



OXFORD UNITED FAN ADVISORY BOARD CODE OF CONDUCT

Introduction

This code sets out the duties and responsibilities, standards of personal behaviour and conduct expected of members of the Oxford United Fan Advisory Board ("the FAB") as defined in the Oxford United Fan Advisory Board Terms of Reference.

Breach of this code may incur disciplinary action up to and including removal from their position under the provisions detailed in the disciplinary process.

Overview

The position of a FAB member carries with it a responsibility not only to fellow FAB members but also to fans & supporter groups that individual members represent and to the wider fanbase.

FAB members bear a general duty of care that their actions and decisions should be in the best interests of supporters.

Duties and Responsibilities

All FAB members will be expected to:

1. Attend all FAB meetings, subject to exceptional circumstances and, in such absence, ensure apologies and any points to raise are passed on to the Chair.
2. Possess strong communication skills with a willingness to speak and share the views of the fan base and / or the members they represent at meetings.
3. Be available to meet and engage with fellow FAB members outside of club meetings as and when reasonable.
4. Be willing to have a public profile published on any relevant media/website.
5. Act as a representative and as the main point of contact for supporters to raise issues or concerns directly with fellow FAB members and the club, and as such agree to providing a public facing email address
6. Be elected by the fan base or be on the committee / board of the group they represent throughout their term of office.
7. Submit items/questions on behalf of the fan base and / or the members they represent to help inform the agenda at meetings
8. Raise urgent fan issues, feedback or complaints.
9. Provide feedback to the fan base and / or the members they represent following meetings, excluding all confidential discussions.
10. Present an agreed and consistent position and observe collective responsibility, particularly in the public arena and on social media.
11. Always preserve the integrity of the Memorandum of Understanding and Equality and Diversity statement.



Standards of Behaviour

In all duties carried out within and on behalf of the FAB, members are expected to show appropriate standards of behaviour. This is necessary in order that the FAB can function properly, that it can play its appropriate part in supporter representation, and that the FAB's good name and reputation is maintained.

FAB members will observe the following general standards:

12. In their dealings with each other, on public platforms and with the Club, ensure they treat people politely, fairly, and with respect in all forms of verbal and written communication (including social media).
13. In all dealings with each other, on public platforms and with the Club, refrain from discriminatory language and behaviour; upholding at all times the protected equality characteristics of others as set out in current Equalities legislation. As a minimum these include age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage & civil partnership and pregnancy & maternity.
14. When communicating or otherwise commenting on OUFC FAB policies and interests, in either an official or unofficial capacity, act in accordance with collective responsibility.
15. On public occasions and on all FAB business, behave in a way which is appropriate for a representative of such a group. This includes not bringing the FAB into disrepute in any context.

Meetings

At all meetings, FAB members will observe the following:

16. Accept the authority of the Chair of any meeting, expressing all questions and points of view through the Chair.
17. Listen to the views of colleagues seeking advice or clarification where needed. Convey the opinions of the fans they represent and come to a decision on individual matters in good faith in what they believe to be in the best interests of the fans they represent.
18. Refrain from behaviour that could be discriminatory, offensive, aggressive or intimidating.
19. Keep to the agenda, raising other issues under "any other business" according to agreed procedures, and not engage in discussions during the meeting which are not relevant to the issues of the meeting.

Confidentiality

A major objective of the OUFC FAB is to improve the flow of information between the Club and its supporters. This must, however, occur on the basis of mutual trust. For the FAB to be effective members must respect each other, their views, any collective decisions made and recognise items identified as confidential.

20. Any matter offered by any member of the FAB on a confidential basis will be governed by the Confidentiality Policy.



Conflicts of Interest

21. FAB members must disclose to the Chair any material interest which they, their spouse or partner, close family member, or close friend or business associate hold in any agenda item listed for discussion.
22. Any such interest will be recorded in the meeting minutes.
23. It is the responsibility of each FAB member to be proactive in notifying the Chair of any potential conflicts.
24. Unless the FAB collectively decides otherwise, the Chair's decision as to whether there is a conflict is final.
25. Unless a prior decision is taken to the contrary, no FAB member may take part in any discussion on a matter in which they have an interest or take part in any decision on any associated resolution and should leave the meeting while the matter is considered.

