

Oxford University Basketball Club

Code of Conduct 2006-7



- 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 ASO.
- 1.9. In its continued effort to promote good practice OUBbC will display its current Constitution, Code of Conduct, Risk Assessment and any other relevant safety information on the club's [web site](http://www.oubbc.org.uk) (www.oubbc.org.uk).

2. Club Activities

- 2.1. For the year 2006-07 our proposed activities will be (schedule to be confirmed):

ACTIVITY	DAY/DATE	VENUE/LOCATION
Men's Blues Practice	Fridays, Sundays	Iffley Road
Women's Blues Practice	Fridays, Saturdays	Iffley Road
Men's Twos Practice	Saturdays	Iffley Road
Women's Twos Practice	Mondays, Fridays	Iffley Road
Fitness Training	Monday evenings	Iffley Road
BUSA league	Wednesdays	Nationwide
Oxford and Chiltern League	Various	Oxford Area
Cuppers	Trinity Term, weekdays	Iffley Road
College League	Michaelmas & Hilary, weekdays	Iffley Road
BUSA Final 8's	Beginning of March 2007	EIS Sheffield
Men's Twos Practice	Sundays	Cheney School Gym

3. Specialist Officers

- 3.1. The Club Committee will consist of the following officers who shall be fully matriculated members of the University:

POSITION	NAME	EMAIL
President	Patrick Premand	patrick.premand@lincoln.*
Secretary	Alex Zimmermann	alexandra.zimmermann@zoo.*
Treasurer	Victoria Tam	victoria.tam@st-hildas.*
Men's Blues Co-Captain	Mike Rivers-Bowerman	michael.rivers-bowerman@ccc.*
Men's Blues Co-Captain	Jonny Wright	jonathan.wright@st-peters.*
Women's Blues Co-Captain	Alison Squire	alison.squire@bnc.*
Women's Blues Co-Captain	Katherine Donovan	katherine.donovan@wadh.*
Men's Twos Co-Captain	Tom Parker	thomas.parker@jesus.*
Men's Twos Co-Captain	Tommy Duncan	tommy.duncan@keble.*
Women's Twos Captain	Emilie Glazer	emilie.glazer@brasenose.*
Alumni Officer	Chris McCallum	christopher.mccallum@exeter.*

*Please add "ox.ac.uk" to get the complete email address

- 3.2. Duties and responsibilities of the individual officers are outlined in section S1 of "Oxford University Basketball Club Constitution and standing orders".



4. Event Organisers & Activity Leaders

- 4.1. Oxford University Basketball 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 and Activity Leaders for 2006/07 are:

NAME	POSITION	EMAIL
Men's Blues Co-Captain	Mike Rivers-Bowerman	michael.rivers-bowerman@ccc.*
Men's Blues Co-Captain	Jonny Wright	jonathan.wright@st-peters.*
Women's Blues Co-Captain	Alison Squire	alison.squire@bnc.*
Women's Blues Co-Captain	Katherine Donovan	katherine.donovan@wadh.*
Men's Twos Co-Captain	Tom Parker	thomas.parker@jesus.*
Men's Twos Co-Captain	Tommy Duncan	tommy.duncan@keble.*
Women's Twos Captain	Emilie Glazer	emilie.glazer@brasenose.*

*Please add "ox.ac.uk" to get the complete email address

- 4.2. The name of the Club appointed Coaches/instructors for 2006/2007 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
Tbc	Tbc	Tbc	Tbc
Others			

The club is reminded that the Coaches and Instructors are to provide the Area Safety Officer (Sport) with a copy of their latest qualification, their First Aid Qualification, their First Aid Qualification (if held) and proof of Personal Indemnity Insurance. This information will be sent to the ASO 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.

- 4.3. Activity/Event 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.

5. University/Club Activities

- 5.1. Oxford University Basketball Club will follow the Sports Federation Handbook Activity guidelines, as detailed in Section 6.0, and in [Appendix A](#) "Code of Conduct Guidelines" to this document.

6. Activity Registration

- 6.1. Oxford University Basketball Club will follow the Trip/Fixture Registration guidelines for trips in the United Kingdom and abroad, as detailed in Section 10 and 11 of the safety webpages at www.sport.ox.ac.uk, and in [Appendix A](#) "Code of Conduct Guidelines" to this document.

7. First Aid

- 7.1. Oxford University Basketball Club will follow the guidelines for First Aid provision, as detailed in Section 12 of the safety webpages at www.sport.ox.ac.uk, and in Section 7.0 of [Appendix A](#) "Code of Conduct Guidelines" to this document.



7.2 The name of the Club trained and/or qualified First Aiders for 2006/07 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
Alison Squire	Women's Blues Co-Captain	OUFAU Emergency Aid	alison.squire@bnc.*

*Please add "ox.ac.uk" to get the complete email address

8. Accident and Emergency Procedures

- 8.1. Oxford University Basketball Club will follow the Accident and Emergency Procedures, as detailed in Section 7 of the safety webpages at www.sport.ox.ac.uk, and in [Appendix A](#) "Code of Conduct Guidelines" to this document.
- 8.2. Oxford University Basketball Club Players are covered under the University Insurance Policy for BUSA fixtures and training. Players are not covered by English Basketball Insurance Policy. Oxford University Basketball Club recommend that players (including college league and cuppers players) consider taking out personal accident cover.

