



Sports Code of Conduct

Wrexham Glyndŵr Students Union
Wrexham Glyndŵr University
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Background:

TeamGlyndŵr as part of Wrexham Glyndŵr Students Union (WGSU), is responsible for overseeing the activities of all affiliated sports clubs at Wrexham Glyndŵr University, and coordinates and administers all entries into BUCS and equivalent competitions. Responsibility is taken for health and safety, overseeing all clubs' finances and the training of club committee members. TeamGlyndŵr aims to increase student participation in sport and physical recreation as well as supporting high level performance to improve rankings within BUCS.

Our Expectations

All students involved in competition should adhere to the following rules and regulations regarding behaviour and conduct on and around match days.

1. Membership

- 1.1 Membership to TeamGlyndŵr shall be open to all registered undergraduate and postgraduate students of Wrexham Glyndŵr University completing a minimum of 60 credits within the academic year.
- 1.2 It is not permitted for alumni members, staff members, withdrawn students or the general public to compete or represent TeamGlyndŵr or partake in any team training sessions.
- 1.3 All students wishing to participate in team training or compete within BUCS or National League competition are required to pay membership.
- 1.4 TeamGlyndŵr membership is only available through payment of an annual subscription of £60 and will run from September to September, this is made available via the WGSU website.
- 1.5 Once purchased, members must take proof of payment to the Students' Union to collect their TeamGlyndŵr membership, this takes form of a tamper evident hologram which will be adhered to the member's student card.
- 1.6 Members must ensure their student card, clearly showing the hologram is on them at all times when participating in training or competition. No member is permitted to participate without comply with this regulation. Spot checks will be carried out by the Sports and Activities Coordinator.

- 1.7 TeamGlyndŵr membership will act as contribution to the running costs of each sports team, covering:
- BUCS Affiliation.
 - BUCS Wales Affiliation.
 - Player Insurance.
 - NGB Affiliations.
 - Individual and Team Entry Fees.
 - Transport.
 - Coaching Staff.
 - Equipment.
 - Referee Payment.
 - Playing Kit.
 - Facilities.
 - Accommodation.

2. Misconduct/Discipline

- 2.1 Whether playing home, away, abroad or participating in training sessions, members are considered to be representing the University in any activity or event, both athletically and socially, whilst wearing any uniform that relates to TeamGlyndŵr, WGSU or Wrexham Glyndŵr University. Any student that is considered to be representing must therefore not act in any way that is deemed damaging to TeamGlyndŵr, WGSU or Wrexham Glyndŵr University.
- 2.2 All TeamGlyndŵr members and affiliated clubs are expected to adhere to the following code of conduct when acting as a representative of TeamGlyndŵr.
- All persons travelling away are expected to uphold the goodwill of Wrexham Glyndŵr University, and WGSU.
 - All persons travelling away must adhere to the home institution's rules and regulations.
 - When acting as a representative of TeamGlyndŵr, members are expected to adhere to applicable health and safety regulations.
 - In competitive environments all TeamGlyndŵr members are expected to play within the 'spirit of the game', and to adhere to the governing bodies' rules and regulations.
- 2.3 Club members may not use their club or the Students' Union to make profit for themselves individually.
- 2.4 Club or committee members under no circumstances are allowed to collect payments from other members. In the instance where payment is required from members of a club (ie. social clothing bulk orders), members must pay the amount directly to the Students' Union in person whereby it can be monitored.
- 2.5 TeamGlyndŵr in conjunction with WGSU reserves the right to place sanctions against individual members and affiliated clubs who, through

the TeamGlyndŵr Disciplinary Procedure, have been found in breach of the Code of Conduct.

