

UNIVERSITY OF ESSEX

STUDENTS
UNION



**UNIVERSITY OF ESSEX STUDENTS' UNION
ESSEX BLADES SPORTS FEDERATION
CODE OF CONDUCT**



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Essex Blades Sports Federation

Code of Conduct

Item 1 Application of this Code of Conduct

1.1 The University of Essex Students' Union Essex Blades Sports Federation, (hereafter referred to as Essex Blades) shall apply to:

- a) all members of the Essex Blades, as defined by the Essex Blades Sports Federation Constitution
- b) all clubs which are recognised sports clubs of the Essex Blades, as defined by the Essex Blades Sports Federation Constitution
- c) any individuals associated with Essex Blades activities (including Alumni), including but not limited to; training sessions, competitions, socials, tours, performances and travel.

Item 2 Conduct of Members

2.1 Members of the Essex Blades shall conduct themselves towards all other members of the Essex Blades, all members, visitors and staff of the Students' Union, and all students, staff, and visitors of the University of Essex in a manner which is deemed to be acceptable. Also, that at all times they are:

- a) Acting during or in connection with any activity conducted under the names of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

- b) Acting during or in connection with any activity publicised under the names of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

- c) Acting during or in connection with any activity funded by the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

- d) Using any equipment which is the property of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

- e) Using any transport booked via the University of Essex, the University of Essex Students' Union, the Essex Blades or any club which is a recognised club of the Essex Blades and shall at all times conduct themselves in such a way as not to bring into disrepute the names of the University of Essex, the University of Essex Students' Union, the Essex Blades or any club which is a recognised club of the Essex Blades.

2.2 Behaviour which is deemed to be unacceptable shall include but not be limited to behaviour, which is abusive, offensive, defamatory, distressing, aggressive, threatening, coercive or intimidating. This can include initiations and hazing.

2.3 Any member of the Essex Blades or associated individual who fails to comply with the provisions of this code of conduct shall be subject to disciplinary action, including but not limited to suspension or withdrawal of membership of the Essex Blades, in accordance with the provisions of Article 3 of the Essex Blades Sports Federation Constitution and potential referral to the University Proctors office and local authorities.

2.4 All members of the Essex Blades shall at all times comply with the Articles of Governance, By Laws and Policies of the University of Essex Students' Union, including but not limited to the SU Student Membership General Policy, Safe Space Policy, Social Media Charter and Zero Tolerance

Policy; along with the associated National Governing Body (NGB) guidelines for their respective sport. Students' Union membership policies can be found here: [SU Policies \(essexstudent.com\)](http://essexstudent.com)

2.5 Under no circumstances should any member or associated individual partake in a sporting event under the influence of alcohol or drugs. This includes but is not limited to; matches, competitions, training session, showcases and performances.

Item 3 Conduct of Members at Meetings of the Essex Blades

3.1 Members of the Essex Blades shall show respect for all others present at any Annual General Meeting or General Meetings of the Essex Blades and allow them to be heard in silence.

3.2 Any Member of the Essex Blades wishing to speak at any Annual General Meeting or General Meetings of the Essex Blades shall indicate to the Chair, who shall call upon speakers in the order that they see them.

3.3 Speakers at the Annual General Meeting and/or any General Meetings of the Essex Blades shall abide by the Safe Space and Zero Tolerance Policies and any other policies of the Students' Union at all times and the Chair may request any speaker who breaches any of these policies to immediately cease.

3.4 No Member of the Essex Blades shall behave in an abusive or intimidating manner in the course of the Annual General Meeting or any General Meeting of the Essex Blades, and in the event of their doing so the chair shall ask them to desist and apologise, and if the Member fails to comply with this request, the chair shall have the power to exclude that member from the Annual General Meeting and/or any General Meeting of the Essex Blades and also future Annual General Meetings and/or General Meetings of the Essex Blades if the chair believes this is in the interests of student welfare.

3.5 Members can appeal against a decision by the Chair to exclude them from Annual General Meetings and/or General Meetings of the Essex Blades by communicating this in writing to the President of the Students' Union.

