



Team Hallam Code of Conduct

Code of Conduct

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

The code sets out the expected levels of behaviour from any individual participating in any activity or event in person or on-line including but not limited to; sports fixtures, social events, social sport, sport leagues, travelling to and from an activity, trips, varsity and online communication under, and including any association name of Sheffield Hallam University. 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>

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.

What are the aims of the Code of Conduct?

1. To protect members
2. To protect others potentially affect by member's actions.
3. Ensure the highest possible standards of fairness, honesty, competition and behaviour.
4. Consider the wellbeing and safety of participants and reduce the risk of harm, injury, harassment and nuisance to members and the community in general.
5. Create inclusive and vibrant student groups, and promote the positive aspects of participating in sport.
6. Detail the actions that can be taken should the Code of Conduct be breached

When does the code apply?

The code applies at any time when clubs or individuals are representing Sheffield Hallam University or participating in Sheffield Hallam University sport programmes or events. This includes:

- All members of a Student Group.
- All persons officially appointed to any team or individual competing in an event (including administrators, coaches, managers, medical practitioners and any other appointed staff or students).
- All persons involved in sport leagues and social sport sessions at the university
- Spectators/supporters of a student group.
- Online communication

What level of Behaviour is expected?

All sports participants and spectators 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 and participants 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 sessions, 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

Varsity

- Comply to the Varsity Oath embedding a culture of respect, fair play, sportsmanship and pride in the competitors and the spectators who participate in Varsity
- Participants and spectators should ensure the event is carried out competitively, fairly and with respect for the opposition, the staff and the officials.
- The spectators should respect and value all competitors and to be grateful and considerate to the communities and facilities in which Varsity takes place
- Uphold the values and spirit of the varsity competition

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](#)

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.
- All club finances to go through the TeamHallam.org finance system

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
- Violence, abusing, threatening or intimidating an event or competition official, coach, manager or other squad official or any other participant or spectator, 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
- Encroachment of playing area by spectator or unauthorised person(s)
- 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, sexual orientation, disability, race, colour, age, religion, national or ethnic origin, gender reassignment according to the Equality Act 2010.
- The throwing of missiles, bottles or potentially harmful objects at, onto or adjacent to the playing area and/or its players.
- The printing or publishing of material that will bring the university, the club, team or an individual into disrepute.
- Vandalism, graffiti and fly-posting.
- Environment damage including littering and dumping of rubbish.
- Failure to comply with the University's social media guidelines
- 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
- Further breaches found in the [Student code of conduct](#)

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

Initiations

Sheffield Hallam University, British Universities and Colleges Sport (BUCS) and UK universities believes the practice of initiations is a dangerous and degrading exercise which jeopardises the safety of members, the inclusivity of sport, participation and reflects negatively on the public image of students.

Defined as *any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate* (Hoover, N. & Pollard, N. Pg. 4 (1999, August 30). *Initiation rites and athletics: A national survey of NCAA sports teams*)

Defined as *any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants...any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization*
(<http://thesportjournal.org/article/hazing-in-sports-the-effects-and-legal-ramifications>)

Social activities such as welcome evenings, team meals, social nights, trips away and celebration events that welcome new members and a positive first impression of university life are encouraged. Initiation ceremonies involving intimidating, humiliating acts that can amount to bullying irrespective of their willingness to participate are not permitted. They do not encourage the welcoming and inclusive student groups that Sheffield Hallam university encourages. The following rules must be followed:

- All activities must be opt-in and have no bearing on the acceptance into the Student Group or team/squad selection etc.
- Peer pressure must not be exerted on individuals.
- Activities must not be humiliating, unlawful or degrading.
- Activities must not involve the forced consumption of any fluid/substance.
- Taking of alcohol to the activity/event must not be made a condition of attendance.
- If activities involve alcohol then non-alcoholic drinks must be made available.
- Activities must not bring the reputation of Sheffield Hallam University or the Student Group into question or disrepute.

The organiser of the event and the Club Captains/Chairs of the group will be held responsible for any Initiation Ceremony that takes place and disciplinary action will be taken.

All organisers are encouraged to speak to Team Hallam for guidance regarding welcome events.

How an allegation is raised

Students and staff can raise a concern about the behaviour of a student, team or club via the following methods:

- Via [Report and Support](#)
- Via a member of the team/ Team Hallam online form

What will happen if I make a report through Team Hallam:



What happens if I report anonymously?

If you decide to report anonymously we will not contact you and you cannot name a perpetrator in your report. However, this is still very valuable information for us.

- You are making an important statement that something happened which is not acceptable and you want to tell the university about it.
- You are also helping us to monitor where and when misconduct is taking place for staff and students. This might show patterns and all helps to raise the profile of this as an issue that needs to be addressed.

What happens if I report with personal details?

