

# **OXFORD UNIVERSITY KORFBALL CLUB CONSTITUTION 2024-5**

## **NAME AND OBJECTS**

1. The Club is called the Oxford University Korfball Club. This is a federal name which incorporates the following teams: the University first team and the University second team, and any other team formed by the Club. The Club's objects are the support, development, improvement and promotion of Korfball in the University of Oxford; and the income shall be applied solely to those objects.

## **COMPLIANCE**

2. The club and its operations will comply with the following points:
  - (a) The Club shall be administered in accordance with the University's Regulations for the Activities and Conduct of Student Members.
  - (b) The activities of the Club will at all times be conducted in accordance with the University procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available to download via the University Student Handbook on the University's webpages) and the Club's Code of Conduct.
  - (c) If there is a national governing body for the sport with which the Club is eligible to register, the Club shall affect and maintain such registration: purchase any insurance cover which the national body makes available and make every effort to comply with all safety procedures which the national body prescribes or recommends as good practice. If there is no such national governing body, or if the national governing body does not make insurance available, the Club must obtain alternative insurance as agreed by the Insurance Section of University Administration and Services.
  - (d) The Club shall ensure that all paid and unpaid Club administrative and coaching appointments are ratified by the University's Sports Strategic Sub-Committee acting through the Sports Department; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
  - (e) The Club shall observe the Club Safety Policy, ensure compliance with this Policy by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Policy and the procedure for risk assessment must be acceptable to and approved by the Sports Safety Officer. If and for so long as the Club is responsible for organising an inter-college competition, the Policy shall include guidelines and appropriate generic risk assessments for that competition.
  - (f) No less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct of Safety Matters and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk assessment, together with

documentary evidence of appropriate insurance cover. The Club shall observe such conditions as the Proctors may then attach to the running of the event.

- (g) No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport and approved by the Proctors. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.
- (h) The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing on the University's sports clubs website. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:
  - (i) to designate a member of the Club entitled to a University e-mail account (as defined by the IT Rules) to act as its IT Officer, whose duties shall include liaising with IT Services about the use of facilities allocated and passing on to their successor in office all records relating to the use of the facilities allocated;
  - (ii) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer, or, exceptionally, a member of Congregation) to act as its principal webmaster, whose duties shall include maintaining an awareness of guidelines for web and social media publishing that the University may provide from time to time, and co-ordinating and regulating access to the web facilities used by the Club;
  - (iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services; including IT services guidance and rules about on-line harassment;
  - (iv) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

## **MEMBERSHIP**

3. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.

4. Subject to paragraph 5, all student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until given permission to supplicate for their degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.

5. If the Club's objects relate directly to a protected characteristic as defined in Section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.

6. The Committee may also, at its discretion, admit to membership:-

- (a) students registered to read for diplomas and certificates in the University;
- (b) student members of Permanent Private Halls who are not student members of the University;
- (c) members of Ruskin College; Ripon College, Cuddesdon and the Oxford Institute of Legal Practice;
- (d) members of the Oxford Brookes University, provided that such members shall not constitute more than one-fifth total membership; and
- (e) other persons not falling within paragraph 4 above or paragraphs 6(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.

7. The Committee may, having specific regard to the Senior Member's advice in relation to the relevant matter, remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. An Oxford University student, including any student who has a contract for study with the University, whose membership of the Club is removed under this procedure has a right to ask the Proctors to review the Committee's decision.

### **MEETINGS OF THE MEMBERS**

8. There shall be an Annual General Meeting for all the members of the Club in Trinity Full Term, convened by the Secretary on not less than fourteen days' notice.

9. The Annual General Meeting will:

- (a) receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
- (b) receive a report from the Committee on the Club's compliance with paragraph 2 above;
- (c) receive a report from the Committee on the number of complaints received, if applicable, the category of such complaints (e.g. harassment, funding disputes or service issues), and any Committee recommendations arising from them;
- (d) elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting: nominations for the other Committee Members may be taken from the floor of the meeting;

(e) consider any motions of which due notice has been given, and any other relevant business.

10. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.

11. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.

12. The quorum for a General Meeting shall be ten members present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent their views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

13. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have a casting vote.

14. Minutes of all meetings shall be kept and formally adopted by the Committee. Copies of the minutes and Committee's reports shall be made available to members and, upon request, to the Proctors.

## **THE COMMITTEE**

15. The affairs of the Club shall be administered by a Committee consisting of not more than twelve persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall consider the diversity of the Club and the benefits of increased representation for minority groups in its operations, including in the structuring of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.

16. No member of the Committee (or the Club) shall enter into or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.

17. The quorum for a Committee meeting shall be four members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent their views to the meeting.

18. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the “Office Holders”; and their offices are referred to as “the Offices”), the Senior Member and no more than nine other persons. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 4 above or paragraphs 6(a) to (c) above, or (with the approval of the Proctors) a member of Congregation. When eligibility stems from paragraphs 6(a) to 6(c) above, the President, the Secretary and the Treasurer must each, on election to office, sign an undertaking to abide by relevant provisions of the University Student Handbook, as directed by the Proctors from time to time, and to accept the authority of the Proctors on Club matters.

19. The **President** shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

20. Minutes of all meetings, including Committee meetings, shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.

21. The **Secretary** shall:

- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors and the Sports Federation on request;
- (b) give notice of meetings of the members and the Committee;
- (c) draw up the agendas for and minutes of those meetings;
- (d) notify the Proctors (through the Sports Federation) promptly following the appointment and resignation or removal of Committee members;
- (e) take responsibility for the operation and updating of a suitable club webpage displaying (as a minimum) current club contacts, the Club Constitution, and the Club Safety Policy, the Club Complaints Procedure, the Club Code of Conduct and procedure for risk assessment(s), approved from time to time by the Sports Safety Officer under paragraph 2(e) above;
- (f) provide the Sports Federation with full details of any insurance cover purchased from or through a national governing body or otherwise pursuant to paragraph 2(c) above; and;
- (g) inform the Proctors through the Sports Federation if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

22. 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 minimise the risk of financial exposure, such procedures to be reviewed annually by the Sports Federation;

- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (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 Finance Division;
- (g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctor and the Sports Federation;
- (i) forward to the Proctors (through the Sports Federation) by the end of the second week of each Full Term in the Club's first year of operation (1 August to 31 July) a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) 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 31 July as soon as possible after the year end (and in any event no later than 1 month following the year end); and
- (j) if the Club has a turnover in excess of £50,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within a month after the year end and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

23. The **Senior Member** shall:

- (a) keep abreast of the actions and activities of the Club;
- (b) provide information relating to the Club to the Proctors on request;
- (c) seek to settle any preliminary disputes between the Committee and the members;
- (d) support the Club's welfare officer in their role to seek to prevent incidents of harassment and support those involved in such incidents;
- (e) following paragraph 22(i) above, consider whether the accounts of the Club are in order and, if so, sign them;
- (f) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 21 and 22 above; and
- (g) be available to represent and speak for the Club in the public forum, and before the University authorities.

24. The members of the Committee shall be elected by the members of the Club annually and shall be eligible for re-election. The members of the Club shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. The members of the Club shall appoint a member of Congregation as the Senior Member when electing other members of the Committee each year provided that a Senior Member who has previously held office as Senior Member for more than five consecutive years shall not be eligible for re-appointment. The Senior Member shall be a member of the Committee ex officio.

25. If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.

26. Each Office Holder must, and shall procure that other Office Holders shall, at the end of any term of Office, promptly (see Club by laws for specific timings) hand to the relevant successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in the outgoing Office Holder's possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.

27. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.

28. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. No member of the Committee shall be removed from office except by a majority vote of a disciplinary committee of three members of the Club who are not members of the Committee appointed by the Senior Member for that purpose and acting in consultation with the Senior Member (or the Proctors if the member of the Committee to be removed is the Senior Member or if the Senior Member is otherwise conflicted).

#### **INDEMNITY**

29. So far as may be permitted by law, every member of the Committee and every officer of the Club, including members of any disciplinary committee established under paragraph 28, (each a "relevant officer") shall be entitled to be indemnified out of the Club's assets against all costs, charges, losses, expenses and liabilities incurred by the relevant officer in the execution or discharge of duties as a relevant officer or the exercise of powers as a relevant officer, or otherwise properly in relation to or in connection with the relevant officer's duties as a relevant officer. This indemnity extends to any liability incurred by a relevant officer in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by the relevant officer as a relevant officer and in which judgement is given in the relevant officer's favour (or the

proceedings are otherwise disposed of without any finding or admission of any material breach of duty on the relevant officer's part), or in which the relevant officer is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to the relevant officer by the Court.

30. So far as may be permitted by law, the Club may purchase and maintain for the benefit of any relevant officer insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 29.

### **DISSOLUTION**

31. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days' notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.

32. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University for use in support of University Korfball or other sporting activities within the University.

### **CHANGES TO THE CONSTITUTION**

33. In accordance with University regulations, if the Club wishes to remain a registered University Club, the Club must seek approval in writing from the Proctors for any changes to this Constitution that deviate from the University's Standard Sports Club Constitution, as amended from time to time. Such approval will only be granted in exceptional circumstances.

34. Changes to this Constitution must be ratified at a General Meeting with the approval of two-thirds of present, eligible and voting members. As such the University recommends that the Proctors' approval is sought prior to seeking to change the Constitution at a General Meeting.

