



University of
St Andrews

Saints Sport Conduct Policy

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| Purpose | This document outlines the conduct policy and disciplinary procedures for clubs and individuals affiliated to the Athletic Union |

| Version number | Purpose / changes | Document status | Author of changes, role and school / unit | Date |
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| 1.0 | Creation for implementation in 2020/21 academic year | In draft | Duncan Caithness, Assistant Director (Sports Development) Sophie Tyler – Athletic Union President | 15.01.2020 |
| 1.2 | Approved | Active | Athletic Union Board | 11.03.21 |

1. Introduction

1.1 This document outlines the standards, expected behaviours and procedures for all Athletic Union (hereafter referred to as the AU) Clubs and their members to ensure that all students engaged in sport at the University of St Andrews enjoy a fun, positive, inclusive and safe experience at all times. Whilst this policy is in place for all students and clubs affiliated to the AU, students must also follow all other University policies including the University's Non-Academic Misconduct policy and the Good Academic Practice policy

2. Vision

2.1 To ensure that all students engaging in sport at the University of St Andrews receive 'The Saints Experience': the aim is to create a special sporting environment providing the best possible support and opportunities. The aspiration is to enable everyone to realise their own goals, create their fondest memories, form their strongest friendships, and have the best university experience because of their engagement with Saints Sport.

2.2 We will achieve this vision by ensuring clubs and their members adopt the Saints Sports Core Values and adhere to the standards set out in the codes of conduct.

3. Important contacts

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| Director of Sport | dirsport@st-andrews.ac.uk |
| Athletic Union President | aupres@st-andrews.ac.uk |
| Deputy Director of Sport | ig21@st-andrews.ac.uk |
| Assistant Director (Sports Development) | dac9@st-andrews.ac.uk |
| University Discipline Officer | discipline@st-andrews.ac.uk |

4. Abbreviations

AU: Athletic Union

5. Associated policies and documents

The following policies and documents are referenced in this policy

5.1 Saints Sport core values

5.2 Saints Sport codes of conduct

5.3 [University of St Andrews Non-academic misconduct policy](#)

5.4 [All other Saints Sport policies](#)

6. Scope

6.1 This policy applies to:

6.1.1 AU affiliated sports clubs,

6.1.2 Any person representing an AU affiliated sports club including, but not limited to:

- Club members
- Coaches
- Officials
- Club leaders / committee members
- Spectators

6.2 This policy covers conduct at any activity or event where the club or individual is representing Saints Sport and the University of St Andrews including, but not limited to:

- Fixtures
- Training
- Social events
- Any tours or field trips
- Travel to and from any of the above

7. Breaching of the codes

7.1 Any club or individual found to be breaching the policies and documents outlined in Section 5 will be subject to disciplinary action (outlined in Sections 8 and 9).

7.2 When a member of staff is made aware of a breach of these rules, the issue must be brought to the Athletic Union President, Deputy Director of Sport, or the Assistant Director (Sport Development) who will determine the best next steps.

7.3 Saints Sport will work alongside the Students' Association, the University's Discipline Officer, governing bodies and any other relevant organisations to share information, where appropriate, relating to disciplinary procedures.

7.4 There are no set criteria which determines whether a case is identified as a serious or minor breach. It will be decided by Saints Sport staff on a case-by-case basis. Saints Sport will maintain open channels of communication with the Discipline Officer. When there is uncertainty about where an issue should be solved, staff will work with the Discipline Officer to determine who is best to deal with the case.

8.0 Minor Disciplinary Cases

- 8.1. If the issue is a local, small matter which does not have wider University implications and can be resolved internally, clubs will be encouraged to do so. If clubs would like support in doing this then a relevant member of staff will work with the club.
- 8.2. For minor breaches that cannot be resolved internally within the club, the issue will be brought to a discipline panel (hereafter referred to as the Panel).
- 8.3. The purpose of the Panel is to have an independent, impartial body of students who will decide on sanctions they think are appropriate depending on the issue that is brought to them.
- 8.4. The Panel will be comprised of:
 - 8.4.1 Three matriculated students who are the head of an Athletic Union club.
 - 8.4.2 A member of the Athletic Union Executive Committee (Exec).
 - 8.4.3 A member of the Union discipline committee agreed by the Students' Association.
 - 8.4.4 A member of Saints Sport Senior Management Team (SMT).
- 8.5 A person cannot be a member of the Panel if they are closely associated with the club and/or people facing disciplinary action.
- 8.6 The student members of the Panel will receive a briefing by the member of SMT before the hearing. This briefing will include information on the expectations of the panel, the relevant policies, examples of previous cases, appropriate possible sanctions as well as a discussion concerning confidentiality and mitigating circumstances.
- 8.7 If an issue is brought to the Panel the following will take place:
 - 8.7.1 The AU President and a member of the SMT will meet with the club and/or member of the club to discuss the alleged breach and discuss what action has already been taken.
 - 8.7.2 The member of the SMT will present the situation to the Panel and explicitly state what the breach is and why it has been a breach.
 - 8.7.3 Those facing disciplinary action must have at least 7 working days' notice of a hearing.
 - 8.7.4 Those facing disciplinary action can write a letter to the Panel should they wish to. This must be submitted at least 48hrs before the hearing via the member of the SMT handling the hearing.
 - 8.7.5 The Panel will then discuss what they believe to be an appropriate sanction (if any) and come to an agreement on an outcome.

