### Information about completing this Code of Practice:

This is a template for your sports Code of Practice. More sport specific examples and guidelines might be available from your National Governing Body. For example Rowing can be found at <http://www.ara-rowing.org/busa/codes.htm>. National Governing Body information can be found on 3.9 National Governing Body Information on the Resource Pack CD.

KEY:

Black text if applicable to your club can be used as part of the main text to this document.

Blue text needs to be edited with information relevant to your club.

Red text is information / instruction only and should be deleted prior to submitting your Code of Practice.

Green text might not be relevant to your particular sport. Please delete where necessary.

# The University of Brighton (name of club)

# Code of Practice

All club members are required to follow the guidelines laid out in this Code of Practice. Failure to do so could result in disciplinary or even legal action.

This document is intended for the use of bona fide members of the student club. Improper use or interpretation of this Code of Practice does not reflect the spirit in which it is presented.

A copy of the finalised and signed version of this document should be:

1. Supplied to the Sports Development Officer
2. Displayed on the clubs website
3. Distributed to all Club Committee members (on request)
4. Supplied to any individual involved in coaching/ instruction.

## Introduction

The (name of club) will endeavour to follow a duty of care for its members and associates. It will endeavour to act reasonably to ensure its members are not unduly placed in unnecessary risk.

The name of the club will be (full name of club); (abbreviation if used)

The (name of club) will be based on (name of Uni of Brighton site at which the club is based)

The National Governing Body for this activity is:

Detail the address and contact of the NGB here. NGB information can be found on the Resource Pack CD. Number 3.9

Detail any insurance offered by this NGB if your club affiliates to it and its renewal details. All participants that take part in the (name of club) activities are required to act in accordance to the Students’ Union and University guidelines. Participants must affiliate to the Univeristy through the purchase of a Sport Brighton Activities Card. This covers them for insurance (please refer to the insurance guide for further details.)

The (name of club) Committee is to be re-elected six weeks prior to the end of term to ensure an effective handover. (This may need to be shorter for summer-based activities.) The Sports Development Officer will be informed as soon as the election of new officers takes place.

The first procedure for the newly elected committee will be to review its health and safety procedures prior to activities starting in the new academic year in conjunction with the Sports Development Officer.

## Proposed Activities

The following activities will be undertaken by the (name of club) Club:

List what activities your club will be undertaking this year, please include locations for activities if known.

For example:

Training

Matches

Trips away

## Committee Members

The 2005/06 Committee are:

List contact names, positions and phone and email addresses here.

The duties of these roles are as follows:

(President/ Captain, Treasurer and Secretary are compulsory positions within Student Union Clubs, Please edit the job roles if your club has any specific roles relevant to that sport)

### President

1. *Acts as a spokesperson for the club*
2. *Draws up an agenda for meetings with the secretary*
3. *Chairs any meetings*
4. *Ensures the smooth running of the club/society and takes overall responsibility for the clubs activities*
5. *Attend any meetings that involve the club/society.*

### Treasurer

1. *To draw up the club’s budget*
2. *To liaise with the Union on any matters of finance*
3. *To keep records of all income and expenditure*
4. *To keep records of Membership income*

### Secretary

1. *To take minutes at any meeting*
2. *To sort out any mail that is sent to the club*
3. *To collate all the names, addresses and telephone numbers of all the members of the club*
4. *To update any changes to the clubs constitution*

Other positions that you might have within your particular club and additional responsibilities are below. It should be noted that if you do not feel it is necessary to have these as separate positions within your club the responsibility for these aspects are shared among the existing committee such as equipment and trip coordination.

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### Captain

* *To take an organisational role for team fixture completion*
* *To take responsibility for on pitch/ court issues*

### Web Site Administrator

* *To ensure the website is up to date and provides accurate information in line with the clubs Code of Practice.*

### Training Officer

(If the Club does not involve itself with novice members/ beginners, then this Officer may not be needed. However should the Club be deemed as a High Risk Activity Club then this Officer should exist)

* *To act within best practice to maximize the welfare of novice members/ beginners.*
* *To facilitate the integration of novice members into the Club.*
* *To advise novice members on there suitably for certain club activities/ trips.*
* *To Promote further training and its benefits to all Club members in conjunction with the Sports Development Officer.*

### Trip Coordinator

Responsibilities of the Trip Coordinator is to ensure the following is provided:

* *To complete Trip Participation forms within the required time deadlines.*
* *To Ensure that all aspects of the trip's/ events planning have been covered in line with the Sports Safety Handbook.*
* *To Provide the Club Committee with comprehensive details of the event, in order that they can fulfill their duties, inc. the completion of a Trip Participation form.*
* *To Work with all relevant Officers to ensure that all participants are sufficiently informed/ prepared for the planned event/ trip/ activity. They should also be ensuring that participants have made aware any relevant information or concerns to the Event Organiser before undertaking participation.*
* *To Encourage participants to respect and abide by Club guidelines at all times, and not bring the Club, University or University of Brighton Students’ Union into disrepute.*
* *To Ensure that should there be an incident, accident, or "Near Miss" that a report is filed with the SDO and the relevant forms filled out in line with the guidelines laid out in the Sports Safety Handbook.*

### Safety Officer

* *To Liaise with the SDO with regards to matters concerning Club/ Activity Safety.*
* *To Promote Safe Practice within the Club at all times.*
* *To ensure that accident/ near miss forms are submitted to the SDO within 24 hrs of the incident, or as soon as is reasonably practicable in the circumstances.*
* *To ensure that external Coaches/ Instructors/ Activity Leaders have been registered with, and approved by the SDO before activities take place.*

### Equipment Officer

(If the Club does not own any equipment, then this Officer would not be needed. If an Equipment Officer is needed, it is important to note that this role carries considerable responsibility and should not be entered into lightly. It is important that a member with the required experience, and of suitable character, fills this position. The Equipment Officer should be aware that they are ultimately responsible for all Club Equipment, and should therefore pay particular attention to specialist safety checks, recommended servicing and security matters).

