

SPORT REVIEW

NEW PROPOSAL FRAMEWORK

V.1 (MAY 2024)



INTRODUCTION AND GUIDANCE	3
STAKEHOLDER DEFINITIONS KEY	4
SECTION 1: AN OVERVIEW OF YOUR AUTHORS, YOUR PROPOSAL, AND YOUR SPORT	6
SECTION 2: NATIONAL GOVERNING BODY (NGB) SUPPORT	9
SECTION 3: IN DETAIL - ABOUT YOUR PROPOSAL	12
SECTION 4: FINANCES, RULES, REGULATIONS, AND ADMINISTRATION	14
SECTION 5: THE IMPACT ON OUR MEMBERS AND THE BUCS OFFICE	16
SECTION 6: ASSOCIATED PROPOSAL TIMELINES, DECISION MAKING AND IMPLEMENTATION	17
PROPOSAL TIMELINE	17
DECISION MAKING (4-6 MONTHS FROM SUBMISSION DATE)	20
APPENDIX A: SPORT REVIEW NEW PROPOSAL FRAMEWORK CHECKLIST	24
APPENDIX B: PREVIOUS SPORT PROGRAMME IMPLEMENTATIONS	25
APPENDIX C: BUCS STUDENT ATHLETE TALENT TYPES	26

INTRODUCTION AND GUIDANCE

The Sport Review process was introduced in the 2018-19 season (Cycle One), giving new sports, new programmes, and programme adjustments the opportunity to be considered for implementation within the BUCS landscape. As published in November 2023, themes of each cycle and further reading on the Sport Review process can be found [here](#), alongside a complete documented history and a full review from 2016. [Appendix B](#) highlights all successful new sports, programmes and programme adjustments that were implemented during cycle's one to three. It is highly recommended that all authors read the *Sport Review Cycle's One – Four: Review and recommendations for Cycle Five and beyond* document prior to exploring the Sport Review New Proposal Framework.

This document will provide direction for all stakeholders wishing to propose new sports, programmes, and programme adjustments within the BUCS offering. The framework, details how a new proposal will be received, consulted on, and supported by the BUCS office and Sport Review Implementation Group (SRIG). Under the following sections, authors will be asked to bring their proposals to life throughout their submission by satisfying each set of criteria with robust detail and as much pertinent information as possible:

SECTION 1: An overview of your authors, your proposal, and your sport.

SECTION 2: National Governing Body (NGB) support.

SECTION 3: In detail: About your proposal, consultation, and support.

SECTION 4: Finances, rules, regulations, and administration.

SECTION 5: The impact on members and the BUCS office.

SECTION 6: ASSOCIATED PROPOSAL TIMELINES, DECISION MAKING AND IMPLEMENTATION

How decisions are made, and respective timelines against those decisions, will be outlined with exactly how to submit a proposal, the phases of submission and which groups the decision-making process will move through. This will enable SRIG and the BUCS office to be transparent when publishing outcomes alongside working proactively with authors and stakeholders to ensure they have the necessary information required to support their submission.

It is important to note here that the Sport Review decision making matrix that was utilised through Cycles One – Three will continue to apply to the new proposal framework. Authors are also advised to understand the final stage of the sport review process, **implementation**, as this will determine whether a new proposal can be adopted into the BUCS offering.

COMPLETING THE PROCESS (CHECKLIST)

We will facilitate consultation with our members, gather feedback, liaise with authors, and make a decision on all new proposals within a 6-month period from the date of submission. A complete checklist of actions and log for proposal development is detailed in [Appendix A](#). For all questions relating to the new proposal framework please contact BUCS Head of Competitions and Performance Andy Gilvary (andy.gilvary@bucs.org.uk).

STAKEHOLDER DEFINITIONS KEY

To assist in guiding your proposal application and understanding some of the stakeholders and advisory groups you may work alongside, a number of definitions have been provided below:

- **Sport Review Implementation Group (SRIG):** is responsible for giving guidance and review related to our inter-university competition programme for all student athletes, at all levels. The group consists of an independent Chair, 10 staff deriving from our membership alongside relevant BUCS staff. The group's current vision is to ensure sports that sit within the BUCS competitions programme, are fit for purpose, deliver an exceptional experience, and maximise NGB engagement for our student athletes whilst in a safe and inclusive environment. Further information on the group can be found: [here](#).
- **National Competitions Group:** act in an advisory capacity in respect of the BUCS sports programmes and competition related strategies. The group is formed of the BUCS National Competitions Manager, BUCS National Competitions Coordinator, a representative from each BUCS Regions and Nations, an elected Chair from the BUCS membership, a representative from the Senior Managers Network and a student representative from the Student Directors Group. Ultimately, this group is where all final proposals will be submitted for ratification prior to implementation (Please see section 6).
- **Sport Advisory Groups (SAG), Event Management Groups (EMG) and League Management Committees (LMC):** BUCS is heavily reliant on its network of Event Management Groups (EMGs), League Management Committees (LMCs), Sport Advisory Groups (SAGs), and a variety of other Sport Stakeholder Groups. This ensures consistency in how the delivery of our sport specific programmes are evaluated and consulted on. Our Sport Stakeholder groups are also critical in supporting the partnerships between BUCS and National Governing Bodies of Sport (NGBs), which help identify the long-term direction for higher education sport development. Sport Stakeholder Groups are primarily tasked with developing the competition offer for the foreseeable future. More information on all groups is available [here](#). ****It is important, prior to starting your proposal, that you understand if there is currently a stakeholder group responsible for your sport that you may be able to engage.***
- **BUCS Members / The Membership:** BUCS is composed of circa 160 member institutions who affiliate to the organisation each year. All members currently affiliated to BUCS can be found in Appendix 1 (Member Consultation) which also details the Region, Nation, and Conference each member falls within.

PROOF OF CONCEPT

Prior to completing this proposal framework, it is highly recommended that you have **at least 2 years of proof of concept** that demonstrates the desire for your programme to be included within the BUCS landscape alongside the expected growth and financial sustainability of the sport. This will be critical during the first stages of your application to ensure the BUCS office and our members understand how your proposal is embedded practically and the strategic purpose of the offer. This will also give SRIG and the BUCS Staff the opportunity to conduct site visits, get real time feedback from students, staff, members, and respective National Governing Bodies whilst also understanding any further work needed to satisfy the first stages of the proposal.

