**LUU Sports Funding - Code of Practice**

The Code of Practice is an outlining document that gives your members the key information to your club, activities and key contacts such as the committee, LUU and any external partnerships. The Code of Practice can be used to provide members with the necessary financial requirements of taking part in your activities, such the costs of memberships and contingent equipment/kit.

**1.0 Intro and Committees**

This is the basic introduction to your club, who you are, what documents it entails (constitution, affiliation to LUU) and the key Committee positions.

**Examples:**

Name, affiliation to University and Union

History of the club/society (optional)

Committee members and responsibilities

Reputation of the club/society, any key significance (i.e. only club doing this activity in Leeds)

**2.0 Memberships**

This is the key information about your club memberships, and where they can purchase and direct people to buy them.

**Examples:**

Pricing, membership options

Deadlines to purchase

Deadlines to team selection in relation to memberships (i.e. performance team memberships)

LUU website to purchase

Match day subs, training subs

Any changes from year-to-year (and potentially why the extra/lower price is)

**3.0 Calendar**

This is where members will find the important information about training, match days, socials and any yearly events.

**Examples:**

Match times and days

Training/activity session times, venues

Competition or Event calendar for the year

Social calendar, any weekly social arrangements

Community/fundraising events

LUU training and development opportunities

**4.0 Kit**

This section will outline what kit is vital for members to compete in your club activity. You can also feed in advisable, best practice kit if you have a particular dress code for certain occasions

**Examples:**

Appropriate match-day and training kit

Appropriate activity wear (rain jackets, walking boots)

Club colours and training/activity stash

Any social-wear (i.e. suit and tie to particular events)

Preferred kit supplier

**5.0 Coaching/Instructing**

This section will involve if applicable, information as to who your coaches and instructors are, what their backgrounds are and what their expectations are

**Examples:**

Names, organisation they work for

History (i.e. coaching/instructing the club for X years)

Specialities, or focuses (1st team coach, Black belt instructor)

Leeds Sport applicable services – Physio, S/C, workshops

**6.0 Health and Safety**

This is the key information around general health and safety for you club and what is required from members and what is provided by the committee, venue and club. You may want to reflect on your risk assessment to outline the main points

**Examples*:***

Correct equipment use

Appropriate footwear and pitch consideration (i.e. hard and soft ground boots where applicable)

Protective gear required (mouth-guards, shin-pads, safety ropes)

First aid location

Injury procedure

**7.0 Partnerships and Sponsors**

This provides members with the information around any external partnerships or sponsors that your club have

**Examples:**

NGB or local partnership information

Sponsor information and any requirements (i.e. team meal at the sponsor restaurant at xmas)

Key contacts or advocates

Facility, venue or centre for activity

