

By-Law 22 Student Groups

1. Introduction and Definitions

- 1.1 The Students' Union will have at least five categories of Student Groups – Societies, Clubs, Student Media, Raise and Give (RAG) and Volunteering Groups.
- 1.2 All Groups will be categorised as either Queen Mary (QM) or Barts and The London (BL).
- 1.3 Student Groups of the Students' Union are bound by its Articles of Association, bye-laws and policies.
- 1.4 The Students' Union will provide support to Student Groups to help them deliver their aims and objectives.

1.5 Definitions

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| 1.5.1 | Student Group Union. | Any student led Group affiliated to The Students' Union. |
| 1.5.2 | Society | A student led Group which has shared goals and objectives and is affiliated to the Students' Union |
| 1.5.3 | Club Union. | An individual sports club affiliated to the Students' |
| 1.5.4 | Student Media | Student Groups formed with the sole aim of producing publications, broadcasts, print and digital media affiliated to the Students' Union. |
| 1.5.5 | Raise and Give (RAG) the | A student-led charity fundraising operation. RAG is the designated charity fundraising wing of the Students' Union. |
| 1.5.6 | Volunteering Group and | A student-led group which runs activities in the local wider community to bring about positive change affiliated to the Students' Union. |
| 1.5.7 | Principal Officer s | The lead officers such as President, Treasurer, Managing Editor etc. as defined in the Group's development plan and the relevant affiliation procedures. |
| 1.5.8 | Appropriate Staff Member supporting | A member of Students' Union staff responsible for a Student Group, as decided by the Chief Executive Officer. |
| 1.5.9 | Appropriate Student Council Officer | A member of Student Council representing a Student Group either based at Mile End (ME), Barts and The London (BL) or cross-campus. |

- 1.5.10 Appropriate Committee A sub-committee of Student Council responsible for representing and developing a Student Group. These are Societies Board, Club Sport Committee and Heads of Media.

2. Affiliation

Members of the Students' Union can apply to affiliate a new Student Group in accordance with the relevant procedure.

2.1 Gaining Affiliation

To be affiliated new Student Groups must have:

- (i) A set of core aims and objectives that do not duplicate with another activity or service already provided by the Students' Union or another Student Group.
- (ii) At least two founders who can perform the duties of the Principal Officers until such time as the Principal Officers and other officers can be elected.
- (iii) A minimum number of members within an agreed period of time.

2.2 Maintaining Affiliation

2.2.1 Student Groups must demonstrate that they are active to maintain affiliation to the Students' Union.

2.2.2 To be considered active, Student Groups must do the following:

- (i) Founders of new Student Groups and Principal Officers attend mandatory training.
- (ii) Annually elect its Principle Officers.
- (iii) Demonstrate the Student Group is working towards its aims and objectives as stated in its development plan.
- (iv) Comply with all health and safety, financial and other procedural requirements as deemed appropriate by the Students' Union.
- (v) Maintain a credited subs and grants account.
- (vi) Ensure there are a sufficient number of members as agreed by the appropriate board.

2.3 Disaffiliation

2.3.1 The Vice President Welfare or appropriate Student Council Officer or Appropriate Committee, with guidance from the appropriate staff member, may disaffiliate or suspend some or all of the support given to a Student Group upon evidence of one or more of the following:

- (i) Inactivity for a period of 4 months or longer.
- (ii) Evidence of financial mismanagement.
- (iii) Evidence of a violation of the Students' Union's Articles of Association, bye-laws, policies or procedures.
- (iv) Failure to meet any of the criteria outlined in Maintaining Affiliation 2.2.2.
- (v) A Group has been issued with 4 strikes as per relevant procedure document.

2.3.2 Upon disaffiliation or suspension of support, the Student Group has 10 working days within which to appeal to the President of the Students' Union. The Students' Union President or nominee will then have responsibility to conduct an investigation into the appeal as per the relevant procedure.