### **INTERPRETATION**

33. Any question about the interpretation of this Constitution shall be settled by the Proctors.

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## **CODE OF CONDUCT FOR OXFORD UNIVERSITY KORFBALL CLUB**

1. The Oxford University Korfball Club (“the Club”) does not tolerate any form of harassment or victimisation and expects all of its members, employees, and visitors to treat each other with respect, courtesy and consideration.
2. All members of the Club are expected to read and agree to act in accordance with this Code of Conduct and the University of Oxford’s [Policy and Procedure on Harassment](#). Oxford students are also required to act in accordance with the Code of Conduct set out in [Statute XI](#). Membership may be removed or suspended for failing to do so, and opportunities for members to take part in activities within and on behalf of the Club may be restricted.
3. All members of the Club are expected to:
  - (a) treat other members with dignity and respect;
  - (b) discourage any form of harassment by making it clear that such behaviour is unacceptable; [and]
  - (c) support other members who feel that they have been subject to harassment.
4. “Harassment” includes in particular the following conduct, however carried out (including online):
  - (a) verbal or physical bullying or threats
  - (b) sexual harassment including unwanted physical conduct, sexually explicit remarks or sexual assault
  - (c) racist behaviour or comments
  - (d) homophobic or transphobic behaviour or comments
  - (e) Victimisation
  - (f) religiously motivated abuse
5. The club designates one or more member of their Committee as ‘welfare officer(s)’ who will act as a source of advice and support for Club members in relation to welfare issues and during harassment complaints.
6. The Club’s designated welfare officer can be contacted for informal advice, including in relation to how you make a complaint, at the contact email specified on the Club website. Support and advice is also available from the Sports Federation.
7. The Club Complaints Procedure provides steps for dealing with internal complaints. Clubs are required to have this in place and to follow these steps when they receive a complaint.
8. University of Oxford students can also seek support from:
  - (a) one of the [University’s](#) harassment advisors;
  - (b) college harassment advisors (for members of Oxford colleges);

- (c) their college deans or other officers with pastoral responsibilities, the Common Room welfare or equal opportunities officer or a student peer supporter;
- (d) [Oxford SU's Student Advice Service](#)
- (e) Student Welfare and Support Services including:
  - i. the [University Counselling Service](#)
  - ii. the [University's Sexual Harassment and Violence Support Service](#)

More information is available on the [Oxford Students Harassment Pages](#), including a flow chart explaining the steps within the University's complaints procedures (e.g. for complaints against staff and students).

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## **COMPLAINTS PROCEDURE FOR OXFORD UNIVERSITY KORFBALL CLUB**

This document sets out the procedure for complaints (“Complaints”) against a member or members of the Korfball Club (the “Club”) including for breach of the Club’s Code of Conduct or the University of Oxford’s Policy and Procedure on Harassment or the EKA’s Code of Conduct.

### **1. APPLICABILITY OF THE PROCEDURE**

This procedure applies where a person believes that a Club member or members have failed to act in accordance with the Club’s Code of Conduct, or the University of Oxford’s Policy and Procedure on Harassment, or the EKA’s Code of Conduct, or have acted in breach of their obligations under the Club Constitution, during or in connection with Club activities.

### **2. DEFINITION OF ‘THE COMMITTEE’**

If the person or persons being complained about (the “Subject(s)”) is one or more member(s) of the Committee, then the references to the “Committee” in this procedure are to the members of the Committee excluding the Subject(s).

- (a) If the identity of the Subjects and any conflicts of interest is such that it is impossible for a quorate Committee to consider the Complaint, the Complaint should be referred for consideration to the Senior Member, or, if the Senior Member is conflicted, to the Proctors ([casework@proctors.ox.ac.uk](mailto:casework@proctors.ox.ac.uk)).

### **3. GENERAL**

- (a) Time limits in this procedure should usually be met by all parties. Time limits may only be extended by the relevant decision-maker(s) where it is necessary to do so in order to ensure a fair outcome (for example, where more time is needed because of a party’s illness, the timing of examinations or during the holidays).
- (b) Complaints will be dealt with confidentially by all parties involved, except where it is necessary to disclose information to carry out a fair investigation.
- (c) Complaints can be made anonymously and can lead to informal action but the extent to which an investigation can be carried out is likely to be limited where the person making the report does not want to be identifiable because of the need to follow a fair process for all. For example, it is very unlikely that a complaint could remain anonymous if it is likely that penalties will be imposed.
- (d) The Committee may decline to consider malicious, vexatious or frivolous complaints.
- (e) If the complaint relates to conduct which could constitute a serious criminal offense the Club should seek advice from the Proctors’ Office ([casework@proctors.ox.ac.uk](mailto:casework@proctors.ox.ac.uk)).

- (f) Nobody who has a conflict of interest should be involved in decision-making under this procedure. If there is a doubt as to whether a conflict exists advice should be sought from the Senior Member

#### **4. INFORMAL RESOLUTION**

The person making the complaint should consider taking steps to resolve the matter informally before making a formal complaint. This might include discussing the matter with the Subject, and/or seeking advice from the Welfare Officer, the Senior Member or contacting the Sports Federation. The University's Student Welfare and Support Services provide an informal mediation service which is available to students.

#### **5. REFERRING A COMPLAINT**

- (a) A formal complaint should be made to the Committee by being given to any member of the Committee within as soon as possible and at the latest within **1 month** of the conduct complained of (the "Complaint").
- (b) The Complaint should be in writing and should include:
  - i. A detailed description of the event(s) complained of;
  - ii. The outcome that is sought;
  - iii. Statements by any people who witnessed the event(s) or were affected by them; and
  - iv. Any other documents or evidence relied upon in support of the Complaint.
- (c) If the Complaint includes an anonymous statement from a witness or refers to an individual without disclosing their identity, it must include the reasons why anonymity is requested in each case.

#### **6. INTERIM MEASURES**

- (a) If it is necessary to do so to protect either or both parties and/or other club members from a risk of harm and/or distress, the Committee may suspend the Subject's Club membership and/or access to Club activities and/or facilities for up to **2 months** pending proceedings under this procedure.

#### **7. RESPONSE TO THE COMPLAINT**

- (a) Within **5 working days** of receipt of the Complaint, the Committee will:
  - i. send the person making the Complaint an acknowledgment of receipt; and
  - ii. write to the Subject attaching the Complaint, all of the accompanying evidence and a copy of this procedure and stating that the Subject has **10 working days** to provide written representations and any evidence in response to the Complaint (the "Response").

- (b) If the Response includes an anonymous statement from a witness or refers to an individual without disclosing their identity, it must include the reasons why anonymity is requested in each case.

#### **8. FURTHER ENQUIRIES**

- (a) Upon receipt of the Response, the Committee may make any further enquiries of any person that they consider necessary or desirable.
- (b) If the Complaint is likely to result in significant sanctions (such as under 11(a)(iii)-(v) below, the discussions of the Committee must involve consultation with the Senior Member under Paragraph 7 of the Club's constitution (the "Constitution").

#### **9. DECISION: COMPLAINTS AGAINST CLUB MEMBERS WHO ARE NOT COMMITTEE MEMBERS**

- (a) The Committee shall record its decision and the reasons for it in writing and shall send a copy of the reasoned decision to the parties within **10 working days** of the deadline for the Response.

#### **10. DECISION: COMPLAINTS AGAINST COMMITTEE MEMBERS**

- (a) If the Complaint is against one or more Committee members, the Committee shall send:
  - i. a copy of the Complaint file; and
  - ii. a list of five club members who are not Committee members and who the Committee members who are not the subject(s) of the complaint consider suitable to consider the matter and determine the appropriate penalty, together with their email addresses, to the Senior Member within **5 working days** of the deadline for the Response.
- (b) The Senior Member shall contact the five club members selected under 10(a)(ii) and ask them to confirm if they have any conflicts of interest and their availability and shall then select three of the five recommended members under 10(a)(iii) to form a disciplinary committee in accordance with paragraph 28 of the Constitution (the "Disciplinary Committee") within **3 working days** of receipt of the complaint file. If it is not possible to identify three members able to form a Disciplinary Committee (for example, because of conflicts or lack of availability) the Senior Member may appoint other members of the Club and/or ask the Committee members who are not the subject(s) of the complaint for further suggestions.
- (c) The Disciplinary Committee shall consider the matter in consultation with the Senior Member and determine the appropriate outcome. When arriving at its decision the Disciplinary Committee shall have full discretion to arrive at any decision they deem appropriate and to make any further enquiries of any person that they consider necessary or desirable.
- (d) If the identity of the Subject(s) and/or any conflicts of interest are such that it is not possible for a quorate Committee to consider the matter under paragraphs 5-8 above, the Committee shall, on receipt of a Complaint under paragraph 5, send it to the Senior Member and the Senior Member shall select a Disciplinary Committee to consider the matter in place of the Committee in accordance with this procedure and without input from the Committee and without receipt of Recommendations from them.

- (e) If the Senior Member is the Subject, or the Senior Member is otherwise conflicted, the role of the Senior Member in paragraphs 10(a)-(d) shall be replaced by a staff member of the Sports Federation.
- (f) The Disciplinary Committee shall record its decision and the reasons for it in writing and shall send a copy of the reasoned decision to the parties within **10 working days** of formation of the Disciplinary Committee under 10 (b).