9. Training Courses

- 9.1. In an effort to promote the highest standards of instruction, training and safety, Oxford University Basketball Club actively encourages it's members to partake in training courses, gain experience or undertake formal assessment in our sport. The Club will endeavour to follow the Sports Federation guidelines for provision of this, as detailed in Section 13 of the safety webpages at www.sport.ox.ac.uk, and in [Appendix A](#) "Code of Conduct Guidelines" to this document.

10. Club's Complaint 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 Federation President. The matter will be considered at the next available OUSF Executive Committee Meeting. Consultations may also take place with the ASO.

11. Governing Body Recommendations

Oxford University Basketball Club Code of Conduct 2006-7



- 11.1. Oxford University Basketball Club will operate so far as reasonably practicable, in accordance with our current NGB guidelines. See [Appendix B](#), “England Basketball Code of Conduct and Ethics”.

12. Declaration (President, Secretary and Treasurer *must* sign)

- 12.1. As a Club Official I am aware of my moral and legal obligations to my fellow Club members.
- 12.2. I have read and understand, agree to abide by, and enforce the rules of the Club Constitution, Code of Conduct (including [Appendix A](#) “Code of Conduct Guidelines”), Risk Assessment and Office to which I hold.

POSITION	NAME	SIGNATURE
President	Patrick Premand	
Secretary	Alex Zimmermann	
Treasurer	Victoria Tam	
Men’s Blues Co-Captain	Mike Rivers-Bowerman	
Men’s Blues Co-Captain	Jonny Wright	
Women’s Blues Co-Captain	Alison Squire	
Women’s Blues Co-Captain	Katherine Donovan	
Men’s Twos Co-Captain	Tom Parker	
Men’s Twos Co-Captain	Tommy Duncan	
Women’s Twos Captain	Emilie Glazer	
Alumni Officer	Chris McCallum	

Date:

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 in section 6 of the safety webpages at www.sport.ox.ac.uk

14. Schedule of Appendices

- Appendix 1. Code of Conduct Guidelines
- Appendix 2. England Basketball Code of Conduct and Ethics

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

Purpose of this Document

Following the “Review of Sport” in 1999 and the appointment of an Area Safety Officer (Sport), a model Code of Conduct was introduced to assist University Sports Clubs in the production of their own Code of Conduct, which is specific to their own sporting activities. All safety pages on the webpage were reviewed in 2006.

After consulting your National Governing Body, your Code of Conduct should embrace the recommendations and guidelines of your NGB and amalgamate them into the operating procedures of your own club, some of which are laid down by the University.

It is essential that all Club activities are undertaken within strict guidelines in order to ensure that the safety of participating members is of prime importance and will overrule all other considerations in any circumstances.

The Code of Conduct has been written with a wide range of sports in mind. If a particular section is not applicable, then do not include it. If something unique to your own club or sport has not been addressed, then obviously include this. It is, by no means, a definitive list!

The “key” is that the document is tailored to suit the individual requirements and needs of your Club.

• **Notes about this document**

1. The "University" refers to the University of Oxford.
2. The “ASO” refers to the Area Safety Officer (Sport).
3. It is highly recommended that your National Governing Body (NGB), its guidelines and/or rules are obtained and consulted before you submit your Club Code of Conduct. Ideally this would be done on renewal of your membership or affiliation.
4. All club members are required to follow the guidelines. Failure to comply with the Club Code of Practice could result in legal or disciplinary action!
5. This document is intended for use by competent and responsible individuals representing the “University of Oxford”. Reading this document with an intention of finding "loop holes" does not reflect the spirit in which it is presented.
6. Assistance with the production of the guidelines is available from Richard Dodsworth, the Area Safety Officer (Sport). He is located in the Bungalow, at the Iffley Road Sports Complex. Telephone (01865) 248597 or E-mail: richard.dodsworth@sport.ox.ac.uk or clubsafety@sport.ox.ac.uk
7. In the event of changes to the club structure and to help future committees, the ‘Code of Conduct’ guidelines should be used for reference.

After consultation with your NGB, the Guidelines **MUST** be reviewed annually by all the new committee, amended accordingly and signed. The finalised and signed version of your Code of Conduct must be supplied to:

- The Area Safety Officer (Sport).
- Displayed on the Club’s Web page with a clear ‘Safety Documents’ link.
- The Clubs Senior Member (Optional but good practice)
- All Club Committee members (on request).
- Any individual involved in coaching or instruction, including Trip Organisers and Activity Leaders (on request).

The reviewed version of the documents including your risk assessment must be supplied to the above, ideally four weeks after the appointment of the new committee or at an agreed

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

time following the compliance meeting with the ASO in Michaelmas term. It is the aim the Sports Federation and the ASO to meet with all Sports Clubs by the end of Michaelmas term and then to 'highlight' Clubs who have not met with the view to withholding grant applications for future funding or with a view to recommend that the club no longer continues to operate.

Contents

- 1.0. Introduction.
- 2.0. Club Activities.
- 3.0. Specialist Officers.
- 4.0. Event Organisers, Activity Leaders and Instructors & Coaches.
- 5.0. University/Club Activities.
- 6.0. Activity Registration.
- 7.0 First Aid.
- 8.0. Accident and Emergency Procedures.
- 9.0. Training Courses.
- 10.0. Club Complaints Procedure.
- 11.0. Governing Body Recommendations.
- 12.0. Declaration.
- 13.0. Code of Conduct Guidelines

1.0 Introduction

The guidelines that your Club produces should ensure that recognised "Good Practice" is followed, and that Committee Officers, Leaders, Coaches, etc are aware of their "Duty of Care" It is hoped that standards in all areas of the Club's operation will rise as a result of these guidelines, and that activities will not have to be curtailed.