2.3.3 The evidence will be presented at the next meeting of the appropriate Committee, to which the Student Group concerned will also be allowed to present their case. The appropriate Committee will then decide upon one of the following options by majority

vote:

- (i) Lift the suspension.
- (ii) Reduce the suspension.
- (iii) Continue the suspension.
- (iv) Disaffiliate the Student Group.

- 2.3.4 If the appropriate Committee decides to lift the suspension, the Student Group must enter a trial period to demonstrate they are active in accordance with this bye-law. This trial period shall last either 5 weeks or until the next meeting of the appropriate Committee.
- 2.3.5 At the end of the trial period, if the Student Group is considered active their suspension will remain lifted. If the Student Group has not proven to be active they will automatically be disaffiliated from the Students' Union.
- 2.3.6 Any Principal Officer of a disaffiliated Student Group may not usually be a Principal Officer of any other Student Group for the following 12 months including if already a principal officer of another Group.

3 Membership

- 3.1 Student Group membership is exclusive to:
- (i) A full member of the Students' Union.
 - (ii) An associate member of the Students' Union including lifetime members. Associate members are not permitted to hold a Student Group Committee position.
 - (iii) A member of QMUL staff. QMUL staff are not permitted to hold a Student Group Committee position. If a staff president, liaison or equivalent is elected the length of term of a staff member and rules regarding continuous membership will be decided by each Student Group.
- 3.2 Full membership of Student Groups provided by the Student Union is available to each and every full member of the Students' Union.
- 3.3 To participate in a Club activity, the participant must be a member of that Sports Club. Taster sessions are permitted, but these must be defined in the Groups development plan.
- 3.4 Each category of Student Group must meet a minimum number of student members by a deadline, as defined in the relevant procedural documents.
- 3.5 The Students' Union will maintain up to date records of the membership numbers and monies deposited. The Students' Union shall make this information available to Groups on request.
- 3.6 The Students' Union will maintain an up to date record of memberships sold for each Student Group. The membership held by the Students' Union is definitive. Any reference made to membership numbers within these bye-laws refers to the list held by the Students' Union.
- 3.7 No participant may represent a Student Group in competitions or the equivalent without being a member of the requisite Student Group, and whilst also fulfilling the eligibility requirements of the specific competition.
- 3.8 Where a Student Group has a reciprocal membership agreement with a National Governing Body, this should be explicitly communicated to the Students' Union.
- 3.9 If it is considered by the Group's committee that the granting or renewal of membership

would be detrimental to the aims and objectives of the Group, by virtue of conduct or character likely to bring the Group disrepute or for some other similar good cause, the Group committee shall be entitled to refuse or withdraw such membership.

- 3.9.1 If the Group refuses membership to someone eligible the committee shall provide full reasons for their decision and grant a right of appeal to the Appropriate Committee. Following an unsuccessful appeal the member shall be allowed a refund on their subscription.
- 3.10 Any member may resign giving clear notice to the Group's President, Captain or equivalent but will not be reimbursed their membership fee.
- 3.11 Any member violating the Student Group's Bye-Law or being adjudged guilty of unsatisfactory conduct may, by resolution of the Appropriate Committee, be suspended or expelled from the Group.
 - 3.11.1 The Committee will inform the Appropriate Staff Member who will allow any member so suspended or expelled to appeal to QMSU, where the relevant Appropriate Officer will approve or disapprove the Committee's decision and refer the decision to QMSU's disciplinary procedure if necessary.
- 3.12 Student Group members must adhere to the Students' Union's articles, bye-laws, regulations and policies. Student Group members deemed to be in violation of these may have their Student Group membership removed by the Student Groups committee without refund of the membership fee.
 - 3.12.1 Student Group member wishing to appeal having their membership removed can make a complaint in accordance with bye-law complaints.

