

OXFORD UNIVERSITY RUGBY FOOTBALL CLUB

CODE OF CONDUCT FOR 2018/19

General Manager: Tim Stevens

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1.0 Introduction

- 1.1. "Being totally committed to the safety of its members in 2018/19, Oxford University Rugby Football Club (OURFC) 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 Rugby Football Union
Rugby House,
Rugby Road,
Twickenham,
Middlesex,
TW1 1DS

Telephone Number: (0208) 892 2000

Website: <http://www.englandrugby.com>
- 1.3. It is the responsibility of the General Manager to ensure that affiliation/membership is renewed annually and any information on new or current "Best Practice" requested.
- 1.4. The club will appoint a new Committee at the Club AGM normally held at beginning of Trinity Term. The Committee will serve for one year until the next AGM.
- 1.5. At least two members of OURFC will arrange a Safety Briefing/Compliance meeting with the Area Safety Officer (Sport) before the end 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 (Sport) before the end of Trinity Term of each academic year. All documents will be placed on OURFC's webpage under a clear 'safety documents' link.
- 1.7. The clubs appointed "Senior Member" is Frank Gargent, the Bursar of St Hilda's College.

- 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.

2.0 Club Activities

FOR THE YEAR 2018/19 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Monday to Sunday Michaelmas & Hilary Terms	Iffley Road Pitch, Marston Road Pitch, Iffley Road Astroturf Pitch, Iffley Road training area.
Home Matches	Monday to Sunday Michaelmas & Hilary Terms	Iffley Road Pitch, Marston Road Pitch & college ground(s).
Away Matches	As above	Nationwide.
Pre-season Men's Training Camp and Tour.	Monday 3 rd to Sunday 30 th September	Iffley Road, Marston & Madagascar
Pre-season Women's Camp and Tour	Thursday 13 th to Sunday 30 th September.	Iffley Road, Marston & Barcelona
College Leagues	Saturdays & Sundays Michaelmas Term	Various College Grounds in Oxford.
College Cuppers	Saturdays & Sundays Hilary Term	Various College Grounds in Oxford.
Sevens	Trinity Term	Training at Iffley Road. Games in Paris.

3.0 Specialist Officers

- 3.1. The Senior members of the Club Committee will consist of at least three of the following Officers who shall be fully matriculated members of the University:

- **President**
- **Chair**
- **Treasurer**
- **RFU Representative**
- **Deputy Chair**
- **Committee Member**

The duties and responsibilities of these individual officers are outlined in section 3 of the Code of Conduct guidelines to this document and OURFC Constitution.

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

- 4.1. The Oxford University Rugby Football Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in Section 4 of the 'guidelines for the Code of Conduct'.

The name of the Club appointed Event Organisers for 2018/19 are:

NAME	POSITION	E-mail
Tim Stevens	General Manager	Tim.stevens@sport.ox.ac.uk

4.2. The name of the Club appointed Activity Leaders for 2018/19 are:

NAME	POSITION	E-mail
Tim Stevens	General Manager	tim.stevens@sport.ox.ac.uk
Dom Waldouck	Men's Captain	dominic.waldouck@kellogg.ox.ac.uk
Abby D'Cruz	Women's Captain	Abby.dacruz@keble.ox.ac.uk

4.3. The name of the Club appointed Coaches/Instructors for 2018/19 are:

NAME	POSITION	QUALIFICATIONS	E-mail
James Wade	Men's Head Coach	RFU Level 4 coach	jw2coaching@hotmail.com
Kevin Mogridge	Women's Head Coach	RFU Level 3 coach	
James Gaunt	Men's Blues Coach	RFU Level 3 Coach	Jag.gaunt@radley.org.uk
Luke Cousins	Women's Blues Coach	RFU Level 2 Coach	
Johnny Fennell	Men's 2 nd XV Coach	RFU Level 2 Coach	jonathan.fennell@me.com
Dominic Alonzi	Men's 2 nd XV Coach	RFU Level 2 Coach	dominic.alonzi@bioch.ox.ac.uk

The General Manager of OURFC is to provide the Director of Sport with a letter confirming that all OURFC coaches for the forthcoming season are qualified and insured to undertake the role of coach with OURFC. This letter should be available at the start of Michaelmas Term (1st week).

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 Oxford University Rugby Football Club will undertake its activities as outlined in section 5 of the Code of Conduct guidelines to this document.

6.0. Activity Registration

6.1. The Oxford Rugby University Football Club will follow the guidelines of the Trip Registration Form guidelines for trips in the United Kingdom and abroad, as detailed in section 10 & 11 of the safety Webpage. A database of club members along with fixtures are to be supplied at the beginning of each term and these will be forwarded by the ASO to the University Security Services.

7.0. First Aid

7.1. The Oxford University Rugby Football 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 2018/19 are:

NAME	POSITION	QUALIFICATIONS
Dr James Baldcock	Club Doctor	Consultant
Dr Ralph Smith	Club Doctor	Consultant
Mr Nick Beale	Senior Club Physiotherapist	Chartered Physiotherapist
Mr Liam Hosier	Physiotherapist	Chartered Physiotherapist

TBC	Physiotherapist	Chartered Physiotherapist
TBC	Physiotherapist	Chartered Physiotherapist
Ms Claire Rogers	Physiotherapist	Chartered Physiotherapist

8.0. Accident and Emergency Procedures

8.1. The Oxford University Rugby Football Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage.

9.0. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, the Oxford University Rugby Football Club will 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.

10. 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 Administrator. If this does not prove satisfactory a written complaint should be made to the Club President. The matter will be considered at the next available Executive Committee Meeting. Consultations may also take place with the University ASO.

11.0. Governing Body Recommendations

The Oxford University Rugby Football 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
Chair	Mr John Webster	
Deputy Chair	Ms Jenny Tudge	
Men's Captain	Mr Dominic Waldouck	
Women's Captain	Ms Abby D'Cruz	
General Manager	Mr Tim Stevens	

Date form submitted to ASO:

The Code of Conduct for OURFC should be read in conjunction with the Code of Conduct guidelines as advertised on the safety pages of the Sports Department webpage. It must be remembered that as a professionally operated club, some of the guidelines will be slightly different to the guidelines required. The Code of Conduct for OURFC for 2018/19 has been approved by the ASO.