

OXFORD UNIVERSITY MODERN PENTATHLON CLUB

CODE OF CONDUCT 2006/2007

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1.0 Introduction

- 1.1. "Being totally committed to the safety of its members, the 2006/2007 University of Oxford Modern Pentathlon Club will operate so far as reasonably practicable, in accordance with the following document, it's risk assessment, the Proctors rules and current NGB guidelines."
- 1.2. The University of Oxford Modern Pentathlon Club is affiliated to the recognised National Governing Body for our sport:-

Modern Pentathlon Association of Great Britain
Norwood House
University of Bath
Bath
BA2 7AY

Telephone Number: (01225) 386808
Fax Number: (01225) 386995
E-mail: enquiries@mpagb.org.uk
Website: <http://www.mpagb.org.uk>

- 1.3. It is the responsibility of the Secretary to ensure that affiliation/membership is paid on the due date of the 1st January, 2007 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 second week of Trinity term. The Committee will serve for one complete academic year.
- 1.5. At least two members of the new committee will arrange a Safety Briefing/Compliance meeting with the Area Safety Officer (Sport) within two weeks of appointment. All clubs should have met with the ASO before the end of Michaelmas Term.
- 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.
- 1.7. The clubs appointed "Senior Member" is Dr Chris Bulstrode, Green College.
- 1.8. 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.
- 1.9. The Club Code of Conduct, Risk Assessment and Constitution shall be available for members on the club website under a clear 'Safety Documents' link.

2.0 Club Activities

FOR THE ACADEMIC YEAR 2006/2007 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Swimming	Michaelmas, Hilary and Trinity Term	Rosenblatt Swimming Pool, Iffley Road
Fencing	Michaelmas, Hilary and Trinity Term	Cricket School, Iffley Road
Shooting	Michaelmas, Hilary and Trinity Term	Cricket School, Iffley Road
Running	Michaelmas, Hilary and Trinity Term	Iffley Road running track, University Park and around Oxford.
Riding	Michaelmas, Hilary and Trinity Term	Blewbury Riding
BUSA		Oxford
Varsity	Hilary Term.	Bradfield School

3.0 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	E-MAIL
President	James Corbet Burcher	James.corbetburcher@magd.ox.ac.uk
Vice-President		
Women's Captain	Kate Cokayne-Naylor	Katherine.cokayne-naylor@queens.ox.ac.uk
Men's Captain	Mostyn Brown	Mostyn.brown@merton.ox.ac.uk
Secretary	Rachel Lund	Rachel.lund@oriel.ox.ac.uk
Treasurer	Lewys Jones	Lewys.jones@stcatz.ox.ac.uk
Ex-Officio		
Social Secretary	Penny Sellers	Penelope.Sellers@stcatz.ox.ac.uk
Publicity and Sponsorship	Rachel Poole	Rachel.poole@seh.ox.ac.uk

The duties and responsibilities of these individual officers are outlined in section 6 of the Code of Conduct guidelines to this document outlined in the safety webpage.

4.0 Event Organiser, Activity Leaders and Coaches and/or Instructors

- 4.1. The University of Oxford Modern Pentathlon Club 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'

The name of the Club appointed Event Organisers for **2006/2007** are:

NAME	POSITION	E-MAIL
* James Corbet Burcher	President	James.corbetburcher@magd.ox.ac.uk

- 4.2. The name of the Club appointed Activity Leaders for **2006/2007** are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
*			

- 4.3. The name of the Club appointed Coaches/Instructors for **2006/2007** are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
* Rupert Paines	Fencing Coach		Rupert.paines@regents.ox.ac.uk

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.

5.0. University Sports Club Activities

- 5.1.** The University of Oxford Modern Pentathlon Club will undertake its activities as outlined in section 5 of the Code of Conduct guidelines to this document. <http://www.sport.ox.ac.uk/sports-federation/safety>

6.0. Activity Registration

- 6.1.** The University of Oxford Modern Pentathlon Club will follow the guidelines of the Trip Registration Form guidelines for trips in the United Kingdom and abroad, as detailed in section 10 & 11 of the safety webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

7.0. First Aid

- 7.1.** The University of Oxford Modern Pentathlon Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

The name of the Club trained and/or qualified First Aiders for 2006/2007 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
*			

8.0. Accident and Emergency Procedures

- 8.1.** The University of Oxford Modern Pentathlon Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

9.0. Training Courses

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

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

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.

11.0. Governing Body Recommendations

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

12.0. 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	James Corbet Burcher	
Vice-President		
Women's Captain	Kate Cokayne-Naylor	
Men's Captain	Mostyn Brown	
Secretary	Rachel Lund	
Treasurer	Lewys Jones	
Ex-Officio		
Social Secretary	Penny Sellers	
Publicity and Sponsorship	Rachel Poole	

13.0. 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 6 of the safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>