

Club Safety Policy: Oxford University Ultimate Club

Introduction

- 1) Oxford University Ultimate Club (henceforth known as 'the club') is totally committed to the safety of its members. For the current academic year, and all future academic years, the clubs' activities operate in accordance with this document, the clubs risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
- 3) The club affiliates to the National Governing Body (NGB) for any / all sporting activity in which the club operates activity, as per the clubs constitution.
 - a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to UK Ultimate and will continue to be affiliated for the full academic year.
- 4) This policy is updated at least once a year, for the beginning of the academic year. An updated version of this document is submitted to the Sports Federation at least once per academic year, through the club handover process, and is subsequently updated immediately, and re-submitted (via safety@sport.ox.ac.uk) should any changes be required. This is a live policy relating to all club activities and is updated frequently.
- 5) The updated version of this document, and all other club documentation, is made available to the club's members via the club's website. This is also updated immediately, when changes are required.

Overview of Activities

Weekly Activities during term-time

Day	Time	Location	Sessions Name and/or Description
Saturday	09:30 – 11:30	University Parks	Outdoor training
Wednesday	07:30 – 09:00	University Parks	Outdoor training
Friday	15:30- 17:00	Acer Nethercott Hall, Iffley Road Sports Centre	Indoor pickup/training
Thursday	7:30- 9:00	Main Sports Hall, Iffley Road Sports Centre	Indoor training
Tuesday	7:30-9:00	Main Sports Hall, Iffley Road Sports Centre	Indoor training
Sunday		University Parks	College League games

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
Sunday MT ~W7	10:00 – 16:00	University parks	HAT Tournament
HT, around W7	Whole day, Saturday and Sunday	Iffley Road Sports Halls/University Parks, or Cambridge	Annual Varsity games against Cambridge
TT, usually early May	10:00 – 17:00	Oxford	Cuppers

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description

Risk Assessments

- 6) All club activities are appropriately risk assessed by the club. The club maintains up to date and accurate records of its risk assessments, so they can be immediately referred to should an accident, incident or near-miss occur. The clubs also maintain records of any changes made to those risk assessments (including the dates any changes were made) to be referred to as and when required. Support with conducting risk assessments can be requested through the Sports Safety Officer, who will also review all clubs' risk assessments periodically and provide feedback.
- a) Risk assessments for regular club activities are included as appendices to this policy, which will be updated when changes are required. Such risk assessments are reviewed at least once every 12 months (e.g. during the handover process or before the start of a new academic year).
 - b) Risk assessments for events are submitted via the event registration process to be approved by the Sports Safety Officer. All details are submitted at least 21 days prior to the event, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
 - c) Risk assessments for trips and tours (UK or abroad) are submitted via the trip and tour registration process to be approved by the Sports Safety Officer. All details are submitted at least one calendar month prior to departure, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.

- 7) For risk assessment purposes, club activities include any activity organised by the club or its committee member for the benefit of the club's members, or any activities using the club's resources or name. Activities or events organised between members of the club are not included, providing the club and/or committee is not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

First Aid

- 10) All club activities are appropriately covered by qualified first aiders, unless the risk assessment for the activity explicitly states that first aid cover is not required.
-) This cover comes in a variety of forms (such as qualified staff at host venues, qualified coaches leading activity, qualified club members within activity, emergency services or externally appointed first aiders) and will be specified in the risk assessment for each activity.
 - a) Should the agreed first aid provision not be available, the risks are reassessed using guidance from the National Governing Body and the Sports Safety Officer. If following re-assessment, the activity cannot go ahead safely, then the club will cancel that planned activity.

Accidents, Emergencies and Near Misses

- 11) All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members. All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.
- a) An 'accident' is defined as an unfortunate incident that happened unexpectedly and unintentionally resulting in injury to a person or persons and/or damage to property.
 - b) An 'incident' is used to encompass accidents, dangerous occurrences, specified occupational exposure, ill-health. All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [in the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members.
 - c) A 'near-miss' relates to incidents that did not result in injury, illness, or damage, but that had the potential to do so. Recognising and reporting these incidents can provide opportunities to learn lessons that prevent future injury or damage. Club members and committees are actively encouraged to report near misses without fear of blame, to ensure safety is improved for any future or repeat issues.

