

UCFB* Athletic Union Code of Conduct



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*UCFB is a trading name of University Campus of Football Business Limited.

1. Introduction

- 1.1 The Athletic Union (AU) Code of Conduct ensures the highest possible standards of fairness, honesty, competition and behaviour within the UCFB Athletic Union.
- 1.2 This Code of Conduct is binding on:
- All members of the UCFB AU;
 - All persons officially appointed to any team or individual competing in an event (including administrators, coaches, managers, medical practitioners and physiotherapists); and
 - Supporters of UCFB AU Clubs.
- 1.3 This Code of Conduct will be used when the expected standard of behaviours has been breached.

2. Purpose

- 2.1 The aims of this Code of Conduct are to:
- Complement the:
 - [UCFB Dignity at Work Policy](#);
 - [UCFB Student Code of Conduct](#);
 - Sporting/Physical Activity Disclaimer(s);
 - Protect members of the UCFB AU;
 - Protect others potentially affected by members' actions;
 - Ensure the highest possible standards of fairness, honesty, competition and behaviour;
 - Reduce the risk of harm, injury, harassment and nuisance to members and the community in general;
 - Create inclusive and vibrant student groups;
 - Facilitate an environment to enable all those involved with the UCFB AU to be the best they can be; and
 - Detail the actions that can be taken should this AU Code of Conduct be breached to ensure a strong reputation both internally and externally.

3. Terms of the Code of Conduct

- 3.1 All members/participants of a student group agree to abide by the terms outlined below:
- Adhere to the UCFB Community Charter and [UCFB Student Code of Conduct](#);
 - Behave in a manner which does not endanger or cause nuisance to other individuals and to abide by UCFB health and safety policies at all times;
 - Act responsibly at all times when participating in activities and to avoid actions which could bring UCFB into disrepute;
 - Be aware of how their actions may be perceived by others;
 - Conduct themselves in a reasonable manner relating to language, noise, and behaviour;

- Compete in a manner of fair play, respect for opponents, and polite behaviour regardless of the nature of the competition, when representing UCFB in sports fixtures;
- Treat facilities, colleagues, and students at UCFB and other institutions with respect and abide by any rules that may apply;
- Refrain from any form of harassment of others and respect the rights, dignity, and values of others;
- Not encourage or pressure others into acting against this Code;
- Operate within the rules, including national guidelines, which govern the activity;
- Not be unduly intoxicated at any event or activity where such behaviour could be deemed unacceptable or unprofessional;
- All student-athletes are prohibited from consuming alcohol whilst competing and supporters must abide by the rules and regulations of any venue hosting a fixture with regards the consumption of alcohol;
- During social events, especially those involving the consumption of alcohol, be aware of behaviour and its potential impact on others, particularly members of the local community;
- Not act in an unlawful manner;
- Not engage in any activity which results in transient noise in off-campus areas;
- Understand the repercussions of any breaches of this Code; and
- Ensure that membership fees are paid on time so as to avoid losing access/ places.

4. Joining a Club

- 4.1 Sports clubs at UCFB run differently than school sport, they are mostly student-led and self-sustaining. Each club is different, they have different training times, locations and competition structures. For sport club specific information, please visit: <https://www.ucfb.ac.uk/studying-with-us/student-life/ucfb-athletic-union/>.
- 4.2 Contact the club by email to express an interest. Interested students are encouraged to provide a brief background of their experience in the sport as part of this. Students can contact the relevant Sports & Active Lifestyle (SAL) Officer at each campus.
- 4.3 Competitive sports host trials in September due to the high demand for places. However, most clubs are open to all and host “Taster Sessions” in September, where students can try the sport out before committing.

5. Committee and Coaches

- 5.1 All clubs are run by students for students, and each club is encouraged to hold an Annual General Meeting (AGM) where students elect their peers into leadership positions such as “Club Captain” and “Treasurer”.
- 5.2 Committee members are offered support by UCFB SAL Officers and some training may be offered through BUCS, but it is encouraged that committee members find their own CPD/training opportunities to develop future employability skills.
- 5.3 Clubs have qualified coaches, who attend training, match days, and competitions.

