

OXFORD UNIVERSITY KARATE CLUB

CODE OF CONDUCT 2019/2020

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1.0 Introduction

1.1. "Being totally committed to the safety of its members, the 2019/2020 *University of Oxford Karate 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 University of Oxford Karate Club is affiliated to the recognised National Governing Body for our sport:

The Japan Karate Association – England

PO Box 211

28 Old Brompton Road

South Kensington London SW7

3SS

Tel: 07894465780

Fax: 02083329802

Web: <http://www.jka-england.org/>

Chief Instructor: Sensei Yoshinobu OHTA, 7th Dan, JKA

1.3. It is the responsibility of the Secretary 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 ASO as soon as the affiliation/membership is renewed and where possible.

1.4. The club will appoint a new committee at the end 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 Area Safety Officer (Sport) within two weeks of appointment. All clubs will 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 Dr Bjarke Frellesvig, Hertford College.

1.8. It is the responsibility of the individual, to bring to the attention of the Committee, any known medical condition or any 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. In its continued effort to promote good practice, Oxford University Karate Club will display its current constitution, Code of Conduct, Risk Assessment and any other relevant information under a clear 'Safety Documents' link on the webpage. (<http://users.ox.ac.uk/~Karate>)

2.0 Club Activities

FOR THE ACADEMIC YEAR 2019/2020 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Squad/Individual Training	Monday 20:30-22:30	Sports Hall - Iffley Road
Training	Tuesday 20:30-22:30	Sports Hall – Iffley Road
Training	Friday 20:30-22:30	Dojo – Iffley Road
Training	Saturday 17:00-19:00	Dojo – Iffley Road
Squad/Individual training	Sunday 8:30-10:30	Dojo – Iffley Road

ACTIVITY	DAY/DATE	VENUE/LOCATION
Varsity	Hilary 2020	Iffley Road Centre, Sports Hall
BUCS	February 2020	Ponds Forge International Sports Centre, Sheffield

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	Joe Pollacco	joseph.pollacco@pmb.ox.ac.uk
Treasurer	Philip Welch	philip.welch@univ.ox.ac.uk
Secretary	Elena Margetts	elena.margetts@trinity.ox.ac.uk
Senior Member	Dr. Bjarke Frellesvig	bjarke.frellesvig@hertford.ox.ac.uk
Men's Captain	Martin Duy Tat	martin.tat@sjc.ox.ac.uk
Women's Captain	Ambre Bertrand	ambre.bertrand@seh.ox.ac.uk
Kit Officer	Catherine Fan	catherine.fan@wolfson.ox.ac.uk
IT Officer	Man-Suen Chan	man-suen.chan@physics.ox.ac.uk

Webmaster	Catherine Fan	catherine.fan@wolfson.ox.ac.uk
Social Secretary	Emma Moreby	emma.moreby@seh.ox.ac.uk

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

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

4.1. The University of Oxford Karate Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in section 4 of the ‘guidelines for the Code of Conduct in the safety webpage.

The name of the Club appointed Event Organisers for **2019/2020** are:

NAME	POSITION	E-mail
Martin Duy Tat	Men’s Captain	martin.tat@sjc.ox.ac.uk
Ambre Bertrand	Women’s Captain	amber.bertrand@seh.ox.ac.uk

4.2. The name of the Club appointed Activity Leaders for **2019/2020** are:

NAME	POSITION	QUALIFICATIONS	E-mail
Instructors of the club, as below			

4.3. The name of the Club appointed Coaches/Instructors for **2019/2020** are:

NAME	POSITION	QUALIFICATIONS	E-mail
Spiros Ventouras	Club Instructor	Black Belt, 5 th Dan; JKA E Instructor C licence	spiros.ventouras@stfc.ac.uk

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.

Activity participants:

4.4.

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.

University Sports Club Activities

5.0.

The University of Oxford Karate Club will undertake its activities as outlined in section 5 of the **5.1.** Code of Conduct guidelines to this document.

Activity Registration

6.0.

6.1. The University of Oxford Karate 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.

7.0.

First Aid

7.1. The University of Oxford Karate Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpages.

The name of the Club trained and/or qualified First Aiders for 2019/2020 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
Nicola O'Toole	Club member	Emergency first aid 6hr course	nicola.otoole@bodleain.ox.ac.uk
Catherine Fan	President	First aid and CPR course	catherine.fan@wolfson.ox.ac.uk

8.0. Accident and Emergency Procedures

8.1. The University of Oxford Karate 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 Karate Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in Karate. All courses suggested by OUKC are recommended and/or approved by the JKAE, our governing body. OUKC 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.

This involves direct e-mail, letter or personal contact with the club president or secretary.

10.2. Complaints concerning Club safety or operational matters should initially be addressed to the Club President via direct e-mail, letter or personal contact. If this does not prove satisfactory a written complaint should be made to the Sports Administrator. If the response is unsatisfactory then a written complaint should be made to the Director of Sport or the ASO.

11.0. Governing Body Recommendations

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

12.0. Club Social Functions

Social functions form an important part of the club's activities. The club has a responsibility for any organized social events. The club 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 or fear. The 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.

13.0. 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	Joe Pollacco	
Treasurer	Philip Welch	
Secretary	Elena Margetts	
Senior Member	Dr. Bjarke Frellesvig	
Men's Captain	Martin Duy Tat	
Women's Captain	Ambre Bertrand	
Kit Officer	Catherine Fan	
IT Officer	Man-Suen Chan	
Webmaster	Catherine Fan	
Social Secretary	Emma Moreby	