

Incident & Behaviour Management Procedure for BSME Events

Involving Players, Coaches, Teaching Staff, Spectators and Supporters

1.0 Purpose

- This framework provides host schools with a clear process to follow when managing incidents or inappropriate behaviour involving players, coaches/teaching staff, and/or spectators during BSME events. The aim is to ensure incidents are handled fairly, consistently, and safely, while protecting the integrity and positive ethos of a BSME Event.

1.1 Minor incident

- A **minor incident** is one that can be dealt with immediately by staff at the event, does not require external intervention, and does not present ongoing risk or escalation concerns.

1.2 Serious incident

- A **serious incident** is typically any situation that poses a risk to participant safety, wellbeing, or the integrity of the event. This includes, but is not limited to:
 - **Safeguarding concerns** – any allegation, suspicion, or disclosure involving harm, abuse, neglect, or exploitation of a student or vulnerable individual
 - **Inappropriate behaviour** – including bullying, harassment, discrimination, aggressive conduct, or any breach of expected conduct codes by students, staff, or spectators
 - **Medical emergencies** – serious injury or illness requiring hospital treatment or emergency services
 - **Damage to facilities or property** – intentional damage, vandalism, or reckless behaviour resulting in significant loss or disruption
 - **Disciplinary breaches** – incidents such as fighting, substance misuse, or repeated rule violations impacting safety or event integrity
 - **Security concerns** – missing persons, unauthorised access, or any situation requiring escalation to venue/security personnel
 - **Any situation requiring escalation to senior leadership or emergency services** due to risk, severity, or potential reputational impact

1.3 Proactive Measures (pre-event)

- Pre-event briefing expectations / Coaches briefing
 - Welcome & Venue housekeeping
 - Key rules & regulations discussed for the tournament
 - Emergency procedures highlighted
 - Reinforcing codes of conduct & expectations
 - Opportunity to ask questions and seek clarification

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2.0 Immediate Response

If an incident occurs:

1. Stop Play or Activity
 - The referee or event official should stop the game where necessary
2. Ensure Safety
 - Separate individuals involved
 - Ensure the safety of players, staff, and spectators
 - Request medical support if required
3. Remove Individuals if Necessary
 - Individuals involved may be asked to leave the playing area or spectator area while the incident is reviewed
4. Notify Event Leadership
 - The Host School Event Lead must be informed immediately who will manage the situation accordingly.
 - The Host School SLT from the school(s) involved should also be notified
 - The BSME Representative on-site / BSME On Call Event Lead, who will escalate to BSME leadership if required
5. Final Decision
 - On-site decision making should be the responsibility of the Host School Event Lead **in consultation** with the BSME Representative (On-site or via Phone call)

3.0 Incident Review

Once the situation has been stabilised:

1. Gather Information
 - Referee or official report
 - Statements from event staff or witnesses
 - Input from The Host Schools SLT if required
2. Initial Assessment
 - The host school event lead will review the incident in consultation with:
 - Referee or officials
 - Event organising team
 - HoPE representative
 - BSME representative / On call BSME representative
 - BSME Leadership if escalation is required
3. Determine Appropriate Sanction
 - Behaviour should be reviewed according to the policy below
4. Completion of [BSME Student Event Incident Report Form](#)

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4.0 Behaviour Sanctions Policy

4.1 Players

4.1.1 Red Card Offence

- Examples:
 - 2 x yellow card
 - Dangerous challenge or tackle
 - Serious foul play
- Sanction:
 - 1 match suspension

4.1.2 Inappropriate Behaviour - One or Two Individuals from One School

- Examples:
 - Aggressive confrontation (physical assault, verbal abuse)
 - Unsporting conduct (bringing the game into disrepute)
- Behaviour that breaches the published code of conduct
- Sanction:
 - Individuals involved will be disqualified from participating in that particular sport for the remainder of the day/event

4.1.3 Inappropriate Behaviour - More than Two Members from One School

- Examples:
 - Group misconduct
 - Escalated confrontation involving multiple players
 - Conduct significantly disrupting the event
- Sanction:
 - The team will be disqualified from that sport for the remainder of the day/event
 - The school will receive last position points for that sport/day

4.2 Coaches / Teaching Staff / Accompanying Adults

4.2.1 Inappropriate Behaviour

- Examples:
 - Aggressive disagreement with officials
 - Unsporting conduct
 - Disrespectful behaviour towards players, staff, or other teams
- Sanction:
 - Formal warning issued by the host school event lead

4.2.2 Continued or Escalated Misconduct

- Examples:
 - Repeated inappropriate behaviour after warning
 - Verbal aggression toward officials or participants
 - Disruptive behaviour affecting the event

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- Sanction:
 - Individual will be removed from the competition area for the remainder of the match or day with support from Host School SLT or Relevant Authorities

4.2.3 Serious Misconduct

- Examples:
 - Intimidation or threatening behaviour
 - Serious breach of professional conduct
 - Behaviour impacting the safety or welfare of participants
- Sanction:
 - Individual will be required to leave the venue or event with support from Host School SLT or Relevant Authorities
 - Incident reported to BSME leadership and the individual's school leadership

4.3 Spectators and Supporters

4.3.1 Inappropriate Behaviour

- Examples:
 - Excessive or inappropriate shouting at players or officials
 - Unsporting or disrespectful comments
 - Behaviour negatively impacting the event environment
- Sanction:
 - Warning issued by event staff or host school representative

4.3.2 Continued or Escalated Misconduct

- Examples:
 - Repeated inappropriate behaviour after warning
 - Persistent disruption to matches or participants
- Sanction:
 - Individual will be asked to leave the spectator area or venue for the remainder of the match or day with support from Host School SLT or Relevant Authorities

4.3.3 Serious Misconduct

- Examples:
 - Threatening behaviour
 - Aggressive confrontation
 - Behaviour affecting safety of participants
- Sanction:
 - Immediate removal from the venue for the duration of the event with support from Host School SLT or Relevant Authorities
 - Incident reported to the relevant school leadership

5.0 Communication of Decision

- Following the review:
- Inform the School(s) Involved
 - Decisions communicated to the relevant Heads of Delegation
- Clarify Sanctions
 - Clearly outline the nature of the incident and the sanction applied
- Record the Incident
 - A written incident report should be completed by the host school and shared with BSME following the event

6.0 Escalation

- Where behaviour is considered serious, repeated, or safeguarding-related and has been escalated to BSME leadership.
- Possible additional actions include:
 - Removal from the remainder of the tournament
 - Formal review following the event
 - Consideration of participation in future BSME events

7.0 Appeals

- All on-site decisions are final for the duration of the event. Schools may submit a formal review request to BSME leadership within 48hours of the sanction.

8.0 Key Principles

- All incidents should be managed according to the following principles:
 - Student safety and wellbeing is the priority
 - Respect for officials, staff, and participants must be maintained
 - Decisions should be fair and consistent
 - Host schools must protect the integrity and positive ethos of the Games