6. Cost

- 6.1 There are different membership fees depending on what level of commitment and competition you want to take part in. These fees contribute toward costs including but not limited to:
- Transport (where deemed appropriate by the SAL Officer in line with the budget) and entries to competitions and fixtures;
 - Training and match facility hire;
 - Qualified and lead coaches for selected teams;
 - Equipment;
 - Playing/match kit;
 - First aid and physio assistance for representative teams;
 - National governing body (NGB)/league affiliation & registration fee; and
 - Public Liability insurance.
- 6.2 Membership fees must be paid before students can join any sports clubs. Failure to pay membership fees by the stated due date will result in students losing their place/access to activities. UCFB has a firm **No Pay, No Play** policy. SAL Officers may issue “paid v not paid” lists to captains or coaches to stop players in arrears from taking the field.
- 6.3 A schedule of sports club fees can be found in Appendix 1: UCFB Athletic Union Student Contract, on page 9.
- 6.4 On invitation to a club’s team, students must pay a membership fee within one month of the invitation to join: this is mandatory. Students have a statutory 14-day cooling-off period where they may cancel their membership without penalty. The deadline for payment of membership fees is 31st October of the same academic year. Failure to pay means players will be removed from teams.
- 6.5 Where students experience circumstances that prevent them from playing for a UCFB club, or withdraw from their course, pro-rated refunds **may** be issued to students following consultation with the club and the SAL Officer.
- 6.6 National governing body fines must be paid for by the player, who has received such a fine, e.g. for red and yellow cards and this can be facilitated through Ticket Tailor. Students will not be able to play until fines are paid. SAL Officers will include players with unpaid fines in the “paid v not paid” lists provided to captains or coaches.
- 6.7 Any sanctions/fines for teams are evenly divided amongst the registered players and coaches. If specific players are identified as the responsible parties, then they are required to pay any subsequent fines.

7. Initiations

- 7.1 In order to comply with [British University and Colleges Sport \(BUCS\)](#) regulations and, as a result of a number of very serious incidents at other institutions, UCFB does not permit initiation ceremonies.

7.2 Social activities such as welcome evenings, team meals, social nights, trips away and celebration events that welcome new members and a positive first impression of student life are encouraged. However, the following rules must be followed:

- All activities must be opt-in and have no bearing on the acceptance into the team/squad selection or equivalent;
- Peer pressure must not be exerted on individuals;
- Activities must not be humiliating, unlawful, or degrading;
- Activities must not involve the forced consumption of any fluid/substance;
- Taking of alcohol to the activity/event must not be made a condition of attendance;
- If activities involve alcohol, then non-alcoholic drinks must be made available; and
- Activities must not bring the reputation of UCFB into question or disrepute.

8. Training

8.1 Clubs train throughout the week at different times at different locations in order to improve their athletic performance and prepare for upcoming fixtures. Training is always planned not to clash with UCFB teaching time, but if a clash occurs, it is expected that students prioritise their studies first and speak to an academic lead if unavoidable.

8.2 As per the [UCFB Exceptional Student Absence and Travel in Term-Time Policy](#), “UCFB recognises that its students may, due to nature of their courses and sporting interests, be offered opportunities to attend, participate in, or volunteer at, major sporting events that occur nationally or internationally during term-time. These opportunities may be made to students as representatives of UCFB or as individuals. In such instances students can apply for a period of authorised absence...”.

9. Transport

9.1 When travelling to and from fixtures, training and social events, members of the UCFB sports teams are representing UCFB and UCFB students. They should therefore behave in a responsible and safe manner, including:

- When travelling on provided transport (i.e. minibuses, coaches, or cars), ALL students must adhere to the transport company policies. Failure to comply with these rules invalidates UCFB’s insurance and puts members at risk;
- No alcohol is permitted to be carried onto/consumed on board at any time - failure to comply with this rule invalidates UCFB’s insurance and puts members at risk; and
- The use of e-cigarettes and vapes is prohibited across all provided transport.

9.2 The designated driver of the vehicle has the authority to refuse entry onto the vehicle or refuse to drive, in the event that any member’s behaviour is deemed unacceptable.

10. Competitions & Fixtures

10.1 On and off the field, each competitor, coach, supporter and support staff must:

- Adhere to the laws of the sport;

- Display and promote high standards of behaviour;
- Promote fair play;
- Always respect the officials' decisions;
- Refrain from engaging in public criticism of game officials;
- Refrain from engaging in offensive, insulting, or abusive language or behaviour, whether expressed verbally or via social networking sites or other technology;
- Refrain from engaging in bullying, intimidating, or harassment, whether expressed verbally or via social networking sites or other technology;
- Speak to their club-mates, opposition, coach, UCFB colleagues, and spectators with respect;
- Respect any match clothing and equipment provided by UCFB, by maintaining it in good condition, wearing it correctly and will be responsible for the cost of any damage;
- Win or lose with dignity; and
- Thank the opposition and officials at the end of every game.

