

LANCASTER UNIVERSITY KORFBALL CLUB CODE OF CONDUCT

What is the Code of Conduct?	1
What are the aims of this Code of Conduct?	1
To whom does this Code apply?	1
Terms of the Code of Conduct-	2
Activity Leaders (Executives of Union-Affiliated Student Societies, Sports Clubs and Student Groups including Student Media) Taken from the LUSU Code of Conduct-	3
Social activities-	3
Breaches in the Code of Conduct-	4
Reporting A Potential Breach of the Code-	4
Proceedings-	5
Summary Jurisdiction-	5
Investigation and Hearing of Alleged Breaches-	6
Sanctions-	6
Right to Appeal-	7
Glossary-	8

What is the Code of Conduct?

This Code of Conduct sets out the expected behaviour of all members of Lancaster University Korfball Club, when participating in any activity or event, in-person or online. This includes, but is not limited to, sports fixtures, social events, travelling to and from an activity, trips, and online communication under the name of Lancaster University Korfball Club.

What are the aims of this Code of Conduct?

- To protect members.
- To protect others potentially affected by members' actions.
- Ensure the highest possible standards of fairness, honesty, competition, and behaviour.
- Reduce the risk of harm, injury, harassment, and nuisance to members and the wider community.
- Create an inclusive student environment.
- Detail the actions that can be taken should the Code of Conduct be breached.

To whom does this Code apply?

- All members of Lancaster University Korfball Club.
- All persons officially appointed to any team or individual competing in an event
- Spectators/supporters of Lancaster University Korfball Club.

Terms of the Code of Conduct-

All members/participants of a student group agree to abide by the terms outlined below:

1. Lancaster University Korfball Club operates a zero-tolerance bullying policy and any reports will be sent directly to the internal Disciplinary Board alongside LUSU.
2. A Participant shall, at all times, act in the best interests of Korfball, and shall not act in any manner that is improper or brings the sport into disrepute. A Participant shall be defined as any player, coach, referee, official, spectator, employee, volunteer, or anyone else who may be associated with Korfball in Lancaster University in any way.
3. A Participant shall not use violent, threatening, abusive, indecent, or insulting words or behaviour. Such words or behaviour shall not be restricted to being made whilst attending or participating in a match but shall also apply to posts made on social media, forums, Internet based applications or in print (e.g. club newsletters).
4. A member must not participate in action which might cause damage to themselves or others.
5. Members must report any action that may cause or have caused damage to themselves and others.
6. Members must respect the property of the University, LUSU, Lancaster University Korfball Club and of other members.
7. Socials (and any related activity) must be opt-in only and have no effect on eligibility to hold membership of Lancaster University Korfball Club or a committee position.
8. Members of the Lancaster University Korfball Club should not pressure or coerce any other member into any action with which they feel uncomfortable.
9. Members must always act responsibly when participating in activities and avoid actions which could bring Lancaster University Korfball Club, LUSU, Lancaster University or sponsors/funders into disrepute.
10. Members should be aware of how their actions may be perceived by others.
11. Members must conduct themselves in a reasonable manner relating to language, noise, and behaviour.
12. Members must compete in a manner of fair play with respect for opponents and polite behaviour regardless of the nature of the competition, when representing Lancaster University Korfball Club/the University in a sports fixture.
13. Members must treat facilities, staff and students at the University and other institutions with respect and abide by any rules that may apply.
14. Members must refrain from any form of harassment of others and respect the rights, dignity, and values of others, including discrimination based on gender, race, gender identity, sexual orientation, age, religion, or disability.
15. Members must not encourage or pressure others into acting against the code of conduct.
16. Members must operate within the rules, including league, BUCS, and national guidelines, which govern Korfball.
17. Members must abide by Lancaster University's Health and Safety Policy-
<https://portal.lancaster.ac.uk/portal/services/people/health-and-safety/health-and-safety-policy/>
18. Members must not carry out initiation ceremonies that could breach the code of conduct.
19. Members must not be unduly intoxicated at any event or activity where such behaviour could be deemed unacceptable or unprofessional.

20. Members must abide by the law at all times.
21. During social events, especially those involving the consumption of alcohol, members must be aware of behaviour and the impact on others, particularly members of the local community.
22. Members must not consume alcohol whilst taking part in any activity organised under the umbrella of Lancaster University Korfball Club or Lancaster University, excluding social events.
23. Members take responsibility for their own understanding of this code of conduct and the repercussions of any breaches and must seek further information or clarification if they are unsure about how it should be applied.
24. All members must adhere to the code of conduct of Lancaster University Students Union.

