

Conduct and Discipline

Code of Conduct

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 employer 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 faults or 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 and misuse of drugs, and diversity and inclusion.

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 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 and 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.

Diversity and Inclusion

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 diversity and inclusion 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 of any kind, 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.

Social Media Policy:

HASSRA will not tolerate harassment, discrimination, or defamation (trolling) using our social media channels, including HASSRA Message Boards.

HASSRA will undertake routine monitoring to protect members, and any misuse of our social media channels may result in disciplinary action, which may then be referred to your employer for further action.

Please also check your own employer's code of conduct and social media policy for your information.

Discipline Policy

General

1. Participants at HASSRA events should familiarise themselves with HASSRA's 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 employer 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. which is deemed to be inconsistent with the spirit or letter any of HASSRA's aims, policies, rules or regulations, including the diversity statement, regardless of whether it took place in connection with HASSRA membership or HASSRA activities. (See 3.h.)

Definition of Misconduct

- 3.** Misconduct is defined as conduct which contravenes any of the provisions of the HASSRA Code of Conduct, HASSRA Diversity and Inclusion Statement and HASSRA Drugs and Alcohol Policy. Misconduct may also arise where any of the provisions of a member's employer's own code of conduct is 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, sexual harassment or assault, 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, including the reselling of discounted HASSRA products for personal gain or any other purpose
- g.** dismissal from a qualifying employer
- h.** any other behaviour which is deemed to be inconsistent with the spirit or letter any of HASSRA's aims, policies, rules or regulations, including the diversity statement, regardless of whether it took place in connection with HASSRA membership or HASSRA activities. (Examples of this type of misconduct include but are not limited to: convictions for dishonesty, violence, hate crimes or sexual offences; any activities carried out on behalf of or for the benefit of another organisation which are detrimental to HASSRA's own interests - NB: subsequently leaving the employment of such an organisation would potentially allow an individual to re-join HASSRA)

Exclusion from Events

HASSRA reserves the right to decide who may attend its events. In doing so it will take into account:

- the wellbeing, comfort, safety and enjoyment of any or all members present at those events, including the member to be excluded.
- any relevant HASSRA policies, rules and regulations, or directives from the Council (AGM) or National Board of Management.

Such exclusions shall be considered where the excluding officer (usually an officer of the Association and/or the event organiser) has reasonable grounds for believing that a member's past conduct, whether or not it has been the subject of formal disciplinary action, might be repeated or their presence at the event may cause further upset or alarm to other members. In all cases, the excluding officer should seek advice from his/her Regional Chairperson or National Operations Director before making the exclusion.

Where it is agreed a member will be excluded from an event on any of these grounds, the decision shall be final and the exclusion shall have immediate effect. The excluding officer will then provide a written report of the exclusion to his/her Regional Chairperson or National Operations Director as soon as practicable after the exclusion. This should include details of the excluded member's response.

A member excluded in this way will have the right to an informal discussion of the exclusion with his/her Regional Chairperson or National Operations Director as soon as practicable after the exclusion. The discussion will aim to reach an agreed understanding of the reason(s) for the present exclusion, and whether a further exclusion may be required or could be avoided by modification of behaviour or other action. If that cannot be agreed, the member shall have a right of appeal to the National Disciplinary Committee, whose adjudication of the matter will be final.

Allegations of Serious Misconduct Where There is No Complainant

There may be occasions where serious misconduct in the form of violence, sexual harassment or assault, bullying, victimisation, discrimination or other improper conduct has been witnessed but the victim chooses not to make a complaint. While the absence of a complainant might ordinarily preclude formal disciplinary action, the conduct might be of such serious nature and so contrary to HASSRA's aims, policies and regulations that the National Disciplinary Committee will wish to investigate the alleged misconduct in order to determine the facts and then decide whether any further action should be taken. The member shall have a right of appeal to the National Board of Management, whose adjudication of the matter will be final.

Making a Complaint

Please contact the **National HASSRA Business Support Team** to make a complaint.



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, including those without a complainant, will be considered by the National Discipline & Complaints Committee. Where possible, outcomes should be delivered by somebody at a level senior to that of the alleged perpetrator. (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 employer may forward to HASSRA any allegations of misconduct which are in any way connected with HASSRA. This will be investigated in the usual way.

