

OXFORD UNIVERSITY CLAY PIGEON SHOOTING CLUB

CODE OF CONDUCT 2017/18

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1.0 Introduction

- 1.1. "Being totally committed to the safety of its members, the 2017/18 University of Oxford Clay Pigeon Shooting 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 affiliated to the recognised National Governing Body for our sport:-

CPSA Edmonton House, National Shooting Centre Brookwood Surrey, GU24 0NP	Tel 01483 485400 Web www.cpsa.co.uk
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- 1.3. It is the responsibility of the Secretary to ensure that affiliation/membership is paid on the due date of the 01/10, 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. The club will appoint a new committee on 3rd 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 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 2017/18 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUES/LOCATIONS
Training	Saturdays	E.J. Churchill (primary) Oxford Gun Company Oxfordshire Shooting School
BUCS nationals	December (TBC)	West Midlands Shooting Ground
Varsity	April/May (TBC)	E.J. Churchill

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	Rob Middleton	Rob.middleton@worc.ox.ac.uk
Secretary	Ricardo Schnekenberg	ricardo.schnekenberg@ndcn.ox.ac.uk
Vice President/ Treasurer	TBC	TBC
Safety Officer	Rob Middleton	Rob.middleton@worc.ox.ac.uk
Men's Captain	Harry Goaman	harry.goaman@some.ox.ac.uk
Ladies' Captain	Sascha Roest-Ellis	sascha.roest-ellis@spc.ox.ac.uk
Social Secretary	Freddie Williams	frederick.williams@lincoln.ox.ac.uk

The duties and responsibilities of these individual officers are outlined in the club constitution.

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

- 4.1. The University of Oxford Clay Pigeon Shooting 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 www.sport.ox.ac.uk.

The name of the Club appointed Event Organisers for 2017/18 are:

NAME	POSITION	E-mail
Rob Middleton	President	Rob.middleton@worc.ox.ac.uk
Ricardo Schnekenberg	Secretary	ricardo.schnekenberg@ndcn.ox.ac.uk

TBC	Vice President/Treasurer	TBC
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4.2. The name of the Club appointed Activity Leaders for 2016/17 are:

NAME	POSITION	E-mail
TBC after club training		

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 Clay Pigeon Shooting Club will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document.

6.0. Activity Registration

6.1. The University of Oxford Clay Pigeon Shooting 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.

7.0. First Aid

7.1. The University of Oxford Clay Pigeon Shooting Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage.

7.2. The name of the Club trained and/or qualified First Aiders for 2017/18 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
Rob Middleton	Safety Officer	Medical	Rob.middleton@worc.ox.ac.uk
Ricardo Schnekenberg	Safety Officer	Medical	ricardo.schnekenberg@ndcn.ox.ac.uk

8.0. Accident and Emergency Procedures

8.1. The University of Oxford Clay Pigeon Shooting Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage.

9.0. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Clay Pigeon Shooting 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.

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 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. All clubs are reminded that they operate within the overall framework of Oxford University and as Oxford University Club cases of disrepute at social functions will be treated seriously'.

12.0. Governing Body Recommendations

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

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	Rob Middleton	
Secretary	Ricardo Schnekenberg	
Vice President/Treasurer	TBC	
Safety Officers	Rob Middleton & Ricardo Schnekenberg	

14.0. 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 www.sport.ox.ac.uk