



Devon Ultimate

Code of Conduct

1.0

Introduction

- 1.1 Affiliates of **Devon Ultimate**, collectively referred to in this code as **Members**, are expected to act lawfully, honestly, ethically, and in the best interests while performing duties on behalf of Devon Ultimate. This code provides guidelines for the conduct required of **Members**. Persons who are unsure whether their conduct or the conduct of other **Members** complies with this code should contact the **President** or the **Safeguarding Officer**. This code applies to all **Members**, including members of the **Committee** and others working on Devon Ultimate's behalf. This code is subject to change and may be amended, supplemented or superseded by one or more separate policies.

2.0

Name and Objectives

- 2.1 The Club is called Devon Ultimate and hereafter will be referred to as the **Club**. This is a federal name which incorporates all subsidiary teams: Open, Mixed, Women's and Junior Team.
- 2.2 Correspondence should be sent to:
- 2.2.1 president@devonultimate.co.uk.
 - 2.2.2 wp@devonultimate.co.uk.
- 2.3 the **Club** objectives are:
- 2.3.1 To support, develop, improve and promote Ultimate in the South West region of the United Kingdom.
 - 2.3.2 To compete at the highest level in the Open, Mixed, Women and Junior divisions.
 - 2.3.3 To apply all income and funding solely to these objectives.

3.0

Compliance

- 3.1 The National Governing Body for Ultimate is [United Kingdom Ultimate](#) (UKU), to which the **Club** and its **Members** shall hold and maintain membership, roster and make every effort to comply with all the safety procedures which UKU prescribes or recommends as good practice.

4.0

Membership

- 4.1 The **Members** of the **Club** shall be those who are eligible and apply for membership to the **Club**, who are admitted to and maintained in membership by the **Committee**, and who have paid the relevant **Club** subscription fee.
- 4.2 All residents of the United Kingdom are eligible for membership and international visitors are eligible for guest membership. The **Club** admits and does not discriminate on the basis of race, religion, age, sex, disability, sexual orientation, or nationality in any way.

- 4.3 All members joining the **Club** shall be deemed to accept the terms of this Code, our Child Protection Policy, Terms of Service and any supplemented policies adopted by the **Club**. In particular, without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with the **Club's** ethical framework and the by-laws as to discipline set out therein. Members will behave in a fitting manner, as others perceive them as the **Club** ambassadors when engaged in **Club** activities.
- 4.4 The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Squad Coach.
- 4.5 All members of the **Club** shall be entitled to the following:
 - 4.5.1 To take part in all activities of the **Club** according to their ability.
 - 4.5.2 To stand for election to office in the **Committee**.
 - 4.5.3 To attend all General Meetings of the **Club** & direct the work of the **Club**.
 - 4.5.4 To be fully informed about the nature & possible risks of all activities.
 - 4.5.5 To represent the **Club** in UKU competitions providing adherence to UKU eligibility rulings.
 - 4.5.6 To represent the **Club** in other approved competitions.

5.0

Committee

- 5.1 The affairs of the **Club** shall be administered by a **Committee** which will determine the subscriptions payable by the members of the **Club**, and have ultimate responsibility for the activities of the **Club**. The **Committee** shall have control of the funds and property of the **Club**, and of its administration.
- 5.2 The quorum for a **Committee** Meeting shall be two members present in person. When any financial business of the **Club** is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent their views to the Meeting.
- 5.3 The **Committee** shall be made up of the Squad Coach, Club President, Vice-President, Treasurer, Secretary, (together the "Office Holders"; and their offices referred to as the **Office**), Director of Communications, Widening Participation Officer and Social Secretary, plus ordinary members as deemed necessary.
- 5.4 The **Office** shall:
 - 5.4.1 Have overall responsibility for the running of the **Club** and the **Committee**.
- 5.5 The President and Vice-President shall have the right to preside at all meetings of the members of the **Club** and at all meetings of the **Committee**. Should the President or Vice-President be absent, or decline to take the chair, the **Committee** shall elect another member of the **Committee** to chair the meeting.
- 5.6 The *President* shall:
 - 5.6.1 Be the principle representative and spokesperson for the **Club**.
 - 5.6.2 Be responsible for all administrative duties within the **Club** and for all official correspondence.
 - 5.6.3 Be the contact for the UKU.
 - 5.6.4 Be responsible for representing the **Club** interest in future domestic developments.
 - 5.6.5 Be responsible for overseeing player recruitment.
 - 5.6.6 Be responsible for the development of youth or inexperienced players.
- 5.7 The *Squad Coach* shall:
 - 5.7.1 Organise training times, venues and coaching for all teams.
 - 5.7.2 Organise pre-season training and Tours.
 - 5.7.3 Be responsible for team selection.
- 5.8 The *Vice-President* shall:
 - 5.8.1 Provide on and off the pitch assistance to the President and Squad Coach in their duties.
- 5.9 The *Secretary* shall:
 - 5.9.1 Maintain the **Club** Code of Conduct, Child Protection Policy, Privacy Policy, Terms of Service and Risk Assessments.
 - 5.9.2 Draw up minutes from meetings.
- 5.10 The *Treasurer* shall:

- 5.10.1 Advise the **Committee** on financial decisions.
- 5.10.2 Keep proper records of the **Club's** financial transactions in accordance with current accepted accounting rules and practices.
- 5.10.3 Develop and implement control procedures to minimise the risk of financial exposure.
- 5.10.4 Ensure that bills are paid and cash is banked.
- 5.10.5 Prepare an annual report for the **Club** and regularly inform the **Committee** of financial progress.
- 5.10.6 Make all records, procedures and accounts available on request to the **Office**.
- 5.10.7 Maintain a register of the members of the **Club**.
- 5.11 The *Director of Communications* will:
 - 5.11.1 Give notice of meetings to the **Members** and the **Committee**.
 - 5.11.2 Be responsible for fundraising and grant applications.
 - 5.11.3 Be responsible for the promotion of the **Club** within media.
- 5.12 The *Widening Participation Officer* shall:
 - 5.12.1 Be responsible for fundraising and grant applications.
 - 5.12.2 Be responsible for overseeing player recruitment.
 - 5.12.3 Be responsible for the development of youth or inexperienced players.
 - 5.12.4 Be responsible for supporting, developing, improving and promotion Ultimate in the South West region.
- 5.13 The *Social Secretary* shall:
 - 5.13.1 Be responsible for the organisation of team-building social events, including the **Club** Annual Awards Dinner.
 - 5.13.2 Be responsible for organising accommodation at all UKU events where required.
- 5.14 The members of the **Committee** shall be elected by the **Members** of the **Club** annually, and shall be eligible for re-election. The **Members** of the **Club** shall not appoint several individuals to jointly hold any position of the **Office**, nor allow any individual to hold more than one position at a time.
- 5.15 Each **Office** Holder must, on relinquishing their appointment, promptly hand to their successor in **Office** (or to another member of the **Club** nominated by the **Committee**) all official documents and records belonging to the **Club**, together with (on request from the **Committee**) any other property of the **Club** which may be in their possession; and must complete any requirements to transfer authority relating to control of the **Club's** bank accounts and other financial affairs.
- 5.16 Without derogating from its primary responsibility, the **Committee** may delegate its functions to subcommittees; which are made up exclusively of **Club Members**.

6.0

Meetings

- 6.1 There shall be an Annual General Meeting for all members of the **Club** before the start of pre-season training, convened by the Secretary on not less than fourteen days notice.
- 6.2 The Annual General Meeting will:
 - 6.2.1 Receive the annual reports of the **Committee** for the previous year and the annual accounts of the **Club** for the previous year, the report of the accounts having been approved by the **Committee**.
 - 6.2.2 Elect Members of the **Committee**; nominations for the **Office** shall be contained in the notice of the Meeting; any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting; nominations for other **Committee** Members may be taken from the floor of the meeting.
 - 6.2.3 Consider changes to the Code of Conduct.
 - 6.2.4 Review and consider any by-laws or policies.
 - 6.2.5 Consider any motions of which due notice has been given, and any other relevant business.
- 6.3 An Extraordinary General Meeting may be called in any Full Term; by the Squad Coach, the President, the Secretary or the Treasurer on not less than seven days' notice; or on written request by seven or more

Members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.

- 6.4 Decisions put to a vote shall be resolved by simple majority at General Meetings. The President shall hold a deliberative as well as a casting vote at General and Committee Meetings.

7.0

Changes to the Code Of Conduct

- 7.1 Changes can be made if a two-thirds majority is obtained at an Annual or Ordinary General Meeting of the **Club**.

8.0

Dissolution

- 8.1 The **Club** is founded for an unlimited period. Its dissolution may only be affected by a resolution adopted at a Special General Meeting convened specifically and only for the purpose and attended by at least two-thirds of the members entitled to vote. The decision shall be valid only if it is approved by three-quarters of the votes cast at the meetings. One month's notice to the **Club** Secretary is required for the calling of such a meeting.
- 8.2 Immediately upon a decision to dissolve the **Club**, outstanding matters shall be resolved, assets realised and divided in proportion to the annual receipted **Members**, having settled all the outstanding liabilities of the **Club**

9.0

Sent by Christopher Alves-Greenland on behalf of Devon Ultimate