Item 4 Conduct of Recognised Clubs

4.1 The executive committee of any club which is a recognised club of the Essex Blades shall be responsible for ensuring that all activities by or conducted in the name of such club:

- a) Shall at all times comply with the Articles of Governance, By Laws and Policies of the University of Essex Students' Union, including but not limited to the SU Student Membership Policy, Safe Space Policy, Social Media Charter and Zero Tolerance Policy; along with the associated National Governing Body (NGB) guidelines for their respective sport; and
- b) Shall at no time bring into disrepute the names of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades this includes initiations and hazing; and
- c) Shall at no time cause or encourage any member of the recognised club or any member of the Essex Blades to conduct themselves in such a way as to fail to comply with any of the provisions of this code of conduct; and
- d) Shall at no time cause or encourage any participant to act in such a way as to bring into disrepute the names of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades.

4.2 Should any activity conducted by or in the name of a recognised club fail to comply with the provisions of this Code of Conduct then that recognised club shall be subject to disciplinary action, including but not limited to suspension or withdrawal of Recognition by the Essex Blades, in accordance with the provisions of Article 4 of the Essex Blades Sports Federation Constitution.

4.3 All Essex Blades clubs are expected to be compliant with the University of Essex Accommodation policies and tenancy agreements with respect to social activities.

4.4 The Essex Blades Sports Federation does not condone initiations or hazing. 'Initiations can be defined as 'any activities expected of someone joining or participating in a group that humiliates, degrades, abuses or endangers them, regardless of a person's willingness to participate.' Club and individuals encouraging, supporting, or partaking in initiations, hazing or associated activities.

will be subject to disciplinary action by the Students' Union, University, or external bodies.

Item 5 Compliance with Health and Safety Procedures

5.1 All members of the Essex Blades shall have regard to and comply with any and all requirements, regulations or conditions relating to health and safety and the reporting of incidents which may be applicable, including any and all requirements, regulations or conditions applied by the University of Essex, the Students' Union, External organisations and/or the Essex Blades, at all times where they are:

a) Acting during or in connection with any activity conducted under the names of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

b) Acting during or in connection with any activity publicised under the names of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

c) Acting during or in connection with any activity funded by the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

d) Using any equipment which is the property of the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades; and/or

e) Using any transport booked via the University of Essex, the University of Essex Students' Union, the Essex Blades, or any club which is a recognised club of the Essex Blades.

5.2 The executive committee of any club which is a recognised club of the Essex Blades shall be responsible for ensuring that all activities by or conducted in the name of such club have regard to and comply with all requirements, regulations or conditions relating to health and safety and the reporting of incidents which may be applicable, including all requirements, regulations or

conditions applied by the University of Essex, the Students' Union, and/or the Essex Blades.

Item 6 Context and Interpretation

6.1 The Essex Blades is a sub-committee of the University of Essex Students' Union, and as such:

a) all members of the Essex Blades, and

b) all clubs which are recognised clubs of the Essex Blades shall adhere to the Articles of Governance, Byelaws and Policies of the University of Essex Students' Union, as well as the Essex Blades Sports Federation Constitution, in addition to the provisions of this Code of Conduct.

6.2 Reference to any bodies and persons in this Code of Conduct shall include their duly appointed or elected successors.

6.3 Any matters not specifically covered by this Code of Conduct shall be referred to the president of the Essex Blades who shall make a ruling, and if the president is unable to make a ruling the matter will be referred by them to the Essex Blades executive committee, whose majority decision shall be final.

6.4 Nothing in this Code of Conduct shall conflict with the Articles of Governance, Byelaws or Policies of the University of Essex Students' Union or the Essex Blades Sports Federation Constitution.

6.5 Nothing in the Constitution or Code of Conduct of any recognised club shall conflict with this Code of Conduct.

Item 7 Accident and Emergency Procedure

7.1 In the case of minor incidents, such as minor sporting injuries that take place, members of the Essex Blades will inform the Head of Student Sport of the Students' Union at a convenient time and complete an accident report form.

