

## **BY-LAWS OF OXFORD UNIVERSITY ORIENTEERING CLUB**

*From Michaelmas Term 2022*

### **INTRODUCTION**

1. As per the Oxford University Orienteering Club (Club) constitution: -
  - (a) The Committee shall have power to make regulations and bylaws in order to implement the paragraphs of the Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
  - (b) This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, the Club's Constitution.
2. This document represents the by-laws made by the club to carry out its functions.

### **THE COMMITTEE**

3. The committee shall function as per the Club's constitution.
4. In addition to the rights of the President under paragraph 19 of the Club's constitution, the President shall:
  - (a) ensure committee members carry out their duties;
  - (b) ensure that the Varsity Match takes place and liaise with Cambridge University Orienteering Club to agree a venue and date;
  - (c) appoint a planner and organiser for Cuppers and for any other event the Club wishes to organise, having first advertised these positions to the members of the Club, and ensure that an appropriate venue and controller for the event are found;
  - (d) take the position of Men's or Women's Captain and perform the relevant duties associated with the Men's or Women's Captain as below in section 6(a);
  - (e) decide, in conjunction with the committee, the orienteering events that the club will attend;
  - (f) ensure a termcard is published and distributed to all members;
  - (g) co-ordinate the club's publicity at the start of Michaelmas Term, ensuring in particular that the club is represented at Freshers' Fair;
  - (h) compile an annual review of the club and of the Men's or Women's team;
  - (i) attend Blues Committee meetings;
  - (j) liaise with Jesus Orienteering Klubb on relevant matters.

5. In addition to the duties of the Secretary under paragraph 21 of the Club's constitution, the Secretary shall:
- (a) register events the club plans to attend with the Sports Federation and register any events the club organises, including training, with BOF;
  - (b) inform all members of events the club plans to attend and enter members for the events they wish to attend;
  - (c) inform the Treasurer promptly which members have attended events so that they may be charged accordingly;
  - (d) organise transport to events the club attends;
  - (e) be responsible for all communications with the British Orienteering Federation (BOF) and distribute all publications or mailings from BOF to the appropriate committee members;
  - (f) provide information to anyone expressing an interest in joining the club;
  - (g) complete trip registration forms for all club trips to outside the Oxford City boundary;
  - (h) where required by the Sports Federation, complete risk assessments for all club trainings and trips.
6. The following committee members roles, in addition to the officers named in the constitution, shall be included on the Club's committee: -
- (a) The Men's or Women's Captain shall :
    - (i) assist the President in selecting the Men's or Women's team for the Varsity Match and any other team orienteering event the club enters;
    - (ii) select the Blues Team for additional Strength and Conditioning training provided by the Blues Performance Scheme;
    - (iii) if necessary, assist the President in planning Cuppers and any other events the Club wishes to organise;
    - (iv) if necessary, assist the Training Officer in planning training days and weeks throughout the year;
    - (v) select nominees for half blues;
    - (vi) compile an annual review of the Men's or Women's team;
    - (vii) attend Blues Committee meetings.
  - (b) The Welfare, Safety, and Inclusion Representative (Rep) shall:
    - (i) Be a point of contact for individuals within the club to bring personal, domestic, or academic problems as well as issues regarding their sport or the club.

- (ii) Offer assistance to individuals to the limits of their capabilities or training and should signpost individuals to more specialist services where this would be a more appropriate course of action.
  - (iii) Treat all the problems presented to them with sensitivity and confidentiality. In circumstances where an individual is believed to pose a threat to themselves or others, a Welfare, Safety, and Inclusion Officer may breach confidentiality, escalate matters as they deem appropriate and inform relevant bodies/individuals in order to maintain the safety of the 'at-risk' individual.
  - (iv) Attain some level of Welfare/Peer Support Training and Bystander Intervention Training offered by the University, and Mental Health in Sport Workshops run by the Sports Federation. Welfare, Safety, and Inclusion Officer(s) should be aware of resources and services offered both by the University and in Oxford to assist with promoting good Student Welfare.
  - (v) Represent and advocate for issues of student/member welfare, equality, inclusion, and diversity within the club committee.
  - (vi) Proactively seek ways to make the club a more inclusive place.
  - (vii) Hold the committee accountable to ensure decisions uphold these principles and that safe practice is followed.
  - (viii) Act as safeguarding lead for the club where club activities may involve children and vulnerable adults.
- (c) The Training Representative shall :
- (i) organise and inform members of a weekly run around Oxford;
  - (ii) keep members informed of any other training activities of interest taking place in Oxford;
  - (iii) organise one or more training days per year, to be held during Full Term, focusing on orienteering skills;
  - (iv) organise one or more training weeks per year;
  - (v) act as the liaison between the Club and any external coaches, including the Blues Performance Scheme strength coaches;
  - (vi) ensure a high standard of fitness and participation in training is upheld by those selected to participate in the Blues Performance Scheme.
- (d) The Information Representative shall :
- (i) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
  - (ii) provide members' details to other committee members, with the exception of medical and other sensitive information;

- (iii) ensure that the committee member responsible for any trip away from Oxford is notified of any medical information relating to those members traveling;
  - (iv) maintain electronic mailing lists for all club members;
  - (v) update the club web pages regularly.
  - (vi) ensure that the club's obligations in Section 2.(e) of the constitution are upheld.
  - (vii) act as the Fixtures Secretary for the Club, with responsibility for registering events and activities organised by the Club with The British Orienteering Federation (BOF) where appropriate.
- (e) The Social Representative shall:
- (i) Organise a Freshers Social Event at the start of Michaelmas Term for all members and anyone interested in joining the club;
  - (ii) organise an annual dinner in Trinity Term;
  - (iii) arrange other social events and publicise them to club members.

#### **CHANGES TO THESE BY-LAWS**

7. Changes to these By-Laws must be approved at a General Meeting with the approval of two-thirds of present, eligible and voting members.

#### **INTERPRETATION**

8. Any question about the interpretation of these By-Laws shall be settled by the Senior Member of the club.
9. Guidance relating to by-laws and their relationship to the club constitution can be sought from the Sports Federation.