WHAT A FINAL PROPOSAL WILL LOOK LIKE

Although there are a number of sections and guidance notes included within this framework, the final proposal that will be submitted to the membership for consideration will consist of sections 1-5 only. Included will be a bespoke front cover alongside all supporting documentation and appendices that supports sections 1-5 along with any pertinent subsidiary evidence. **To note Appendix 1 (Member Consultation) must be completed and submitted alongside the framework.**

USING APPENDIX 1 - MEMBER CONSULTATION ([DOWNLOAD HERE](#))

The success of each proposal will be heavily linked towards the level of consultation each author engages with across the membership. There needs to be a clear understanding of how your sport currently operates within the sector, the number of participants, clubs, teams, and institutions involved in your proposed offer and how they will benefit from the proposals adoption. Evidence must be provided that the **BUCS voting member/s** within each institution support the proposal prior to it being published to BUCS members for feedback. Please also read the guidance notes on the front tab of the consultation document prior to completing the process.

VERSION HISTORY

Please note, the **Sport Review New Proposal Framework** will be reviewed quarterly and is subject to change. All changes will be ratified by SRIG, and if in the case changes are made, authors will be notified in advance of their applications. Changes that are made to the framework post submission of a proposal will not be enforced in relation to that submission.

SECTION 1: AN OVERVIEW OF YOUR AUTHORS, YOUR PROPOSAL, AND YOUR SPORT

In this section we would like to learn more about the authors, the proposal, and a general overview of the sport. It is important to identify what you are proposing and how it will impact members and the BUCS office. To note:

- A **new sport** is defined as a sport that is not currently adopted within the BUCS offering. BUCS currently (as of the 2023-24 season) caters for [55 sports](#), although a variety of sports may have a number of associated disciplines and derivatives (such as swimming; long and short course, or rugby union; league and knockout and 7s). Wheelchair Basketball is an example of a **new sport** that was implemented in Cycle Three, as highlighted in [Appendix B](#).
- A **new programme** is defined as introducing an offer for an already existing BUCS sport for Men, Women, Mixed (whereby in team sports such as golf the teams **must** cater for both Men and Women) and Open (whereby both Men and Women **can** compete in the same team such as American Football). If your proposal is to bring in more than one programme, i.e. both men and women, please ensure you speak to the BUCS office prior to submission.
- A **new programme adjustment** is defined as adding or amending a current structure to a league and or event that **BUCS does not currently cater for**. For example, a second national league in a league and knockout competition that would sit within the premier tier and directly under a current national league. ****This will include new disciplines within current sports such as Sport Review Cycle Three when Canoe Sprint was implemented as part of the Canoe programme.***

The above will directly link to the sporting model your proposal will utilise, namely, being recognised as a league and knockout sport, an event sport delivered by BUCS, or a third-party event delivery model (a **definition of each model is detailed below within Question 6**).

****Please complete this section with as much detail as possible.***

1. Who is/are the primary author/s of this proposal? (Please note the stakeholders involved i.e. Sport Advisory Groups, Event Management Groups, NGB staff, BUCS staff, member institutions and or 'other'). Please include all names, job titles and email addresses.

Click or tap here to enter text.

2. Which sport is this proposal related to?

Click or tap here to enter text.

3. Is your proposal for Men, Women, Mixed, Open or a number of programmes?

Click or tap here to enter text.

4. Does your sport currently exist within the BUCS landscape? If yes, please detail the current level of engagement and activity below.

Click or tap here to enter text.

5. If adopted into BUCS, what would the name of your offer be? (I.e. BUCS Clay Pigeon Shooting).

Click or tap here to enter text.

6. What model best describes your proposal? Please check all that apply.

- League and Knockout
- Standalone event (BUCS Delivered)
- Regional events culminating in a finals event (BUCS Delivered)
- Regional events series (BUCS Delivered)
- Standalone event (Third Party Delivered)
- Regional events culminating in a finals event (Third Party Delivered)

***Guidance notes below**

Definition of League and Knockout – BUCS currently caters for 24 league and knockout sports, with 41 associated programmes (men, women, mixed and open). If you propose to implement a league and knockout sport, please select this option.

Definition of a BUCS delivered event (including regional rounds) – This may include a regional structure (such as a north and south qualifier) culminating in a national championship final. BUCS will deliver all aspects of the event/s and facilitate staffing, entries, administration, coordination, and review whilst absorbing all costs. The events team will work in tandem with the NGB, stakeholders and members annually to ensure the sport is fit for purpose. **All entry fees will be retained by BUCS and we would expect a financial and or staff resource to enable this.**

Definition of a Third Party delivered event (including regional rounds) – This may include a regional structure (such as a north and south qualifier) culminating in a national championship final (please see [Touch Rugby](#) as an example). BUCS will facilitate the event/s entry process and administration with the NGB leading on all aspects of delivery and absorbing all costs to facilitate the offer. **BUCS will retain a percentage (%) of the entry fees.**

Definition of a Regional Events Series – This model aims to provide an additional / subsidiary offer to other BUCS Events, with a focus on participation over performance, and **no BUCS Points awarded**. BUCS will deliver all aspects of the event/s and facilitate staffing, entries, administration, coordination, and review whilst absorbing all costs. The events team will work in tandem with the NGB, stakeholders and members annually to ensure the sport is fit for purpose. **All entry fees will be retained by BUCS, and we would expect a financial and or staff resource to enable this.**

7. How does your sport currently engage with the HE sector? (Please use [Appendix 1 \(Member Consultation\)](#) as supporting evidence and briefly summarise the data you have captured below describing number of universities, clubs, teams, participants, and workforce along with any other pertinent data).

Click or tap here to enter text.

8. Does what you are proposing (or similar) already exist in the higher education sector but is not directly supported by BUCS? (I.e. an event and or league structure). If yes, please describe the current structure and include a visual reference as an Appendix if needed. Please detail who delivers your sport (i.e. an NGB or other parties).

Click or tap here to enter text.

9. Does your sport currently have an advisory group / staff member (or equivalent) that consults and focuses on the development of the HE sector? This may include a number of stakeholders that discuss how the sport interacts with universities, their clubs, their students and the wider sporting community.