Activity Leaders (Executives of Union-Affiliated Student Societies, Sports Clubs and Student Groups including Student Media) Taken from the LUSU Code of Conduct-

- During events, 'on duty' members of Executives must be completely sober whilst being transported to or from any activity under the umbrella of the Union.
- Must operate their activities within the accepted rules of their sport or activity including any national governing body guidelines.
- Must comply with the Union's Financial Regulations regarding the use of funds to clubs, societies, and other student groups.
- Socials are group activities. Student leaders are expected to encourage appropriate behaviour within their group and mitigate any potential negative impacts it may have on others, including members of the local community.
- Should report any of the following regarding their group activity as soon as practicably possible to ensure the Union can action appropriate support and advice for the following-
 - Concerns regarding health and safety or accidents/ near misses;
 - Safeguarding issues;
 - Student Welfare issues;
 - Serious incidents;
 - Financial issues e.g. missing moneys or equipment

Social activities-

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 are not permitted. They do not encourage the welcoming and inclusive experience that Lancaster University Korfball Club encourages.

The following rules must be followed:

- All activities must be opt-in and have no bearing on the acceptance into the Lancaster University Korfball Club 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.

- The consumption of alcohol at/during 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 Lancaster University Korfball Club or the University into question or disrepute.
- The organiser of the event will be held responsible for any Initiation Ceremony that takes place and will run the risk of being suspended or expelled from Lancaster University Korfball Club should any instances occur.

Breaches in the Code of Conduct-

- Any breaches in the Lancaster University Korfball Club Code of Conduct or LUSU's Code of Conduct must be reported to Lancaster University Student's Union, regardless of any action taken by the club's disciplinary panel.
- Each Participant shall comply with a decision made pursuant to the Rules and Regulations of The Association, including, but not limited to, a decision of a Disciplinary Board.
- A Participant shall not participate in any activity with another Participant suspended from carrying out such activity under the name Lancaster University Korfball Club or through its resources (training hours, equipment).
- A Club shall do all things necessary to ensure that a Player associated with it complies with a penalty or order imposed by a Disciplinary Commission or Appeal Board.
- An Affiliated Association or Club shall not appoint to any position, or allow to continue in such position, any individual who has been suspended from holding such position.
- Processes and actions that may be taken by LUSU (Taken from LUSU Code of Conduct)-

6. Reporting A Potential Breach of the Code-

- 6.1. Where a student or third party believes there may have been a breach of the Code in relation to that student's activity relating to the Students Union or affiliated groups i.e. behaviour has fallen below the standards outlined, a complaint should be made via the Students' Union Complaints Coordinator. The Complaints Coordinator will make an initial assessment and decision as to whether:
 - 6.1.1. Any immediate action should be taken;
 - 6.1.2. A complaints investigation under the Union's Complaints Procedure should be triggered or, if all or any of the matter should be referred to the University under the Student Discipline Regulations;
 - 6.1.3. A matter may be appropriate to be dealt with using summary jurisdiction;
 - 6.1.4. A complaint is a matter for democratic processes in which case the complainant will be advised of the appropriate actions to take.
- 6.2. If the complaint concerns a Full Time Officer, the Complaint Coordinator will liaise with the Chief Executive to determine whether it falls under the Code or, if it is an employment matter, to be dealt with under the relevant employment policies.
- 6.3. Immediate action by the Complaints Coordinator may include:
 - 6.3.1. Partial or full temporary suspension of membership entitlements until the matter is fully investigated and resolved;
 - 6.3.2. Requirements to comply with specific conditions;

- 6.3.3. Limiting use of a Union service or limiting interaction with a group.
- 6.4. If there is evidence on the face of it that the Code has been breached, the Union reserves the right to take action without receiving any complaint. This could either be for actions or omissions of members. These actions may include:
 - 6.4.1. Immediate cessation of activity until a breach is remedied;
 - 6.4.2. Suspension of signatory rights;
 - 6.4.3. Suspension of access to systems and data. In these circumstances, the Departmental Safety Officer, Data Protection Officer and Safeguarding Officer have full authority to take appropriate action as does the Senior Management Team.

7. Proceedings-

- 7.1. Ordinarily matters referred to the University under Student Discipline Regulations will not be investigated by the Union until the University has concluded its proceedings.
- 7.2. However, the Union reserves the right to investigate matters concurrently where the actions/omissions of the members concerned are not covered by the University's rules or procedures. Under these circumstances any student whose conduct is under investigation shall know the remit of both the Union's and University's investigation.
- 7.3. The Union has the right to impose its own actions on a student member outside of any University process.
- 7.4. If matters may involve criminal proceedings, the Chief Executive of the Union will suspend any Union proceedings until any criminal proceedings are complete.
- 7.5. The Union will take a sensitive approach and will ensure reasonable effort to maintain confidentiality during any process and work to safeguard the wellbeing of those directly involved.

8. Summary Jurisdiction-

- 8.1. Where 'low level' breaches of the Code have taken place summary jurisdiction may be applied. Low level breaches are where:
 - 8.1.1. A breach is uncontested a student or group admits it and;
 - 8.1.2. The impact of the breach is perceived as low;
 - 8.1.3. It is proportionate remedy and process;
 - 8.1.4. The breach was unintentional;
 - 8.1.5. This is a first-time breach, no recent record of previous breaches.
- 8.2. Where summary jurisdiction is appropriate this responsibility is delegated to the appropriate member of the Management Team based on the context of the breach.
- 8.3. Summary jurisdiction can only apply sanctions outlined 12.1.1 – 12.1.2
- 8.4. If a student or group subsequently disagrees with the outcome of the summary process, they have 5 working days to inform the Complaints Coordinator and the alleged breach may be referred for a full investigation and decision.

