

OXFORD ALTERNATIVES PICK-UP ICE HOCKEY CLUB

CODE OF CONDUCT 2014/2015

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1. Introduction

- 1.1. "Being totally committed to the safety of its members, the *2014/2015 Oxford Alternatives Pick-up Ice Hockey Club* will operate so far as reasonably practicable, in accordance with the following document, it's risk assessment and the Proctors rules, as well as any advice from relevant NGBs."
- 1.2. Due to its non-competitive, non-contact, non-team-based nature, the *Oxford Alternatives Pick-up Ice Hockey Club* is not directly affiliated to any National Governing Body, indeed there are none that directly apply, however it is happy to take advice from relevant governing bodies such as:-

*Ice Hockey UK
19 Heather Avenue
Rise Park
Romford
RM1 4SL*

*Web: <http://www.icehockeyuk.co.uk/>
Email: ihukoffice@yahoo.co.uk*

- 1.3. It is the responsibility of the *Secretary* to ensure that any relevant information on new or current "Best Practice" is requested.
- 1.4. The club will appoint a new committee on *sixth week of Hilary Term*. The committee will serve for one complete academic year, aided by the old committee during the rest of Hilary term and the following Trinity term.
- 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 *the 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 A.S.O.
- 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. Club Activities

FOR THE ACADEMIC YEAR 2014/2015 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Pick-up Ice Hockey	Wednesday and Friday evenings	Oxford Ice Rink
Pick-up Ice Hockey Cuppers	One evening per year, often Hilary Term	Oxford Ice Rink

3. 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:
- 3.2. **President**
- 3.3. **Secretary**
- 3.4. **Treasurer**
- 3.5. Safety Officer
- 3.6. Training Officer
- 3.7. Equipment Officer
- 3.8. First Aid Officer

The duties and responsibilities of these individual officers are outlined in section 3 of the Code of Conduct guidelines to this document.

The current officers are:

POSITION	NAME	E-MAIL
President	Adrian Matthew	Adrian.matthew@ccc.ox.ac.uk
Treasurer	Cameron McGarry	Cameron.mcgarry@ccc.ox.ac.uk
Secretary	Justin Leung	Doy.leung@keble.ox.ac.uk

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

- 4.1. The Oxford *Alternatives Pick-up Ice Hockey 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.

The Club has no Event Organisers for 2014/2015.

- 4.2. The Club Activity Leaders for 2014/2015 consist of *the entire club committee*.

4.3. The Club has no Coaches/Instructors for 2014/2015.

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 the committee.

5. University Sports Club Activities

5.1. The Oxford *Alternatives Pick-up Ice Hockey Club* will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document.

6. Activity Registration

6.1. The Oxford *Alternatives Pick-up Ice Hockey 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. First Aid

7.1. The Oxford *Alternatives Pick-up Ice Hockey 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 2014/2015 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
Adrian Matthew	Safety Officer	First Aid	Adrian.Matthew@ccc.ox.ac.uk

8. Accident and Emergency Procedures

8.1. The Oxford *Alternatives Pick-up Ice Hockey Club* will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage, treating the situation as 'Off-Site' (since it is not a university-run facility, though there is no need for Trip Registration forms).

9. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, the Oxford *Alternatives Pick-up Ice Hockey Club* 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 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 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. **Governing Body Recommendations**

The Oxford *Alternatives Pick-up Ice Hockey* Club will operate so far as reasonably practicable, in accordance with any applicable advice provided by relevant NGBs.

12. **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	Adrian Matthew	
Secretary	Justin Leung	
Treasurer	Cameron McGarry	
Safety Officer	Adrian Matthew	
Training Officer		
Equipment Officer	Stephen Bell	
First Aid Officer		

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 at www.sport.ox.ac.uk