



OXFORD UNIVERSITY KENDO CLUB

CODE OF CONDUCT 2018/19

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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
 Email: 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 SSO 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 Sports Safety Officer (SSO) within two weeks of appointment. All clubs must have met with the SSO 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 2018/19 our proposed activities will be:

Activity	Day/Date	Venue/Location
Training (including beginners)	Thursdays, 2030-2230	Iffley Road, Main Hall
Training (advanced only)	Fridays, 1930-2130	St Matthews Church, Malborough Road
Training (including beginners)	Sundays, 1030-1230	Gym, Cherwell School
Training (including beginners)	Wednesdays, 1945-2100	St Matthews Church, Malborough Road

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	Email
President	Kathy Wu	lok.wu@worc.ox.ac.uk
Vice-President	Leo Feng	leo.feng@keble.ox.ac.uk
Secretary	Ryan Ellison	ryan.ellison@exeter.ox.ac.uk
Treasurer	Ziwen Xu	ziwen.xu@st-hughs.ox.ac.uk
Social Secretary	Theodore Keeping	theodore.keeping@chch.ox.ac.uk
Men's Captain	John Jonsson	john.jonsson@eng.ox.ac.uk
Women's Captain	Tiffany Duneau	fanny.duneau@balliol.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. 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 on the safety webpage at <http://www.sport.ox.ac.uk/sports-federation/safety>

4.2 the name of the Club appointed Event Organisers for 2018/19 are:

Name	Position	Email
Theodore Keeping	Social Secretary	Theodore.keeping@chch.ox.ac.uk

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

Name	Position	Email
Kathy Wu	President	Lok.wu@worc.ox.ac.uk

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

Name	Qualifications/Experience	Email
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 on the safety webpage. <http://www.sport.ox.ac.uk/sports-clubs/sports-federation/safety/>

7. FIRST AID

7.1 The University of Oxford Kendo Club will follow the guidelines for First Aid provision. A first aider is required at all training venues and should follow NGB guidance. Duty Staff at Iffley Road will deal with any injuries or incidents requiring first aid (initially report to reception desk).

7.2 The name of the Club trained and/or qualified First Aiders for 2018/19 are:

Name	Qualifications	Email

8. ACCIDENT AND EMERGENCY PROCEDURES

The University of Oxford Kendo Club will follow the Accident and Emergency Procedures, as detailed on the safety webpage. <http://www.sport.ox.ac.uk/sports-clubs/sports-federation/safety/>. Any accidents at Iffley Road will be reported by Sports Staff

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 endeavor to follow guidelines set down by the NGB.

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 SSO.

11. GOVERNING BODY RECOMMEDDATIONS

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	Kathy Wu	
Vice-President	Leo Feng	
Secretary	Ryan Ellison	
Treasurer	Ziwen Xu	
Social Secretary	Theodore Keeping	
Men's Captain	John Jonsson	
Women's Captain	Tiffany Duneau	

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 from Sports Federation and/or Proctor's Office.