

OXFORD EXPLORATION CLUB

CODE OF CONDUCT 2012-13

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1.0 Introduction

1.1. Being totally committed to the safety of its members, the 2012-13 Oxford Exploration Club (Oxford University Exploration Club when approved by the University of Oxford; hereafter ‘the Club’) will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, and the Proctor’s rules.

1.2. There is no recognised National Governing Body for exploration, but the Oxford Exploration Club works closely with a national organisation with similar aims, the Royal Geographical Society (with IBG) (hereafter ‘the RGS’):-

| | | |
|---------------------------------------|-------|---------------------|
| Royal Geographical Society (with IBG) | Tel | +44 (0)20 7591 3000 |
| 1 Kensington Gore | Fax | +44 (0)20 7591 3001 |
| London | Email | enquiries@rgs.org |
| SW7 2AR | Web | www.rgs.org |

Principal contact at the RGS for the Club: Mrs Shane Winser: s.winser@rgs.org

1.3. It is the responsibility of the Club’s President to ensure that our working relationship with the RGS is maintained, and of the Club’s Expeditions Advisor to ensure any information on new or current “Best Practice” is requested. In the event that the option of formal affiliation becomes available, the Club will affiliate and provide evidence of this to the ASO as soon as possible each time that it is renewed. Note that the RGS does not offer insurance cover for the Club or its activities.

1.4. The club will elect a new committee during Hilary Term, to start at the beginning of 0th week of Trinity Term. The outgoing committee will provide details of the committee’s activities and advice to the new committee until the end of the academic year. Each committee will serve for one complete academic year.

- 1.5. At least two key members of the new committee will arrange a Safety Briefing/Compliance meeting with the Area Safety Officer (Sport) within two weeks of appointment, and 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 Stephen Harris (Dept of Plant Sciences).
- 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 a club organised activity. If the issue is of a sensitive nature, then this MUST be raised via the ASO.
- 1.9. The Club Code of Conduct, Risk Assessment and Constitution shall be available for members on the club website under a clear 'Club Documents' link.

2.0 Club Activities

2.1 FOR THE ACADEMIC YEAR 2012-13 OUR PROPOSED ACTIVITIES WILL BE:

| ACTIVITY | DAY/DATE | VENUE/LOCATION |
|--|---|--|
| Talks by external speakers | Thursday (or Tuesday) evenings in Michaelmas and Hilary Terms | Dept of Earth Sciences or Exeter College |
| Expedition and fieldwork planning seminars | One evening in each of Michaelmas and Hilary Terms | Dept of Earth Sciences or Exeter College |
| Social: Pub meets | Up to 4 evenings each term | Pub in central Oxford |
| Social: Annual Dinner | 11 th March 2013 | Oriel College |

In the event that other activities are planned, prior approval will be sought from the ASO. In future years, the Club may organise training in various skills required for expeditions (first-aid, mountaineering, etc.), and/or physical activities outside of Oxford in collaboration with other clubs (OU Mountaineering Club, OU Walking Club, OU Caving Club).

- 2.2 It is important to note that although the primary purpose of the Club is to inspire, encourage, and support expeditions by members of the University, and all student members of University-approved expeditions must be life members of the Club, expeditions themselves are not a Club activity. Expeditions are regulated and approved by a separate, University body, the Oxford University Expeditions Council; the Club is in no way responsible for the safety or conduct of its members whilst on expeditions.

3.0 Specialist Officers

- 3.1. The Club Committee will consist of at least the following officers, who must be eligible to hold the positions according to the requirements outlined in the Club constitution:

| POSITION | NAME | E-MAIL |
|-------------------------|-------------------------|---------------------------------------|
| Acting President | Stefan Lachowycz | stefan.lachowycz@univ.ox.ac.uk |

| | | |
|------------------------|----------------------------------|--|
| Secretary | Marie-Laure Parsy-Szikola | marie-laure.parsy@chch.ox.ac.uk |
| Treasurer | Xinyang (Amy) Hong | xinyang.hong@linacre.ox.ac.uk |
| Medical Officer | Dr Tariq Qureshi | DrTariqQureshi@BTinternet.com |

- 3.2. **President** – duties/responsibilities are outlined in the Club’s constitution.
- 3.3. **Secretary** – duties/responsibilities are outlined in the Club’s constitution.
- 3.4. **Treasurer** – duties/responsibilities are outlined in the Club’s constitution.
- 3.5. **Medical Officer** – duties/responsibilities are outlined in the Club’s constitution, encompassing the role of ‘First Aid Officer’ (outlined in Section 3 of the guidelines to this document).
- 3.6. The Committee should also include an Expeditions Advisor and Social Secretary, who will hold the positions outlined below, if not delegated to other committee member(s), elected or co-opted:
- 3.7. **Equipment, Safety, and Training Officer** - duties/responsibilities (outlined in Section 3 of the guidelines to this document) to be held by the Club’s Expedition Advisor, with advice/support from the Medical Officer.
- 3.8. **Event Organiser and Transport Officer** – duties/responsibilities (outlined in Section 3 of the guidelines to this document) to be held by the Club’s Social Secretary.