11. Social Media

- 11.1 According to the [Chartered Institute of Public Relations \(CIPR\)](#), social media is defined as: “any platforms upon which posts can be published to reach a target audience. Such platforms might include, for example, Facebook, X and LinkedIn. They may also allow the target audience to interact directly with the organisation, for example, by commenting on a post. However, social media as a medium is constantly evolving, with new platforms emerging, new ways of interacting developing, and the types of engaging content changing.” This is the recognised definition for the purpose of this document.
- 11.2 Any communications that UCFB AU members make in a sports club capacity through social media must not do anything that could be considered discriminatory against, or bullying, or harassment of, any individual, for example by:
- Making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age; and/or
 - Using social media to bully another individual; and/or
 - Posting images that are discriminatory or offensive or links to such content; and/or
 - Bring the UCFB AU into disrepute, for example by:
 - Criticising or arguing with students, employees, or competitors; and/or
 - Making defamatory comments about individuals or other organisations or groups; and/or
 - Posting images that are inappropriate or links to inappropriate content.

12. AU Clubs Balancing Sports & Academics

- 12.1 The UCFB AU feels a clear and concise approach needs to be communicated to AU students regarding balancing academics and sport, especially on Wednesday afternoons.
- 12.2 We are 100% committed to providing our students a great sporting experience and, whilst we feel sport greatly enhances academic and personal skills, students’

attendance at UCFB other than Wednesday afternoons should not suffer due to sporting commitments. There is an allocated window after 13:00 on Wednesdays (though some fixtures may begin earlier) for sports and other extra-curricular activities. Some sporting activities and fixtures may take place outside of teaching hours on days other than a Wednesday, Campus Football, the intra campus league will often start early on a Wednesday morning to allow students the opportunity to participate in organised sport ahead of competitive fixtures.

- 12.3 We, as the UCFB AU, understand that students are at UCFB to learn and obtain a good degree. They should not be missing any lectures/seminars that could jeopardise this. Any sporting ventures they wish to participate in with our clubs are additional to, and not instead of, their academic requirements.
- 12.4 However, for those playing in competitive fixtures (generally first teams), away fixtures may create occasions when travel will occur before 13:00. In this case, the student should;
- Familiarize themselves with the UCFB Exceptional Student Absence and Travel in Term-Time Policy;
 - Contact their Course Leader to make them aware of the circumstances in good time;
 - Contact the Sports & Active Lifestyles (SAL) Officer, if a letter of absence is required; and
 - Ensure that permitted leave granted is in writing, i.e. email.
- 12.5 We encourage all students to effectively manage their time to have a healthy work/sport balance. Student coaches and player's attendance and engagement will be monitored.

13. Sanctions for breaching the Code of Conduct

- 13.1 Any breach of this Code of Conduct may result in one or more sanction, which will include a fine. This fine must be paid within a specified deadline. UCFB has a firm **No Pay, No Play** policy. SAL Officers may issue "paid v not paid" lists, which include unpaid fines, to captains or coaches to stop players in arrears from taking the field. Other sanctions may include a removal of the student from the UCFB Athletic Union, removal of team privileges, a match ban, and/or disciplinary proceedings by UCFB. If the incident occurred at the end of an academic year, the sanction(s) may be levied for the following year.
- 13.2 The sanction process is initiated once an action is reported to the SAL Officer. Actions must be reported within 72 hours of the incident. After the initial report, SAL Officers will ask for a full written account of the incident and record from the person reporting the incident as well as the named club/individual.
- 13.3 In accordance with Section 4.2 of [the UCFB Complaints Policy](#), the SAL Officer will then assess the report and, if appropriate, seek to resolve the issue informally via Stage 1: Local Resolution. To that end, the club/individual in question will be invited to an informal meeting to openly discuss the issue raised with the SAL Officer and possibly: Dean(s); Course and Module Leader(s); league or County Welfare Officer(s); The FA; County FA Refereeing Official; and/or County FA Refereeing Committee.

