

Oxford University Fencing Club Code of Conduct – October 2017

Contents

1. Introduction
2. Club Activities
3. Specialist Officers
4. Event Organisers, Activity Leaders & Coaches
5. University/Club Activities
6. Activity Registration
7. First Aid
8. Accident & Emergency Procedures
9. Training Courses
10. Club Complaints Procedure
11. Governing Body Recommendations
12. Declaration
13. Code of Conduct Guidelines
14. Appendix A (Equipment)
15. Appendix B (Administration)

1. Introduction

- i. "Being totally committed to the safety of its members, the 2017/18 Oxford University Fencing Club will operate, so far as is reasonably practicable, in accordance with: the following document, its risk assessment, the Proctors' rules and current National Governing Body (NGB) guidelines."
- ii. The Club is affiliated to the recognised NGB for its sport, the British Fencing Association (BFA):

British Fencing Association,
1 Baron's Gate,
33-35 Rothschild Road,
London,
W4 5HT
Telephone Number: 020 8742 3032
Fax Number: 020 8742 3033
Email: headoffice@britishfencing.com
Website: www.britishfencing.com

- iii. It is the responsibility of the Secretary to ensure that the Club's affiliation/membership fee is paid on the due date of the 5th May, 2018 and to request that any new information on "best practice" be provided. A copy of the affiliation form should be provided to the Area Safety Officer (ASO) for sport at Oxford as soon as is practicably possible.

- iv. The Club will appoint a new committee no earlier than 7th week of Hilary Term and no later than 2nd Week of Trinity Term.
- v. Three members of the committee will attend a Safety Briefing/Compliance meeting with the ASO during 0th week of Michaelmas Term at the Club's assigned time. Should this not be possible, the Club must reorganise with the ASO in order to meet by the end of 2nd week of Michaelmas Term.
- vi. Reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the ASO at an agreed time after the appointment of the new committee.
- vii. The Club's appointed "Senior Member" is Paul Klenerman (Email: paul.klenerman@ndm.ox.ac.uk).
- viii. It is the responsibility of the individual to bring to the attention of the committee any known medical condition or previous injury that may affect either their own or another Club member's safe participation in the sport. If the issue is of a sensitive nature then this must be raised via the ASO.
- ix. The Club's current Code of Conduct, Risk Assessment and Constitution shall all be available to its members on the club website (www.oufencing.co.uk) under a clearly labelled link.

2. Club Activities

For the academic year 2017/18 the Club's proposed activities will be:

Activity	Time	Venue
Training	Monday, Thursday and Friday evenings, Wednesday Mornings	The Cricket Schools, Iffley Sports Complex, Iffley Road
Individual Fencing Lessons with Tomek Walicki	Monday, Wednesday and Friday	The Cricket Schools, Iffley Sports Complex, Iffley Road
BUCS League Fixtures	Various	The Cricket Schools, Iffley Sports Complex, Iffley Road (Home Fixtures)
Beginner's Fencing Classes	Friday and Sunday afternoons, Saturday mornings	The Cricket Schools, Iffley Sports Complex, Iffley Road
Cuppers	End of Hilary Term/Beginning of Trinity Term. Held over 3-4 Monday/Thursday training sessions	The Cricket Schools, Iffley Sports Complex, Iffley Road

3. Specialist Officers

- i. The Club Committee will consist of at least three of the following officers who shall be fully matriculated members of the University:

1. President

2. Secretary
3. Men's Captain
4. Women's Captain
5. Treasurer
6. Safety Officer
7. Beginners Secretary
8. Social Secretary
9. PR/Alumni Secretary
10. IT Officer/Webmaster

ii. The Club Committee may also contain the following positions:

1. Armourer
2. Intermediates' Secretary
3. An additional Social Secretary
4. Outreach Officer
5. OUMPA Liaison (non-voting)
6. Members Without Portfolio

The duties and responsibilities of these individual officers are outlined in section 3 of the Code Of Conduct Guidelines (Section 13 of this document) and are also outlined in the Club's Constitution (points 17-24).

4. Event Organisers, Activity Leaders, Coaches & Instructors

- i. The Oxford University Fencing Club will follow the guidelines for Event Organisers and Activity Leaders, as are detailed in the Code of Conduct Guidelines (section 13 of this document)

The names of the Club's appointed Event Organisers for 2017/18 are:

Name	Position	Email
Céline Brendler-Spaeth	President	c.brendler.spaeth@gmail.com
Evelyn Qian	Treasurer	evelyn.j.qian@gmail.com

ii. The names of the Club's appointed Activity Leaders for 2017/18 are:

