

Scottish Student Sport Trophy Policy

Last amended on: 7th September 2022

Terminology:

- 'SSS' – Abbreviation of Scottish Student Sport
- 'Competition Trophy' – Refers to a trophy won at a competitive sporting event hosted by SSS (event or league)
- 'Recognition Trophy' – Refers to a trophy awarded to a team/participant for reasons such as good sportsmanship, best overall performance etc.

Engravings and Costs

- The cost and organisation of all Competition Trophy engravings are the responsibility of the winning team/individual
 - If SSS has the trophy in their possession they will invoice the cost of the engraving to the relevant Sports Union, who will work with the relevant team/individual to ensure the cost is covered
- The cost and organisation of all Recognition Trophy engravings are the responsibility of SSS to cover
- All engravings should aim to be as consistent as possible in terms of font type, font size, spacing and neatness
- SSS will review a plan of action for trophies which become 'full' and unable to take new engravings, over time

Winner Records

- All trophy winners (name of student/club and institution), for both Competition and Recognition trophy categories, will be recorded by SSS Staff

Damages and Losses

- Any damages to a trophy should be raised with the Sports Chair so they can inform SSS office as soon as possible
- Trophy winners (in recent past and present) may be liable to cover the cost of repair in cases deemed 'serious damage' and where fault can be determined

Storage and Return

- Trophies should be returned immediately after the prize giving* and photos have been taken or, if this is not possible, delivered as soon as possible after the event to SSS HQ

- In cases where the trophy is presented at a later date, for example at an Awards Night, the trophy should be in the custody of either the Sports Chair or SSS Staff at HQ for the duration of this time

**Institutions are welcome to purchase their own commemorative replicas/plaques of SSS trophies won so they remember their achievements, on the understanding that the cost of this would be the responsibility of the institution to cover and that they should contact SSS Office for guidance on the best way to do this*

Storage and Insurance

- The default storage area for all trophies should be SSS HQ
- In case of exceptions to the above, Competition Trophies should be appropriately stored (for example in its protective casing should it have one) and in a building at the winning institution rather than in a personal home
 - Certain Competition Trophies are very valuable and will require safe storage for insurance purposes, e.g. the Queen's Park Shield. SSS will contact the winners of highly valuable trophies to ensure appropriate steps are taken

Introduction of New Trophies

- New trophies may be considered for a SSS Event with appropriate discussion and budget considerations
- Trophies will need to be bought by the relevant sports' programme budget, i.e. factored in to the event running costs, in its first year unless it falls under one of these categories:
 - Sponsored by an external party
 - Donated by an external party
 - Other reasonable circumstance approved by SSS staff
- Trophies should, as standard, be named in the following naming structure: "Scottish Student >INSERT SPORT< >NAME OF EVENT IN FULL< WINNERS"
 - To illustrate, please see example below:
 - "Scottish Student Basketball Women's Trophy Winners"
Please note that sponsors or donors should be referred to in all written communication around the trophy, rather than named on the trophy itself
- If a Sports Development Group wishes to name the trophy in a different way, e.g. to commemorate someone who has done a lot for the sport, this should be decided in the following manner:

- Naming options are submitted to the relevant Sports Development Group
- Sports Development Group narrows the names to their Top 5, ideally in ranked order of preference
- SSS Competitions Committee decides on the name from the Top 5 selected
OR
- The Top 5 Names are put to a vote in the student community via an online, anonymous poll