* *To produce an annual inventory of all Club Equipment and filing a copy of this document with the SDO. The equipment officer should also make sure this inventory is kept up to date.*
* *To store/ maintain equipment in conjunction with manufacturers and Club guidelines.*
* *To keep accurate records of all safety checks undertaken (In liaison with the SDO).*
* *To Record all relevant equipment related information.*
* *To Arrange repair/ replacement/ disposal of unsafe equipment (In liaison with the SDO).*
* *To Ensure that all equipment is suitable and meets the requirements for the activities in which it is to be used.*
* *To Advise on the correct care/ use of equipment and where necessary ensuring members are properly trained in the use of this equipment.*
* *To Advise the committee on the purchase of Club equipment as and when necessary (in conjunction with the SDO).*

### Activity Leaders/ Coaches

In high-risk activities it is essential qualified members of the group lead activities under the recommended guidelines for that activity. Detail here all club members/ coaches that will be present for these activities:

The (name of club) Activity Leaders:

List names, qualifications and contact information.

Activity Leaders/ Coaches are responsible for:

* *The safety of all participants.*
* *Ensuring Club guidelines are followed at all times.*
* *Providing the highest standard of leadership/ instruction as is reasonable in all circumstances in line with NGB guidelines.*
* *The inclusion/ use of appropriate safety equipment where necessary, for the proposed activity, in line with NGB guidelines.*
* *Ensuring that participants are aware of all rules and regulations regarding the location and undertaking of any activity e.g. Country Code, local agreements, etc (when in place). It is unacceptable for any of these to be broken and the name of the Club, University, or University of Brighton Students’ Union to be brought into disrepute.*
* *A lot of the duties/ responsibilities of any Activity Leader may be similar or coincide with that of any Event Organiser(s).*

## Official (name of Club) Activities

Official (name of club) activities will be those which fall under one or more of the following:

* Any Club activity that is being conducted under the name of the University or University of Brighton Students’ Union.
* Publicised at Club meetings.
* Publicised on Club Web sites, journals, leaflets, notice boards etc.
* Funded in anyway by the University, University of Brighton Students’ Union or the Club.
* Require the use of University/ University of Brighton Students’ Union/ Club owned equipment.
* Requires group/ self-drive transport booked through the University/ University of Brighton Students’ Union.

## First Aid

Below are the contact details for all (name of club) first aid qualified members for the 2005/06 academic year:

Complete with names and contact phone and email addresses.

## Accident and Emergency Procedures

In the event of death or serious injury the following procedure must be adopted concerning the handling and disclosure of information. Unofficial statements could affect proceedings should there be any resultant legal action against a Club member, Event Organiser, Activity Leader or the University/ University of Brighton Students Union.

**1.** Stop and Think, Assess the Situation and Stay Calm -Call the Emergency services if necessary.

**2.** Where possible treat any Casualties if safe to do so. Co-operate fully with the Emergency Services.

**3.** Ring 01273 643547, giving the following information: -

* YOUR NAME.
* THE TELEPHONE NUMBER FROM WHICH YOU ARE CALLING.

They will then contact the relevant University department.

**4.** You may need to give the following information: -

* THE NAME(S) AND NUMBER OF PEOPLE INVOLVED.
* A BRIEF DESCRIPTION OF THE INCIDENT.
* THE NAME OF ANY HOSPITALS WHERE CASUAL TIES MAY HAVE BEEN TAKEN.
* THE DETAILS OF ANY POLICE OFFICERS INVOLVED WITH THE INCIDENT.

**5.** You will then be informed of any further steps that are to be taken.

**THE DETAILS OF ANY INCIDENT/ ACCIDENT ARE NOT TO BE DISCUSSED WITH ANY PERSON(S) OUTSIDE THE UNIVERSITY AND University of Brighton Students’ Union UNTlL A** **FULL Investigation HAS BEEN CARRIED OUT.**

**ALL ENQUIRIES FROM THE MEDIA ARE TO BE DIRECTED TO THE MARKETlNG DEPARTMENT AT THE UNIVERSITY OF BRIGHTON.**

## Complaints Procedure

Should any member have a complaint then they should contact a member of the club committee or Sports Development Officer. This complaint should then be referred to the Sports Development Officer and dealt with in accordance to the Sports Federation Steering Committee complaints/ disciplinary procedure where appropriate.

## Declaration

All the club committee below agree to act in accordance to this Code of Practice having read and understood its contents:

President

Insert name and sign a hard copy

Treasurer

Insert name and sign a hard copy

Secretary

Insert name and sign a hard copy

Include other Officers if listed else where in the document: