

UNIVERSITY OF THE WEST OF ENGLAND

AMERICAN FOOTBALL CLUB [UWE BULLETS]

CODE OF PRACTICE

1.0 INTRODUCTION

All extra-curricular activities at UWE are facilitated by The Students' Union at UWE & student led. Each activity has operating procedures. This document outlines the expectations of The Students' Union at UWE along with its aims to satisfy sport & society members & provide guidelines to cater for their wellbeing, safety & behaviour whilst remaining a member of The Students' Union at UWE Opportunities. This document shall be the basis for the safe operation of the University of the West of England Bullets American Football Club.

COMMITTEE

Harrison	Kane	harrison2.kane@live.uwe.ac.uk
Jack	Connel	jackconnell@protonmail.com
Miles	McCarthy	miles2.mccarthy@live.uwe.ac.uk
Mohamad	Ibrahim	mohamadibrahim9400@gmail.com
Tom	Lamb	thomas.w.lamb04@gmail.com
Rhyan	Palmer	rhyanpalmer@gmail.com
Serena	Protopapadakis	Sproto22@icloud.com

2.0 GENERAL INFORMATION

2.1 MEMBERSHIP TO THE STUDENTS' UNION AT UWE OPPORTUNITIES

Membership is open to The Students' Union at UWE students, UWE & The Students' Union at UWE staff & The Students' Union at UWE life members in accordance with The Students' Union at UWE's constitution providing that they:

- i. Register their membership to the sport & or society through the online The Students' Union at UWE

membership system & pay requisite membership in full

- ii. Read & agree to comply with The Students' Union at UWE Code of Practice

Members are also required to comply with the Centre for Sport "Conditions of Use" when using University hired or owned facilities.

The list of members entitled to participate in sports &|or activities will be kept on The Students' Union at UWE Membership system & accessed by the committee as well as The Students' Union at UWE Opportunities team.

Membership refunds can only be claimed within 20 working days of joining a sport or society, providing that the individual making the claim has not been selected to represent the University in any BUCS fixture or equivalent competition.

2.2 AMERICAN FOOTBALL CLUB PURPOSE

To provide equal & safe opportunities for members of the University to participate in American Football. Activities shall include:

- Like minded individuals with a common interest
- The introduction of beginners | novices
- Provision for experienced performers
- Participation in appropriate competition [specifically BUCS]
- Instruction on safe practice & technical aspects of the sport
- Support to progress as appropriate within performance & coaching parameters

UWE Bullets shall make provision for the encouragement of the development of American Football as the club committee see fit.

2.2 AFFILIATION

All clubs within The Students' Union at UWE Opportunities where applicable are to be affiliated to the appropriate National Governing Body [NGB].

All club members having paid subscription & registered online are affiliated where applicable to BUCS via The Students' Union at UWE & British American Football Association [BAFA].

2.3 INSTRUCTION

Training sessions for Opportunities within The Students' Union at UWE will be conducted by instructors who have appropriate qualification. The instructors are assigned to the club by the UWE Centre for Sport.

2.3.1 Beginner | Novice Procedure

THIS WRITTEN SECTION IS INTENDED TO GIVE AN INSIGHT TO THE SPORT OF AMERICAN

FOOTBALL FOR BEGINNERS & NOVICES WITH AN AIM AT A SAFE PROCEDURE. THIS SECTION DOES NOT NECESSARILY SHOW ANY RISKS, BUT PROVIDES GUIDANCE TO THE SPECIFIC CODES THAT ARE IMPLEMENTED.

SAFETY BRIEFING | CLUB INDUCTION:

IN THE INTERESTS OF SAFETY NO MEMBER WILL BE PERMITTED TO PARTICIPATE IN TRAINING INVOLVING CONTACT WITHOUT WEARING THE APPROPRIATE EQUIPMENT & RECEIVING SUITABLE TRAINING.

