

Oxford University Ultimate (OW!) CODE OF CONDUCT 2016-17

1.0. Introduction

1.1. Being totally committed to the safety of its members, Oxford University Ultimate (OW!) 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 Club is affiliated to the recognised National Governing Body for our sport:

UK Ultimate
The Secretary
PO Box 1
Swan House
Leicester
LE9 5ZW

Telephone Number: (07092) 175365
Webpage: <http://www.ukultimate.com>

1.3. It is the responsibility of the Secretary to ensure that individuals pay membership before UKU events and any information on new or current "Best Practice" requested, and made available to those concerned.

1.4. The club will appoint a new committee in Trinity 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 Session with the Area Safety Officer for Sport within Michaelmas term.

1.6. The reviewed and signed versions of the Code of Practice and Risk Assessment will be supplied to the Area Safety Officer (ASO) for Sport at an agreed time

1.7. The club's appointed "Senior Member" is Manuel Berdoy (e-mail: manuel.berdoy@bms.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 ASO.

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 2016-17 our proposed activities are:

| ACTIVITY | DAY/DATE | VENUE/LOCATION |
|--|--|--|
| Outdoor Training | Wednesday am | University Parks |
| Track/fitness | Thursday pm | Iffley Road Athletics Track |
| Indoor Training | Wednesday pm, Thursday am, Saturday am | Iffley Road Sports Hall |
| Cuppers | TBC (Trinity Term) | TBC |
| College League matches | Throughout the year | University parks |
| MT15 Hat Tournament | TBC (Michaelmas Term) | TBC |
| SICKO (indoor tournament) | 8-9 th October 2016 | The Triangle Leisure Centre, Burgess Hill, RH15 8WA |
| Mixed Indoor Regionals | 29 – 30 th October 2016 | University of Surrey, Richard Meyjes Rd, Guildford GU2 7AD, United Kingdom |
| Men's Indoor Regionals | 5-6 th November 2016 | The Triangle Leisure Centre, Burgess Hill, RH15 8WA |
| Women's Indoor Regionals | 19-20 th November 2016 | The Triangle Leisure Centre, Burgess Hill, RH15 8WA |
| Mixed Indoor Nationals (Division 1) | 26-27 th November 2016 | TBC |
| Men's Indoor Nationals | 4-5 th February 2017 | TBC |
| Women's Indoor Nationals | 4-5 th February 2017 | TBC |
| Men's Outdoors BUCS Weekly matches | Various | Various |
| Women's Outdoor Regionals | TBC | TBC |
| Mixed Outdoor Nationals | TBC | TBC |
| Men's Outdoor Nationals | TBC | TBC |
| Women's Outdoor Nationals | TBC | TBC |
| Varsity Matches | TBC (February) | University of Cambridge Sports Centre, Philippa Fawcett Dr, Cambridge CB3 0AS, United Kingdom |

3.0

3.0. Specialist Officers

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

| POSITION | NAME | E-MAIL |
|-----------------------------|--------------------|--|
| President | Russell Petry | oxforduniultimate@gmail.com russell.petry@spc.ox.ac.uk |
| Male Squad Captain | Nathan Wragg | nathan.wragg@pmb.ox.ac.uk |
| Female Squad Captain | Noemi Blome | laura.blome@spc.ox.ac.uk |
| Secretary | Roisin Jackson | roisin.jackson@worc.ox.ac.uk |
| Treasurer | Hui Min Ang | hui-min.ang@balliol.ox.ac.uk |
| Social Secretary | Ian Roper | ian.roper@st-annes.ox.ac.uk |
| College Coordinator | Nicholas Halterman | nicholas.halterman@balliol.ox.ac.uk |
| Stash Officer | Enzia Schnyder | enzia.schnyder@new.ox.ac.uk |
| Outreach Coordinator | Joshua Lanier | joshua.lanier@spc.ox.ac.uk |
| Women's Development Officer | Joyce Kwok | wing.qwok@balliol.ox.ac.uk |

3.2. All positions are elected at the club annual general meeting by majority vote. With the exception that a previous committee member resigned (see 3.16).

3.3. The President shall: be in charge of general overseeing of the club, ensuring accommodation, transport and booking of tournaments; ensure the club's continued relationship with the Sports Fed; making sure the club obeys all relevant Sports Fed rules; have the right to preside at all meetings of the members of the Club and at all meetings of the Committee; maintain regular contact with the Senior Member. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

3.4. The Secretary shall: maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request; give notice of meetings of the members and the Committee; draw up the minutes of those meetings; notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee; advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution; notify the Proctors (through the Director of Sport) not later than the end of the second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture card); provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body; inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.