Click or tap here to enter text.

10. Does your sport currently have a dedicated website / portal, or section of a website that houses all information related to your sport in the HE sector? Please link the website below. If not, please explain why this resource does not exist.

Click or tap here to enter text.

11. Does your sport currently have a dedicated social media platform that showcases the profile and influence of your sport in the HE sector? Please link the respective platforms below. If not, please explain why this resource does not exist.

Click or tap here to enter text.

SECTION 2: NATIONAL GOVERNING BODY (NGB) SUPPORT

As past cycles have broadened our understanding of the introduction of new sports into the BUCS landscape, it has become increasingly evident that for the implementation stage to be successful, and for sports to be sustainable, there is a critical need for National Governing Body (NGB) support. Access to that NGB support should be a major consideration when disclosing what finances, staffing and general resources sports will have at their disposal when looking to be adopted into BUCS.

New proposals must have a **minimum of one staff member** from a national governing body who is a dedicated point of contact and resource attached to the proposed BUCS offer. **A proposal should only be submitted once the respective NGB of the associated sport has been consulted with if they are not the primary author/s.**

It is also highly recommended that proposals outline the access they have to NGB funding, ensuring the viability and sustainability of the offer.

The purpose of this section is to safeguard both the membership and the BUCS executive in terms of time, resource and cost when assessing the viability of adopting new proposals.

For those submissions completed by NGB staff, if you wish to provide supporting evidence of resource allocated to the HE sector please do so as an Appendix.

****Please now fill out this section with as much detail on your national governing body as possible to demonstrate support for your proposal.***

1. What is the name of the National Governing Body/Bodies (NGB) associated to this proposal?

Click or tap here to enter text.

2. Is your sport recognised by Sport England, Sport Wales, Sport Scotland, N.I. Sport? If yes, please provide the link to your association.

Click or tap here to enter text.

3. If your sport isn't recognised by Sport England, Sport Wales, Sport Scotland, N.I. Sport, please explain the reasoning and or provide narrative as to why there is no recognition?

Click or tap here to enter text.

4. Is your sport recognised by any international governing bodies including international federations (for example; [World Rugby](#), [FIFA](#)) and or is your sport included in their programmes? (This would include international university sport federations or associations such as FISU and EUSA).

Click or tap here to enter text.

5. Does the NGB have a higher education lead whose primary role will be to support both the offer and the HE sector? This staff member must be contactable between 10.00am – 16.00pm daily during BUCS core office hours. If yes, please name the staff member and job title alongside their length of contract.

Click or tap here to enter text.

6. If no to question 5, what level of staffing can the NGB dedicate to your proposal and its introduction into BUCS? (For example, a specific higher education development officer and or event lead etc.)

Click or tap here to enter text.

7. If there is no current dedicated staff resource, how will your proposal be facilitated within BUCS and the membership and how do you intend to interact with the BUCS office?

Click or tap here to enter text.

8. Is higher education sport referenced in the NGB strategy? If yes, please attach the strategy as an Appendix, and in the box below, reference the location of the specific HE section. If the strategy is hosted online, please add the location below.

Click or tap here to enter text.

9. If the NGB currently provides resource outside of staffing to the higher education sector, please detail here (for example, free or subsidised match officials and coach education, funding streams specific to HE activity and or development funding pots).

Click or tap here to enter text.

10. Which home nation/s have is your sport currently active within?

Click or tap here to enter text.

11. Does each home nation wish to be involved with BUCS? If no, please provide detail as to why.

Click or tap here to enter text.

12. Provide an overview or outline the NGB talent pathway structure/s? Do you recognise national and international university sporting opportunities as part of the talent pathway? Type 4-5 athletes (Please refer to [Appendix C](#)).

Click or tap here to enter text.

13. If the sport or offer is not recognised as part of the NGBs performance pathway, please explain why?

Click or tap here to enter text.

14. What opportunities if any, are provided for Type 4-5 athletes regarding performance outside of your proposal? (This should be specific to talent development and performance opportunities provided as part of NGB support).

Click or tap here to enter text.

15. Please provide a supporting statement from the NGB as to why this proposal should be adopted into BUCS and how it will engage each home nation?

Click or tap here to enter text.

SECTION 3: IN DETAIL - ABOUT YOUR PROPOSAL

The focus of this section is to understand both the complexity of your proposal and the need for your sport to be adopted into the BUCS offering.

***Please complete this section with as much detail as possible.**

1. Have you submitted this proposal as part of the Sport Review Cycle's One – Three process? Please detail YES or NO.

Click or tap here to enter text.

2. If yes to question 1, please highlight the changes that are being made (if any) and why those changes are being proposed?

Click or tap here to enter text.

3. Please summarise in 250 words your proposal. You are welcome to provide visual supporting documents as an Appendix.

Click or tap here to enter text.

4. How does your sport align to the current [BUCS Strategy 2023-27](#)? Please highlight the specific points within the strategic themes you feel this proposal relates to.

Click or tap here to enter text.

5. If the proposed model for your sport already exists within the sector, and is accessible by the BUCS membership, why is it important that the sport/programme be recognised and or affiliated to and adopted by BUCS?

Click or tap here to enter text.

6. Using the consultation brief in [Appendix 1 \(Member Consultation\)](#), please use the evidence to demonstrate the need for your proposal to be adopted into BUCS? (Please reference specific feedback).

Click or tap here to enter text.

7. Outside of [Appendix 1 \(Member Consultation\)](#), what other consultation mediums have taken place to both inform and garner support from the sector? For example, information sharing webinars, conferences with stakeholders etc.

Click or tap here to enter text.

8. Using the athlete type framework in [Appendix C](#), which athletes will you target? Please provide specific numbers where possible.

Click or tap here to enter text.

9. What do you expect to be the minimum number of entries in year 1 for your proposal to operate successfully? please note the minimum number of entries needed.

Click or tap here to enter text.

10. Is there a cap/maximum number of entries your proposal is limited to? If yes, please explain why?

Click or tap here to enter text.

11. Linked to the above, can every member institution access your proposed offer if successfully implemented? How many entries per institution would be allowed?

Click or tap here to enter text.