PRIOR TO THE FIRST TRAINING SESSION, ALL MEMBERS WILL BE GIVEN A BRIEFING. THIS INCLUDES:

- ESSENTIAL SAFETY BRIEFING FROM THE COACHING TEAM
- ALL MEMBERS ARE REQUIRED TO WATCH A VIDEO THAT SHOWS THE SAFEST TECHNIQUE USED WITHIN THE SPORT. THIS VIDEO IS USED TO PROVIDE BEGINNERS WITH A BETTER UNDERSTANDING OF THE SPORT & THE RISKS THAT ARE INVOLVED.
- THE SAFETY PARAMETERS THAT ARE IN PLACE ARE ALSO OUTLINED

ALL STUDENTS ARE INSTRUCTED ON SAFE CONDUCT DURING THE INITIAL TRIALS BY QUALIFIED COACHES ARE CLOSELY MONITORED THROUGHOUT THE YEAR SO AS TO PROVIDE THE SAFEST POSSIBLE PARTICIPATION OF THE SPORT FOR ALL INVOLVED.

VENUE INDUCTION:

EACH NEW MEMBER WILL BE SHOW AROUND THE TRAINING & MATCH FACILITIES & WILL BE MADE AWARE OF THE FACILITIES RULES IE: ACCESSIBILITY, WHAT TO DO IN THE EVENT OF AN ACCIDENT | INJURY, ACCESS TO DRINKING WATER, TOILETS, CHANGING ROOMS ETC & ANY QUESTIONS ABOUT THESE CAN BE ANSWERED BY CLUB COMMITTEE OR SESSION LEADERS.

SUPERVISION

COACHES ROLE:

IT IS THE COACH'S ROLE TO TEACH ALL NOVICES | BEGINNERS ALL THE SAFETY FEATURES OF AMERICAN FOOTBALL & HOW TO PARTICIPATE SAFELY.

IT IS THE COACHES ROLE TO INFORM BEGINNERS OF ALL THE SAFETY FEATURES OF AMERICAN FOOTBALL & HOW TO PARTICIPATE SAFELY ETC. TO WRITE TRAINING PLANS FOR SQUADS, SUPERVISE CORRECT TECHNIQUE, ENSURE SAFETY ON THE COURT & TO PROVIDE SUPPORT DURING TRAINING & COMPETITION IN UWE SQUADS.

COACHES SHALL BEHAVE IN SUCH A MANNER AS NOT TO PLACE MEMBERS AT ANY GREATER RISK AS THAT ASSOCIATED WITH NORMAL PARTICIPATION. THEY SHALL BE RESPONSIBLE FOR ASCERTAINING THE SAFETY CONDITIONS WITH MIND TO THE FOLLOWING TO ENSURE GOOD TECHNIQUE & PRACTICE:

- PITCH | VENUE CONDITION
- ABILITY & EXPERIENCE OF SQUAD MEMBERS

TACKLING:

TACKLING IS AN INTEGRAL PART OF AMERICAN FOOTBALL. ALL MEMBERS MUST FOLLOW A SPECIFIC TACKLING GUIDELINES OUTLINED BY THE CLUB COACHING STAFF TO COMPLY WITH HEALTH & SAFETY GUIDELINES:

- CHAIN STRAPS DONE UP & MOUTH GUARDS IN AT **all** TIMES
- HEAD UP
- EYES OPEN AT ALL TIMES & ON TARGET
- BEND AT THE KNEES
- KEEP YOUR BACK STRAIGHT

ANY CLUB SESSIONS ATTENDED WILL HAVE A COACH PRESENT WHO WILL BE ABLE TO ANSWER ANY QUESTIONS REGARDING RULES & SAFE PRACTICE. SEE SECTION 3.1 FOR CLOTHING & PERSONAL EQUIPMENT. HYDRATION SHOULD BE A PRIORITY &

IT IS AN INDIVIDUAL'S RESPONSIBILITIES TO BRING THEIR OWN FLUIDS & TOWELS.

GAME DAY PROCEDURE:

NO PLAYER WILL BE PERMITTED TO PLAY IN MATCHES IF THEY ARE DEEMED INSUFFICIENTLY TRAINED BY THE COACHING STAFF.

NO PLAYER WILL BE PERMITTED TO PLAY IN MATCHES WITHOUT WEARING THE APPROPRIATE LEVEL OF KIT.

