



# Cambridge University Bowmen (CUB) Code of Conduct

## INTRODUCTION

The Cambridge University Bowmen (CUB) is fully committed to safeguarding and promoting the well-being of all its members to ensure a positive and enjoyable experience.

All those involved in CUB activities, whether they are involved as participants, coaches, officials or spectators, are therefore required to adhere to the standards of behaviour – set out within this Code of Conduct - and to support the mission of CUB. This Code of Conduct has been developed to ensure the highest possible standards of competition and sportsmanship as well as promoting fairness, honesty and positive behaviour in relation to the conduct of all those representing CUB.

## OUR COMMITMENT

CUB respects the rights, dignity and worth of every person involved in its activities. CUB is committed to members enjoying archery in an environment free from discrimination, intimidation, harassment and abuse. CUB believes that it is the responsibility of all of its members to challenge discriminatory behaviour and promote equality of opportunity.

## AFFILIATIONS

CUB is registered with British Universities & Colleges Sport (BUCS), Archery GB (National Governing Body), Southern Counties Archery Society (SCAS) and Cambridgeshire Archery Association (CAA).

This Code of Conduct is in addition, and by no means replaces, the standards set by any of the above bodies, the student's individual college and the overarching Proctor regulations.

## STANDARDS OF BEHAVIOUR

Members of CUB are solely responsible for their conduct when representing CUB. Members must therefore:

- Respect the rights, dignity and values of others.
- Operate within the rules of the sport.
- Treat facilities, staff and students at the University of Cambridge and other institutions with respect, and abide by any rules that may apply.
- Be aware of how their actions may be perceived by others.
- Maintain high standards of personal behaviour at all times.
- Conduct themselves in a reasonable manner relating to offensive language and temperament.
- Refrain from any form of bullying or harassment of others. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
- Respect the decisions of officials, making all appeals through the appropriate formal process and respecting the final decision.

- Not condone, or allow to go unchallenged, any form of bullying, harassment or discrimination if witnessed.
- Refrain from the use of and involvement with illegal substances at all times.
- Not act in an unlawful manner.
- Not encourage or pressure others into acting against this Code of Conduct.
- Understand the repercussions of any breaches of this Code of Conduct.

## **HEALTH AND SAFETY**

CUB is strongly committed to encouraging members to take part, but the health, well-being and safety of each individual is always our paramount concern. The Club will therefore take all reasonable steps to ensure that all its activities are safe in line with the [Club Safety Policy](#) and the Health and Safety regulations set by the University Safety Office.

To support the Club, all members are expected to:

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or not do.
- Cooperate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Ensure that they update the club and coaches with any medical information or changes to emergency contact details.

The specific roles and responsibilities of committee members are detailed in the club's Safety Guidelines.

## **DISCRIMINATION**

The Club is committed to ensuring no member receives less favourable treatment on the grounds of age, sex, race (including colour, nationality, ethnic or national origins), disability, religion or belief, sexual orientation, marriage and civil partnership, trans status (legally referred to as gender reassignment), pregnancy and maternity (as per the 2010 Equality Act).

Should any member feel that they are discriminated against by another member or the procedures or policies of the club, they should consult a member of the committee (in particular the Captain), who is obliged to take appropriate action.

## **ETIQUETTE**

All members should consult the archery etiquette guidelines available on the website.

## **ANTI-DOPING**

Members of the Club must adhere to the requirements of the World Anti-Doping Agency (WADA) code.

Members could potentially be subject to random testing during competitions, particularly those competing at National Level and above. Club Members caught with banned substances in their system will be subject to disciplinary proceedings.

## **PUBLICATIONS, INTERNET AND SOCIAL MEDIA**

CUB wishes to promote the club positively both within the University and externally. It recognises that its publications, online, print and social media are important tools in recruiting new members and engaging with alumni and potential sponsors. It is the responsibility of all CUB members to manage their personal social media presence responsibly. As such, all members are responsible for ensuring that they:

- Refrain from publishing comments about other clubs, players or judges.
- Avoid hostile or harassing communications in any posts or other online communications.
- Identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- Review responses to online posts and resolve any concerns before they are posted.