4.0. Event Organiser, Activity Leaders and Coaches and/or Instructors

- 4.1. The Oxford Exploration 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 for 2012-13 are:

| NAME | POSITION | E-mail |
|------------------|---------------------|--|
| Anna Bidgood | Social Secretary | anna.bidgood@st-annes.ox.ac.uk |
| Stefan Lachowycz | Expeditions Advisor | stefan.lachowycz@univ.ox.ac.uk |
| Florence Spaven | Speaker Secretary | florence.spaven@jesus.ox.ac.uk |

- 4.2. The name of the Club appointed Activity Leaders for 2012-13 are:

| NAME | POSITION | E-mail |
|--------------|------------------|--|
| Anna Bidgood | Social Secretary | anna.bidgood@st-annes.ox.ac.uk |

Note that there are no ‘sport’/physical activities or activities outside of Oxford planned to be run by the Club in this academic year.

- 4.3. The name of the Club appointed Coaches/Instructors for 2012-13 are:

| NAME | POSITION | QUALIFICATIONS/EXPERIENCE | E-mail |
|------------------|-----------------|--|--|
| Dr Tariq Qureshi | Medical Officer | Practising doctor who runs commercial expedition medicine courses. | DrTariqQureshi@BTinternet.com |

| | | | |
|------------------|---------------------|--|--------------------------------|
| Stefan Lachowycz | Expeditions Advisor | Numerous geological fieldwork excursions and two expeditions (leader of one approved by the University). | stefan.lachowycz@univ.ox.ac.uk |
|------------------|---------------------|--|--------------------------------|

Note that it is intended that the coaches/instructors will only be providing advice to Club members in seminars, not running any training sessions, during this academic year.

The Club is aware that the Coaches and Instructors are to provide the Sports Federation with a copy of their latest qualification, their First Aid Qualification (if held) and proof of Personal Indemnity Insurance. This information will be sent to the Sports Federation Office prior to the commencement of the new academic year (Michaelmas). It is the responsibility of the Coach and/or Instructor to renew and supply copies of the above forms.

4.4. 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 Coach and/or Instructor.

5.0. University Sports Club Activities

5.1. The Oxford Exploration Club will undertake its activities as outlined in section 6 of the Code of Conduct guidelines to this document.

6.0. Activity Registration

6.1. The Oxford Exploration Club will follow the guidelines of the Trip Registration Form guidelines for trips in the United Kingdom and abroad, as detailed in section 10 and 11 of the safety webpage.

7.0. First Aid

7.1. The Oxford Exploration Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage.

7.2. The name of the Club trained and/or qualified First Aiders for 2012-13 are:

| NAME | POSITION | QUALIFICATIONS | E-MAIL |
|------------------|--|--|--------------------------------|
| Dr Tariq Qureshi | Medical Officer | Practising doctor. | DrTariqQureshi@BTinternet.com |
| Stefan Lachowycz | Expeditions Advisor (and Acting President) | Wilderness Medical Training 'Far From Help' Part A course. | stefan.lachowycz@univ.ox.ac.uk |

8.0. Accident and Emergency Procedures

- 8.1. The Oxford Exploration Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage.

9.0. Training Courses

- 9.1. In an effort to promote the highest standards of instruction, training and safety, the Oxford Exploration Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport.

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

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 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 circumstances place students under any pressure to take part 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 Oxford University Club cases of disrepute at social functions will be treated seriously'.

12.0. Governing Body Recommendations

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

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

14.0. 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, agree to abide by, and enforce the rules of the Club Constitution, Code of Practice (including Appendix 1), Risk Assessment and Office to which I hold.

| POSITION | NAME | SIGNATURE |
|----------------------------|----------------------------------|------------------|
| Acting President | Stefan Lachowycz | |
| Secretary | Marie-Laure Parsy-Szikola | |
| Treasurer | Xinyang (Amy) Hong | |
| Expeditions Advisor | Stefan Lachowycz | |
| Medical Officer | Dr Tariq Qureshi | |