- 2.6 The TeamGlyndŵr Disciplinary Procedure will to as great a degree as possible, be a fair, open, independent, efficient, and consistent procedure.
- 2.7 Actions deemed as a breach of conduct are as follows:
- Violence, threatening, abusive, obscene or provocative behaviour, conduct or language.
 - Offensive or abusive attitudes toward officials, coaches, referees, union staff, university staff, spectators and/or any member of the team or individual on or off playing ground, including social media.
 - You are expected to adhere to the Union and University Equality and Diversity policy and in particular, negative comments to any protected characteristic are unacceptable! The protected characteristics are: age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation
 - 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 or the use of digital media that will bring the university, the club, team or an individual into disrepute.
 - Disrespectable and antisocial behaviour in the community, involving complaints from the public or any police involvement.
 - Encroachment of playing area by spectator or unauthorised person(s) (i.e. substitute or coach when not required).
- 2.8 TeamGlyndŵr reserves the right to discipline its members and affiliated clubs according to the following procedure.
- In the first instance, the Sports and Activities Coordinator is empowered to investigate any alleged disciplinary incident. If the Sports and Activities Coordinator concludes that a breach of the code of conduct has occurred, the matter will be brought to the attention of the Disciplinary Committee.
 - The Sports and Activities Coordinator will call for the formation of the Disciplinary Committee, whose members shall consist of:
 - Sports and Activities Coordinator
 - WGSU Chief Executive
 - WGSU President
 - The Disciplinary Committee will then decide as to whether the individual, team, or club is guilty of a breach of the Code of Conduct, the severity of the misconduct and the appropriate course of action required.

- 2.9 The following outlines possible sanctions against individuals, teams, and clubs can be enforced as a result of a breach of the code of conduct being confirmed through the disciplinary procedure:
- Fines.
 - Suspension of training facilities.
 - Temporary suspension from competitive sports activities.
 - Permanent suspension from competitive sports activities.
 - Exclusion of involved member(s)/team(s) from the TeamGlyndŵr programme.

3. Anti-Social Behaviour

In 2011 British Universities & Colleges Sport (BUCS) introduced ruling that all member institutions must adhere to the BUCS Policy on anti-social behaviour and, from 2013, provide their code of conduct in relation to initiations and alcohol abuse in sport.

- 3.1 The consumption of alcohol, whilst tolerated by the institution, must be done with a responsible attitude. The consumption of alcohol in excess can lead to anti-social behaviour and in some extreme and well documented cases, death.
- 3.2 There may be no forced consumption of alcohol or any other forced activity and individuals must always be aware they can opt out at any point. All athletes must be aware that if any grievance or complaint regarding student behaviour is submitted to the TeamGlyndŵr, TeamGlyndŵr reserve the right to discipline its members in accordance with the disciplinary procedure outlined in policy 2.6.
- 3.3 Under no circumstances must students be placed under any pressure to take part or pass any form of initiation as part of their membership of the Club.
- 3.4 All students should be able and encouraged to participate in student activities in an atmosphere free from discrimination or fear.
- 3.5 All clubs are reminded that they operate within the overall framework of WGSU and Wrexham Glyndŵr University and infringements of these rules at social functions will be treated seriously.

4. Anti-Doping

- 4.1 BUCS and UK anti-doping (UKAD) are in partnership to state a commitment to clean, doping-free competition at university level.
- 4.2 Athletes must adhere to their National Governing Body (NGB) anti-doping policies and regulations in addition to complying with the requirements of the World Anti-Doping Agency (WADA) code.

- 4.3 Athletes may also be subject to random testing at any stage throughout year by either BUCS directly or UK Anti-Doping on behalf of BUCS.
- 4.4 Athletes caught with banned substances in their system will be subject to disciplinary proceedings.

5. Respect

- 5.1 All athletes are obliged to treat officials, coaches, referees, union staff, university staff, spectators and/or any member of the team or individual on or off playing ground in a respectful and dignified way.
- 5.2 Athletes or supporters should not behave in a way that could be deemed offensive to others and should appreciate that different individuals have different levels of tolerance in regards to playful and boisterous behaviour.

6. Transport

- 6.1 WGSU is in agreement with Unicorn Travel to provide all match day transport, it is expected of TeamGlyndŵr members to treat all Unicorn Travel staff members with respect in lines with this code of conduct (see point 2.7).
- 6.2 WGSU does not condone the consumption of alcohol. Under no circumstances should alcohol be consumed on transport to or from fixtures.
- 6.3 Disrespectful and/or antisocial behaviour conducted on any WGSU contracted transport, resulting in complaints from the public, Unicorn Travel or any law enforcement will be deemed as breach of this code of conduct and will be dealt with in line with WGSU disciplinary procedures.
- 6.4 At no point will transport make diversions to the original route approved by WGSU.
- 6.5 Coaches will depart at the pre-arranged and specified time given to captains by WGSU. In extreme circumstances, coaches may wait at the driver's discretion to a point that won't jeopardise the arrival time.