All points of section 1.0 Introduction MUST be included in your Code of Conduct.

Please insert the name of your club at the top of the page and date it for the Academic Year.

- 1.1. Insert the **FULL** name of your club, and the usual abbreviation used.
- 1.2. Due to the nature of University sport and the re-structuring of the Sports Council (now Sports England), it is vital that you provide full information on your recognised Governing Body.

If for some reason you are not affiliated to a Governing Body, still indicate the contact details of the body you would refer to for advice, and state the reason for not affiliating or joining.

- 1.3. As NGB affiliation or membership often provides some form of insurance, it is very important that that renewal date is known and who is responsible to ensure that it is paid on time.

At this time, the Secretary should also request any information on new/current "Best Practice" or changes to rules and/or regulations. This information will be given to the President of the club who will disseminate it as appropriate. A copy of the affiliation/membership form should be sent to the ASO as soon as the affiliation is renewed and where such a policy is available. If you believe that your National Governing Body does not offer insurance cover or that cover is too costly for your club please clearly outline this in this section.

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

- 1.4. To create an efficient change over of Committee members and structure, the Sports Federation would encourage all Clubs to change Committees some time during Hilary term or as close to the Easter break as possible.

However, the Sports Federation does acknowledge that some predominantly “summer sport” Clubs would not find this practicable.

The new Committee should serve along side the old Committee for the remainder of that academic year to promote the efficient ‘hand-over’ of the Club and to provide a period of apprenticeship for the new Committee, overseen by the existing Committee.

- 1.5. To ensure continuity, it is vital that key members of the Committee e.g. President and/or Safety Officer make contact with the Area Safety Officer (Sport) as soon as possible after their appointment. The ‘compliance meeting’ will outline what position the Club is in with regard to safety systems in place, what changes have been made or will be implemented in the near future, and what is expected of the committee for the forthcoming academic year. All Clubs must have met with the ASO before the end of Michaelmas Term.
- 1.6. In keeping with “Good Practice” and to provide safeguards for the Committee, it is essential that safety documentation is updated annually and presented as quickly as possible. Deadlines for the completion of this work are to be agreed with the Area Safety Officer (Sport) at the ‘compliance meeting’. It is important that clubs complete the work as early as is possible in the academic year.
- 1.7. Insert the name and contact details of your Senior Member.
- 1.8. It is vital that persons organising or running activities are aware of any medical problems or previous injuries a member may have, as this could possibly jeopardise the safety of the individual or group in the future! We have provided a template ‘membership form’ which clubs can use as a guide and this can be used to ask all new and existing members about any medical conditions which could be an issue in a training session or competition. If the club have any concerns, please contact the ASO who will discuss the issue with you, or the individual, personally. It is important that a ‘data protection clause’ is included in all membership forms.
- 1.9. In a continued effort to promote ‘good practice’ all University Clubs will maintain a webpage and the current Constitution, Code of Conduct and Risk Assessment are to be displayed.

2.0 Club Activities

- 2.1 Give details of your proposed trips and activities for the forthcoming academic year (See table). The format indicated can be used, or provide one of your own choice. The University understands that circumstances may change, but please be as accurate as possible.

FOR THE ACADEMIC YEAR >2006/2007< OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE/TIMES	VENUE/LOCATION
Training	Friday and Wednesday evening 4.30-6.00pm (Michaelmas & Hilary Term)	Dojo, Iffley Road
National Competitions	November and March	Nationwide

Appendix B England Basketball Code of Ethics & Conduct 2006-7

Regional Course	1 per term	Reading
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3.0. Specialist Officers

The art of running a successful club is to appoint key officers. These persons should then be delegated specific responsibilities and given deadlines. If the Club Constitution has not already highlighted these Officers or persons, then this is the section to include them, including a brief description of their areas of responsibility.

The list is not exhaustive and should be modified to your own needs. If you have a small number of members, then one person may wish to take on a number of roles. If you are a large or specialist type of Club, then you may need a number of specialist Officers. Some of these Officers may have similar roles, but unique areas of responsibility e.g. a Sub-Aqua club may have a number of equipment types Officers:
- a Bosun, Boat/engineering specialist and a technical diving Equipment Officer.

- 3.1. The Club Committee must consist of **at least three** or more of the following officers who shall be fully matriculated members of the University. All clubs must have a President, Secretary and Treasurer. All appointed posts must be listed on a Committee form and sent to the Sports Federation for the attention of the Sports Federation Sabbatical as soon as the Committee's change from one year to another.

POSITION	NAME	E-MAIL
President		
Secretary		
Treasurer		

- 3.2. The Club must appoint a **President**.
3.3. The Club must appoint a **Secretary**.
3.4. The Club must appoint a **Treasurer**.

The duties of the above Officers may vary according to the nature of the Club. However, it is advised that the Club include an outline of his/her duties in this section of the Code of Conduct or the Constitution.

3.5. Safety Officer

Suggested **Safety Officer** responsibilities include:

- Liaison with the ASO over all matters concerning Club safety.
- Promoting safe practice within the Club at all times.
- Ensuring accident or near miss forms are submitted to the ASO within 24 hrs of the incident, or as far as reasonably practical in the circumstances.
- Ensuring that external Coaches or Instructors have been registered with, and approved by the ASO before activities take place.
- Ensuring that students involved in Coaching/Instructing or who have been appointed as Activity Leaders, have been registered with, and approved by the ASO before activities take place.

