

14 June 2018

Oxford University Taekwon-Do

Code of Conduct 2018/2019

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1.0 Introduction

1.1. "Being totally committed to the safety of its members, the 2018/2019 Oxford University Taekwon-do School will endeavour to 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 School is affiliated to the recognised National Governing Body for our sport:

The United Kingdom Taekwon-do Association
PO Box 24
Crawley
RH10 4ZH
Telephone Number: +44 (0) 845 129 7158
E-mail: headoffice@ukta.com
Web: www.ukta.com

1.3 The Instructor, Assistant Instructors and Committee Members shall always respect the rights, dignity and confidentiality of students. They must always endeavour to conduct themselves within the guidelines laid down by the NGB as regards personal integrity, technical and theoretical competence, and correct observation of the relationship between Instructor and student.

1.4. It is the responsibility of the Secretary to ensure that individual affiliation/membership is paid by all new and existing members.

1.5. The School will appoint a new committee in the 3rd week of Trinity term. The committee will serve for one complete academic year.

1.6. At least one member of the new committee will arrange a Safety Briefing/Compliance meeting with the Area Safety Officer (Sport) by the end of 8th week of Trinity term.

1.7. 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.

1.8. 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 School members' safe participation within the sport. If the issue is of a sensitive nature, then this MUST be raised via the A.S.O. The Instructor must communicate and co-operate with registered medical and ancillary practitioners in regard to the diagnosis, treatment and management of any student's medical or psychological problems.

1.9. The School Code of Conduct, Risk Assessment and Constitution shall be available for members on the School website under a clear 'Safety Documents' link.

2.0 School Activities

FOR THE YEAR 2018/2019 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Tuesday 1630-1800 Saturday 1730-1930 Sunday 1530-1930	Iffley Road, Sports Hall
Training	Thursday 1630-1830	Iffley Road, Dojo
Inter-club contest	TBC	TBC
Varsity Match	TBC	Iffley Road Main Hall

3.0 The School Committee and Specialist Officers

3.1. The School Committee will consist of at least three of the following officers who shall be fully matriculated members of the University:

POSITION	NAME	E-MAIL
President	Stuart Keppie	president@outkd.co.uk
Secretary	Lewis Hart	secretary@outkd.co.uk
Treasurer	Alex Gough	treasurer@outkd.co.uk

3.2 Specialist Officers are not part of the Committee and are involved in responsibilities outside those of the Committee outlined in the Constitution.

POSITION	NAME	E-MAIL
IT Officer & Webmaster	Bronwen Edwards	it@outkd.co.uk
Social Secretary	Isabelle Naylor	socialsec@outkd.co.uk

The duties and responsibilities of these individual officers are outlined in section 3 of the Code of Conduct guidelines to this document.

4.0. Event Organiser, Activity Leaders and Coaches and/or Instructors

The Oxford University Taekwon-do School will follow the guidelines for Event Organisers and Activity leaders, as detailed in the 'guidelines for the Code of Conduct' as displayed in section 6 of the safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>

4.1. The name of the School appointed Event Organisers for 2018/2019 are:

NAME	POSITION	E-mail
Stuart Keppie	President	president@outkd.co.uk

4.2. The name of the School appointed Activity Leaders for 2018/2019 are:

NAME	POSITION	E-mail
Stuart Keppie	President	president@outkd.co.uk

4.3. The name of the School appointed Coaches/Instructors for 2017/2018 are:

NAME	QUALIFICATIONS/EXPERIENCE	E-mail
Senior Master Gary Miller	8 th Dan Master Instructor, Qualified instructor since 1983, International Class A Umpire, Member of BTC, CRB Cheched/Cleared, Teaching at OUTKD since 1993	mastermiller@ukta.com

The School is reminded that the Coaches and Instructors are to provide the Sports Federation with a copy of their latest qualification, their First Aid Qualification (if held) and proof of Personal Indemnity Insurance. This information will be sent to the Sports Federation Office prior to the commencement of the new academic year (Michaelmas). It is the responsibility of the Coach and/or Instructor to renew and supply copies of the above forms.

The Instructor, Assistant Instructors and Committee Members shall always respect the rights, dignity and confidentiality of students. They must always endeavour to conduct themselves within the guidelines laid down by the NGB as regards personal integrity, technical and theoretical competence and correct observation of the relationship between Instructor and student.

4.4. Activity Participants:

Although Activity Leaders are responsible for informing participants about the exact nature of an activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by an Activity Leader or Event Organiser or Coach and/or Instructor.

5.0. University Sports School Activities

5.1. The Oxford University Taekwon-do School will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document. <http://www.sport.ox.ac.uk/sportsfederation/safety>

6.0. Activity Registration

6.1. The Oxford University Taekwon-do School will follow the guidelines of the Trip Registration Form guidelines for trips in the United Kingdom and abroad, 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 Oxford University Taekwon-do School will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

7.2. The name of the School trained and/or qualified First Aiders for 2017/2018 are:

NAME	QUALIFICATIONS	E-MAIL
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Senior Master Gary Miller	Heartstart UK First Aid Qualified	mastermiller@ukta.com

8.0. Accident and Emergency Procedures

8.1. The Oxford University Taekwon-do School will follow the 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 Oxford University Taekwon-do School actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our martial art. The Schools will endeavour to follow the guidelines for provision of this as detailed in section 13 of the safety webpages; <http://www.sport.ox.ac.uk/sports-federation/safety>. Courses considered appropriate include, where relevant, National/International Seminars, Instructors Courses, Referee/Umpire Courses (and refresher courses) and First Aid Courses.

10.0 School's Complaints Procedure

10.1. The School operates a procedure that allows School members to raise complaints about issues, which might include the following:

- The safety of School activities.
- Poor standards of instruction or leadership.
- The standard of equipment used for School activities.
- Poor School Administration.
- The lack of suitable activities for their level of participation.

10.2. Complaints concerning School safety or operational matters should initially be addressed to the School 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 Club Social Functions

Social functions form an important part of a club's activities. As a result Clubs have a responsibility for any organized activity, including social events. Please be reminded that Clubs should under no circumstance place students under any pressure to take part in, or pass any form of initiation as part of their membership of the Club. All students should be able and encouraged to participate in student activities in an atmosphere free from discrimination or fear. All clubs are reminded that they operate within the overall framework of Oxford University and as an Oxford University Club cases of disrepute at social functions will be treated seriously.

12.0. Governing Body Recommendations

The Oxford University Taekwon-do School will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

13.0. Declaration (All officers must sign)

As a School Official I am aware of my moral and legal obligations to my fellow School members.

I have read and understand, agree to abide by, and enforce the rules of the School Constitution, Code of Practice (including Appendix 1), Risk Assessment and Office to which I hold.

POSITION	NAME	SIGNATURE
President	Stuart Keppie	
Secretary	Lewis Hart	
Treasurer	Alex Gough	
IT Officer & Webmaster	Bronwen Edwards	
Social Secretary	Isabelle Naylor	

14.0. The Code of Conduct Guidelines.

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>