## **11. SANCTIONS**

- (a) The sanctions that may be imposed under this procedure include:
  - i. Suspension of, access to or use of all or some of the Club's activities or facilities for a fixed period (for example, sports competitions, Club socials, equipment or kit);
  - ii. Suspension of membership of the Club for a fixed period;
  - iii. Removal from office;
  - iv. A permanent or time-limited ban from standing for any Club Committee position;
  - v. Removal of membership of the Club.

## **12. REVIEW**

An Oxford University student, including any student who has a contract for study with the University, whose membership of the Club is removed under this procedure has a right to ask the Proctors to review the Committee's decision, under Paragraph 7 of the Constitution. The Proctors' review will consider whether the appropriate procedure has been followed and whether there has been any procedural irregularity or error. Such a review request should be made within **10 working days** of notification of the decision of the Committee or Disciplinary Committee

## **13. PROMOTING GOOD PRACTICE**

- (a) The Committee will keep a record of all Complaints received and prepare an annual report that, in anonymised form, will set out:
  - i. the category of such Complaints (e.g. harassment, funding disputes or service issues);
  - ii. an overview of how Complaints were resolved; and
  - iii. any Committee recommendations arising from them (for example, what further steps, including training, the Club may wish to consider to deal with incidents of harassment).
- (b) Non-anonymised records should be held securely and destroyed when they are no longer needed, in accordance with data protection legislation

## **CLUB SAFETY POLICY FOR OXFORD UNIVERSITY KORFBALL CLUB**

### **INTRODUCTION**

1. Oxford University Korfball Club (henceforth known as ‘the club’) is totally committed to the safety of its members. For the current academic year, and all future academic years, the clubs' activities operate in accordance with this document, the clubs risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
2. This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
3. The club affiliates to the National Governing Body (NGB) for any / all sporting activity in which the club operates activity, as per the clubs constitution.
  - (a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
  - (b) The club is currently affiliated to the England Korfball Association (EKA) and will continue to be affiliated for the full academic year.
4. This policy is updated at least once a year, for the beginning of the academic year. An updated version of this document is submitted to the Sports Federation at least once per academic year, through the club handover process, and is subsequently updated immediately, and re-submitted (via [safety@sport.ox.ac.uk](mailto:safety@sport.ox.ac.uk)) should any changes be required. This is a live policy relating to all club activities and is updated frequently.
5. The updated version of this document, and all other club documentation, is made available to the club's members via the club's website. This is also updated immediately, when changes are required.

### **OVERVIEW OF ACTIVITIES**

**Weekly Activities** *[generally year-round, excepting Iffley Road Sports Centre closures]*

<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Sessions Name and/or Description</b>
Monday	19:30-21:00	Acer Hall, Iffley Road Sports Centre	General club training session facilitated by experienced members of Club
Wednesday	7:00-8:00	Acer Hall, Iffley Road Sports Centre	General club training session facilitated by experienced members of Club
Friday	18:00-19:30	Acer Hall, Iffley Road Sports Centre	General club training session facilitated by experienced Club coach

### **Annual Events**

<b>Approximate Date (e.g. Week of Term)</b>	<b>Approximate Time</b>	<b>Location</b>	<b>Event Name and/or Description</b>
Early Trinity Term	19:00-21:00	Various College event rooms	Annual General Meeting
Trinity Term	15:00-19:00	Acer Hall, Iffley Road Sports Centre	Cuppers
Late Trinity Term	15:00-19:00	Acer Hall, Iffley Road Sports Centre	Alumni Day

### **RISK ASSESSMENTS**

6. All club activities are appropriately risk assessed by the club. The club maintains up to date and accurate records of its risk assessments, so they can be immediately referred to should an accident, incident or near-miss occur. The clubs also maintain records of any changes made to those risk assessments (including the dates any changes were made) to be referred to as and when required. Support with conducting risk assessments can be requested through the Sports Safety Officer, who will also review all clubs' risk assessments periodically and provide feedback.
  - (a) Risk assessments for regular club activities are included as appendices to this policy, which will be updated when changes are required. Such risk assessments are reviewed at least once every 12 months (e.g. during the handover process or before the start of a new academic year).
  - (b) Risk assessments for events are submitted via the event registration process to be approved by the Sports Safety Officer. All details are submitted at least 21 days prior to the event, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
  - (c) Risk assessments for trips and tours (UK or abroad) are submitted via the trip and tour registration process to be approved by the Sports Safety Officer. All details are submitted at least one calendar month prior to departure, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
  - (d) For risk assessment purposes, club activities include any activity organised by the club or its committee member for the benefit of the club's members, or any activities using the club's resources or name. Activities or events organised between members of the club are not included, providing the club and/or committee is not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

#### **FIRST AID**

7. All club activities are appropriately covered by qualified first aiders, unless the risk assessment for the activity explicitly states that first aid cover is not required.
  - (a) This cover comes in a variety of forms (such as qualified staff at host venues, qualified coaches leading activity, qualified club members within activity, emergency services or externally appointed first aiders) and will be specified in the risk assessment for each activity.
  - (b) Should the agreed first aid provision not be available, the risks are reassessed using guidance from the National Governing Body and the Sports Safety Officer. If following re-assessment, the activity cannot go ahead safely, then the club will cancel that planned activity.

