

OXFORD UNIVERSITY MOTORS DRIVERS' CLUB

CODE OF CONDUCT AND SAFETY POLICY 2023/2024

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1.0 Introduction

- 1.1. "Being totally committed to the safety of its members, the 2022/2023 Oxford University Motor Drivers' Club will operate so far as reasonably practicable, in accordance with the following document, it's risk assessment, the Proctors rules and current NGB guidelines."
- 1.2. The Oxford University Motor Drivers' Club is affiliated to the recognised National Governing Body for our sport:-

Motorsport UK
Bicester Motion
OX27 8FY

Telephone: +44 (0)1753 765000
Fax: +44 (0)1753 682938
Email: hello@motorsportuk.org

Website: www.motorsportuk.org

- 1.3. It is the responsibility of the Secretary *or* Senior Member to ensure that affiliation/membership is paid on the due date of the 20th November 2022, 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 at the Annual General Meeting in Trinity Full Term. The committee will serve for one complete academic year.
- 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 Dr Robert Jacobs.
- 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 2022/2023 our proposed activities will be (subject to change):

Activity	Details
Beginners Karting.	3x indoor karting events per term.
Social events (e.g., meeting for drinks, dinner).	2x social events per term.
Cuppers Karting	Inter-college karting competition in Hilary Term.
Blues racing team; consisting of indoor and outdoor karting squads.	Blues indoor karting squad – 8x indoor training sessions per term 4x indoor competitions per academic year Blues outdoor karting squad – 4x outdoor training sessions per term 6x outdoor competitions per academic year

Blues racing team; consisting of indoor and outdoor karting squads.	<p>Blues indoor karting squad – competing in the British Indoor Karting Championship.</p> <p>Blues outdoor karting squad – competing in the British Universities Karting Championship (BUCS equivalent), and the Varsity Match.</p>
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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:

Committee Position	First Name	Surname	College	Oxford University Email Address
President	Anje	Sharma	Exeter	aanjaneya.sharma@exeter.ox.ac.uk
Secretary	Zain	Parvez	Corpus Christi	zain.parvez@ccc.ox.ac.uk
Treasurer	Max	Northcott	St Anne's	max.northcott@st-annes.ox.ac.uk
Senior Member	Robert	Jacobs	Magdalen	robert.jacobs@chem.ox.ac.uk
Welfare Officer				
IT Officer				
Vice-President	Adam	O'Neill	New	adam.oneill@new.ox.ac.uk
Vice-President	Tom	Taylor	Lincoln	thomas.taylor@lincoln.ac.uk
Indoor Karting Officer	Nikita	Jain	Oriel	nikita.jain@oriel.ox.ac.uk
Cuppers Officer	George	Drayson	Oriel	george.drayson@bnc.ox.ac.uk
Social Events Officer	Marcus	Fforde	Oriel	marcus.fforde@oriel.ox.ac.uk
Diversity & Inclusion Officer				
Women's Officer	Chendan	Luo	St Edmund Hall	chendan.luo@seh.ox.ac.uk
Blues Racing Captain	Miles	Wrightman	Keble	miles.wrightnan@keble.ac.uk
Social Media Officer				
Veteran's Officer (alumni)	Will	Illiffe		will.illiffe.oxfordalum@hotmail.com

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 Oxford University Motor Drivers' 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 2022/2023 are:

NAME	POSITION	E-mail
Anje Sharma	President	aanjaneya.sharma@exeter.ox.ac.uk

- 4.2. The name of the Club appointed Activity Leaders for 2022/2023 are:

NAME	POSITION	E-mail
Anje Sharma	President	aanjaneya.sharma@exeter.ox.ac.uk

- 4.3. The Club have no appointed Coaches/Instructors for 2022/2023.

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 Oxford University Motor Drivers' 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 University Motor Drivers' 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 University Motor Drivers' 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 2022/2023 are:

NAME	POSITION	QUALIFICATIONS	E-MAIL
To be added at end of TT22.	To be added at end of TT22.	To be added at end of TT22.	To be added at end of TT22.

8.0. Accident and Emergency Procedures

- 8.1. The University of Oxford University Motor Drivers' 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 University Motor Drivers' Club actively encourages it's 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.

5. 11.0. Governing Body Recommendations

The Oxford University Motor Drivers' 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.

Committee Position	First Name	Surname	Signature
President	Anje	Sharma	AS
Secretary	Zain	Parvez	ZP
Treasurer	Max	Northcott	MN
Senior Member	Robert	Jacobs	
Welfare Officer	Zain	Parvez	
IT Officer	Anje	Sharma	AS
Operations Officer	Tom	Taylor	
Indoor Karting Officer	George	Drayson	George
Cuppers Officer	George	Drayson	
Social Events Officer	Marcus	Fforde	
Diversity & Inclusion Officer	Amol	Dhekane	
Women's Officer	Chendan	Luo	
Blues Racing Captain	Miles	Wrightman	Miles Wrightman
Social Media Officer			
Veteran's Officer (alumni)	Will	Illiffe	To be added at end of TT22.

13.0. The Code of Conduct for the Oxford University Motor Driver's Club

- 1) The Oxford University Motor Driver's 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 Zain Parvez can be contacted for informal advice, including in relation to how you make a complaint, at zain.parvez@ccc.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).