12. How would you intend to grow within the sector over the next 5 years? (Please use data and evidence to support your aspirations i.e. NGB supporting research and insight into the growth of your offer).

Click or tap here to enter text.

13. What challenges do you foresee your proposal experiencing if adopted (year 1)? How would you look to prevent these occurring?

Click or tap here to enter text.

SECTION 4: FINANCES, RULES, REGULATIONS, AND ADMINISTRATION

To understand the cost, resource, and regulatory implications of your proposal, there is a need to detail all associated finances, budgets, administrative support, and rules that wrap around your offer.

**Please now fill out this section with as much detail as possible on your proposal.*

1. Do individuals have to affiliate to your NGB to participate in your sport/programme? If yes, what is the cost and what does the affiliation model cover?

Click or tap here to enter text.

2. Do teams have to affiliate to your NGB to participate in your sport/programme? If yes, what is the cost and what does the affiliation model cover?

Click or tap here to enter text.

3. Do clubs have to affiliate to your NGB to participate in your sport/programme? If yes, what is the cost and what does the affiliation model cover?

Click or tap here to enter text.

4. What is the proposed cost per individual/team entry?

Click or tap here to enter text.

5. What rules and regulations currently govern your sport? (Please link to any relevant documentation). Please be conscious of the specific rules and regulations you have in place for HE participation.

Click or tap here to enter text.

6. Will you require additional, specific regulations for your proposed sport/programme? If so, please list them below.

Click or tap here to enter text.

7. What would be the workforce implications if your proposal was adopted?

7a. Match Officials

Click or tap here to enter text.

7b. Coaches

Click or tap here to enter text.

7c. Other volunteers

Click or tap here to enter text.

8. What other administration support is required to successfully run your proposal?

Click or tap here to enter text.

8. Do you currently have any commercial partners associated to your proposal? Please list the partners and the expiration date of that partnership if applicable. This will inform the BUCS office as to any conflicts of interest that may arise when administering your offer within the sector.

Click or tap here to enter text.

SECTION 5: THE IMPACT ON OUR MEMBERS AND THE BUCS OFFICE

The impact on our members and the BUCS office is notably the most significant section within each new proposal. All prior sections should now inform the level of impact your proposal will have on both our membership and the BUCS office.

Points to consider (although note exhaustive) when outlining the impact of your proposal are;

- Total cost for students, clubs, and members to engage with your offer,
- Facility requirements,
- Travel requirements,
- Administration support (match official and coach education for example),
- Rules and regulations implications.

You should specifically reference the impact level, rating, and definition themes of the 'Resource impact on members' section.

****Please complete this section with as much detail as possible Please use the scoring matrix highlighted in [section 6](#) as a guide to answer all of the questions below.***

1. What will be the impact of adopting this proposal on our members?

Click or tap here to enter text.

2. What will be the impact of adopting this proposal on the BUCS office?

Click or tap here to enter text.

SECTION 6: ASSOCIATED PROPOSAL TIMELINES, DECISION MAKING AND IMPLEMENTATION

We are now shifting to an individually focused proposal specific timeline, whereby SRIG and the BUCS office can work proactively with authors to ensure submissions are fit for purpose with a significant period allowed for robust consultation. The timeline phases are noted below with a narrative attached to each; however, we would draw attention to the following points:

- **National Competitions Group** meet during 5 windows across a calendar year (1. August-October, 2. November – January, 3. February – April, 4. May – June, 5. July). Papers to be discussed at National Competitions Group need to be published 4 weeks in advance to the membership, and hence a final proposal must fit within this time frame.
- **BUCS league entries** open in early April of each year. Therefore, if a proposal is geared towards a league and knockout competition, the recommendation is that all consultation is completed prior to meeting window 3 of National Competitions Group.
- For **third party events**, it is recommended that the entire process is completed, and a decision reached **at least 4 months prior to your first event / event taking place**. As a successful proposal may be ratified during a season, authors must consider that institutions may budget for the following season well in advance of when the proposal is being submitted and hence this may be a deciding factor for members when moving through decision making and implementation. We envisage the process from submission to implementation to take a minimum of circa 10 months.
- For **BUCS led events**, the expectation would be a minimum of confirming adoption **at least 12 months prior to the event taking place**. This will primarily be due to the dedicated resource needed from the BUCS office and allocation of staffing.

PROPOSAL TIMELINE

The application timeline is broken down into 3 phases:

Phase 1: Submission to SRIG (0 months)

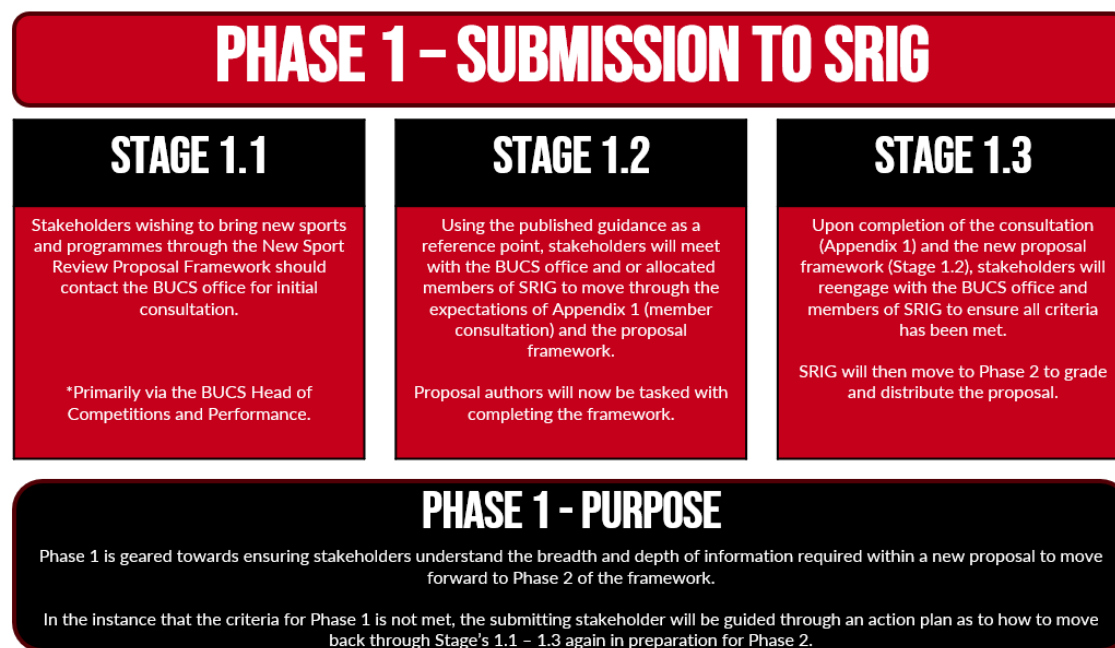
The phase is geared towards ensuring all stakeholders understand the breadth and depth of information required to move forward to Phase 2 of the framework. The below diagram will guide all authors through stages 1-3 of the first phase and each stage's significance. As part of this phase, SRIG and the BUCS office will meet with all respective authors to aid in their understanding of the work to be undertaken and how their proposal will be assessed.

