Aims of the Code of Conduct

This code of conduct sets out the expectations for all members of the [INSERT CLUB NAME] and any affiliated persons when participating in any activity under the name of the Club. This policy is to ensure the safety and wellbeing of all our members so that they are protected to the best effect with regards to behaviour and conduct.

The framework also outlines the course of action taken if members do not adhere to the points laid out in this document.

Expected Standards of Behaviour

The University, Students’ Union and Athletic Union sets out an expected standard of behaviour for all students as can be seen here, here and here [insert links to Academic Handbook, Bye Laws, Activities laws, Social and Behaviour Policy)

In addition to this, the [INSERT CLUB NAME] sets an expectation that all members, coaches and other connected parties shall at all times when representing the Club:

* [Club to add to, amend or remove(?) any of of this list]
* Attend training prepared and equipped to participate
* Seek advice or assistance from coaches, instructors or Committee members if needed
* Raise any safety or wellbeing concerns in an appropriate manner with the Committee
* Show respect to fellow members and other individuals you come into contact with
* Follow the reasonable instructions and guidance of the Committee, activity leaders, coaches or other officials
* Promptly return any borrowed equipment in a good condition and report any defects

In the Event of a Breach

In the instance that a members’ behaviour does not meet these expected standards , the Club Committee will:

* Act as a collective and seek information and evidence from multiple parties to ensure that they have a full understanding of the situation, giving all parties the opportunity to represent themselves;
* Using the balance of probability, determine whether it is likely that inappropriate behaviour has occurred as well as considering any mitigating circumstances
* Take a proportionate action in relation to the incident and in accordance with the below framework;
* Refer to the Athletic Union if an incident can be deemed as major, repeated, or beyond their means and abilities to handle

*If a Committee member has a conflict of interest to the incident, they must exclude themselves from this process.*

Traffic Light Policy

This framework outlines three different stages of severity in reference to an incident where it is proven that a member has breached this policy:

Stage 1 – Green

This is the baseline standard for all members. A member in this stage is:

* adhering to all standards as detailed by the University, Union, Athletic Union and Club.

Course of Action:

* No action required.

Stage 2 – Amber

A member reaches this stage if the Committee, having undertaken appropriate investigation, a belief that minor or moderate infringement of standards of behaviour have arisen such as:

* behaviour causing or likely to cause harm to others;
* any form of harassment, unlawful discrimination or bullying of others;
* drunken and disorderly behaviour;
* possession or sale of illegal drugs;
* bringing the Union into disrepute;
* theft or fraud;
* deliberate damage to property;
* breach of any terms of membership of the Athletic Union or Guild of Societies;
* breach of any Policies or Bye-Laws of the Union

Course of action may include, but is not limited to:

* Member will receive both a verbal and a written warning via email,
* Member may receive a suspension from any or all Club events or activity, (including both sporting and social). The length and extent of this sanction will be proportionate in relation to the incident in question and is decided by members of the Club Committee and Wellbeing Officer(s).

Restorative actions to return to Stage 1 – Green may include, but are not limited to:

* Signing a behaviour agreement acknowledging your expectations for the future, and/or
* Providing both a written, and potentially verbal, apology to the aggrieved, and/or
* Served their sanction.\*

***\*Please note*** *that if a second incident occurs after you have undertaken restorative measures, the first incident may be taken into consideration.*

Stage 3 – Red

A member reaches this stage if the Committee, having undertaken appropriate investigation, a belief that minor or moderate infringement of standards of behaviour have arisen such as:

* Previously reached *Stage 2 – Amber* and continued to undertake behaviour than breaches expected standards,
* Committed a serious offence that may have escalated from or bypassed *Stage 2 – Amber*

Course of action may include, but is not limited to:

* Suspension or termination of membership to the Club or any of its activities
* Referral to the Athletic Union for disciplinary action for investigation under the Students’ Union Complaints and Discipline procedures
* Referral to external bodies as appropriate such as:
  + BUCS or other governing bodies for consideration of suspension or removal from sporting competition
  + Cardiff University for consideration under academic regulations including fitness to practice
  + South Wales Police for consideration under criminal proceedings