

# OUCKC CODE OF CONDUCT (2015-2016)

*Correct as of 12.04.2016*

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## **1.0 Introduction**

1.1 Being committed to the safety of its members, the University of Oxford Canoe and Kayak Club (OUCKC) will operate so far as reasonably practicable, in accordance with the following documents; its risk assessment, the Proctors rules and current National Governing Body (NGB) guidelines.

1.2 The club is affiliated to the recognised NGB for our sport, the British Canoe Union (BCU):

British Canoe Union HQ  
18 Market Place  
Bingham  
Nottingham  
NG13 8AP

Tel: 0845 370 9500 or 0300 0119 500

Fax: 0845 370 9501

1.3 It is the responsibility of the Secretary to ensure that affiliation/membership is paid due at the end of November, and any information on new or current "Best Practice" requested. A copy of the club affiliation will be sent to the Area Safety Officer (Sport).

1.4 The club will appoint a new committee to serve from 6<sup>th</sup> week Hilary Term; the committee will serve for one complete year.

1.5 At least three members of the new committee will arrange a Safety Briefing Session with the Area Safety Officer for Sport (ASO) within two weeks of the start of term following the appointment.

1.6 The reviewed and signed versions of the Code of Conduct (with all appendices including an up to date risk assessment) will be supplied to the Area Safety Officer

for Sport four weeks after the start of term following appointment of the new committee.

1.7 The clubs appointed “Senior Member” is Dr Jan Schnupp Oxford University, Laboratory of Physiology, Parks Road, Oxford OX1 3PT. Tel: 01865 272513.

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 shall maintain a webpage which must display the current Constitution, Code of Practice and Risk Assessment

## 2 Club Activities

2.1 The club activities shall be as defined by the club constitution and code of practice and a separate list of the proposed activities for the year will be maintained by the committee and supplied to the ASO along with the Code of Conduct each year.

## 3 Specialist Officers

3.1 The club officers and their roles shall be as defined in the club constitution. The Club 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	Serin Gioan	serin.gioan@exeter.ox.ac.uk
Secretary	Jonathon Witty	jonathon.witty@stcatz.ox.ac.uk
Treasurer	Thomas Leissing	thomas.leissing@hertford.ox.ac.uk
Equipme	Cormac Browne	cormac.browne@gmail.com

3.2 The **President** shall act as **Training officer**, responsible for:

3.2.1 The welfare of the Club's novice members.

3.2.2 Facilitating the integration of the novice within the Club, and their access to relevant information and advice.

3.2.3 Ensuring that participating novices understand all aspects of a Club activity; paying particular attention to skill levels required, risks involved, and equipment requirements.

3.2.4 Advising the novice on their suitability for certain trips.

3.2.5 Promoting the benefits of further training for all Club members; and providing the Club with the relevant information.

3.3 The **President** shall act as **Transport Officer**, responsible for:

3.3.1 Ensuring that the club complies with University transport policy, as detailed at <http://www.admin.ox.ac.uk/clubs/oxonly/minibus/mbscheme.shtml>



3.4 The **Equipment and Safety Officer's** roll is in part defined in the constitution. Further responsibilities shall include:

3.4.1 Producing an annual inventory of Club equipment and sending a copy of this document to the ASO. The Equipment and Safety Officer is also responsible for updating the inventory when necessary. It is advised that delivery notes and copies of invoices for new purchases are kept by club officials. Ultimately it is important that the inventory is signed by the ASO.

3.4.2 Storing and maintaining all equipment in accordance with the manufacturers, Club Guidelines and Department's requirements.

3.4.3 Keeping accurate records of all safety checks undertaken by the Club.

3.4.4 Recording information concerning equipment failure or damage in the above-mentioned log. Any defect or service reports should be kept by the Club as proof of ongoing maintenance.

3.4.5 Recording the whereabouts of all equipment in the equipment log book; and ensuring that on return loaned equipment has suffered nothing more than expected wear and tear.

3.4.6 Ensuring that all equipment issued for an activity is suitable for that purpose, as far as reasonably practical in the circumstances.

3.4.7 Ensuring that equipment is not loaned to members who are unskilled in its usage, unless they are supervised, as far as reasonably practical in the circumstances.

3.4.8 Advising the borrower on the correct care of the loaned equipment. (This includes advising on security.)

3.4.9 To arrange the repair or disposal of unsafe equipment. (In conjunction with the ASO).

3.4.10 Advising the committee on the purchase of Club equipment; and informing them of when this will be necessary.

3.5 **The Equipment and Safety Officer's** officers duties shall include the following aspects of **first aid provision:**

3.5.1 Ensuring that the Club has sufficient trained First Aid cover at all events or activities, as detailed in section 12 of the safety webpages.

3.5.2 Ensuring sufficient First Aid equipment is provided or taken along to all Club events.

3.5.3 Ensuring that First Aid equipment owned or used by the Club is kept current, up to date, and regularly replenished. All First Aid kits have an outline of the contents which are required.

3.5.4 Disseminating information to all Club members, on relevant First Aid training opportunities.

#### 4 Event Organiser and Activity Leaders

4.1 The positions and responsibilities of Event Organisers & Activity Leaders for the University of Oxford Canoe and Kayak Club will be as defined in the club constitution. Event Organisers and Activity Leaders must fully understand that they are undertaking these roles increases their “Duty of Care” and they are accepting a level of responsibility in line with BCU guidance which is posted on the BCU website. It is the responsibility of the committee to maintain an up to date list of club members who have sufficient experience and/or ability to fill the roles of Event Organiser and Activity Leader. The current list will form an appendix to this document and each update will be sent to the ASO. For each club trip it is the responsibility of the committee to decide who shall be Event Organiser and where appropriate appoint Activity Leaders for the trip.

