

Oxford University Cross-Country Club

CODE OF CONDUCT 2019/20

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1. Introduction

- 1.1. Being totally committed to the safety of its members, the 2019/20 Oxford University Cross-Country Club (OUCCC) 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. OUCCC is closely linked to Oxford University Athletics Club (OUAC), the two being federal branches of the same club. All OUCCC members are also members of OUAC. Co-operation and integration between the two clubs should be encouraged. Both clubs are affiliated to the recognised National Governing Body for our sport:
UK Athletics, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE
- 1.3. The club will appoint a new committee during 7th week, Hilary Term. The committee will serve for one complete academic year, starting on Sunday of 9th week, Hilary Term.
- 1.4. At least three members of the new committee will attend a Safety Briefing Session with the Sports Federation within two weeks of the start of Michaelmas Term.
- 1.5. The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Sports Federation four weeks after the start of Michaelmas Term.
- 1.6. The club's appointed "Senior Member" is Professor Simon Clarke, Exeter College (simon.clarke@exeter.ox.ac.uk).
- 1.7. 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 members' safe participation within the sport. If the issue is of a sensitive nature, then this MUST be raised via the Sports Federation.
- 1.8. A Risk Assessment should be carried out annually and referred to when planning all training, racing and club events. It should be updated whenever deemed necessary by the Club Captains, but at least one each year is to be presented to the Committee for approval in the first meeting of Michaelmas term. The Code of Conduct should be revised annually and presented to the Committee for approval in the first meeting of Michaelmas Term.

2. Club Activities

2.1. For the academic year 2019-2020 OUCCC's proposed activities will be:

Activity	Day	Venue
Steady Runs	Thursday 5pm, Sunday 9/10am	Meet at Radcliffe Camera
Steady Runs	Monday 5:15pm	Meet at Iffley Rd Track Grandstand
Interval Sessions	Wednesday 1pm (Michaelmas & Hilary Terms), Saturday 10am (All terms)	Exeter-Hertford Playing Fields and University Parks
Track Sessions	Wednesday 6pm (All terms)	Iffley Rd Track
Hill Sessions	Saturday 10am	South Park
Drills/circuit training	Mon 6pm	Iffley Rd Track

3. Specialist Officers

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

- Club Captain
- Women's / Men's Captain
- Secretary
- Treasurer
- Men's Vice-Captain
- Women's Vice-Captain
- Men's Mob-Match Captain
- Women's Mob- Match Captain
- Social Running Rep
- Men's Social Secretary
- Women's Social Secretary
- Sponsorship and Access Rep
- Neptune BMC Iffley Miles Organiser (x3)
- Neptune Cuppers and Teddy Hall Relays (THR) Organiser (x2)
- Publications and Website Officer
- Marathon Rep
- Kit Rep

The Club Captain is to maintain, and update when necessary, a Google Document outlining basic responsibilities associated with each Committee Position

4. Event Organisers & Activity Leaders

4.1. OUCCC will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in Section 14 of the Sports Federation Handbook.

The names of the club appointed event organisers for 2019/20 are:

Name	Position	Event	E-mail
Oliver Paulin and Daniel Bundred	Cuppers and THR Organisers	Cuppers and THR	oliver.paulin@merton.ox.ac.uk daniel.bundred@sjc.ox.ac.uk

Alex Gruen	Men's Vice-Captain	2 nd Selection Race	alexander.gruen@balliol.ox.ac.uk
William Shardlow & Amy Kent	Men's and Women's Mob-Match Captains	2nds-4ths Varsity	william.shardlow@new.ox.ac.uk amy.kent@worc.ox.ac.uk
Tim Harrison	Club Captain	Blues Varsity	timothy.harrison@keble.ox.ac.uk
Eleanor Bolton	Women's Vice-Captain	BUCS	eleanor.bolton@keble.ox.ac.uk
Alex Gruen, Joseph Woods and Charlotte Dannatt	Neptune BMC Iffley Miles Organisers	Neptune BMC Iffley Festival of Miles	alexander.gruen@balliol.ox.ac.uk joseph.woods@spc.ox.ac.uk charlotte.dannatt@sjc.ox.ac.uk

4.2. The names of the club appointed activity leaders for 2019/20 are:

Name	Position	E-mail
Tim Harrison	Club Captain	timothy.harrison@keble.ox.ac.uk
Floren Scrafton	Women's Captain	floren.scrafton@worc.ox.ac.uk
Kyle Bennett	Club Coach	kylebennett1985@hotmail.com

4.3. The appointed club coach for 2019/20 is Kyle Bennet.

4.4. Activity participants:

Although Captains 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 a Captain, or any other Committee Member.

