

OUOC Code of Conduct

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1.0 Introduction

1.1 "Being totally committed to the safety of its members, the University of Oxford Orienteering Club (OUOC) 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: -

British Orienteering Federation,
8a Stancliffe House,
Whitworth Road,
Darley Dale,
MATLOCK,
Derbyshire DE4 2HJ
Phone: (01629) 734042 (answerphone service 5pm - 9am)
Fax: (01629) 733769
International: +44 1629 734042 / 733769
e-mail: info(at)britishorienteering.org.uk
web: <http://www.britishorienteering.org.uk>

1.3 It is the responsibility of the Secretary and Treasurer to ensure that affiliation/membership is paid on the due date of the 1st January, and any information on new or current "Best Practice" requested, and made available to those concerned. 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 by the fourth 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 must 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 club's appointed "Senior Member" is Steve Fisher of Trinity 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 ASO.

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

2.0 Club Activities

Our planned activities can be found on our latest termcard.

3.0 Specialist Officers

3.1 The Club Committee will consist of a number of officers and representatives who shall be fully matriculated members of the University. They are listed on our committee page.

Suggested duties and responsibilities of these individual Officers are outlined in our constitution.

4.0 Event Organiser & Activity Leaders

4.1 The University of Oxford Orienteering Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in 'guidelines for the Code of Conduct' as displayed in section 6 of the safety webpages at www.sport.ox.ac.uk

The name of the Club appointed Event Organisers for 2016/17 are:

NAME	POSITION	E-MAIL
Rowan Dunn-Capper	President	president(at)ouoc.org.uk
James Parkinson	Secretary	secretary(at)ouoc.org.uk
Lev Chechik	Treasurer	treasurer(at)ouoc.org.uk

4.2 The name of the Club appointed Activity Leaders for 2016/17 are:

NAME	POSITION	E-MAIL
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Jack Smith	Training Officer	training(at)ouoc.org.uk
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4.3 The Club have no appointed Coaches/Instructors at the moment.

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.

5.0 University / Club Activities

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

6.0 Activity Registration

6.1 The University of Oxford Orienteering Club will follow the guidelines of the Sports Federation Handbook Trip/Fixture Registration guidelines, as detailed in section 10 and 11 of the safety webpage.

7.0 First Aid

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

The name of the Club trained and/or qualified First Aiders for 2014/15 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
<i>The club currently has no qualified First Aiders</i>			

8.0 Accident and Emergency Procedures

8.1 The University of Oxford Orienteering 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 Orienteering 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 Club's Complaint 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 Orienteering 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 to which I hold.

POSITION	NAME	SIGNATURE
President	Rowan Dunn-Capper	
Secretary	James Parkinson	
Treasurer	Lev Chechik	
Training Officer	Jack Smith	
Social Officer	Natalie Beadle	
Women's Captain	Aini Vuorinen	
Information Officer	Johanna Michl	

13.0 Appendices: -

"The Club" refers to Oxford University Orienteering Club.

13.1.0 Section 6 Code of Conduct "Guidelines" from Sports Fed

13.1.1 Duties and Responsibilities of Club Officers

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) ensure that the Town vs. Gown match takes place and liaise with Thames Valley Orienteering Club to agree a date and public orienteering event near Oxford where the event will be held;
- (d) arrange a venue, organiser, planner and controller for Cuppers and any other event the club wishes to organise;
- (e) take the position of Men's or Women's Captain and select the team for the Varsity Match and any other team orienteering event the club enters;
- (f) decide, in conjunction with the committee, the orienteering events that the club will attend;
- (g) ensure a termly newsletter is published and distributed to all members;
- (h) co-ordinate the club's publicity at the start of Michaelmas Term, ensuring in particular that the club is represented at Freshers' Fair;
- (i) compile an annual review of the club and of the Men's or Women's team;
- (j) attend Men's or Women's Blues Committee meetings.

