

1. Durham Ultimate Frisbee Standing Orders

2. Status

2.1 Durham Ultimate Frisbee operates as a Durham Student Organisation under the Durham Student Organisation (DSO) Framework approved by the University Executive.

2.2 Durham Ultimate Frisbee is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by Durham Ultimate Frisbee.

2.3 The registered address of Durham Ultimate Frisbee is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.

2.4 Durham Ultimate Frisbee shall use its best endeavours not to bring the University into disrepute.

2.5 Durham Ultimate Frisbee is hereinafter referred to as the "Club".

2.6 These Standing Orders were approved on 04/05/25.

3. University Policy

3.1 Durham Ultimate Frisbee shall act in accordance with all relevant University policies and regulations.

3.2 These Standing Orders should be interpreted within the DSO Framework agreed by the University Executive. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.

4. Objectives

4.1 The objectives of Durham Ultimate Frisbee are:

4.1.1 To introduce University members to the sport of Ultimate.

4.1.2 To encourage safe, fair participation in the game at all levels.

4.1.3 To stress sportsmanship and Spirit of the Game.

4.1.4 To compete at the highest level of University Ultimate.

4.1.5 To organise socials for all its members.

4.1.6 To raise the profile of Ultimate both within the University and in general.

4.2 These objectives will be carried out as follows:

4.2.1 Holding taster sessions for new members at the start of every academic year.

4.2.2 Fielding a range of Men's, Women's & Mixed teams into University competition.

4.2.3 Regularly publicising the sport to the University and general community.

5. Membership

5.1 Members must be enrolled as students at Durham University.

5.2 Members may be selected through a process of trial or audition.

5.3 Durham Ultimate Frisbee shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

5.4 Membership of the club shall be open to all members of the University providing they have satisfied the following conditions:

5.4.1 Members must be enrolled as students at Durham University.

5.4.2 Members must have paid their membership fee to the Club Treasurer within the agreed-upon time frame.

5.4.3 Members must have paid the Team Durham membership fee within the agreed-upon time frame.

5.4.4 Members must not have been excluded by the Executive Committee. If a member has been excluded then their membership of the club will be revoked, and their membership fee shall not be refunded.

6. Club Fees, Subscriptions and Finance

6.1 Members will pay an annual fee for being part of Durham Ultimate Frisbee. This fee will be agreed by the Durham Ultimate Frisbee Executive.

6.2 The Club membership fee shall be decided at the beginning of each academic year by the Club Treasurer and President and then approved by the Executive Committee.

6.3 The annual fee will be published on the Durham Ultimate Frisbee Facebook page alongside the corresponding services provided.

6.4 If members leave Durham Ultimate Frisbee during the academic year refunds will be issued on a proportionate basis reflecting the services that have already been accessed and those that would have likely been accessed after the time of withdrawal from the Club.

6.5 Any expenditure on extraordinary items (i.e. not included under Merchandise or Ordinary Items) costing less than £20 must be agreed, in advance, between the Club President and Treasurer and any other Exec member directly concerned by their purchase. The purchase of more expensive items must be agreed by the Executive Committee.

6.5.1 Ordinary items to include but are not limited to: Discs, Cones, Transportation, Tournament Fees, Pitch Hire, Coaching Contribution, First Aid Equipment

6.5.2 Merchandise to include but are not limited to: Home & Away shirts, Shorts, Durham Ultimate Frisbee Discs, ¼ zips, Tracksuit bottoms and other items provided by the Team Durham supplier – at the discretion of the Executive Committee

7. The Executive Committee

7.1 Management of the affairs of Durham Ultimate Frisbee shall be primarily vested in the Executive Committee consisting of the Officers of Durham Ultimate Frisbee who shall be elected annually.

7.2 The Executive Committee shall consist of:

7.2.1 The Club President

- 7.2.2 The Club Treasurer
- 7.2.3 The Club Men's Outdoor Captain
- 7.2.4 The Club Women's Outdoor Captain
- 7.2.5 The Club Men's Indoor Captain
- 7.2.6 The Club Women's Indoor Captain
- 7.2.7 The Club College Secretary
- 7.2.8 The Club Tournament Secretary
- 7.2.9 The Club Durham Hat Committee Chair
- 7.2.10 The Club Kit Secretary
- 7.2.11 The Club Social Secretary
- 7.2.12 The Club Welfare & Outreach Officer
- 7.2.13 The Club S&C Coach
- 7.2.14 The Club Social Media Office

7.3 The Executive Committee shall meet at least once a term, at the request of the President, and whenever required by Club business. All members of the committee should attend, though it shall require at least four members to be quorate. A quorate Executive may execute all the powers of the Executive Committee by majority vote unless otherwise explicitly stipulated in these standing orders.

