i.e. closed Facebook group, emails to their members only).
- o All films must be shown via DVD
- o The film needs to be booked and approved by Film Bank Media before the screening can take place.
- o If the film screening is not just for members then points 3 and 4 still apply. If the capacity is up to 200 people there is a charge of £83 per film, per screening.

		<ul style="list-style-type: none"> o Over 200 people the charge per film and per screening is £139. o Please remember you MUST complete an event application when wanting to have any film screening. o If you want to screen a film in a University building then you will need to contact the University and follow their 'Film Screening Policy' o If you need more information please refer to the Policy. o This is something that is following the law – so please make sure you understand this policy, and if not ask a member of Activities.
UV Sports Session	4d	CC There is an exciting event coming up after Christmas to kick off Social Sport again which will be a UV Sport Session. This will be on January 17th 8-10pm in the Sports Centre and the sports that will be played will be Sitting Volleyball, Badminton, Netball and Basketball.
I Love Tour	4e	CC If you missed the deadline for I Love Tour for Croatia (13th April - 19th April) please ensure you join the 'reserve' group which the code is 6250. Please do not pay any money in this group as if or when a space becomes available I Love Tour will contact you to then make payment. If you want any further details please e-mail Lois from I Love Tour - lois.jones@ilovetour.co.uk there are currently 205 of you going,
Park Run	4f	CC There is a 5k park run that you can all take part in for free it takes place every Saturday at 9am at Boultham Park and you can head to parkrun.org.uk/lincoln/ to find out more information and sign up. British universities and colleges nationwide are pushing as they are aiming to develop their range of opportunities for the HE sector and this is a great way to do that. You do not have to take part in the run, there are also volunteering opportunities as well. GPs are starting to push Park Run for things like Mental Health and Weight Loss.
We Are Lincoln Awards	4g	CC We Are Lincoln Awards as you know is something that all of our Sports and Societies look forward to all year, so get thinking if you'd like to nominate anyone or your activity for an award. Make sure you keep an eye out for the announcements of nominations and voting and especially ticket sales as these are due to sell out really quickly!
SU Awards	4h	CC The SU also hold their own awards 'SU Awards' in which the nominations are currently open for this. You can find out more information on the SU website at lincolnsu.com/suawards and that is where you are also able to nominate people for the different categories. You can nominate anyone, Staff, Student, School. Etc. as this event celebrates the successes university wide. The deadline for this is February 24 th 2019 at midday.
Funding Update	4i	CC Well done to all of those that have been awarded funding this year. We have approved over £6,000 of funding so far and this month alone we have over £6,000 requested. The next deadline for Funding is February 6 th .
Sports Centre Merch	4j	CC If you have been into the Sports Centre this week you may have noticed that they have a whole new range of merchandise out for the University. They have thousands of pounds worth of stock in so make sure you head over to give them a browse.
Module Evaluations	4k	CC You can win £150 if your club has the highest percentage turnout for filling in the ModVals. The percentage will only include students – so do not worry about associate members for this. The deadline for this is 23 rd December so please ensure you are encouraging members to complete the surveys. You should do this anyway as it is really important for the development of your course.
5. Tournaments		
Clash of the Castles	5a	CC Wednesday 23 rd January <ul style="list-style-type: none"> o 8.30am departure and 10pm return.

- o Fixtures are to be confirmed, but are looking to be between 11am and 8pm
- o Deadline for team sheets and payment is Sunday 16th December
- o £13.50 per person
- o Includes only Return Travel to YSJ

Varsity

5b

CC Saturday 23rd March

- o Region of £10
- o Includes the Varsity Packs
- o Get involved in any way that you can, this doesn't have to be only going head to head against another activity, but it can also include doing fundraisers etc. If you are unsure how else you can get involved but are wanting to please let us know.

6. Tower Bar Sponsorship

CC Introduces Gemma Telezynska

Tower Bar Sponsorship

6a

- GT** We as a venue are here to support you as students and activities, we have devised a sponsorship that we hope you will all want to get involved in:
- o Free hire of the bar for events in Platform if the bar takes over £100 at the event (£40 to hire if not)
 - o Team Teas available in Tower Bar after your games or for your social. You must e-mail us no later than 2 days before (ie E-mail Monday for a Wednesday Team Tea) and these meals will be changing weekly.

There will be different levels to the points target, worth different rewards at the end of the year. If you meet your agreed upon target you get level 1, if you double it you will reach level 2 and if you triple it you will have reached level 3;

- o Level 1: Free use of Platform for your end of year awards night or celebration & a two-course meal for £5 per head
- o Level 2: Free use of Platform for your end of year awards night or celebration & a three-course meal for £5 per head
- o Level 3: Free use of Platform for your end of year rewards night, a three-course meal for £5 per head, drinks reception, photobooth & karaoke

In order to reach these levels your members must scan their student card every time they go to Tower Bar. 1 visit will equal to 1 point – so this isn't based on how much is spent. You do not have to be as a club to gain points, your members just need to scan it every time they go to Tower Bar.

When you have a meeting we will discuss what your point threshold will be. This is agreed upon dependant on your membership so it will be different for each activity. We will also discuss what deals you will be wanting with drinks – this is a limit of 2 drinks but can also include pitchers.

