



Oxford University Cycling Club

Founded 1873

Code of Conduct 2004-05

- 1.0 Introduction
- 2.0 Club Activities
- 3.0 Specialist Officers
- 4.0 Event Organisers & Activity Leaders
- 5.0 University/Club Activities
- 5.0 Activity Registration
- 6.0 First Aid
- 8.0 Accident and Emergency Procedures
- 9.0 Training Courses
- 10.0 Club Complaints Procedure
- 11.0 Governing Body Recommendations
- 12.0 Declaration

1.0 Introduction

1.1 "Being totally committed to the safety of its members, the 2004/05 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 Bodies for our sport: -

British Cycling
National Cycling Centre
Stuart Street
Manchester
M11 4DQ

Tel 0870 871 2000
Fax 0870 871 2001
Email info@britishcycling.org
Web www.bcf.uk.com

Cycling Time Trials
Arlington Drive
Pennington
Leigh
Lancashire
WN7 3QP

Tel
Fax
Email info@britishcycling.org
Web www.bcf.uk.com

1.3 It is the responsibility of the President to ensure that affiliation/membership is paid by the due date and that any information on new or current "Best Practice" is requested, and made available to those concerned.

- 1.4 The club will appoint a new committee within Trinity. 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 Area Safety Officer for Sport within two full term weeks of appointment.
- 1.6 The reviewed and signed versions of the Code of Practice and Risk Assessment will be supplied to the Area Safety Officer for Sport four full term weeks after the appointment of the new committee.
- 1.7 The clubs 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 ASO.
- 1.9 In its continued effort to promote good practice Oxford University Cycling Club will display it's current Constitution, Code of Conduct, Risk Assessment and any other relevant safety information on the clubs web site www.users.ox.ac.uk/~cycling/.

2.0 Club Activities

FOR THE YEAR 2003-2004 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Daily	Oxfordshire
Weekend activity trips	Once per term	UK
Social Evenings	Three times per term	Oxford
BUSA events	All Year	UK

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	PHONE
President	John Tuckett	@worchester.ox.ac.uk	
Road Secretary	Eli Lassman	@sjc.ox.ac.uk	
MTB Secretary	Lloyd Pallet	@st-peters.ox.ac.uk	
Treasurer	Kevin Knights	@chem..ox.ac.uk	
Safety Representative	John Tuckett		

The duties and responsibilities of these individual Officers are outlined within this document in the clubs Constitution. Further suggestions on how the club should be run are outlined in the Club Committee Handbook.

4.0 Event Organiser & Activity Leaders

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

The name of the Club appointed Event Organisers for 2004/05 are:

NAME	POSITION	EMAIL
John Tuckett	President	
Eli Lassman	Road Secretary	

- 4.2 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.

5.0 University / Club Activities

- 5.1 The University of Oxford Cycling Club will follow the Sports Federation Handbook University/Club Activity guidelines, as detailed in Section 5.0 of the Oxford University Sports Federation Handbook.

6.0 Activity Registration

- 6.1 The University of Oxford Cycling Club will follow the Sports Federation Handbook Trip/Fixture Registration guidelines, as detailed in Section 3.4. the Oxford University Sports Federation Handbook.

7.0 First Aid

- 7.1 The University of Oxford Cycling Club will follow the Sports Federation guidelines for First Aid provision, as detailed in Section 6.2. of the Oxford University Sports Federation Handbook

The name of the Club trained and/or qualified First Aiders for 2004/05 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
TBA			

8.0 Accident and Emergency Procedures

8.1 The University of Oxford Cycling Club will follow the Sports Federation Accident and Emergency Procedures, as detailed in Section 3.5. the Oxford University Sports Federation Handbook.

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 it's 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. of the Oxford University Sports Federation Handbook.

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. Consultations may also take place with 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 (President, Secretaries & Treasurer 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 Conduct, Risk Assessment and Rules and Procedures relevant to the Office that I hold.

POSITION	NAME	SIGNATURE
President		
Road Secretary		
MTB Secretary		
Treasurer		