7.4 Other members of the DSO and University staff may attend Executive Committee meetings, should the topics of discussion concern them directly.

7.5 The Executive Committee will be responsible for the general running of the Club.

7.6 The Executive Committee will be accountable to the members of the Club for all their actions.

7.7 The Executive Committee will be indemnified out of the assets of the Club for any reasonable actions that they take which are deemed to be in good faith.

8. Roles of the Members of the Executive Committee

8.1 The Club President is responsible for:

- 8.1.1 Overseeing the smooth running of the club by the executive committee.
- 8.1.2 Providing a high standard of leadership for Club members.
- 8.1.3 Making the final decisions in matters of discrepancy.
- 8.1.4 Organising UKU/BUCS Fixtures, including team entries.
- 8.1.5 Informing the Club Treasurer of the payment details and location for tournaments at the earliest opportunity.

- 8.1.6 Serving as a link to the University Ultimate group and UK Ultimate if necessary.
- 8.1.7 Booking pitches & hall space for training sessions.
- 8.1.8 Weekly maintenance of the term schedule, including the creation and distribution of club weekly sign-up forms.
- 8.1.9 Arranging and chairing all meetings of the Executive Committee and of the Club.
- 8.1.10 The assets of the Club that are not held by other members of the Executive Committee.
- 8.1.11 Representing the club whilst attending regular Team Durham meetings and liaising with members of the Team Durham Executive Committee where appropriate.
- 8.1.12 Holding overall accountability for the finances of the Club, whilst assisting the Club Treasurer with relevant funding forms, providing the Treasurer with all necessary information.
- 8.1.13 Ensuring all online accounts are renewed and their login details are tracked.
- 8.1.14 Authorising payments from the Club account.
- 8.1.15 Maintaining a copy of all the information documents held by the other members of the Executive Committee.
- 8.1.16 Ensuring the Club Facebook and Messenger groups are up-to-date and creating new ones for that academic year if necessary.
- 8.1.17 Ensuring there is a viable system in place to allow matches to be streamed.
- 8.1.18 Assigning a deputy from the Executive Committee in case they become incapacitated or uncontactable.
- 8.1.19 Call and advertise all club General, Extraordinary, Annual and Committee Meetings.
- 8.1.20 Oversee Durham Ultimate Frisbee Committee Elections, handle complaints, Vote of No Confidence and Censure.
- 8.1.21 Ensuring that the exact results of votes at General Meetings aren't disclosed to club members.
- 8.1.22 Providing their successor with all the information necessary to run the Club.
- 8.1.23 Maintain the Standing Orders and ensure the most recent version is easily available to all Club members through the Club Facebook page.
- 8.1.24 Promote the well-being, development and effective operations of Durham Ultimate Frisbee and perform all such duties as are consistent with this.
- 8.1.25 Represent Durham Ultimate Frisbee to Parent Body staff members and the staff members to the Club.
- 8.1.26 Report regularly to the designated specialist enrichment staff member and to the Durham Ultimate Frisbee Executive Committee.
- 8.1.27 In carrying out these duties, the President shall at all times respect the confidences of individual students and members of University staff.
- 8.1.28 Oversee the work of Durham Ultimate Frisbee Executive Committee to ensure the best possible service is provided to Club members.
- 8.1.29 Other duties as agreed by the Executive Committee.

8.2 The **Club Treasurer** is responsible for:

- 8.2.1 Informing the Club President for all financial transactions of the Club, especially for expenditure.

- 8.2.2 Maintaining the accounts of Durham Ultimate Frisbee line with the requirements outlined within the DSO Framework.
- 8.2.3 Prepare an income and expenditure account and the balance sheet as at the last day of the financial year (31 July).
- 8.2.4 Proposing the membership fee to the Executive Committee at the start of each academic year.
- 8.2.5 Preparing a financial plan with the incoming Treasurer as part of the handover process, which is to be reviewed / approved by the Durham Ultimate Frisbee Executive Committee and presented to the Parent Body Department at the beginning of the following Michaelmas term.
- 8.2.6 Ensure Durham Ultimate Frisbee financial documents are made available to any member of the CLUB, Parent Body Department Officers and University Finance staff upon request.
- 8.2.7 Review annually Durham Ultimate Frisbee membership fee to ensure that it is set at an appropriate level for the functioning of the Club.
- 8.2.8 Keeping a record of all monies entering and leaving the Club account on Xero.
- 8.2.9 Regularly updating the Executive Committee on the financial position of the Club.
- 8.2.10 Completing relevant funding forms with the Club President and providing Team Durham with accompanying financial evidence as appropriate.
- 8.2.11 The collection of subs, tournament fees and all other monies as appropriate.
- 8.2.12 Providing the Club President and Team Durham with a full and detailed list of all Club members on request.
- 8.2.13 Providing their successor with all the necessary information for budgeting the Club's finances.
- 8.2.14 Collecting payments for Club merchandise.
- 8.2.15 Authorising payments from the Club account.
- 8.2.16 Ensuring the Club adheres to the Finance and Assets Orders.
- 8.2.17 Other duties as agreed by the Executive Committee.

