

CODE OF CONDUCT 2018/2019

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1. INTRODUCTION

- (a) Being totally committed to the safety of its members, Oxford University Triathlon Club (OUTriC) will operate so far as reasonably practicable in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines. OUTriC exists to provide a training and competition environment for its members in the sport of Triathlon (swimming, cycling and running).
- (b) OUTriC is formally affiliated with Triathlon England, the National Governing Body for the sport of Triathlon in England and a member of the British Triathlon Federation:

British Triathlon Federation
PO Box 25
Loughborough
Leicestershire
LE11 3WX

Telephone Number: (01509) 226161
Fax Number: (01509) 226165
Website: www.britishtriathlon.org

- (c) It is the responsibility of the Club's Treasurer 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 Sports Department and its nominated officers as soon as the affiliation/membership is renewed and where possible.
- (d) The club will appoint a new committee as soon as possible after the Varsity match, during Trinity term. The committee will serve for one complete academic year.
- (e) At least three members of the new committee will arrange a Safety Briefing/Compliance meeting with the Sports Department and its nominated officers. These members should have met with the Sports Department and its nominated officers before the end of Michaelmas Term.
- (f) 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 time after the appointment of the new committee.

- (g) The club's appointed "Senior Member" is Dr Christopher Martin.
- (h) 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.
- (i) 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. CLUB ACTIVITIES

- (a) For the year 2018/2019 our proposed activities will be:

DAY/TIME	ACTIVITY	VENUE/LOCATION
Sunday 16:30-18:00	Swimming (4 lanes)	Rosenblatt Pool, Iffley Road, Oxford
Sunday 17:00-18:30	Turbo Cycling & Track Running	Athletics Track, Iffley Road, Oxford
Monday 06:50-08:00	Turbo Cycling	Eton Fives Court, Iffley Road, Oxford
Monday 17:00-18:00	Hill Running	South Parks, Oxford
Tuesday 21:00-22:20	Swimming	Rosenblatt Pool, Iffley Road, Oxford
Wednesday 18:45-20:00	Track Running	Athletics Track, Iffley Road, Oxford
Thursday 07:00-08:30	Swimming (4 lanes)	Rosenblatt Pool, Iffley Road, Oxford
Thursday 18:30-21:30	Turbo Cycling	Eton Fives Court, Iffley Road, Oxford
Friday 07:00-08:00	Running	Christchurch Meadow, Oxford
Friday 18:00-19:30	Swimming (4 lanes)	Rosenblatt Pool, Iffley Road, Oxford
Saturday 13:00-16:00	Cycling	Iffley Road, Oxford

DAY/TIME	ACTIVITY	VENUE/LOCATION
14 th October 2018	Novice Aquathlon	Iffley Road, Oxford
18 th November 2018	BUCS Duathlon	Castle Combe Race Circuit, Chippenham
TBC via email, Hilary Term 2019	Varsity Duathlon	Dorney Lake, Eton Dorney
TBC via email, Trinity Term 2019	BUCS Sprint Triathlon	St. Mary's School, Calne
TBC via email, Trinity Term 2019	Varsity Sprint Triathlon	Emberton Park, Milton Keynes
TBC via email, Trinity Term 2019	BUCS Standard Triathlon	Southport Marina, Southport
TBC via email, Trinity Term 2019	Cuppers Aquathlon	Iffley Road, Oxford

- (b) All races in which the club participates will be BTF affiliated, and as such will have a lifeguard (if swim is in open water), first aid and ambulance cover on hand.
- (c) Training camps will include open water swimming *only* in locations where there is a lifeguard station in operation. Under these circumstances club members will abide by direction from a lifeguard station in operation.
- (d) All club members are encouraged not to run or bike alone at night. All run/bike sessions in these conditions should normally be attended by at least one member of the club with a good knowledge of the route, which should be suitable for the conditions. Club members must wear helmets, keep their bikes in good working order and wear appropriate clothing for the training session.



- (e) The club tries to recruit members with some experience in one or more of the three disciplines of triathlon and who have a desire to be multi-sport athletes. It is a requirement that members can swim, for races or training sessions involving swimming.
- (f) All club members will conduct themselves in a responsible manner when training and representing the club. Members will retain regard for safety and not deliberately or otherwise endanger the participation of other people whether they are members of the club or near-by. They should not bring OUTriC into disrepute.