If this is something your Club is interested in please arrange a meeting by e-mailing gTelezynska@lincoln.ac.uk or going to the bars office which is next to the Engine Shed main door.

7. Officer Elections

CC Introduces Jenny Barnes

JB As a student you can go for any of the 5 student leader positions and you can do this at any point in your University career. The other positions available are School Reps, Campaigns Network, Soc/Sports Officer however for these positions you **MUST** be a student in the next academic year.

There are lots of skills and experience that can be gained if you go for any of these roles. If you are interested you can speak to the person that is currently in position, or you can speak to a member of staff. We want a high voting turnout so make sure you all get your members to vote.

Nominations: 14th Jan-8th Feb

Voting: 18th Feb-27th Feb

If you want any more information please email elections@lincolnsu.com

8. Discussion topic – Kit Tender

8a **CC Kit Tender**
We are going to collate suggested suppliers in which then will then go to the Executive Committee to approve.

An Invitation will be sent to suppliers on December 17th in which they have 28 days to submit a 3-year tender. This will include;

- o Sample T-shirt
- o Brochure of range of merch
- o A Digital Submission

3 Suppliers will then be shortlisted at February Hubs so you need to make sure you attend.

There will be a Panel held to decide the kit tender from the 3 that were shortlisted and the new kit supplier will receive notification in March. The new Supplier then commences on July 1st for 3 years.

Question – What if the new tender is not going to be specific to cheer?

Answer - As part of the tender there will be an immediate exemption from the beginning so it will be prepared. Potentially have another contract with another supplier if the supplier cannot cater to a specific sport.

Question- When does Akuma finish?

Answer - The new process will finish at the end of March as part of the Contract we need to provide a 3 months notice period, but you will be able to order kit up until then.

As part of the current contract with Akuma all of the goods must arrive within 3 weeks, so let us know if this is not the case or if there is any kit that is missing.

We are happy to meet with you and submit a formal complaint on your behalf.

We want to involve the students as much as possible and have cluster reps reprinting the sports.

LC – What kit supplier would you want?

Suggestions given were - O'Neil's, Nike, Under Armour, Godfrey, RS, Power Nation, Ping, Mazumo, Castilli.

9. AOB – Update from Kudzai

NUS	9a	<p>We want to get students opinions towards NUS. NUS are projecting a £3 million deficit and are currently discussing how they can address this. Consultations are taking place to discuss how relevant NUS is and they are trying to enact change on a government level. The SU will be arranging focus groups in the new year and launching a survey which will close on 21st December. We want to get students as involved as possible, we have a £52k bill each year towards NUS and want to know whether you think that it's worth that bill.</p> <p>As an SU we spend half a million pounds on alcohol which Lincoln is 6th in the UK for purchasing alcohol through NUS. We made £39k less than what we projected from September to December.</p>
Update on the Barge	9b	<p>We have had many enquiries asking what is happening with the Barge, we are having issues crossing the I's and dotting T's and are waiting for a lease from the Bradyord trust. The Barge will offer a different type of experience and will be along the lines of a wine/gin and cocktail bar.</p>

Matters Arising	
Sports Centre Usage 2019	E-mail sports@lincolnsu.com to confirm when you would like to start back after Christmas as the Sports centre.
Risk Assessment	Ensure you update your Risk Assessments so that it covers every risk you think you might have. If you need assistance e-mail sports@lincolnsu.com
Additional Health & Safety Training	If you would like to take part in the Headcase Concussion training or the Spinal Cord Injury Management training please e-mail sports@lincolnsu.com
Updated Policies	Make sure to read over the Updated External Speaker Policy and Film Screening Policy
UV Session	Promote the UV session to all of your members and plan a social to attend.
Missed I Love Tour Deadline	E-mail lois.jones@ilovetour.co.uk if you are wanting further information on this.
Park Run	Head to www.parkrun.org.uk/lincoln/ to find out more information and sign up.
SU Awards	Nominate your school, tutors etc no later than 24 th January. You can do this at www.lincolnsu.com/suawards
Funding	Keep up to date with all of the funding deadlines at www.lincolnsu.com/funding
Module Evaluations	Ensure you encourage members to fill this out for a chance to win £130 for your club. This closes December 23 rd .
Clash of the Castles	Ensure all team sheets have been handed into Activities and tickets have been bought no later than December 16 th .
Varsity	Please keep the date in mind and if you cannot compete but want to take part e-mail sports@lincolnsu.com to find out how or discuss ideas.
Tower Bar Sponsorship	If you would like to gain sponsorship from Tower Bar then please e-mail gtelezynska@lincoln.ac.uk to book in for a meeting.
Officer Elections	If you would like to find out more information either speak to the person currently in position or e-mail elections@lincolnsu.com Nominations for these are January 14 th – February 8 th .
Akuma	If you are still wanting to order Akuma kit for this academic year that you get these ordered before the end of March.
Akuma Complaints	If you would like assistance submitting a complaint to Akuma then please e-mail sports@lincolnsu.com to book in for a meeting

The Next Meeting Will Be Held:
 Thurs 7th February 2019
 Engine Shed
 4:00pm - 4:45pm