

Oxford University Golf Club

Code of Conduct 2016/2017

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1.0 Introduction

- 1.1. "Being totally committed to the safety of its members, the 2016/2017 University of Oxford Golf Club 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 not affiliated to any National Governing Body due to financial pressures. However we are in contact with the English Golf Union (the Amateur Golf governing body in this country, and have received advice from them).
- 1.3. It is the responsibility of the Secretary to ensure that affiliation/membership is paid on the due date of the 1st January and any information on new or current "Best Practice" requested.
- 1.4. The club will appoint a new committee by the end of the first week 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 clubs appointed "Senior Member" is Giles Henderson, Master of Pembroke 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.

1.9. 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 YEAR 20015/2016 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Wednesday	Huntercombe Golf Club, Binsey Lane Driving Range or Heythrop Park
Weekend Activity Trips	Away every weekend	Various golf clubs around the country, details of which can be found on the webpage.

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	Telephone Number
Men's Captain	Henry Howard-Jenkins	henry.howard-jenkins@sjc.ox.ac.uk	07970446937
Secretary	Maxime Saxena	maxime.saxena@lincoln.ox.ac.uk	07557671903
Treasurer	Anton Persson	anton.persson@hmc.ox.ac.uk	07464756887
Safety Rep	TBD		
Coach	John Cook	john@cookgolfcoach.com	
Women's Captain	Emma Whiteley	emma.whiteley@bnc.ox.ac.uk	07813544449
President	Henry Howard-Jenkins	henry.howard-jenkins@sjc.ox.ac.uk	07970446937

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

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

4.1. The University of Oxford Golf 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 2016/2017 are:

NAME	POSITION	E-mail
Henry Howard-Jenkins	President	henry.howard-jenkins@sjc.ox.ac.uk
Maxime Saxena	Secretary	maxime.saxena@lincoln.ox.ac.uk
Emma Whiteley	Ladies Captain	emma.whiteley@bnc.ox.ac.uk

4.2. The name of the Club appointed Activity Leaders for 2016/2017 are:

NAME	POSITION	E-mail
Maxime Saxena	Secretary	maxime.saxena@lincoln.ox.ac.uk

4.3. The name of the Club appointed Coaches/Instructors for **2016/2017** are:

NAME	POSITION	QUALIFICATIONS/EXPERIENCE	E-mail
John Cook	Golf Professional	PGA Qualifications, Winner of 4 professional tournaments, Coach to England Boys	john@cookgolfcoach.com
Matthew Cook	Golf Professional	PGA qualified	mathewcook@hotmail.co.uk
David Cook	Golf Professional	PGA qualified	info@davidcookgolf.co.uk

The club is reminded that the Coaches and Instructors are to provide the Sports Federation 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 Federation Office 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.

4.4. 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 Golf 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 Golf 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 Golf 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>

8.0. Accident and Emergency Procedures

8.1. The University of Oxford Golf 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 Golf 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 Golf 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	Henry Howard-Jenkins	/Henry Howard-Jenkins/
Secretary	Maxime Saxena	/Maxime Saxena/
Ladies Captain	Emma Whiteley	/Emma Whiteley/
Safety Rep	TBC	

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>