THE COACHES & PLAYERS HAVE A DUTY OF CARE & RESPONSIBILITY TO ACT IN MIND OF BOTH THEIR SAFETY & THE SAFETY OF OTHER PLAYERS AT ALL TIMES. MEMBERS ARE SHOWN HOW TO ACT DURING GAME DAYS SO AS NOT ENDANGER THEMSELVES OR OTHERS.

ALL GAME DAY PROCEDURES COMPLY WITH BUCS & BAFA REGULATIONS THROUGH THE STUDENTS' UNION AT UWE.

WHERE THE CLUB IS PARTICIPATING IN A MATCH OR EVENT, MEMBERS WILL BE INFORMED VIA THE TEAM CAPTAINS &|OR THE CLUB SECRETARY OF THE TRAVEL ARRANGEMENTS, AND GENERAL REQUIREMENTS. TRIP NOTIFICATION WILL BE PROVIDED BY ONE OF THE ABOVE TO THE STUDENTS' UNION AT UWE OPPORTUNITIES.

NB: REGULAR ACTIVITIES – NOT REQUIRING SPECIFIC TRIP NOTIFICATION TO THE STUDENTS' UNION AT UWE OPPORTUNITIES CENTRE ARE:

- ORGANISED TRAINING SESSIONS BASED AT THE SGS COLLEGE
- GYM SESSIONS AT THE CENTRE FOR SPORT

EQUIPMENT: [SEE SECTION 3.1]

EVERY NEW MEMBER IS INSTRUCTED ON HOW TO SAFELY USE THE PADS AND HELMET ISSUED AT THE BEGINNING OF THE YEAR SO AS NOT TO CAUSE ANY UNDUE INJURIES.

ALL CLUB EQUIPMENT USED IS OWNED & INSURED BY THE STUDENTS' UNION AT UWE & MAINTAINED BY THE CLUB COMMITTEE & SIGNED IN & OUT AT THE

STUDENTS' UNION AT UWE RECEPTION DESK BY A COMMITTEE MEMBER. EQUIPMENT SUCH AS BALLS, FIRST AID KIT, BANNERS ETC. ANY DAMAGES OF EQUIPMENT SUPERVISION SHOULD BE REPORTED TO A COACH|COMMITTEE MEMBER.

- **CLOTHING & EQUIPMENT SEE 3.1 AS PER BAFA REGULATIONS:**

2.4 TRIALS | SELECTION POLICY:

Trials for representative squads will be held in the first couple of weeks of the autumn term for the purpose of assessing the ability of all members. The Students' Union at UWE operates a policy that all individuals must trial each year irrespective of ability. Training sessions are held where the ability of all members can be constantly re-assessed by team captains & coaching staff to aid squad selection. Any individual who does not experience this should in the first instance speak to the coaching staff & club committee & if the situation has still not been resolved; The Students' Union at UWE Opportunities Department. If a member joins after this period or has extenuating circumstances, in the first instance speak to a club committee member where a trial will be arranged.

2.5 TRAINING AND DEVELOPMENT

2.5.1 Coaching & Instruction Qualification

The sport shall seek to support persons actively involved in coaching | instructing | leading activities in attaining NGB Coaching, Official, Instructor or Group Leader Qualifications as appropriate. The club actively encourages members to complete England Basketball qualifications. We support the involvement of all members wishing to complete these courses.

Student members where possible can receive support from the Volunteer Coaching Programme or up to 50% financial contribution [non-final year students only] at the discretion of the club committee & the Opportunities Manager collectively. This can only be attained if the club have budgeted accordingly.

The EDGE programme run by the Centre For Sport can support members financially in Tabling, level 1 or 2 coaching & refereeing qualifications.

2.5.2 Vehicle Qualification & Assessment

In order to drive The Students' Union at UWE hired vehicles all drivers must be tested & insured. The Students' Union at UWE Opportunities provides a nationally accredited Minibus Driver Awareness Scheme [MiDAS] practical & theory test, people carrier familiarisation & trailer towing training assessments. Any individual using their own transport is required to register their vehicles with The Students' Union at UWE & provide proof of driving license, tax, MOT & insurance. Failure to register own vehicles will result in no expense claim & may result in disciplinary action. Own vehicles used to drive to games may be eligible to claim back for fuel used on the trip using a form, which

needs to be completed & signed by a committee member.