3.6. Training Officer

If the Club does not involve itself with novice members, then this post may not be needed. If it does, then the following are advised: -

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

The ***Training Officer*** is responsible for:

- The welfare of the Club's novice members.
- Facilitating the integration of the novice within the Club, and their access to relevant information and advice.
- Ensuring that participating novices understand all aspects of a Club activity; paying particular attention to skill levels required, risks involved, and equipment requirements.
- Advising the novice on their suitability for certain trips.
- Promoting the benefits of further training for all Club members; and providing the Club with the relevant information.

3.7. **Equipment Officer**

If the Club does not own equipment, then this post would not be needed. If the Club does need to appoint an Equipment Officer, then this position carries considerable responsibility and should not be held lightly. Therefore, the Committee should be satisfied that a member with the required experience, and of suitable character, fills the position. The Equipment Officer should be aware that they are ultimately responsible for Club equipment, and should therefore pay particular attention to specialist safety checks, recommended servicing, security matters, and the swift return of borrowed items.

The ***Club Equipment Officer*** will be responsible for:

- Producing an annual inventory of Club equipment and sending a copy of this document to the ASO. The Equipment Officer is also responsible for updating the inventory when necessary. It is advised that delivery notes and copies of invoices for new purchases are kept by club officials. Ultimately it is important that the inventory is signed by the ASO.
- Storing and maintaining all equipment in accordance with the manufacturers, Club Guidelines and Department's requirements.
- Keeping accurate records of all safety checks undertaken by the Club. For some clubs this information is recorded in an equipment log book.
- Recording information concerning equipment failure or damage in the above-mentioned log. Any defect or service reports should be kept by the Club as proof of ongoing maintenance.
- Recording the whereabouts of all equipment in the equipment log book; and ensuring that on return loaned equipment has suffered nothing more than expected wear and tear.
- Ensuring that all equipment issued for an activity is suitable for that purpose, as far as reasonably practical in the circumstances.
- Ensuring that equipment is not loaned to members who are unskilled in its usage, unless they are supervised, as far as reasonably practical in the circumstances.
- Advising the borrower on the correct care of the loaned equipment. (This includes advising on security.)
- To arrange the repair or disposal of unsafe equipment. (In conjunction with the ASO)
- Advising the committee on the purchase of Club equipment; and informing them of when this will be necessary.

3.8. **First Aid Officer**

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

If the Club operates at a recognised professional establishment, then this post would probably not be needed. In this case, the President or Secretary **MUST** check that First Aid cover and equipment is provided before hand.

The **First Aid Officer** will be responsible for:

- Ensuring that the Club has sufficient trained First Aid cover at all events or activities, as detailed in section 12 of the safety webpages.
- Ensuring sufficient First Aid equipment is provided or taken along to all Club events.
- Ensuring that First Aid equipment owned or used by the Club is kept current, up to date, and regularly replenished. All First Aid kits have an outline of the contents which are required.
- Disseminating information to all Club members, on relevant First Aid training opportunities.

3.9. Transport Officer

If the Club does not use Mini-buses then this post would not be needed.

The Transport Officer is responsible for:

- Ensuring that the club complies with University transport policy, as detailed in the

<http://www.admin.ox.ac.uk/clubs/oxonly/minibus/mbscheme.shtml>

Please Note: There are three positions indicated as being compulsory for all Clubs. In the event of the remaining Officer positions not being appointed, the responsibility of that role falls onto the President of the Club! It is their responsibility to ensure that someone undertakes the responsibilities of those positions within the Club, which is why clubs are encouraged to make specific appointments.

4.0. Event Organiser & Activity Leaders

- 4.1. The Event Organiser is the person responsible for the overall planning of a Club activity, and although they may delegate tasks, it is up to them to ensure that all requirements are fulfilled, in order that the activity can run safely, efficiently, and successfully. Please insert the details into your Code of Conduct as per table.

THE NAME OF THE CLUB APPOINTED EVENT ORGANIZERS FOR >2006/2007< are:

POSITION	NAME	E-MAIL

For activities or fixtures that occur **outside** the Oxfordshire, the Club **MUST** then appoint an Event Organiser.

The **Event Organiser** is responsible for the following:

- Completing the Trip Registration forms within the required time.
- Ensuring that all aspects of the trip's planning has been covered: This includes transport and drivers, first aiders, activity leaders, equipment, itinerary, accommodation (where necessary), and emergency procedures.
- Providing the Club Committee with comprehensive details of the proposed activity, in order that they can fulfil their duties, (Refer to point above.)

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

- Working in conjunction with the Activity Leaders, the Safety and Training Officers, to provide all participants with sufficient information to ensure that they are in no doubt as to the nature of the trip, and their personal responsibilities and requirements. Including the participant's duty to inform the Activity Leaders of any relevant medical conditions.
- Encouraging all participants to respect the Club guidelines, and not bring the Club into disrepute.
- Filing a report with the Club Secretary, that covers all aspects of the trip and will be of use to the Club when planning subsequent visits to that area.
- If an incident or "near miss" occurs, the Event Organiser **MUST** file a report with the ASO within 24 hours of the completion of the activity, or as far as reasonably practical in the circumstances.
- All participants must be made aware who the Event Organiser is, as this will give members a name to refer to when seeking information concerning an activity.