8.3 The **Club Men's Outdoor Captain** is responsible for:

- 8.3.1 Organising Men's outdoor training sessions with the Men's coach.
- 8.3.2 Selecting DUF Outdoor Men's 1s.
- 8.3.3 Selecting additional Outdoor Men's teams and appointing appropriate captains to each, including the first team.
- 8.3.4 Providing the Club Social Media Officer with a list of the teams and captains as soon as decided, ideally 24 hours before the fixture or tournament.
- 8.3.5 The assets of the Club needed for Men's outdoor training sessions.
- 8.3.6 Choosing which tournaments the Men's outdoor teams will enter and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.
- 8.3.7 Organising Mixed outdoor training sessions with the Women's Outdoor Captain & Mixed coach(es).
- 8.3.8 Selecting DUF Outdoor Mixed 1s with the Women's Outdoor Captain.
- 8.3.9 Selecting additional mixed outdoor teams and appointing appropriate captains with the Women's Outdoor Captain, including the first team.
- 8.3.10 The assets of the Club needed for Mixed outdoor training sessions.

- 8.3.11 Choosing which tournaments the Mixed outdoor teams will enter with the Women's Outdoor Captain and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.
- 8.3.12 In the event that the role of Club Tournament Secretary hasn't been filled, fulfil the duties of Club Tournament Secretary for any outdoor tournament to which Men's/ Mixed teams are sent.
- 8.3.13 Ensuring the club is informed in good time if Men's or Mixed outdoor training is cancelled.
- 8.3.14 Selecting a deputy in case of their own absence or illness.
- 8.3.15 Providing their successor with a compilation of drills and tactics.
- 8.3.16 Other duties as agreed by the Executive Committee.

8.4 The **Club Women's Outdoor Captain** is responsible for:

- 8.4.1 Organising Women's outdoor training sessions with the Women's coach.
- 8.4.2 Selecting DUF Outdoor Women's 1s.
- 8.4.3 Selecting additional Outdoor Women's teams and appointing appropriate captains to each, including the first team.
- 8.4.4 Providing the Club Social Media Officer with a list of the teams and captains as soon as decided, ideally 24 hours before the fixture or tournament.
- 8.4.5 The assets of the Club needed for Women's outdoor training sessions.
- 8.4.6 Choosing which tournaments the Women's outdoor teams will enter and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.
- 8.4.7 Organising Mixed outdoor training sessions with the Men's Outdoor Captain & Mixed coach(es).
- 8.4.8 Selecting DUF Outdoor Mixed 1s with the Men's Outdoor Captain.
- 8.4.9 Selecting additional mixed outdoor teams and appointing appropriate captains with the Men's Outdoor Captain, including the first team.
- 8.4.10 The assets of the Club needed for Mixed outdoor training sessions.
- 8.4.11 Choosing which tournaments the Mixed outdoor teams will enter with the Men's Outdoor Captain and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.
- 8.4.12 In the event that the role of Club Tournament Secretary hasn't been filled, fulfil the duties of Club Tournament Secretary for any outdoor tournament to which Women's/ Mixed teams are sent.
- 8.4.13 Ensuring the club is informed in good time if Women's or Mixed outdoor training is cancelled.
- 8.4.14 Selecting a deputy in case of their own absence or illness.
- 8.4.15 Providing their successor with a compilation of drills and tactics.
- 8.4.16 Other duties as agreed by the Executive Committee.

8.5 The **Club Men's Indoor Captain** is responsible for:

- 8.5.1 Organising Men's indoor training sessions with the Men's coach.
- 8.5.2 Selecting DUF Indoor Men's 1s.
- 8.5.3 Selecting additional Indoor Men's teams and appointing appropriate captains to each, including the first team.