- 13.4 The club/individuals in question can [request a formal investigation](#) at any time and, where issues cannot be resolved informally, the SAL Officer will refer issues for formal investigation via Stage 2: Formal Resolution in accordance with Section 4.3 and Appendix A of the [UCFB Complaints Policy](#). In addition, the club/individuals in question may be required to meet with: Dean(s); Course and Module Leader(s); league or County Welfare Officer(s); The FA; County FA Refereeing Official; and/or County FA Refereeing Committee.
- 13.5 Using the sanction table below, the Investigating Officer/Complaints Hearing Panel will issue the level of sanctioning they deem appropriate as per Section 4.4 of the [UCFB Complaints Policy](#).
- 13.6 The Investigating Officer/Complaints Hearing Panel reserve the right to impose more than one of the sanctions listed below. Investigating Officers may impose Level One sanctions only and recommend Level Two, Three, and/or Four sanctions to the Complaints Hearing Panel for approval. These are merely examples of actions and penalties that could be imposed. These are not exclusive or exhaustive.

<u>Directly representing the UCFB Athletic Union</u> This includes (but is not limited to): • Wearing UCFB branded clothing • During BUCS fixtures • During Wednesday night UCFB tied socials	<u>Off - field behaviour</u> This includes at home or away fixtures, trips, and training sessions.
Level 1 possible outcome- Formal Warning from the UCFB Athletic Union	
Inappropriate sportsmanship	Inappropriate sportsmanship Mild abuse or trolling over social media
Level 2 possible outcome- Social/Performance Bans, Removal of Committee Positions, Community Service/FA Coaching Licence may be withdrawn	
Extreme inappropriate sportsmanship	Minor physical or verbal abuse
Abusive language about a university team (Internal or external) on a personal account.	Extreme abuse or nudity/offensive content on social media
Level 3 possible outcome- Banned indefinitely from the club in question/ banned from representing UCFB in any Athletic Union sport or activity/FA Coaching Licence may be withdrawn	
Physical inappropriate sportsmanship	Major physical or verbal abuse
Abusive language using a club's social media account	Vandalism
Minor physical or verbal abuse	Anti-social behaviour
Vandalism	
Minor indecent exposure	
Antisocial behaviour	
Level 4 possible outcome- Reported to UCFB and/or police for sanctioning and disciplinary actions/FA Coaching Licence may be withdrawn	
Major indecent exposure	Major indecent exposure
Criminal activity	Criminal activity

14. Related UCFB Policies and Procedures

- UCFB Community Charter
- UCFB Complaints Policy
- UCFB Exceptional Student Absence and Travel in Term-Time Policy
- UCFB Social Media Policy
- UCFB Student Code of Conduct
- UCFB Harassment and Sexual Misconduct Policy

15. Related External Policies and Procedures

- British University and Colleges Sport (BUCS), [Football Overview](#)
- BUCS, [General Regulations](#)
- BUCS, [Football Regulations](#)
- Chartered Institution of Public Relations (CIPR), Crisis Communication and Social Media
- The FA, [Code of Conduct - Match Officials](#)



Appendix 1: UCFB Athletic Union Student Contract

2026/27 Sports Club Schedule of Fees

This is the proposed list of sports clubs for 2026/27. Final confirmation to establish these clubs is subject to sufficient and sustainable student uptake.

Sports Club/Activity	Campus	Membership Fee	Payment Due Date
BUCS Membership: Football	Wembley	£95	30/10/26 by 17:00
BUCS Membership: Basketball	Wembley	£95	30/10/26 by 17:00
BUCS Membership: Netball	Wembley	£95	30/10/26 by 17:00
BUCS Membership: Golf	Wembley	£95	30/10/26 by 17:00
BUCS Membership: Rugby	Wembley	£95	30/10/26 by 17:00
BUCS Membership: Futsal	Wembley	£95	30/10/26 by 17:00
BUCS Membership: Football	Manchester	£95	30/10/26 by 17:00
BUCS Membership: Futsal	Manchester	£95	30/10/26 by 17:00
Darts Club	Wembley	£55	30/10/26 by 17:00
Campus Football – Semester One	Manchester	£20	30/10/26 by 17:00
Campus Football – Semester Two	Manchester	£20	30/10/26 by 17:00
Campus Football – Semester One	Wembley	£20	30/10/26 by 17:00
Campus Football – Semester Two	Wembley	£20	30/10/26 by 17:00

All sports club membership fees will be available to purchase once the teams have been confirmed at the end of September 2026 via online payment links.

Payment of a membership binds the student to the UCFB Athletic Union Student Contract and Code of Conduct.