Breaches of Code and Disciplinary Procedure

26. Any member of the FAB who ceases to comply with the criteria set out in this Code of Conduct; or resigns is to vacate the office of FAB member.
27. Any member of the FAB who fails without good cause to attend 3 consecutive FAB meetings is to vacate the office of FAB member if required to do so by a majority of the other FAB members.
28. Where a FAB Member is deemed by a majority of the Board to be in breach of any element of this Code or any other adopted policy, the process laid out in the Disciplinary Policy below should be followed.
29. If a Disciplinary Committee is formed, the FAB member(s) concerned will be suspended until the Disciplinary Committee meets and shall not be entitled to vote nor attend FAB meetings for the period of suspension.

Raising a Potential Policy Breach

30. A potential policy breach may come to light through several sources including, but not limited to:
 - An issue arises during a meeting that cannot be resolved by immediate intervention of the Meeting Chair to the satisfaction of all parties.
 - A complaint from a FAB member
 - An anonymous whistle-blower
 - A complaint from Club representative
 - A supporter

Procedure

31. In the first instance there is a commitment to undertake informal consideration of evidence, and discussion with anyone directly affected, by the FAB Chair (unless they are the subject of the action, in which case the Vice Chair shall be appointed).
32. At this stage the matter can be resolved by:
 - Determining that there is no case to answer, or
 - Amicable resolution to the satisfaction of all parties



33. If there is no successful resolution the FAB shall form a Disciplinary Committee ("the Disciplinary Committee") to determine the facts relating to the matter and take such measures as the Committee sees fit.
34. The Disciplinary Committee will be led by the Chair or Vice Chair of the FAB unless one or both is the subject of the disciplinary action, in which case another member of the FAB will be selected by majority vote as Chair of the Disciplinary Committee.
35. Two additional members of the FAB (who are not the subject of disciplinary action) shall sit on the Disciplinary Committee.
36. The Chair of the Disciplinary Committee shall have the casting vote if necessary.
37. All members of the Disciplinary Committee shall treat its proceedings as confidential unless the subjects of the hearing waive that right directly or violate the confidentiality through making public comments about its proceedings.
38. The Disciplinary Committee shall meet as soon as is practicable after it is constituted and shall invite the member(s) concerned to attend or submit their version of events and/or mitigating circumstances.
39. The Disciplinary Committee shall act honestly and equitably in assessing the facts of the disciplinary case before it.
40. If the member(s) concerned fails to either attend or submit their version of events and/or mitigating circumstances as envisaged above, the Disciplinary Committee can proceed and make such inferences as it sees fit from such non-attendance or non-submission.
41. If the case is upheld the Disciplinary Committee will determine an appropriate sanction to be applied as detailed below.
42. The Disciplinary Committee shall formally notify, in writing, all parties and the FAB of their conclusions alongside any sanctions to be imposed.
43. There is no appeal or challenge process following the decision of the Disciplinary Committee.

Conduct of Investigations

At all times during the investigation the following rules and protocols will apply:

44. All relevant documents and materials should be made available in advance to all parties.
45. Cases may be conducted through written exchange of communication, but the respondent has the right to request face-to-face proceedings (including through remote audio or visual channels)
46. Either party may present evidence of witnesses to material facts of the case.
47. Confidentiality should be maintained until the final resolution. At the conclusion of the proceedings, the Committee will attempt to agree on a joint statement if appropriate.
48. No person with a direct connection to the accused or who is connected to the material facts of the case can be part of the Disciplinary Committee.
49. Any person who is involved with the initial informal consideration may not be involved in the Disciplinary Committee.
50. The accused may request a person to attend proceedings alongside them as an observer.



Potential Sanctions

51. Where a case is proven, sanctions should be applied that reflect the seriousness of the breach and any previously proven breaches of the relevant code by the accused person. Sanctions may include, but are not limited to, one or more of the following:

- No action necessary
- Mutually agreed resolution such as an acknowledgement or apology
- Written warning/reprimand
- Agreed corrective action by the accused member(s)
- Suspension from FAB for a defined period
- Expulsion from the FAB

52. No member expelled from the FAB because of disciplinary action shall be re-admitted except by a majority ruling of the FAB.