- 8.5.4 Providing the Club Social Media Officer officer with a list of the teams and captains as soon as decided, ideally 24 hours before the fixture or tournament.
- 8.5.5 The assets of the Club needed for Men's indoor training sessions.
- 8.5.6 Choosing which tournaments the Men's indoor teams will enter and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.
- 8.5.7 Organising Mixed indoor training sessions with the Women's Indoor Captain & Mixed coach(es).
- 8.5.8 Selecting DUF Indoor Mixed 1s with the Women's Indoor Captain.
- 8.5.9 Selecting additional mixed indoor teams and appointing appropriate captains with the Women's Indoor Captain, including the first team.
- 8.5.10 The assets of the Club needed for Mixed indoor training sessions.
- 8.5.11 Choosing which tournaments the Mixed indoor teams will enter with the Women's Indoor Captain and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.
- 8.5.12 In the event that the role of Club Tournament Secretary hasn't been filled, fulfil the duties of Club Tournament Secretary for any indoor tournament to which Men's/ Mixed teams are sent.
- 8.5.13 Ensuring the club is informed in good time if Men's or Mixed indoor training is cancelled.
- 8.5.14 Selecting a deputy in case of their own absence or illness.
- 8.5.15 Providing their successor with a compilation of drills and tactics.
- 8.5.16 Other duties as agreed by the Executive Committee.

8.6 The **Club Women's Indoor Captain** is responsible for:

- 8.6.1 Organising Women's indoor training sessions with the Women's coach.
- 8.6.2 Selecting DUF Indoor Women's 1s.
- 8.6.3 Selecting additional Indoor Women's teams and appointing appropriate captains to each, including the first team.
- 8.6.4 Providing the Club Social Media Officer with a list of the teams and captains as soon as decided, ideally 24 hours before the fixture or tournament.
- 8.6.5 The assets of the Club needed for Women's indoor training sessions.
- 8.6.6 Choosing which tournaments the Women's indoor teams will enter and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.
- 8.6.7 Organising Mixed indoor training sessions with the Men's Indoor Captain & Mixed coach(es).
- 8.6.8 Selecting DUF Indoor Mixed 1s with the Men's Indoor Captain.
- 8.6.9 Selecting additional mixed indoor teams and appointing appropriate captains with the Men's Indoor Captain, including the first team.
- 8.6.10 The assets of the Club needed for Mixed indoor training sessions.
- 8.6.11 Choosing which tournaments the Mixed indoor teams will enter with the Men's Indoor Captain and informing the Club President and Club Tournament Secretary to that effect as soon as the decision is made.

8.6.12 In the event that the role of Club Tournament Secretary hasn't been filled, fulfil the duties of Club Tournament Secretary for any indoor tournament to which Women's/ Mixed teams are sent.

8.6.13 Ensuring the club is informed in good time if Women's or Mixed indoor training is cancelled.

8.6.14 Selecting a deputy in case of their own absence or illness.

8.6.15 Providing their successor with a compilation of drills and tactics.

8.6.16 Other duties as agreed by the Executive Committee.

8.7 The **Club College Secretary** is responsible for:

8.7.1 Organising College training pitch slots.

8.7.2 Organising the fixture list for the College League such that games do not clash with important University fixtures and college training sessions can be incorporated into the University schedule.

8.7.3 Ensuring that College League games are organised at least one week in advance and played by the assigned date.

8.7.4 Collecting spirit scores from the college games and entering them into the online submission system.

8.7.5 Organising and running college tournaments such as Festival of Sport and the Beginners Tournament.

8.7.6 Liaising with the College Sport Co-ordinator and other members of the Team Durham Executive Committee where appropriate.

8.7.7 Maintaining the College social media accounts.

8.7.8 Maintaining a record of who has access to College social media account passwords, and removing their access when appropriate.

8.7.9 Taking joint responsibility for anything posted on College social media accounts by anyone they have given account passwords to outside of appropriate times.

8.7.10 Providing their successor with all the information they need to best complete their duties.

8.7.11 Other duties as agreed by the Executive Committee.

8.8 The **Club Tournament Secretary** is responsible for:

8.8.1 Investigating and booking the most appropriate means of transport to all fixtures.

8.8.2 Investigating and booking the most appropriate accommodation for all tournaments.

8.8.3 Ensuring directions to each tournament and accommodation venue are given to the appropriate parties.

8.8.4 Ensuring all taxi, petrol or other reimbursement receipts are collected and given to the Club Treasurer to take off the concerned individual's tournament fees.

8.8.5 Contacting the President and Captains regularly about all the specific information and details for all tournaments.

8.8.6 Providing the Club Treasurer with an account of each tournament's fees.

- 8.8.7 In the event that this position isn't filled, the duties are fulfilled by the relevant captain for each tournament.
- 8.8.8 Other duties as agreed by the Executive Committee.