2.5.3 First Aid Qualification

The Students' Union at UWE Opportunities provides 1 day nationally accredited 1st aid courses for all members at a cost of £10.00. All Health & Safety Executive [HSE] approved 1st aid qualifications are recognised; contact suopportunities@uwe.ac.uk with name & proof of qualification for membership systems to be updated. The club actively encourages members to attend these courses. Budget allowing, the club may decide to subsidise this course [fully or partly].

3.0 HEALTH & SAFETY GUIDELINES

3.1 CLOTHING & EQUIPMENT

Sports must ensure that the appropriate clothing is worn & equipment used for the appropriate activity.

The following equipment is required to play American Football:

- Helmet*
- Shoulder Pads*
- Thigh Pads*
- Knee Pads*
- Hip & Tail Pads*
- Shirt: *are available to purchase from UWE Opportunities*
- Pants: *are available to purchase from UWE Opportunities*
- UWE Socks: *are available to purchase from UWE Opportunities*
- Studded Boots
- Gum Shield: *are available to purchase from the committee*

*denotes equipment that can be hired from the club provided in stock

1. NO PERSON SHALL USE ANY EQUIPMENT NOT SPECIFICALLY ALLOCATED TO THEM WITHOUT REFERENCE TO THE CLUB COMMITTEE &|OR THE HEAD COACH
2. INDIVIDUAL MEMBERS WILL BE GIVEN THE OPPORTUNITY TO HIRE THE NECESSARY KIT FROM THE CLUB WHILST KIT IS AVAILABLE OR ALTERNATIVELY WILL BE PROVIDED DETAILS OF SUPPLIERS IF THEY WISH TO PURCHASE THEIR OWN KIT & EQUIPMENT.
3. THE CLUB COMMITTEE IS RESPONSIBLE FOR THE ALLOCATION, COLLECTION, MAINTENANCE & STORAGE. THE COACHING STAFF IS TO ADVISE ON KIT SAFETY & REPLENISHMENT.

4. MEMBERS REMAIN FULLY RESPONSIBLE FOR MONITORING THE EQUIPMENT THEY ARE USING BEFORE & AFTER EVERY TRAINING SESSION & GAME REPORTING ALL DEFECTS ACCORDINGLY TO THE CLUB COMMITTEE WHO IN TURN SHALL REPORT IT TO THE OPPORTUNITIES DEPARTMENT IMMEDIATELY.
5. ALL PERSONAL KIT CAN BE USED PROVIDED THAT IT SATISFIES NGB SAFETY LEVELS AS SPECIFIED IN BAFA SAFETY STANDARDS. THIS WILL BE AT THE DISCRETION OF THE COACHING STAFF.
6. KIT WILL BE CHECKED FOR SAFETY PRIOR TO ALLOCATION & ANY KIT WHICH BECOMES UNSAFE WILL BE REPAIRED IF POSSIBLE, OTHERWISE IT WILL BE DECOMMISSIONED.

FAILURE TO RETURN UWE BULLETS KIT BY THE STIPULATED DATE WILL RESULT IN THE FULL COST OF REPLACEMENT KIT BEING INVOICED VIA THE UNIVERSITY. THIS WILL SUSPEND ANY COURSE PROGRESSION INCLUDING GRADUATION. NO STUDENT IN DEBT TO THE STUDENTS' UNION AT UWE CAN PARTICPATE IN ANY FURTHER ACTIVITY.

REPAIRS | DAMAGE:

MEMBERS HAVE A RESPONSIBILITY TO REPOART ALL EQUIPMENT DAMAGE | REPAIRS & REMEDIAL WORK REQUIRED. FAILURE TO DO SO WILL LEAD TO SUSPENSION FROM THE CLUB. A RECORD OF KIT ALLOCATION & CONDITION IS KEPT THROUGHOUT THE SEASON; THIS IS FOR SAFETY & EQUIPMENT INSURANCE PURPOSES.

3.2 RULES & REGULATIONS

All Opportunities where applicable should be conducted according to the rules & regulations of the activity issued under the authority of England Basketball.