Name	Position	Email
William Halliwell	Men's Captain	william.halliwell@worc.ox.ac.uk
Chiara McDermott	Women's Captain	chiara.mcdermott@magd.ox.ac.uk
Thomas Fitzgerald	Intermediates' Secretary	thomas.fitzgerald@st-hildas.ox.ac.uk
James Parr	Beginners' Secretary	JamesMParr@outlook.com
Céline Brendler-Spaeth	President	c.brendler.spaeth@gmail.com

iii. The names of the Club's appointed Coaches for 2017/18 are:

Name	Qualifications/Experience	Email
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Tomek Walicki	British Fencing Academy Level 5 in all three weapons. Former British Olympic Foil coach. Has been the Club's head coach for over 30 years	tomek@salleboston.co.uk
Vinton Cheng	BFA Level 1 Foil Coach	vinton.cheng@oncology.ox.ac.uk
Thomas Fitzgerald	BFA Level 1 Sabre coach	thomas.fitzgerald@st- hildas.ox.ac.uk
William Halliwell	BFA Level 2 sabre coach	willhalliwell446@outlook.com

Coaches are required to provide the ASO with copies of their latest qualification, their First Aid qualification (if held) and proof of Personal Indemnity Insurance. All coaches are required to hold up to date BFA approved qualifications appropriate for the level at which they are coaching. They will abide by the guidelines listed below and be fully conversant with the Club's risk assessment and the BFA safety guidelines.

- iv. A single person shall be deemed to be responsible for the safety of the fencing equipment. This person will be the coach in charge of the session or failing that the Club's Health and Safety Officer, followed by the Captains, followed by other committee members. This designated person will ensure that the safety guidelines are adhered to in all situations.
- v. 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, Event Organiser or Coach.
- vi. Activity Leaders, Event Organisers and Coaches are also required to submit a written statement detailing any accident or near miss that occurs during Club activities for which they are responsible. This form will be forwarded to the ASO within 24 hours of the incident.
- vii. A "duty of care" shall exist such that senior fencers shall be aware of the levels of experience within a group and shall judge risks accordingly.
- viii. Trip organisers will ensure that all trips conform with the safety guidelines, that all first aiders and drivers hold the appropriate qualifications and that the trip has been registered with the ASO.

5. University Sports Club Activities

The Oxford University Fencing Club will undertake its activities as outlined in section 6 of the Code of Conduct Guidelines (section 13 of this document). Club activities are recognised as being either one or more of the following:

1. Any Club activity which is being conducted under the name of the University of Oxford

2. Publicised at Club meetings
3. Publicised on Club websites, journals, leaflets, notice boards
4. Funded in any way by the University Sports Federation
5. Requiring group transport booked through the University

6. Activity Registration

The Oxford University Fencing Club will follow the Trip Registration Form guidelines for trips in the United Kingdom and abroad, as are detailed in sections 10 and 11 of the safety webpage.

7. First Aid

- i. The Oxford University Fencing Club will follow the guidelines for First Aid provision as is detailed in section 12 of the safety webpage.
- ii. A qualified 1st aider and a complete 1st aid kit shall be present at all times.
- iii. The names of the Club's trained and qualified First Aiders for 2017/18 are:

Name	Position	Qualifications	Email
Vinton Cheng	Beginner's Coach	First Aid Trained/Medical doctor	vinton.cheng@oncology.ox.ac.uk
Thomas Fitzgerald	Intermediates secretary/Beginner's coach	First aid trained	thomas.fitzgerald@st-hildas.ox.ac.uk
Daniel Treacher	Armourer	First Aid Trained	daniel.treacher@merton.ox.ac.uk

8. Accident & Emergency Procedures

- i. The Oxford University Fencing Club will follow the Accident and Emergency Procedures as detail in section 7 of the safety webpage.
- ii. Despite taking all reasonable precautions accidents can still occur, so it recognised that these guidelines are designed to protect the individuals involved, their relatives, the organisers, captains and coaches if an incident should occur.
- iii. In the event of a death or serious injury the following procedure must be adopted regarding the disclosure of information:
 1. Liaise with the emergency services as require. Let the emergency services have the full name of the casualty and any of their personal details. The Police may also request the name and address of the next of the kin, which the person in charge of the session should have.
 2. Do not make any statements to the media. Do not discuss any aspect of the incident with anyone who is not connected to the emergency services

3. Ensure that no other member of the group makes any statement to the media as above.
 4. Contact the University Security Service on 01865 289999 at any time where a major emergency/accident has occurred.
 5. The University will require the casualty's name and University Card number in order to access their records. A telephone number where the University can contact you will also be required.
- iv. Any accident requiring medical attention must be reported to the ASO.
 - v. Practical accident and emergency procedures shall be those detailed by the BFA. The BFA also requests that a BFA accident report form be filled in and submitted to the BFA in the case of any serious incident directly related to fencing occurring.

9. Training Courses

- i. In an effort to promote the highest standards of instruction, training and safety the Oxford University Fencing Club actively encourages its members to partake in training courses, gain experience and undertake any form of formal assessment in fencing.

