

# **OXFORD UNIVERSITY DANCESPORT CLUB**

## **Code of Conduct 2007/2008**

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### **1.0 Introduction**

- 1.1. "Being totally committed to the safety of its members, the 2007/2008 University of Oxford Dancesport 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."
- 1.2. The Club is not affiliated to the recognised National Governing Body for our sport for the following reasons:
  - 1.2.1. Membership of EADA does not insure the dancers of the Oxford University Dancesport Club, neither the club nor the team members would benefit from this.
  - 1.2.2. The present Coach, Bruce Richardson, is insured independently and affiliated to his own governing body as a dance teacher; evidence is provided on an annual basis of his insurance cover.
  - 1.2.3. Membership of EADA only allows members of the club to compete in the EADA competitions. The Oxford University Dancesport team already competes in competitions as governed by the inter-varsity Dance Association (IVDA), and sees little point in joining EADA in order to attend few competitions, and cannot justify the cost this would pass on to it's members.
  - 1.2.4. The Oxford university Dancesport Club is affiliated to the IVDA, the body

that organises the student competitions attended by the Dancesport Club. They define the rules and guidelines and have a standing committee to resolve any disputes. Due to the organization of Dancesport in the UK and the almost complete separation of the student and amateur dance circuit, IVDA is the appropriate body to be affiliated to. As with EADA, the IVDA does not insure dancers of the Oxford University Dancesport Club.

- 1.2.5. In the event that advice or help is needed from the EADA, the Oxford University Dancesport Club would contact the President, David Corfield, by emailing [corfielddancer@aol.com](mailto:corfielddancer@aol.com). Alternatively the IVDA President can be contacted at [president@universitydancesport.com](mailto:president@universitydancesport.com).
- 1.3. The club will appoint a new committee in second 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 club's appointed "Senior Member" is Dr Michael Donaghy.
- 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 YEAR 2007/2008 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Club lessons	Daily except Saturday during termtime	Various
Team training	Tuesdays and Saturdays during termtime	Iffley Road Sports Hall
Team practice	Various	Various
Competitions	18 <sup>th</sup> Nov, 24 <sup>th</sup> Nov 2007; 10 <sup>th</sup> Feb, 24 <sup>th</sup> Feb, 8 <sup>th</sup>	Various

	Mar, 10 <sup>th</sup> May 2008	
Private lessons	Various	Various
Cuppers	May 2008	TBC

### **3.0 Specialist Officers**

3.1. The details of the positions of responsibility and club officers are detailed in the Club Constitution. Those currently holding the positions can be found on the Club Website under Contacts.

### **4.0. Event Organisers, Activity Leaders and Coaches and/or Instructors**

4.1. The University of Oxford Dancesport 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 <http://www.sport.ox.ac.uk/sports-federation/safety>.

The club Event Organisers and Activity Leaders for each event will be decided by the current serving committee, out of the volunteers.

4.2. 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.

The Dancesport Club use a variety of coaches/instructors away from the main Sports Department and it is the responsibility of the Club President to inform the Area Safety Officer (Sport) of the named instructors so that the required Coach Registration Form, copy of qualifications and insurance details are obtained.

4.3. 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, Event Organiser or Coach and/or Instructor.

### **5.0. University Sports Club Activities**

5.1. The University of Oxford Dancesport Club will undertake its activities as outlined in section 6 of the Code of Conduct guidelines <http://www.sport.ox.ac.uk/sports->

[federation/safety](http://www.sport.ox.ac.uk/sports-federation/safety)

## **6.0. Activity Registration**

- 6.1. The University of Oxford Dancesport Club will follow the guidelines of the Trip Registration Form for trips in the United Kingdom and abroad, as detailed in section 10 and 11 of the safety webpage <http://www.sport.ox.ac.uk/sports-federation/safety>. In the case of international travel it is mandatory that a Trip Registration Form be completed a month ahead of the date of departure and the information submitted to the Area Safety Officer (Sport).

## **7.0. First Aid**

- 7.1. The University of Oxford Dancesport Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage <http://www.sport.ox.ac.uk/sports-federation/safety>.
- 7.2. Given the nature of the Club's activity, it is considered that there is no need for qualified first aid to be present at practices at the main sports Department at Iffley road; for all other venues in Oxfordshire used by the Club, the provisions of First Aid cover must be considered (in many cases qualified first aid will be present on site e.g. college porters).

## **8.0. Accident and Emergency Procedures**

- 8.1. The University of Oxford Dancesport Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage <http://www.sport.ox.ac.uk/sports-federation/safety>.

## **9.0. Training Courses**

- 9.1. In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Dancesport Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in Dancesport. To this effect, we organise an annual opportunity for members to take IDTA Medals exams.

The Club will endeavour follow the guidelines for provision of this, as detailed in section 13 of the safety webpages <http://www.sport.ox.ac.uk/sports-federation/safety>.

## **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. Governing Body Recommendations**

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

### **13.0. The Code of Conduct Guidelines.**

As an appendix to this document, see section 6 of the Sports Federation safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>

### **12.0. 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, AND agree to abide by and enforce the rules of the Club Constitution, Risk Assessment and Office which I hold.