During **Stages 1.2** and **1.3**, authors will also be guided through [Appendix 1: Member Consultation](#). [Appendix 1](#) is one of the most significant data gathering elements of the submission process and it is important the guidance within this document is understood.

It must be noted **there is no time limit for stakeholders to complete Phase 1**, as soon as the author feels the feedback has the necessary volume of data to support and populate their proposal, they can move to **Stage 1.3**.

The purpose of [Appendix 1 \(Member Consultation\)](#) is to ensure that authors are speaking to the correct staff within our membership; those that understand the running of the sports departments and athletic union or equivalent, who input on budgeting decisions and the wider university sporting ambitions and economy. In practice, this may mean although a club, team or student may overwhelmingly agree with your proposal, the financial or resource constraints of a member may not allow for the proposal to be adopted and or explored at the current time.

Phase 1: Visual of the submission to SRIG process

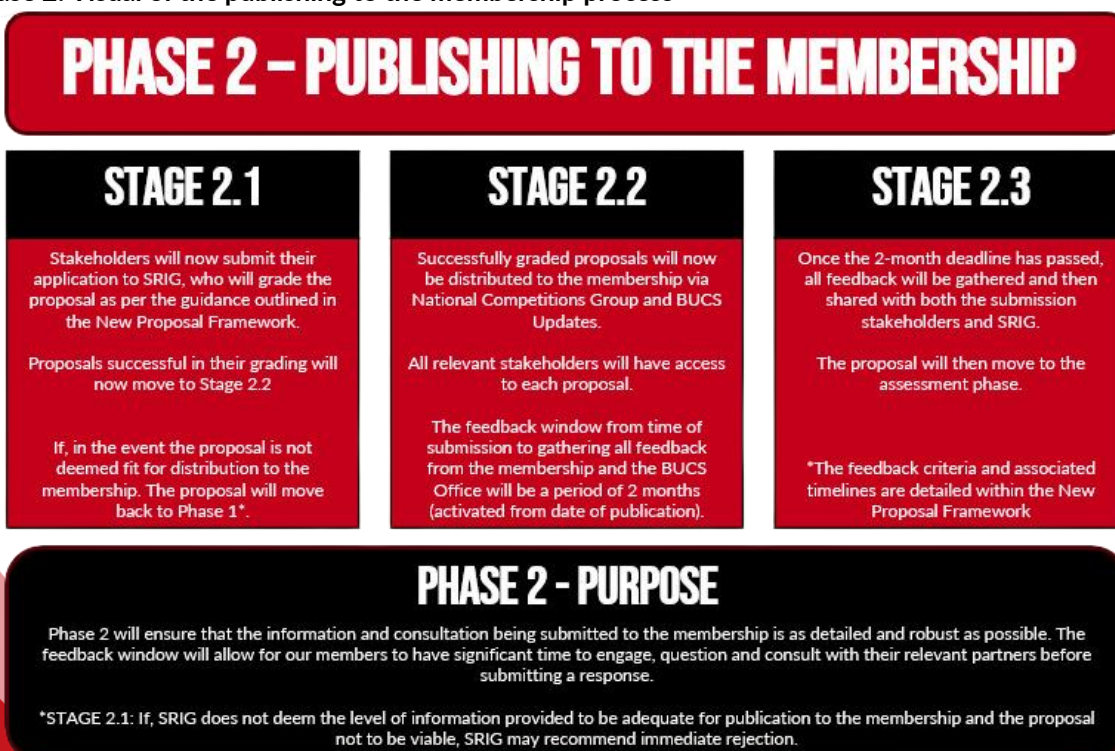


Phase 2: Publishing to the membership (0-2 months activated from date of publication)

Once authors have taken the necessary time to speak and consult with their respective NGBs, stakeholders and BUCS members via [Appendix 1 – Member Consultation](#) (clubs, teams, participants, and institution staff) and then populated the New Proposal Framework, the proposal will now be submitted to SRIG for grading and assessment.

SRIG will then grade each section of the proposal under the criteria listed below, it is important to note here, if one or more of the proposal sections have not met the criteria, the publication process will pause until SRIG are satisfied the proposal is fit for distribution to the membership.

Phase 2: Visual of the publishing to the membership process



Points for consideration are:

- If in the event the proposal is not deemed fit for distribution to the membership, the proposal will move back to Phase 1. ***How proposals will be graded is detailed below.**
- If SRIG does not deem the level of information provided to be adequate for publication to the membership and the proposal not to be viable, SRIG may recommend immediate rejection. Ultimately, this will mean authors cannot resubmit a proposal relating to their sport for a period of 12 months.

PHASE 2 – STAGE 2.1: PROPOSAL GRADING			
SECTION	CRITERIA MET: PROPOSAL X		
Grading	Yes – proceed to submission	Somewhat, further details needed: Please add question/s below	No – the proposal has insufficient information and is deemed unfit for submission
Section 1: An overview of your authors, your proposal and your sport			
Section 2: National Governing Body (NGB) support			
Section 3: In detail: About your proposal, consultation and support			
Section 4: Finances, rules, regulations and administration			
SECTION 5: The impact on our members and the BUCS office			
Outcome	Ready for submission / Further work needed / Rejected		

Phase 3: Feedback assessment (2-4 months from submission date)

The third phase of the submission timeline captures all feedback regarding the proposal and the outcomes which will ultimately drive the decision-making processes aligned to each proposal. As per Phase 2, all feedback will be submitted to SRIG. The feedback will outline the following institutional stance in relation to the proposal:

- Supportive
- Not supportive
- Further information needed to inform a decision
- Abstain (this may apply to institutions who have no intention of facilitating the nominated proposal in the coming seasons and therefore would not be considered during the feedback assessment stage).

