



Oxford University Company of Archers

Code of Conduct 2018/2019

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1.0 Introduction

1.1 Being totally committed to the safety of its members, the 2018/19 Oxford University Company of Archers (OUCofA) will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current Archery GB guidelines.

1.2 The Club is affiliated to the recognised National Governing Body for archery:

Archery GB (*formerly known as GNAS*)
Lilleshall National Sports Centre
Newport

Shropshire
TF10 9AT
Tel: +44 (0)1952 677888
Fax: +44 (0)1952 606019
Email: enquiries@archerygb.org
Web: <http://www.archerygb.org>

- 1.3 It is the responsibility of the Secretary to ensure that affiliation/membership is paid on the due date of the 1st October 2018. Any information on new or current Rules of Shooting should be requested, and made available to those concerned.
- 1.4 The club will appoint a new committee at the AGM in Hilary Term. The committee will serve for one complete academic year, from the start of Trinity term.
- 1.5 At least three members of the new committee will arrange a Safety Briefing Session with the Area Safety Officer for Sport within two weeks of the start of Trinity Term.
- 1.6 The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Area Safety Officer for Sport four weeks after the start of Trinity Term.
- 1.7 The club's 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 ASO.
- 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 2018-2019 OUR PROPOSED ACTIVITIES WILL APPROXIMATELY BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Indoor Training (Michaelmas & Hilary)	Sunday 17:00-19:30 Monday 10:30-12:30 Tuesday 13:00-16:30 Wednesday 07:00-09:00 Thursday 12:00-15:30	Sports Hall, Iffley Road

	Friday 06:00-08:00	
Fitness training (Michaelmas & Hilary)	TBD	TBD
Outdoor Training (Trinity Term)	TBD	Provisionally Pembroke College Sports Ground
BUTTS Midlands league	Throughout the year (number of days TBD)	Oxford (other locations TBD)
Grudge Match	A Saturday or Sunday in March	Cambridge
BUTC	Early March	TBD
OU Indoor Tournament	A Saturday or Sunday in March	Sports Hall , Iffley Road
Indoor BUTTS Championship	A Saturday in February or March	TBD
Varsity	Trinity, date TBD	Oxford
Outdoor BUTTS Championship	Trinity, date TBD	TBD

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/Safety	Augustinas Silale	president@oucofa.com
Secretary	Callum Henfrey	secretary@oucofa.com
Treasurer	Ellen Jones	treasurer@oucofa.com
Tournaments	Simon Eberz	Simon.eberz@cs.ox.ac.uk

Equipment Officers	Paul Vanetti Eleonore Cossade	Paul.vanetti@spc.ox.ac.uk ecossade@gmail.com
Coaching Officer & Records Officer	Eleonore Cossade	ecossade@gmail.com
Social Secretary	Jia Tsen Jack Arthur	Jia.tsen@st-annes.ox.ac.uk Jack.arthur@keble.ox.ac.uk
IT Officer	Paul Vanetti	Paul.vanetti@spc.ox.ac.uk
Novice Coaching Officer	Patrick Kidger	Patrick.kidger@st-hildas.ox.ac.uk

Duties and responsibilities of these individual Officers are outlined in the Oxford University Company of Archers' Constitution. Additional information can be found on the Committee Changeover form.

4.0 Event Organisers, Activity Leaders and Coaches and/or Instructors

- The University of Oxford Company of Archers will follow 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 web-pages at www.sport.ox.ac.uk.

The name of the Club appointed Event Organiser for 2018/2019 is:

NAME	POSITION	E-MAIL
Augustinas Silale	President	president@oucofa.com

4.2 The name of the Club appointed Coaches/Instructors for 2017/2018 are:

NAME	POSITION	QUALIFICATIONS/EXPERIENCE	E-mail
Natalie Merry	Archery Coach	Archery GB Level 2 Coach	nat.merry@gmail.com

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.

4.3 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 Events Organiser or Coach and/or Instructor.

5.0 University Sports Club Activities

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

6.0 Activity Registration

- The University of Oxford Company of Archers 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 web-page.

7.0 First Aid

7.1 The University of Oxford Company of Archers will follow the guidelines for First Aid provision, as detailed in section 12 of the safety web-page.

7.2 The club will ensure that a qualified first aider is present at all sessions in accordance with the risk assessments for those sessions

8.0 Accident and Emergency Procedures

8.1 The University of Oxford Company of Archers will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety web-page.

9.0 Training Courses

9.1 In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Company of Archers 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 web-pages.

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 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.

11.0 Governing Body Recommendations

The University of Oxford Company of Archers will operate so far as reasonably practicable, in accordance with our current Archery GB Rules of Shooting.

12.0 Declaration

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 Conduct (including Appendix 1), Risk Assessment and Office to which I hold.

POSITION	NAME	SIGNATURE
President/Safety	Augustinas Silale	
Secretary	Callum Henfrey	
Treasurer	Ellen Jones	
Tournaments	Simon Eberz	
Equipment Officer	Eleonore Cossade	
Equipment Officer	Paul Vanetti	
Coaching Officer & Records Officer	Eleonore Cossade	
Social Secretary	Jia Tsen	
Social Secretary	Jack Arthur	
IT Officer	Paul Vanetti	
Novice Coaching Officer	Patrick Kidger	

13.0 Appendix 1: Code of Conduct Guidelines.

Guidelines for the Code of Conduct are available in section 6 of the safety web pages at www.sport.ox.ac.uk.