The Event Organiser MUST be a member of the party while the Club is away from the University. In the event of an emergency, the Event Organiser and Activity Leaders must ensure they have the University of Oxford Security Services phone number available at all times. The Emergency number for the Security Services is (01865) 289999. This number is available at all times (24/7)

- 4.2. In addition to an Event Organiser, Clubs whose activities may involve members splitting into smaller groups to then participate in their activities e.g. many "outdoor" Clubs, MUST appoint one, or a number of "Activity Leaders" depending on the numbers of members participating. Activity Leaders could simply be the captain of a club who is responsible for their members on a sports fixture or for an outdoor sport an experienced member of the club. Ultimately they are the ones who will make decisions on trips regarding safety. Please insert the details of the Activity Leaders in the Code of Conduct.

THE NAME OF THE CLUB APPOINTED ACTIVITY ORGANIZERS FOR >2006/2007< are:

NAME	POSITION	QUALIFICATIONS	E-MAIL

NGB recommended, or recognised "Good Practice" ratios MUST be applied in each activity.

The attendance of a suitably experienced or qualified Activity Leader will be a requirement of ANY activity that involves 'novice' members.

The **Activity Leader** is responsible for the following:

- The safety of all activity participants.
- Ensuring that Club guidelines are followed at all times.
- **Providing the highest standard of leadership and instruction as is reasonable in all of the circumstances.**
- The inclusion of appropriate safety equipment for the proposed activity, as recommended by the NGB, or what would be seen to be "Good Practice".
- Ensuring that participants are aware of the relevant parts of the Country Code, local agreements, wildlife restrictions etc (when in place). It is unacceptable for any of these to be violated.

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

- **Providing the ASO with a written report (via the Event Leader) of any incident or "near miss" that occurs during a Club Activity. This MUST be done within 24 hours of the completion of the activity, or as far as reasonably practical in the circumstances.**
- **The Club can maintain a record of any accident and/or incident forms for future reference.**

Please Note: The Activity Leader has the authority to make final decisions on disputed issues. With that authority comes responsibility, the Club President and Committee should ensure that all prospective Activity Leaders understand, and accept the degree of responsibility that they are undertaking.

- The Activity Leader must ensure that all participants are suitably equipped before the activity starts. Members without the necessary gear requirements should not be allowed to participate until the situation is positively resolved. The Activity Leader's checks should include both personal and Club equipment. It will also be necessary to advise novices on the safety equipment that they will be required to carry, and physically check that it is suitable, as they may not be sure themselves.
- Activity Leaders should also be aware that although participants are accepting a certain amount of risk themselves, many lack the necessary experience to undertake reliable assessment of the risks involved, and therefore have to rely on the Activity Leader's judgement which is based on their own personal experience and knowledge.
- It should also be remembered that participants are often in a new environment, and the Activity Leader cannot expect that apparently obvious precautions will be taken.
- A "Duty of Care" will exist.

To ensure that participants are aware of their responsibilities, and the risks they are exposing themselves to, the Activity Leader must work in conjunction with the Club Training Officer, who has responsibilities concerning novice members, to complete the following tasks:

- Issue a written equipment list for each activity; and be able to clarify requirements verbally when necessary.
- Ensure that all participants are aware of the nature of the activity, (i.e. suitable for advanced, novice etc.)
- Advise participants on their own ability level.
- Brief and de-brief participants at the start and finish of each activity.

Given the nature of Club activities, it is highly recommended that an Activity Leader be appointed for each activity, even when all the members are experienced participants.

The Club should list the names of members who are seen as persons responsible, experienced or appropriately qualified to hold these positions. The format indicated can be used, or provide one of your own choice.

- 4.3. All Activity Leaders or Instructors and Coaches will be required to complete a "Club Coach or Instructor" Personal Details Form, as detailed in section 9 of the safety webpage. For Activity Leaders e.g. Mountaineering, it is strongly advised that any person involved in any form of instruction maintain an up to date personal logbook as proof of their experience in that particular sport or activity. This is especially relevant when no forms of NGB qualifications are held.

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

Maintaining personal logbooks can act as a personal record for the progressing novice or the means of assessing a leader's experience and ability level. If you intend to be an Activity Leader the logbook should be based on NGB formats where possible. Any logbook should be user friendly and legible.

For **Instructors and Coaches**, proof of their coaching qualifications, first aid qualifications (where applicable) and copies of the individuals Personal Indemnity cover is required by the Sports Department before Coaching and Instruction commences for the Academic year and this is to be supplied to the Sports Federation Office. See section 9 of the safety webpage. Where coaches are 'paid' coaches they are advised to complete a 'Consultancy Agreement' and a copy of this is outlined in section 9 of the safety webpage. These Consultancy Agreements are to be forwarded to the Sports Federation Office for the Sports Administrator.

Please include the following in your Code of Conduct:

THE NAME OF THE CLUB APPOINTED ACTIVITY LEADERS, COACHES AND INSTRUCTORS FOR >2006/2007< are:

NAME	POSITION	QUALIFICATIONS/EXPERIENCE	E-MAIL

4.4. This paragraph should be used in any form of "participant statement" the Club may issue to members or 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/Club Activities

5.1. The distinction between University/Club and personal activities can be a contentious issue. It is hoped that the following list will help clarify the situation. It is also hoped, that personal activities, which do not require University support, will also follow in the spirit of the Clubs guidelines.

5.2. University or Club activities are recognised as being either one or more of the following:

- Any Club activity which is being conducted under the name of the University of Oxford.
- Any Club activity publicised at Club meetings.
- Any Club activity publicised on Club Web sites, journals, leaflets and/or notice boards etc.
- Any Club activity funded in anyway by the University, Sports Federation or the Club.
- Any Club activity which requires the use of equipment owned by the Club, the University or the Sports Federation.
- Any Club activity which requires group transport booked through the University or Sports Federation.

