

**OXFORD UNIVERSITY BADMINTON CLUB**  
**CODE OF CONDUCT 2017/2018**

**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

**1.0 Introduction**

- 1.1. "Being totally committed to the safety of its members, the 2017/2018 University of Oxford Badminton 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. The Club is affiliated to the recognised National Governing Body for our sport:-  
  
Badminton England  
Bradwell Road  
Loughton Lodge  
Milton Keynes  
MK8 9LA  
Telephone Number: (01908) 268400  
Fax Number: (01908) 268412  
E-mail: [enquiries@badmintonengland.co.uk](mailto:enquiries@badmintonengland.co.uk)  
Web: [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk)
- 1.3. It is the responsibility of the Secretary to ensure that affiliation/membership is paid on the due date of October 2017 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 on seventh 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 Sports Federation within two weeks of appointment. All clubs must have met with the Sports Federation 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 Federation at an agreed time after the appointment of the new committee.
- 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 member's safe participation within the sport. If the issue is of a sensitive nature, then this MUST be raised via the Sports Federation.
- 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 2017/2018 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Squad Training	Saturday, Monday, Wednesday	Iffley Road, Oxford. And MCS, Oxford
Club Nights	Tuesday, Thursday, Friday, Sunday	Iffley Road, Oxford.
BUCS	Wednesday	Nationwide
Local League	Mon-Fri	Across Oxfordshire

## 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	Jun-An Tan	jun-an.tan@some.ox.ac.uk
Vice-President	Alexander Cloake	alexander.cloake@magd.ox.ac.uk
Secretary	Jack Hayward Cooke	jack.haywardcooke@jesus.ox.ac.uk
Treasurer	Adam Milner	adam.milner@lmh.ox.ac.uk
The Men's Captain	Alexander Cloake	alexander.cloake@magd.ox.ac.uk
The Ladies Captain	Michelle Luo	michelle.luo@stcatz.ox.ac.uk
The Men's 2's Captain	Zehan Chen	zehan.chen@bnc.ox.ac.uk
The Ladies 2's Captain	Amy Shao	amy.shao@ccc.ox.ac.uk
The Men's 3 <sup>rd</sup> Captain	Thomas Johnston	thomas.johnston@lmh.ox.ac.uk
The Safety Officer	Jun-An Tan	jun-an.tan@some.ox.ac.uk
The Entertainments Representatives	Frederik Soerensen Jacob Nyrup	frederik.soerensen@seh.ox.ac.uk jacob.nyrup@nuffield.ox.ac.uk
The League & Cuppers Representative	Scott Frazer	scott.frazer@some.ox.ac.uk
The Club Night Representative	Ser Jay Tan	ser.tan@hmc.ox.ac.uk
The IT Officer	Thomas Johnston	thomas.johnston@lmh.ox.ac.uk
Alumini Representative	Lisa Pearson	lisa.pearson@oriel.ox.ac.uk
Senior Member	Jon Roycroft	jon.roycroft@sport.ox.ac.uk

3.2. The President, who is responsible for (the Vice-President assists in these capacities):

1. Attending all meetings of the members of the Club and at all meetings of the Committee, as detailed in the Constitution.
2. Co-ordinating and managing the activities of the Committee.

3.3. The Secretary, who is responsible for:

1. Duties set out in the Constitution.
2. Affiliation of members of the BAof E
3. Attending fixtures meetings and match secretary for local leagues.

3.4. The Treasurer, who is responsible for:

1. Duties set out in the Constitution.

3.5. Captains, who are responsible for:

1. Selection of the teams for matches.
2. Organisation of matches including transport and accommodation.
3. Organisation of squad training.
4. Attending all relevant meetings.
5. Buying and co-ordinating distribution of shuttles.

3.6. The Safety Officer, who is responsible for:

1. Liasion with the ASO over all matters concerning Club safety.
2. Promoting safe practices within the club at all times.