If, in the case the feedback meets the threshold as outlined in the **Sport Review Decision Making Matrix** (referenced in the sections below) the proposal will move straight to National Competitions Group for final ratification and then the implementation stage.

If a supportive threshold can be met when the questions asked by outstanding members are answered and they are in agreement with the proposal, the proposal can then follow the above process. However, if the threshold of agreement is not met due to lack of support from the membership, the proposal will be rejected with **authors being unable to resubmit a proposal for a period of 12 months.**

To note, the thresholds of agreement will be in line with the thresholds outlined within the **Sport Review Decision Making Matrix**. It is recommended that these thresholds are understood prior to submission of a proposal and consultation takes places.

Phase 3: Visual of the feedback assessment process

PHASE 3 – FEEDBACK ASSESSMENT

STAGE 3.1

SRIG will meet to discuss the feedback received and the viability of the proposal using the member feedback assessment tool. Primarily this will give 3 scales of feedback that a member:

- 1) Supports the proposal
- 2) Does not support the proposal
- 3) Has further questions (for grading purposes this would be considered as not supportive)

As per point 3. This stage may include requiring proposal authors to answer further questions. To note, at this stage there may be no further questions.

STAGE 3.2

There are 3 possible outcomes

- 1) The proposal has reached the threshold for agreement of the decision-making matrix and can move to National Competitions Group for implementation ratification
- 2) The proposal has not met the threshold and is rejected
- 3) If, the proposal threshold is met once the questions that have been asked by the membership are answered by the authors and the members now supports the proposal; proposals will be moved to outcome 1.

STAGE 3.3

Once an outcome from Stage 3.2 has been established for the proposal the following outcomes will take place:

1. For those proposals that meet the threshold of agreement the proposal will move to National Competitions Group for ratification and implementation
2. For those proposals that are rejected, the process is now closed. Authors cannot resubmit and application for a period of 12 months
3. Authors will reconult with members who have questions resulting in outcome 1 or 2

PHASE 3 – PURPOSE

Phase 3 will focus on the feedback submitted during and up to the feedback deadline. As per the Sport Review Decision Making Matrix published during Cycle's One – Three and captured in the New Proposal Framework, a decision will be made as to whether a proposal should move to the implementation phase.

The 3 phases of this proposal application timeline are not deemed to be a linear process. Following submission to the Sport Review Implementation Group, a proposal may be required to move back into the pre-submission phase to conduct further data gathering or consultation. Also as mentioned, if a proposal is rejected during phase 2 for any reason, then a new submission for the same sport/programme **will not be able to be submitted for another 12 months.**

DECISION MAKING (4-6 MONTHS FROM SUBMISSION DATE)

The Sport Review Decision Making Matrix has been adapted from an existing matrix aimed at tackling wider organisational decision making within BUCS. Developed by the BUCS Executive this parent matrix outlines the considerations, limits and process which will support decision making within the organisation. It details the areas to be assessed by staff or member groups when complex issues are identified. The matrix has been presented to and accepted by BUCS Advisory Group as an appropriate decision-making tool for the organisation.

The Sport Review Decision Making Matrix has been developed in the same vein, to support the identification of the correct consultation outcome, and ensure that decisions can be made in a clear and transparent way. The Matrix has allowed us to focus on our consultation processes and ensure that those impacted by change are empowered to share their valued opinions. As a membership-based organisation, collaboration and consultation are key to safeguarding the wellbeing of the sporting landscape within the sector.

Structure

The system uses a 5-point scale with 1 being the least severe, or lowest score, and 5 being the most severe, or highest score. The areas of assessment are:

1. Number of member institutions impacted,
2. Resource impact on member institutions,
3. Resource impact on BUCS.

1. Number of member institutions impacted

The below matrix details how SRIG would assess the impact on members (A), resource impact on members (B) and resource impact on BUCS (C).

A practical example of a new proposal being brought through the scoring assessment would be:

Sport: Sport X wishing to bring in a new sport in the form of a third part delivered event into the BUCS offering (regional and national championship rounds). The event would be for mixed teams.

Impact on Members (A): The new event aims to engage 30 teams across 25 members (**Score 4**).

Resource impact on members (B): The new event would require associated facility hire for teams to train and prepare, travel to regional and national competition, affiliation for each member and a minimum number of match officials qualified for example (**Score 3**).

Resource impact on BUCS (C): The new event is third party delivered but will need to establish a new set of rules and regulations and their build along with publication, alongside Appendix 1, BUCS Points Allocation, administration support for the new event, branding, kit and equipment allocation (**Score 3**).

The total result being $A(4) \times B(3) \times C(3) = 36$. This number would then move to the Sport Review Decision Making Outcomes below.

**It must be noted that the above detail is a reduced snapshot of an overview of what a scoring system may look like and stresses the need for a robust submission of detail from authors in order for SRIG to make score accordingly. Guidance related to the scoring is also captured below and should be considered when populating each proposal.*

THE SPORT REVIEW DECISION MAKING MATRIX

Impact on Members (A)		Resource Impact on Members (B)		Resource Impact on BUCS (C)	
Number of members	Rating	Impact Level	Rating	Impact Level	Rating
30+	5	High	5	High	5
<30	4		4		4
<20	3	Medium	3	Medium	3
<10	2		2		2
<5	1	Low	1	Low	1

SCORE = A X B X C

Understanding and presenting the impact

Authors are encouraged to understand how their proposals will be graded using the scoring matrix below. It is therefore recommended that when populating **Section 5: The impact on our members and the BUCS office**, it should be completed in tandem with the below ratings and definitions.