6.0 Activity Registration

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

- 6.1. Established “good practice” requires you to let people know where you are going, and also to inform them of what you intend doing when you get there. In the event of an incident, the information that the University requires from the Club will be of benefit to everyone involved.

The process of registration is designed to assist the Club to plan and run safe activities. The ASO will always be available to provide advice and information when required. If the ASO receives a Trip Registration Form for an activity that does not appear to be following the Club's Code of Conduct, the President will be required to discuss the proposed activity with the ASO, who may suggest appropriate changes. Please refer to the safety webpage sections 10 and 11.

Please pay particular attention to the ‘deadlines’ for such forms and when these are required by the ASO.

7.0 First Aid

- 7.1. The Club should list the names of members who are qualified or have undertaken First Aid training. The format indicated can be used, or provide one of your own choice.

It is STRONGLY recommended that Club Captains, key Committee Officers, Activity Leaders, Trip Organisers and Coaches/Instructors, or any person who is seen to hold an official “Duty of Care” to other must members, should have undertaken some form of current and valid First Aid Training. It is vital that all clubs, especially outdoor clubs access the need for First Aid qualified members in their Risk Assessment and for suitable First Aid equipment. The club decision on First Aid cover should be written and recorded in the club’s respective Risk Assessment. Clubs should consult with their National Governing Body over their guidance for First Aiders. Please include the details in the table provided:

- 7.2. The name of the Club trained and/or qualified First Aiders for >insert academic year< are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
Steven Adams	Club Safety Officer & Walks Leader	St John 4 day HASAW course	Steven.adams@hotmail.com

8.0 Accident and Emergency Procedures

- 8.1. Despite taking all precautions accidents can still occur during activities, so these guidelines are designed to protect the individual(s) involved, their relatives, the Club Committee, Event Organiser, Activity Leaders, and University officials, if a serious incident occurs. Please refer to section 7 of the safety webpage for further information.

In the event of a fatality or serious injury the following procedure must be adopted concerning the disclosure of information: Cases have been reported where relatives have been contacted by the media rather than the police following serious accidents. This is obviously an unacceptable situation, which should not be allowed to develop. Unofficial statements may also affect proceedings if any legal action results against the Club Committee Event Organiser, Activity Leader, or University Officials.

9.0 Training Courses

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

- 9.1. The benefit of both skills and leadership training should not be under-estimated, and the Club committee should actively encourage members to seek further training at every opportunity. Due to the transitional nature of University Clubs, the current committee must anticipate changes in membership and ensure that the appropriate individuals are selected for training, to allow the Club to benefit from their experience in the following academic years.

As the costs involved in providing training are high, Clubs must ensure that the selected recipient is a worthy candidate, and will prove to be of use to the club for the full Academic Year. Funding for training courses can be applied for from the ASO. The ASO will need an e-mail outlining where the course is – the benefit to the club, the costs involved etc and then the ASO will confirm or otherwise if funding is available.

10.0. Club's Complaint Procedure

It is strongly recommended that all Clubs operate some form of complaint procedure. Whatever form of procedure this takes, it would be prudent to publish its existence on the Clubs web site.

11.0. Governing Body Recommendations

If NGB recommendations have already been addressed within the document, then this section would not be needed. If they have not, then key or important issues must be addressed here. It is not necessary to reproduce everything your NGB recommends!

12.0. Declaration

It is very important that all Club Officers are listed and sign to the effect that they have read, understand and are willing to abide by the documents. The University/ASO will not accept documents unless they are signed by at least the President, Secretary and Treasurer. The format indicated can be used, or provide one of your own choice.

POSITION	NAME	SIGNATURE
President		
Secretary		
Treasurer		
Safety Officer		
Equipment Officer		
First Aid Officer		
Transport Officer etc.		

13.0. 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

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

Introduction

This Code applies to all those involved in the sport of Basketball at every level under the jurisdiction of England Basketball, including players, match officials, coaches, administrators, club officials, or spectators. All such individuals have a responsibility to act according to the highest standards of integrity, and to ensure that the reputation of Basketball is beyond reproach. Allegations of a child protection nature relating to the breaking of this Code must follow the reporting procedures as contained in the England Basketball Child Protection Policy and Procedures regulation 7.0 (Appendix C). All other allegations not within the ambit of the England Basketball Child Protection Policy and Procedures should be addressed by the internal rules of the other host organisation concerned.

Those involved in Basketball must respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of the game. In particular, to be aware of the special needs of young people and vulnerable adults, their well-being, including difficulties or possible abuse experienced from within the game or from other sources. The sport has a duty to ensure that every child and young person or vulnerable adult involved in the game of Basketball is able to participate in an enjoyable and safe environment and be protected from abuse.

England Basketball is committed to maintaining the highest possible standards of behaviour and conduct at all Basketball games and events.

Equity

England Basketball is opposed to discrimination of any form and will promote measures to prevent discrimination, in whatever form, from being expressed. All those involved in Basketball must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation.

The following codes of conduct must be adhered to at all times so that Basketball can be enjoyed by all.