The Secretary shall:

- (a) give notice of meetings to the members and to the Committee;
- (b) draw up minutes of those meetings;
- (c) 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;
- (d) advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
- (e) notify the Proctors (through the Director of Sport) not later than 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 list);
- (f) provide the Insurance Section with full details of any insurance cover purchased from or through The British Orienteering Federation (BOF);
- (g) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts;
- (h) register events the Club plans to attend with the Sports Federation and register any events the Club organises, including training, with BOF;
- (i) inform all members of events the Club plans to attend and enter members for the events they wish to attend;

- (j) inform the Treasurer promptly which members have attended events so that they may be charged accordingly;
- (k) organise transport to events the Club attends;
- (l) be responsible for all communications with the British Orienteering Federation (BOF) and distribute all publications or mailings from BOF to the appropriate committee members;
- (m) provide information to anyone expressing an interest in joining the club;
- (n) complete trip registration forms for all Club trips to outside the Oxford City boundary;
- (o) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request.

The Treasurer shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimize the risk of financial exposure, such as procedures developed under (a);
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (a);
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Financial Division;
- (g) develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibility;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- (i) unless the Club is designated by the Proctors as a 'recognised sport', forward to the Proctors (through the Director of Sport) by the end of Second week of each Full Term in the Club's first year of operation (1 August - 31 July) a copy of the accounts for the preceding term 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 31st July as soon as possible after the year end (and in any event no later than the 1 October following the year end); and
- (j) if the Club has a turnover in excess of £30,000 in the preceding year, or if owing to a change in the nature of scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts of audit by the University's auditors (or other auditors approved in

advance by the Proctors). Accounts are to be ready for audit within 4 months after the year-end and the costs of the audit shall be borne by the Club.

The Training Officer shall:

- (a) organise and inform members of a weekly run around Oxford;
- (b) keep members informed of any other training activities of interest taking place in Oxford;
- (c) organise one or more training days focusing on orienteering skills;
- (d) organise one or more training weeks per year;
- (e) arrange an organiser for a summer tour to a large orienteering competition abroad.

The Information Officer shall:

- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
- (b) provide members' details to other committee members, with the exception of medical and other sensitive information;
- (c) ensure that the committee member responsible for any trip away from Oxford is notified of any medical information relating to those members travelling;
- (d) maintain electronic mailing lists for all Club members;
- (e) update the Club web pages regularly.

The Social Officer shall:

- (a) organise Freshers Drinks at the start of Michaelmas Term for all members and anyone interested in joining the club;
- (b) arrange a venue and purchase food for a weekly "Club Lunch";
- (c) organise an annual dinner in Trinity Term;
- (d) arrange other social events and publicise them to club members.

The Women's Captain shall:

- (a) select the Women's team for the Varsity Match and any other team orienteering event the Club enters;
- (b) compile an annual review of the Women's team;
- (c) attend Women's Blues Committee meetings.

13.1.2 Outline of Club Activities

Introduction

The aim of the Club is to encourage, facilitate, and raise the standard of, participation in the sport of orienteering within the university. It is hoped that the Club's focus will extend to other outdoor sports requiring navigational skills including Mountain Marathons, Adventure Races and Mountain Bike orienteering.

This is achieved through the regular (usually weekly) attendance of competitive orienteering events using hired club transport, the provision of technical and physical orienteering-specific training, and furthermore a general spirit of encouragement amongst club members. Events are selected to provide the best of opportunities for both beginners and more experienced members.

The Club's activities are organised by a Committee that is elected annually at the Annual General Meeting (AGM), which is held in Trinity Term. All members may propose motions at the AGM.

The Club is affiliated to the British Orienteering Federation (BOF) and receives guidance in its running from that National Governing Body.

All members of the Club have access to all equipment and information that the club possesses.

Club members on Club outings are covered by insurance. The Secretary can provide details of the insurance.

Clothing and Equipment

National guidelines require that clothing which fully covers the legs and torso is worn to compete in, in order to prevent infection spreading via thorns and suchlike. This is also sensible to protect competitors from the likelihood of scratches from the vegetation through which they will often race. Regular orienteers compete in nylon suits but any sports equipment with the necessary cover will suffice. Members should also be aware that many competitors wear further protection on their lower legs such as gaiters to further minimise damage. Footwear should have suitable grip for the conditions, which will often mean studded footwear. However beginners should feel comfortable competing in normal running footwear or boots until they can make their own decision on whether to make further purchase. In terms of equipment competitors should carry a compass, which with the requisite knowledge should help them to complete the course or at the very least return safely to the assembly area. Members are also advised, and often required, to carry a whistle that can be used to attract attention in the event of an emergency.

