**OXFORD UNIVERSITY WATERPOLO CLUB**

**CODE OF CONDUCT**

**2021-2022**

**Contents**

1.0. Introduction

2.0. Club Activities

3.0. Specialist Officers

4.0. Event Organisers & Activity Leaders

5.0. University/Club Activities

6.0. Activity Registration

7.0 First Aid

8.0. Accident and Emergency Procedures

9.0. Training Courses

10.0. Club Complaints Procedure

11.0. Governing Body Recommendations

12.0. Club Social Functions

13.0. Code of Conduct Guidelines

**1.0 Introduction**

1.1. Being totally committed to the safety of its members, the University of Oxford Water Polo 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 University of Oxford Water Polo Club is affiliated to the recognised National Governing Body for our sport:

*The ASA,
SportPark,*

*3 Oakwood Drive,*

*Loughborough,*

*Leicestershire*

*LE11 3QF*

*Telephone Number: (01509) 618700
Fax Number: (01509) 618701*

1.3. It is the responsibility of the Secretar*y* to ensure that affiliation/membership is paid on the due date, and any information on new or current “Best Practice” requested. A copy of the affiliation form should be provided to the Sports Department as soon as the affiliation/membership is renewed and where possible.

1.4. The club will appoint a new committee at the end 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 club’s appointed “Senior Member” is Dr. James Felce.

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 2021/22 our proposed activities will be changing in line with COVID regulations and changing but we hope to resume normal activities in line with the following:**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DAY/DATE** | **VENUE/LOCATION** |
| Water Polo Training | Sunday, 6–7.30 p.m. Monday, 9–10.30 p.m. Wednesday, 9–10.30 p.m. Friday, 9-10.30 p.m. | Rosenblatt Swimming Pool. |
| Swimming Training | Tuesday, 5-7 p.m. | Rosenblatt Swimming Pool. |
| UPolo (South East) | TBC | Rosenblatt Swimming Pool. Various away matches. |
| BUCS | TBC (primarily Wednesday, 9- 10.30 p.m.) | Rosenblatt Swimming Pool. Various away matches. |
| Training Camp | 0th Week Hilary term | Rosenblatt Swimming Pool. |
| Town vs Gown | TBC | Rosenblatt Swimming Pool. |
| Varsity | TBC | Rosenblatt Swimming Pool. |
| BUCS Finals | TBC | TBC |
| Friendly matches | TBC | Rosenblatt Swimming Pool. Various away matches. |

**3.0 Specialist Officers**

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

|  |  |
| --- | --- |
| **POSITION** | **NAME** |
| President | Victoria Strutt  |
| Secretary | Cara Press |
| Treasurer | Mathew Schafel  |

One of the above committee members will be the appointed Club Safety Officer. Suggested 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 Water Polo Club 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 webpage at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).

4.2 The club is reminded that the Coaches and Instructors are to provide the Sports Federation with a copy of their latest qualification, 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.

4.3. 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 Water Polo Club will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document.

**6.0. Activity Registration**

6.1. The University of Oxford Water Polo 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.

**7.0. First Aid**

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

7.2. Due to the provision of qualified lifeguards for all club sessions at Oxford University Swimming Pool and other University swimming facilities there is no requirement for First Aid qualified members.

**8.0. Accident and Emergency Procedures**

8.1. The University of Oxford Water Polo 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 Water Polo 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.

**10.0 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 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 Water Polo 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 [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).