4.2 The *Event Organiser* is responsible for the following:

4.2.1 Completing the Trip Registration forms within the required time.

4.2.2 Ensuring that all aspects of the trip's planning has been covered. This includes transport and drivers, first aiders, activity leaders, equipment, itinerary, accommodation (where necessary), and emergency procedures.

4.2.3 Providing the Club Committee with comprehensive details of the proposed activity, in order that they can fulfill their duties, (Refer to point above.)

4.2.4 Working in conjunction with the Activity Leaders, the Safety and Training Officers, to provide all participants with sufficient information to ensure that they are in no doubt as to the nature of the trip, and their personal responsibilities and requirements. Including the participant's duty to inform the Activity Leaders of any relevant medical conditions.

4.2.5 Encouraging all participants to respect the Club guidelines, and not bring the Club into disrepute.

4.2.6 Filing a report with the Club Secretary, that covers all aspects of the trip and will be of use to the Club when planning subsequent visits to that area.

4.2.7 If an incident or "near miss" occurs, the Event Organiser **MUST** file a report with the ASO within 24 hours of the completion of the activity, or as far as reasonably practical in the circumstances.

4.2.8 All participants must be made aware who the Event Organiser is, as this will give members a name to refer to when seeking information concerning an activity.

4.3 The Event Organiser **MUST** be a member of the party while the Club is away from the University. In the event of an emergency, the Event Organiser and Activity

Leaders must ensure they have the University of Oxford Security Services phone number available at all times. The Emergency number for the Security Services is (01865) 289999. This number is available at all times (24/7).

4.4 The **Activity Leader** is responsible for the following:

4.4.1 The safety of all activity participants.

4.4.2 Ensuring that Club guidelines are followed at all times.

4.4.3 Providing the highest standard of leadership and instruction as is reasonable in all of the circumstances.

4.4.4 The inclusion of appropriate safety equipment for the proposed activity, as recommended by the NGB, or what would be seen to be “Good Practice”.

4.4.5 Ensuring that participants are aware of the relevant parts of the Country Code, local agreements, wildlife restrictions etc (when in place). It is unacceptable for any of these to be violated.

4.4.6 Providing the ASO with a written report (via the Event Leader) of any incident or "near miss" that occurs during a Club Activity. This **MUST** be done within 24 hours of the completion of the activity, or as far as reasonably practical in the circumstances.

4.4.7 The Club can maintain a record of any accident and/or incident forms for future reference.

4.4.8 The Activity Leader has the authority to make final decisions on disputed issues. With that authority comes responsibility, the Club President and Committee should ensure that all prospective Activity Leaders understand, and accept the degree of responsibility that they are undertaking.

4.4.9 The Activity Leader must ensure that all participants are suitably equipped before the activity starts. Members without the necessary gear requirements should not be allowed to participate until the situation is positively resolved. The Activity Leader's checks should include both personal and Club equipment. It will also be necessary to advise novices on the safety equipment that they will be required to carry, and physically check that it is suitable, as they may not be sure themselves.

4.4.10 Activity Leaders should also be aware that although participants are accepting a certain amount of risk themselves, many lack the necessary experience to undertake reliable assessment of the risks involved, and therefore have to rely on the Activity Leader's judgment which is based on their own personal experience and knowledge.

4.4.11 It should also be remembered that participants are often in a new environment, and the Activity Leader cannot expect that apparently obvious precautions will be taken.

4.4.12 A "Duty of Care" will exist.

4.5 To ensure that participants are aware of their responsibilities, and the risks they are exposing themselves to, the Activity Leader must work in conjunction with the **President, who shall act as Club Training Officer**, having responsibilities concerning novice members, to complete the following tasks:

4.5.1 Issue a written equipment list for each activity; and be able to clarify requirements verbally when necessary.

4.5.2 Ensure that all participants are aware of the nature of the activity, (i.e. suitable for advanced, novice etc.)

4.5.3 Advise participants on their own ability level.

4.5.4 Brief and de-brief participants at the start and finish of each activity.

4.6 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. The Event Organiser and Activity Leader "on the day" will have the final say if they believe an individual member has insignificant experience, skill or judgment to paddle a particular stretch of water. This decision is final.

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

5.1. The University of Oxford Canoe and Kayak 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 Canoe and Kayak Club 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 University of Oxford Canoe and Kayak Club 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 club committee will maintain an up to date list of club members trained and/or qualified First Aiders for the year. The current list will form an appendix to this document.

## **8.0. Accident and Emergency Procedures**

8.1. The University of Oxford Canoe and Kayak Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage.

<http://www.sport.ox.ac.uk/sportsfederation/safety>

## **9.0. Training Courses**

9.1. In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Golf Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport. The Club will endeavor 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>

9.2. Currently it is recommended that as many senior committee members as possible should attend the BCU student safety weekend. The Area Safety Officer (Sport) is willing to help out with these costs.

## **10.0 Clubs Complaints 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 Canoe and Kayak Club will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

## **12.0. Declaration (All officers 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 Practice (including the Appendix), Risk Assessment and Office which I hold.

POSITION	NAME	S
President	Serin Gioan	Serin Gioan
Vice President	Elliot Warner-Bacon	Elliot Warner-Bacon
Secretary	Jonathon Witty	Jonathon Witty
Treasurer	Thomas Leissing	Thomas Leissing
Trips Secretary	Kerry Mellor	Kerry Mellor
Trips Secretary	Cormac Browne	Cormac Browne
Equipment and First Aid Officer	Cormac Browne	Cormac Browne

### **13.0. 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>