



Cardiff Students' Union
Undeb Myfyrwyr Caerdydd

Cardiff Students' Union Activities Code of Conduct Policy

Aims of the Code of Conduct

This code of conduct sets out the expectations for all members of any club/society and any affiliated persons when participating in any activity under the name of the Club/Society. 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 that should be taken by committees if members do not adhere to the points laid out in this document.

Expected Standards of Behaviour for Clubs on the sporting field

The University, Students' Union and Athletic Union sets out an expected standard of behaviour for all students and can be found under the Committee resources section of the Activities Page.

<https://www.cardiffstudents.com/activities/resources/documents/>

In addition to this, all clubs set an expectation that all members, coaches and other connected parties shall at all times when representing the Club:

- 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 all relevant parties to ensure that they have a full understanding of the situation, giving all parties the opportunity to represent



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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 is, or could be deemed as major, repeated, or beyond their means and abilities to handle

If a committee member has a conflict of interest associated with the incident, they must exclude themselves from this process.

Expected Standards of Club and Societies Social Behaviour

The following (non-exhaustive list) would be considered instances of where the standard of behaviour of members is a concern and doesn't not align with Legal, BUCS, AU, SU and University behaviour expectations and therefore may result in disciplinary action if found to have taken place:

- behaviour causing or likely to cause physical 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 “

These codes of behaviour apply to all members of sports teams or clubs and any supporters or associated people connected to clubs including both paid and voluntary coaches and instructors. It applies without geographic restriction, can be applied whether activity is official club activity or not and relates to behaviour whilst travelling to and from club events.

Social Activity and “Initiations”

We encourage our sports clubs and societies to have a healthy and active social environment. At times however, individuals and clubs/societies have stepped over the line into the realms of unsafe or inappropriate conduct. To provide clarity on what we expect of the behaviour of clubs, committees, members and other representatives, the AU only permits social activity:



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- Where students are genuinely free to participate or abstain from any or all social activity as they choose, and
- Where there is no fear of reprisal, consequence, non-selection, or other discrimination for non-participation in some or all social activity, and
- Where (in the view of the AU) activity is lawful and is not seeking to humiliate or have the consequence of humiliating or degrading participants.
- Where the activity does not bring the reputation of Cardiff University, Cardiff University Students' Union or the Sports Club into question or disrepute, and
- Where it is undertaken in a manner that does not cause or create undue risk for those involved.

The term "initiation" is linked to activities and behaviour that may be seen as a rite of passage, often involving activity that humiliates, degrades, creates fear and includes excessive alcohol consumption.

The Students' Union DOES NOT PERMIT SUCH ACTIVITIES and will take a zero-tolerance approach in dealing with them. We will work closely with Cardiff University Athletic Union', Cardiff University, BUCS and South Wales Police to investigate and take action against those who organise, take part or permit such activity to take place.

The SU expects that club/society committee members, captains, senior members, and the wider membership to take responsibility for ensuring that such activities do not take place and to respond appropriately should they become aware of any such planned or spontaneous activity. Committee members are collectively responsible and will be held accountable for the actions of their members. As well as adhering to these expectations, we also expect clubs to:

- Consider how the club can be made to feel as welcoming as possible to all students irrespective of personal characteristics
- Consider how others may perceive behaviour both on and off the pitch
- Consider the barriers to participation for different students and seek to ensure all reasonable attempts are made to remove them.

Where social activity is in breach of the standards expected above, the AU will take action

Actions in the Event of a Breach of this Policy.

In the Event of a Breach

A culture of poor behaviour can develop where a club/society fails to tackle (or endorses) poor behaviour. We expect that:

- Clubs/Societies and their committees are responsible for the actions of their members, in both organised events and informal activities. on and off the field of play.



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- Clubs/Societies and their committees work to promote a positive culture of behaviour
- Clubs/Societies and their committees will take appropriate action to challenge and manage instances of poor behaviour
- **CLUBS/SOCIETIES TO ADOPT THE TRAFFIC LIGHT SYSTEM BELOW TO MANAGE MEMBER BEHAVIOUR ISSUES**

We expect Clubs/Societies to take positive action to challenge inappropriate behaviour. This must include:

- Clear communication of expected standards of behaviour to all members upon joining and through the year
- Club/Societal activities and events to be organised with consideration of how to encourage appropriate behaviour and prevent inappropriate behaviour of members
- Challenging inappropriate behaviour of members when it occurs and taking appropriate action. This action should be proportionate, but clearly demonstrate that inappropriate behaviour will not be tolerated. Such action could/should include:
 - Official and documented warnings to members
 - Suspension of access to some or all club activities
 - Reporting of individuals/incidents to the Students' Union.

