**New Sports Club / Society Application Form**

Want to create a new Sports Club or Society?

Simply fill in this form and become affiliated to

Aberystwyth University Students’ Union!

Your proposed Sports Club/Society name:

New Society / Sports Club Application Form

All sections of this application form must be completed in full and returned to the Opportunities department via e-mail to suopportunites@aber.ac.uk

Completed application forms will be assessed by Aberystwyth University Students’ Union and you will receive a confirmation or decline of your Sports Club’s / Society’s affiliation. If you have not received contact within 10 working days please contact one of the below coordinators.

Should you have any questions about this form or you require any further information please do not hesitate to contact.

* Sports Club applications – Lucie Gwilt (Sports Coordinator) - leg13@aber.ac.uk
* Society applications – Tom Morrissey (Societies Development Coordinator) – thm35@aber.ac.uk

*If your affiliation is approved by Aberystwyth University Students’ Union, additional documents will need to be completed and adhered to: Committee Contact Details, Club/Society Constitution, Code of Conduct, Mandate Form, Risk Assessments, and Equipment List.*

*One of the Opportunities team can arrange a meeting following the confirmation of your affiliation to help you complete these documents; they will become the governing documents of your Sports Club/Society.*

*Additional compliance must be made to Aberystwyth University Students’ Union’s own constitution, by-laws and any other rulings or procedures in place. AUSU hold the right to terminate or suspend your Sports Club/Society affiliation at any point if the above points listed are not adhered to.*

1. Your proposal is to become a ……… **Sports Club / Society**

*(Please delete as appropriate)*

2. Do you have a logo for your Club / Society? **Yes / No**

*(If yes, submit your logo with this form) (Please delete as appropriate)*

3. What is the proposed yearly membership fee to the Club / Society?

N.B. All members are required to purchase Tim Aber insurance before
becoming a Sports Club / Society member.

**£**

4. Please give a brief description of your proposed Sports Club / Society

*Description:*

5. Please also state the Club/Society’s aims and its benefits to the student population

*Aims of the Club / Society:*

*Benefits to the student population:*

6. You need to have 10 students interested in joining the proposed Club/Society.

Please state them below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Full Name** | **Aber E-mail** | **Student No.** |
| 1. |  | @aber.ac.uk |  |
| 2. |  | @aber.ac.uk |  |
| 3. |  | @aber.ac.uk |  |
| 4. |  | @aber.ac.uk |  |
| 5. |  | @aber.ac.uk |  |
| 6. |  | @aber.ac.uk |  |
| 7. |  | @aber.ac.uk |  |
| 8. |  | @aber.ac.uk |  |
| 9. |  | @aber.ac.uk |  |
| 10. |  | @aber.ac.uk |  |

*(If you have more than 10 interested please add them in the same format as above)*

7. Within your interested members you must now state a starter committee:

 *(All affiliated AberSU Clubs/Societies must have at minimum a President, Secretary and Treasurer)*

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Email** |
| President |  | @aber.ac.uk |
| Secretary |  | @aber.ac.uk |
| Treasurer |  | @aber.ac.uk |

*Role Descriptors
(Role responsibilities are not limited to the below – these role descriptors should be updated over time of your Club/Society activity)*

|  |
| --- |
| ***President*** |
| * The President is the main contact point for communications with all groups and individuals, including AberSU.
* They are responsible for the smooth and effective running of the committee and the Club/Society’s activities.
* They are responsible for creating the best environment for the committee and all members to operate in.
* They must ensure that the direction of the Club/Society is in accordance with the views of its members and for the benefit of the Club/Society development.
* They shall have the casting vote amongst the committee.
* They are one of the two mandated committee members and must work with the Treasurer on all financial matters relating to the Club/Society.
 |
| ***Secretary*** |
| * The Secretary is responsible for the organisation of meetings and events. E.g. booking of facilities/venues for Club/Society activities.
* They are responsible for recording the minutes of all meetings.
* They are the main contact for administrative details of activities with regards to its members as well as external organisations.
* They must ensure that all Club/Society documentation is updated and current. E.g Constitution, Code of Conduct etc.
 |
| ***Treasurer*** |
| * The Treasurer’s role is to plan, manage and maintain the Club/Society’s financial health.
* They are one of the two mandated committee members and must work with the President on all financial matters relating to the Club/Society.
 |

8. You may also wish to add additional committee members that will provide better functionality to your Club/Society. Please list any positions below that you would like to elect if affiliation is approved.

|  |
| --- |
| **Additional Committee Positions** |
| **No** | **Position** | **Role Description** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |

 *(We recommend no more than 10 committee members in total)*

9. Is it understood that if you are in breach of any of the governing documents stated previously or those brought in after your affiliation, that your affiliation may be suspended or terminated?

 **Yes / No***(Please delete as appropriate)*

10.a. Sports Club/Society Name:

10.b. Proposer Signature:

10.c. Full Name (Please print):