4. Election of Principal Officers

- 4.1 All Officers must be full members of the Students' Union and the relevant Student Group.
- 4.2 The Students' Union will communicate to all Student Groups the process and timeline for which these elections must take place.
- 4.3 The committee of each Student Group will include the Principal Officers.
- 4.4 Student President or equivalents will normally be in office from the date of affiliation/re-affiliation till the 31st of July.
- 4.5 Principal Officers may co-op members into additional roles. These positions must be communicated to the appropriate staff member.
- 4.6 The position of an elected Student President or equivalent will be vacated if:
 - (i) They are no longer a member of the Students' Union.
 - (ii) They resign. If they do resign they must submit their resignation in writing to the Students' Union and send notice to the appropriate staff member and members of their Student Group if they do so.
 - (iii) They do not perform the responsibilities detailed in this bye-law, or relevant policies and procedures.
 - (iv) They violate the Students' Unions bye-laws, policies or procedures.
 - (v) Two-thirds majority of the Student Group members at a General Meeting passes a motion of no confidence.
- 4.6.1 The Vice President Welfare or appropriate Committee with support from the appropriate staff are responsible for removing elected Student President or equivalents in accordance with the reasons stated above.

- 4.6.2 When an elected Student President or equivalent position is vacated an election shall be called at the earliest convenient time to appoint a new Student President or equivalent.

5 Development and support for Groups

- 5.1 The Students' Union will offer a comprehensive training programme throughout the academic year.
- 5.2 Regular training sessions will be provided for Principal Officers who are mandated to attend induction training.
- 5.3 A section of the Students' Union's website will be available for each Group. Groups are expected to maintain their own section of the website provided to them.
- 5.4 External websites are permitted, including pages on social networking sites. However, due to the provision already available, normally no funding will be made available for this. All external websites must be communicated to the appropriate staff member.
- 5.5 The content of external websites will be periodically monitored and any website that is linked to a Group should be in line with The Students' Union's Articles of Association, bye-laws and policies.
- 5.6 A section of the Students' Union website will contain up to date resources specific for Groups to help with administration and management
- 5.7 A new Sports Club in its first year will not get direct funding unless in extreme circumstance which the Club Sport Committee agree to, though the support of the Sports Development department will still be available.

6. Annual General Meeting

- 6.1 All Groups are required to have at least one General Meeting a year, to be known as their Annual General Meeting. The Students' Union will review additional requirements on annual basis.
- 6.2 The meeting should be chaired by the President or equivalent or their nominees in the case that all Principal Officers are running for re-election.
- 6.3 The meeting will have a quorum of 50% of all members unless the specific Group's constitution states a percentage that is higher. The Student Group may act on the basis of a decision made at an in-quorate meeting subject to ratification by the relevant Appropriate Student Council Officer or appropriate staff member, until such time as a quorate meeting rules to the contrary.
- 6.4 In normal circumstances only the Group members shall attend the meeting. Other students or Students' Union staff or officers may be invited by the Chair to attend for part or all of the meeting but have no vote.
- 6.5 Meetings shall normally be held in semester B or C of the academic year. The Annual General Meeting must take place before the end of Semester C.

6.6 Calling an Annual General Meeting

- 6.6.1 Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.
- 6.6.2 Any agenda items must be submitted to the President, Captain or equivalent at least two working days prior to the meeting taking place.

6.6.3 The agenda must be publicised for at least one working day prior to the start of the meeting.

6.7 The duties of the meeting shall be:

- (i) To elect the Principal Officers for the next academic year if not elected online through the Students' Union website.
- (ii) To pass any amendments to the Group's Constitution for ratification by the Students' Union.
- (iii) To receive feedback from the work carried out by the Group during the year to date and plans for the coming academic year.
- (iv) Approving external affiliations and these must be reported to the appropriate staff member.
- (v) To pass or reject any motions submitted by its members.

6.8 Minutes should be made recording the meeting and the outcome of the election and sent to the appropriate staff member.

6.9 The Clerk to the meeting shall be a member of the Student Group.

6.9 Extraordinary General Meetings

6.9.1 An Extraordinary meeting may be called by a Principal Officer or by its members, provided that they present the President or equivalent a petition of names amounting to 1/3 of the Group membership and that the rules of the timing of the meeting, as per the AGM procedure, are observed.

6.9.2 If the President or equivalent wishes to call an extraordinary general meeting then the petition, as stated above, should be given to the next most appropriate Principal Officer who should follow the rules of calling an Annual General Meeting as above.

6.10 Removal of Principal Officers

6.10.1 Removal of a Principal Officer may be called at an Annual General Meeting or extraordinary general meeting. Any member that wishes to do so must add it as an agenda item as above. A 2/3rd majority vote of no confidence in a Principal Officer by the members present is needed to remove a Principal Officer.

7 Promotion of Groups

7.1 Postering and Flyering Policy

7.1.1 Only designated notice boards are to be used for postering and permission must be sought from the relevant University / Students' Union / Association department. Exterior walls or pillars, windows or doors are not to be used.

7.1.2 The following must be adhered to:

- (i) All posters and flyers must clearly carry the name of the relevant Group and carry the Students' Union logo. This logo must not be distorted or abridged in anyway.
- (ii) All high risk posters must be approved by the appropriate staff member.
- (iii) All posters must be removed following an event that they are advertising.
- (iv) Members must clearly display student ID when giving out flyers.
- (v) All posters not in English must be accompanied by an English translation.

8 Finance

8.1 Subscriptions and Other Income

- 8.1.1 When members join a Student Group their purchase for subscription will be credited to the Student Groups Subs Account.
- 8.1.2 Groups must charge a minimum standard membership of:
- (i) £5 for Clubs.
 - (ii) £1 for Societies.
- 8.1.3 All Groups except for Club Sports standard subscription fee shall be set before the beginning of the financial year (1st August) and should not change midway through the financial year. However, Groups can create as many different types of additional memberships as they wish throughout the year as agreed with the appropriate staff member.
- 8.1.3.1 Club Sports standard subscription fee shall be set after the summer grant funding round.
- 8.1.4 The Students' Union will not accept payments for Group subscriptions made on behalf of other members.
- 8.1.5 Sponsorship contracts should not conflict with The Students' Union's Articles of Association, bye-laws or policies. All sponsorship contracts need to be authorised by the appropriate staff member.
- 8.1.6 All other income for a Group, from whatever source, must be paid into the Students' Union as soon after receipt as possible where it will be credited to the Group's Subs Account. Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the Group's records.
- 8.1.7 Groups are not permitted to operate external bank accounts.

8.2 Grants

- 8.2.1 The Students' Union will make a general allocation for Groups in the context of the Students' Union's overall budget and finances. Grant allocations can only be spent on that which benefits members. Please see appropriate procedure.
- 8.2.2 Out of the general allocation individual Grants will be allocated to specific Groups by the Appropriate Committee.
- 8.2.3 No Grant allocations will be made for:
- (i) Retrospective bids.
 - (ii) Donations or affiliations to either a charity or a political body.
 - (iii) Ultra Vires spending.
- 8.2.4 Monies granted are only to be used for the purpose for which they were requested. Groups that receive a grant will make their orders through the Students' Union or be asked to evidence how they spent the money through receipts and an evaluation form.
- 8.2.5 If a Group is left dormant for two years, any balance will be transferred to the general appropriate Group funds to be awarded by the appropriate Committee.
- 8.2.6 Groups aggrieved by their Grant allocation may appeal in the first case to the Executive Committee. Should the conclusions of the Executive Committee remain unacceptable, the grievance will be taken to Student Council. The decision of Student Council will be final.

8.3 Equipment

- 8.3.1 The Group is responsible for maintaining a list of equipment owned by the Group. A copy of this list must be given to the appropriate staff member along with any other information asked for.

8.4 Expenditure

- 8.4.1 Groups may request that the Students' Union makes payments for them from their Grant or Subs Account either by Purchase Order or Credit Card. The Students' Union has the right to refuse payments for Groups if they have not consulted with the Students' Union before placing an order.

8.5 Claims for reimbursements

- 8.5.1 The Students' Union can also reimburse members by online bank transfer when they submit a claim which has been authorised by the President or equivalent or Treasurer and has attached proof of payment, for instance, a receipt or bank statement.
- 8.5.2 A reimbursement claim must also be authorised by the Students' Union.
- 8.5.3 A member cannot authorise their own reimbursement claims.
- 8.5.4 Reimbursements will only be made where the value of expenditure can be met by the appropriate Group's Grant or Subs Account.
- 8.5.5 Groups will be able to have expenditures only when all of the following conditions are met:
- (i) The Group is identified as 'active'.
 - (ii) The Group has no deficit.

8.6 Deficits and Repayment Plans

- 8.6.1 If a Group's Subs or Grant account goes into deficit, they must attend a meeting with the appropriate staff member and Appropriate Student Council Officer to discuss a repayment plan.
- 8.6.2 Principal Officers will need to sign a repayment plan and attend regular meetings to review their debt repayment progress.
- 8.6.3 Groups in debt will not be able to make any payments or claim any expense reimbursements until they are back in credit without permission from the appropriate staff member.

9 Events

- 9.1 If Groups organise events they must be in line with the events procedure.

10 Charity Fundraising

- 10.1 An Ultra Vires act is one that is outside the specified and /or implied constitutions objects and powers of the body in question. It is 'beyond the powers' and is therefore illegal.
- 10.2 By law, affiliated Groups cannot fundraise for anyone other than themselves or the Students' Union. A Group cannot fundraise or aim to fundraise for charity directly. Groups wishing to fundraise for charity should contact the relevant Students' Union RAG Officer or appropriate staff member.
- 10.3 Money fundraised by Groups will be paid into the RAG account and then donated to the Group's selected charity.

11 Health & Safety and Duty of Care

11.1 Insurance and Licenses

- 11.1.1 All full members of affiliated Groups are covered for public liability insurance under the Students' Union's insurance policy.
- 11.1.2 Fundraising activities taking place off-campus require a risk assessment to ensure members are covered by the Students' Union's Public Liability Insurance.
- 11.1.3 Hired costumes and equipment are not covered by the Students' Union's Insurance policy. Groups wishing to hire such items will consult the appropriate staff member to ensure the relevant Insurance policy is taken out.
- 11.1.4 Groups will work with the Students' Union to purchase the relevant licences from Tower Hamlets County Council or Metropolitan Police in order to run legal and safe events.
- 11.1.5 All Clubs are required to observe the individual Group's Code of Practice on Health and Safety. At least one person on the Club's Committee must be designated a Safety Officers with specific responsibility for ensuring that the requirements of the code are observed.
- 11.1.6 All Groups are required to complete satisfactory risk assessments for their activities for each facility or type of activity, which will be submitted to the appropriate staff member before the activity takes place.

11.2 Food Safety

- 11.2.1 Groups wishing to prepare food for events must follow the Students' Union's Food Hygiene guidelines.

11.3 Safeguarding Children and Vulnerable Adults

- 11.3.1 Groups working with under 18s or adults at risk must inform one of the Students' Union's Safeguarding Officers and/or the appropriate staff members. Groups need to follow safeguarding measures as agreed with the Students' Union's Safeguarding Officer and/or the appropriate staff member.
- 11.3.2 Groups working unsupervised with children or adults at risk will complete a Disclosure and Barring Service (DBS) Check. Members with an existing DBS Check will show this to the appropriate staff member for review. Disclosure numbers will be recorded.
- 11.3.3 DBS checks revealing convictions, cautions, reprimands and warnings will be reviewed on a case- by-case basis.

12 Complaints and Disciplinary

- 12.1 To make a complaint, please see the Students' Union Complaints Procedure.

13 Recognition of Groups

- 13.1 The Students' Union will award Groups and individuals regularly for their achievements and commitment to Groups. Awards will be decided through a fair and transparent system as decided by the Appropriate Board.

14. Group Committees

The various Group Committees will serve to develop the wide variety of their respective Groups across campuses. The Group Committees will feed in to the

Students' Union's governance processes as a committee of the Student Council.

- 14.1 The Group Committees will meet in accordance with the Terms of Reference as seen in Appendix I.
- 14.2 Each category of Student Group will have a Board of elected Student Group members to oversee the running of that category of Student Groups.
At least the following Group Committees will exist:
 - (i) Societies Board.
 - (ii) Clubs Sports Committee.
- 14.3 Members of the Committees will be elected in a fair and democratic way in accordance to guidance distributed annually by the Students' Union.

15. Content

15.1. Copyright

- 15.1.1. All publications and branding are the exclusive copyright of the Students' Union.
- 15.1.2. The copyright of the content belongs to the creator.

15.2. Distribution

- 15.2.1. The Executive Committee can choose to withdraw content on the advice of the media staff member if a publication if it is considered to causes major offence or breach the law or parts of this bye-law.
 - 15.2.1.1. All publications by Student Media which are to be printed must be submitted to the relevant staff member with a minimum of 5 working days notice before they are to be sent for print.
- 15.2.2. Managing Editors can appeal this decision by submitting a request in writing to the Deputy Chair of the Board of Trustees who shall choose overturn or uphold the decision of the Executive Committee.
 - 15.2.2.1. All publications by Student Media which are published online must notify the relevant staff member that pieces have been published online.

15.3. Quality and Compliance

- 15.3.1. All content shall be representative, factual and balanced.
- 15.3.2. Student Media is bound by the Students' Union's Articles of Association, bye-Laws and policies.
- 15.3.3. Content must not express a preference for any candidate in Students' Union elections.

15.4. Editorial Independence

- 15.4.1. Managing Editors shall determine content as long as it is within the terms outlined in this bye-law.

16. Group Constitutions

- 16.1. This refers to a document each Group may have outlining any extra procedures the Group uses as agreed at an Annual General Meeting and which does not contravene the Students' Union's Articles of Association or its bye-laws.
- 16.2. A Group's constitution cannot supersede any of the clauses found in the Queen Mary Students' Union Memorandum, Articles of Association or any of its Bye-Laws.

17. Student Media Chair

- 17.1. There shall be a Student Media Chair elected by the Managing Editors of Student Media Outlets in a fair and democratic way in accordance to guidance distributed annually by the Students' Union.
- 17.2. The Student Media Chair shall:
 - (i) Represent the interests of the Union's student media and be the voice of its members.
 - (ii) Ensure the fair allocation of resources between outlets, including grants and room bookings.
 - (iii) Convene and co-ordinate regular meetings between the Union's student media Managing Editors.
 - (iv) Actively work to develop the Union's student media.
 - (v) Fulfil additional duties as outlined in the Bye-Laws

APPENDIX I

Group Committees Terms of Reference

1. Constitution

The Groups Committees are a sub-committee of the Student Council.

2. Membership

The Chair of the Committee shall be an Appropriate Officer, alternating between the appropriate Officer (Mile End) and the appropriate Officer (BL).

The members of the Committee shall include the:

(i) Appropriate Officer (Mile End).

(ii) Appropriate Officer (BL).

And elected representatives from:

(iii) 3 Queen Mary Student Societies & 3 Barts and The London Student Societies for the Societies Board.

(iv) 4 Queen Mary Student Sports Clubs & 4 Barts and The London Sports Clubs for the Club Sport Committee.

A quorum for the Societies Board shall be at least one of the elected members from Queen Mary Groups and one of the elected members from Barts and The London Groups and at least one of the Appropriate Officers.

A quorum for the Club Sport Committee shall be at least two of the elected members from Queen Mary Groups and two of the elected members from Barts and The London Groups and both Appropriate Officers.