Insurance

- 12) All club activities are appropriately insured to ensure that the members, and the club itself, have an appropriate level of cover should an accident or incident occur.
- a) The club has public liability insurance, which is provided by UK Ultimate and a copy of this insurance can be provided to members or third parties when needed.
 - b) The club has personal accident insurance, which is provided by UK Ultimate and a copy of this insurance can be provided to members when needed. All registered club members (registered through the Sports Federation membership process) are also covered by the Sports Federation personal accident insurance. This policy should

be treated as a backup for club specific cover, but details of this policy will be communicated directly to members once they are registered by the club.

- c) The club ensures that all coaches and session leaders have appropriate professional liability cover in place and always maintains up to date records of those insurance details.

Coaching

- d) Any sports coaching that takes place within club activities is led by individuals with appropriate qualifications and insurance in place. Coaching is defined as the process of motivating, guiding, and providing technical advice or training to individual(s) or teams, relating to the sport or activity in question.
 - e) Coaching can come in a variety of forms. This requirement includes external contracted instructors or coaches (whether permanent or visiting), club members, student leaders and volunteers, who all must have the correct qualifications and insurance in place.
 - f) Volunteer instructors or coaches can, in some circumstances, have insurance cover through the sports NGB without having a qualification, but any insurance in place must still be clarified and evidenced and the club will maintain up to date records of those insurance details.
- 14) All individuals that are 'coaching' within club activities are registered with the Sports Federation through the Club Coach Registration Form, as per regulation 1.12(1)(k) of the [University Regulations for the Activities and Conduct of Student Members](#).
- a) The club acknowledges that failure to register coaches through the Club Coach Registration Form, or failure to include any coach's qualifications or insurance, may expose club officers, the club and the University to damages arising out of negligent action by the coach, and as such will ensure all coaches are registered appropriately.

Events

- 15) All events organised by the club are planned, organised and risk assessed in a thorough manner.
- a) 'Club events' are defined as any activities that take place on a specific date(s) or at a specific time(s) that are outside of the club's regular risk assessed activity, which can include sporting and non-sporting activities. Further details can be found via the [Events](#) page of the Sports Federation Hub.
 - b) All club events are submitted via the Event Registration Process, to be approved by the Sports Safety Officer. All details are submitted at least 21 days before the event is due to take place, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c) The club acknowledges that failure to register any event within the above deadline may mean that said event cannot be approved and therefore cannot take place.
- 16) Club social events and activities are also appropriately planned, organised and risk assessed, but in most cases will not be registered via the Event Registration Process, unless they are associated with or linked directly to a sporting event (e.g. an after-event dinner).
-) Club social activities are defined as any non-sporting activity organised by the club or its committee members for the benefit of the club's members, or any activities using the club's resources or name. Social activities or events organised between members of the club are not included, providing the club and/or committee are not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

Trips and Tours

- 17) All trips and tours organised by the club are planned, organised and risk assessed in a thorough manner.
- a) 'Trips and Tours' are defined as any club activity that requires an overnight stay or any activity outside of Oxford for those sports deemed as 'higher risk'. Further details can be found via the [Trips and Tours](#) page on the Sports Federation Hub.
 - b) All club trips and tours are submitted via the Trips and Tours Registration Process to be approved by the Sports Safety Officer. All details are submitted before the club makes any firm commitments, and at least one month before the trip or tour is due to take place, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c) All club overseas trips will also follow all of Part 4 of the [University Regulations for the Activities and Conduct of Student Members](#), which includes individual permission requirements for each student (through the Sports Safety Officer and the Proctors) should the trip take place during Full Term or the Thursday and Friday preceding Full Term. The club is aware that permission for students to travel within these timescales is not guaranteed and the club will make alternative arrangements if permission is not granted (e.g. change of dates) otherwise the trip or tour will be unable to take place.
 - d) The club, the individuals and any club property travelling should not be uninsured during any part of a trip, as comprehensive travel insurance is a requirement for all participants travelling on a club's overseas trip.
 - e) The club acknowledges that failure to register any trip or tour within the above deadline may mean that said trip or tour cannot be approved or take place, either at all or at least in the name of the University.

Safeguarding Children and Vulnerable Adults

- 18) Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, are separately risk assessed and approved by the Sports Safeguarding Officer.
- a) Any concerns regarding safeguarding are to be addressed to the club committees and the club ensures that every club member knows how to escalate concerns to the committee.
 - b) Any concerns brought to the committee are shared with the Sports Safeguarding Officer (SSO), as early as possible, who may refer to the University Designated Leads for a decision and action if required. Concerns should not be reported to the club's NGB until the University Designated Leads has provided feedback to the Sports Safeguarding Officer.
 - c) Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via safety@sport.ox.ac.uk for confidentiality purposes.

