



OXFORD UNIVERSITY KENDO CLUB

CODE OF CONDUCT 2015/2016

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1. INTRODUCTION

1. "Being totally committed to the safety of its members, the University of Oxford Kendo Club will endeavour to operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines." These guidelines reflect the aims of the club to encourage personal and mental development through the practice of kendo in accordance with the spirit. Principles and traditions in which it was founded, through qualified tuition in a safe, well disciplined environment. They therefore address safety and hygiene issues as well as Kendo etiquette.
2. The Club is affiliated to the recognised National Governing Body for our sport:-

The British Kendo Association
C/o The Treasurer
The Coach House
Longwitton Hall
Morpeth
Northumberland
NE61 4JJ

E-mail: bka@dircon.co.uk

Web: www.kendo.org.uk

3. It is the responsibility of the Secretary to ensure that affiliation/membership is paid on the due date of the 1st January, each year, and any information on new or current “Best Practice” requested. A copy of the affiliation form should be provided to the ASO as soon as the affiliation/membership is renewed and where possible.
4. The club will appoint a new committee by fourth week of Trinity term. The committee will serve for one complete academic year.
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.
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.
7. The club’s appointed “Senior Member” is Jon Roycroft.
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.**
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. CLUB ACTIVITIES

FOR THE YEAR 2014/2015 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training (including Beginners)	Mondays, 2100-2230	Iffley Road, Main Hall
Training (Including Beginners)	Wednesdays, 1930-2130	Oxford Spires Academy
Training (advanced only)	Thursdays, 2000-2200	Iffley Road, squash courts
Training (advanced only)	Fridays, 1930-2130	West Oxford Community Center
Training (including beginners)	Sundays, 1000-1215	Cheney School, Headington

3. SPECIALIST OFFICERS

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
President		
Secretary		
Treasurer		
Social Chair		
Team Captains		

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

4. EVENT ORGANISER, ACTIVITY LEADERS AND COACHES AND/OR INSTRUCTORS

4.1. The University of Oxford Kendo 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 name of the Club appointed Event Organisers for 2014/2015 are:

NAME	POSITION	E-mail
Aidan Daly		Aidan.daly@balliol.ox.ac.uk

4.3. The name of the Club appointed Activity Leaders for 2014/2015 are:

NAME	POSITION	E-mail
Rick Collins		Rick.collins@magd.ox.ac.uk

4.4. The name of the Club appointed Coaches/Instructors for 2014/2015 are:

NAME	QUALIFICATIONS/EXPERIENCE	E-mail
Yasuyuki Hiyama	Qualified British Kendo Association coach	surata_samaya@hotmail.com
Louie Chen	Qualified British Kendo Association coach	louiechen@hotmail.com

Note: According to the regulations of the British Kendo Association (the National Governing Body of Kendo in the UK), any coach who is registered with the BKA may instruct in any registered club, and will be covered by insurance while doing so.

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.

4.5. 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. UNIVERSITY SPORTS CLUB ACTIVITIES

The University of Oxford Kendo 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. ACTIVITY REGISTRATION

The University of Oxford Kendo 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. FIRST AID

7.1. The University of Oxford Kendo 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>

7.2. The name of the Club trained and/or qualified First Aiders for 2014/2015 are:

NAME	QUALIFICATIONS	E-MAIL

8. ACCIDENT AND EMERGENCY PROCEDURES

The University of Oxford Kendo 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. TRAINING COURSES

In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Kendo 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. 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. GOVERNING BODY RECOMMENDATIONS

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

12. 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	Aidan Daly	
Secretary	Perry Wang	
Treasurer	Eleanor Home	
Social Chair	Andrew Deeble	
Team Captains	Rick Collins, Junko Takata	

13. 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 www.sport.ox.ac.uk