

## **Oxford University Cycling Club**

### **Code of Conduct 2007-08**

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#### **1.0 Introduction**

- 1.1. "Being totally committed to the safety of its members, the 2006/07 University of Oxford Cycling Club will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines."
- 1.2. The Club is affiliated to the recognised National Governing Body for our sport:-

British Cycling  
National Cycling Centre  
Stuart Street  
Manchester  
M11 4DQ

Telephone Number: 0870 871 2000  
Fax Number: 0870 871 2001  
E-mail: [info@britishcycling.org](mailto:info@britishcycling.org)  
Web: [www.bcf.uk.com](http://www.bcf.uk.com)

Cycling Time Trials  
Arlington Drive  
Pennington  
Leigh  
Lancashire  
WN7 3QP

Telephone Number: 01942 603976  
Fax Number: 01942 262326  
E-mail: [phil.heaton@cyclingtimetrials.co.uk](mailto:phil.heaton@cyclingtimetrials.co.uk)  
Web: [www.ctt.org.uk](http://www.ctt.org.uk)

The University of Oxford is affiliated to British Cycling and the Road Time Trial Council. Under this affiliation we have third party liability insurance for clubs and teams. Please see [http://www.bcf.uk.com/clubs\\_contents.shtml](http://www.bcf.uk.com/clubs_contents.shtml) for more information on this.

- 1.3. It is the responsibility of the President to ensure that affiliation/membership is paid before 31<sup>st</sup> December 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 within the middle of Trinity 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 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 Dr Robert L. Frazier.
- 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.
- 1.8.1. The Club Code of Conduct, Risk Assessment and Constitution shall be available for members on the club website under a clear ‘Safety Documents’ link. [www.oucycling.co.uk](http://www.oucycling.co.uk)

## 2.0 Club Activities

**FOR THE YEAR 2007-2008 OUR PROPOSED ACTIVITIES WILL BE:**

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Daily	Oxfordshire
Weekend activity trips	Once per term	UK
Social Evenings	Four times per term	Oxford
BUSA events	All year	UK
Cuppers	March 2008	Stadhampton (Course: HCC118)
Touring	November 2007	UK

## 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	Antony Brown	<a href="mailto:antony.brown@green.ox.ac.uk">antony.brown@green.ox.ac.uk</a>
Secretary	Dean Robson	<a href="mailto:dean.robson@st-annes.ox.ac.uk">dean.robson@st-annes.ox.ac.uk</a>
Treasurer	James Schofield	<a href="mailto:james.schofield@balliol.ox.ac.uk">james.schofield@balliol.ox.ac.uk</a>
Women’s Captain	Katherine Harris	<a href="mailto:Katherine.harris@hertford.ox.ac.uk">Katherine.harris@hertford.ox.ac.uk</a>

<b>Mountain Bike Captains</b>	<b>Thomas Donaldson</b> <b>Lawrence Walton</b>	<a href="mailto:Thomas.donaldson@univ.ox.ac.uk">Thomas.donaldson@univ.ox.ac.uk</a> <a href="mailto:lawrence.walton@univ.ox.ac.uk">lawrence.walton@univ.ox.ac.uk</a>
<b>Social Secretary</b>	<b>James Stout</b>	<a href="mailto:James.stout@pmb.ox.ac.uk">James.stout@pmb.ox.ac.uk</a>
<b>Touring Secretary</b>	<b>Amber Tomas</b>	<a href="mailto:tomas@stats.ox.ac.uk">tomas@stats.ox.ac.uk</a>
<b>Webmaster and Alumni Secretary</b>	<b>Lucy Power</b>	<a href="mailto:lucypower@keble.ox.ac.uk">lucypower@keble.ox.ac.uk</a>

The duties and responsibilities of these individual officers are outlined within this document in the club's Constitution 2007/2008. Further suggestions on how the club should be run are outlined in the Clubs Committee Handbook

