

OXFORD UNIVERSITY Pistol CLUB

CODE OF CONDUCT 2025 – 2026

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0.0 Digest

- 1) The Oxford University Pistol Club (“the Club”) does not tolerate any form of harassment or victimisation and expects all of its members, employees, and visitors to treat each other with respect, courtesy and consideration.
- 2) All members of the Club are expected to read and agree to act in accordance with this Code of Conduct and the University of Oxford’s [Policy and Procedure on Harassment](#). Oxford students are also required to act in accordance with the Code of Conduct set out in [Statute XI](#). Membership may be removed or suspended for failing to do so, and opportunities for members to take part in activities within and on behalf of the Club may be restricted.
- 3) All members of the Club are expected to:
 - treat other members with dignity and respect;
 - discourage any form of harassment by making it clear that such behaviour is unacceptable; and
 - support other members who feel that they have been subject to harassment; and
 - attend mandatory Club training put in place by the Committee
- 4) “Harassment” includes in particular the following conduct, however carried out (including online):
 - verbal or physical bullying or threats
 - sexual harassment including unwanted physical conduct, sexually explicit remarks or sexual assault
 - racist behaviour or comments
 - homophobic or transphobic behaviour or comments
 - victimisation

- religiously motivated abuse
- 5) The club designates one or more member of their Committee as ‘welfare officer(s)’ who will act as a source of advice and support for Club members in relation to welfare issues and during harassment complaints.
 - 6) The Club’s designated welfare officer Niu Houji can be contacted for informal advice, including in relation to how you make a complaint, at houji.niu@trinity.ox.ac.uk. Support and advice is also available from the Sports Federation.
 - 7) The Club Complaints Procedure provides steps for dealing with internal complaints. Clubs are required to have this in place and to follow these steps when they receive a complaint.
 - 8) University of Oxford students can also seek support from:
 - one of the [University’s harassment advisors](#);
 - college harassment advisors (for members of Oxford colleges);
 - their college deans or other officers with pastoral responsibilities, the Common Room welfare or equal opportunities officer or a student peer supporter;
 - [Oxford SU’s Student Advice Service](#)
 - [Student Welfare and Support Services including:](#)
 - the [University Counselling Service](#)
 - the [University’s Sexual Harassment and Violence Support Service](#)

More information is available on the [Oxford Students Harassment Pages](#), including a flow chart explaining the steps within the University’s complaints procedures (e.g. for complaints against staff and students).

1.0 Introduction

- 1.1. "Being totally committed to the safety of its members, the 2024 – 2025 University of Oxford *Pistol Club* will 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 Pistol Club is affiliated to the recognised National Governing Body for our sport:

<i>National Small Bore Rifle Association</i> <i>Lord Roberts Centre Bisley Camp</i> <i>Woking</i> <i>Surrey</i> <i>GU24 0NP</i>	<i>Tel 01483 485517</i> <i>Email N/A</i> <i>Web https://www.nsra.co.uk/</i>
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- 1.3. It is the responsibility of the *Secretary* to ensure that affiliation/membership is paid on the due date of the *31 DECEMBER* and any information on new or current “Best Practice” requested. A copy of the affiliation form should be provided to the ASO as soon as the affiliation/membership is renewed and where possible.
- 1.4. The club will appoint a new committee on *8TH WEEK OF HILARY TERM* The committee will serve for one complete academic year or set period *FROM TRINITY TERM THROUGH THE FOLLOWING HILARY TERM*.
- 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 clubs appointed “Senior Member” is *Director of Sport*.
- 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 ACADEMIC YEAR 2025 – 2026 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Tuesday, Thursday, Friday, Saturday, and Sunday	Iffley Road
Annual Dinner	In Hilary Term	Vincent’s Club
Imperial Match	July	Bisley Camp

3.0 Specialist Officers

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

POSITION	NAME	E-MAIL
President	HRH The Prince of Wales	N/A
Captain	Niu Houji	houji.niu@trinity.ox.ac.uk
Secretary	Kai Zheng	kai.zheng@spc.ox.ac.uk
Treasurer	George Lu	chengjie.lu@exeter.ox.ac.uk

- 3.2. **President (or Captain or Chairperson)**
- 3.3. **Secretary**
- 3.4. **Treasurer**
- 3.5. **Safety Officer**
- 3.6. Training Officer
- 3.7. Equipment Officer
- 3.8. First Aid Officer
- 3.9. Transport Officer

The duties and responsibilities of these individual officers are outlined in section 3 of the Code of Conduct guidelines to this document.

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

- 4.1. The University of Oxford *Pistol* 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 2025 – 2026 are:

NAME	POSITION	E-mail
Niu Houji	Captain	houji.niu@trinity.ox.ac.uk

- 4.2. The name of the Club appointed Activity Leaders for 2025 – 2026 are:

NAME	POSITION	E-mail
Shirica Leong	Vice-Captain	shirica.leong@balliol.ox.ac.uk

- 14.3. The name of the Club appointed Coaches/Instructors for 2025 – 2026 are:

NAME	POSITION	QUALIFICATIONS/EXPERIENCE	E-mail
Tanguy Feraud	Pistol Coach	NRA certified coach	feraud94@gmail.com

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.

- 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 University of Oxford *Pistol* 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 University of Oxford *Pistol* 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 University of Oxford *Pistol* 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 2025/2026 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
Niu Houji	Captain	first aid trained	houji.niu@trinity.ox.ac.uk

8.0. Accident and Emergency Procedures

- 8.1. The University of Oxford *Pistol* 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 University of Oxford *Pistol* 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 Captain or Senior Member. 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.

8.0 11.0. Governing Body Recommendations

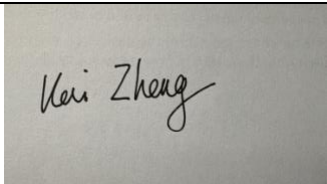
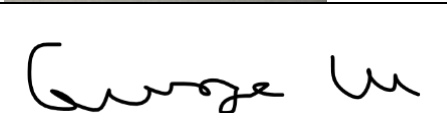
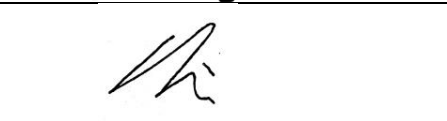
The University of Oxford Pistol Club will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

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, 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
Captain	Niu Houji	
Vice-Captain	Shirica Leong	

Secretary	Kai Zheng	
Treasurer	George Lu	
Safety Officer	Niu Houji	
Equipment Officer	Christopher Shepard	
First Aid Officer	Niu Houji	

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