

OXFORD UNIVERSITY OCTOPUSH CLUB

CODE OF CONDUCT 2014-15

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Introduction

- 1.1. Being totally committed to the safety of its members, the Oxford University Octopush Club (OUOC) will operate so far as is reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines.
- 1.2. The National Governing Body (NGB) for our sport is the British Octopush Association (BOA):

The British Octopush Association
VSS
PO Box 28
Sanquhar
DG4 6WW

Website: <http://www.gbuwh.co.uk>

Chairperson: chair@gbuwh.co.uk

Membership Secretary: membership@gbuwh.co.uk

As of 25th July 2013, the BOA is affiliated with the British Sub Aqua Club (BSAC).

- 1.3. The club will appoint a new committee on 2nd week of Trinity Term. The committee will serve for one complete academic year.
- 1.4. At least two members of the new committee will arrange a Safety Briefing/Compliance meeting with the Sports Department and its nominated officers within two weeks of appointment.
- 1.5. The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Sports Department and its nominated officers at an agreed date after the appointment of the new committee.
- 1.6. Our Senior Member shall be Dr. Sebastian Leptihn.
- 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 Sports Department and its nominated officers.
- 1.8. The Club Code of Conduct, Risk Assessment and Constitution shall be available for members in plain sight on the club website.

Club Activities

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

ACTIVITY	DAY/DATE	VENUE/LOCATION	
	Sunday evenings 5-6pm		Temple Cowley Pools/iffley
Local Training Away Training / Friendly	Subject to change – see website Tuesdays		pools Caversham & Henley Octopush
Competition / Friendly	TBD – see Trip Registration Forms		Club TBD – see Trip Registration Forms

Note: because the Caversham trips are so close to the Oxfordshire border and can occur on a regular basis, Trip Registration Forms will not be submitted for these events.

3.0 Electable Officers

This section shall describe Club Committee Positions (synonyms: Committee Position/Committee Member/Officer/Official) that may be elected at club meetings. For additional details, see the Constitution. Current holders of positions are listed at the end of the document.

3.1. It is expected that the Committee will consist of at least three of the following Officers who shall be fully matriculated members of the University:

- (1) President
- (2) Secretary
- (3) Treasurer

The following specialist positions may be held by any member of the club, and may be held in addition to any other position:

- (4) Vice President
- (5) Safety Officer
- (6) Training Officer
- (7) Social Secretary
- (8) IT Officer
- (9) Equipment Officer
- (10) Advertising and PR Officer

3.2 All Officers shall maintain an informal document containing details of salient activities, important contacts and any other information to pass on to their successor. If no document exists for a given position, it is the duty of the current holder to generate the first version. If such a document already exists, it is the duty of the current holder to update it over the course of their Officership. The document shall be given to the successor immediately

following the Committee Changeover or whenever the holder of a position changes.

The 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 be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

3.3 The Secretary shall:

- (11) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
- (12) give notice of meetings of the members and the Committee;
- (13) draw up the agenda for, and minutes of, those meetings;
- (14) notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- (15) advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution;
- (16) notify the Proctors (through the Director of Sport) not later than the end of the second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture card);
- (17) take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer;
- (18) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body; and
- (19) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

3.4 The Treasurer shall:

- (1) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (2) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- (3) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (4) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (5) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;

seek advice as necessary on tax matters from the University's Finance Division;

- (6) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibility;
- (7) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- (8) forward to the Proctors (through the Director of Sport) by the end of the second week of each Full Term in the Club's first year of operation (1 August to 31 July) a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward a copy of the signed annual accounts to 31 July as soon as possible after the year end (and in any event no later than the 1 October following the year end); and
- (9) if the Club has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within a month after the year end and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

3.6 The Vice President shall:

- (1) take on the roles and responsibilities of the club President in his / her absence; and
- (2) assist other Committee members with their duties in order to reduce individual workloads.

3.7 The Safety Officer shall:

- (1) liaise with the Sports Department and its nominated officers over all matters concerning Club safety;
- (2) promote safe practice within the club at all times;
- (3) ensure accident or near miss forms are submitted to the Sports Department and its nominated officers within 24 hours of the incident, or as far as reasonable practical in the circumstances;
- (4) ensure that external Coaches or Instructors have been registered with, and approved by the Sports Federation before activities take place; and
- (5) ensure that students involved in Coaching/Instructing or who have been appointed as Activity Leaders, have been registered with, and approved by the Sports Department and its nominated officers before activities take place.