The Students' Union at UWE recommends that all members have an up-to-date tetanus inoculation.

All activities irrespective of whether 'active' or 'social' organised by the sport or activity shall be run in accordance with these guidelines & those of their respective National Governing Body. Activities shall include:

- Basketball training & competition
- Fitness & strength & conditioning
- All trips | outings
- Social trips | tours as appropriate

3.2.1 Coach | Instructor | Group Leader Role

It is the Coaches | Instructors | Group Leaders role to inform beginner | novices of all the safety features of the sport | activity. Also to write any training plans, supervise correct technique, ensure safety both on & off the respective apparatus whether that be on or in water, any training facility & to provide support during any training, competition or trip of UWE groups. Instructors & group leaders shall behave in such a manner as not to place members at any greater risk as that associated with normal participation.

3.2.2 Trips | Fixtures | Friendlies

Prior to visiting away locations & or using The Students' Union at UWE hired transport the sport or activity will complete the necessary "Trip Form" - which highlights details such as destination, date & time of departure & arrival, first aiders, a list of all those travelling, UWE ID & emergency contact names & telephone numbers.

ANY changes to the above details MUST be notified to The Students' Union at UWE Opportunities & the Gatehouse prior to departure. All travelling members MUST carry with them their UWE ID for identification purposes.

Where the sport | activity is participating in a competition, squad members will be informed via the team captain & /or sports committee of the travel arrangements, event arrangements & general requirements [Primarily with the use of the clubs social media group but sometimes by text]. Trip notification will be provided by one of the above to The Students' Union at UWE Opportunities.

NB: Regular Activities – not requiring specific trip notification to The Students' Union at UWE Opportunities are:

Organised training sessions based at Frenchay Campus

3.2.3 BUCS Competition:

All members must have paid the appropriate UWE Sport | Society subscription & registered online.

3.2.3.1 Undergraduates:

Only current UWE students undertaking a minimum of 60 credits of an undergraduate course are eligible to compete for UWE in BUCS competition.

3.2.3.2 Postgraduates:

Only current UWE students undertaking a study programme of no less than 50% of the full time student programme are eligible to compete for UWE in BUCS competition.

NB: Any sport, activity or individual that does not adhere to the above eligibility requirements will be subject to a The Students' Union at UWE Opportunities disciplinary.

3.3 FIRST AID

First aid supplies should be signed out for all training, fixtures & trips & are available from The Students' Union at UWE

Opportunities. **All student coaches | instructors | group leaders | captains should be qualified first aiders.**

Members are requested to advise their coach | instructor | group leader | team mates of any medication or medical condition which may affect their health | performance [this information must also be recorded on the online membership system] eg: Asthmatic - & where the inhaler is carried, diabetic, epileptic etc.

All accidents & injuries other than 'routine blisters | scrapes' must be recorded on an Accident Form & passed to the Opportunities Manager as soon as possible. Any member of a BUCS Representative squad requiring further sports physiotherapy treatment must be referred by the club sports physiotherapist or coach | instructor | group leader using an Injury Report or Accident Form.

Within the sport | society there should be at least 2 qualified 1st aiders per squad | group at any one time. Where possible a first aid kit shall be taken on every trip, training session & fixture.

NB: NURSING, STAR & PHYSIO STUDENTS DO NOT QUALIFY AS SUBSTITUTE 1ST AIDERS; UNLESS THEY HAVE AN UP-TO-DATE HSE APPROVED 1ST AID QUALIFICATION.

3.4 EQUIPMENT

No person shall use any equipment not specifically allocated to him or her without reference to the sport | society committee. Members remain responsible for monitoring the equipment they are using before & after every training session or match & reporting defects accordingly to The Students' Union at UWE Opportunities Department. Members remain responsible for monitoring the equipment they are using before & after every outing & reporting defects accordingly to The Students' Union at UWE Opportunities.

NB:

- 1 All incidents | accidents with equipment must be reported to The Students' Union at UWE Opportunities using an incident form within 24hrs of the incident occurring.**
- 2 No clothing or equipment can be ordered or purchased without the express permission & authorisation of The Students' Union at UWE Opportunities. Failure to do so will result in disciplinary action.**

3.4.1 Repairs|Damage

Members have a responsibility to report all equipment damage | repairs & remedial work required. Failure to do so will lead to a suspension from the sport or activity for a period defined by the Club Executive or The Students' Union at UWE disciplinary.