The Club will endeavour to follow the guidelines for provision of this, as is detailed in section 13 of the safety webpages.

- ii. The Club aims to provide members with the opportunity to train in 1st aid, minibus driving and coaching courses, so that the club will continue to have a sufficient number of members qualified in these areas. Where possible these training courses shall be offered, in the first instance, to members who are deemed likely to use their qualification to benefit the club to the greatest level.
- iii. Currently qualified minibus drives are:

Name	Position	Email
Chiara McDermott	Women's Captain	chiara.mcdermott@magd.ox.ac.uk
Celine Brendler-Spaeth (MPV trained)	President	c.brendler.spaeth@sjc.ox.ac.uk
Edmund Wareham	Member	Edmund.wareham@jesus.ox.ac.uk

10. Club Complaints Procedure

- i. The Club operates a procedure that allows Club members to raise complains about issues, which may include the following:
 1. The safety of Club activities
 2. Poor standards of instruction or leadership
 3. The standard of equipment used for Club activities
 4. Poor Club administration
 5. A lack of suitable activities for a level of participation

- ii. 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

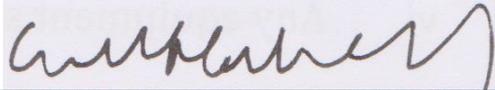
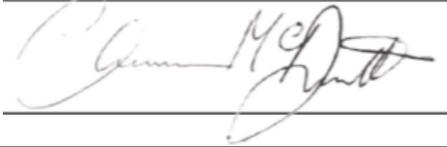
The Oxford University Fencing Club will operate, so far as is reasonably practicable, in accordance with fencing's current NGB guidelines.

12. Declaration

(To be signed by all Officers of the Club)

As a Club Official I am aware of my moral and legal obligations to my fellow Club members.

I have read and understood, agree to abide by and enforce the rules of the Club's Constitution, Code of Conduct (including Appendix 1), Risk Assessment and the Office that I hold.

Position	Name	Signature
President	Céline Brendler-Spaeth	
Secretary	Miranda Stevens	
Treasurer	Evelyn Qian	
Men's Captain	William Halliwell	
Women's Captain	Chiara McDermott	
Safety Officer	Marga Medina	

13. Code of Conduct Guidelines

- i. The Code of Conduct Guidelines may be used as an appendix to this Code of Conduct and the information is available in section 6 of the safety webpages at

14. Appendix A (Equipment)

- i. The Club will always have an appointed armourer who is responsible for organising the maintenance of all club equipment at a safe standard and disposing of any equipment that no longer passes safety tests. This person shall also be responsible for ensuring borrowed equipment is returned and ensuring that appropriate storage is available for equipment, such that it sustains minimal damage.
- ii. Individuals paying “advanced” fees shall be expected to supply their own equipment and are responsible for the maintenance of that equipment at a BFA approved level. Any kit borrowed from the fencing club and removed from the cricket schools may only be done so with permission of a committee member.
- iii. The Activity Leader, Event Organiser or Coach in charge shall be expected to intervene if a member, or fencer from outside the club, is deemed to be attempting to use substandard equipment. If this equipment does not conform to BFA standards the fight shall not be continued until appropriate replacement equipment is provided.
- iv. The minimum equipment appropriate for fencing shall be:
 1. A fencing mask that is complete with a solid bid, a back strap and has a mesh that contains no holes and is not soft.
 2. An under plastron which covers, at least, the sword arm side of the torso.
 3. A protective fencing jacket, complete with chest protectors for women. The jacket shall not contain any major holes and shall close completely.
 4. A fencing glove worn on the sword hand which encloses the sleeve of the jacket and does not have any large holes in it.
 5. Shoes appropriate for sporting use.
 6. If fencing with electric weapons, breeches must also be worn.
- v. When travelling to and from training fencers must ensure that any visible weapons have their blades covered in an appropriate way, ideally by being transported in a bag specifically designed for fencing kit.
- vi. Any equipment stored in the Cricket Schools must be registered with the club.
- vii. Access to fencing cupboard keys shall be limited to persons who are likely to need them (e.g. committee members, beginners’ coaches and a member of OUMPA). The keys will be stored behind the desk in the sport’s department and identification will be required to access them.

15. Appendix B (Administration)

- i. The Club shall abide by its constitution, as implemented by the committee.

- ii. The Club shall keep the following information, such that continuity is maintained between committees.
 - 1. A formal record of activities maintained by the Secretary
 - 2. Minutes of meetings, also maintained by the Secretary
 - 3. The armourer's logbook. This shall contain a club inventory, including a record of equipment bought, disposed of (e.g. for safety reasons), lost and that is still on loan.
 - 4. Copies of the captains' reports.
 - 5. An annual report from each of the Officers of the Club.