7.2 In the case of major incidents, club members will follow the following procedure when away from the University campus:

a) Identify any first aid trained individuals who could help to ensure the comfort of the casualty but not move them; ensure safety of the rest of the group.

b) Contact the emergency services on 999, and the University information desk on: 01206 872222, who will contact student support.

c) When phoning the University, supply your name and call location, the club/student involved, the incident nature, name of the hospital where the casualty has been taken and the name of any police involved. Any associated travel expenses in assisting a member of the club to hospital will be reimbursed.

d) The University security team will advise on next steps. Make no comment to the media and ensure that none of the group does either.

7.3 If an incident happens on the University site the security office should be contacted immediately by a club member via the sports centre/appointed first aiders during opening times, on internal telephone number 2222, who will then be able direct the ambulance service to the correct area of the University.

7.4 Where an incident requires any form of medical or first aid treatment, a committee member of the Essex Blades sports club will fill in an accident report form detailing the accident within 3 days of the incident taking place. Any near miss that can be attributed as being caused by Students' Union or University equipment and/or club or individual club member behaviour will require a committee member to complete a near miss form within 3 days of the incident.

Item 8 Reporting and disciplinary procedures

8.1 Anyone can report an issue or concern relating to any aspect of a sports club, its members or activities using the methods below:

- i) Sports Club Welfare Officer, or Club President
- ii) Essex Blades Sports Federation Welfare Officer - <https://www.essexstudent.com/sport/about/>
- iii) VP Student Experience, Students' Union – vpexperience@essex.ac.uk
- iv) Essex Blades Sports Office – blades@essex.ac.uk
- v) SU Advice - <https://www.essexstudent.com/advice/>
- vi) VP Welfare, Students' Union – vpwelfare@essex.ac.uk
- vii) University of Essex Report and Support - <https://reportandsupport.essex.ac.uk/>
- viii) SU React - <https://www.essexstudent.com/react/>

8.2 Student conduct infringements that are deemed to have breached the University of Essex Code of Conduct Regulations A2 to A14 are passed directly to the University conduct officers.

8.3 Any complaints made against an individual or club outside of the University of Essex Code of Conduct regulations A2 to A14 will be subject to investigation from the Students' Union, following the procedure below:

- i) Confirm the receipt of the initial complaint(s) or allegation(s) within three working days. *
- ii) Begin investigation, collecting further information regarding the complaint/allegation from relevant parties including statements, photo/video footage and other evidence, where relevant. This should be included within fourteen working days. *
- iii) Notifying the individual and/or club of the complaint or allegation against them. The accused individual/club will be given seven working days to present their opposing case. *
- iv) A disciplinary committee of three persons will be formed, comprised of the VP Student Experience, Essex Blades Executive Committee and/or other appointed persons, to review the evidence and come to a conclusion on the matter. In the event of a conflict of interest from the VP Student Experience or appointed persons, members of Essex Blades Sports Office or SU staff will deputise. The disciplinary committee will aim to convene a disciplinary meeting within seven working days.

*Please note, out of term-time there may be delays due to student/staff absence.

8.4 Individuals or clubs in breach of any aspect of this code of conduct may be subject to disciplinary sanctions, including but not limited to:

- i) Formal warning
- ii) Mediation
- iii) Club/Individual Fines
- iv) Cancellation of training sessions

- v) Removal from competitions
- vi) Ban from SU associated events, including but not limited to, Derby Day, Sports Tour, Sports Awards, Sports Fed, and BUCS
- vii) Restrictions from certain club or Essex Blades activities, including training, matches and/or socials.
- viii) Suspension of club and/or Essex Blades membership
- ix) Removal of club and/or Essex Blades membership
- x) Permanent ban from club and/or Essex Blades membership and activities.
- xi) Referral to University or external bodies

8.5 Appeals against disciplinary action should be made within 7 working days to blades@essex.ac.uk where it will be reviewed by an independent panel, not including any individuals already involved in the investigation.

Item 9 Revocation

9.1 All previous Codes of Conduct of the Essex Blades are hereby expressly revoked.