

Code of Conduct

Your responsibility and reputation

All competitors and spectators should familiarise themselves with this code of conduct and comply with its letter and spirit at all times. Remember that you are representing your department and HASSRA and have a personal responsibility to uphold the good reputation of both.

In summary, please:

- Be aware of the proper administration of the event.
- Report changes in availability and requirements to the organisers immediately.
- Do not bring unauthorised guests.
- Know the itinerary and be on time.

Tell us if anything goes wrong or if you are aware of damage to any of the facilities at the venue. It's always better if we can deal with issues promptly rather than await contact from the authorities after the event has ended.

Know the rules of the game and adhere to them in practice and in spirit. If you are unsure ask for guidance as ignorance or cheating will lose you the respect of those around you and may cost you success.

Never argue with referees and organisers. Remember they are likely to be volunteers and will be doing their very best to ensure you have a great time.

Abide by the Association's policies on alcohol & misuse of drugs and equal opportunities & diversity.

Above all, enjoy your event: play to the full, respect and applaud good play from all sides, make friends!

Alcohol

Many of us enjoy an alcoholic drink at social events. However, over-consumption and inebriation can be detrimental to everyone. Any member whose conduct is deemed to be inconsistent with our usual standards will be asked to modify their behaviour or leave the event immediately. Such incidents may also be reported to the HASSRA Disciplinary Committee and to the member's employer for consideration of further disciplinary action.

Misuse of Drugs

HASSRA has a policy of zero-tolerance of the use of illegal drugs or other banned substances at any HASSRA event. Any such instances will be reported to the HASSRA National Disciplinary Committee with a view to expulsion and a life-time ban from the Association. It will also be reported to the member's employer for consideration of further disciplinary action.

HASSRA Equality and Diversity Statement

HASSRA is committed to providing a programme of sports and leisure activities and membership benefits which embraces diversity and promotes equality of opportunity. We are also committed to promoting equality and diversity within our community of members, volunteers and officials, and with every organisation which plays a part in delivering our programme.

We will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, caring responsibilities, trade union activity or political beliefs – or any other grounds.

We are committed to:

- treating our members, volunteers, organisers, officers and partner organisations fairly and with respect.
- promoting an environment free of discrimination, bullying and harassment, and tackling behaviour which breaches this.
- recognising and valuing the differences and individual contribution that everyone connected with our Association makes.
- providing support and encouragement to members, volunteers and officials to make the most of their membership and to get the most out of their chosen pursuits.

Every one of us has a personal responsibility for upholding these principles. Inappropriate behaviour is not acceptable and will not be tolerated. If you believe you have suffered discrimination in any way or if you believe others have suffered discrimination in any way, act straight away. Report such instances to your employer and to HASSRA so that we can take immediate action.

In the first instance, talk to the most appropriate person at work. This may be your line manager, second line manager or trade union representative. Please also inform a HASSRA official so that we can act too. This may be your local club official, a regional officer or the National Operations Director.

Discipline Policy

General

1. All participants at HASSRA events are requested to familiarise themselves with our Conduct and Discipline policy and to comply with its letter and spirit at all times. Remember that when you attend any of our events you are representing HASSRA and your department and you have a personal responsibility to uphold the good reputation of both.

Scope of Policy

2. This policy covers conduct of members:
 - a. at any event or activity organised by or for HASSRA
 - b. involved in any HASSRA team or composite team involving HASSRA participation, whether or not the team is taking part in a HASSRA competition
 - c. who have received sponsorship to attend an event or competition, whether or not the event or competition is connected with HASSRA
 - d. in any other circumstances where their conduct could be associated with HASSRA.

Definition of Misconduct

3. Misconduct is defined as conduct which contravenes any of the provisions of the HASSRA Code of Conduct, HASSRA Equal Opportunities Statement and HASSRA Drugs and Alcohol Policy. Misconduct may also arise where any of the provisions of our sponsor departments' own codes of conduct are contravened. Examples of misconduct include but are not limited to:

Minor Misconduct

- a. abusive language and/or rudeness affecting members, volunteers, officials, contractors or members of the public

Serious Misconduct

- b. repeated instances of minor misconduct
- c. violence, bullying, victimisation, discrimination or other improper conduct affecting members, volunteers, officials, contractors or members of the public
- d. drug or alcohol abuse
- e. cheating
- f. misappropriation of funds
- g. any other behaviour likely to discredit HASSRA or a member's employing department.

Sanctions

4. The following sanctions may be applied to a member against whom a complaint of misconduct has been upheld.
 - a. Withdrawal of Membership.
 - b. Ban on participation from all or elements of national championships and national teams.
 - c. Ban on participation in the HASSRA Lottery.
 - d. Ban on holding office at national, regional and local levels.
 - e. Ban on participation regional and local activities.
 - f. Ban on access to HASSRA offers, benefits and services at national, regional and local levels.

The list is not exhaustive and may be used in combination to provide exclusion from any or all parts of the programme for limited periods or permanently

Decision Making Authorities

5. Cases of minor misconduct will usually be considered by the regional disciplinary committee. All other cases will be considered by the National Discipline & Complaints Committee. (See Conduct and Discipline Policy and Procedures document for detailed information on managing disciplinary cases.)
6. Where a complaint of misconduct has been upheld against a member, a report may be forwarded to the member's line manager for consideration of disciplinary action under the employer's own code of conduct. Similarly, a member's department may forward to HASSRA any allegations of misconduct which are in any way connected with HASSRA. This will be investigated in the usual way.

HASSRA Corporate Services January 2014