There are specific sections of the following code of conduct which apply to

1. *Coaches*
2. *Players*
3. *Spectators*
4. *Parents*
5. *Match Officials*
6. *Club Officials*
7. *Area Performance Centres*

Not all of these sections are directly relevant to the operation of OUBbC

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

1. COACHES

This code is an England Basketball Coach Education Programme policy within which an accredited Basketball Coach **MUST WORK**. It should be used in conjunction with **ALL** other England Basketball/Coaching policies, procedures or recognised standards. Through this code, coaches who are affiliated to England Basketball accept their responsibility to sports performers and their parents and families, to coaching and to England Basketball Associated Governing Bodies, employers and all other colleagues.

1.1. Humanity

The coach must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation.

1.2. Relationships

The good Basketball Coach is concerned with:

- the safety, well being and protection of all individuals in their charge, ensuring that all training and playing demands are not detrimental to the social, emotional, intellectual and physical needs of the individual;
- encouraging independence through guiding performers to accept responsibility for their own behaviour and performance within training and competition;
- ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and performer is necessary within coaching practice;
- ensuring performers and relevant people are aware of their qualifications and experience, respecting the rights of performers to choose to consent or decline to participate within coaching or playing situations;
- refraining from public criticism of other coaches, or match officials - the definition of public in this instance means criticism expressed before, during and after a game and in any branch of the media or in a lecture or seminar.

1.3. Integrity

The good Basketball Coach:

- abides by the rules of England Basketball;
- follows fair play and ethical guidelines;
- ensures all practices are suitable and relevant dependent upon the age, maturity, experience and ability of performers;
- promotes the prevention and education of the misuse of performance enhancing drugs and illegal substances;
- coaches must accurately present and evidence, upon request, details of their training qualifications and services;
- coaches claiming an affiliation, sponsorship or accreditation with any organization should do so in a truthful and accurate manner;
- all coaches must declare, to the appropriate body, any criminal convictions;

Coaches working under the jurisdiction of England Basketball will only coach individuals that are registered / affiliated to England Basketball.

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

1.4. Confidentiality

The coach and performer must reach agreement about what is to be regarded as confidential information.

Confidentiality does not preclude disclosure of information to persons who can be judged to have a right to know. For example:

- evaluation for selection purposes;
- recommendations for employment;
- in matters of discipline within the sport;
- in matters of disciplinary action by a sports organisation against one of its members;
- legal and medical requirements;
- recommendations to parents/family where the health and safety of performers might be at risk;
- in pursuit of action to protect children, young people and vulnerable adults from abuse.

1.5. Personal Standards

Basketball coaches within the coaching/playing environment must not attempt to exert undue influences and pressures in order to obtain personal benefit or reward.

Coaches must display high personal standards that project a favourable image of Basketball, including:

- good personal appearance that projects an image of health, cleanliness and functional efficiency;
- coaches should never smoke when in the coaching environment.
- coaches should refrain from drinking alcohol to the extent that it is:
 - obvious they have been drinking;
 - affects their coaching competence;
 - compromises performers safety.

1.6. Competence

All coaches must be appropriately qualified as per the requirements of the England Basketball Coach Education Programme. Coaches should regularly seek ways of increasing their personal and professional development.

Coaches must be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of their work. Coaches must be able to recognise and accept when to refer or recommend performers to other coaches or structures. It is the coach's responsibility as far as possible to:

- verify the competence of the performer;
- verify the competence and integrity of any other persons or structure to which they refer the performer.

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

1.7. Safety

Within the limits of their control coaches have a responsibility to:

- establish a safe working environment;
- ensure as far as possible the safety of the players with whom they work;
- protect children and vulnerable adults from harm and abuse;
- fully prepare their players for the activities and make them aware of their personal responsibility in terms of safety;
- ensure all activities undertaken are suitable for the experience and ability of the performers and in keeping with the approved practices as determined by England Basketball and in particular England Basketball Coach Education Programme;
- communicate and co-ordinate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their performers' medical and psychological problems.

1.8. Approaching young players already registered with another club

Coaches should note that it is poor practice to make direct contact with a junior player currently not registered to your club with a view to them joining your club or to play for you in another tournament or competition, including representative teams. Coaches are reminded of the correct procedure to be followed when contacting young players. EB is keen to safeguard the welfare of young players' and to respect their individual rights and any contact from a third party should be made in the first instance via the player's current club/coach prior to contacting the players' parents/guardians, and the contact should only be for legitimate basketball reasons. Equally, it is essential that anyone holding personal information about young players respects the confidentiality of such information and does not disclose this without the proper authority.

1.9. Complaints Procedure

Any individual or organisation wishing to make a complaint against a Basketball Coach, within the context of this code should follow the procedure below:

Report the matter to the employer of the sports coach and to the relevant Basketball Governing Body responsible for that area of the game. **N.B.** (*Employer in this instance refers to the organisation that commissioned the coach to do the coaching whether this engagement is paid or unpaid*)

Complaints that refer to the protection of children and vulnerable adults should be dealt with in accordance with the procedures laid down in the England Basketball Child Protection Policy and Procedures. *The England Basketball Coach Education Programme's Code of Ethics and Conduct closely follows the model produced by Sports Coach UK.*

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

2. PLAYERS

- Treat everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation;
- All non-combatants of the playing teams, e.g. the bench, players who have been fouled out, should never re-enter the court unless otherwise authorised;
- Know and abide by the Laws, rules and spirit of the game;
- Avoid all forms of gamesmanship and time wasting;
- Safeguard the physical fitness of opponents, avoid violence and rough play and help injured opponents;
- Accept the decisions of the match officials without question or complaint (let your captain or coach ask the necessary questions) and avoid words or actions which may mislead a Match Official;
- Respect the match officials at all times;
- Exercise self-control at all times and do not use illegal or dangerous tactics;
- Give maximum effort and strive for the best possible performance during a game, even if the team is in a position where the desired result has been achieved;
- Learn to accept success and failure, victory and defeat with humility and dignity respectively and without excessive emotional displays;
- Abide by the instructions of the coach and club officials provided they do not contradict the spirit of this code;
- Treat your team-mates and opponents, coaches, club officials and match officials with respect and consideration at all times - treat them, as you yourself would like to be treated;
- Do not attempt to improve individual performance by the use of banned substances or banned techniques;
- Do not use foul, sexist or racist language at any time;
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
- Be a good sport, applaud all good performance, whether by your team or by the opponent;
- Remember that the aim of sport is to have fun, improve your skills and feel good;
- At the end of play applaud and thank your opponents and the match officials.