7. Club Coaches and Instructors

- 7.1 It is expected that coaches and instructors of Wrexham Glyndŵr University sports clubs will actively endorse and support the implementation of the Sports Code of Conduct, this is in addition to any associated sport specific guidelines and policies communicated by their relevant NGB

8. Club Annual General Meeting (AGM)

- 8.1 The Annual General Meeting (AGM) is utilised to convey and summarise any relevant information to the population of the club by the committee.
- 8.2 An AGM will be held before May each year with 7 days' notice being given to all members by email.
- 8.3 The chair shall be the Club Captain, unless deemed inappropriate by WGSU. In this case, the chair will be taken by the most appropriate WGSU officer or staff member.
- 8.4 Minutes from the meeting will be taken by the communications officer and submitted to the Sports and Activities Coordinator.
- 8.5 The quorum of the meetings will be 50% of the full membership +1. Membership is frozen upon notice of AGM.
- 8.6 A member of staff from WGSU must be asked to attend the AGM.
- 8.7 Only student with paid membership of the club are permitted to vote at meetings and only those members present are permitted to vote.
- 8.8 Proxy votes are not recommended but can be permitted on request to Sports and Activities Coordinator.
- 8.9 Coaches and instructors have speaking rights but are not allowed to vote.

9. Club Committee Elections

- 9.1 Elections will be held during the club AGM, for positions beginning on June 1st of that year.
- 9.2 All members currently registered to undergraduate and postgraduate study at Wrexham Glyndŵr University completing a minimum of 60 credits within the academic year are eligible to stand for election.
- 9.3 A list of the newly elected committee along with all relevant contact information (student and personal email/telephone number) will be submitted to the Sports and Activities Coordinator within one week following an AGM.

10. Club Emergency General Meeting (EGM)

- 10.1 An emergency General Meetings can be called by any committee member or WGSU if urgent matters arise.
- 10.2 A minimum of 7 days' notice will be given. Committee members will endeavour to contact all members to inform them of the meeting.
- 10.3 Minutes from the meeting will be taken by the communications officer and submitted to the Students' Union.

- 10.4 The quorum of the meetings will be 50% of the full membership +1. Membership is frozen upon notice of EGM.
- 10.5 A staff member of WGSU, preferably the Sports and Activities Coordinator MUST attend all EGM's and will act as chair for equality purposes.

11. Other WGSU Meetings

- 11.1 It is mandatory that at least two representative of the club committee will attend the following meetings:
- Captains Training (Club/Team Captains Only)
 - Committee Training (Open to all committee)
- 11.2 Every year the Students' Union will hold an Annual Members Meeting. As competitive sport is the biggest area of membership investment for the Union, it is expected that each team has at least two representatives at this meeting. Failure to comply without good reason could result in action under points 2.9.

12. BUCS Competition

- 12.1 It is the responsibility of the team captain to ensure a detailed team sheet listing all players is presented to the Sports and Activities Coordinator the morning of a fixture for authorisation. No team will be allowed to compete if a team sheet has not been authorised.
- 12.2 Team sheets must be filled in by the opposing team prior to competition commencing and it is the team captain's responsibility to obtain such information.
- 12.3 Fixture results must be recorded at the bottom of every team sheet, for Rugby Union this must include number of tries, conversions and penalties as it is a contributing factor to league positioning.
- 12.4 All fixture results MUST be submitted to the Sports and Activities Coordinator immediately after the fixture finishing and no later than 10:30am the following day for submission onto the BUCScore website. It is the captain's responsibility to ensure the relevant information has been passed on.
- 12.5 Failure to meet the above points WILL lead to disciplinary action as BUCS carry out frequent spot checks on its member institutions which can lead to the disaffiliation of the institute if its guidelines are not being met.
- 12.6 No member will be permitted to compete or travel without having their student card clearly showing their TeamGlyndŵr membership present, spot checks will be carried out frequently by the Sports and Activities Coordinator.

