University of Cambridge – Transport Policy

This policy is designed to ensure that all Sports Clubs at the University of Cambridge have clearly defined standards of behaviour that are fully embraced and understood by all members when using transport arranged by the Sports Service, whether this is coach hire or self-drive.

The Sports Service will investigate any alleged breach of the standards and may take disciplinary action against an individual or group in any case found to be proven. The policy sets out the expected levels of behaviour from club members.

This policy will apply in addition to the standard disciplinary policies determined by the University of Cambridge and constituent colleges:

https://www.admin.cam.ac.uk/univ/so/2017/chapter02-section17.html

Who does the policy apply to?

This policy applies to all University of Cambridge Sports Club members and representatives, inclusive of committee members, captains, coaches and volunteers.

When does the policy apply?

The policy applies at any time when clubs or individuals are representing the University of Cambridge, including travelling to and from fixtures and events. The Sports Service arranges safe, reliable transport for Sports Clubs, either self-drive through Enterprise Rent-A-Car, or more regularly through minibus and coach hire from our preferred suppliers.

What level of behaviour is expected?

All sports club members are expected to adhere to the following levels of behaviour:

- Respect the rights, dignity and values of others
- Create a welcoming and friendly environment for new and potential new members regardless of experience, background, ethnicity, gender etc.
- Take responsibility for individual and collective actions;
- Avoid influencing others into inappropriate actions;
- Show awareness and understanding of how their actions may be perceived by others;
- Maintain appropriate standards of personal behaviour at all times; and
- Alcohol is not permitted to be taken on to or consumed on board provided transport, whether hire car, minibus or coach. Drivers will refuse to carry any individual not complying.

Financial Arrangements

Club Committees should be aware of the financial responsibilities attached to the administration of Sports Clubs. With regard to transport, the Sports Service will pay for all transport, and recharge the clubs or deduct from grant allocations at the end of each term

What is the Regulatory Procedure?

Sports Service staff will investigate all allegations of misconduct according to the Disciplinary Regulations. Investigations may be referred to other members of University staff dependent upon the seriousness of the alleged misconduct.

What happens if the code is breached?

Subject to University investigation, disciplinary action may include:

- In instances where cleaning is required, club subject to a minimum standing fee of £150, plus relevant additional costs
- Individual, team or club not allowed to access transport provision
- Individual, team or club to be suspended or removed from BUCS or other competition
- Individual prohibited from applying to join University clubs
- Suspension or removal of an individual from role on club committee
- Referral to University disciplinary proceedings

This list is not exhaustive and will be subject to regular review.

How do I make a complaint?

Please follow the Student Complaints Policy and Procedure:

https://www.studentcomplaints.admin.cam.ac.uk/

To provide feedback or obtain further details, contact the Sports Club Coordinator on 01223 760885 or via bucs@sport.cam.ac.uk.