Injuries

Orienteers are most likely to pick up lower limb injuries associated with running on broken ground, such as sprained ankle or twisted knees. Some orienteers use supports or strapping to minimise these injuries but that is up to the individual. Other running injuries can be minimised by a correct warm-up session prior to competing and experienced members can advise on this. Members should also be warned to keep an eye on any scratches and blisters to ensure they do not become infected and seek medical advice if there are any problems. Advice on ticks should be given where necessary.

Transport

This is usually provided through hired minibuses driven by Club members. The drivers must be over 21, and have held a full licence for at least two years and have passed an assessment arranged

through the Clubs Officer. When giving lifts in private cars, drivers must be able to provide proof of insurance if asked.

Equipment

The Club owns a limited number of compasses and orienteering kites. These are held by the Training Officer, who must keep a record of any items signed out to club members.

The Club also has a supply of OUOC labelled clothing, including orienteering suits that can be purchased.

It is assumed that all participants will provide their own clothing and footwear, and indeed most Club members use their own compasses. Members may also need a red pen and a whistle, both of which often can be borrowed from other members or else purchased at minimal expense. See Clothing and Equipment section for advice on suitable clothing.

Costs

Membership of the Club costs £10 for the first year and £15 in subsequent years. Members who orienteer regularly will probably wish to join the British Orienteering Federation at an additional cost of £3.85 (student rate). Novices are welcome to attend a couple of events before deciding whether to join the club. In order to encourage wider participation in orienteering, the committee may waive the membership requirement for individuals whose main focus is with a similar club (i.e. running or outdoor based) who wish to participate in orienteering on an infrequent basis.

Everyone must pay their own entry fees in full, other than for BUSA and the Varsity Match when a reasonable level of subsidy can be expected. The Club will also subsidise transport costs, with members paying a fixed fee per day dependent on their membership status. Club members are expected to pay their dues as soon as requested to do so by the Treasurer. Any expenditure of behalf of the Club should be reported to the Treasurer with a receipt.

Conduct of Individual Members

All Club members are required to conduct themselves with the utmost responsibility at all times. Members should retain regard for their own safety and not endanger the safety of others, deliberately or otherwise. Members should not act in a way that may bring the Club or the name of The University of Oxford into disrepute.

13.1.3 Trip/Fixture Registration Guidelines

The Trip Registration Form must be completed for all trips except where the Club is carrying out its regular training at the normal venue or location within the Oxford City boundary. Completed forms must be submitted by 1.00pm on the Thursday before any weekend or part weekend trip, or 24 hours before departure for trips during the week. The Trip Registration Form will summarise dates and times, the Event Organiser, names of participants, location, transport arrangements, drivers, First Aiders and First Aid Kit carried. Severe penalties will be incurred if the University/Sports Federation "Trip Registration" procedures are not complied with.

13.1.4 First Aid and Mountain Safety

Most events that the Club attends provide First Aid cover of some sort, usually a local ambulance service. However for those events that do not provide this service, and training days when the Club is self-sufficient, the Club owns a First Aid pack that is suitable for outdoor sports and should suffice in dealing with typical orienteering injuries. This pack is to be kept by the Secretary who will ensure that the driver of the Club transport takes it on away trips. It makes sense that some Club members should be First Aid qualified and every effort should be made in encouraging members to attend such courses, possibly subsidised by the Club. The Club is able to borrow a bivouac shelter from the ASO to be taken on training events, particularly those in mountainous terrain, which will add to the safety. For such events members should also be given advice on bringing suitable warm and waterproof clothing for when they are not running.

At the beginning of Michaelmas and Hilary terms a series of First Aid courses are organised through the University of Oxford First Aid Unit. For more information, please contact the President. Changes in club membership due to 'natural wastage' must be taken into account by the committee in selecting members for First Aid training in order to ensure continuous cover from year to year. A third of the total cost of each course will be subsidised by the Sports Department. The other two thirds will be divided equally between the individual and the Club.

13.1.5 Sports Federation Accident and Emergency Procedures

Accidents and incidents are unplanned events that cause, or have the potential to cause, damage to people or property. These procedures are designed to provide safe and efficient help to all concerned. It is a legal obligation to record such events so that safety procedures can be reviewed to minimise the risk of future occurrences. The Sports Department make every endeavour to ensure safe practice but as individuals each sports participant has a responsibility to behave in a safe manner and, under Common Law, owes a duty of care to fellow participants.