RESOURCE IMPACT ON MEMBERS

Impact Level	Rating	Definition
High	5	SIGNIFICANT INCREASE IN RELATED FINANCIAL COSTS, INCLUDING: ENTRY COSTS, TRAVEL DISTANCE/TIME, FACILITY REQUIREMENTS AND STAFF RESOURCE COSTS - Identifiable investment required to attain competition related minimum operating standards
	4	SIGNIFICANT INCREASES IN RESOURCING OR FINANCIAL COSTS - Such as travel, entry costs, facility requirements, or workforce requirements
Medium	3	NOTABLE INCREASES IN RESOURCING OR FINANCIAL COSTS - such as travel, entry costs, facility requirements, or workforce requirements
	2	NONE OR MINIMAL INCREASES IN RESOURCING OR FINANCIAL COSTS - such as travel, or entry costs
Low	1	EVIDENCED REDUCTION IN RESOURCING OR FINANCIAL COSTS - such as reduction in facility hire, travel, or entry costs

RESOURCE IMPACT ON BUCS

Impact Level	Rating	Definition
High	5	SIGNIFICANT INCREASE IN RESOURCING AND FINANCIAL COSTS - Such as increased staff administration time, relationship management time, risk management, logistical support, Marcomms support, and delivery costs
	4	SIGNIFICANT INCREASES IN RESOURCING OR FINANCIAL COSTS - Such as increased staff administration time, relationship management time, logistical support, or delivery costs
Medium	3	MODERATE INCREASES IN RESOURCING OR FINANCIAL COSTS - Such as increased staff administration time, relationship management time, logistical support or delivery costs
	2	NO INCREASES IN FINANCIAL COSTS - Except for short term resourcing costs during implementation
Low	1	REDUCTION IN RESOURCING REQUIREMENTS - Such as reduced staff administration time, or reduction in delivery costs

Consultation

Once SRIG have assessed each proposal against the above criteria and scoring matrix, the outcome and scoring will determine the level of consultation required in order to make a decision as per **Phase 3: Feedback Assessment - Stage 3.3** of the proposal timeline. Who will need to be consulted with and the respective response rates are detailed below in the decision-making matrix outcomes.

DECISION MAKING MATRIX OUTCOMES

SCORE	ACTION	MINIMUM RESPONSE RATE	AUTOMATIC ADOPTION THRESHOLD	
51 – 125	FULL MEMBER CONSULTATION AND SIGN OFF BY BUCS BOARD	25%	80% Followed by Board Endorsement	<p>Anything below 80% support, will be referred to National Competitions Group for review.</p> <p>Anything below 20% support, will be automatically rejected.</p>
31- 50	MEMBERSHIP CONSULTATION WITH ALL MEMBERS – REGARDLESS OF WHETHER THEY OFFER THE SPORT	25%	80%	
21-30	MEMBERSHIP CONSULTATION WITH ALL THOSE ENGAGING WITH THE BUCS COMPETITION OFFER	50%	80%	
5-20	MEMBERSHIP CONSULTATION WITH THOSE DIRECTLY IMPACTED	80%	80%	
4	NATIONAL COMPS GROUP DECISION	N/A	N/A	
1-3	BUCS EXECUTIVE STAFF DECISION	N/A	N/A	

IMPLEMENTATION (6 MONTHS + FROM SUBMISSION DATE)

In the case a proposal is successful in moving to implementation, the following steps will take place. The authors of the proposal alongside the BUCS office and the respective NGB (if not the author) will map out an implementation document as to how the proposal will be adopted into the BUCS offering. An example implementation document from Sport Review Cycle Three can be accessed [here](#). Although not exhaustive given the sport specific nature of each proposal, the following themes should be presented within the implementation document and must have confirmation prior to moving to the implementation meeting with all members directly impacted:

- All lead contacts for the proposal must be listed and published (inclusive of external and internal staffing),
- A confirmed delivery model (BUCS and or Third Party),
- Entry fees must be confirmed,
- Affiliation processes must be confirmed,
- Timelines of all dates relating to the proposal must be confirmed (e.g. league entry dates, event timelines etc.),
- If the proposal is a league and knockout offer, all dates and deadlines must be presented via a provisional [Appendix 2a](#),
- Rules and regulations relating to the proposal must be confirmed via the BUCS office and Governance and Compliance Team,
- A complete and published budget that demonstrates the proposal is financially viable,
- All venues and facilities must be confirmed where applicable,
- The naming convention of the offer must be confirmed,
- All risk assessment requirements must be confirmed,
- How entries will integrate with BUCS play processes must be confirmed,
- All commercial partners must be submitted,
- The expected BUCS points allocations and Appendix 1 adjustments must be confirmed,
- A complete event guide where applicable must be written and submitted.

Once all of the above has been documented, the process will then move to meet with the members who are directly impacted by the proposal to ensure there is appetite for entry. This is the final stage before publication ensuring the offer is fit for purpose. Implementation will be complete, and entries will then be facilitated in line with the programme timeline.

****It must be noted, that if agreement cannot be reached within the implementation meeting surrounding how the new proposal will be adopted, i.e. timings, dates, facilities and costs, the application will be redirected to the BUCS Executive for a final decision.***

SUCCESSFUL PROPOSALS AND PROBATION

In the case that a proposal moves through implementation and is successfully introduced as a BUCS offering, the programme will be in a status of probation for a minimum for 12 months and or for the season in which the offer was introduced. The BUCS office will work alongside the authors to ensure the proposal operates as expected, however, in the case the programmes performance does not meet the requirements of the membership, SRIG may recommend that entries do not open for a second term. This process will be completed upon the conclusion of the sport specific season.

APPENDIX A: SPORT REVIEW NEW PROPOSAL FRAMEWORK CHECKLIST

This checklist is designed to guide authors via a step-by-step process to ensure the New Proposal submission criteria is satisfied whilst being supported by the BUCS office.

STEP	CONTENT	COMPLETED	NOTES
1	Authors to contact the relevant BUCS staff to understand the scope of the Sport Review Process		
2	Authors should complete the pre reading of the Sport Review documentation alongside the New Proposal Framework and Appendix 1		
3	If the authors are not part of their respective NGB, they should seek NGB approval, support, and consultation prior to submission		
4	Complete all documentation (New Proposal Framework and Appendix 1) in preparation for Phase 1		
5	Submit all documentation to SRIG via Phase 2		

APPENDIX B: PREVIOUS SPORT PROGRAMME IMPLEMENTATIONS

Sport Review Cycle's One to Three: Sport and Programmes that were successfully implemented.