#### **ACCIDENTS, EMERGENCIES, NEAR MISSES**

8. All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members. All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.
  - (a) An 'accident' is defined as an unfortunate incident that happened unexpectedly and unintentionally resulting in injury to a person or persons and/or damage to property.
  - (b) An 'incident' is used to encompass accidents, dangerous occurrences, specified occupational exposure, ill-health. All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [in the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members.
  - (c) A 'near-miss' relates to incidents that did not result in injury, illness, or damage, but that had the potential to do so. Recognising and reporting these incidents can provide opportunities to learn lessons that prevent future injury or damage. Club members and committees are actively encouraged to report near misses without fear of blame, to ensure safety is improved for any future or repeat issues.

## **INSURANCE**

9. All club activities are appropriately insured to ensure that the members, and the club itself, have an appropriate level of cover should an accident or incident occur.
  - (a) The club has public liability insurance, which is provided by the EKA and a copy of this insurance can be provided to members or third parties when needed.
  - (b) The club has personal accident insurance, which is provided by the Sports Federation and a copy of this insurance can be provided to members when needed. All registered club members (registered through the Sports Federation membership process) are also covered by the Sports Federation personal accident insurance. This policy should be treated as a backup for club specific cover, but details of this policy will be communicated directly to members once they are registered by the club.
  - (c) The club ensures that all coaches and session leaders have appropriate professional liability cover in place and always maintains up to date records of those insurance details.

## **COACHING**

10. Any sports coaching that takes place within club activities is led by individuals with appropriate qualifications and insurance in place. Coaching is defined as the process of motivating, guiding, and providing technical advice or training to individual(s) or teams, relating to the sport or activity in question.

- (a) Coaching can come in a variety of forms. This requirement includes external contracted instructors or coaches (whether permanent or visiting), club members, student leaders and volunteers, who all must have the correct qualifications and insurance in place.
- (b) Volunteer instructors or coaches can, in some circumstances, have insurance cover through the sports NGB without having a qualification, but any insurance in place must still be clarified and evidenced and the club will maintain up to date records of those insurance details.
- (c) All individuals that are 'coaching' within club activities are registered with the Sports Federation through the Club Coach Registration Form, as per regulation 1.12(1)(k) of the [University Regulations for the Activities and Conduct of Student Members](#).
- (d) The club acknowledges that failure to register coaches through the Club Coach Registration Form, or failure to include any coach's qualifications or insurance, may expose club officers, the club and the University to damages arising out of negligent action by the coach, and as such will ensure all coaches are registered appropriately.

## **EVENTS**

- 11) All events organised by the club are planned, organised and risk assessed in a thorough manner.
  - (a) 'Club events' are defined as any activities that take place on a specific date(s) or at a specific time(s) that are outside of the club's regular risk assessed activity, which can include sporting and non-sporting activities. Further details can be found via the [Events](#) page of the Sports Federation Hub.
  - (b) All club events are submitted via the Event Registration Process, to be approved by the Sports Safety Officer. All details are submitted at least 21 days before the event is due to take place, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#).
  - (c) The club acknowledges that failure to register any event within the above deadline may mean that said event cannot be approved and therefore cannot take place.
- 12) Club social events and activities are also appropriately planned, organised and risk assessed, but in most cases will not be registered via the Event Registration Process, unless they are associated with or linked directly to a sporting event (e.g. an after-event dinner).
  - (a) Club social activities are defined as any non-sporting activity organised by the club or its committee members for the benefit of the club's members, or any activities using the club's resources or name. Social activities or events organised between members of the club are not included, providing the club and/or committee are not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

## **TRIPS AND TOURS**

- 13) All trips and tours organised by the club are planned, organised and risk assessed in a thorough manner.