3.8 The Training Officer shall:

be responsible for the welfare of the Club's novice members;

- (1) facilitate the integration of a novice within the Club, and their access to relevant information and advice;
- (2) ensure that participating novices understand all aspects of a Club activity; paying particular attention to skill levels required, risks involved, and equipment requirements;
- (3) advise the novice on their suitability for certain trips; and
- (4) promote the benefits of further training for all Club members; and providing the Club with the relevant information.

3.9 The Social Secretary shall:

- (1) be responsible for organising social events over and above the activities outlined in section 2 of this document; and
- (2) encourage social interaction between club members.

3.10 The IT Officer shall:

- (1) assist the Secretary with uploading information to and updating the website;
- (2) liaise with OUCS about the use of allocated facilities;
- (3) comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS; and
- (4) ensure that everyone responsible for the Club's IT facilities is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

3.11 The Equipment Officer shall:

- (1) store and maintain all equipment in accordance with the manufacturers, Club Guidelines and Department's requirements;
- (2) ensure that all equipment issued for an activity is suitable for that purpose, as far as reasonably practical in the circumstances;
- (3) ensure that equipment is not loaned to members who are unskilled in its usage, unless they are supervised, as far as reasonably practical in the circumstances;
- (4) advise the borrower on the correct care of the loaned equipment;
- (5) arrange the repair or disposal of unsafe equipment; and
- (6) advise the committee on the purchase of Club equipment; and informing them of when this will be necessary.

3.12 The Advertising and PR Officer shall:

- (1) be responsible for the production and distribution of advertising material for the Club;
and
- (2) endeavour to promote and advertise the Club in order to expand the member base.

4.0 Event Organiser, Activity Leaders

- 4.1. The OUOC will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in Section 4 of the 'guidelines for the Code of Conduct' at <http://www.sport.ox.ac.uk/sports-federation/safety>
- 4.2. The name(s) of the Club appointed Activity Leaders for this year are: (see Officers, above)
- 4.3. 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.

5.0 University Sports Club Activities

- 5.1. The OUOC will undertake its activities as outlined in section 5 of the Code of Conduct guidelines to this document at <http://www.sport.ox.ac.uk/sports-federation/safety>
- 5.2. Photography

Photography at organised activities and events is prohibited without the explicit permission of an Activity Leader and must conform to the rules and guidelines set out by the venue in which the activity is taking place.

Photographs of activity participants may be not taken without the participant's prior knowledge and permission, and will operate on an opt-out basis.

6.0 Activity Registration

- 6.1. The OUOC does not intend to undertake trips away from the UK during the year. All other trips will be preceded by the submission of a Trip Registration Form to the Sports Federation

7.0 First Aid

- 7.1. The OUOC will follow the guidelines for First Aid provision, as detailed in Section 12 of the Safety webpage at <http://www.sport.ox.ac.uk/sports-federation/safety>

All sessions at the Venue will be covered by qualified lifeguards provided by the pool.

8.0 Welfare

- 8.1. Abuse is as defined in the British Octopush Association "Welfare of Vulnerable People"

document found at <http://www.gbuwh.co.uk/index.php?component=page&id=56>

The procedure for reporting abuse will be as outlined in the BOA “Welfare of Vulnerable People” document and the Complaints procedure outlined in section 10 of this document.

- 8.2. It is required that any activity participant under the age of 18 have a parent/guardian present throughout the duration of an activity.

9.0 Accident and Emergency Procedures

- 9.1. The OUOC will follow the Accident and Emergency Procedures, as detailed in section 8 of the Safety webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

10.0 Training Courses

- 10.1. In an effort to promote the highest standards of instruction, training and safety, the OUOC actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport as provided by our NGB.

The Club will endeavour follow the guidelines for provision of this, as detailed in Section 13 of the Safety webpage <http://www.sport.ox.ac.uk/sports-federation/safety>

11.0 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.

12.0 Clubs Complaints Procedure

- 12.1. The Club will operate a procedure as described under “Grievance and Disciplinary Procedures” in the BOA Club Handbook (http://www.gbuwh.co.uk/UserFiles/File/Reference%20Area/The%20BOA/BOA_ClubHand_bookv0.1.pdf) that allows Club members to raise complaints about issues, which might include the following:

- 1• The safety of Club activities.
- 2• Poor standards of instruction or leadership.
- 3• The standard of equipment used for Club activities.
- 4• Poor Club Administration.
- 5• The lack of suitable activities for their level of participation.

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

13.0 Governing Body Recommendations

The OUOC will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

14.0 The Code of Conduct Guidelines

The Code of Conduct Guidelines can be used as an appendix to the Code of Conduct and the information is available in section 5 of the safety webpage at:
<http://www.sport.ox.ac.uk/sports-federation/safety>