



Team Surrey Club & Member Code of Conduct

1. PREAMBLE

Team Surrey is the brand representing the University of Surrey's Student Union (referred to as "the USSU" forthwith), Surrey Sports Park (SSP) and the University of Surrey (referred to as "the University" forthwith) in sporting activity.

Team Surrey sports clubs refer to those clubs who fall under the Team Surrey umbrella. A Team Surrey member is an individual who has paid the relevant membership fee to both Surrey Sports Park and their respective club, as well as respective coaches and spectators.

It is important that fees must be paid by the agreed date which will normally be within one month of the start of the academic year. Non-payment of fees or late fee payment will render the membership of the individual to be null and void. Until membership fees are paid in full the individual cannot take part in any sporting activity in which they are representing their club.

The sports clubs are semi-autonomous and are run by student committees; both the committee members and the club members have a responsibility to each other, the USSU, SSP and the University to represent themselves appropriately in their activity.

Team Surrey complies with all current USSUs, SSPs and the University's codes of conduct, Student Charter, Codes of Practice, Regulations and Policies

1.1 The purpose of this sporting code of conduct is to clarify the accepted behaviour of Team Surrey members and to promote the values of the USSU, SSP and the University.

2. MANAGEMENT COMMITTEE

2.1 The Team Surrey Executive Committee is responsible for amending and approving this document.

2.2 The VP Activity, Head of Student Sport and Student Activities Manager have the authority to respond to students who do not comply with this code of conduct, through the Union disciplinary process.



3. RESPONSIBILITIES OF TEAM SURREY

3.1 Team Surrey complies with all current USSU's, SSP's and the University's codes of conduct, Student Charter Regulations and Policies.

3.2 Team Surrey members are aware of the responsibilities they hold as representatives of Team Surrey

3.3 Committee members are aware of their responsibilities to their club members, to their club and to themselves.

3.4 Team Surrey clubs and members retain good relations with the local community and all other relevant stakeholders.

4. RESPONSIBILITIES OF CLUB MEMBERS

A Club member is anyone who is officially registered to a specific club. They are then a member of the specific club and also of Team Surrey. It is their responsibility to:

4.1 First and foremost represent the University of Surrey in a responsible way. Examples of such behaviour include:

General

- Respect the rights and values of others.
- Be fair, considerate and maintain integrity when dealing with others.
- Ensure your club is welcoming and friendly to all students regardless of experience, background, disability, gender, ethnicity, sexuality etc.
- Avoid influencing others into inappropriate actions.
- Maintain appropriate standards of behaviour at all times.
- Treat all staff, students and spectators with respect.

Training and Matches

- Act in an appropriate manner during training and at fixtures and/or competitions.
- Comply with all reasonable instructions issued by officials and respect their decisions.
- Treat all staff, students and spectators with respect.
- Avoid any form of verbal or physical intimidation or harassment of others.
- Avoid any behaviour that may bring the University into disrepute.
- Be aware of and comply with your sport's relevant National Governing Body's (NGB) guidelines.

Alcohol and Drugs



- Refrain from consuming alcohol pre-match or competition
- Refrain from drinking on Union organised transport (including hired vehicles)
- Do not use illegal recreational drugs, including legal highs.
- Performance enhancing substances are banned as per the NGB of your relevant sport. UK Anti-Doping, the World Anti-Doping Agency and the University guidelines should be referred to regarding the use of such substances.

Social Media

- Team Surrey Club social media accounts should clearly state who they belong to e.g. University of Surrey Hockey Club
- Be aware that contribution towards a club's social media account is ultimately representing the University
- Appropriate use of club accounts is required along with appropriate use of personal accounts when discussing University of Surrey or Team Surrey matters.

The University's Social Media policy can be found [here](#).

4.2 Club members must also abide by any rules set by British Universities and College Sport (BUCS), the relevant sporting competition and National Governing Bodies.

4.3 Whether playing home, away or abroad, Club members are considered to be representing the University and Team Surrey at any activity or event organised by Team Surrey or the club. This includes both during competition and socially whilst wearing any Team Surrey/USSU/University/Sports Park uniform. Any student that is considered to be representing Team Surrey must therefore not act in any way that is deemed damaging to the USSU, the University or Surrey Sports Park. Examples of irresponsible behaviour include, but are not limited to:

- Misconduct at both matches and training sessions e.g. use of violent, disorderly, threatening, intimidating or offensive behaviour or language to any University of Surrey student, staff member, Team Surrey coach, visiting sports team or spectators.
- Harassment to any University of Surrey student, staff member, Team Surrey coach, spectator or visiting sports team.
- Anti-social behaviour off the pitch at club socials whether on or off campus. Clubs have a responsibility for any club organised activity.
- Causing damage or harm to any University of Surrey student, staff member, Team Surrey coach, spectator or visiting sports team.
- Theft, misappropriation or misuse of University property or Surrey Sports Park owned equipment i.e. equipment bought through your club budget.
- Using club money (own funds) to make profit for yourself individually. Union regulations must be adhered to.
- Breaching rules set out by your sport's NGB, competition or event organisers
- Failure to comply with the [University's Social Media Policy](#)
- Any other behaviour which brings the University, the USSU and/or the SSP into disrepute.