## **SOCIAL EVENTS**

Social functions form an important part of a club's activities. CUB is committed to ensuring that all students are able and encouraged to participate in student activities in an atmosphere free from discrimination or fear. As such, CUB will aim to organise a range of social events that are as inclusive as possible. Members should be aware that:

- Participation in any form of social activity is completely optional.
- They must not force others to participate in initiations and/or other social and sporting events run by CUB.
- They can opt-out of social activities without fear of undue pressure, reprisal or any other form of discrimination at any point.

## **TRAVEL TO COMPETITIONS**

For rental cars, the driver must check the vehicle is roadworthy before it is signed out. The driver must also ensure they meet all rules and regulations established by the hirer such as age restriction, driving license, insurance etc. For private cars, the driver should ensure the vehicle is taxed, has a valid MOT and is roadworthy. The driver should also ensure that they are adequately insured to drive the vehicle for the purpose of transporting others to matches.

Drivers must:

- Ensure they are fit to drive and that their vehicle is in a safe condition before every journey.
- Ensure they are well rested before driving and that they take a break when tired.
- Ensure the vehicle is secure when left unattended.
- Ensure that all journeys should be properly planned.
- Never drink and drive and should be aware that alcohol remains in the system for 24 hours.
- Never consume alcohol during the journey.
- Never drive when ill or affected by medicines.
- Never use mobile phones while driving.

Passengers must:

- Wear their seatbelts.

- Not consume excessive alcohol or use drugs prior to or during the journey.
- Ensure all luggage is securely stowed.

## **BREACHES OF THE CODE OF CONDUCT**

Members are referred to clause 10 of the constitution which details procedure in case of breaches of the code of conduct. The clause is summarised below.

Action may be applied when a member of the Club brings CUB into disrepute, breaches the Code of Conduct or engages in any activity that adversely affects the smooth running of the Club in a major way.

Should a serious breach of the Code of Conduct be identified, the Senior Committee in consultation with the Senior Treasurer may suspend a member from CUB and Club activities pending further investigation. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days.

They will not be entitled to any full or partial refund of annual subscriptions. If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees

## **WELFARE**

CUB takes the welfare of its members seriously. Any member of the club that has any concerns regarding their welfare or those of others involved in Club activities can discuss these, in confidence, with the Club Welfare Officers.

## **COMPLAINTS PROCEDURE**

Should any member have cause to complain concerning health and safety, the behaviour of another club member, the conduct of the committee or any other aspect of the club, they should write in confidence to the Welfare Officer, Captain or Secretary. Complaints will be considered by the committee and acted on as appropriate. More details on the complaints procedure can be found in clause 9 of the Constitution

## **DETAILS OF INSURANCE AND LIABILITY COVER**

Cambridge University Bowmen members are affiliated to Archery GB and therefore are covered by Archery GB public liability insurance. Beginners prior to becoming members of Archery GB are also covered for a maximum of their first 6 lessons/sessions. The Cover includes, public & products liability, professional indemnity, Financial Loss, libel and slander and abuse. The cover also includes liability for damage to leased and rented premises, member to member liability, indemnity to principals and liability arising out of goods sold or supplied including refreshments. The policy only provides Indemnity to UK residents (with some exceptions, please refer to the Archery GB website).

Cambridge University Bowmen is covered by the University's public liability insurance. The club has Property Insurance covering the sheds at Churchill College and any items stored within. This insurance also covers equipment stored at the Elizabeth Way rifle range. Club property stored at the University Sports Centre is covered under the University's property insurance. Claims excesses are currently a minimum of £150 for damage to the sheds themselves, and £100 for damage to other club equipment. Claims excesses are payable by the club.

All members should be aware of the fact that they take part in all activities at entirely their own risk, and that neither Cambridge University Bowmen nor any of the bodies mentioned above, nor the University shall be liable for any accident or injury sustained, excluding the provisions made by relevant English law. Members

who drive rental cars or their own cars to competitions do so at their own risk and must have adequate insurance cover.

While Cambridge University Bowmen will pay for full excess insurance for all drivers if this is possible, the Club in general cannot pay excess charges for damaged vehicles. In addition, Cambridge University Bowmen will not in general pay for any fines (e.g. speeding tickets).