



Sheffield Hallam University Sports Club Code of Conduct

Code of Conduct

This code is designed to ensure that all sports clubs within Sheffield Hallam University have clearly defined standards of behaviour that are fully embraced and understood by all members.

Sheffield Hallam University will investigate any alleged breach of the code and may take disciplinary action against an individual or group in any case found to be proven.

The code sets out the expected levels of behaviour from club and representative committee members. The clauses are not exhaustive and other acts deemed by the University to be unacceptable may be treated in the same way as a breach of this code;

This code will apply in addition to the standard disciplinary policies determined by Sheffield Hallam University

<https://www.shu.ac.uk/Study-here/Terms-and-Conditions-and-Student-Regulations>

Who does the code apply to?

This code applies to all Team Hallam sports club members and representatives, inclusive of committee members, captains and volunteers.

When does the code apply?

The code applies at any time when clubs or individuals are representing Sheffield Hallam University. This includes travelling to and from competition, during fixtures or competition, at training sessions and at all other times where sporting and social events are organised under the umbrella of the University which may include BUCS / Varsity fixtures and events, Hallam Nation nights, social nights, sport tours and whilst spectating.

What level of Behaviour is expected?

All sports club members are expected to adhere to the following levels of behaviour;

General

- Respect the rights, dignity and values of others
- Demonstrate fairness, consideration and integrity in all dealings with others
- Create a welcoming and friendly environment for potential new members regardless of experience, background, ethnicity, gender etc.
- Take responsibility for individual and collective actions
- Avoid influencing others into inappropriate actions
- Show awareness and understanding of how their actions may be perceived by others
- Maintain appropriate standards of personal behaviour at all times

During Activity

- Conduct themselves in an appropriate manner during fixtures and competition
- Comply with all reasonable instructions issued by officials.
- Coaching staff should be treated with the same respect as any other member of staff.
- Refrain from any form of verbal or physical intimidation or harassment of others

- Abide by the rules and respect the decisions of officials. All playing appeals should be submitted through the formal process and individuals should be respectful of the final decision.
- Refrain from any behaviour that may bring the University into disrepute.
- Comply with the relevant National Governing Body of Sport Guidelines for their respective club

Alcohol and Drugs

- Consume alcohol only at appropriate times and in approved areas, in line with relevant liquor licensing regulations
- Avoid consuming excess alcohol at any event or social function organised under the umbrella of the University
- Alcohol is not permitted to be taken on to or consumed on board provided transport, whether hire car, minibus or coach. The drivers will refuse to carry any individual not complying.
- Do not use any illegal recreational drug whilst representing the University. The consumption of legal "highs" is also prohibited.
- Performance enhancing substances are prohibited as per the National Governing Body of the particular sport. UK Anti-Doping, the World Anti-Doping Agency and the University guidelines should be referred to regarding the use of such substances.

Social Media

- Sports clubs may contribute to the University's social media activities, through Twitter, Facebook and other social media. Accounts have to be clearly designated as belonging to and representing SHU however e.g. Sheffield Hallam University Women's Hockey club.
- Sports club members must be aware at all times that, whilst contributing to Sport clubs social media activities, they are ultimately representing the University.
- Appropriate use of club accounts is required along with appropriate use of personal accounts when representing the University or discussing Team Hallam related topics.
- Individuals' should use the same safeguards as they would with any other form of communication in the public sphere.
- Ensure that the communication has a purpose and a benefit for the Sport Club and the University
- Obtain advice from a Team Hallam member of staff before embarking on a public campaign using social media
- Consult a club committee member or Team Hallam staff member to check the content before it is published.

Communications to avoid include;

- Inappropriate criticism or argument with fellow students or competitors
- Defamatory comments about individuals, other Universities, groups or posting images and / or links that are inappropriate
- Breaching confidentiality by revealing private information owned by the Club or University, or about an individual
- Breaching copyright by using images or content without permission or failing to give acknowledgement.
- Communicate anything that could be considered discriminatory, bullying or harassment toward any individual by making offensive or derogatory comments relating to sex, race, religion or other belief

Further details can be found in the University's guidelines for the use of social media

<https://portal.shu.ac.uk/departments/HRD/polproc/Pages/socialmedia.aspx>

Financial Arrangements

Club Committees should be aware of the financial responsibilities attached to the administration of University Sports Clubs and refer to the guidelines below;

- Committee members should act solely in terms of the interest of the club and its members. They should not do so in order to gain financial or other material benefits for themselves or their friends.
- Committee members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- In carrying out club arrangements, including committee appointments, awarding contracts, or recommending individuals for rewards and benefits, all decisions should be made solely on merit.
- Committee officials are accountable for their decisions and actions to the wider club and the University and must submit themselves to whatever scrutiny is appropriate to their post.
- Committee members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider club interest clearly demands.
- Committee members have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the wider club interest.
- The Committee should promote and support these principles by leadership and example.
- Club account signatories or those with on line access to accounts must be student members of the club. It is not permitted for non-students to have access to club funds.

