

# University of Oxford Korfball Club

## Code of Conduct 2016/17

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### **1.0 Introduction**

- 1.1 “Being totally committed to the safety of its members, the 2016/17 University of Oxford Korfball Club (OUKoC) 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 Club is affiliated to the recognised National Governing Body for our sport: -  
  

<i>The English Korfball Association</i>	<i>Email</i> <a href="mailto:chair@englandkorfball.co.uk">chair@englandkorfball.co.uk</a>
<i>North House</i>	<i>Web</i> <a href="http://www.englandkorfball.co.uk">www.englandkorfball.co.uk</a>
<i>198 High Street</i>	
<i>Tonbridge</i>	
<i>Kent</i>	
<i>TN9 1BE</i>	
- 1.3 It is the responsibility of the Treasurer to ensure that BSKA membership fees are 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 where possible.
- 1.4 The club will appoint a new committee in Trinity Term of each year. The committee will serve for one complete academic year.
- 1.5 At least two members of the new committee will arrange a Safety Briefing Session with the Area Safety Officer for Sport. All clubs will have met with the ASO before the end of Michaelmas term.
- 1.6 The reviewed and signed version of the Code of Practice and Risk Assessment will be supplied to the Area Safety Officer for Sport at an agreed time after the appointment of the new committee.

1.7 The clubs appointed “Senior Member” is:  
 Jon Roycroft Email: jon.roycroft@sport.ox.ac.uk  
 Sports Complex  
 Iffley Road

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 ASO.

1.9 The Club Code of Conduct, Risk Assessment and Constitution shall be available for member on the club website.

## 2.0 Club Activities

### FOR THE YEAR 2016-2017 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Wednesday evenings, Sunday mornings	Iffley Road
Oxfordshire League matches	Sunday afternoons & evenings	St Gregory the Great School
Weekend tournaments	2-4 weekends per term	Nationwide
Social events	3-4 per term	City-wide
Varsity	Hilary term	Cambridge
Cuppers	Trinity term	Iffley Road

## 3.0 Specialist Officers

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

POSITION	NAME	EMAIL
President	Elliot Sparling	elliott.sparling@st-annes.ox.ac.uk
Secretary	Alex Lindsay-Perez	alexandra.lindsay-perez@seh.ox.ac.uk
Treasurer	James Sayers	james.sayers@seh.ox.ac.uk
Social secretaries	Liz Heard & Helen Davies	elizabeth.heard@st-annes.ox.ac.uk & helen.davies@balliol.ox.ac.uk
Sponsorship	Alex Lindsay-Perez & James Sayers	alexandra.lindsay-perez@seh.ox.ac.uk & james.sayers@seh.ox.ac.uk
IT Officer	Connor Sharp	Connor.sharp@kellogg.ox.ac.uk
Kit Secretary	Helen Davies	helen.davies@balliol.ox.ac.uk
Publicity Officer	Liz Heard	elizabeth.heard@st-annes.ox.ac.uk
Alumni Officer	Alex Lindsay-Perez	alexandra.lindsay-perez@seh.ox.ac.uk

The duties and responsibilities of these individual Officers are outlined in the club constitution.

#### **4.0 Event Organiser & Activity Leaders**

4.1 The University of Oxford Korfball Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in the “guidelines for the Code of Conduct” as displayed in section 5 of the safety webpages at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).

4.2 The name of the Club appointed Event Organiser for 2016/17 is:

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL</b>
Elliot Sparling	Club President	elliott.sparling@st-annes.ox.ac.uk

4.3 The name of the Club appointed Coach 2016/17 is:

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL</b>
Martin Hurajt	Korfball Coach	hurajt@gmail.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.

#### **5.0 University Sports Club Activities**

5.1 The University of Oxford Korfball Club will undertake its activities as outlined in section 5 of the Code of Conduct guidelines to this document as displayed on the safety webpages at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).

5.2 Club Training

5.2.1 All club training sessions should be conducted by the club coach or their nominated deputy.

5.2.2 Prior to the beginning of training, the floor should be swept to ensure that it is both clean and dry, and the area immediately surrounding the court should be cleared of any obstructions.

5.2.3 All participants should be reminded to remove potentially dangerous items of personal jewellery (e.g. watches, neck chains) prior to the commencement of training sessions.

### 5.3 Matches and Tournaments

- 5.3.1 The Event Organiser, or their nominated deputy, should verify the suitability of the facilities (including, where relevant, any local safety procedures) before permitting a team to enter the field of play. Any concerns should be raised immediately with the relevant authorities.
- 5.3.2 The Event Organiser, or their nominated deputy, should inform all participants of any relevant local safety procedures.
- 5.3.3 Participants concerned about any aspect of the safety of facilities should immediately inform the Event Organiser.

## 6.0 Activity Registration

- 6.1 The University of Oxford Korfball Club will follow the guidelines of the Sports Federation Trip Registration Form guidelines for trips in the United Kingdom and abroad, as detailed in section 10 & 11 of the safety webpage.

## 7.0 First Aid

- 7.1 The University of Oxford Korfball Club will follow the Sports Federation guidelines for First Aid provision, as detailed in section 12 of the safety webpage.
- 7.2 The name of the Club trained and/or qualified First Aiders for 2016/17 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
Martin Hurajt	Korfball Coach		hurajt@gmail.com

- 7.3 The University of Oxford Korfball Club will ensure that a first aid kit is taken to matches/tournaments not held at Iffley Road sports centre.

## 8.0 Accident and Emergency Procedures

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

## 9.0 Training Courses

- 9.1 In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Korfball Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport. The Club will endeavour to follow the Sports Federation guidelines for provision of this, as detailed in section 13 of the safety webpages.

## 10.0 Clubs Complaints Procedure

- 10.1 The Club operates a procedure that allows Club members to raise complaints about issues, which might include, but are not limited to, 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 at 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**

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

### **12.0 Declaration (Pres., Sec. & Treas. 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 Conduct (including Appendix 1), Risk Assessment, and Office which I hold.

<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>President</b>	Elliot Sparling	
<b>Secretary</b>	Alex Lindsay-Perez	
<b>Treasurer</b>	James Sayers	