

# OXFORD UNIVERSITY WATERPOLO CLUB

## CODE OF CONDUCT

2016/2017

### 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 Secretary 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 2016/2017 our proposed activities will be:

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	0 <sup>th</sup> Week Hilary term	Rosenblatt Swimming Pool.
Town vs Gown	TBC	Rosenblatt Swimming Pool.
Varsity	TBC	Parkside Pool and Gym, Gonville Pl, Cambridge CB1 1LY
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	Khi Huin Shek
Secretary	Rhiannon Heard
Treasurer	Luke Sperry
Men's Captain	Joseph Ortiz
Men's Vice Captain	Seh Woon Neo
Women's Captain	Matilda Gilbert
Women's Vice Captain	Andrea DoCouto-Azcarate
Men's Second Team Captain	Calum Bradshaw
Publicity/ IT Officer	Ameen Chekroud
Social Secretaries	Charlotte Newman Ameen Chekroud Howard Friman

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).

The name of the Club appointed Event Organisers for 2016/2017 are:

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

4.2. The name of the Club appointed Activity Leaders for 2016/2017 are:

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

4.3. The name of the Club appointed Coaches/Instructors for 2016/2017 are:

<b>NAME</b>	<b>POSITION</b>	<b>QUALIFICATIONS/ EXPERIENCE</b>	<b>E-mail</b>
William Middleton	External Coach	Player at Cheltenham; three years coaching with OUWPC	william.middleton@hotmail.co.uk
Michaela Smith	External Coach	GB player; three years coaching with OUWPC	michaelasmith313@hotmail.co.uk

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.

4.4. 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 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).