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

4.1. The University of Oxford Cycling 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 <http://www.sport.ox.ac.uk/sports-federation/safety>

The name of the Club appointed Event Organisers for 2007/2008 are:

NAME	POSITION	E-mail
Antony Brown	Organiser of BUSA 25 mile TT 03/05/08	<a href="mailto:antony.brown@green.ox.ac.uk">antony.brown@green.ox.ac.uk</a>
Dean Robson	Organiser of Club Hill Climb 14/10/07 Organiser of Cuppers March 2008	<a href="mailto:dean.robson@st-annes.ox.ac.uk">dean.robson@st-annes.ox.ac.uk</a>
Amber Tomas	Organiser of Touring Weekend 16/11/2007 – 18/11/2007	<a href="mailto:tomas@stats.ox.ac.uk">tomas@stats.ox.ac.uk</a>

4.2. The name of the Club appointed Activity Leaders for 2006/2007 are:

NAME	POSITION	E-mail
<b>Antony Brown</b>	Ride Leader	<a href="mailto:antony.brown@green.ox.ac.uk">antony.brown@green.ox.ac.uk</a>
<b>Dean Robson</b>	Ride Leader	<a href="mailto:dean.robson@st-annes.ox.ac.uk">dean.robson@st-annes.ox.ac.uk</a>
<b>Siobhan Moyes</b>	Ride Leader	<a href="mailto:Siobhan.moyes@human-anatomy.oxford.ac.uk">Siobhan.moyes@human-anatomy.oxford.ac.uk</a>
<b>Amber Tomas</b>	Ride Leader	<a href="mailto:tomas@stats.ox.ac.uk">tomas@stats.ox.ac.uk</a>
<b>Thomas Donaldson</b>	Ride Leader	<a href="mailto:Thomas.donaldson@univ.ox.ac.uk">Thomas.donaldson@univ.ox.ac.uk</a>
<b>James Stout</b>	Ride Leader	<a href="mailto:James.stout@pmb.ox.ac.uk">James.stout@pmb.ox.ac.uk</a>
<b>James Schofield</b>	Ride Leader	<a href="mailto:James.schofield@balliol.ox.ac.uk">James.schofield@balliol.ox.ac.uk</a>
<b>Katherine Harris</b>	Ride Leader	<a href="mailto:Katherine.harris@hertford.ox.ac.uk">Katherine.harris@hertford.ox.ac.uk</a>

The choice of such a leader depends on who is in attendance on any particular ride.

4.3. The Club has no appointed Coaches/Instructors for 2007/2008

#### 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 an Activity Leader or Event Organiser or Coach and/or Instructor.

#### 5.0. University Sports Club Activities

5.1. The University of Oxford Cycling Club will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document. <http://www.sport.ox.ac.uk/sports-federation/safety>

#### 6.0. Activity Registration

6.1. The University of Oxford Cycling 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. <http://www.sport.ox.ac.uk/sports-federation/safety>

#### 7.0. First Aid

7.1. The University of Oxford Cycling Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage. <http://www.sport.ox.ac.uk/sports-federation/safety>

7.2. The name of the Club trained and/or qualified First Aiders for 2007/2008 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
Siobhan Moyes	Club Member	First Aider 2 day course	<a href="mailto:Siobhan.moyes@human-anatomy.oxford.ac.uk">Siobhan.moyes@human-anatomy.oxford.ac.uk</a>

#### 8.0. Accident and Emergency Procedures

8.1. The University of Oxford Cycling 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 Cycling Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport.

The Club will endeavour follow the guidelines for provision of this, as detailed in section 13 of the safety webpages. <http://www.sport.ox.ac.uk/sports-federation/safety>

#### 10.0 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.

### 11.0. Governing Body Recommendations

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

### 12.0. 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	Antony Brown	
Secretary	Dean Robson	
Treasurer	James Schofield	
Women's Captain		
Mountain Bike Captain		
Social Secretary		
Touring Secretary		
Webmaster and Alumni Secretary		

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