8.9 The **Durham Hat Committee Chair** is responsible for:

- 8.9.1 Liaising with the rest of the Executive Committee to elect The Durham Hat Committee.
- 8.9.2 Overseeing the smooth running of The Durham Hat Committee.
- 8.9.3 Providing a high standard of leadership for The Durham Hat Committee.
- 8.9.4 Making the final decisions in matters of discrepancy within The Durham Hat Committee.
- 8.9.5 Arranging and chairing all meetings of The Durham Hat Committee.
- 8.9.6 Leading, and distributing to The Durham Hat Committee, the organisation of The Durham Hat for the academic year.
- 8.9.7 Having ultimate responsibility over The Durham Hat.
- 8.9.8 The assets of the Club bought for previous and current Durham Hats.
- 8.9.9 Creating a budget for each Durham Hat and sharing this with the President and Treasurer for approval.
- 8.9.10 Providing the Club President and Treasurer with a statement of financial breakdown of each Durham Hat post tournament.
- 8.9.11 Maintaining the Durham Hat social media accounts.
- 8.9.12 Maintaining a record of who has access to Durham Hat social media account passwords, and removing their access when appropriate.
- 8.9.13 Taking joint responsibility for anything posted on Durham Hat social media accounts by anyone they have given account passwords to outside of appropriate times.
- 8.9.14 Other duties as agreed by the Executive Committee.

8.10 The **Club Kit Secretary** is responsible for:

- 8.10.1 Ordering kit through the University's kit provider.
- 8.10.2 Ensuring the numbers players choose are available and are not chosen twice in each order.
- 8.10.3 Ensuring no player holds multiple kit numbers over the same season.
- 8.10.4 Updating which shirt numbers are available after every year.
- 8.10.5 Dealing with complaints and issues with the kit orders.
- 8.10.6 Ensuring everyone picks up their kit after its delivery.
- 8.10.7 Organising two kit orders per year.
- 8.10.8 Organising a team disc order if possible.
- 8.10.9 Introducing new DUF merchandise if possible.
- 8.10.10 Other duties as agreed by the Executive Committee.

8.11 The **Club Social Secretary** is responsible for:

- 8.11.1 Organising regular social events throughout the year and informing the Club as appropriate.

- 8.11.2 Encouraging full participation in all social events.
- 8.11.3 Any assets of the Club needed for socials.
- 8.11.4 Arranging a venue for the Club AGM.
- 8.11.5 Conduct all socials within the Team Durham Social Framework.
- 8.11.6 Attend all relevant meetings and training sessions with Team Durham staff.
- 8.11.7 Other duties as agreed by the Executive Committee.

8.12 The **Club Welfare & Outreach Officer** is responsible for:

- 8.12.1 Organising outreach opportunities for members to take part in.
- 8.12.2 Acting as the main contact for welfare advice and resources to team members.
- 8.12.3 Signposting team members to relevant support services.
- 8.12.4 Maintaining and enhancing inclusivity within the club for all members, irrespective of characteristics or circumstances.
- 8.12.5 Organising a meeting, when deemed necessary, to discuss feedback and how to overcome some concerns voiced by the club.
- 8.12.6 Attending termly Team Durham welfare meetings and liaising with members of the Team Durham Executive Committee where appropriate.
- 8.12.7 Other duties as agreed by the Executive Committee.

8.13 The **Club Social Media Officer** is responsible for:

- 8.13.1 All DUF Publicity.
- 8.13.2 Publishing fixture and tournament results.
- 8.13.3 Generating all promotional material, including that concerning the Freshers' Fair.
- 8.13.4 Organising the Executive Committee's attendance at the Freshers' Fair.
- 8.13.5 Maintaining the Club social media accounts.
- 8.13.6 Maintaining a record of who has access to Club social media account passwords, and removing their access when appropriate, such as but not limited to after a tournament.
- 8.13.7 Taking joint responsibility for anything posted on Club social media accounts by anyone they have given account passwords to outside of appropriate times such as but not limited to tournaments.
- 8.13.8 Promoting DUF taster sessions
- 8.13.9 Encouraging freshers and beginners to join DUF.
- 8.13.10 Generating a handover document and handing over any motifs, logos or promotional material used continually by DUF and any information they need to best complete their duties.
- 8.13.11 Other duties as agreed by the Executive committee.

8.14 The Executive Committee will meet as required at the request of the President, all members of the committee should attend.

8.15 Other members of the DSO and University staff may attend Executive Committee meetings, should the topics of discussion concern them directly.

9. Non-Executive Committee Roles

9.1 The **Club Vice Captain(s)** may be chosen by the relevant Club Outdoors or Indoors Captain, and will be responsible for:

9.1.1 Helping the relevant Club Outdoors or Indoors Captain to:

9.1.1.1 Organise and run training sessions.

9.1.1.2 Select the first team for BUCS tournaments and games.

9.1.1.3 Select additional teams and appoint appropriate Team Captains to each, including the first team, if applicable.

9.1.1.4 Provide their successor/s (captain and vice captains if applicable) with a compilation of drills and tactics.

9.1.2 Recognising that the final decision for all of the above is held by the relevant Outdoors or Indoors Captain.

9.1.3 Other duties as agreed by the Executive Committee.

9.2 The Club Team Captains will be selected by the relevant Club Outdoors or Indoors Captain, each team must have at least one captain which will be responsible for:

9.2.1.1 Captaining their respective team.

9.2.1.2 Ensuring a team photo is taken after a match/tournament and submitting this to the Club Social Media Officer within one week of the fixture for posting on the Club social media accounts.

