

# **OXFORD UNIVERSITY GYMNASTICS CLUB**

## **CODE OF CONDUCT 2015 / 2016**

### **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. Club Social Functions
- 12.0. Governing Body Recommendations
- 13.0. Declaration
- 14.0. Code of Conduct Guidelines (section 6 of the safety webpages)

### **1.0 Introduction**

1.1. "Being totally committed to the safety of its members, the 2015/16 University of Oxford Gymnastics Club will operate so far as reasonably practicable, in accordance with the following document, it's risk assessment, the Proctors rules and current British Gymnastics guidelines."

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

*British Gymnastics Tel 08451297129  
Ford Hall Fax 0845-249089  
Llilleshall National Sports Centre  
Newport  
Shropshire  
TF10 9NB*

*Email [information@british-gymnastics.org](mailto:information@british-gymnastics.org)*

*Web [www.british-gymnastics.org](http://www.british-gymnastics.org)*

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 ASO as soon as the affiliation/membership is renewed and where possible.

1.4. The club will appoint a new committee in the 4th week of 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/Compliance meeting with the Area Safety Officer (Sport) within two weeks of appointment. All clubs must 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 club's appointed "Senior Member" is Jon Roycroft.

1. 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.

1.8. 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 2015/2016 OUR PROPOSED ACTIVITIES WILL BE:**

<b>ACTIVITY</b>
<b>DAY/DATE</b>
<b>VENUE/LOCATION</b>

General Training
Monday 9.00-10.30pm
Iffley Road Sports Centre

Conditioning
Wednesday 8.00-9.00pm
St. Catherine's Squash Courts

Team Training
Thursday 8:15pm-9.30pm
Abingdon Gymnastics Club (Berinsfield)

Team Training
Saturday 5:15pm-7:30pm
Abingdon Gymnastics Club (Berinsfield)

Varsity Match
Hilary term
Abingdon Gymnastics Club (Berinsfield)

## **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:

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

President / Safety Officer
Elizabeth Andrew
<a href="mailto:elizabeth.andrew@univ.ox.ac.uk">elizabeth.andrew@univ.ox.ac.uk</a>

Secretary
Gabrielle Swycher

[gabrielle.swycher@lmh.ox.ac.uk](mailto:gabrielle.swycher@lmh.ox.ac.uk)

Treasurer

Asha Parmar

[asha.parmar@hertford.ox.ac.uk](mailto:asha.parmar@hertford.ox.ac.uk)

Men's Captain

Eric LeGresley

[eric.legresley@st-hildas.ox.ac.uk](mailto:eric.legresley@st-hildas.ox.ac.uk)

Women's Captain

Serena Chang

[serena.chang@queens.ox.ac.uk](mailto:serena.chang@queens.ox.ac.uk)

**1. President (or Captain or Chairperson)**

**2. Secretary**

**3. Treasurer**

**4. Safety Officer**

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 Gymnastics 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 webpages at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).

The name of the Club appointed Event Organisers for 2015/2016 are:

**NAME**

**POSITION**

**E-MAIL**

Elizabeth Andrew

President

[elizabeth.andrew@univ.ox.ac.uk](mailto:elizabeth.andrew@univ.ox.ac.uk)

4.2. The name of the Club appointed Activity Leaders for 2015/2016 are:

**NAME**

**POSITION**

**E-MAIL**

Elizabeth Andrew

President

[elizabeth.andrew@univ.ox.ac.uk](mailto:elizabeth.andrew@univ.ox.ac.uk)

The name of the Club appointed Coaches/Instructors for 2015/6 are:

**NAME**

**POSITION**  
**QUALIFICATIONS**  
**E-MAIL**

Chris Seelig  
Coach  
BG Women's Artistic Level 3 Coach  
[chris@kineticgymnastics.org.uk](mailto:chris@kineticgymnastics.org.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 Gymnastics 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 Gymnastics 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 Gymnastics Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage.

7.2. The name of the Club trained and/or qualified First Aiders for 2015/2016 are:

**NAME**  
**POSITION**  
**QUALIFICATIONS**  
**E-MAIL**

Eric LeGresley  
Men's Captain  
[eric.legresley@st-hildas.ox.ac.uk](mailto:eric.legresley@st-hildas.ox.ac.uk)

**8.0. Accident and Emergency Procedures**

8.1. The University of Oxford Gymnastics 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 Gymnastics 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 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. Club Social Functions**

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

## **12.0. Governing Body Recommendations**

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

## **13.0. 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**

**Elizabeth Andrew**

**Secretary**

**Gabrielle Swycher**

**Treasurer**

**Asha Parmar**

**Men's Captain**

**Eric LeGresley**

**Women's Captain**

**Serena Chang**

**14.0. 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)