9. Investigation and Hearing of Alleged Breaches-

- 9.1. Investigations will be conducted following the same principles for complaints with an objective investigating Officer appointed. This Investigating Officer will investigate the case and once concluded, present the case to a Student Code of Conduct Panel, if the breach requires it.
- 9.2. Any student member under investigation for a breach of the Code shall receive notification in writing as to:
 - 9.2.1. The nature of the alleged breach and confirmation of any immediate actions taken (6.4) and why;
 - 9.2.2. Process and timeframe to be followed;
 - 9.2.3. Any requirements of the students involved;
 - 9.2.4. Support and advice available to them; and In addition, copies of any relevant documents and policies.
- 9.3. Ordinarily, alleged breaches of the Code will be heard by a Student Code of Conduct Panel. This is a panel of 3 students taken from a pool of selected annually and trained to serve on the Panel if needed.
 - 9.3.1. In exceptional circumstances, the Union reserves the right to ask third parties to sit on the Panel if required, such as Student Officers from another Union.
- 9.4. All Panel members are bound by confidentiality and are screened for conflicts of interest.
- 9.5. The panel may hear evidence in any way it sees fit bearing in mind any needs for reasonable adjustments by any party. This includes the testimony of witnesses, and the production of documents or other relevant material evidence.
- 9.6. The individual or student group appearing before the panel shall have the right to present evidence in their defense orally at the hearing and/or in writing. The individual or student group shall also have the right to be accompanied by a friend who should normally be a member of the University.

10. Sanctions-

- 10.1. Disciplinary action may be taken against any member who breaches the Code. These are the sanctions within the power of the Union which differ to potential University outcomes. Individuals and/or groups may have any of following sanctions and actions taken against them and this may be a combination:
 - 10.1.1. Formal warning/caution subject to conditions;
 - 10.1.2. Requirement to undertake training and development including reflexive activity regarding any negative impacts a breach may have had on the wider student community;
 - 10.1.3. Financial Restitution: a fine/financial penalty to make good any damage or loss incurred to property by the Union and its student groups;
 - 10.1.4. Time-limited suspension of an individual(s)' membership of the Union;
 - 10.1.5. Time-limited suspension of an Affiliated Group;
 - 10.1.6. Individual(s)' membership of the Union revoked;

- 10.1.7. Disaffiliation of a Group; Or any similar sanction that is proportionate and deemed appropriate by the Conduct Panel for the breach.

11. Right to Appeal-

- 11.1. A Student or student group has a right to appeal any decision by the Student Conduct Panel on the following grounds if there is evidence:
 - 11.1.1. That could not reasonably have been made previously available; or
 - 11.1.2. Of a material procedural irregularity; or
 - 11.1.3. To demonstrate that the decision did not meet the rules of natural justice.
- 11.2. Any appeal must be made in writing to the Chief Executive of the Union within 5 working days of the student or group receiving the Panel decision and outcomes.
- 11.3. If the right to appeal is upheld, any appeals will be heard by a Trustee of the Union in the first place and if this is not possible, the Provost for Colleges and Student Experience.
- 11.4. An appeal can result in:
 - 11.4.1. the original panel decision and sanctions being upheld;
 - 11.4.2. the original decision being upheld but a reduction or restriction in the sanctions; or
 - 11.4.3. An overturning of the original decision and removal of any sanctions.
- Lancaster University Korfball Club will implement a **Disciplinary** Board, chaired by the President, consisting of the Chairperson; the President; the First Team Coach; the Second Team Coach; the Club Development Coach and the Safeguarding Officers.
 - This panel will be responsible for breaches in the Club's Code of Conduct and imposing the correct sanctions depending on the severity of the breach and of the outcome.
 - Should a member of the panel be investigated, said member shall be replaced by a third party from the Executive Committee, appointed by the Disciplinary Board.
 - **Sanctions-**
 - 1 = Warning/letter of apology to be written.
 - 2 = Limited training sessions.
 - 3 = Match ban.
 - 4 = Numerous match bans/removal of privileges.
 - 5 = Removal from the BUCS Squads for the season/removal from League squads for the season.
 - 6 = Term ban from training/competing under the name Lancaster University Korfball Club.
 - 7 = Revocation of membership to Lancaster University Korfball Club.

Glossary-

BUCS – British Universities & Colleges Sport is the national governing body for higher education sport in the UK. It organises the majority of competitions entered by sports teams.

Initiation Ceremony - An event at which members of the group are expected to perform an activity as a means of gaining credibility, status or entry into that group. This peer pressure is normally (though not explicitly) exerted on first year students or new members and may involve the consumption of alcohol, eating various food stuffs, nudity and behaviour that may be deemed humiliating.