If you decide to make a named report of any incident, you will be able to choose the outcome(s) you would like from this report:

- **To discuss options / be referred to support services** – We will make contact within two working days to arrange a meeting or phonecall to talk through your

options and support needs. You can choose a female or male member of staff - if this is something that is important to you please mention it when you book the meeting

- **To request the University takes action** - We will contact you within two working days to gain further information either over the phone or to arrange a meeting to do so. An investigation will then proceed:
 - Individual, team or club representatives (leadership team) will be invited to meet within five working days of the complaint made.
 - The investigation will form a panel consisting of three individuals from Team Hallam staff, sports officer and sports committee ensuring representation of at least one individual from staff and the student body.
 - The Disciplinary Panel will make a ruling on the breach and issue sanctions befitting the severity of the breach of the Code.
 - Depending on the severity of the breach, the case may be escalated to the student compliance team for further investigation.
 - The panel is expected to make a decision within ten working days from receiving the complaint, subject to receiving all required information relating to the case.
- **For information only** - You can provide your details but choose not to be contacted by us. The report will be recorded in the same way an anonymous report would be. You can change your mind at a later date and contact us directly if you wish to do so.

Sanctions for breaches to the Code of Conduct

Any breach of this Code of Conduct may result in one or more sanctions, which may include:

- Suspension of individual, team or club from activity or fixtures
- Removal of individual, team or club from activity or fixtures
- Individual, team or club prohibited from attending the University Sports Ball
- Decrease of club budget for subsequent year(s)
- Decrease of club programme activity for subsequent year(s)
- Individual / team unable to participate in subsequent year(s)
- Individual prohibited from applying to join University clubs, sports leagues or social sport sessions
- Removal from role on club committee
- Disbandment of the club or team
- Indefinite suspension of training facilities or coaching services
- Suspension of club accounts
- Training
- University disciplinary action

This list is not exhaustive and will be subject to regular review. If the incident occurred at the end of an academic year, the sanction(s) may be levied for the following year. Set out below is a matrix that details the decision-making process and likely sanctions.

		Likely Severity of Harm		
		Slightly Harmful (1)	Harmful (2)	Extremely Harmful (3)
Breach of Code	No/ Minor Breach (1)	1	2	3
	Moderate Breach (2)	2	4	6
	Major Breach (3)	3	6	9

Scores of 6-9 will be escalated to the student conduct team for investigation

Definitions:

Severity/ Breach	Description
Slightly Harmful (1)	<ul style="list-style-type: none"> Minor or no harm caused to another individual(s). No or low potential for reputational damage for University. Minor or little effect on other individual(s)'s wellbeing.
Harmful (2)	<ul style="list-style-type: none"> Injury to another individual(s), possibly sought medical attention. Potential or actual local level reputational damage to University. Minor abuse of power as a student leader. Moderate impact on another individual(s)'s wellbeing.
Extremely Harmful (3)	<ul style="list-style-type: none"> Injury to another individual(s), resulting in hospitalisation or deferral to a doctor. humiliation of another individual(s). Potential or actual regional level reputational damage to University. Abuse of power as a Student Leader. Large impact on another individual(s)'s wellbeing. –Possibly sought professional help.
No/minor Breach	1-2 breaches
Moderate Breach	2-3 breaches
Major Breach	4+ breaches

Sanctions:

Score	Group Sanction	Individual Sanction
1	Warning	Warning
	Letter of apology	Letter of apology
2	All sanctions above	All sanctions above
	Development or training plan	Development or training plan
	Match ban	Match ban
3-4	All sanctions above	All sanctions above
	Loss of privileges (e.g. performance team award)	2-4 weeks suspension
	Suspension of training and fixtures for up to four weeks	2-4 match ban
	Reduction in Funding following year	Removal from role of responsibility
6	All sanctions above	All sanctions above
	Suspension of training and fixtures for more than a month	4+ weeks of suspension from Clubs
	Team or club prohibited from attending the University sports ball	Prohibited from attending University Sports Ball
	Removal from roles on committee	Ban from Team Hallam Club
	Suspension of Club accounts	
	University Disciplinary Action	University Disciplinary Action
9	All sanctions above	All sanctions above
	Disbandment of club and/or team	Ban from all Sport Services

Decision

The decision of the panel including all penalties imposed will be communicated to the reported student by the case worker via email. The decision will also be communicated by the caseworker, via email, to the reporting student. Both the reported and reporting student will have a maximum of 10 days to lodge an appeal.

Appeals



A party found guilty of a breach of discipline may appeal against the decision and/or the sentence imposed and must do so within ten days. The appeal panel will consist of the following individuals (Not involved in the original panel) –

- Line Manager to the original staffing lead
- Physical activity, sports and wellbeing officer or representative from the student sports committee

Evidence may not be accepted if a reasonable explanation for delay isn't provided or the evidence doesn't present any new information. The appeal panel will take a two-stage approach.

Stage 1: Depending on the nature of appeal the following outcomes may be reached.

1. Process has been followed, and the decision of the original panel stands.
2. The new evidence is not accepted, and the decision of the original panel stands.
3. Process hasn't been followed, and the case must be reconsidered in its entirety and a decision reached.
4. The new evidence is accepted, and the case must be reconsidered in its entirety and a decision reached.

Stage 2: The Appeals panel considers all information received as a part of the case and reaches a decision in line with the Conduct Matrix. They will not re-hear the case.

The decision will be communicated as outlined in the 'Decision' section above within fifteen working days, however, neither the reporting nor reported student has the right to appeal an Appeal Panels decision.

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.