Club Safety Policy: Oxford University Ultimate Club - Appendices

Appendix 1: RISK ASSESSMENT Oxford University Ultimate, OW!

Prepared by James Famelton (Club President 2020-21)

Activities usually carried out by the club:

- Training sessions (three/four 1-2hr practices per week)
- University tournaments: indoor and outdoor regionals and nationals in men's, women's and mixed divisions.
- Annual Varsity Games vs. Cambridge: indoor and outdoor matches
- Socials (e.g. film nights, cocktails, clubbing)

HAZARD	CONTROLS MEASURES	RISK	FURTHER CONTROL MEASURES
Insufficient lighting to clearly see other players or discs – increase in risk of collision and injury.	<u>Outdoor:</u> Play is stopped when it gets dark or artificial lighting is used where available. <u>Indoor:</u> Lighting is assessed on entry and, if inadequate, playing is ceased and reported to management.	Low	None.
Other users of Iffley Rd gym hit and injured by flying discs	Nets cordoning off viewing gallery from sports hall will be pulled across during practices.	Low	None.
Players may trip and injure themselves on kit left lying around.	Players must not leave their personal belongings in the area of play. They should be placed in a locker or at the side of the training area, well out of harm's way. Before training the area is scanned for untidiness and the offending articles removed.	Low	None.
Broken and bruised fingers.	This can happen when catching the disc, especially with cold hands. Warming up hands before catching is the best way as well as being confident when catching the disc so that an injury is not caused due to tentativeness.	Low	For all injuries: ice and cold compresses are available at Iffley Road Gym, most indoor venues and outdoor competitions in the event of an injury. The team has qualified first aiders who have been trained by the OU First Aid Unit and are ready to assist players when present at practices and competitions. We will also ensure that a well-stocked first aid kit is available for use at ALL sessions. For those seriously injured, we will make arrangements for them to be taken to the nearest A&E dept. (Oxford JR Hospital) to seek further treatment. At tournaments in other cities, it is the job of the Safety Officer to know the nearest hospital.
Broken, cut or bruised elbows.	When 'laying out' the correct technique is to land on your chest to avoid injury. Players who land with their elbows first risk injury. Better technique and more practice of 'laying out' will reduce this occurrence. Playing indoors will increase the risk of injury as the ground is harder and greater care should be taken by the player to ensure correct form.	Low	
Cut or bruised knees.	As for cut elbows etc.	Low	

Bruised or broken wrists and hands.	As for bruised elbows etc.	Low	
Bruised or broken shoulders, collar bones, etc.	As for knees and elbows, except this occurs when a player twists on to his side in the air and then lands on his shoulder. This injury can also occur during the collision of two players during a match. These injuries are purely accidental and can happen when running or when both jumping for the disc. Better care for both your own and opponent's safety by being fully aware of your situation on the pitch will reduce collisions. Players should realise that ultimate is a non-contact sport and take great care when jumping for a disc with an opponent. Indoors will increase the risk of injury as hitting the ground will be far harder on the body.	Low	Ultimate is a non-contact sport so injuries should be very few with the real major risk of injury being collision with another player. For serious injuries, see response above.
Broken legs, ankles etc.	It is very important, before playing a match or before training, that players take part in a warm-up, in order to stretch all the necessary muscles and limbs that will be used in the match. This will help the player reach the required conditioning and fitness level, enabling them to fully participate and reduce the risk of injury. Anyone who turns up late to a practice is made to warm up and stretch before participating in the session.	Low	
Muscle fatigue, cramp, sore/stiff joints, etc.	It is very important that players warm-down at the end of every match or training session (a hot bath or shower can also help). During exercise the body loses vital fluids and salts, so it is important to replace them as soon as possible afterwards. Drinking slightly salted water or isotonic drinks helps prevent muscle fatigue and cramp.	Medium	For longer-lived stiffness or muscle injury, players should refer to their GP or attend a sports physiotherapist.
Head injuries	Collisions of heads on heads or on other body parts can occur similar to the collisions previously, and again players should be careful when chasing a disc and not being aware who else is closing in on it. Communication (e.g. calling a name on the disc) will reduce collisions between players of the same team. A flying disc is also capable of some damage to the face and bruising to the back of the head. Cut lips, broken and bruised noses are not uncommon. Calls of 'up' and 'heads' when a disc is thrown or seems to be heading towards someone who is unaware of the situation is the best way to alert a player to the disc.	Low	When head injuries and concussion occur it is important to seek attention from reception.
Dizziness, hyperventilation, nausea.	Dizziness may be caused by lack of oxygen intake, or by an accidental injury to the head. Training and conditioning	Low	Players should bring with them food and drink appropriate for the training

	can help to control breathing and hyperventilation, thus improving the overall efficiency rate of oxygen used by muscles. Similarly, nausea can be induced by an accidental head injury, or by eating a large meal too close before starting training. Try and eat at least one hour before commencing training.		session or competition. If nausea or dizziness does occur, the player should excuse themselves from the session, until the feeling passes If it persists, they should consult a local GP or physiotherapist.
Dehydration, hypoglycemia	During exercise the body loses vital fluids and salts, so it is important to take fluids on-board (preferably water) before commencing training. Similarly, it is important to replace lost fluids as soon as possible after training to prevent dehydration. Awareness of players of their capabilities, strengths and weaknesses should ensure that they drink and eat appropriately.	Low	Players should bring with them food and drink appropriate for the training session or competition. All players should encourage an atmosphere of keeping hydrated.
Sunstroke, hypothermia	When ultimate is played outdoors players need to be aware of the dangers of playing outdoors and wear appropriate clothing and eat properly for the weather conditions, i.e. hats, sun cream and drink lots of fluids.	Low	Players should bring with them appropriate clothing and sun protection.
Injuries caused by uneven ground	Unfortunately not all pitches are without bumps and other uneven patches. Twisting ankles and falling due to the ground especially when landing after jumping for a disc can happen. A good look at the pitch before the start to find any holes, and then placing something over the hole to highlight it to other players and warning other players to be careful due to the condition of the pitch will reduce injuries.	Low	Checking the pitch before a training session or competition and placing a cover over a hole and drawing players attention to any problem areas will reduce these injuries further.
Unsafe behaviour or attitude will increase the likeliness of an injury.	Ultimate is a non contact sport all players are made aware of the importance of taking care of opponents and the latest edition of the rules of Ultimate. Any reckless behaviour will be addressed and stopped. If reckless behaviour continues the offending player will be asked not to return to the tournament until they can behave in a more sensible manner.	Low	None.
Aggression between participants may result in more intentional or unintentional reckless behaviour.	The captains are asked to remain aware of possible aggression arising between players. Any aggression is dealt with in a calm manner ensuring it never presents a risk.	Low	Removing players from the pitch, and possibly banning them from the club if the aggression from a player is constant and uncontrolled.
Collision with walls (only for indoors)	Indoor pitches are situated with the boundary lines away from the wall. Players should be aware of their own safety when running towards the edge of the pitch, and should always slow down so as to avoid high-speed collisions. The dividing nets will be pulled back and put away.	Low	When indoors pitches will be marked away from the walls to avoid collisions with the walls and attachments.

Car and mini-bus accidents.	When travelling to competitions, we shall ensure that drivers have: a) The appropriate licenses (passed OU Clubs committee minibuss safety test) and documentation; b) The required insurance cover; c) Memberships of a motor vehicle breakdown service; And also adhere to the UK Highway Code and to the club and union safety guidelines with regard to group travel.	Low	OUUC Must complete an online Trip Registration Form (see www.sport.ox.ac.uk) for all trips outside of Oxfordshire and this is copied automatically to the ASO & University Security Services. The club is required to notify Security Services on (01865) 289999 of any major accidents which involve OUUC whilst out of Oxfordshire, e.g. Members visiting the A&E or calling an ambulance. Club officials are required on their return to Oxford to inform the ASO (Sport) accordingly of such incidents.
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Appendix 2: VARSITY RISK ASSESSMENT **Oxford University Ultimate, OW!** **Updated February 2023**

Due to the particular nature of a varsity weekend, the following health and safety protocols followed along with the above.

HAZARD	CONTROL MEASURES	RISK	FURTHER CONTROL MEASURES
Injuries to Participants	As above for specific types of injury. The risk of injury is the same as with other tournaments	Low	
Harm to Spectators	Spectators will not enter the playing area (s) and should avoid reckless behaviour or any chants etc that are discriminatory, racial etc in nature.	Low	If any spectator is deemed to be behaving recklessly or offensively, they will be politely spoken to by a committee member. If behaviour escalates, either the Duty Manager at Iffley or Security Services (01865289999) will be informed.
Litter	All litter will be cleared up and placed in bins after the matches have finished	Low	
Alcohol	No Alcohol is allowed at Oxford University Sports Centre	Low	