3.5 ACCIDENT PROCEDURES

All Members MUST be aware of the accident | emergency procedures. An accident form must be completed & submitted to The Students' Union at UWE Opportunities Department as soon as possible.

If required, assistance from a 1st aider should be sought.

Report to sport | society officials any injuries or incidents, an accident form must be completed & submitted to The Students' Union at UWE Opportunities Department. All incidents | accidents are kept on file in The Students' Union at UWE Opportunities Department & are used to support any review of safety procedures.

In the event of any serious accident or incident which involves the Emergency Services or which could involve media attention please follow this procedure:

Assess the situation.

Ensure the safety of yourself then the group. Call the Emergency Services if necessary & ensure before your call that you are able to explain exactly where you are. You will also be expected to give them your name, the number from which you are ringing & a brief summary of the incident including possible injuries & the number of injured. If you are calling from a mobile you may in some circumstances need to ask them to ring you back if your call is indistinct.

1. Where possible treat any casualties **if it is safe to do so**. Always be aware of potential spine injuries – **never** move someone in this situation unless there is a more serious potential situation such as fire.

2. **Contact UWE as soon as possible by ringing:**

All accidents | incidents that occur **MUST** be reported to The Students' Union at UWE Opportunities Department:

Tel: 0117 32 82577 | 83288 | 82719 | 83291
Hours: 09.30hrs – 17.30hrs [Mon to Fri]

Alternatively the University Gatehouse [24hrs]

Tel: 0117 32 82552
Hours: 24hrs a day 7 days a week

All incidents resulting in injury occurring in a sports facility owned or hired by UWE **MUST** be recorded in the accident book, located in The Students' Union at UWE Opportunities Department 4th Floor F-Block, Frenchay Campus.

Please be prepared to give the following information:

- Your name
 - The telephone number from which you are calling
 - A brief summary of the incident & any injuries
 - The number & names of people involved
 - The name of any hospitals where casualties may have been taken
 - The details of any police officers involved with the incident
3. You may be rung back if there are any further steps that need to be taken.

Do not make any statement to the media other than “*no comment*”. DO NOT discuss ANY aspect of the incident with anyone who is not connected with the emergency services.

3.6 INSURANCE

SUMMARY OF COVER - ELITE

The purpose of this policy summary is to help you understand the insurance by setting out the significant features, benefits, limitations and exclusions. A full copy of the policy terms, conditions and exclusions is available on request from either:

Endsleigh Business or **The Students' Union at UWE Opportunities** Department t: 0117 32 82577 | e: kelly.howard@uwe.ac.uk

Name of the insurance undertaking

The insurance is provided by CHUBB European Group Limited. Registered Address: 100 Leadenhall Street, London EC3A 3BP

Type of insurance & cover

This is a personal accident policy which pays out set financial benefits following an injury. Members of UWE Opportunities will be protected anywhere in the world whilst taking part in authorised organised sports events, or in training and practice sessions. What's more, they'll even be covered whilst travelling to & from any of these activities.

Significant features and benefits - Elite Cover

TYPE OF COVER	CASH BENEFIT
Accidental Death	£30,000
Permanent Disabling Injuries	up to £100,000
Temporary Total Disablement	£60 per week (excluding the first 7 days)
Loss of Earnings	£75 per week
Hospital Confinement	£40 per day (maximum 120 days)
Emergency Travel Expenses	Up to £500 (min claim £25)
Dental Expenses	Up to £1500 (£25 excess)
Supplementary Travel and Accommodation Expenses in the UK	Up to £1000
Course Deferment Expenses	Up to £3000
Coma	£140 per week
Broken Bones	Up to £1000
Primary Dislocation	£250
Physiotherapy following Broken Bones of Primary Dislocation	Up to £40 per session (subject to a maximum of 10 sessions)
Medical Certificate Expense	Up to £40

Significant and unusual exclusions or limitations

Your policy excludes some situations. Please refer to Section 5 of the policy wording for full details of exclusions and limitations.