- 8.7.6 The outcome of the Panel will be communicated to the club and/or club member(s) within 48 hours by the member of the SMT.
 - 8.7.7 Only students will have a voting right on the Panel. The member of SMT will act solely in an advisory capacity.
 - 8.7.8 The club/member has the right of appeal which should be directed to the Athletic Union Board via the Director of Sport within 48hrs of the Panel's decision or the decision will be deemed final.
 - 8.7.9 The member of the SMT that has dealt with the disciplinary action may communicate, where appropriate, the decision of the Panel to the AU Executive Committee.
- 8.8 Multiple sanctions can be applied at any one point. Appropriate sanctions will be listed on the club portal but may include the following:
- 8.8.1 Cancellation of training and/or competitions for a set period.
 - 8.8.2 Removal of certain members from the club.
 - 8.8.3 Withdrawal of club support.
 - 8.8.4 Referral of the case to the Discipline Officer (this can occur in conjunction with another sanction if deemed appropriate).
 - 8.8.5 Suggested disaffiliation of the club. See Section 10.0 for this process.

9.0 Serious Disciplinary Cases

- 9.1 Serious disciplinary cases may include, but are not limited to, breaches that would fall under the category of discrimination, assault, harassment, or substance abuse.
- 9.2 Clubs must not conduct their own investigation into serious allegations. Instead, they must transfer the matter over to Saints Sport who will determine who is best placed to deal with the issue.
- 9.3 Clubs have a responsibility to report serious breaches to Saints Sport.
- 9.4 Serious disciplinary cases may be transferred to the University's Discipline Officer.
 - 9.4.1 In some cases, Saints Sport may deem it appropriate to instigate measures to mitigate any risk before an official outcome has been determined by the Discipline Officer. Such measures may include a temporary ban on training or ban on representing the University at sporting events.
 - 9.4.1.1 These measures will be determined in conjunction with the Discipline Officer.
 - 9.4.1.2 It will be made clear that the measures are solely for the purpose of mitigating risk and does not constitute guilt.

9.4.1.3 Such measures will only be in place whilst there is an ongoing investigation. Once an official outcome has been declared by the University, Saints Sport will begin discussions with the Discipline Officer about any next steps. This may include a meeting of the Saints Sport discipline panel to discuss any local sanctions that should be implemented.

10.0 Disaffiliation

10.1 According to the Constitution of the Athletic Union, the Exec has the power to disaffiliate clubs where they have failed to uphold the policies and documents laid out in Section 5 of this policy.

10.2 Saints Sport recognises that inappropriate conduct may be the action of current individuals and the AU does not wish to disaffiliate clubs for the actions of certain individuals. Therefore, there is a strict process for how a club may be disaffiliated due to inappropriate conduct. This process is laid out below.

10.3 The breach must first be brought to the discipline panel who will decide on an appropriate sanction (if any). The Panel has the power to suggest disaffiliation of the club. To do so, the Panel must write to the Exec via the AU President outlining their decision.

10.4 The Exec must then consider the decision of the Panel and determine whether to place a club on a probation period.

10.4.1 If the Exec decides not to place the club on a probation period, this decision and the reasoning behind it must be communicated fully to the Panel.

10.4.2 If the Exec agrees to place a club on a probation period, the AU President will write to the club to inform them of this decision. The AU President and a member of the SMT will then meet with the club to explain how the probation period will work and its initial end date. At this meeting it must be made clear the date at which the probation period will be renewed.

10.5 At the end of the probation period, the Exec will determine if the club can be taken off the probation period, if the period should be extended, or if they have failed and will now be disaffiliated.

10.5.1 To be taken off the probation period, the Exec must be satisfied that the club has acted throughout the year in a way that upholds the policies and documents laid out in Section 5. They must also be satisfied that the club will continue to do so.

10.5.2 If the Exec is not fully satisfied that the club has upheld these principles but does not think the outstanding issues are sufficient to warrant disaffiliation, the Exec may choose to extend the probation period. The extension period should be no longer than 18 months.

10.5.3 If the Exec believes that the club has continued to fail to uphold the policies and documents laid out in Section 5, the Exec can choose to disaffiliate the club.

10.6 If the Exec chooses to disaffiliate a club, the AU President must write to the club within 48hrs of the decision outlining the reasons behind the disaffiliation.

10.6.1 The club has the right of appeal which should be directed to the Athletic Union Board via the Director of Sport within 48hrs of the committee's decision, or the decision will be deemed final.