

OXFORD UNIVERSITY WINDSURFING 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 2009/2010 University of Oxford Windsurfing Club will operate so far as reasonably practicable, in accordance with the following document, it's risk assessment, the Proctors rules and current NGB guidelines."

1.2 Individual members are members of the RYA the recognised National Governing Body for our sport:-

The Royal Yachting Association
RYA House
Ensign Way
Hamble
Southampton
Hants
SO31 4YA

Telephone Number: (0845) 345 0400

Fax Number: (0845) 345 0329

E-mail: admin@rya.org.uk

Website: <http://www.rya.org.uk>

1.3 It is the responsibility of the individual member to ensure that active members are members of the RYA and any information on new or current "Best Practice" with regard to safety is obtained from the RYA.

1.4 The club will appoint a new committee on fourth 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 Area Safety Officer (Sport) within two weeks of appointment. All clubs should have met with the ASO 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 Area Safety Officer (Sport) at an agreed time after the appointment of the new committee.

1.7 The clubs appointed Senior Member is Sandy Douglas (Sandy.douglas@medschool.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 A.S.O.

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:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Beginner sessions and general club sessions.	Various, to be made known to OSC and OUSD.	Farmoor Reservoir.
Coastal trips	AK7 – October Busa - May	South Coast often West Wittering and Cornwall Southampton
Racing Events	Various	Nationwide
Varsity	TBC	Location to be confirmed
BUSA	TBC	Calshot southampton

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	E-MAIL
President	John Lyle	John.lyle@keble.ox.ac.uk
Social Sec	Clare Barnard	Clare.barnard@st-hildas.ox.ac.uk
Treasurer	Paul Baggott	james.baggot@trinity.ox.ac.uk
Beginners Representative	Tom Dalton	george.dalton@queens.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 Windsurfing 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:

NAME	POSITION	E-mail
John Lyle	President	As above

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

NAME	POSITION	QUALIFICATIONS	E-mail
Clare Barnard	Activity Leaders	Start Windsurf Instructor	clare.barnard@st-hildas.ox.ac.uk
Chris Boote	Activity Leaders	Senior Instructor	christopher.boote@spc.ox.ac.uk

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

NAME	POSITION	QUALIFICATIONS	E-mail
Clare Barnard	Instructor	Level 1 Windsurf	clare.barnard@st-hildas.ox.ac.uk
Chris Boote	Activity Leaders	Senior Instructor	christopher.boote@spc.ox.ac.uk

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 Windsurfing Club will undertake its activities as outlined in section 5 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 Windsurfing 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. <http://www.sport.ox.ac.uk/sports-federation/safety>

7.0 First Aid

7.1 The University of Oxford Windsurfing 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>

The name of the Club trained and/or qualified First Aiders for 2009/2010 are:

NAME	POSITION	QUALIFICATIONS	E-mail
Clare Barnard	Instructor	1 st aid with Instructor Course	clare.barnard@st-hildas.ox.ac.uk
John Lyle	President	1 st aid with Sailing Instructor Course	john.lyle@keble.ox.ac.uk
Chris Boote	Instructor	1 st aid with Instructor Course	christopher.boote@spc.ox.ac.uk

8.0 Accident and Emergency Procedures

8.1 The University of Oxford Windsurfing Club 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 University of Oxford Windsurfing Club actively encourages it's 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. <http://www.sport.ox.ac.uk/sports-federation/safety>

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 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 Windsurfing 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 Appendix 1), Risk Assessment and Office to which I hold.

POSITION	NAME	SIGNATURE
President	John Lyle	
Social Sec	Clare Bernard	
Treasurer	Paul Baggott	
Beginners Representative	Tom Dalton	

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>