



University of Lincoln Students' Union Policy To Adopt an Activity

1. Introduction

- 1.1 This policy outlines the procedure relating to the University of Lincoln Students' Union Adopt an Activity Scheme.
- 1.2 This policy enables students to restart a Sports Club or Society that has disbanded.

2. When an activity is eligible for adoption

- 2.1 A Sports Club or Society will go up for adoption when;
 - 2.1.1 The core committee have not been elected after the October By- Elections;
 - 2.1.2 Threshold is not met by a Sports Club or Society as per University of Lincoln Students' Union Standing Orders Governing Sports 3002 or Societies 2002 (point 9).

3. Procedure

- 3.1 When an activity is disbanded it will be loaded onto the Adopt an Activity page on the University of Lincoln Students' Union website.
 - 3.1.1. An activity can be disbanded if they do not abide by the University of Lincoln Students' Union Code of Conduct or the University of Lincoln Students' Union Standing Orders Governing Sports 3002/Societies 2002.
- 3.2 If students are interested in a particular Sports Club or Society, they can express an interest by following 3.3.
- 3.3 The first student to do this will complete an online form on the University of Lincoln Students' Union website, submitting details such as:
 - Name and Student ID
 - The Activity Name of which they would like to adopt

- Description of the Activity
 - Price of membership
- 3.4 This will then be visible on the University of Lincoln Students' Union website as an activity that requires Core Committee Members as defined by the University of Lincoln Students' Union Standing Orders Governing Sports 3002/Societies 2002. The committee position vacancies will be listed and can be clicked to express an interest.
- 3.5 Once another two students have expressed interest in being on the committee, the student who completed the form will be notified via an email to their student account by a member of the Activities Department
- 3.6 The Activities Department will also be notified when 3 students have expressed interest. The form will be taken to the next available University of Lincoln Students' Union Executive Committee to be ratified as per the University of Lincoln Students' Union Standing Orders Governing Societies 2002/Sports 3002.
- 3.7 Within 48 hours of approval by the University of Lincoln Students' Union Executive Committee, the Activities Department will invite all three committee members in to discuss the following:
- Activity Set Up
 - Annual Risk Assessment
 - Sports Club or Society Constitution
 - Online Committee Training
- 3.8 At the point of approval, finance codes will be created for the newly established Sports Club or Society. From this point, the Sports Club or Society will have 28 Days to meet the threshold for membership as per the University of Lincoln Students' Union Emerging Sports Clubs and Societies Policy and University of Lincoln Students' Union Standing Orders Governing Sports 3002 and Societies 2002.
- 3.9 Once the Committee have completed the online training for Committee Members, access to the University of Lincoln Students' Union Activities Dashboard will be granted.
- 3.10 Upon the 28 day mark, the Activities Department will be notified if the newly established Sports Club or Society has met the threshold for membership
- 3.11 If the application does not get approved at the University of Lincoln Students' Union Executive Committee or the Sports Club or Society does not meet the threshold for membership, the Activity will go back up for adoption and the students who have registered their interest will be notified.

4. Time Frames

- 4.1 There is no time limit for an activity to be up on the Adopt an Activity page.

- 4.2 Registered interest will only remain registered for 60 days. After this point the interest will be removed from the system and the process will start again.

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