

Oxford University Table Tennis Club
Iffley Road Sports Centre
OX4 1EQ
Oxford
United Kingdom

Oxford University Table Tennis Club Code of Conduct 2023-24

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1.0 Introduction

- 1.1 "Being totally committed to the safety of its members, the 2023-24 University of Oxford Table Tennis 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 Club is affiliated to the recognised National Governing Body for our sport:

help@tabletennisengland.co.uk
01908 208860
Table Tennis England
Bradwell Road
Loughton Lodge
Milton Keynes
MK8 9LA
- 1.3 It is the responsibility of the Secretary to ensure that affiliation/membership is paid. Any information on new or current “Best Practice” requested, and made available to those concerned.
- 1.4 The club will appoint a new committee *in the eighth week of Trinity term*. The committee will serve for one complete academic year, beginning *in the ninth week of Trinity term*.

- 1.5 A member of the new committee will arrange a Safety Briefing Session with the Area Safety Officer for Sport within two weeks of appointment.
- 1.6 The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Area Safety Officer for Sport four weeks after the appointment of the new committee.
- 1.7 The clubs appointed “Senior Member” is Zubin Sigamoria.
- 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, Oxford University Table Tennis Club will display its current Constitution, Code of Conduct, Risk Assessment and any other relevant safety information on the club’s website: www.outtc.wordpress.com

2.0 Club Activities

FOR THE YEAR 2023-2024 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training/Practice	To be determined (5x per week)	Acer Nethercott Sports Hall
BUCS league	Wednesday	Nationwide
Social events	Various	Various
Varsity, Town vs Gown, Friendly vs Brookes	Various	Various
BUCS Individuals	Usually Mid November	TBC – often Nottingham
Inter-College Cuppers	Weekly during Michaelmas and Hilary	Various colleges & Acer Nethercott Sports Hall
Joint Tournament for casual players with Oxford Brookes	A weekend in Hilary	Acer Nethercott Sports Hall
Individual Championship	A weekend in Trinity	Acer Nethercott Sports Hall

3.0 Specialist Officers

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

Position	First Name	Last Name	College	Oxford email	Phone number
President	Yixuan	He	Balliol	yixuan.he@balliol.ox.ac.uk	7422578286
Secretary	Hakmin	Mun	Somerville	hak.mun@some.ox.ac.uk	7395876049
Treasurer	Tianen	He	St Cross	tianen.he@ndm.ox.ac.uk	7421899041

Senior Member	Zubin	Siganporia	St Catherine's	zubin.siganporia@maths.ox.ac.uk	
Welfare Officer	Ameya	Prabhu	Linacre	ameya.prabhu@linacre.ox.ac.uk	7585713995
IT Officer	Yixuan	He	Balliol	yixuan.he@balliol.ox.ac.uk	7422578286
Men's Captain	Angus	Norman	St Peter's	angus.norman@spc.ox.ac.uk	
Women's Captain	Leyi	Jiang	Lady Margaret Hall	leyi.jiang@lmh.ox.ac.uk	7443817234
Equipment & Event Manager	Abir	Hossain Patwary	Linacre	abir.patwary@linacre.ox.ac.uk	
Event Manager	Naiqi	Zheng	Balliol	naiqi.zheng@balliol.ox.ac.uk	7858640047

Suggested duties and responsibilities of these individual Officers are outlined in point 3.0 of *Appendix 1 Code of Conduct “Guidelines”* to this document.

4.0 Event Organiser & Activity Leaders

- 4.1 The Oxford University Table Tennis Club will follow the Sports Federation guidelines for Event Organisers and Activity leaders, as detailed in Section 3.4 of the Sports Federation Handbook.

The name of the Club appointed Event Organisers for 2023-24 are:

<i>NAME</i>	<i>POSITION</i>	<i>COLLEGE</i>
Yixuan He	President	Balliol
Leyi Jiang	Women’s Captain	Lady Margaret Hall
Tianen He	Treasurer	St Cross Hall
Hakmin	Secretary	Somerville
Naiqi Zheng	Event Manager	Balliol
Abir Hossain Patwary	Equipment and Event Manager	Linacre
Ameya Prabhu	Social Secretary	Linacre
Angus Norman	Men’s Captain	St Peter’s

5.0 University / Club Activities

- 5.1 The Oxford University Table Tennis Club will follow the Sports Federation Handbook Activity guidelines, as detailed in Section 5.0.

6.0 Activity Registration

- 6.1 The Oxford University Table Tennis Club will follow the Sports Federation Handbook Trip/Fixture Registration guidelines, as detailed in Section 3.4.

7.0 First Aid

- 7.1 The Oxford University Table Tennis Club will follow the Sports Federation guidelines for First Aid provision, as detailed in Section 6.2.

The name of the Club trained and/or qualified First Aiders for 2023-24 are:

NAME	POSITION	QUALIFICATIONS	COLLEGE
-	-	-	-

8.0 Accident and Emergency Procedures

- 8.1 The Oxford University Table Tennis Club will follow the Sports Federation Accident and Emergency Procedures, as detailed in Section 3.5.

9.0 Training Courses

- 9.1 In an effort to promote the highest standards of instruction, training and safety, the Oxford University Table Tennis Club actively encourages its 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 6.3.

10.0 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.

11.0 Governing Body Recommendations

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

12.0 Declaration (Pres., Sec. & Treas. *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 Conduct (including *Appendix 1 “Code of Conduct Guidelines 2019-20”*), Risk Assessment and Office to which I hold.

POSITION	NAME	SIGNATURE
President	Yuzhen Dong	(online doc, 25/05/2023)
Secretary	Marco Cokic	(online doc, 25/05/2023)
Treasurer	Cormac Farrell	(online doc, 25/05/2023)