

The Code of Conduct Policy for Affiliated Clubs & Nations, Manchester and Nottingham.

Introduction

This policy can be used where problems arise with other members of staff, students, external members or interaction with the OU Club and / or other OU Departments.

This policy relates to The OU Club constitution, section 14 on Discipline.

The purpose of this policy is to assist in developing and encouraging a working environment and culture of good practices within the social events of the university, both on and off campus. This Code of Practice gives details of what constitutes these practices and how the OU Club will deal with complaints.

Everyone has a responsibility to respect the feeling and sensibilities of others attending social events and behave in a way that does not cause offence. In some instances individuals may be genuinely unaware that their behavior is causing offence, but it is the duty of each individual to be sensitive of the impact their conduct may have on colleagues.

Everyone should also be aware that they have a duty of care to the buildings and equipment they use and how misuse may lead to health and safety issues for others and cost of repairs that maybe incurred by the University.

All affiliated club members will be expected to adopt the following standards of conduct:

- Treat all fellow club members, opponents, officials and match officials with respect: Excessive foul language or abuse will not be tolerated. This also applies to other clubs and to all university staff you make contact with whilst carrying out Affiliated Club business.
- Ensure Club members maintain all club equipment in good condition for use by other members.
- Ensure that all OU buildings/rooms/fixtures & fittings are treated with respect.
- Ensure that other Clubs activities are not disturbed by maintaining timely use of facilities, and showing respect by not entering rooms until the previous club/meeting has vacated
- Display high standards of behavior when representing their Club/ OU Club/ OU.
- Uphold the reputation of your Club and the Open University.
- Be aware of and follow all policies and guidelines laid down by the Open University e.g. Bullying, harassment, discrimination, drugs and alcohol policy, parking, one-way system.
- Committee members should not abuse their position for personal gain.
- Treasurers should ensure that all monies are banked in a timely manner, and that Club accounts are kept fully up to date and can be presented for inspection when requested.
- Members must be aware of and follow all Health & Safety guidelines, policies and sign that they read and understood the relevant risk assessments.
- Recovery from an injury
Depending on the type of injury you have, it can take a few weeks to a few months or more to make a full recovery. You shouldn't return to your previous level of activity until you've fully recovered, but you should aim to gently start moving the injured body part as soon as possible. Gentle exercises should help to improve the area's range of movement. As movement becomes easier and the pain decreases, stretching and strengthening exercises can be introduced.

Make sure you don't try to do too much too quickly because this can delay recovery. Start by doing frequent repetitions of a few simple exercises before gradually increasing the amount you do.

In some cases, the help of a professional, such as a physiotherapist or sports injury specialist, may be beneficial. They can design a suitable recovery programme and advise you about the exercises you should do and the number of repetitions.

<https://www.nhs.uk/conditions/sports-injuries/treatment/>

- The final decision to take part in the club activity following an injury/illness is to be made by the Executive Committee of the Affiliated Club.
- Members must carry out regular Risk Assessments and undertake Risk Assessment training as necessary
- Members should not act unlawfully.
- Notify club members and club office of any session cancellations.

Failure to observe this code of conduct may result in disciplinary action as follows:

Disciplinary Procedure

Stage 1

- An informal conversation or email between a member of OU Club Committee and an Affiliated Club Committee or Region & Nation Social Committee will take place to discuss the issue and whether any action is or should be taken.
- OU Club Committee will expect the Affiliated Club or the Region & Nation to take the lead in dealing with issue.
- The Affiliated Club or Region & Nation will advise the OU Club Committee of the outcome.

PLEASE NOTE: You may go straight to Stage 2 or 3 should the offense be serious.

Stage 2

- A formal meeting which the Club Chair will initiate with the Chair of the Affiliated Club or the Chair of the Region & Nation Social Club. The meeting will be to discuss and agree actions, which the Affiliated Club or Region & Nation Social Club must carry out to resolve the issue.
- The OU Club will work with the Affiliated Club or Region & Social Club to support and provide advice in bringing the issue to a satisfactory conclusion.

Stage 3

Any further action deemed appropriate by the OU Club Committee, in consultation with Estates and HR, will be taken against the Affiliated Club or Region & Nation Social Club for failing to resolve the issue. Actions may include, but are not restricted to:

- Withdrawal of further funding from OU Club
- Withdrawal of University facilities
- Disaffiliation of the offending Affiliated Club
- Suspension of the Social Club in the Region & Nations