

Code of Conduct for Oxford University Trampoline Club 2017-18

Table of Contents

1.0	INTRODUCTION	2
2.0	CLUB ACTIVITIES	2
3.0	SPECIALIST OFFICERS	3
4.0	EVENT ORGANISER & ACTIVITY LEADERS	3
5.0	UNIVERSITY/CLUB ACTIVITIES	4
6.0	ACTIVITY REGISTRATION	4
7.0	FIRST AID	4
8.0	ACCIDENT AND EMERGENCY PROCEDURES	5
9.0	TRAINING COURSES	5
10.0	CLUB'S COMPLAINT PROCEDURE	5
11.0	GOVERNING BODY RECOMMENDATIONS	6
12.0	DECLARATION	6
13.0	APPENDICES: CODE OF CONDUCT GUIDELINES	6

1.0 Introduction

1.1 Being totally committed to the safety of its members, the University of Oxford Trampoline Club will operate so far as reasonably practicable, in accordance with the following document, the code of practise, 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 Gymnastics

Tel 01952-822300

Ford Hall

Fax 01952-820326

Lilleshall National Sports Centre

Web: www.british-gymnastics.org

Newport

Shropshire TF10 9NB

1.3 It is the responsibility of the *Secretary* to ensure that affiliation/membership is paid by the latest of the 31st October 2015 for associate members, although as soon as possible after the commencement of Michaelmas term is preferred. Any information on new or current "Best Practice" should be requested.

1.4 The club will appoint a new committee on the seventh week of Hilary term (from year 2017-18, previously 3rd Week Trinity). The committee will serve for one complete academic year.

1.4.1 At least three members of the new committee will arrange a Safety Briefing Session with the Sports Department and its nominated officers within two weeks of appointment.

1.4.2 The reviewed and signed versions of the Code of Practice and Risk Assessment will be supplied to the Sports Department and its nominated officers four weeks after the appointment of the new committee.

1.4.3 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.

1.4.4 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 year 2017-18 our proposed activities will be:

Activity	Day/Date	Venue/Location
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Training	Tuesdays, Wednesdays, Thursdays & Sundays	Iffley Road
BUCS Competition	TBA	Sheffield
Varisty	Hilary Term	Cambridge
Southern Univeristies Trampoline League	Throughout year	Various southern universities
Socials: Varsity, end of year dinner etc.	Various	Various/Oxford
Cuppers	MT and TT	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:

- 3.1.1 President / Captain
- 3.1.2 Secretary
- 3.1.3 Treasurer
- 3.1.4 Safety and Equipment Officer

3.2 Suggested duties and responsibilities of these individual Officers are outlined in point 3 of the guidelines to this document. <http://www.sport.ox.ac.uk/sports-federation/safety>

4.0 Event Organiser & Activity Leaders

4.1 The University of Oxford Trampoline Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in section 6 of the webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>

4.2 The name of the Club appointed Event Organiser for 2017/18 is:

NAME	POSITION	EMAIL
Philip Baker	President	philip.baker@bnc.ox.ac.uk

4.3 The name of the Club appointed Activity Leaders for 2017/19 are:

Code of Conduct for Oxford University Trampoline Club 2017-18

NAME	POSITION	EMAIL
Corinne Tomsett	Secretary	corinne.tomsett@st-hildas.ox.ac.uk

4.4 The name of the Club appointed Coaches/Instructors for 2017/18 are:

NAME	POSITION	EMAIL
Carleen Betteridge	Level 4 Coach	carleen_b82@yahoo.co.uk
Jasmine Doble	Level 2 Coach	jasminechloe.d@outlook.com

The club is reminded that the Coaches and Instructors are to provide the Sports Department and its nominated officers 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 Department and its nominated officers 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.

4.5 Activity Participants:
Although the Event Organiser/Activity leader is 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/Event Organiser.

5.0 University/Club Activities

5.1 The University of Oxford Trampoline Club will undertake its activities as outlined in section 6 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 Trampoline Club will follow the guidelines of the Sports Federation Trip/Fixture Registration guidelines, as detailed in Section 10 and 11 of the Safety webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

7.0 First Aid

- 7.1 The University of Oxford Trampoline Club will follow the Sports Federation 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 2017/18 are:

NAME	QUALIFICATIONS	E-MAIL
Carleen Betteridge	See documents sent to David White	carleen_b82@yahoo.co.uk
Jasmine Doble	See documents sent to David White	jasminechloe.d@outlook.com

8.0 Accident and Emergency Procedures

- 8.1 The University of Oxford Trampoline Club will follow the Sports Federation 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 Trampoline 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 webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

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:
- 10.1.1 The safety of Club activities.
 - 10.1.2 Poor standards of instruction or leadership.
 - 10.1.3 The standard of equipment used for Club activities.
 - 10.1.4 Poor Club Administration.
 - 10.1.5 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 Federation. Consultations may also take place with the Director of Sport.

11.0 Governing Body Recommendations

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

12.0 Declaration

- 12.1 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	Philip Baker	Philip.baker@bnc.ox.ac.uk
Vice-President	Joanne Halford	15068246@brookes.ac.uk
Secretary	Corinne Tomsett	Corinne.tomsett@st-hildas.ox.ac.uk
Treasurer	Daniel Sherlock	Daniel.sherlock@merton.ox.ac.uk

13.0 Appendices: Code of Conduct Guidelines

- 13.1 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>