13. Walkovers/Transport Cancellations

- 13.1 Teams must endeavour to field a team for every fixture listed by BUCS and are required to notify the Sports and Activities Coordinator following the last training session before a fixture to allow for the relevant arrangements to be made.
- 13.2 If a team accumulates more than 2 walkovers over the course of the season, the team will be withdrawn from BUCS due to sanctions imposed by BUCS on the institution.
- 13.3 Within the first third of a team's originally scheduled fixtures; if it is deemed that a team is struggling to field a full team consistently the team will be considered for withdrawal from BUCS.
- 13.4 Championship, Trophy, Cup or Plate knockout competitions take preference over league fixtures and it is the team's responsibility to ensure all fixtures of this manner have a team fielded.
- 13.5 For further information regarding team sanctions imposed by BUCS with regards to walkovers please visit:
<http://www.bucs.org.uk/page.asp?section=17295§ionTitle=REG+12+Fixture+Administration+%26+Forfeitures+%28Walkovers%29>

14. Team Kit/Social Clothing

- 14.1 WGSU is in agreement with Kukri Sports to provide all social and competitive apparel. Purchase of social clothing can be made via the online shop: **(hyperlink to be added)**
- 14.2 It is not permitted for teams to pursue separate kit providers to the one designated by the Students' Union as exclusivity clauses may be written into any apparel agreements.
- 14.3 WGSU agrees to provide a full set of suitable team kit to be worn during all competitive situations.
- 14.4 Members of Football, Futsal, Hockey and Rugby Union are expected to purchase their own navy socks via the online shop: **(hyperlink to be added)**
- 14.5 Members acknowledge the importance of team kit in a competitive environment to distinguish themselves and represent Wrexham Glyndŵr University and therefore agree to wear kit as stipulated by WGSU.
- 14.6 Team kit will be allocated to individual team members upon notification from the Club captain. Itemised costings of each garment will be provided by the Students' Union and signed for by the member being allocated. That member will be held financially responsible for any damaged, lost or stolen items.

- 14.7 All team kit will be signed back in to the Students' Union to be checked at the Easter break and following the final competitive match of the season.

15. Equipment

- 15.1 All equipment will be purchased by WGSU. Sports equipment will be signed out to the appointed team captain for that academic year.
- 15.2 Itemised costings of each piece of equipment will be provided to Captains and signed for acknowledging that they will be held financially responsible for any damaged, lost or stolen equipment.

16. First Aid

- 16.1 Each team must have one fully qualified first aider (evidence provided to the Students' Union) present at all training and competitions. Members are encouraged to take first aid courses run by Wrexham Glyndŵr Students' Union. Only the registered first aider can administer treatment.
- 16.2 First Aid bags are provided for club use (one for each team). These must be taken to all training sessions and matches/tournaments, both home and away; the club's committee to distribute.
- 16.3 Accident report forms MUST be filled in for ALL accidents/incidents/near misses (example form accessible via the Students' Union website under Committee Resources). This must be submitted to the Sports and Activities Coordinator by 12pm the following day and list all first aid supplies used as treatment. No supplies will be replenished without an accompanied accident report form.
- 16.4 If the accident is serious and requires A & E hospital treatment, after the relevant emergency services have been notified the Students' Union should be immediately notified on 01978 293 371 (09:00-17:00) or the Sports and Activities Coordinator on **(mobile number to be added)**. If there is no response, then Wrexham Glyndŵr University Security must be informed (07764 6879 09/10).
- 16.5 If on university campus, the accident must be reported to the duty member of staff for that facility.

17. Declaration

The Club, its teams, elected committee members and all registered members will conduct themselves in accordance with this Code of Conduct and the Constitution of Wrexham Glyndŵr Students Union.

I hereby acknowledge the protocols outlined in this Code of Conduct and agree to adhere to this document and sign on behalf of all registered members of (**Insert Team Name**). If any point on this code is breached it will result in disciplinary action taking place.

WGSU or TeamGlyndŵr reserve the right to amend this document at any point, it is the Club, its teams, elected committee members and all registered members responsibility to keep up to date with any amendments.

Name of Captain:

Club/Team Name:

Signed:

Date: