

# OXFORD UNIVERSITY JUDO CLUB

## CODE OF CONDUCT 2016-2017



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### 1.0 Introduction

1.1 "Being totally committed to the safety of its members, the Oxford University Judo Club (OUJC) will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors' rules and current British Judo Association Guidelines."

1.2 The Club is affiliated to the recognised National Governing Body for our sport: -  
*The British Judo Association Tel: 01509 631670*  
*Suite B Loughborough Technology Centre Fax: 01509 631680*  
*Epinal Way Email: [bjab@britishjudo.org.uk](mailto:bjab@britishjudo.org.uk)*  
*LE11 3GE Loughborough Web: <http://www.britishjudo.org.uk>*

1.3 It is the responsibility of Treasurer to ensure that subscriptions are paid on the due date of 1 November each year or alternatively by monthly standing order at a rate of £6.50 per month.

1.4 The club will appoint a new committee according to the constitution. The procedures for so doing are detailed in the club's constitution. The committee will serve for one complete academic year.

1.5 At least three members of the new committee will arrange a Safety Briefing Session with the Sports Department and its nominated officers 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 Department and its nominated officers four weeks after the appointment of the new committee.

1.7 The club's appointed Senior Member is Prof. Dr. Nick Rawlins, University College.

1.8 It is the responsibility of individual members 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.

1.9 In its continued effort to promote good practice the OU Judo Club will display its current Constitution, Code of Conduct, Risk Assessment and any other relevant safety information on the clubs web site: <http://www.oxfordjudo.com/club/health-and-safety/>

## **2.0 Club Activities**

### **FOR THE YEAR 2016-2017 OUR PROPOSED ACTIVITIES WILL BE:**

In-term Timetable 2016-2017 (Sessions held in the Iffley Road dojo unless otherwise indicated):

**Tuesdays:** 5.30-7.00 p.m. (Beginners)

**Thursdays (Main Hall):** 6.00-8.00 p.m. (Randori, 4<sup>th</sup> kyu and above)

**Fridays:** 7.00-8.30 p.m. (Competitive Technical session)

**Saturdays:** 2.30-4.30 p.m.

**Sundays:** 5.00-7.00 p.m.

Sessions out of term will be coordinated with the Sports Federation.

## **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 EMAIL**

President: Gregor Cremosnik [gregor.cremosnik@wadh.ox.ac.uk](mailto:gregor.cremosnik@wadh.ox.ac.uk)

Secretary: Ella Joyce [ella.joyce@worc.ox.ac.uk](mailto:ella.joyce@worc.ox.ac.uk)

Treasurer: Eleanore Ridge [eleanore.ridge@lhm.ox.ac.uk](mailto:eleanore.ridge@lhm.ox.ac.uk)

Men's Captain: Peter Miles [peter.miles@univ.ox.ac.uk](mailto:peter.miles@univ.ox.ac.uk)

Women's captain: Emily Hampshire [emily.hampshire@new.ox.ac.uk](mailto:emily.hampshire@new.ox.ac.uk)

Other positions which can be held together with Oxford Judo:

Social Secretary and Communications Officer: Sanna Djurhuus [sannadjurhuus@gmail.com](mailto:sannadjurhuus@gmail.com)

Webmaster: Emma Burnet [microsqueek@gmail.com](mailto:microsqueek@gmail.com)

## **4.0 Event Organiser & Activity Leaders**

4.1 The University of Oxford Judo Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in Section 3.4 of the Sports Federation Handbook.

## **5.0 University / Club Activities**

5.1 The University of Oxford Judo Club will follow the Sports Federation Handbook Activity guidelines, as detailed in Section 5.0, and in Appendix 1 "Code of Conduct Guidelines" to this document.

## **6.0 Coaching and Public Liability Insurance Cover**

6.1 The club's permanent coaching staff are:

**Chris Doherty** (6<sup>th</sup> Dan); **Carol Doherty** (5<sup>nd</sup> Dan); **Tony Buley** (2<sup>nd</sup> Dan).

All three hold Level 3 coaching certificates (including first aid certificates) awarded by the BJA. In addition James Birnie, 3<sup>rd</sup> Dan holds a BJA Level 2 BJA coaching certificate. These certificates provide a level of insurance cover as required by the University authorities. It is their personal duty to ensure that these are revalidated annually and to inform the Sports Department that insurance cover has been extended for a further year.

6.2 In addition, student members of the club who hold current BJA coaching certificates and who are registered with the University Sports Department may conduct training sessions at a level appropriate to their coaching qualification as specified by the BJA.

6.3 Coaches who are not OU Judo Club Coaches but hold BJA licences (e.g. from another University club) who wish to, or are invited to coach, by OU Judo Club are required to provide a OU Senior Judo Coach with their Licence to prove that they have valid insurance cover. The responsibility for this lies with the Committee of OUJC who should always acquire a copy of the visitor's licence in advance of the session as a check.

6.4 Coaches who do not hold BJA licences or licences not recognised by the BJA for insurance purposes (e.g. visiting coaches from another country) are required to provide OU Judo Club Committee that they have valid public liability insurance cover at a level required by the University Sports Department before taking a training session. The responsibility for this lies with the committee of OUJC.

## **7.0 Activity Registration**

7.1 The University of Oxford Judo Club will follow the Sports Federation *Handbook* Trip/Fixture Registration guidelines, as detailed in Section 3.4, and in Appendix 1 "Code of Conduct Guidelines" to this document.

## **8.0 First Aid**

8.1 The University of Oxford Judo Club will follow the Sports Federation guidelines for First Aid provision, as detailed in Section 6.2, and in Appendix 1 "Code of Conduct Guidelines" to this document.

8.2 The name of the Club trained and/or qualified First Aiders for 2016/17 are:

- Every member holding a coaching certificate as indicated earlier

## **9.0 Accident and Emergency Procedures**

9.1 The University of Oxford Judo Club will follow the Sports Federation Accident and Emergency Procedures, as detailed in Section 3.5, and in Appendix 1 "Code of Conduct Guidelines" to this document.

## **10.0 Training Courses**

10.1 In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Judo 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 Sports Federation guidelines for provision of this, as detailed in Section 6.3, and in Appendix 1 “Code of Conduct Guidelines” to this document.

## **11.0 Club’s Complaint Procedure**

11.1 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.

11.2 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.

## **12.0 Governing Body Recommendations**

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