9.3 The **Club Coach(es)** is/are responsible for:

9.3.1 Organising trainings with the Club Captains

9.3.2 Attending as many DUF trainings as possible.

9.3.3 Accompanying teams during tournaments if requested and possible.

9.3.4 Giving appropriate feedback before, during and after training sessions and tournaments, to individuals and to the team as a whole

9.4 **The Durham Hat Committee** will be elected by The Durham Hat Committee Chair and the Executive Committee and is responsible for:

9.4.1 Liaising with the Club President and Team Durham to confirm pitch bookings and markings for Durham Hat.

9.4.2 Ensuring the Club has sufficient insurance provision for The Durham Hat.

9.4.3 Working with the Club Kit Secretary and kit suppliers to design bespoke kit for The Durham Hat. Working with the Kit Secretary as appropriate.

9.4.4 Contacting outside agencies in order to obtain sponsorship for The Durham Hat.

9.4.5 Liaising with the Club Treasurer with regard to sponsorship proposals for The Durham Hat.

9.4.6 Publicity for The Durham Hat.

9.4.7 Allowing players to sign-up for The Durham Hat.

9.4.8 Creating and distributing a Players Pack for The Durham Hat.

9.4.9 Sorting players fairly into balanced teams.

9.4.10 Creating a schedule for all the teams.

- 9.4.11 The smooth running of The Durham Hat.
- 9.4.12 Ensuring there is a Tournament Director(s) for The Durham Hat.
- 9.4.13 Collecting Spirit Scores during the tournament.
- 9.4.14 Other duties as agreed by the Executive Committee.

9.5 The **Club S&C Coach** is responsible for:

- 9.5.1 Planning and delivering components focused on acceleration, velocity, and aerobic conditioning during training sessions.
- 9.5.2 Designing, distributing, monitoring and providing support with a strength training and conditioning program that players can undertake individually outside of scheduled training sessions to aid their physical development and prevent common frisbee injuries.
- 9.5.3 Leading warm-ups and cool-downs prior to and at the end of training and games.
- 9.5.4 Acting as the main contact for strength and conditioning advice and signposting players for further reliable information, at the discretion of captains and coaches.
- 9.5.5 Working in collaboration with captains and coaches to manage workload, including providing input on the intensity of training, preseason/pre-nationals, and tapering prior to games/tournaments.
- 9.5.6 Other duties as agreed by the Executive Committee.

10. Meetings

10.1 Meetings of the Club shall require 30% of the membership to be quorate if there is a vote.

10.2 No motion or discussion shall be considered binding on the CLUB if made at an inquorate meeting unless it is subsequently ratified at a quorate meeting.

10.3 At an AGM the exec for the coming year will be elected and amendments to the standing orders may be proposed.

10.3.1 An AGM shall be held before the end of the academic year, ideally by the start of the Easter term. The date, time and location of the meeting will be published on the Club Facebook page at least a week in advance of the AGM.

10.3.2 The date and time of the AGM shall be at the discretion of the club President.

10.3.3 Handover will only take place at a date decided by the outgoing president, this must not be before the final tournament of the academic year.

10.4 Extraordinary meetings may be called by a majority of the Executive Committee, or by a petition by members of the Club signed by no fewer than 25% of the Club.

10.4.1 At least forty-eight hours' notice must be given.

10.4.2 There will be no other business other than that for which the meeting was called.

10.5 Reports

10.5.1 All Executive officers shall report to the Club at the AGM.

10.5.2 Each report shall be followed by questions to the officer.

10.5.3 If an officer is unable to attend the meeting where they shall report they must ensure that apologies are given to the President and that a full, written report is submitted to the President before the start of the meeting. This report shall be read out by the President.

11. Elections

11.1 Members of the Executive Committee shall be elected at the AGM, or at an extraordinary meeting of the Club if an officer has resigned, a vote has been taken to remove them from their post or their role remains unfilled after an AGM or EGM.

11.2 Executive Committee members must remain neutral for the position they currently hold. The President must remain neutral for all positions.

11.3 Candidates must be nominated more than 24 hours before the start of an AGM but may run on the day of an EGM.

11.3.1 Candidates may self-nominate.

11.3.2 Under normal circumstances, candidates must not be nominated for the following combination of roles:

11.3.2.1 President and Treasurer.

11.3.2.2 President and Captain.

11.3.2.3 Welfare & Outreach Officer and any other role.

11.3.3 If after an AGM and a subsequent EGM, a full Executive Committee is unable to be formed, the restrictions of 9.3.2 may be lifted.

