

# Oxford University Tennis Club

## Code of Conduct 2011-2012

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### **1.0 Introduction**

- 1.1 Being totally committed to the safety of its members, the 2011-12 Oxford University Tennis Club (OUTC) will operate, insofar as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors' Rules and current Tennis and Rackets Association (T&RA) guidelines.
- 1.2 The Club is affiliated to the recognised Governing Body for our sports:  
Tennis and Rackets Association  
The Tennis and Rackets Association  
c/o The Queen's Club  
Palliser Road  
LONDON W14 9EQ  
  
Tel: 0207 386 3447/8  
Email: [ceo@tennis-rackets.net](mailto:ceo@tennis-rackets.net)  
Web: [www.lrta.org.uk](http://www.lrta.org.uk)
- 1.3 It is the responsibility of the Secretary to ensure that affiliation/membership of the T&RA is paid on the due date of 1st September annually, and any information on new or current "Best Practice" requested. A copy of the affiliation form should be provided to the Sports Department and its nominated officers as soon as the affiliation/membership is renewed.
- 1.4 The Club will appoint a new committee at the end of Hilary term each year (after the Varsity Match). The committee will serve for one academic year.

- 1.5 At least two members of the new committee will arrange a Safety Briefing/ Compliance Meeting with the Sports Department and its nominated officers within two weeks of appointment.
- 1.6 The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Sports Department and its nominated officers after the appointment of the new committee.
- 1.7 The Club’s appointed “Senior Member” is Lesley Smith ([lesley.smith@hmc.ox.ac.uk](mailto:lesley.smith@hmc.ox.ac.uk)).
- 1.8 It is the responsibility of each individual member to bring to the attention of the Committee any known medical condition or previous injuries that may affect their or other Club members’ safe participation within the sport. If the issue is of a sensitive nature, then this MUST be raised via the Sports Department and its nominated officers.
- 1.9 The Club Code of Conduct, Risk Assessment and Constitution shall be available on the Club Website, [www.outc.org.uk](http://www.outc.org.uk), under a clear "Safety Documents" link.

**2.0 Club Activities**

FOR EACH YEAR OUR PROPOSED ACTIVITIES ARE SHOWN ON THE FIXTURE CARD (current year attached)

2.1 Activities for this year include:

| ACTIVITY                 | DAY/DATE                     | VENUE            |
|--------------------------|------------------------------|------------------|
| General tennis           | As booked, any day, 8am-10pm | Tennis Court     |
| Men's blues training     | M-F: up to 1.5hrs per day    | Tennis Court     |
| Women's blues training   | M & F: 4.30-5.30pm           | Tennis Court     |
| Away matches             | As fixture card              | Various          |
| Blues match vs Cambridge | As fixture card              | MCC Tennis Court |

**3.0 Specialist Officers**

3.1 The Club Committee will consist of the following officers, a percentage of whom, as agreed with the Proctors, will be fully matriculated members of the University:

- \* **President**
- \* **Treasurer**
- \* Men's Blues captain
- \* Women's Blues captain

- \* **Secretary**
- \* **Senior Member**
- \* up to five members-at-large
- \* two club professionals, ex officio

Duties and responsibilities of the offices in bold are outlined in the Oxford University Tennis Club Constitution, paragraphs 14-18.

|                             |                   |    |  |
|-----------------------------|-------------------|----|--|
| President                   | Simon Stubbings   |    | <a href="mailto:SStubbings@eu.go2uti.com">SStubbings@eu.go2uti.com</a>                                 |
| Secretary                   | Chris Stefanowicz | OU | <a href="mailto:christopher.stefanowicz@regents.ox.ac.uk">christopher.stefanowicz@regents.ox.ac.uk</a> |
| Treasurer&<br>Senior Member | Lesley Smith      | OU | <a href="mailto:Lesley.smith@hmc.ox.ac.uk">Lesley.smith@hmc.ox.ac.uk</a>                               |
| Men's captain               |                   | OU |  |
| Women's captain             |                   | OU |  |
| Club professional           | Andrew Davis      |    | <a href="mailto:tennis@herald.ox.ac.uk">tennis@herald.ox.ac.uk</a>                                     |
| Club professional           | Craig Greenhalgh  | OU | <a href="mailto:tennis@herald.ox.ac.uk">tennis@herald.ox.ac.uk</a>                                     |
| Member 1                    | John Stevens      | OU | <a href="mailto:john.stevens193@ntlworld.com">john.stevens193@ntlworld.com</a>                         |
| Member 2                    | Derek Williams    |    | <a href="mailto:del636@yahoo.co.uk">del636@yahoo.co.uk</a>   |
| Member 3                    | Adam Jeffrey      |    |  |
| Member 4                    | Ed Wigzell        |    |  |