5. University / Club Activities

5.1. OUCCC will undertake its activities as outlined in point 5 of the appendix 1 (section 2.5) Code of Conduct "Guidelines" to this document. Club members should be reminded that they should conduct themselves responsibly at all times. When competing, training or travelling with OUCCC, members at all times should maintain a regard for safety and not deliberately endanger themselves or other people in any way. They should not bring OUCCC or the University of Oxford into disrepute.

5.2. All Club Members should be encouraged not to run alone at night or in the dark. All Club runs in these conditions should normally be attended by at least one Club Member with good knowledge of the route, which should be suitable for the conditions. Club Members should be encouraged to wear appropriate light-coloured or reflective clothing if the run will cross or pass alongside busy roads.

5.3. Before all Club training sessions, participants should be encouraged to undertake a thorough warm-up, consisting of at least 10mins of light jogging followed by warm-up exercises. It should be emphasised that this warm-up is an integral part of the training

session. Members should be encouraged to stop running immediately if they feel unwell or unusually exhausted, particularly if not accustomed to vigorous exercise.

6. Activity Registration

6.1. OUCCC will follow the guidelines of the Sports Federation Trip/Fixture Registration guidelines, as detailed in Section 3.4 of the appendix 1 (section 2.5) Code of Conduct “Guidelines” to this document.

7. First Aid

7.1. The University of Oxford Cross-Country Club will follow the Sports Federation guidelines for First Aid provision, as detailed in Section 6.2 of the appendix 1 (section 2.5) Code of Conduct “Guidelines” to this document. An experienced first-aider or qualified medic should be present at all club races. A first-aid kit should be taken to all races by the Club Captain and made accessible to the appointed first-aider or first-aiders at all times. It should be the responsibility of the Captain to ensure the first-aid kit is kept in good order.

7.2. The names of the Club trained and/or qualified First Aiders for 2019/20 are:

Name	Position	Qualifications	Email
Natalie Woods	Member	First Aid	natalie.woods@new.ox.ac.uk

8. Accident and Emergency Procedures

8.1. OUCCC will follow the Sports Federation Accident and Emergency Procedures, as detailed in Section 3.5 of the appendix 1 (section 2.5) Code of Conduct “Guidelines” to this document. All accidents and near-misses at Club training sessions should be reported to the Sports Departments as soon as is practically possible. A record of such incidents should be kept by the Club Secretary and reviewed at the end of each term by the Captains. In the light of this record, the Risk Assessment should be reviewed.

9. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, OUCCC actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport. The Club will endeavour to follow the Sports Federation guidelines for provision of this, as detailed in Section 6.3 of the appendix 1 (section 2.5) Code of Conduct “Guidelines” to this document.

10. Club’s Complaint 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.

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 Federation President. The matter will be considered at the next available OUSF Executive Committee Meeting. Consultations may also take place with the Sports Federation Manager.

11. Club Social Functions

11.1. Social functions form an important part of the Club's activities. As a result, the Club has a responsibility for any organised activities, including social events. Under no circumstances may students be placed 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. The Club operates within the overall framework of Oxford University and, as an Oxford University Sports Club, cases of disrepute at social functions will be treated seriously.

12. Governing Body Recommendations

12.1. OUCCC will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

13. Declaration

(Captain, Secretary & Treasurer 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 Conduct (including Appendix 1), Risk Assessment and Office to which I hold.

Position	Name	Signature
Club Captain	Timothy Harrison	<i>Timothy Harrison</i>
Secretary	Natalie Woods	<i>Natalie Woods</i>
Treasurer	Ella Sharrock	Ella Sharrock

14. The Code of Conduct Guidelines

14.1. The Code of Conduct Guideline information is available in section 6 of the safety web pages at www.sport.ox.ac.uk.