- Any claim under £25 in respect of Travel Expenses cannot be considered.
- The first £25 of every dental injury claim is excluded.
- Benefits cannot be issued in the event of the insured person committing suicide or inflicting self-injury
- Insurers will not be liable for payment should the Insured person sustain injury whilst engaged in any of those activities strictly prohibited under the policy e.g. offshore racing, bungee jumping, fire walking etc.
- Bodily injury resulting from sickness & disease is not covered under the policy
- The cover does not extend to providing for the cost of seeking medical treatment. Such costs are typically met by a Medical Expenses policy.
- Insurers will not be liable for disabilities arising from repetitive strain injury or psychological disorders.

Duration of Policy

The policy will remain in force for 12 months from the date of commencement, or as otherwise shown on your policy schedule.

Claims Notification

You can make a claim by contacting:

- Endsleigh Business, Hadley House, Shurdington Road, Cheltenham, GL51 4UE
- t: 01242 866800 | f: 01242 866961 | e: ebis@endsleigh.co.uk

For forms, documentation & assistance please contact:

- The Students' Union at UWE Opportunities Department, Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY
- t: 0117 32 82577 | f: 0117 32 82986 | e: kelly.howard@uwe.ac.uk

Your right to complain

We, as your insurance broker, will always aim to provide you with a high quality service. However, if you are not satisfied with the service provided please do not hesitate to contact us at the above details. We will ensure that every measure is taken to speedily address any concerns you may have.

The Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme [FSCS]. You may be entitled to compensation from

the scheme if we cannot meet our obligations to you under your contract of insurance. If you were entitled to compensation under the Scheme, the level and extent of the compensation would depend on the nature of this contract. Further information about the Scheme is available from the Financial Services Compensation Scheme, 7th Floor Lloyd's Chambers, Portsofen Street, London, E1 8BN and on their website www.fscs.org.uk.

NB: Please ensure all accidents | incidents are reported to the Opportunities Department as a matter of urgency. If you have any questions in relation to insurance cover please contact the Opportunities Department

4.0 CONDUCT OF MEMBERS

Members should not act in any way that could foreseeably cause harm to themselves or anyone else & be aware that they owe a "Duty of Care" to those who are closely affected by their acts & omissions.

Members are expected to abide by The Students' Union at UWE policy & procedures [copies available from The Students' Union at UWE Opportunities Department & The Students' Union at UWE Campus Offices] & if relevant their particular Regional & National Governing Body Guidelines. UWE Opportunities will abide by the safety codes of practice at all training facilities, fixtures or venues they attend.

Members will pay their own fines for any cautions or suspensions received. Neither the Sports Club, Society nor The Students' Union at UWE will take any responsibility financial or otherwise.

Any member or official who is deemed by The Students' Union at UWE Opportunities to be acting in an irresponsible manner or ignoring guidelines laid down in this Code of Practice may be subject to disciplinary measures by the respective club, The Students' Union at UWE Opportunities, University or the relevant National Governing Body. If it is not possible to identify the individual members not abiding by the Code of Practice, the Club Committee may be subject to disciplinary measures as deemed appropriate by the investigating team.

Where a sanction is being applied to a Club as a whole, it is not reasonable to expect a disciplinary panel to be held with the whole Club membership. As such, the investigatory team/disciplinary panel will use their discretion as to who attends at any Disciplinary hearings, and may limit this to the Club Committee only.

The benefits of membership to all Opportunities are conditional upon the proper conduct of members & such benefits may be to conditions or may be withdrawn in the event that it is shown that a member's conduct has breached The Students' Union at UWE's values or policies.

Speak Up

The Students' Union, and UWE Bristol want to create an inclusive campus where diversity is celebrated, antisocial attitudes and behaviours are challenged and any type of harassment, assault and discrimination aren't acceptable. We want you to #SpeakUp if you see or hear something that's not right, and be an active bystander.

Find out more [here](#), and find out how you can report anonymously [here](#).

4.1 ALCOHOL CONSUMPTION

No alcohol is to be consumed on board transport owned or organised by The Students' Union at UWE.