3. SPECIALIST OFFICERS

- (a) The Club Committee will consist of at least three of the following officers who shall be fully matriculated members of the University:

President Alastair Nicklin (Balliol)
Secretary Melissa Dix (Lady Margaret Hall)
Treasurer Emma Raven (St Catherine's)
Men's Captain Joseph Bowness (Linacre)
Women's Captain Elizabeth Sandham (Linacre)
Social Secretary Alison Gooda (Merton)
Social Secretary Katherine Truslove (Wolfson)
Web Officer Danielle Edmunds (Lincoln)
Sponsorship & Alumni Officer Jessica Macdonald (Somerville)
Novice & Welfare Officer Seren Waite (Lady Margaret Hall)
General Officer Maximillian Shreeve-McGiffen (Oriol)
Training Camp Officer Angus Young (Alumni)
Senior Member Chris Martin (Mansfield)

- (b) The President is responsible for the overall running of the club, organising training attendance and general club development.
- (c) The Secretary is responsible for the minuting of club meetings, producing agendas and organizing kit.
- (d) The Treasurer is responsible for maintaining the club accounts, reimbursing club members where appropriate and ensuring that the club affiliation/membership to the BTF is paid on the due date and any information on new or current 'best practice' is requested.

4. EVENT ORGANISERS, ACTIVITY LEADERS & COACHES

- (a) OUTriC organises two races, the Novice Aquathlon in Michaelmas Term, and Cuppers Aquathlon in Trinity Term. The names of the Club appointed Event Organisers for **2018/2019** are:

NAME	POSITION	QUALIFICATIONS	E-mail
Alastair Nicklin	President		alastair.nicklin@balliol.ox.ac.uk
Seren Waite	Novice & Welfare Officer		seren.waite@lmh.ox.ac.uk

- (b) The names of the Club appointed Activity Leaders for **2018/19** are:

NAME	POSITION	QUALIFICATIONS	E-mail
Angus Young	President		alastair.nicklin@balliol.ox.ac.uk

Joseph Bowness	Men's Captain		joseph.bowness@linacre.ox.ac.uk
Elizabeth Sandham	Women's Captain		elizabeth.sandham@linacre.ox.ac.uk

(c) The name of the Club appointed Coaches for **2018/2019** are:

NAME	POSITION	QUALIFICATIONS	E-mail
N/A	Club Coach		
N/A	Club Coach		

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.

(d) 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, Event Organiser, or Coach/Instructor.

5. UNIVERSITY SPORTS CLUB ACTIVITIES

The University of Oxford Triathlon Club 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. ACTIVITY REGISTRATION

The University of Oxford Triathlon 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 webpages: <http://www.sport.ox.ac.uk/sportsfederation/safety>

7. FIRST AID/HEALTH & SAFETY

(a) The University of Oxford Triathlon Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpages: <http://www.sport.ox.ac.uk/sports-federation/safety>

(b) The names of the Club trained and/or qualified First Aiders for 2018/19 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
Alastair Nicklin	President	Emergency First Aid at Work	alastair.nicklin@linacre.ox.ac.uk
Elizabeth Sandham	Women's Captain	Emergency First Aid at Work	elizabeth.sandham@linacre.ox.ac.uk
Joseph Bowness	Men's Captain	Emergency First Aid at Work	joseph.bowness@linacre.ox.ac.uk
Seren Waite	Novice & Welfare Officer	Emergency First Aid at Work	seren.waite@lmh.ox.ac.uk

(c) A risk assessment should be carried out annually and referred to when planning all racing and club events, and should be updated whenever deemed necessary by the Captains, but at least once a year, to be presented to the committee for approval in a meeting in Michaelmas term.

(d) The Code of Conduct should be revised annually, to be presented to the committee for approval in the first meeting of Trinity Term.

- (e) At present, equipment owned by the club includes 12 individual turbo trainers for static cycling, stored at the Iffley Road Sports complex.
- (f) All other equipment needed will be provided by club members, who should have the opportunity to ask the advice of committee members regarding suitable kit. All Committee members should immediately inform any club member who they believe to be using inappropriate or potentially hazardous kit (eg. dangerous bicycle, no helmet).

8. ACCIDENT AND EMERGENCY PROCEDURES

OUTriC will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpages.

9. TRAINING COURSES

In an effort to promote the highest standards of instruction, training and safety, OUTriC 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: <http://www.sport.ox.ac.uk/sportsfederation/safety>

10. CLUBS COMPLAINTS PROCEDURE

- (a) The Club operates a procedure that allows Club members to raise complaints about issues, which might include the following:
 - i. The safety of Club activities.
 - ii. Poor standards of instruction or leadership.
 - iii. The standard of equipment used for Club activities.
 - iv. Poor Club Administration.
 - v. The lack of suitable activities for their level of participation.
- (b) 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.

11. CLUB SOCIAL FUNCTIONS

Social functions form an important part of a club's activities. As a result clubs have a responsibility for an organised activity, including social events. Please be reminded that clubs should under no circumstances 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 and 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. GOVERNING BODY RECOMMENDATIONS

OUTriC will operate so far as reasonably practicable in accordance with our current NGB guidelines.

13. 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: <http://www.sport.ox.ac.uk/sports-federation/safety>