3. SPECTATORS

- Remember the players are taking part for their enjoyment not yours. In the majority, they are not paid professionals;
- All spectators, on no account, must enter the court unless authorised otherwise;
- Be on your best behaviour. Do not use foul, sexist or racist language or harass players, coaches or match officials;
- Verbal abuse of players or match officials is not acceptable in any shape or form;
- Show respect for opponents and match officials. Without them there would be no game;
- Acknowledge good performance and fair play by opponents as well as by your own team;
- Condemn the use of violence in all forms;
- Do not ridicule players who make mistakes;
- Do not over emphasise the importance of winning.

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

4. PARENTS

- Teach your child to treat everyone equally and sensitively regardless of their gender, ethnic origin or cultural background;
- Do not force an unwilling child to take part in Basketball;
- Encourage your child always to play by rules and to respect the match officials;
- Young people and vulnerable adults are involved in organised sport for their enjoyment - not yours;
- Never ridicule or shout at your child for making a mistake or losing a game;
- Teach your child that effort and teamwork are as important as victory, so that the result of each game is accepted without undue disappointment;
- Support all efforts to remove verbal, physical and racist abuse from Basketball;
- Turn defeat into victory by helping young people and vulnerable adults towards skill improvement and good sportsmanship;
- Remember that young people and vulnerable adults learn best by example;
- Do not question publicly the judgement of match officials and never their honesty;
- Recognise the value and importance of volunteer coaches and administrators – they give their time, energy and resources to provide recreational activities for your child;
- Insist on fair and disciplined play - do not tolerate foul play, cheating, foul, sexist or racist language;
- As a spectator you must never enter the court.

5. MATCH OFFICIALS

- Must treat everyone equally and sensitively, regardless of their disability, gender, ethnic origin, cultural background, sexual orientation, religion, age or political affiliation;
- Be consistent, objective, impartial and courteous when applying the rules of the game. England Basketball does not advise that match officials travel alone with young people (under the age of 18) and vulnerable adults to games. We advise you always have another adult with you at all times;
- Compliment both teams on good play when the opportunity arises;
- Use common sense to ensure that the spirit of the game is not lost;
- Encourage both teams to play within the rules and the spirit of the game;
- Show patience and understanding towards players who may be learning the game;
- Make every effort to prepare fully for a match, both physically and mentally. On a physical level, a referee must be able to keep up with the speed of the modern game, and be alert and close enough to take correct decisions from credible locations on the court;
- Not be afraid to take decisions. Referees and umpires should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators;
- Show respect towards players and team officials;
- Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match;
- Decline to be appointed to a match if not completely physically or mentally fit to referee that match (because of illness, injury, or for family or other reasons);
- Inform the person or body directly responsible if unable to referee a team or teams for any reason.
- Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive;
- Always have regard to the best interests of the game, including where publicly expressing an opinion on the game or any particular aspect of it, including others involved in the game;

Appendix B

England Basketball Code of Ethics & Conduct 2006-7

- Not tolerate foul, sexist or racist language from players and/or officials;
- The powers of a referee and umpire must be used with wise judgement and care. Authority and a firm approach must be combined with respect;
- Referees and umpires should have regard to protecting the players by enforcing the laws of the game.
- Referees and umpires should show due respect when speaking with the players, even in the event of infringements;
- In reports, a referee should set out the true facts and not attempt to justify any decisions;
- Referees and umpires should refrain from publicly expressing any criticism of fellow referees and umpires;
- Referees and umpires should assist with the development of less experienced referees and umpires.

6. CLUB OFFICIALS

- Must treat everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious belief or political affiliation;
- Accept the special role that you have to play in the establishment of standards by setting good example of behaviour and conduct at all times;
- Do not manipulate the rules in order to benefit yourself personally or your club;
- Encourage all players and coaches to abide by the rules and spirit of the game;
- Do not use foul, sexist or racist language;
- Use your official position to take action against spectators who harass, abuse or use foul, sexist or racist language towards players, match officials or coaches;
- Ensure that proper supervision is provided by suitably qualified coaches and officials who are capable of promoting good sporting behaviour and good technical skills;
- Ensure all equipment and facilities meet safety standards;
- Respect the rights of other clubs;
- Show respect to match officials, coaches, players and others involved in the game;
- Not endeavour to influence the result of a game by any actions that are not strictly within the rules of the game;
- Remember sport is enjoyed for its own sake - play down the importance of awards;
- Always have regard to the best interests of Basketball, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game;
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles;
- Accept the decisions of the Match Officials without protest;
- Avoid words or actions, which may mislead a Match Official.

Area Performance Centres (APC's)

All coaches working within the APC's must be CRB checked. In addition all participants at APC's must be registered as players with England Basketball.