

# **OXFORD UNIVERSITY ICE HOCKEY CLUB**

## **CODE OF CONDUCT**

**Last updated: 5 February 2010**

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### **1.0 Introduction**

- 1.1 The Club's name shall be the Oxford University Ice Hockey Club. Hereafter known as the OUIHC. OUIHC comprises of three teams: Men's Blues, Women's Blues and Men's Vikings.
- 1.2 "Being totally committed to the safety of its members, the OUIHC will operate so far as reasonably practicable, in accordance with the following document, it's risk assessment, the Proctors rules and current NGB guidelines."
- 1.3 The OUIHC are affiliated to the recognised National Governing Body for our sport:-

English Ice Hockey Association  
12 Arnside Avenue  
Blackpool  
FY1 6NB  
Webpage: <http://www.eiha.co.uk>

The English Ice Hockey Association has administered ice hockey in England since 1982. The EIHA is governed by Ice Hockey UK (<http://www.icehockeyuk.co.uk>) which was formed to take over from the British Ice Hockey Association as the National Governing Body. Affiliated to the International Ice Hockey Federation, IHUK is the internationally recognised umbrella body in the United Kingdom.

- 1.4 EIHA registration occurs following team selection in Michaelmas Term. Each player and Coach must be individually registered with the EIHA. It is the responsibility of each team's Secretary to register the players. The cost is presently £37.00 per annum for the Men's teams and £XX.00 per annum for the Women. The IIHF rulebook employed by the EIHA contains important information, in particular about Fair Play, Rules and Regulations, Referees, and Health and Safety. All these can

be accessed online via at <http://www.eiha.co.uk> at <http://www.iihf.com/iihf-home/sport/iihf-rule-book.html>.

- 1.5 The club will appoint a new committee in Trinity Term. The committee will serve for one complete academic year.
- 1.6 At least two members of the new committee will arrange a Safety Briefing/Compliance meeting with the Area Safety Officer (Sport) before the start of Michaelmas term. All clubs should have met with the ASO before the end of Michaelmas Term. 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 has an appointed Senior Member, Prof. Timothy Endicott of Balliol College, Oxford OX1 3BJ. Email: [timothy.endicott@law.ox.ac.uk](mailto:timothy.endicott@law.ox.ac.uk) .
- 1.8 It is the responsibility of any individual club member, 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 2008/09 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Training	Twice a week, Michaelmas and Hilary Term.	Oxford Ice Rink
Friendly Matches	Several times a year	Nationwide
Varsity Match	March	Oxford or Cambridge
Town vs. Gown	Michaelmas or Hilary Term	Oxford Ice Rink
Cuppers	Michaelmas or Hilary Term	Oxford Ice Rink
Tour	January (Men), December (Women)	Nationwide/Abroad

- 2.1 Varsity Match: The season is focused on the Varsity Matches against Cambridge University, which take place at the end of Hilary Term, alternating between home and away each year. There are two varsity matches, one each for the Men's Blues and Women's Blues teams. The Men's Vikings hold a challenge match with the Cambridge Eskimos. In home years it is the responsibility of the captains to send a letter of challenge to the Cambridge University Ice Hockey Club (CUIHC).
- 2.2 Town vs. Gown: The Men's Blues and Women's Blues compete annually against the top Oxford Men's and Women's teams respectively.
- 2.3 Other Matches: During the season matches against other teams will take place. The Men's Blues play against top amateur teams and lower professional/semi-professional teams. The Women's Blues compete in a league and play teams from their division. The Men's Vikings compete against amateur teams and the top university teams, other than Cambridge.
- 2.4 Practices: Practices take place, on average, twice a week for each squad during Michaelmas and Hilary terms. Optional ice-time is available during Trinity term.

2.5 Tour: Each team organises an annual tour over the break between Michaelmas and Hilary term. This is funded by the individuals who go on tour and is non-compulsory for members. It is the responsibility of the Secretaries to organise a tour.

2.6 Cuppers: Each year the OUIHC must organize a Cuppers competition, to be played at the end of during Term. Colleges may enter as many teams as they wish. All participants must be covered by appropriate insurance. It is the responsibility of the President and Secretary to organise and determine the exact nature of the Cupper Competition each year.

### 3.0 **Specialist Officers**

3.1 The OUIHC Executive Committee shall consist of seven members: The Club President, The Club Treasurer, The Club Vice-Treasurer, The Club Secretary, The Men's Blues Captain, The Women's Blues Captain and The Men's Vikings Captain.

3.2 During Trinity term the Men's Blues and Men's Vikings shall elect a Men's Blues Captain and a Men's Vikings Captain, and the Women's Blues shall elect a Women's Blues Captain.

3.3 During Trinity term the outgoing Executive Committee shall elect from the OUIHC membership a new Club President, Club Secretary, Club Treasurer and Club Vice-Treasurer of the OUIHC, all of whom must be fully matriculated members of the University. The Club Treasurer and Club Vice-Treasurer shall both be members of one of the two Blues Teams but shall not both be members of the same Blues Team. The Club President and Club Secretary shall both be members of one of the two Blues Teams but shall not both be members of the same Blues team.

3.4 During Trinity term, the outgoing Executive Committee shall further elect a Men's IT officer, a Women's IT Officer, a Men's Alumni Secretary, a Women's Alumni Secretary, a Men's Equipment Officer, a Women's Equipment Officer and a Safety Officer from the members of the OUIHC.

3.5 The duties and responsibilities of these individual officers are described in the Constitution.

### 4.0 **Event Organiser, Activity Leaders and Coaches and/or Instructors**

4.1 Event Organisers will be appointed for each specific event by individual teams, i.e. Tour, Varsity.  
In the case of varsity, the President of the OUIHC will oversee the event.

4.2 Varsity Match: The captains of the Men's and Women's Blues teams are responsible for holding an annual Varsity match (VM) against Cambridge University; the Captain of the Viking's team is responsible for holding a challenge match annually against Cambridge University. These responsibilities include (home year) sending a letter of challenge to the Captain of the appropriate Cambridge squad, making tickets available to Oxford and Cambridge Supporters, publicising the event, ensuring that first-aiders are on hand for the match and the safety of spectators and players to and from the VM. Captains may delegate their VM duties.

4.3 Town vs. Gown: The Captains of the Men's and Women's Blues may choose to organise an annual Town vs. Gown match against the appropriate local team. If they choose to do so their responsibilities include making tickets available to supporters, publicising the event, ensuring that first-aiders are on hand for the match and the safety of spectators. Captains may delegate their Town vs. Gown duties.

4.4 Other Matches: It is the responsibility of the Secretary's of the three squads to organise other matches through the course of the year, their duties may be delegated, but include (home matches)

booking ice time, getting EIHA approved referees, ensuring everyone who plays is registered (and hence insured) with the EIHA and (away match) organizing transport to and from the match, and completing the Trip Registration forms within the required deadlines.

- 4.5 Practices: It is the responsibility of the Captains of the three squads to organise and run practices throughout the year. If they delegate such responsibilities to a Coach or player/coach they must ensure that such an individual is qualified and registered with the EIHA. The Captains are responsible for safety of members during practices. If an incident or “near miss” occurs the Captain 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 Captains and Coaches are required to complete a “Club Coach or Instructor” Personal Details form.
- 4.6 Tour: The individual team secretary is responsible for organising his/her own team, if desired by the teams Captain, during Christmas vacation. All safety guidelines must be observed whilst on tour. The Secretary must further ensure that players have appropriate insurance, particularly when touring abroad. The Treasurer is responsible for overseeing the finances of the tour, and must keep hold of a detailed record of the money that is spent on the tour.
- 4.7 Cuppers; it is the joint responsibility of the President and the Secretary of OUIHC to organise and run a cuppers event to be played at the end of Trinity term each year. Colleges may enter as many teams as they wish. Appropriate Insurance cover must be arranged. No alcohol is to be permitted at Cuppers, and anyone who is observed to be a hazard to themselves or others must be asked to leave. Usually Cuppers takes the form of two 5-minute period ‘Iron Man’ matches between teams organized into a round robin round, semi-final round and final. Goalkeepers may be exchanged between teams. It is at the President’s discretion to revise these rules.
- 4.8 The name of the Club appointed Coaches/Instructors for **2008/2009** are:

NAME	POSITION	QUALIFICATIONS	E-mail
Julian de Hoog	Coach (Men’s Blues)	EIHA Level 1	julian.dehoog@comlab.ox.ac.uk
Calum Nicholson	Coach (Men’s Blues)	EIHA Level 1	calum.nicholson@sant.ox.ac.uk
Robert Nevin	Coach (Men’s Vikings)	EIHA Level 1	robbienevin@gmail.com
Tim Freeland	Coach (Men’s Vikings)	EIHA Level 2	tim.freeland25@googlemail.com
Hannah Carnegie	Coach (Women’s Blues)	EIHA Level 2	hannah.carnegy-arbuthnott@some.ox.ac.uk

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.

4.8 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 or Club Activities**

5.1 University or Club activities shall be distinguished as any activity that:

- a) Is conducted under the name of the University of Oxford; or

- b) Publicised at OUIHC meetings; or
- c) Is publicised on OUIHC web sites, journals, leaflets, notice boards etc; or
- d) Is funded in any way by the University Sports Federation or the OUIHC; or
- e) Requires the use of equipment owned by the OUIHC, University, or Sports Federation; or
- f) Requires transport booked through the University or Sports Federation.

