

OXFORD UNIVERSITY SKI AND SNOWBOARD 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 University of Oxford Ski and Snowboard Club 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. OUSSC are not affiliated to the sport's NGB since all training and practice of our sport is carried out abroad or at recognised facilities with Public Liability and all insurance is attained by members within the package price of the trips. All instructors used by members are affiliated to the appropriate National Governing Body and hold the correct licences and training. Members of the club are covered by the Endsleigh Policy provided through the Sports Department. The details regarding this policy can be found at: <http://www.sport.ox.ac.uk/sports-federation/safety/emergency-incident-procedures>
- 1.3. The Secretary will contact the English Ski Council to ensure the latest best practice advice is contained within the updated code of Practice and Risk Assessments.
- 1.4. The club will appoint a new committee by 8th 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 Department and its nominated officers within two weeks of appointment. All clubs should have met with the Sports Department and its nominated officers 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 Department and its nominated officers at an agreed date after the appointment of the new committee.
- 1.7. The clubs appointed "Senior Member" is Jon Roycroft, Director of Sport.
- 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 Sports Department and its nominated officers.
- 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
Dry-slope Training	Every Tuesday (during term)	Ski Centre/Hemel Hempstead
Varsity Trip	1 – 15 December , 2007	Val Thorens
BUSC Tour	21 March – 5 April 2008	Saalbach Hinterglemm, Austria
BUDS	9 – 10 November, 2007	Midlothian
Summer Training	Long Vacation 2008 (TBC)	TBC
English Cuppers	12 th November 2007	Milton Keynes Snow Dome
Freestyle Training	Every Thursday (during term)	Milton Keynes Snow Dome

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:

President Edward Grieg-Gran edward.grieg-gran@st-hughs.ox.ac.uk

Secretary Elizabeth Maclean elizabeth.maclean@worc.ox.ac.uk

Treasurer Harriet Gray-Stephens harriet.gray-stephens@sjc.ox.ac.uk

Web Master Adam Cull adam.cull@new.ox.ac.uk

Social Secretary Daniel Mew daniel.mew@exeter.ox.ac.uk

Social Secretary Agata Piech agata.piech@sst-anes.ox.ac.uk

Freestyle Co-Ordinator Christopher Stevens christopher.stevens@st-annes.ox.ac.uk

Men's Captain Ewen Maclean ewen.maclean@hertford.ox.ac.uk

Women's Captain Amelia Davies amelia.davies@st-hughs.ox.ac.uk

IT Officer Theresa Bangalore theresa.bangalore@st-hughs.ox.ac.uk

Vice President Jessica Smith jessica.smith@st-annes.ox.ac.uk

The duties and responsibilities of these individual officers are outlined below:

President

Responsibilities:

- a) The President shall have the right to preside at all meetings of the members of the club and at all meetings of the members of the club and at all meetings in section 3 of the Code of Conduct guidelines to this document.
- b) Act as Safety Officer for the Club.
- c) Liaise with the commissioned company to organize the Varsity trip along with the Secretary and Treasurer.

Secretary

Responsibilities:

- a) Maintain a register of the members of the club, which shall be available for inspection by the Proctors on request.
- b) Give notice of meetings and the Committee;
- c) Draw up minutes of those meetings;
- d) 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;
- e) Advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
- f) Notify the Proctors (through the Director of Sport) not later than second week of every Full term of the programme of proposed fixtures for that term (e.g. by providing them a copy of the fixture);
- g) Inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.
- h) Liaise with the commissioned company to organize the Varsity trip.

Treasurer

Responsibilities;

- a) Keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;

- b) Develop and implement control procedures to minimize the risk of financial exposure, such as procedures developed under
- c) Ensure that bills are paid and cash is banked in accordance with the procedures developed under (b)
- d) Prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- e) Ensure that all statutory returns are made including VAT, Income Tax and Corporation Tax if appropriate.
- f) Seek advice as necessary on tax matters from the University's Financial Division;
- g) Develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibility;
- h) Make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit.
- i) Unless the Club is designated by the Proctors as a recognized sport, forward to the Proctors 9 through the Director of Sport 0 after the first year of operation a copy of the annual accounts signed by the Senior Member, for retention on the Proctor's files, up to 31st July as soon as possible after the year end (and in any event no later than the 1st October following the year end); and
- j) If the Club has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature of scale of it's activities, it may confidently be expected to have such a turnover in the current year, subject its accounts of audit by the University's auditors (or other auditors approved in advance by the Proctors). Accounts are to be ready for audit within 4 months after the year-end and the costs of the audit shall be borne by the Club.
- k) Liaise with the commissioned company to organise the Varsity trip.

Safety Officer

Responsibilities;

- a) Liaison with the Sports Department and its nominated officers over all matters concerning club safety.
- b) Promote safe practice within the club.
- c) Ensuring accident/near miss forms are submitted within 24 hours of an accident or as soon as reasonably practical.
- d) Ensuring all instructors endorsed by the club are appropriately qualified.

Men's & Women's Ski Captains

Responsibilities;

- a) To promote racing within the club.
- b) To organise the Varsity races in liaison with the Cambridge Race Captains.

Sponsorship

Responsibilities;

- a) Promotion of the Club to organizations, companies and individuals with the objective of raising sponsorship (both fiscal and material) for the benefit of the club and its members.

Event Organiser

Responsibilities;

- a) Drawing up a termly plan of events such that the Secretary may submit to the Sports Federation.
- b) Organization of termly events to bring members together and promote the Club's activities to potential members.
- c) Organization of the Varsity trip re-union dinner.
- d) Providing the club committee with all the details of the events and details of their duties for these events,
- e) Encouraging all participants to refrain from bringing the club into disrepute.

Web

Responsibilities;

- a) To ensure subscription is maintained to the correct web server for the OUSSC titles page (www.oussc.org.uk)
- b) To ensure the website is kept updated with all.

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

- 4.1. The University of Oxford Ski and Snowboard Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders and ensures all instructors are appropriately qualified, 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

OUSSC appointed instructors for 2009/2010 are organised through the Ski company and are fully qualified instructors registered with their appropriate National Governing Body with first aid training who are fully capable of teaching and supporting novices in the Sport.

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

NAME	POSITION	QUALIFICATIONS	E-MAIL

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

NAME	POSITION	QUALIFICATIONS	E-MAIL
None			

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 Ski and Snowboard Club will undertake its activities as outlined in section 5 of the Code of Conduct guidelines to this document.

6.0. Activity Registration

- 6.1. The University of Oxford Ski and Snowboard 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.

7.0. First Aid

- 7.1. The University of Oxford Ski and Snowboard Club will follow the guidelines for First Aid provision, as detailed in Section 12 of the Safety webpage.

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

NAME	POSITION	QUALIFICATIONS	E-MAIL
Stephen Bechade	Secretary	PADI first aid and CPR	stephen.bechade@new.ox.ac.uk

First Aid will be provided on the slopes by the mountain rescue teams and piste attendants who are provided by the resort.

8.0. Accident and Emergency Procedures

8.1. The University of Oxford Ski and Snowboard 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 Ski and Snowboard 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. 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 Federation. If this reply is unsatisfactory then a written complaint should be made to the Director of Sport.

11.0. National Governing Body Recommendations

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