

# Oxford University Surf Club (OUSC): Code of Practice 2018/19

*This document supersedes any other Code of Practice published by OUSC.*

## 1. Introduction

- 1.1. "Being totally committed to the safety of its members, the 2018/19 OUSC will operate as far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current National Governing Body (NGB) guidelines."
- 1.2. The Club is affiliated to the recognised NGB for our sport:  
*Surfing England, Website: <http://www.surfingengland.org/>  
The Yard,  
Caen St,  
Braunton  
EX33 1AA*
- 1.3. The affiliation/membership of the club to the NGB must be paid by the expiry date each year by the treasurer. It is the responsibility of the treasurer to ensure that sufficient funds are available for payment and to notify the NGB of any changes.
- 1.4. The club will appoint a new committee by 8<sup>th</sup> week HT as per the Sports Council requirements. The committee will serve for one complete academic year.
- 1.5. The President, Safety Rep and one other member of the club shall attend a compliance meeting with Sports Fed as required and upon request of Sports Fed.
- 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 as soon as possible after the appointment of the new committee.
- 1.7. The clubs appointed "Senior Member" **should be appointed as soon as possible.**
- 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. To facilitate this, new members will complete a safety questionnaire at their first club session. New members shall also be informed that they undertake all activities at their own risk, and that joining wouldn't be appropriate if not able to swim 100m confidently.
- 1.9. Current documentation is displayed on the club's website.

## 2. Club Activities

- 2.1. For the year 2018/19 our proposed activities will be:
  - 2.1.1. Surf trips
    - 2.1.1.1. Enter one women's team and one men's team into the BUCS Surf Championships
    - 2.1.1.2. Three trips to be organised throughout the year including a trip abroad

## 3. Specialist Officers

- 3.1. The table below lists the contact details of the specialist officers.

Position	Name	Email	Phone
President	Oliver Nixon	Oliver.nixon@jesus.ox.ac.uk	07803501801
Men's Captain	Charles Sneddon	charles.sneddon@some.ox.ac.uk	
Women's Captain	Charlotte Atkins	charlotte.atkins@stcatz.ox.ac.uk	
Secretary	Karishma Paun	karishma.paun@wadham.ox.ac.uk	
Treasurer	Milly Jonas	milly@ukjonas.com	
Social Secretary	William Sealy	william.sealy@wadham.ox.ac.uk	
Safety Rep	William Bennett	william.bennett@stcatz.ox.ac.uk	
Vice-President	Alistair McGuire	alastair.mcguire@oriel.ox.ac.uk	

3.1.1. Suggested duties and responsibilities of these individual officers are outlined in the club constitution, to which is available upon request

## 4. Event Organisers & Activity Leaders

4.1. OUSC will follow the guidelines for Event Organisers and Activity Leaders, as detailed in the 'guidelines for the Code of Conduct'

4.2. The name's of the club's appointed event organisers for 2018/19 are:

Name	Position	Email
Oliver Nixon	President	As Above
Karishma Paun	Secretary	As Above
Milly Jonas	Treasurer	As Above

4.3. The appointed leaders for 2018/19 are:

4.3.1. Registered surf schools should provide all activities for inexperienced surfers, and sessions decided upon by those listed below.

Name	Position	Qualifications	Email
Oliver Nixon	President	First-aid at work	As Above
Milly Jonas	Treasurer		As Above

4.4. Activity Participants

4.4.1. 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. Information will be given by e-mail.

## 5. University/Club Activities

5.1. OUSC will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document.

5.2. OUSC will act within the rules and regulations of the following:

5.2.1. Oxford University

5.2.2. Surfing England

## 6. Activity Registration

- 6.1. OUSC will register all activities with the proper authorities, using the Trip Registration Form. Guidelines of the Trip Registration Form in the United Kingdom and abroad, are outlined in the relevant Sports Fed documentation.

## 7. First Aid

- 7.1. OUSC will follow the guidelines for First Aid provision, as detailed in current Sports Fed documentation.
- 7.2. On all trips, there will be a qualified first aider as detailed in the table below, and in the absence of a qualified beach lifeguard, sessions will only be run at RNLI lifeguarded beaches.

Name	Position	Qualifications	Email
Charlotte Atkins	Women's Captain	First-aid at work	As above
Oliver Nixon	President	First-aid at work	As above

## 8. Accident and Emergency Procedures

- 8.1. Since all activities are conducted in the sea, all accident and emergency procedures shall be followed as detailed by the qualifications held by the nominated first aiders listed above in paragraph 7.

## 9. Training Courses

- 9.1. In an effort to promote the highest standards of instruction, training and safety, the Oxford University Surf Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport.

## 10. Clubs Complaint Procedure

- 10.1. The Club operates a procedure that allows Club members to raise complaints about issues, which might include the following:
- 10.1.1. The safety of club activities
  - 10.1.2. Poor standards of instruction and leadership
  - 10.1.3. The standard of equipment being used for club activities
  - 10.1.4. Poor club administration
  - 10.1.5. 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. Governing Body Recommendations

- 11.1. OUSC will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

## 12. 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 "Code of Conduct Guidelines"), Risk Assessment and Office to which I hold.

Position	Name	Signature
President	Oliver Nixon	
Secretary	Karishma Paun	
Treasurer	Milly Jonas	
Men's Captain	Charles Sneddon	
Women's Captain	Charlotte Atkins	
Social Secretary	William Sealy	
Safety Rep	William Bennett	
Vice-president	Alistair McGuire	