

### **LMH Amalgamated Sports Committee - Guidelines**

(to be attached to funding application form)

1. The ASC was founded to ensure that funds allocated to individual sports in College are allocated in a fair and transparent way. The ASC will meet once a term, as early as possible to determine awards. Club and individual needs will be estimated and divided between the terms to leave funds available for summer sports in Trinity Term.
2. It is hoped that this funding will enable and encourage the playing of sports by LMH students, but in general, it is expected that individuals will bear some cost to participate in their chosen sport(s), as well as purchase their own kit and equipment.
3. The funding of LMH clubs takes priority over the funding of individuals.
4. It should be noted that there may only be limited funds available for the funding of individuals. The funding of individuals is capped at £200 per person, per annum. If there are applications for too much funding in any one term, the awards for individuals will be scaled back proportionately, after LMH club awards have been made.
5. In accordance with the arrangements made with the home universities of visiting students, the ASC cannot provide funding for these students in so far as such funds are to support the student playing sport representing the University of Oxford.
6. Funds will be allocated in the following order of priority for teams and individuals:
  - Subs
  - Competition entry
  - Transport/accommodation for away fixtures
  - Kit/equipment

In practice, it is unlikely that funding for individuals will be awarded for transport/accommodation or kit/equipment in Michaelmas or Hilary Terms. Individuals are encouraged to keep receipts for expenditure within the £200 annual limit, however, in case funds remain available after the ASC meeting in Trinity Term, and funding can then be awarded for transport/accommodation, and possibly for kit/equipment, which had been declined earlier in the academic year.

7. Those awarded funds should claim these by the following deadline, by providing receipts:

Awards made in MT – claim by Monday of 0<sup>th</sup> week of HT

Awards made in HT – claim by Monday of 0<sup>th</sup> week of TT

Awards made in TT – claim by Friday of 10<sup>th</sup> week of TT

Funds not claimed by these deadlines will be reclaimed by the ASC, to be awarded to other claimants. Awards made in previous years but not claimed will not be carried forward.

We welcome team applications for the whole year and recommend submitting those in Michaelmas term in order to provide good visibility of demand and maximise chances of a

successful claim. The Committee may award funds in a way which spreads them across the three terms, depending on the proposed use of funds.

8. The ASC will endeavour to fund necessary purchases of LMH club/team equipment and necessary clothing, especially for team sports where it is important to distinguish the members of one team from those of another. The ASC will not fund the purchase of personalised shirts or other clothing and will only consider funding the purchase of non-personalised shirts for LMH clubs/teams every 2 years. Where the ASC has funded purchases of clothing, this clothing is College club property and must be returned to club captains at the end of each season. If there is missing clothing, the person responsible, or club members, may be charged to replace this.
9. ASC-funded purchases of equipment likewise remain College club property. The person responsible or club members may be charged to replace missing items.
10. Sports club captains are responsible for sending a signed list of all club clothing and equipment held to the JCR Sports Officer at the start and end of each term, and to the Treasury Administrator with each application to the ASC. This will be used to assess additional requests for funding of clothing and equipment. If no signed list is supplied, this could mean that additional funds are not provided.