

# **OXFORD UNIVERSITY SWIMMING CLUB**

## **CODE OF CONDUCT 2009-2010**

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### **1.0 Introduction**

1.1. Being totally committed to the safety of its members, the University of Oxford Swimming Club will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines.

1.2. The Oxford University Swimming Club is affiliated to the recognised National Governing Body for our sport:-

The Amateur Swimming Association  
Harold Fern House  
Derby Square  
Loughborough  
LE11 5AL

Tel: (01509) 618700  
Fax: (01509) 618701  
Email: customerservices@swimming.org  
Web: www.britishswimming.org

1.3. It is the responsibility of the Secretary to ensure that affiliation/membership is paid on the due date of the October 31st, and any information on new or current "Best Practice" requested. A copy of the affiliation form should be provided to the Sports Department and its nominated officers as soon as the affiliation/membership is renewed and where possible.

1.4. The club will appoint a new committee on seventh week of Hilary Term. The committee will serve for one complete academic year.

1.5. At least two members of the new committee will arrange a Safety Briefing/Compliance meeting with the Sports Department and its nominated officers within two weeks of appointment. All clubs must have met with the Sports Department and its nominated officers before the end of Michaelmas Term.

1.6. The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Sports Department and its nominated officers at an agreed time after the appointment of the new committee.

1.7. The clubs appointed "Senior Member" is Dr Martin Edwards, Queens College  
email: martin.edwards@queens.ox.ac.uk

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 Sports Department and its nominated officers.

- 1.9. 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 academic year 2009-2010 our proposed activities will be:

### Training, Iffley Road

Pool Training	Monday	7am-9am	
	Tuesday	7am-9am	7pm-9pm
	Wednesday	7pm-9pm	
	Thursday	4-6pm	
	Friday	7am-9am	7.30pm-9pm
	Saturday	8am-10am	9am-11am

### Training camps

Training camp, 2<sup>nd</sup>-9<sup>th</sup> January 2008, venue Ligano, Italy

### Galas

Friendly Gala, 25<sup>th</sup> October 2007, Rosenblatt Pool, Oxford

BUCS Short Course Championships, 14<sup>th</sup>-16<sup>th</sup> November 2008, Ponds Forge, Sheffield

BUCS Team Championships, date 29<sup>th</sup>-30<sup>th</sup> November 2008, Hatfield

ASA City of Oxford Open Meet, 6<sup>th</sup>-7<sup>th</sup> December 2008, Temple Cowley Pools, Oxford

ASA Open Meet 24<sup>th</sup>-25<sup>th</sup> January 2009, Maxwell

Varsity Match, 6<sup>th</sup> February 2009, Cambridge

BUCS Long Course Championships 13<sup>th</sup>-15<sup>th</sup> 2009 February, Ponds Forge, Sheffield

Oxfordshire County Championships, 14<sup>th</sup>-15<sup>th</sup> March 2009, Aylesbury

BUCS Team Finals 15<sup>th</sup> March 2009, ponds Forge Sheffield

British Championships, 11<sup>th</sup>-12<sup>th</sup> April 2009, Ponds Forge, Sheffield

### Channel swim

Channel Swim training sessions, weekends TBC during Trinity term, Calshot Beach

Channel Swim, June/July 2008, English Channel

## 3.0 Specialist Officers

- 3.1 The Club Committee will consist of the following officers who shall be fully matriculated members of the University:

**President** Harry Fisher [harry.fisher@seh.ox.ac.uk](mailto:harry.fisher@seh.ox.ac.uk)

**Secretary** Max Millard [maximilian.millard@keble.ox.ac.uk](mailto:maximilian.millard@keble.ox.ac.uk)

**Treasurer** Joe Cruttwell [joe.cruttwell@wadh.ox.ac.uk](mailto:joe.cruttwell@wadh.ox.ac.uk)

**Men's Captain** Ian Osband [ian.osband@new.ox.ac.uk](mailto:ian.osband@new.ox.ac.uk)

**Women's Captain** Ann Hyams [ann.hyams@sjc.ox.ac.uk](mailto:ann.hyams@sjc.ox.ac.uk)

**Web Master** Varun Divgikar varundiv@gmail.com  
**Coach** Roger Howes roger.howes@ntlworld.com  
**Social Secretary** Rozz Bray [rosalind.bray@lmh.ox.ac.uk](mailto:rosalind.bray@lmh.ox.ac.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**

4.1. The University of Oxford Swimming Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in Section 4 of the 'guidelines for the Code of Conduct'

The name of the Club appointed Event Organisers for 2009-2010 are:

<b>NAME</b>	<b>POSITION</b>	<b>E-mail</b>

4.2. The name of the Club appointed Activity Leaders for 2009-2010 are:

<b>NAME</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>	<b>E-mail</b>

4.3. The name of the Club appointed Coaches/Instructors for 2009-2010 are:

<b>NAME</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>	<b>E-mail</b>
Roger Howes	Swimming Coach	ASA Level 4 coach	roger.howes@ntlworld.com

The club 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.

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 Club Activities**

5.1. The University of Oxford Swimming Club will undertake its activities as outlined in section 5 of the Code of Conduct guidelines to this document.

#### **6.0. Activity Registration**

6.1. The University of Oxford Swimming Club will follow the guidelines of the Trip Registration Form guidelines for trips in the United Kingdom and abroad, as detailed in section 10 & 11 of the Safety Webpage.

#### **7.0. First Aid**

7.1. The University of Oxford Swimming Club will follow the guidelines for First Aid provision, as detailed in section 12 of the Safety webpage.

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

**8.1.** The University of Oxford Swimming Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the Safety webpage.

## **9.0. Training Courses**

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

The Club will endeavour follow the guidelines for provision of this, as detailed in section 13 of the Safety webpages.

## **10. 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 Captain. If this does not prove satisfactory a written complaint should be made to the Sports Federation. If this reply is unsatisfactory then a written complaint should be made to the Director of Sport.

## **11.0. Governing Body Recommendations**

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

## **12.0 Club Social Functions**

Social functions form an important part of a club's activities. As a result Clubs have a responsibility for any organised 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.

## **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/> www.sport.ox.ac.uk