

# **Sports Club Code of Conduct**

**Club: Glasgow University Table Tennis Club (GUTT)**

***The purpose of this document is to establish, as clearly as possible, a set of guidelines, procedures and policies for all clubs and club members of affiliated sports clubs to the University of Glasgow. This code must be followed without exception.***

## **1 Introduction**

- 1.1 In accordance with the GUSA Constitution, and in line with the Club's Risk Assessment, the club will be committed to the safety and wellbeing of all its members.
- 1.2 Clubs and all members are expected to act in a responsible manner at all times, upholding its and the University's good reputation.
- 1.3 The club will affiliate and operate within the current rules and regulations as set out by the sports governing body.
- 1.4 The club will appoint a new committee on or before the final day of Semester Two Teaching Period each year. The committee will then serve for one calendar year.
- 1.5 The club will adhere to all deadlines as outlined in the Club Resource Guide on an annual basis.
- 1.6 The Club Code of Conduct, Risk Assessment and Constitution shall be available for all members to view on the club website.
- 1.7 It is the responsibility of the individual club members to bring to the attention of the committee, any known medical condition or previous injuries that may affect their or other club member's safe participation within the sport or activity. If the issue is of a sensitive nature, then this must be raised via the GUSA President or Club Sport Manager.

## **2 Club Activities**

- 2.1 Training and Competitive Provision
  - 2.1.1 The club shall participate in training, competitive and recreational activities as agreed upon an annual basis with the GUSA President and Club Sport Manager
- 2.2 Fixture Booking & Cancellations Procedures
  - 2.2.1 All clubs wishing to use University owned facilities, or facilities with which the University has an association with must at all times follow the procedures as outlined in the Club Resource Guide (section 3). Failure to adhere to these guidelines may lead to the cancellation of, or charging for facilities.

## **3 University Representation**

- 3.1 Membership Eligibility
  - 3.1.1 Only current matriculated students and staff members of the University of Glasgow will be permitted to join and participate in club activities. In relation to staff members, further details relating to limits and restrictions can be found in the Club Membership Policy.
  - 3.1.2 The club will ensure any student wishing to compete in the Scottish or British Universities competitive programme conforms to their competition entry and eligibility requirements.
- 3.2 Representation
  - 3.2.1 All club members, while representing the University will adhere to the Clothing Policy, wearing the appropriate clothing in line with the University's branding guidelines.
- 3.3 University Clothing
  - 3.3.1 All sports clothing and apparel, competitive and recreational, will conform to the Clothing Policy and will be procured through the official supplier of Sport & Recreation.

## **4 Club Office Bearers**

- 4.1 Executive Committee
  - 4.1.1 The club committee will consist of at least the following three positions; Club Captain / President, Treasurer and Secretary.
  - 4.1.2 The collective term for the above positions will be known as the 'executive committee'.
  - 4.1.3 The Executive Committee will be responsible for ensuring all deadlines and tasks are completed as instructed through the Club Resource Guide, and any other relevant correspondence throughout the year.
- 4.2 Club Committee Seminars

- 4.2.1 The Executive Committee shall attend the three Club Committee Seminars held throughout their term in office. Executive Committee members must notify the GUSA Secretary at least 24 hours in advance if they are unable to attend a Club Committee Seminar.

#### 4.3 Club Committee

- 4.3.1 The club, in line with the constitution, will elect a non executive committee at the Annual General Meeting.

### **5 Coaches & Activity Leaders**

- 5.1 The club will register all coaches and activity leaders no later than 31<sup>st</sup> October each calendar year. The club accepts that in the event of no registered coach present, club activities may be suspended.
- 5.2 The club will ensure all activities are led by an appropriately trained coach or leader. The coach or leader is responsible for informing the participants about the exact nature of any activities to be undertaken.
- 5.3 The club shall ensure the Social Event Policy is adhered to in full at all times.
- 5.4 Coaches and activity leaders are responsible for:
  - 5.4.1 Being aware of the club's Risk Assessment and Code of Conduct.
  - 5.4.2 Ensuring that club guidelines are adhered to at all times.
  - 5.4.3 Providing the highest standard of instruction and leadership as is reasonable in all circumstances.
  - 5.4.4 The inclusion of appropriate safety equipment and measures where and when required.

### **6 Transport & Trip Regulations**

#### 6.1 Transport Booking

- 6.1.1 The club shall adhere to the transport guidelines and timelines at all times.
- 6.1.2 The club accept that should these guidelines not be followed, the club's transport provision may be suspended or removed.

#### 6.2 Trip Registration

- 6.2.1 The club shall complete a 'Transport Request Form' for all trips which do not involve an overnight stay and where a passenger list has not been supplied by the Travel Administrator.
- 6.2.2 The club shall complete a 'Overnight Travel Form' for all trips which involve leaving the United Kingdom or involves an overnight stay within or out with the UK.

### **7 Health & Safety**

#### 7.1 First Aid Provision




- 7.1.1 The club will ensure all health and safety guidelines, as set down by the sports governing body will be adhered to in full. This shall include the relevant level of First Aid provision during the club activities.

#### **7.2 Accident & Emergency Procedures**

- 7.2.1 The club will follow the Accident & Emergency Procedures, as detailed in the Health & Safety section of the Club Resource Guide.

### **8 Declaration**

As a club official, I am aware of my moral and legal obligations to my fellow club members. I have read and understand, agree to abide by and enforce the rules of the Club Constitution, Code of Conduct, Risk Assessment and office to which I hold.

Position	Name	Signature
<i>Club Captain / President</i>	Richard Menzies	
<i>Club Secretary</i>	Reza Haghighat	
<i>Club Treasurer</i>	Fraser Dempster	
<i>Mens / Womens Captain</i>		

**Date: 30/10/2021**