

Oxford University Aikido Club
Code of Conduct 2018-2019

- 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. Appendix: Code of Conduct guidelines

1.0 Introduction

1.1 "Being totally committed to the safety of its members, the 2018/19 University of Oxford Aikido 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: -

The British Aikido Federation
Lands End
The Towpath
Hythe Bridge Street
Oxford
OX1 2TA
Tel/Fax: 01865 282126
E-mail: generalsecretary@bafonline.org.uk
Web <http://bafonline.org.uk>

1.3 The Committee will consist of a President, a Secretary, and a Treasurer.

It is the responsibility of the secretary to ensure that:

- a) The Club affiliation to the BAF is renewed on the 1st October each year.
- b) That all practitioners are members of the BAF and that annual and personal membership which ensures personal accident and public liability insurance is renewed when necessary.

- 4 The club will appoint a new committee on the second week of Trinity term. The committee will serve for one complete academic year.
- 5 At least three members of the new committee will arrange a Safety Briefing Session with the Sports Federation within two weeks of appointment.
- 1.6 The reviewed and signed versions of the Code of Practice and Risk Assessment will be supplied to the Sports Federation for Sport four weeks after the appointment of the new committee.
- 1.7 The clubs appointed “Senior Member” is Dr Phillip Harries of The Queen’s College: e-mail: Philip.harries@orinst.ox.ac.uk.
- 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 with the Sports Federation.
- 1.9 In its continued effort to promote good practice the University Of Oxford Aikido Club will display its current Constitution, Code of Conduct, Risk Assessment and any other relevant safety information on the clubs web site <http://oxfordaikikai.org.uk>

2.0 Club Activities

FOR THE YEAR 2018-2019 OUR PROPOSED ACTIVITIES WILL BE:

Activity	Day	Venue
Training	Monday, Tuesday & Thursday evenings. Saturday mornings.	Iffley Road Dojo

3.0 Specialist Officers

- 3.1 The Club Committee will consist of the following officers who shall be fully matriculated members of the University:

POSITION	NAME	E-MAIL
President	Pablo Zambrano	president@oxfordaikikai.org.uk
Treasurer	Hon-Ming Gianotti	treasurer@oxfordaikikai.org.uk
Secretary	Linus Milinski	secretary@oxfordaikikai.org.uk

Suggested duties and responsibilities of these individual Officers are outlined in point 3.0 of appendix 1 Code of Conduct “Guidelines” to this document.

4.0 Event Organiser & Activity Leaders

- 4.1 The University of Oxford Aikido Club will follow the Sports Federation 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 <http://www.sport.ox.ac.uk/sports-federation/safety>

- 2 The name of the Club appointed Event Organisers and Activity Leaders for 2018/2019 are:

Name	Position	E-mail
William Jackson	Instructor	w369jackson@btinternet.com
Richard Martin	Instructor	Richard.martin@ukaea.org.uk
Charles Judd	Instructor	Charles.judd10@hotmail.com
Graham Jones	Instructor	graham@4oznuff.org.uk
Nick Belshaw	Instructor	nick.belshaw@earth.ox.ac.uk
Chris Brunsdon	Instructor	christopherbrunsdon@icloud.com

- 3 The name of the Club appointed Instructors for 2018/2019 are:

Name	Position	E-mail
William Jackson	Instructor	w369jackson@btinternet.com
Richard Martin	Instructor	Richard.martin@ukaea.org.uk
Charles Judd	Instructor	Charles.judd10@hotmail.com
Graham Jones	Instructor	graham@4ozNuff.org.uk
Nick Belshaw	Instructor	nick.belshaw@earth.ox.ac.uk
Chris Brunsdon	Instructor	christopherbrunsdon@icloud.com

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 prior to or as close to the commencement of the new academic year as is possible. It is the responsibility of the Coach and/or Instructor to renew and supply copies of the above forms.

5.0 University/Club Activities

- 5.1 The University of Oxford Aikido Club will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document.

6.0 Activity Registration

- 1 The University of Oxford Aikido Club will follow the Trip Registration guidelines for trips in the United Kingdom and abroad, as detailed in section 10 and 11 of the safety webpage: <http://www.sport.ox.ac.uk/sports-federation/safety>

7.0 First Aid

- 7.1 The University of Oxford Aikido 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 2018-2019 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
William Jackson	Instructor	Helping Hand Training Service Emergency Aid Course (approved by the BAF)	w369jackson@btinternet.com
Richard Martin	Instructor		Richard.martin@ukaea.org.uk
Charles Judd	Instructor	Helping Hand Training Service Emergency Aid Course (approved by the BAF)	Charles.judd10@hotmail.com
Graham Jones	Instructor		graham@4oznuff.org.uk

8.0 Accident and Emergency Procedures

8.1 The University of Oxford Aikido Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage: <http://www.sport.ox.ac.uk/sports-federation/safety>

9.0 Training Courses

9.1 In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Aikido Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport. Gradings up to 4th kyu are held by arrangement with the instructors, once a candidate has reached a suitable level of experience. After 4th kyu gradings are held yearly at summer school. The Club will endeavour to follow the guidelines for provision of this, as detailed in section 13 of the safety webpages.

10.0 Club's Complaint 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 President. The matter will be considered at the next available OUSF Executive Committee Meeting.

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 organized activity, including social events. Please be reminded that clubs should under no circumstance 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. 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'

12.0 Governing Body Recommendations

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

13.0 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 webpage at:

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