- (a) 'Trips and Tours' are defined as any club activity that requires an overnight stay or any activity outside of Oxford for those sports deemed as 'higher risk'. Further details can be found via the [Trips and Tours](#) page on the Sports Federation Hub.
- (b) All club trips and tours are submitted via the Trips and Tours Registration Process to be approved by the Sports Safety Officer. All details are submitted before the club makes any firm commitments, and at least one month before the trip or tour is due to take place, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#).
- (c) All club overseas trips will also follow all of Part 4 of the [University Regulations for the Activities and Conduct of Student Members](#), which includes individual permission requirements for each student (through the Sports Safety Officer and the Proctors) should the trip take place during Full Term or the Thursday and Friday preceding Full Term. The club is aware that permission for students to travel within these timescales is not guaranteed and the club will make alternative arrangements if permission is not granted (e.g. change of dates) otherwise the trip or tour will be unable to take place.
- (d) The club, the individuals and any club property travelling should not be uninsured during any part of a trip, as comprehensive travel insurance is a requirement for all participants travelling on a club's overseas trip.
- (e) The club acknowledges that failure to register any trip or tour within the above deadline may mean that said trip or tour cannot be approved or take place, either at all or at least in the name of the University.

#### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

18) Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, are separately risk assessed and approved by the Sports Safeguarding Officer.

- (a) Any concerns regarding safeguarding are to be addressed to the club committees and the club ensures that every club member knows how to escalate concerns to the committee.
- (b) Any concerns brought to the committee are shared with the Sports Safeguarding Officer (SSO), as early as possible, who may refer to the University Designated Leads for a decision and action if required. Concerns should not be reported to the club's NGB until the University Designated Leads has provided feedback to the Sports Safeguarding Officer.
- (c) Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via [safety@sport.ox.ac.uk](mailto:safety@sport.ox.ac.uk) for confidentiality purposes.

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

*From Trinity Term 2024*

## **INTRODUCTION**

1. As per the club's 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, by-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**

The committee shall function as per the club's constitution. They shall officially come into office at 00:00 on Sunday of 6th Week of Trinity Term following a sufficient handover period post-AGM, with the AGM occurring no later than 2nd week of Trinity Term. The following committee members roles, in addition to the officers named in the constitution, shall be included on the clubs committee. They are all expected to attend committee meetings when called by the executive committee unless unable, in this case giving suitable notice to the executive committee (at least one day unless an emergency), and must update the handover document at the end of their tenure and carry out a handover meeting with their respective elect members: -

1. The **Welfare Officer** shall:
  - (a) Be the first point of call for any welfare-related issues that arise within the Club
  - (b) Undergo relevant university Welfare training
2. The **Kit Secretary** shall:
  - (a) Organise and distribute the order of Oxford University Korfball Club playing t-shirts, shorts and skorts at the start of Michaelmas Term
  - (b) Collate and maintain a list of player shirt numbers at the start of every season
  - (c) Organise the order of any other kit throughout the year eg. Varsity T-shirts, BUCS t-shirts etc.
  - (d) Send kit order lists and invoices to the Treasurer in a timely manner following any order, so the Treasurer can play the supplier on the Club's behalf
  - (e) Coordinate with treasurer to order any necessary new equipment for the club (i.e. korfballs, bibs, first aid kit materials, ball pump)
  - (f) Keep inventory of all equipment and kit owned by the Club
  - (g) Produce and enforce a bib laundering rota

3. The **Tournament Secretary** shall:

- (a) Organise the annual one-day Cuppers tournament in Trinity Term and the 'Kinda-Cuppers' tournament in Hilary Term including coordinating advertising and team sign-up, liaising with the Club Secretary to book appropriate hall time, finding officials, and purchasing any prizes.
- (b) Assist with the organisation of the annual Varsity match, including organising officials and liaising with the Club Secretary to book hall time if it is a year when the match is being held at home in Oxford
- (c) Assist with the organisation of the annual Town v Gown match, including liaising with the opposing Oxford 'town' team to find a suitable date, organising officials and liaising with the Club Secretary to book hall time
- (d) Assist with the organisation of the annual Alumni Day match(es), including liaising with the Alumni Secretary to find a suitable date, organising officials and liaising with the Club Secretary to book hall time
- (e) Organise entry to all domestic tournaments (excluding BUCS) including liaising with the organisers, coordinating the list of players attending, sorting any relevant paperwork and forwarding tournament invoice(s) to the Club Treasurer
- (f) Organise entry to any overseas tournaments, including the responsibilities listed above in (e) and additionally liaising with the University Safety Officer to sort the relevant overseas safety documentation
- (g) Liaise with Transport Sec for tournament transportation as and when required

4. The **Transport Secretary** shall:

- (a) Organise transport to tournaments and matches where necessary, including liaising with Sports Fed to book transport (minibuses etc.), and forwarding any invoices to the Club Treasurer in a timely manner to be reimbursed.
- (b) Update and maintain the list of registered Club drivers and their relevant qualifications.
- (c) Encourage suitable members of the club to take the driving test to maintain the Club's driver numbers.
- (d) Help to follow up anyone who has not paid for their transport in a timely manner.