All clubs and societies have a responsibility to circulate this Universal Code of Conduct to all of its members and ensure that it is being enforced affectively. If a club/society fails to take appropriate action to manage behaviour of its members, both in official and informal activities, the Students' Union reserves the right to act against both individual committee members and the club/society as a whole.

The Students' Union through the Athletic Union and Guild of Societies is always available to all club/society committee members to discuss any issues or concerns they have about the behaviour of members. Where committee members are unable or unwilling to challenge poor behaviour, they may contact the Students' Union for support and guidance. The Students' Union are willing to step in, to aid clubs and societies should there be more challenging circumstances.

Cardiff University Athletic Union

athleticunion@cardiff.ac.uk

02920 781400

Societies Contact

Societies@cardiff.ac.uk

02920 781400



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Cardiff University Disclosure Response Team

disclosureresponseteam@cardiff.ac.uk

02920 874844

Traffic Light Policy

This framework outlines three different stages of severity in reference to an incident where it is shown on the balance of probabilities that a member(s) 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:

- Recognise, thank, and encourage continued good behaviour.

Stage 2 – Amber

A member reaches this stage if the Committee, having undertaken an appropriate investigation, believes on the balance of probabilities that a minor or moderate infringement of standards of behaviour has arisen.

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).
- Temporary nightclub and AU Suspension (in consultation with AU Staff)

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 victim or aggrieved party, and/or
- Served their sanction*



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****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, believes on the balance of probabilities, that a serious or repeated (currently or previously at Amber Stage 2) minor infringement of standards of behaviour have arisen.

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
- Permanent ban from SU and AU activities
- 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

Using the traffic light system as a committee/ club or society

In undertaking this process, the following themes should always be adhered to:

- The process should be fair and deal with matters of fact rather than hearsay or rumour.
- The alleged offender should be made aware of all allegations against them. These allegations should remain confidential until matter has been resolved.
- All meetings and hearings should be arranged within a reasonable timeframe, allowing due notice to be given to all parties involved to prepare but not so long as to frustrate the process.
- The process should be clearly communicated to the alleged offender to ensure they understand their rights and responsibilities.
- The Students' Union should be made aware of the outcome of such processes at the earliest opportunity



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- All decisions arising from this student activity discipline process are subject to appeal to the Students' Union
- Where a committee member feels they have a conflict of interest this should be declared, and it would be appropriate for them to abstain from the decision-making processes

Actions of gross misconduct may result in the committee, by majority agreement, suspending an individual's membership to the group, pending the above process taking place. Gross misconduct will include (but not be limited to) alleged assault, discrimination or behaviour that poses an ongoing risk to the group or its members.

Where a student activity group does not manage instances of poor discipline or behaviour with members, the Students' Union reserves the right to do so on the activity groups behalf. In this case, a student activity group and its committee may be held responsible for the actions or behaviour of its own members and any sanctions as a result may be imposed on the whole group.

If the committee of a student activity group feels they need additional support in dealing with instances of discipline or behaviour within their group, they should contact the Students' Union.

Where any such allegation or complaint relates to a committee member or any closely connected person, they should not be involved in the process. In such cases where the committee depleted in number due to this conflict of interest or where the behaviour issues relate to the actions of a majority of the committee members, the matter should be forwarded to the Students' Union who will assist with the process.

Reporting incidents to the Students' Union

If an incident occurs in your club/society and you undertake the processes above, there is an expectation that you will then report this to the Students Union via the appropriate departments. This is only for monitoring processes; it is very unlikely in this instance that any further action will be taken by the SU if the incident has been appropriately dealt with by the club/society. Having all the correct information will aid the SU/AU in the instance of any possible appeals processes.

In the event of an incident please report it via the link below:

<https://cardiffstudents.typeform.com/to/MYArKqc5>



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Appeals Process

An appeal may be made by the sanctioned individual or group on the grounds that:

- The Discipline process has not followed the correct procedure; and/or
- New information has become available that for good reason could not be presented during the Discipline Process at the time of the original investigation; and/or
- The actions applied as a result of the investigation are disproportionate

An appeal should be submitted in writing to the Athletic Union President in this case within 7 days of receipt of the outcome of the investigation.

Further Information

This Code of Conduct and disciplinary procedure is separate from that of the joint policy of the AU and the Student Union Venues team regarding AU members behaviour in student union licenced premises. This code of conduct does not supersede that policy. All AU members in breach of that policy will still be subject to sanctions listed within it. All AU members will be sent this policy separately, please contact us if you haven't received this.



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