- 3.2 The Men's Blues captain is responsible for
- \* attending all meetings of the committee and the club AGM, as detailed in the constitution.
  - \* organising and managing the activities of the men's Blues team.
- 3.3 The Women's Blues captain is responsible for:
- \* attending all meetings of the committee and the club AGM, as detailed in the constitution.
  - \* organising and managing the activities of the women's Blues team.
- 3.4 The Members-at-large are responsible for
- \* attending all meetings of the committee and the club AGM, as detailed in the constitution
  - \* club business as agreed at committee meetings.

#### **4.0 Event Organiser and Activity Leaders**

- 4.1 The Oxford University Tennis Club will follow the Sports Federation guidelines for Event Organisers and Activity Leaders, as detailed in Section 6 of the safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>
- 4.2 Principal event organisers for 2009-10 will be the Men's and Women's Blues captains, with the help and advice of the two club professionals, and the Club President and Treasurer, if needed.

4.3 The names of the Club Professionals for the current academic year are:  
Andrew Davis and Craig Greenhalgh:  
Email: [tennis@herald.ox.ac.uk](mailto:tennis@herald.ox.ac.uk)  
The Sports Department and its nominated officers require a letter on an annual basis (at the beginning of Michaelmas term) from OUTC confirming that the Professionals are employed by OUTC, have a signed contract and have Personal Indemnity Cover. Copies of qualifications (coaching and first aid) are to be sent to the Area Safety Officer, along with proof of Personal Indemnity Cover.

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 Club Professional.

## **5.0 Club Activities**

5.1 Club activities are recognised as being those conducted under the name of the OUTC and approved by the Club Professionals.

5.2 The Club will undertake its activities as outlined in Section 6 of the Code of Conduct guidelines to this document as displayed on the safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>.

## **6.0 Activity Registration**

6.1 All official club activities will be registered with the Club Professionals.

6.2 The Club will follow the Trip Registration Form guidelines for trips in the UK and abroad, as detailed in Sections 10 & 11 of the Sports Federation Safety webpage: <http://www.sport.ox.ac.uk/sports-federation/safety>

## **7.0 First Aid**

7.1 The Club will follow the guidelines for First Aid provision, as detailed in Section 12 of the Sports Federation Safety webpage: <http://www.sport.ox.ac.uk/sports-federation/safety>

7.2 Andrew Davis is a fully-qualified first-aider; Alan Oliver has emergency first-aid training. There is a first-aid kit at the side of the court.

## **8.0 Accident and Emergency Procedures**

- 8.1 The Club will follow the Accident and Emergency Procedures, as detailed in Section 7 of the Sports Federation Safety webpage: :  
<http://www.sport.ox.ac.uk/sports-federation/safety>
- 8.2 There is an Accident Book in the Clubroom. All accidents must be noted down as soon as possible and the Club Professionals informed. Any major incidents must be reported to the Sports Department and its nominated officers by email.

## **9.0 Club's Complaints Procedure**

- 9.1 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 standard 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
- 9.2 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 Federation. A reply will be received within ten days. If this reply is judged to be unsatisfactory, a written complaint should be made to the Director of Sport.

## **10.0 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 circumstance place students under any pressure to take part in, 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 an Oxford University Club cases of disrepute at social functions will be treated seriously'

## **Appendix : The Code of Conduct Guidelines**

The Code of Conduct Guidelines can be sued 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>