CYCLE ONE (2018-2019)			
Sport	The proposal	New / Current Sport	BUCS Led Event, Third Party Event, or BUCS League and Knockout
Fencing	To develop regional inter-university competitions in partnership with British Fencing	Current	BUCS Led Event
Golf	To open Golf Tour Championship to individual guest entries from elite non-student golfers	Current	BUCS led event
Handball	To adopt Handball as a new sport in the BUCS competition structure	New	Third Party Event
Hockey	To introduce a National League for the men's and women's programmes	Current	BUCS League and Knockout
Lacrosse	To introduce a second layer within the existing Premier Tier of women's lacrosse	Current	BUCS League and Knockout
Rugby Union Men	To improve the competitive offer in the lower tiers of the men's programme	Current	BUCS League and Knockout
Rugby Union Women	To introduce a National League for the women's programme	Current	BUCS League and Knockout
Taekwondo	To adopt Taekwondo as a new sport in the BUCS competition structure	New	BUCS Led Event
Table Tennis	To introduce a Premier Tier into the women's programme	Current	BUCS League and Knockout
Ultimate	To restructure the women's offer to reflect the growth of the sport	Current	BUCS League and Knockout

CYCLE TWO (2019-2021 due to the pandemic)			
Sport	The proposal	New / Current Sport	BUCS Led Event, Third Party Event, or BUCS League and Knockout
Baseball and Softball	To adopt Baseball and Softball as new sports within the BUCS competition structure	New	BUCS League and Knockout
Dodgeball	To adopt Dodgeball as a new sport in the BUCS competition structure	New	BUCS League and Knockout
Golf	To introduce a golf Premier League Structure	Current	BUCS League and Knockout
Weightlifting & Parapowerlifting	To adopt Weightlifting and Para-powerlifting as a new sport in the BUCS competition structure	New	Third Party Event
Wheelchair Basketball	To adopt Wheelchair Basketball as a new sport in the BUCS competition structure	New	BUCS League and Knockout

CYCLE THREE (2021-2022)			
Sport	The proposal	New / Current Sport	BUCS Led Event, Third Party Event, or BUCS League and Knockout
Powerlifting	To adopt Powerlifting as a new sport in the BUCS competition structure	New	Third Party Event
Flat Water Sprint Canoe	To introduce Flat Water Sprint Canoe into our events programme	New	Third Party Event
Touch Rugby	To introduce Touch Rugby as a new sport into our events programme	New	Third Party Event

APPENDIX C: BUCS STUDENT ATHLETE TALENT TYPES

Student-Athlete Profiles			
Type	Ambition	Commitment	Prioritisation
5	<ol style="list-style-type: none"> Success within Elite Sport. Depending on the sport in question, this could mean: International Representation, a Professional Contract, or High-Performance National Competition/NGB Pathway. 	<ol style="list-style-type: none"> Highest levels of commitment to both personal and team performance development. Strong desire to engage with supplementary training environments, such as: strength and conditioning, performance analysis, physiotherapy and sport rehabilitation treatment. No issues with lengthy time and travel commitment. Cost unlikely to be a factor for consideration when establishing commitment to participate. 	<ol style="list-style-type: none"> Sporting performance is a very high priority, possibly ahead of most other commitments.
4	<ol style="list-style-type: none"> Success within a Highly Competitive/Performance Focused Environment. Depending on the sport in question, this could mean: NGB Talent Pathway Entry, Semi Professional Contract, National Leagues, and/or National and Premier Tiers of BUCS. 	<ol style="list-style-type: none"> High levels of commitment to performance advancement. Desire to engage with supplementary training environments. However, focus may sway more towards the outcome of performance (winning) rather than personal development for future performance. Minimal issues with committing long periods of time to training or lengthy travel associated with fixtures. Cost less likely to be a factor for consideration when establishing commitment to participate. 	<ol style="list-style-type: none"> Will generally prioritise sport participation ahead of most other commitments.
3	<ol style="list-style-type: none"> Success within a Competitive Sporting Environment. Very likely to consistently engage with regular competitive opportunities. May be interested in advancing within a sport to compete at the highest tier possible both within and outside HE sport, however focus may be isolated to simply succeeding within current competition (e.g. winning the league). 	<ol style="list-style-type: none"> 'Seasonally based commitment': will readily commit to competing and trying to personally improve within a competitive season. Competitive outcome very likely to be a stronger factor compared to personal performance development. Generally little interest in engaging with supplementary training environments. Some issues with lengthy travel. Would prefer to strike a balance between competing and other personal commitments. Cost could be a factor for consideration when establishing commitment to participate. 	<ol style="list-style-type: none"> May prioritise competing ahead of other commitments/interests. Likely to balance prioritisation of sport against wider commitments.
2	<ol style="list-style-type: none"> Engagement with recreational sporting environments. Motivational factors more likely to be focused around: enjoyment, experience, and socialisation. There may still be ambition to experience a competitive environment, however the driver for this is quality of experience rather than performance related. 	<ol style="list-style-type: none"> Unlikely to be committed to advancing through competitive environments. Instead, are more likely to seek enjoyable opportunities to compete on a regular to intermittent basis. Appropriateness of opportunity very important, as a Type 2 participant would be likely to disengage quickly if the offer is not right. Regular issues with lengthy travel, preference would be to remain quite local to engage with competitive opportunities. Cost would be a factor for consideration when establishing commitment to participate. 	<ol style="list-style-type: none"> Might prioritise ahead of other commitments, but generally unlikely. The offer must suit the individual's motivation and can become quickly deprioritised.
1	<ol style="list-style-type: none"> Participation in sport on a flexible basis. Motivational factors very likely to be focused around: enjoyment, experience, and socialisation. Little ambition to experience a highly competitive environment. 	<ol style="list-style-type: none"> Minimal/no level of commitment to advancement. Seeking opportunities that offer ad-hoc or intermittent competition, making it easier to flexibly commit to participation. Issues with travel, strong preference for localised opportunities. Cost very much a factor for consideration when establishing commitment to participate. 	<ol style="list-style-type: none"> Unlikely to prioritise ahead of other commitments.