3.5. The Treasurer shall: keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices; develop and implement control procedures to minimise the risk of financial exposure, such

procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit"); ensure that bills are paid and cash is banked in accordance with the procedures set out in the constitution; prepare an annual budget for the Club and regularly inform the Committee of progress against that budget; ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate; seek advice as necessary on tax matters from the University's Finance Division; develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibility; make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit; forward to the Proctors (through the Director of Sport) by the end of the second week of each Full Term in the Club's first year of operation (1 August to 31 July) a copy of the accounts for the preceding term signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward a copy of the signed annual accounts to 31 July as soon as possible after the year end (and in any event no later than the 1 October following the year end); and if the Club has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts for audit by auditors approved in advance by the Proctors. Accounts are to be ready for audit within four months after the year end and the costs of the audit shall be borne by the Club. If requested by the auditors, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

- 3.6. The Male Squad captain shall: have overall responsibility for the men's team, and overall responsibility for the mixed team along with the Female Squad Captain. These responsibilities include selecting players for matches and tournaments, leading the team on the playing field, organising training sessions, and attending relevant blues committee meetings.
- 3.7. The Female Squad Captain shall: have overall responsibility for the women's team, and overall responsibility for the mixed team along with the Male Squad Captain. These responsibilities include selecting players for matches and tournaments, leading the team on the playing field, organising training sessions, and attending relevant blues committee meetings.
- 3.8. The Male/Female Social Secretaries shall: organise team socials; and attend socials where possible to ensure the smooth running and continued survival of the team throughout.
- 3.9. The College Coordinator shall: ensure the smooth running of spring league (or any other collegiate league); assume the organisational responsibility of Cuppers; ensure there are strong links between the University team and college teams; and make sure there is a thriving college community within the University.
- 3.10. The Stash Officer shall: ensure that team kit is ordered, paid for and supplied before varsity (at the very latest), as well as any extra stash the club decides to order; that the

club logo is only used on official orders; be responsible for looking after the club's discs.

3.11. The Outreach Coordinator shall: be in charge of the promotion of Ultimate Frisbee, in and around the University; as well promoting awareness of the club and sport within the local community.

3.12. The Women's Development Officer shall be in charge of specifically promoting and developing women's ultimate within the university and also by developing links with other universities.

3.13. In the event that a committee member resigns, the committee may act to elect a new committee member in order to fill the vacant position by coming to a two-thirds vote in favour (under the advice of the departing committee member or otherwise).

4.0. Event Organiser

4.1. The Event Organiser is responsible for the overall planning of a Club activity, and although they may delegate tasks, it is up to them to ensure that all requirements are fulfilled, in order that the activity can run safely, efficiently, and successfully.

4.2. The appointed Event Organisers for 2016/17 are:

| POSITION | NAME | E-MAIL |
|-----------------------------|--------------------|--|
| President | Russell Petry | oxforduniultimate@gmail.com russell.petry@spc.ox.ac.uk |
| Male Squad Captain | Nathan Wragg | nathan.wragg@pmb.ox.ac.uk |
| Female Squad Captain | Noemi Blome | laura.blome@spc.ox.ac.uk |
| Social Secretary | Ian Roper | ian.roper@st-annes.ox.ac.uk |
| College Coordinator | Nicholas Halterman | nicholas.halterman@balliol.ox.ac.uk |
| Outreach Coordinator | Joshua Lanier | joshua.lanier@spc.ox.ac.uk |
| Women's Development Officer | Joyce Kwok | wing.kwok@balliol.ox.ac.uk |

4.3. The appointed Club Activity Leaders for 2016/17 are:

| POSITION | NAME | E-MAIL |
|-----------------------|---------------|--|
| President | Russell Petry | oxforduniultimate@gmail.com russell.petry@spc.ox.ac.uk |
| Male Squad Captain | Nathan Wragg | nathan.wragg@pmb.ox.ac.uk |
| Female Squad Captains | Noemi Blome | laura.blome@spc.ox.ac.uk |

- 4.5. Activity participants: Although the Event Organiser is 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 the Event Organiser.

5.0. University Sports Club Activities

5.1. The Oxford University Ultimate (OW!) 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 Oxford University Ultimate (OW!) 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 Oxford University Ultimate (OW!) 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 2016/2017 are:

| NAME | POSITION | EMAIL |
|-------------|-----------------|--|
| Harry Mason | - | hazard.frisbee@gmail.com |

The club will endeavour to get an appropriate number of people trained in first aid and ensure that people already holding qualifications have valid licences, etc.

8.0. Accident and Emergency Procedures

8.1. The Oxford University Ultimate (OW!) 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 Oxford University Ultimate (OW!) will actively encourage 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, <http://www.sport.ox.ac.uk/sports-federation/safety>.

10.0. Club 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 Oxford University Ultimate (OWU) will operate so far as reasonably practicable, in accordance with our current NGB guidelines. In particular:

11.1. Members wishing to take part in the UK Ultimate (UKU) regionals and nationals will register with UKU as “University” or “Introductory University” members. “University” members receive public liability and personal accident insurance from UKU, while “Introductory University” members receive only public liability insurance.

12.0. Declaration

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 Conduct, Risk Assessment and Office to which I hold.

| POSITION | NAME | SIGNATURE |
|-----------------------------|--------------------|-----------|
| President | Russell Petry | |
| Male Squad Captain | Nathan Wragg | |
| Female Squad Captain | Noemi Blome | |
| Secretary | Roisin Jackson | |
| Treasurer | Hui Min Ang | |
| Social Secretary | Ian Roper | |
| College Co-Ordinator | Nicholas Halterman | |
| Stash Officer | Enzia Schnyder | |
| Outreach Coordinator | Joshua Lanier | |
| Women's Development Officer | Joyce Kwok | |

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>