Incidences of any of the above will result in **disciplinary** action. This may be a Sporting Disciplinary or a [University Disciplinary](#).



4.4 Any student misconduct must be reported to the Students' Union Student Activities Manager.

If said misconduct is in breach of the above standards set out, the issue will be elevated to a Sporting Disciplinary or [University Disciplinary](#), if deemed more serious.

5. RESPONSIBILITIES OF CLUB COMMITTEE

Club committee members are members of Team Surrey who have been elected by their specific club to run that club, whether in a signatory position or not. All guidance for club committee members is available in the [Team Surrey Committee Handbook](#) and the Signatories Agreement.

5.1 The elected officers of the Club shall share collective and individual responsibility to run their club in coordination with the aims and objectives of the club. Collectively they should provide a united front, but also work on their own individual roles within their committee.

5.2 At least one member of the committee must attend Sports Standing committee every month; failure to do so may result in sanctions against the club. This will be at the discretion of the Team Surrey Chair and criteria is subject to change each year.

5.3 Within the committee the three signatories have overall control on the direction of the club and the withdrawal of funds. Abuse of this power may result in a vote of no confidence and their withdrawal of the role and its responsibility.

5.4 It is the club committee's responsibility to ensure all Club equipment is kept in good condition and stored appropriately and tidily, while maintaining an up to date inventory of club equipment.

5.5 It is the committee's responsibility to ensure all appropriate forms are filled out correctly as they will be held responsible for their club members.

5.6 It is the committee's responsibility to ensure their supporters and fans behave in a respectable way.

5.7 It is the responsibility of the signatories to ensure that their members have paid all the membership fees on schedule and that all those playing in fixtures are fully paid members otherwise they will not be permitted to play or take part in club activities.

5.8 It is the responsibility of the signatories to communicate to their members the importance of insurance against injury and what each individual member's responsibilities are in view of personal insurance.

5.9 It is the responsibility of the signatories to ensure that they comply with the [University's Dignity at Work and Study Policy](#), in particular not allowing harassment or bullying to take place during club activity be that training, matches, socials, on social media or other communication channels.



6. PROCEDURE FOR COMPLAINTS ABOUT THE CLUB OR CLUB COMMITTEE MEMBER

6.1 Any member of Team Surrey or any member of the Union can raise a complaint about a club committee member or club with any of the Team Surrey staff including VP Activity, Student Activities Manager and Team Surrey Chair. Alternatively, the member may email ussu.complaints@surrey.ac.uk.

6.2 If a complaint comes via a member of staff or officer, the matter should be raised with Head of Student Sport, VP Activity and Student Activities Manager or, if necessary, the Team Surrey Executive Committee. The complaint shall be investigated and the Student Activities Manager will inform the member of the necessary procedure.

6.3 If, as a result of the investigation into a complaint, action is required with regard to the conduct of a club committee member then the Students' Union CEO should decide whether the matter should be referred to a Sporting Disciplinary Procedure, a University Disciplinary, or determine that no action is required.

6.4 If a disciplinary is recommended and the issue is deemed a whole club issue, the signatories of the club will all be required at the relevant disciplinary.

7. PROCEDURE FOR COMPLAINTS ABOUT CLUB MEMBER

7.1 Any member of Team Surrey or any member of the Union can raise a complaint about a club member with any of the Team Surrey staff including VP Activity, Student Activities Manager and Team Surrey Chair. Alternatively, the member may email ussu.complaints@surrey.ac.uk.

7.2 If a complaint comes via a member of staff or officer, the matter should be raised with Head of Student Sport, VP Activity and Student Activities Manager or, if necessary, the Team Surrey Executive Committee. The complaint shall be investigated and the Student Activities Manager will inform the member of the necessary procedure.

7.3 If, as a result of the investigation into a complaint, action is required with regard to the conduct of a Club member then the Students' Union CEO should decide whether the matter should be referred to a Sporting Disciplinary Procedure, a University Disciplinary, or determine that no action is required.

8. DISCIPLINE AND GRIEVANCE PROCEDURES



This code of conduct works in accordance with the sporting disciplinary procedure, as well as those laid out by Surrey Sports Park, Students' Union, University of Surrey and Office of Student Complaints, Appeals and Regulation (OSCAR).

If any point on this code is breached it will result in disciplinary action taking place.

If a club has their own Club Code of Conduct, this Team Surrey Club & Member Code of Conduct takes precedence over individual club codes.