**6.0 Activity Registration**

- 6.1 The Captain of each team is responsible for informing members of his/her team of the proposed activities for the year highlighting safety issues where appropriate. The Captain is also responsible for ensuring that coaches are qualified and registered with the EIHA and Sports Federation.
- 6.2 The President, Treasurer and Vice-Treasurer are jointly responsible for informing potential members and returning members of the costs associated with joining the OUIHC including subscriptions, equipment costs and tour costs.
- 6.3 The Secretary of each team is responsible for registering new or modified activities with the ASO. Such new activities must conform to the OUIHC’s Code of Conduct. The Secretary is also responsible for ensuring that players have filled out and returned an up to date medical form listing medical history, allergies and next of kin when they register for each new season. The Secretary of each team is further responsible for submitting a ‘Trip Registration Form’ before any away matches or Tours and delivering this to the ASO. In the case of tours abroad this must be completed a month in advance.

**7.0 First Aid**

- 7.1 The President must be made aware of persistent medical problems or previous injury of an individual that could jeopardize the safety of the group. This must be accomplished in such a way as to preserve the privacy of the individual in question. Players must fill out medical forms if they do not wish to disclose any information.
- 7.2 It is the responsibility of the President of the OUIHC to ensure that appropriate First Aid resources are available at the Oxford Ice Rink during games and practices, and to make members aware of their whereabouts.
- 7.3 The name of the Club trained and/or qualified First Aiders for 2008/09 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
Julian de Hoog	Captain	Sportsfed First Aid course	julian.dehoog@comlab.ox.ac.uk
Eugene Cullen	Regular member	Sportfed First Aid course	jed.cullen@gmail.com

**8.0 Accident and Emergency Procedures**

- 8.1 The OUIHC Club will follow the Club’s Accident and Emergency Procedures.
- 8.2 In the event of a serious injury or fatality the following procedures 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 OUIHC, or University Officials.

- 8.3 If an incident or “near miss” occurs, the Captain 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.

### **9.0 Training Courses**

- 9.1 In an effort to promote the highest standards of instruction, training and safety, the OUIHC actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport.
- 9.2 Due to the transitional nature of the OUIHC, the current committee must anticipate changes in membership and ensure that the appropriate individuals are selected for training, to allow OUIHC to benefit from their experience in the following academic years. Where training courses are available, it is the responsibility of the Secretary to inform and organize training of potential leaders.

### **10.0 Clubs Complaints Procedure**

- 10.1 In the event of a complaint against the OUIHC, the President should be contacted.
- 10.2 Within a week of the complaint being received, the President shall convene a meeting between the complainant, the President and two additional members of the Executive Committee (one from each team that the complainant is not part of) this shall be referred to as the Complaints Committee. If the President is implicated the Secretary shall convene the Committee.
- 10.3 If necessary, the President shall convene a further meeting, calling any members of the club deemed necessary to present their conduct to the Complaints Committee.
- 10.4 If a mutually satisfactory settlement cannot be reached, an emergency meeting of the OUIHC Executive shall be called to discuss the implications of the complaint. In advance of the meeting the President and the individual(s) in question shall approach the Sports Federation about subsequent action.

### **11.0 Governing Body Recommendations**

- 11.1 The OUIHC 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 and agree to abide by and enforce the rules of the Club Constitution,  
Code of Conduct, Risk Assessment and Office to which I hold.

<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>President</b>	<b>Roderick Lubbock</b>	
<b>Secretary</b>	<b>Laura Vittet-Adamson</b>	
<b>Treasurer</b>	<b>David-Putnins</b>	
<b>Vice-Treasurer</b>	<b>Melissa Friedman</b>	

<b>Safety Officer</b>	<b>Jake Harris</b>	
<b>Men's Alumni Officer</b>	<b>Julian de Hoog</b>	
<b>Women's Alumni Officer</b>	<b>Anne-Marie Trachmann</b>	
<b>Men's Equipment Officer</b>	<b>Rob Bradbury</b>	
<b>Women's Equipment Officer</b>	<b>Laura Vittet-Adamson</b>	
<b>Men's Blues Captain</b>	<b>Julian de Hoog</b>	
<b>Men's Blues Secretary</b>	<b>Rob Bradbury</b>	
<b>Women's Blues Captain</b>	<b>Anne-Marie Trachmann</b>	
<b>Women's Blues Secretary</b>	<b>Laura Vittet-Adamson</b>	
<b>Men's Vikings Captain</b>	<b>Robert Nevin</b>	
<b>Men's Vikings Secretary</b>	<b>Robert Nevin</b>	