<https://portal.shu.ac.uk/departments/finance/Documents/Financial%20Regulations-Sept%202015%20v10.pdf>

Overall

- Understand and respect the ramifications of breaches of the Code of Conduct
- Each individual is solely responsible for his / her conduct when representing the club at all times.

What behaviour is in breach of the code?

Any of the following types of behaviour may be deemed to be in breach of the Code of Conduct;

- Consuming alcohol unless in an approved area, in line with relevant liquor licensing regulations
- Individual unduly intoxicated, or encouraging others to become intoxicated, at any official event or club social function
- Using or possessing any illegal or prohibited drug or administering or attempting to administer prohibited substances to another, or passing on such substances, constitutes a breach in the code. All students must take full personal responsibility for any inappropriate substance in their body whether recreational or performance enhancing.
- Failing to comply with a reasonable direction of an event Official
- Breaching the relevant sport, event or competition rules, regulations and / or policies as set out by the relevant National Governing Body
- Abusing, threatening or intimidating an event or competition official, coach, manager or other squad official or any other participant, whether before, during or after the event or competition
- Showing unnecessary or obvious dissension, displeasure or disapproval towards an event or competition official, his or her decision, or generally after a decision of an official has been made

- Using discourteous or abusive language or gestures towards an official or any other person present at the event or competition (including, without limitation, a spectator, official, volunteer or participant)
- Behaviour which is likely to intimidate, offend, insult or humiliate another person involved in the event on the basis of their sex, disability, race, colour, age, religion, national or ethnic origin
- Failure to comply with the University's social media guidelines
- Failure to comply with the protocols of Sheffield Hallam University Sports Clubs Social Behaviour Agreement during welcome events, club social nights and tours
- Failure to comply with the University's financial regulations. As clubs are under the regulation of the University, they are liable to similar procedures and processes.
- Individuals or groups conducting themselves in any manner, or engage in any activity, whether before, during or after an event or competition (including during training and other activities), that would impair public confidence in the honest and orderly conduct of events and competitions or in the integrity and good character of the University, or university sport in general.
- Actions which adversely affects or reflects on or discredits the reputation of the Club or the University
- Harassing and / or victimising others on the basis of their year of study / age, including organising and / or partaking in initiation ceremonies
- Acting in an unlawful manner

This list is not exhaustive and will be subject to regular review.

What happens if the code is breached?

Subject to University investigation, disciplinary action may include;

- Individual, team or club to be suspended from BUCS fixtures or other competition
- Individual, team or club to be removed from BUCS or other competition
- Individual, team or club to be removed from Varsity event
- Individual, team or club prohibited from attending a tour event
- Individual, team or club prohibited from attending the University Sports Ball
- Indefinite suspension of permission to sell Hallam Nation tickets
- Decrease of club budget for subsequent year(s)
- Decrease of club programme activity for subsequent year(s)
- Individual / team unable to participate in BUCS competition for subsequent year(s)
- Individual prohibited from applying to join University clubs.
- Removal from role on club committee
- Disbandment of the club
- Indefinite suspension of training facilities or coaching services
- Referral to University disciplinary proceedings

This list is not exhaustive and will be subject to regular review.

What is the Regulatory Procedure?

Team Hallam staff will investigate all allegations of misconduct according to the Disciplinary Regulations. Investigations may be referred to other members of University staff dependent upon the seriousness of the alleged misconduct.

Appeals can be made following the approved procedure

How do I make a complaint about the University as an enrolled student?

Please follow the Student Complaints Policy and Procedure

<https://www.shu.ac.uk/Study-here/Terms-and-Conditions-and-Student-Regulations>



How can I contact the University?

Sheffield Hallam University's principal address is City Campus, Howard Street, Sheffield, S1 1WB, Telephone Number +44(0)114 225 5555, Fax Number +44 (0)114 225 4449, Minicom only +44 (0)114 225 3582, Email: enquiries@shu.ac.uk

Team Hallam's principal address is Collegiate Campus, Pearson Building, Sheffield, S10 2BP, Telephone Number +44(0)114 225 3000, Email sport@shu.ac.uk

I confirm that I have read and understood the terms of this code of conduct and understand the implications of breaching it.

Name _____

Club _____

Position _____

Signed _____

Please note that any individual or club refusing to sign and adhere to the policy may be in breach of the code of conduct.

Further details can be obtained from the Sports Club Support Officer on 0114 225 3000 or sport@shu.ac.uk