3. Ensuring accident or near miss forms are submitted to the ASO within 24 hours of the incident, or as far as reasonably practical in the circumstances.
  4. Ensuring that external coaches or instructors have been registered with and approved by the Sports Federation before activities take place.
  5. Ensuring that students involved in the coaching/Instructing or who have been appointed as Activity Leaders, have been registered with, and approved by the ASO before activities take place.
- 3.7. The Entertainments Officer, who is responsible for:
1. Co-ordination of squad and club social events.
- 3.8. The League and Cuppers Secretary, who is responsible for:
1. Organisation of inter-college competitions.
- 3.9. The Club Night Representative, who is responsible for:
1. Attending and organising the club night sessions.
  2. Facilitating the integration of novice members within the club and providing them with relevant information and advice.
  3. Ensuring that novices understand all aspects of the club's activities including the risks involved and equipment requirements.
- 3.10. The Web Page Designer, who is responsible for:
1. Keeping the information provided on the Club's webpage up to date and accurate.
  2. Ensuring that the club abides by the Universities Code of Conduct for computer usage.
- 3.11. The Alumni Representative who is responsible for:
1. Maintaining the Alumini database and organising Alumini events.

#### **4.0. Event Organiser, Activity Leaders and Coaches and/or Instructors**

- 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. For activities or fixtures that occur outside the Oxford City boundary, the Club must appoint an Event Organiser.
- 4.3. All participants must be made aware who the event organiser is, as this will give members a name to refer to when seeking information concerning an activity.
- 4.4. The event Organiser will where possible be a member of the party while the club is away from the University. In the event of an emergency, the Event Organiser must ensure they have the University Of Oxford Security Services telephone number available at all times. If an Event Organiser cannot attend and event he/she must appoint a responsible representative and provide that person with any necessary information and advice.
- 4.5. The Event Organiser is responsible for the following:
  1. Completing the Trip Fixture Registration Forms.
  2. Ensuring that all aspects of the trip's planning has been covered: this includes transport and drivers, accommodation (where necessary) and emergency procedures.
  3. Providing the club committee with comprehensive details of the proposed activity, in order that they can fulfil their duties.
  4. Ensuring that the club complies with the University Transport Policy.
  5. Working in conjunction with the Safety Officer, to provide all participants with sufficient information to ensure that they are in no doubt as to the nature of the trip, and their personal responsibilities and requirements. Including the participants duty to inform the Event Organiser of any relevant medical conditions.
  6. Encouraging all participants to respect the Club guidelines, and not to bring the Club into disrepute.
  7. If an accident or near "miss occurs", the Event Organiser MUST file a report with the ASO within 24 hours of the completion of the activity, or as far as reasonably practical in the circumstances.

4.6. The name of the Club appointed Event Organisers for 2017/2018 are:

NAME	POSITION	E-mail
Jun-An Tan	President	jun-an.tan@some.ox.ac.uk
Alexander Cloake	Vice-President	alexander.cloake@magd.ox.ac.uk

4.7. The Club has as an appointed Coach for 2017/2018: Larry Ng.

4.8. 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 Badminton Club will undertake its activities as outlined in section 5 of the Code of Conduct guidelines to this document as displayed on the safety webpage. [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).

5.2. University or Club activities are recognised as being either one or more of the following:

- Any club activity which is being conducted under the name of University of Oxford.
- Any club activity which is publicised at club meetings.
- Any club activity which is publicised on the Club web sites, journals, leaflets, notice boards etc
- Any club activity which requires the use of equipment owned by the club, the University and Sports Federation.
- Any club activity which requires group transport booked through the University or Sports Federation.

#### 6.0. Activity Registration

6.1. The University of Oxford Badminton 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. [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk)

#### 7.0. First Aid

7.1. The Committee recommend that the Club Captains, key Committee Officers, Event organisers and Coaches, or any person who is seen to hold an official “Duty of Care” to other members, undertake some form of current and valid First Aid training. Suitable First Aid equipment and/or facilities must be available at all times.

7.2. The Committee does not consider it appropriate to appoint a First Aid Officer given the minimal risk involved in participating in the clubs activities and the fact that the activities are carried out in professional establishments with first aid facilities. The Club’s Coach, Larry Ng, is First Aid trained.

#### 8.0. Accident and Emergency Procedures

8.1. The University of Oxford Badminton Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage. [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk)

#### 9.0. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Badminton Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport and will encourage this through training with our coach and organised pre-season training.

The Club will endeavour follow the guidelines for provision of this, as detailed in section 13 of the safety webpages. [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk)

#### 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 via e-mail (ou). If this does not prove satisfactory a written complaint should be made to the Sports Federation Manager. If this reply is unsatisfactory then a written complaint should be made to the Director of Sport.

**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 organised activity, including social events. Please be reminded that Clubs should under no circumstances place students under any pressure to take part 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 Oxford University Badminton Club operates 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 Badminton Club will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

**13.0 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>