Near misses are where there has been no actual injury or damage but where it has been highlighted that an injury or damage to property could have taken place. These incidents must also be reported so that a risk assessment can be carried out and appropriate preventative procedures can be implemented.

All sporting activities have the potential to cause harm unless any risk is identified and minimised and any residual risk highlighted. These procedures also apply to fire, sudden illness, electrical failure, gas leaks and 'Acts of God'

For activities that occur outside the "Oxford City" boundary, then the following procedures must be followed in order to ensure safe and efficient help to all concerned - any individual participants, their relatives, activity leaders, club committee members and Sports Department officials, especially if any media try to become involved. If the correct information is provided on the Trip Registration Form and the Emergency Incident Procedure followed, then the University and Colleges will be able to access their records more easily and the necessary information can then be passed to the next of kin. On return, the Sports Federation Accident & Near Miss Report Form must be completed as soon as is practicably possible. The reporting of any "Near Miss" occurrence is also vital for the future safety of all individuals as such information helps others to plan and prepare in order to avoid possible dangers.

UNIVERSITY OF OXFORD EMERGENCY INCIDENT PROCEDURE

If an incident occurs and involves any of the following then the Emergency Incident Procedure should be applied:

- Any of the Emergency Services
- A visit to the Hospital
- Any incident that could involve negative media attention

Procedures to be followed:

1. Ensure that you and the other Group members are safe
2. Treat the casualty - call the Emergency Services if necessary
3. Ring the following number 01865 289999 and ask for Security Control and give them the following information:

- YOUR NAME
- THE CLUB/GROUP YOU ARE WITH
- A BRIEF DESCRIPTION OF THE INCIDENT
- LOCATION OF THE INCIDENT
- THE TELEPHONE NUMBER FROM WHICH YOU ARE CALLING
- YOUR LOCATION (It is important that you stay at this location)

4. When they call you back they will need the following information and will inform you of any action to be taken:

- The name (s) and numbers of people involved
- Details of any injuries/deaths
- The name of the hospital where any casualties have been taken
- Brief details of any vehicles involved if a road accident has occurred
- The name and number of any Police Officer involved with the incident with their contact telephone number.

DETAILS OF ANY INCIDENT OR ACCIDENT ARE NOT TO BE DISCUSSED WITH ANY PERSON OUTSIDE OF THE UNIVERSITY UNTIL A FULL INVESTIGATION HAS BEEN CARRIED OUT.

13.1.6 Training Provision Guidelines

The Club committee will actively encourage members to seek further training at every opportunity. Due to the transitional nature of the Club, the current committee must anticipate changes in

membership and that the appropriate individuals are selected for training, to allow the Club to benefit from their experience in the following academic years. This happens by Club members undertaking quality BOF training or assessment courses at recognised establishments or by suitably qualified individuals. As the costs involved in providing training can be high, the Club must ensure that the selected recipient is a worthy candidate, and will prove useful to the Club for the full academic year.

Whilst there are coaching qualifications in orienteering they are by no means essential for the instruction of beginners. Indeed the Club depends heavily on using the more experienced members to coach not only the novices, but also each other. That being said, there are usually a few qualified coaches within the Club.

Orienteering events provide competition at a wide range of technical and physical standards and there is therefore no requirement for members to have attained a particular standard before their first event. Nevertheless experienced Club members are always on hand to provide coaching in the essential basic skills and to advise on a suitable course standard before a new member's first run.

The Club provides regular one-day training sessions that are tailored to the standard of those attending. These events are most common during the Michaelmas Term when we receive the largest number of novices. In addition the club organises a full training week in the Easter vacation, as well as sending a contingent on the training week organised by Cambridge University Orienteering Club during the Christmas vacation. Coaching in all these instances is shared between the more experienced orienteers within the Club.

Members should, however, ensure that they know the basic skills of navigation using map and compass prior to going out on their first competition. Most importantly they should be familiar with the style of map being used and also know what they should do in the event of becoming totally lost (i.e. head in a sensible certain direction until they hit a major feature such as a road). More experienced members can provide the necessary advice.

Revised and Updated by:

Johanna Michl (OUOC Information Officer)

04/09/2016