The Students' Union at UWE promotes responsible drinking.

Whilst engaging in social events please ensure that you remain with the group.

Each individual has responsibility for themselves to maintain safe alcohol consumption levels, to know your limits & keep well within them.

The Students' Union at UWE *promotes responsible drinking.* For more information: www.drinkaware.co.uk & www.knowyourlimits.gov.uk

4.2 INITIATIONS & ALCOHOL POLICY

Members of The Students' Union at UWE Opportunities will not apply peer pressure upon other individuals in social situations or otherwise.

Members of The Students' Union at UWE Opportunities will not carry out initiation* ceremonies unless it adheres in full to policy.

Members of The Students' Union at UWE Opportunities will not consume alcohol on minibuses, coaches, cars etc.

***Definition:** An initiation ceremony is an event in which members [often new members] of the club are expected to perform any activity as a means of gaining credibility, status or entry into that club. This peer pressure is normally [though not explicitly] exerted on first year students or members new to that particular club and may involve the consumption of alcohol, eating concoctions of various food stuffs, nudity and any behaviour that may be deemed humiliating.

All clubs that are proposing to hold any form of initiation must inform The Students' Union at UWE Opportunities Centre of the date & venue of their proposed initiation. A detailed plan of the event must be submitted to The Students' Union at UWE Opportunities Department *10 working days prior to the event.* A meeting will take place between The Students' Union at UWE Opportunities Staff & the respective committee in order to be approved. The event shall not go ahead without the prior The Students' Union at UWE Opportunities staff approval.

Drinking | Initiations

- Drinking | Initiations are opt-in only & shall have no bearing on any team | squad selection
- A non-alcoholic alternative must be provided throughout
- Members of The Students' Union at UWE Sports Clubs & Activities will not apply what may be perceived as peer pressure upon individuals in any social situation
- Organising committees | individual will be asked to sign this agreement

Breaches of this policy may result in a disciplinary hearing, carried out by The Students' Union at UWE Disciplinary Panel. The Disciplinary Panel will be made up of a total of staff & Officers from The Students' Union at UWE & the University where applicable.

Any breach of the procedure will result in one or more of the following:

- Removal of individuals from BUCS Competition
- Removal of teams from BUCS Competition
- Expulsion from The Students' Union at UWE Opportunities
- Removal of Clubs from BUCS Competition
- Expulsion from The Students' Union at UWE
- Disciplinary Proceedings by the University

If any incidents occur at the end of a season, the sanctions may be levied for the following year. As a member of The Students' Union at UWE Opportunities, you must understand that you have a responsibility to report to The Students' Union at UWE Opportunities staff any activities that break this code

4.3 FACILITIES

Members are expected to treat facilities, staff, & students at the University of the West of England & other institutions & establishments with the utmost respect.

4.4 EQUAL OPPORTUNITIES

"The University of the West of England Students' Union is a campaigning organisation which represents a diverse membership.

The Students' Union at UWE recognises that inequality, oppression & discrimination exists in this society.

The Students' Union will work towards a fairer society through ensuring greater equality of opportunity for its members & employees.

The Students' Union at UWE aims:

- To increase the quality of everyone's participation in the workforce & the educational process.
- To address attitudinal & organisational barriers to achieving greater equality of opportunity.
- To take positive action to promote fair employment practices & to eliminate discrimination against, & oppression of, individuals or groups of people on the basis of any of the following:

Gender, disability, sexuality, class, ethnicity, nationality, ethnic or national origin, colour, creed, religion, age, HIV, status, caring responsibilities, marital status.

The Students' Union at UWE believes that the oppression of the above groups & other discriminatory behaviour or language is unacceptable to the Union & will result in disciplinary action.

NOTE:

IF THE SPORT OR SOCIETY INCOMING COMMITTEE FAILS TO ATTEND THE ANNUAL COMMITTEE TRAINING IN THE SPRING | SUMMER TERM, THAT ACTIVITY WILL AUTOMATICALLY BE SHUT DOWN & AS A RESULT WITHDRAWN FROM ALL RELEVANT LEAGUES & ACTIVITIES FOR THE FORTHCOMING ACADEMIC YEAR.