11.4 Candidates are entitled to present their case for up to 3 minutes before taking any questions.

11.4.1 If a candidate cannot attend hustings, they can submit a report with an initial speech followed by any relevant information.

11.5 The President should stop a candidate's hust if it goes on for longer than 3 minutes.

11.6 Candidates will have to take questions from the Executive Committee and from the floor.

11.7 The President may deem a question to be out of order if:

11.7.1 It is a directed question.

11.7.2 The question is irrelevant to the running of the Club.

11.8 Voting will be arranged by the president, and will proceed through a secret ballot which will include all candidates and RON (Re-Open Nominations) under the University STV system. Or if agreed by the Executive Committee, an alternative STV System.

11.9 Men's & Women's Captain Candidates will be voted on simultaneously.

11.10 Outdoor captain candidates will be voted on prior to the husts of the Indoor captain candidates.

11.11 The Team Durham President must be informed in writing of the results of all elections within a week of a new officer being elected.

11.12 Officers may have either a motion of censure or no confidence brought against them at any quorate meeting of the Club, providing a petition has been signed by 25% of the members.

11.13 Such a motion may only pass if two-thirds of members present and voting agree to it. Such motions shall be carried out by secret ballot. If a motion of no confidence passes against an officer, then a resignation shall be required of that officer.

11.14 The term of office for each Durham Ultimate Frisbee Executive position shall be 12 months following the final tournament of the previous year, usually Mixed Outdoor Nationals (UXON).

12. Resignation

12.1 In the event of resignation of members of the Executive Committee, a letter should be given to the President, detailing their reasons for resigning. In the event of the President resigning, the letter should be handed to the remaining executive officers.

12.2 In the event of a resignation, an EGM shall be held as soon as possible after the event.

12.3 In the event of the President resigning, the Treasurer shall take over as acting President in accordance with their job description.

12.4 In the event of any other member of the Executive resigning, their duties should be divided between the other Executive members by the President.

13. Complaints Procedure

13.1 If a student feels that they have been unfairly dealt with by anyone holding a position of responsibility within the Club, then they shall have the right to complain and to have that complaint dealt with promptly and fairly.

13.2 In the first instance, the complainant shall meet the President who shall endeavour to resolve the complaint to the complainant's satisfaction. If the complainant is still unsatisfied then they and the President shall jointly approach the specialist student enrichment staff member for their advice on the matter. If the officer is unable to advise the Club and complainant on a suitable course of action, then the complainant shall have the right to seek independent advice.

13.3 In any case of complaint, the complainant must provide evidence to support their claim.

14. Standing Orders

14.1 Up to date copies of the Standing Orders shall be available to all members of the Club on the Club website.

14.2 Proposed amendments to the Standing Orders shall be circulated to all members of the Club on the Agendas of the meeting at which they are to be proposed. The amendments shall be declared carried if a 2/3 majority so decides.

14.3 Proposed amendments to these Standing Orders must be approved by the Parent Body Department Head or their designated nominee.

15. Past Amendments

15.1 **Amendment 1 - Proposed by Roshun Karia, President & Treasurer 20/21, at AGM '21**

15.2 **Amendment 2 - Proposed by Roshun Karia, President & Men's Outdoor Captain 21/22, at AGM '22**

15.3 **Amendment 3 - Proposed by Daniel Sørensen, President 22/23, at EGM August '22**

15.4 **Amendment 4 - Proposed by Daniel Sørensen, President 22/23, at AGM '23**

15.5 **Amendment 5 - Proposed by Daniel Sørensen, President 22/23, at EGM June '23**

15.6 **Amendment 6 - Proposed by Sophie Bull, President 23/24, at EGM January '24**

15.7 **Amendment 7 - Proposed by Robert Wight, Social Secretary 24/25, at EGM January '25**

15.8 **Amendment 8 - Proposed by Katie Thirtle, President 24/25, at AGM May '25**

