

Edinburgh University Karate Club Non-Student Policy

Last revision: 1st September 2020

Introduction

While EUKC would love to welcome all suitable prospective members to the club, in some years the demand for non-student memberships may exceed our quota – which is set by the Sports Union. The quota is 20% of our University of Edinburgh student membership for the academic year in question:

Number of student members (from the University of Edinburgh)	Non-Student quota
25	5
30	6
35	7
40	8
45	9
50	10
55	11
60	12
65	13
70	14
75	15

The selection policy set out in the rest of this document is intended to make the choice of which prospective non-students may join as fair as possible, considering the interests of the club, our members, and the University.

Stage 1 – Application Process

To know how many non-students are interested in joining for the upcoming academic year, the committee will advertise **deadlines for registering interest**. These will be:

- The **end of August** (Quota = one third of previous year's final quota)
- **Friday of Week 3, Semester 1** in the University of Edinburgh calendar (Quota as of deadline)
- **Friday of Week 2, Semester 2** (Quota as of deadline)

Immediately after the deadline the committee will follow Stages 2 through 5 to assign non-student places.

If the quota is not full after this process is completed, or has increased since the last deadline, then non-students may still apply to join up until the end of Week 11 for the semester involved and the committee will consider such applications weekly. This is Stage 6.

Stage 2 – Vetting

This step should be undertaken even if the quota is sufficient to allow for all candidates to join.

Each candidate will be vetted using the checklist below. If any candidate fails this assessment, they should not be offered a membership regardless of the remaining quota or their points tally.

Criteria	Check
All coaches and captains who have trained with the candidate are satisfied with their conduct at training	
No formal complaints have been received from members regarding the candidate's behaviour during their trial period	
If the candidate is returning, any previous complaints regarding their conduct have been satisfactorily resolved – verify this with coaches/captains	
The candidate has no outstanding financial debt to the club (e.g. summer training fees) – or if the debt is significant (£150+), there is an agreed repayment schedule and the Treasurer has no concerns regarding this	

Stage 3 – Points Assignment

All candidates will be assigned points from the table below and ranked accordingly. Points can be combined between items (e.g. a candidate can be a graduate and a student elsewhere). However, points cannot be combined for the same item (e.g. a candidate who has multiple degrees from Edinburgh only gets credit for the latest graduation).

Any candidate with 0 points at this stage is subject to an approval vote by the committee. Any candidate who does not pass this vote must re-apply for the next deadline if they still wish to join.

	Points
University of Edinburgh Staff	5
University of Edinburgh Graduate (<2 academic years since graduation)	6
University of Edinburgh Graduate (2-5 ac. years since graduation)	4
University of Edinburgh Graduate (>5 ac. years since graduation)	2
Student at another institution	5
Graduate of another institution (<2 ac. years since graduation)	3
Previously an exchange student member	1
Member in the previous x years consecutively	x for $0 < x < 3$; 3 for $x \geq 3$
Coaching qualifications	1-3 (level dependent)

Note, coaching qualifications are awarded 1-3 points overall, not per qualification. The points awarded for this are not very generous because candidates seriously interested in using their qualifications at EUKC should approach us to join the coaching team, not become a member.

Edinburgh Graduation guide for example academic year 2015/16 (applicable for both semesters):

Graduated in September 2013 or later – 2-year cut-off, 6 points

Graduated before September 2010 – 5-year cut-off, 2 points

Stage 4 – Candidate Selection

- a) If the remaining number of candidates **does not exceed the quota**, then **all** should be offered non-student places. Proceed to Stage 5.
- b) If there are **more candidates than the quota**, then the ranking obtained in Stage 3 should be used as a starting point for distributing places. To account for other factors (such as having a strong record of volunteering for the club), the **committee may assign up to 3 more points to a candidate**.

After the assignment of any additional points, **the ranking obtained is to be used exclusively** to determine which candidates are offered places. Any remaining candidates should be asked if they wished to be placed on a **waiting list** for if/when the quota increases later in the semester. This does not apply to the August deadline – these candidates will be carried over to the Semester 1 deadline allocations. Proceed to Stage 5.

Stage 5 – Waiting List Period

All candidates offered a non-student place in Stage 4 have **two weeks** to purchase the relevant club, SU and CSE memberships from when they are notified of their offer. Any candidate who does not purchase a membership in time without good reason will have to re-apply as outlined in Stage 1.

If there is a **waiting list** following Stage 4, then candidates on this list should be **offered places in the order they were ranked** at the end of Stage 4. This will be as and when the quota increases, or candidates previously offered places fail to purchase a membership within two weeks.

Do not proceed to Stage 6 until the waiting list is empty.

Stage 6 – Late Applicants

If any additional non-student places become available after Stages 2-5 are completed, then the committee may consider any new registered interests that have come forward since the previous deadline on a weekly basis. Stages 2-5 should be repeated for this process.

This Stage will continue until the end of Week 11 of the semester involved, at which point any new interests will be applying towards the next deadline as detailed in Stage 1.