

OXFORD UNIVERSITY SHORINJI KEMPO CLUB

CODE OF CONDUCT 2020/2021

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1.0 Introduction

- 1.1. "Being totally committed to the safety of its members, the 2018/2019 Oxford University Shorinji Kempo Club will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines."
- 1.2. The Oxford University Shorinji Kempo Club is affiliated to the recognised National Governing Body for our sport:-

The United Kingdom Shorinji Kempo Federation
Web: www.ukskf.org
- 1.3. It is the responsibility of the Branch Master to ensure that club affiliation/membership is paid on the due date, 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.
- 1.4. New members pay £4.00 for their first session to cover insurance. At the beginning of Michelmas term there are 4 free training sessions. After these, the training cost per session is £3 unless a termly membership has been paid. Termly membership is £20.00 per term, for which members can attend as many or as few sessions as they like. Black belts need only pay a reduced membership fee of £15.00. All members of the Club must become members of the United Kingdom Shorinji Kempo Federation (UKSKF). Charges are £31.00 for new members (plus the £4 already paid as insurance) which pays for WSKO membership, UKSKF membership and insurance cover. Annual membership renewal is £25.00. The United Kingdom Shorinji Kempo Federation (UKSKF) is a member of the World Shorinji Kempo Organisation (WSKO) and establishes the standards for and oversees the transmission of the technical and philosophical teachings and traditions of Kongo Zen and Shorinji Kempo. Gradings, workshops and seminars are also run by the UKSKF. Members of the UKSKF receive identity cards in recognition of their membership and grading level.
- 1.4. The club will appoint a new committee on 3rd week of Hilary term. The committee will aim to 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 will 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 club's appointed "Senior Member" is the Director of Sport.
- 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 ACADEMIC YEAR 2018/2019 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Mondays 8:15pm - 10:00pm	Dojo at Iffley Road Sports Centre
	Sundays 3:00pm – 5:00pm	
	Thursdays 6:30pm – 8:30pm	GLD Studio at Iffley Road Sports Centre

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
President	Jai Bolton	jai.bolton@keble.ox.ac.uk
Secretary	Beatriz Silveira de Arruda	beatriz.arruda@gtc.ox.ac.uk
Treasurer	Mariana de Oliveira Silva	mariana.deoliveirasilva@spc.ox.ac.uk

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 Oxford University Shorinji Kempo Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in the ‘guidelines for the Code of Conduct’ as displayed in section 4 of the safety webpages at www.sport.ox.ac.uk.

The name of the Club appointed Event Organisers for 2018/2019 are:

NAME	POSITION	E-mail
Mariana de Oliveira Silva	Treasurer	mariana.deoliveirasilva@spc.ox.ac.uk

- 4.2. The name of the Club appointed Activity Leaders for 2018/2019 are:

NAME	POSITION	QUALIFICATIONS	E-mail
Chris Lloyd	Branch Master	4th Dan	chris@ctlloyd.co.uk
Steve Malton	Assistant Instructor	4 th Dan	erniefourman@gmail.com

- 4.3. The name of the Club appointed Coaches/Instructors for 2018/2019 are:

NAME	POSITION	QUALIFICATIONS	E-mail
Chris Lloyd	Branch Master	4th Dan	chris@ctlloyd.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 Oxford University Shorinji Kempo 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 University Shorinji Kempo 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. www.sport.ox.ac.uk

7.0. First Aid

7.1. The Oxford University Shorinji Kempo Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage. Whilst central First Aid provision, is provided by the Sports Department, all clubs are encouraged to have First Aiders within the club.

8.0. Accident and Emergency Procedures

8.1. The Oxford University Shorinji Kempo Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage. www.sport.ox.ac.uk

9.0. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, the Oxford University Shorinji Kempo 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 at www.sport.ox.ac.uk

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.

11.0. Governing Body Recommendations

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

12.0. Club Social Functions

Social functions form an important part of a club's activities. As a result Clubs have a responsibility for any organized activity, including social events. Please be reminded that Clubs should under no circumstances place students under any pressure to take part 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. Oxford University Shorinji Kempo Club operates within the overall framework of Oxford University and as an Oxford University Club cases of disrepute at social functions will be treated seriously.

13.0. 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	Jai Bolton	<i>Jai Bolton</i>
Secretary	Beatriz Silveira de Arruda	<i>Beatriz Silveira de Arruda</i>
Treasurer	Mariana de Oliveira Silva	<i>Mariana de Oliveira</i>