15.9 **Amendment 9 - Proposed by Aidan Chow, President 25/26, at AGM May '26**

16. Record of Executive Committees

16.1 2020/21

16.1.1 The Club President: **Roshun Karia**

16.1.2 The Club Treasurer: **Roshun Karia**

16.1.3 The Club Men's Outdoor Captain: **Callum Bennfors**

16.1.4 The Club Women's Outdoor Captain: **Sophia Pym**

16.1.5 The Club Men's Indoor Captain: **Matthew Fry**

16.1.6 The Club Women's Indoor Captain: **Anna Hayward**

16.1.7 The Club College Secretary: **Wilfred Hamilton**

16.1.8 The Club Tournament Secretary: **Aidan Duffy**

16.1.8.1 The Club COVID Officer: **Aidan Duffy**

16.1.9 The Club Kit Secretary: **Max Festenstein**

16.1.10 The Club Social Secretaries: **Rhiannon Lees & James Petley**

16.1.11 The Club Welfare & Outreach Officer: **Kleo Redd**

16.2 2021/22

16.2.1 The Club President: **Roshun Karia**

16.2.2 The Club Treasurer: **Anna Hayward**

- 16.2.3 The Club Men's Outdoor Captain: **Roshun Karia**
- 16.2.4 The Club Women's Outdoor Captain: **Akane Ota**
- 16.2.5 The Club Men's Indoor Captain: **Max Festenstein**
- 16.2.6 The Club Women's Indoor Captain: **Ellenor Chaplin**
- 16.2.7 The Club College Secretary: **Daniel Sørensen**
- 16.2.8 The Club Tournament Secretary: **Aidan Duffy**
- 16.2.9 The Club Durham Hat Secretary: **Aidan Duffy**
- 16.2.10 The Club Kit Secretary: **Patrick Hurley**
- 16.2.11 The Club Social Secretaries: **Jacob Holmes & Johnny Mead**
- 16.2.12 The Club Welfare & Outreach Officer: **Ellenor Chaplin**
- 16.3 **2022/23**
 - 16.3.1 The Club President: **Daniel Sørensen**
 - 16.3.2 The Club Treasurer: **Darshan Patel**
 - 16.3.3 The Club Men's Outdoor Captain: **Patrick Hurley**
 - 16.3.4 The Club Women's Outdoor Captain: **Dennyse Boon**
 - 16.3.5 The Club Men's Indoor Captain: **Tommy Isakson**
 - 16.3.6 The Club Women's Indoor Captain: **Ellenor Chaplin**
 - 16.3.7 The Club College Secretary: **Christopher Holman**
 - 16.3.8 The Club Tournament Secretary: **Adam Jennings**
 - 16.3.9 The Club Durham Hat Committee Chair: **Jacob Holmes**
 - 16.3.10 The Club Kit Secretary: **Johnny Mead**
 - 16.3.11 The Club Social Secretaries: **Sophie Bull & Imogen Marcar**
 - 16.3.12 The Club Welfare & Outreach Officer: **Emma Chambers**
- 16.4 **2023/24**
 - 16.4.1 The Club President: **Sophie Bull**
 - 16.4.2 The Club Treasurer: **Robin Blair**
 - 16.4.3 The Club Men's Outdoor Captain: **Callum Day**
 - 16.4.4 The Club Women's Outdoor Captain: **Bethan Metcalfe**
 - 16.4.5 The Club Men's Indoor Captain: **Jack Buggins**
 - 16.4.6 The Club Women's Indoor Captain: **Emma Chambers & Bethan Metcalfe**
 - 16.4.7 The Club College Secretary: **Colm Creaner**
 - 16.4.8 The Club Tournament Secretary: **Emma Chambers**
 - 16.4.9 The Club Durham Hat Committee Chair: **Maia Hobbs & Patrick Giblin**
 - 16.4.10
 - 16.4.11 The Club Kit Secretary: **Ruairidh Forbes**
 - 16.4.12 The Club Social Secretaries: **Len Warrell & Ruben Corripio-Dieppe**
 - 16.4.13 The Club Welfare & Outreach Officer: **Ola Teni (OT) Olumade**
- 16.5 **2024/25**
 - 16.5.1 The Club President: **Katie Thirtle**
 - 16.5.2 The Club Treasurer: **Robin Blair**
 - 16.5.3 The Club Men's Outdoor Captain: **Len Warrell**
 - 16.5.4 The Club Women's Outdoor Captain: **Jacqueline Gonzales**
 - 16.5.5 The Club Men's Indoor Captain: **Ruben Corripio-Dieppe**
 - 16.5.6 The Club Women's Indoor Captain: **Ola Teni (OT) Olumade**
 - 16.5.7 The Club College Secretary: **Lucie Mawson**
 - 16.5.8 The Club Tournament Secretary: **Georgia Vigo**
 - 16.5.9 The Club Durham Hat Committee Chair:
 - 16.5.10 The Club Kit Secretary: **Joe Fenton**
 - 16.5.11 The Club Social Secretaries: **Aidan Chow & Robert Wight**
 - 16.5.12 The Club Welfare & Outreach Officer: **Miles Balderson**
 - 16.5.13 The Club S&C Coach: **Lily Palmer**
 - 16.5.14 The Club Social Media Officer: **Ola Teni (OT) Olumade**