5. The **IT & Publicity Secretary** shall:

- (a) Update the Club website with new Committee member names and photos in the summer prior to Freshers' week
- (b) Update the 'President's Welcome' message on the website in the summer prior to Freshers' week
- (c) Update the regular training times on the website when they are confirmed at the start of the year
- (d) Help with the update and maintenance of the Club mailing list throughout the year
- (e) Maintain the Club website and liaise with University IT services should any website or other IT related issues arise
- (f) Help to publicise any club events eg. tournaments etc. on the Club website

- (g) Maintain club Instagram account, and provide access to the social secretary when required
6. The **Social Secretary** shall:
- (a) Organise – and create suitable publicity for (including a term card) – the Club’s social activities throughout the year, comprising at least four socials per term, and to include both a winter holiday and end-of-season event.
7. The **Alumni Secretary** shall:
- (a) Maintain a list of Club Alumni, which should be updated at the start of each year
  - (b) Maintain the Club Alumni Facebook group chat
  - (c) Coordinate the Alumni team for the annual Varsity match
  - (d) Liaise with the Tournament Secretary to organise the annual Alumni Day
  - (e) Maintain the ‘1982 Club’ list
8. The **Team Captains** shall:
- (a) Work together to select their teams at the start of each season including outlining a fair and transparent selection process for players.
  - (b) Meet bi-terminly with the other Captain(s) and Executive Committee
  - (c) Act as a point of call for any team-related issues.
  - (d) Coordinate their team for the weekly league matches, including payment of referees, completion of match forms, and timely submission of match forms to the Club Secretary, and liaising with the Transport Secretary to book match transport for away matches where necessary.
  - (e) Coordinate their team for BUCS competitions including liaising with the Sports Federation and players to ensure the team/players are registered, liaising with the Transport Secretary to book appropriate transport, organising and booking accommodation if required, and forwarding any relevant invoices onto the Club Treasurer in a timely manner.
  - (f) Coordinate their team for the Varsity match (coordinate transportation with Transport Sec if away).
  - (g) The first team captain for the following season will be elected annually at the AGM in Trinity Term, while any other captains will be elected during an EGM in MT of the following academic year, thus meaning the first team captain is also responsible for the other teams until any other captains are elected during the MT EGM.

**ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE OFFICERS OF THE CLUB**

Additional to the responsibilities listed for the Officers of the Club under ‘THE COMMITTEE’ section within the Constitution, the Officers of this Club have the following specific responsibilities: -

1. The **President** shall:
- (a) Oversee the day-to-day running of the Club

- (b) Coordinate the Club Handover document in Trinity Term including ensure the Handover document is up to date, in collaboration with the president-elect
- (c) Formulate the Club Development Plan in Trinity Term
- (d) Recruit coaches and organise coaching contracts at the start of each season
- (e) Coordinate Freshers Fair including organising advertising material, booking and decorating the stall and coordinating the volunteer sign-up sheet and mailing list sign-up sheet
- (f) Make the Club Facebook group chat at the start of each year
- (g) Maintain the Club mailing list and send out the weekly Club email
- (h) Help with the organisation of Varsity including liaising with the Cambridge President to organise a suitable date and the Tournament Secretary to assist with the organisation of the day in the years when it is held in Oxford
- (i) Organise the AGM
- (j) Organise committee meetings (at least 2 per term)

2. The **Secretary** shall:

- (a) Coordinate OKA league fixtures including communicating team availability for fixtures to league coordinators, registering teams on Playwaze, and submitting named teams to the league coordinators at the start of the year.
- (b) Maintain a list of the Club's qualified referees, handle registration for referee certification courses, and coordinate referees for the weekly OKA league fixture.
- (c) Sort EKA and BSKA affiliation on behalf of the Club at the start of the year.
- (d) Coordinate with Team Captains and the Sports Federation to register players and teams for BUCS competitions.
- (e) Book Iffley hall slots for the Club, including regular term-time/vacation slots, and any one off hall slots required for eg. Varsity, Cuppers etc.
- (f) Assist the President where required.
- (g) Keep notes at committee meetings and AGM, producing action documents when required.

3. The **Treasurer** shall:

- (a) Complete the finance section of the Club Handover document.
- (b) Work alongside the Executive Committee to determine the Subs price for the year, and send out the Subs email.
- (c) Set up and make timely payments for any relevant Club activities including tournaments, social activities, referees, coaching, league fees and any other relevant payments.
- (d) Follow up on any missing payments eg. Subs, kit etc.
- (e) Add the incoming Treasurer and President to the Club bank account after the AGM.
- (f) Assist the President where required.

**UNELECTED POSITIONS**

The responsibilities of any positions that remain unelected following the AGM will fall into the remit of the Executive Committee. The club will seek to fill these roles in an EGM in Michaelmas Term of the following year.

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

4. 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**

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