3. Attendance at Meetings

In normal circumstances only the elected Committee members and the Clerk shall attend the meeting. Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

4. Frequency of Meetings

Meetings will normally be held as per the minimum set by each Appropriate Board throughout the academic year, with at least two meetings in semester A and two meetings in semester B.

5. Authority

The Committee is authorised by the Student Council to take decisions on issues in line with the terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Council or other Committees of the Student Council as set out in the respective terms of reference.

No additional person invited, including the clerk, has the power to vote at meetings.

The Committee shall conduct its business in accordance with the Articles of Association, the bye- laws and policies of the Students' Union.

6. Duties

The duties of the meeting shall be:

- (i) To review and affiliate new Groups.
- (ii) To review applications for grants and reward money within a defined budget.
- (iii) To ensure appropriate methods are in place to provide award and recognition to students involved in Groups.
- (iv) To review Groups that have been disaffiliated or had their support suspended in accordance with the above bye-laws.
- (v) To develop the strategy of the Students' Union for Groups.
- (vi) To report/resolve any common issues or concerns raised by student groups.

7. Reporting Procedures

Minutes should be made recording the meeting. These will be circulated to all members and must be submitted to the next Student Council 1 week before by the relevant staff member.

8. Clerking Arrangements

The Clerk to the meeting shall be the appropriate staff member.

APPENDIX II

Code of Conduct for QMSU Players

1. **Respect for One's Self**

A Queen Mary/BL player should:

- (i) Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- (ii) Give maximum effort and strive for the best possible performance during a game, even if his/her team is in a position where the desired result has already been achieved.
- (iii) Set a positive example for others, particularly young players and supporters.
- (iv) Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- (v) Not use inappropriate language.
- (vi) Know and abide by the Laws, rules and spirit of the game/Sport, and the competition rules.
- (vii) Promptly notify the coach /lead on any existing condition, illness or injury which may hinder the players participation.

2. **Respect for one's own team/club**

A Queen Mary/BL player should:

- (i) Make every effort consistent with Fair Play and the Laws of the Game/Sport to help his/her own team win.
- (ii) Resist any influence which might, or might be seen to, bring into question his/her commitment to the team/sport winning.
- (iii) Never put the safety and wellbeing of any teammate at risk.
- (iv) Arrive promptly for all training sessions and matches.

3. **Respect for the Laws of the Game/sport and competition rules**

A Queen Mary/BL player should:

- (i) Accept success and failure, victory and defeat, equally.
- (ii) Resist any temptation to take banned substances or use banned techniques.
- (iii) Avoid all forms of gamesmanship, and time-wasting.

4. **Respect for QMSU / QMUL / BLSA**

A Queen Mary/BL player should:

- (i) Uphold the name of Club Sport to a high standard and promote them with good conduct.

5. Respect for Opponents

A Queen Mary/BL player should:

- (i) Treat opponents with due respect at all times, irrespective of the result of the game/sport.
- (ii) Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

6. Respect for the Match Officials

A Queen Mary/BL player should:

- (i) Accept the decision of the Match Official without protest.
- (ii) Avoid words or actions which may mislead a Match Official.
- (iii) Show due respect towards Match Officials.

7. Respect for the Team Officials

A Queen Mary/BL player should:

- (i) Abide by the instructions of their Coach and Team Officials provided they do not contradict the spirit of this Code.
- (ii) Show due respect towards the Team Officials of the opposition.

8. Respect for the Supporters

A Queen Mary/BL player should:

- (i) Show due respect to the interests of supporters.

9. Facilities and Staff

A Queen Mary/BL player should:

- (i) Show due respect for facilities, fixtures, fittings and equipment whether owned by Qmotion/BLSA, the coach or club members, hired or at away venues.
- (ii) Show due respect to staff, students and members of the public at venues, whether there are Students' Union staff, college staff, external facilities or away venues.