

## OXFORD UNIVERSITY ATHLETIC CLUB CODE OF CONDUCT 2019/20

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### **1. Introduction**

1.1. "Being totally committed to the safety of its members, the 2015/2016 University of Oxford Athletic Club will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines."

1.2. The University of Oxford Athletic Club is affiliated to the recognised National Governing Body (both British Athletics (UKA) and England Athletics govern the sport, our club affiliation is with England Athletics however) for our sport:-

<i>UK Athletics Limited/England Athletics</i>	<i>B90 8AJ</i>
<i>Athletics House,</i>	<i>Tel 0121 713 8400</i>
<i>Alexander Stadium,</i>	<i>Fax 0121 713 8452</i>
<i>Walsall Road,</i>	<i>Email <a href="http://www.ukathletics.net/contact-us/">http://www.ukathletics.net/contact-us/</a></i>
<i>Perry Barr,</i>	<i>Web <a href="http://www.ukathletics.net/">http://www.ukathletics.net/</a></i>
<i>Birmingham,</i>	
<i>B42 2BE</i>	

1.3. It is the responsibility of the Membership Secretary to ensure that affiliation/membership is paid on the due date and any information on new or current "Best Practice" requested. A copy of the affiliation form should be provided to the ASO as soon as the affiliation/membership is renewed and where possible.

1.4. The club will appoint a new committee on Sunday 4<sup>th</sup> Week of Trinity Term. The committee will serve for one complete academic year.

1.5. At least two members of the new committee will attend the Safety Briefing/Compliance meeting organised by Sportsfed, usually in Michaelmas.

1.6. The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Area Safety Officer (Sport) at an agreed time after the appointment of the new committee. The club's appointed "Senior Member" is Dr. Chris Martin, fellow of Mansfield College.

1.7.It is the responsibility of the individual, to bring to the attention of the Committee, any known medical condition or previous injuries that may affect their or other Club member’s safe participation within the sport. If the issue is of a sensitive nature, then this MUST be raised via the A.S.O.

1.8.The Club Code of Conduct, Risk Assessment and Constitution shall be available for members on the club website under a clear ‘Safety Documents’ link.

## 2.Club Activities

FOR THE ACADEMIC YEAR 2013/2014 OUR PROPOSED ACTIVITIES WILL BE:

Activity	Day/ Date	Venue/ Location
Training – track sessions	Tuesdays and Thursdays at 5:45pm	Iffley Road
Training – circuit session	Mondays at 6pm	Iffley Road
Training – technical sprints	Some Wednesdays at 1pm	Iffley Road
Training – Hills	Saturday at 11am	South Parks
Training – Weights	Throughout the week in groups of 3 (generally Friday)	Iffley Road/Linacre Gym/The Athlete Centre (Botley)
Training – Technical	Sunday mornings	Iffley Road
Michaelmas Cuppers	24 <sup>th</sup> October	Iffley Road
Freshers’ Varsity Match	8 <sup>th</sup> November	Wilberforce Road, Cambridge
FEAR	5 <sup>th</sup> March	Lee Valley Athletics Centre
BUCS Indoors	19 <sup>th</sup> -21 <sup>st</sup> February	EIS Sheffield
Trinity Cuppers	7 <sup>th</sup> May	Iffley Road
BUCS Outdoor	29 <sup>th</sup> Apr – 1 <sup>st</sup> May	TBC
County Championships	TBC	Horspath Athletics track
The 150 <sup>th</sup> Varsity Match	14 <sup>th</sup> May	Iffley Road
Warm Weather Training	Easter Vacation	Portugal (Monte Gordo) (TBC)

## 3.Specialist Officers

3.1.The Club Committee will consist of at least three of the following officers who shall be fully matriculated members of the University:

Position	Name	Email
President	Charlotte Dannatt	Charlotte.dannatt@sjc.ox.ac.uk
Secretary	Cameron Bain	Cameron.bain@magd.ox.ac.uk
Treasurer	Bonnor Sullivan	Bonnor.sullivan@seh.ox.ac.uk

## 4.Event Organiser, Activity Leaders and Coaches and/or Instructors

4.1.The University of Oxford Athletic Club will follow the guidelines for Event Organisers and Activity leaders, as detailed in the ‘guidelines for the Code of Conduct’ as displayed in section 6 of the safety webpages at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).  
(to be edited when the webpage is up)

The name of the Club appointed Event Organisers for 2019/20 are:

Position	Name	Email
<b>Fixtures Secretary</b>	Isaac Kitchen Smith	isaac.kitchen-smith@linacre.ox.ac.uk

4.2.The name of the Club appointed Activity Leaders for 2019/20 are:

Position	Name	Email
<b>President</b>	Charlotte Dannatt	Charlotte.dannatt@sjc.ox.ac.uk
<b>Men's Captain</b>	Alex Gruen	Alexander.gruen@balliol.ox.ac.uk
<b>Women's Captain</b>	Alice Harray	<a href="mailto:Alice.harray@worc.ox.ac.uk">Alice.harray@worc.ox.ac.uk</a>

4.3.The name of the Club appointed Coaches/Instructors for 2013/14 are:

Position	Name	Qualification/ Experience	Email
<b>Sprints coach</b>	Bridget Wheeler	Qualified – to be updated	bridgetwheeler@aol.com
<b>Sprints coach</b>	Emma Hooper	Qualified – to be updated	emmahooper@btinternet.com
<b>High Jump coach</b>	Ailsa Wallace	Coaching assistant	w_ailsa@hotmail.com
<b>Horizontal Jumps coach</b>	Dan Hooker	Qualified - To be updated	danh0610@aol.com
<b>Hurdles coach</b>	Kay Reynolds	Level 3 Performance coach	Kay.Reynolds@phe.gov.uk
<b>Throws</b>	Lesley Bryant	Qualified – to be updated	
<b>Long sprints coach/mid distance</b>	Kyle Bennett	Qualified - To be updated	kylebennett1985@hotmail.com

The club is reminded that the Coaches and Instructors are to provide the Sports Federation with a copy of their latest qualification, their First Aid Qualification (if held) and proof of Personal Indemnity Insurance. This information will be sent to the Sports Federation Office prior to the commencement of the new academic year (Michaelmas). It is the responsibility of the Coach and/or Instructor to renew and supply copies of the above forms.

4.4.Activity Participants:

Although Activity Leaders are responsible for informing participants about the exact nature of an activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by an Activity Leader or Event Organiser or Coach and/or Instructor.

## 5.University Sports Club Activities

5.1.The University of Oxford Athletic Club will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document.

## 6.Activity Registration

6.1. The University of Oxford Athletic Club will follow the guidelines of the Trip Registration Form guidelines for trips in the United Kingdom and abroad, as detailed in section 10 and 11 of the safety webpage. (to be edited when the webpage is up)

## **7. First Aid**

7.1. The University of Oxford Athletic Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage.

## **8. Accident and Emergency Procedures**

8.1. The University of Oxford Athletic Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage.

## **9. Training Courses**

9.1. In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Athletic Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport.

The Club will endeavor follow the guidelines for provision of this, as detailed in section 13 of the safety webpages.

## **10. Clubs Complaints Procedure**

10.1. The Club operates a procedure that allows Club members to raise complaints about issues, which might include the following:

- The safety of Club activities.
- Poor standards of instruction or leadership.
- The standard of equipment used for Club activities.
- Poor Club Administration.
- The lack of suitable activities for their level of participation.

10.2. Complaints concerning Club safety or operational matters should initially be addressed to the Club President. If this does not prove satisfactory a written complaint should be made to the Sports Administrator in the Sports Federation. If this reply is unsatisfactory then a written complaint should be made to the Director of Sport or the ASO.

## **11. Club Social Functions**

11.1. Social functions form an important part of a club's activities. As a result Clubs have a responsibility for any organized activity, including social events. Please be reminded that Clubs should under no circumstances place students under any pressure to take part or pass any form of initiation as part of their membership of the Club. All students should be able and encouraged to participate in student activities in an atmosphere free from discrimination or fear. All clubs are reminded that they operate within the overall framework of Oxford University and as Oxford University Club cases of disrepute at social functions will be treated seriously'.

## 12. Governing Body Recommendations

12.1. The University of Oxford Athletic Club will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

## 13. Declaration (All officers must sign)

As a Club Official I am aware of my moral and legal obligations to my fellow Club members.

I have read and understand, agree to abide by, and enforce the rules of the Club Constitution, Code of Practice (including Appendix 1), Risk Assessment and Office to which I hold.

Position	Name	Signature
President	Charlotte Dannatt	
Men's Captain	Alex Gruen	
Women's Captain	Alice Harray	
Hon. Secretary	Cameron Bain	
Junior Treasurer & Membership	Bonnor Sullivan	
Vice Captain – Men	Sam Brown	
Vice Captain – Women	Tayo Ward Brew	
Alumni	Matt Newton	
Men's Social Secretary	Brodie Denholm	
Women's Social Secretary	Alex Shipley	
Kit Rep	Julian Manieson	
Fixtures Rep	Isaac Kitchen Smith	
Webmaster	Miles Weatherseed	
Access	Shakira Mahadeva	
General	Fergus Imrie	

## 14. The Code of Conduct Guidelines.

14.1. The Code of Conduct Guidelines can be used as an appendix to the Code of Conduct and the information is available on the safety webpages at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk)