

Oxford University Cricket Club - Code of Conduct 2014/5

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1.0 Introduction

- 1.1. Being totally committed to the safety of its members, University of Oxford Blues and Authentics will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors' rules and current England and Wales Cricket Board (ECB) guidelines.
- 1.2. The University's Insurance Department will provide "ground-up" cover, where all liabilities will fall under the University's policies.
- 1.3. The Blues will appoint a new committee in 1st week of Michaelmas Term. The committee will serve for the academic year.
- 1.4. The President of the new committee will arrange a Safety Briefing/Compliance meeting with the Sports Department and its nominated officers within two weeks of appointment. All clubs must have met with the Sports Department and its nominated officers before the end of Hilary Term.
- 1.5. The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Sports Department and its nominated officers at an agreed time after the appointment of the new committee.
- 1.6. The club's appointed "Senior Member" is Simon Porter.
- 1.7. 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 Sports Department and its nominated officers.
- 1.8. The Club Code of Conduct, Risk Assessment and Constitution shall be available for members on the club website under a clear 'Safety Documents' link.

2.0 Club Activities

For the academic year 2014/2015, The Blues proposed activities will be:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Indoor Training/Trials	Tuesday 7.30pm - 10.00pm, Michaelmas and Hilary Terms	Cricket School, Iffley
Outdoor Training	Tuesday and Thursday, 5-7pm, Trinity Term	Cricket Nets, Parks
BUCS Competition	Wednesdays and Sundays, 0 th - 8 th weeks, Trinity (not every week)	Marston, Parks, away.
Varsity Matches	TBC	Lord's Cricket Ground, London and The Parks, Oxford.
Tours	None	None

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:

- President
- Secretary
- Treasurer

The collective term for the above officers is the 'exec committee'.

The following officers are optional, and are non-exec committee posts:

- Captain
- Cuppers Secretary
- Social Secretary
- Webmaster
- Safety Representative
- Alumnae and Sponsorship Representative
- Kit and Ball Representative

3.2 The club must appoint a **President**. The President will usually be the Blues Captain.

The president is responsible for ensuring the smooth running of the club.

The president is the 'figurehead' of the club, and it is advisable that they have been on a previous OUCS committee or a club member for at least two years in order to be able to guide the club effectively, and carry out any tasks delegated to them by other committee members.

3.3 The club must appoint a **Secretary**.

The secretary is responsible for:

- Minuting meetings and keeping a record of club dealings.
- Liaising with clubs, the captain and the Sports Fed in order to organise a fixture list.
- Booking grounds for home matches (when necessary).
- Booking slots at Iffley Road in Michaelmas and Hilary terms (01865 240476).
- Booking slots in The Parks in Trinity term (Dick Sula, 07801 560399)
- Providing contact details for BUCS purposes to the Sports Fed Administrator (01865

241335).

Filling in a Proctors' form after the committee handover (done at the Sports Fed).

Keeping the club folder from the Sports Federation up to date.

Obtaining the ECB conduct guidelines annually.

Ensuring that club membership forms are produced and filled in.

Passing on contact details, documentation, forms etc for the above to the next secretary.

Ordering and purchasing clothing such as cricket shirts with the club logo in time for the start of Trinity term.

Undertaking an annual inventory of club equipment and submitting this to the Sports Federation by the 4th week of Michelmas term.

Updating the inventory when new equipment is purchased.

The secretary is responsible for the following **transport**-related duties:

Filling in trip registration forms.

Organising transport to away matches (e.g. minibus from Hotsons Eurodrive).

Passing on details of minibus driving courses to club members.

3.4 The club must appoint a **Treasurer**.

The treasurer is responsible for:

Keeping the club's accounts in order, and presenting them to the Proctors when requested.

Applying for reimbursements of expenditures made by the club.

Applying for a supplementary grant, if required, by the time specified by the Sports Federation.

Collecting subscriptions from members.

Overseeing the change of cheque signatories when the new committee is elected.

3.5 The club must appoint a **Captain**.

The position may be filled by the President, Secretary or Treasurer.

The captain is responsible for:

Team selection.

Establishing player availability.

Liaising with the MCCU coach (currently Graham Charlesworth, graham.charlesworth@sport.ox.ac.uk) and any other coaches to organise coaching sessions.

Ensuring that someone is responsible for leading each training session, whether leading personally or delegating.

Ensuring that appropriate kit is present at all training sessions and matches.

Ensuring that the first aid kit is taken to all practices and matches, that it is kept up to date and used items replaced, or delegating this task to another club member for the tenure of the committee.

Ensuring that if any members of the club are under 18 or in the U19 age group (under 19 on the 1st September of the academic year) then the relevant ECB guidelines are followed, e.g. wearing of helmets for batting or keeping 'standing-up' for under 18's without parental permission, and a maximum number of overs to be bowled by quick bowlers. See the risk assessment or ECB guidelines for more information.

The captain is also responsible for **safety-related** duties outlined in section 3.9 unless a specific safety representative has been elected, or another member of the committee elected to also be the safety representative.

Future captains will be appointed on the final day of the each season.

3.6 **Cuppers Secretary**

The Cuppers secretary is responsible for:

Mailing colleges and previous captains with entry forms and rules by 7th week of Hilary term.

Organising the structure of qualifying matches.

Providing captain contact details for all captains.

Reporting results to the Sports Fed.

Arbitrating, along with an exec committee member, in potentially contentious circumstances, e.g. defaults.

Collecting Cuppers entry fees from College Captains.

Making sure that any changes required to Cuppers rules are brought before the next AGM.

The Cuppers secretary may be appointed at the AGM, or in Michaelmas or Hilary term, and may be a fresher. The position may be filled by another committee member.

3.7 Social Secretary

The social secretary is responsible for:

Organising and publicising social events outside of usual club activities.

The social secretary position may be filled by another committee member.

3.8 Webmaster

The webmaster is responsible for:

Maintenance of the club email list.

Keeping the club website (<http://www.cricketintheparks.org.uk>) reasonably up to date, and developing it where necessary.

The webmaster position may be filled by another committee member.

3.9 Safety Representative

The safety representative is responsible for the following duties:

Liaison with the Sports Federation over all matters concerning OUCC safety (e.g. see section 1.5).

Ensuring that external coaches have been registered with the Sports Federation before activities take place.

Filling in accident or near miss forms (<http://www.sport.ox.ac.uk/safeaccform.htm>), or, if absent, ensuring that this task is delegated to someone present on the trip.

Ensuring that the club has sufficient trained first aid cover at all events or activities. (It is recommended that at least two committee members / potential activity leaders, the MCCU coach, and any others with a significant 'duty of care' should have a current certificate in basic first aid.)

Ensuring that the first aid kit is taken to all practices and matches, that it is kept up to date and used items replaced, or delegating this task to another club member for the tenure of the committee.

Passing on information about first aid training opportunities to club members.

The safety representative position may be filled by another committee member, but the responsibility falls to the captain unless another person has been elected specifically.

3.10 Alumnae and Sponsorship Representative

The Alumnae and Sponsorship Representative is responsible for:

Maintaining the alumnae mailing list.

Liaising with current sponsors and ensuring that all requirements of both the club and the sponsor are met in this regard.

Pursuing new sponsorship opportunities and ensuring that new sponsors do not clash with current ones.

Preparing donation forms and leaflets and distributing them at matches against non-university sides (e.g. Oxford City CC).

3.11 Kit and Ball Representative

The Kit and Ball Representative is responsible for:

Ensuring that sufficient kit is taken to away matches.

Ensuring that all OUCC's kit has been repacked at the end of the match.

Checking that all balls are returned to the kit bag at the end of every training session or match, and that there are sufficient match balls available.

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

4.1. The University of Oxford Blues and Authentics 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>

4.2. The captain will ensure that activities are led by a competent committee member, OUCC or OUCC club member, MCCU appointed coach, or other appropriately trained coach. The leader of any activity is responsible for informing participants about the exact nature of any activities to be undertaken.

4.3 Activity leaders are responsible for:

Being aware of the content of the club's risk assessment and code of conduct.

The safety of all activity participants.

Ensuring that club guidelines are followed at all times.

Providing the highest standard of leadership and instruction as is reasonable in all circumstances.

The inclusion of appropriate safety equipment for each activity (e.g. helmets and bowling guidelines for young players) as recommended by the ECB or the club's risk assessment.

Providing the Sports Department and its nominated officers with a written report of any incident or 'near miss' that occurs during a club activity. This must be done within 24 hours of the completion of the activity, or as soon as is reasonably practical in the circumstances. This report should also be filed with the club secretary in the club logbook.

4.4 For activities or fixtures that occur outside the Oxford City boundary, the Club MUST then appoint an Event Organiser. This would usually be the captain who, if not present, should ensure that the job has been delegated to another experienced club member.

The event organiser is responsible for the following:

Ensuring that the secretary has completed the Trip/Fixture Registration forms within the required time deadlines.

Ensuring that all aspects of the trip's planning have been covered or delegated. This includes transport and drivers (secretary), first aiders (captain), activity leaders (captain), equipment (captain), itinerary (secretary), accommodation (where

necessary), and emergency procedures (ensure that at least two team members have the relevant emergency contact numbers).

Providing the Club Committee with comprehensive details of the proposed activity, in order that they can fulfill their duties (see above).

Working in conjunction with the Activity Leaders, the Safety and Training Officers, to provide all participants with sufficient information to ensure that they are in no doubt as to the nature of the trip, and their personal responsibilities and requirements. Including the participant's duty to inform the Activity Leaders of any relevant medical conditions.

Encouraging all participants to respect the Club guidelines, and not bring the Club into disrepute.

If an incident or "near miss" occurs, the Event Organiser **MUST** file a report with the Sports Department and its nominated officers within 24hrs of the completion of the activity, or as far as reasonably practical in the circumstances.

The name of the OUCC Event Organisers and Activity Leaders for 2014/15 are:

NAME	POSITION	E-mail
Matt Winter	Blues Captain	
Fraser Allardice	Authentics Captain	
Graham Charlesworth	Coach	

4.5 The Blues Coach for 2011/2012 is Graham Charlesworth.

The club is reminded that the Coaches and Instructors are to provide the Sports Department and its nominated officers with a copy of their latest qualification, their First Aid Qualification (if held) and proof of Personal Indemnity Insurance. This information will be sent to the Sports Department and its nominated officers prior to the commencement of the new academic year (Michaelmas). It is the responsibility of the Coach and/or Instructor to renew and supply copies of the above forms.

4.6. 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 Blues 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 Blues 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 Blues and Authentics 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 captain will be responsible for ensuring that the first aid kit is taken to all practices and matches, that it is kept up to date and used items replaced, or delegating this task to another club member for the tenure of the committee.
- 7.3. It is strongly recommended that at least 2 committee members and/or potential activity leaders or any other person who is seen to hold an official 'duty of care' to other members should have undertaken some form of recent and valid first aid training.

NAME	POSITION	QUALIFICATIONS	E-MAIL
Graham Charlesworth	Coach	Emergency First Aid for Sport (Oct 2010)	

8.0. Accident and Emergency Procedures

- 8.1. The University of Oxford Blues and Authentics 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 Blues and Authentics 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 Club 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 Federation. If this reply is unsatisfactory then a written complaint should be made to the Director of Sport.

11.0. Club Social Functions

Social functions form an important part of a club's activities. As a result Clubs have a responsibility for any organised activity, including social events. Please be reminded

that Clubs should under no circumstance place students under any pressure to take part in, or pass any form of initiation as part of their membership of the Club. All students should be able and encouraged to participate in student activities in an atmosphere free from discrimination or fear. All clubs are reminded that they operate within the overall framework of Oxford University and as an Oxford University Club cases of disrepute at social functions will be treated seriously.'

12.0. Governing Body Recommendations

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

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>