



CODE OF CONDUCT FOR THE ESSEX BLADES Athletics CLUB

1. Introduction

The following constitutes the code of conduct for The Essex Blades Athletics Club.

1.1 -

The Athletics club is an affiliated member of the Essex Blades. As such all members of the Athletics Club agree to adhere to the Essex Blades Code of Conduct, Constitution, general rules and other regulations of this organization (can be found here: www.essexstudent.com/sport/forms/), as well as that of the Students' Union and the University. Individuals found to be in breach of the club/Essex Blades code of conduct, constitution or other policy may be subject to disciplinary procedures.

1.2 The Athletics club affiliates to the National Governing Bodies and sports organizations.

1.3 The Athletics club aims to provide a medium for developing student sport and enabling more people get into the sport. At the same time, the Athletics club also aims to build up a highly professional student Athletics team at the University of Essex.

2. Club Officers

Position	Name	Role
President	Jonathan Devaux	Responsible for the general day to day running of the club, including deposit collecting for Wednesday's sessions.

Vice President	Filipa McQueen Goncalves	Will assist the president with club session bookings and deposit collecting.
Secretary	Riddhi Shukla	The secretary will prepare the agendas for meetings and keep minutes for such meetings.
Treasurer	Hursh Patel	Shall be responsible for all the clubs expenditure and petty cash. Regular reports and estimates of expenditure will be prepared.
Social Secretary	Wan Ashraf Tambrin	The social secretary will organize a wide range of social events to help club members get to know each other.
Social Secretary	Dan Mitchell	The social secretary will organize a wide range of social events to help club members get to know each other.
Track & Field team captain	Faith Oyewole Tokode	The track & field team captain is required to ride for the team and attend competitions. The captain will select the teams and organize try outs.
Cross Country team captain	Jonny Keogh	The cross country team captain is required to ride for the team and attend competitions. The captain will select the teams and organize try outs.
Communications officer		The media officer will maintain social network sites, and

		maintain the image of the Athletics club. Keeps club members updated on events through email and the facebook page
Welfare Officer	Wan Ashraf Tambrin	The Welfare officer is to ensure everyone is safe and should make themselves known to the club and is the first point of call if any issue arises.
Field Coach	Billy Praitm-Singh	The Field Coach is responsible for training the field athletes
Alumni Officer	Tyler Shillingford	The Alumni Officer is responsible for organising derby day and alumni weekend
Volunteering & Fundraising Officer		Responsible for Volunteering and Fundraising on behalf of the club

3. Club Participation and Activities

In order for a student to participate in the Athletics club activities they must first become a member of the Essex Blades and then join the Athletics club.

3.1 The club participates in the following weekly activities.

Activity	Day	Time	Site of Activity
Team training session	Wednesday	2-3:30pm	Colchester Garrison Track
Competitions	Varying competitions a year at a variety of locations		Variety of locations, mainly in London, however BUCS competitions are usually held in

			Sheffield and Bedford
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3.2 The club also plans to participate in the following activities in the forthcoming academic year,

Activity	Potential Date	Potential Site	Activity leader
Freshers fair	Freshers week - October	Squares on campus	President
Come & Try	Freshers week	Garrison Track	President/ Captains
Fundraising event for the club	Second term	To be confirmed	Charity & Fundraising Officer
Voluntary work	Second term	To be confirmed	Charity & Fundraising Officer
Tour	Easter break	To be confirmed	Social Sec

3.3 Club members will supply personal details and completed trip registration forms for the club, to be passed onto an Essex Blades Executive at least 1 week prior to the commencement of the tour/trip.

3.4 The club will provide the following details of trips or tours at least one week prior to departure. (Details to include departure and return times, costs incurred)

4. First Aid and Other Relevant Qualifications

The Athletics club will be committed to having the following first aid cover available within the club.

4.1 Currently the Athletics club has the following first aid trained members

Name of Member	Position	Qualification
Jonathan Devaux	President	First Aid
Grace Taylor	Member	First Aid

5. Students' Union, University and Personal Activities

Students' Union, University and club activities can be classed as one or more of the following,

- Any activity which is being conducted under the name of the university or students' union
- Any activity publicised under the name of the university, students' union or club, via any connected website, leaflet, journal or notice board etc.
- Funded by the university, the students' union or club
- Utilising any university, students' union or club equipment
Using any transport booked via the university or students' union

6. Accident and Emergency Procedure

In the case of minor incidents such as minor sporting injuries that take place members in the Athletics club will inform the Sports Development Manager at a convenient time and complete an accident report form. In the case of major incidents the following procedure will be followed by club members when **away** from the University campus,

- Identify any first aid trained individuals who could help to ensure the comfort of the casualty but not move them.
- Contact the emergency services on **999**.
- Ensure safety of the rest of the group
- Contact the University information desk on : 01206 872222 who will contact student support
- When phoning the University, supply your name and where you are calling from, the club/student involved, the nature of the incident, name of the hospital where the casualty has been taken and the name of any policeman involved.
- The Director of Student Support or the deputy will telephone you back and inform you of what to do next. Make no comment to the media and ensure that none of the group does either.

6.1 If an incident happens **on** the University site the security office will be contacted immediately by a club member via the sports centre during opening times, on internal telephone number **2222**, who will then be able direct the ambulance service to the correct area of the University

6.2 Where an incident requires any form of medical or first aid treatment, a committee member of the Athletics club will fill in an accident report form detailing the accident within 3 days of the incident taking place. Any near miss that can be attributed as being caused by Students' Union or University equipment and/or club or individual club member behaviour

will require a committee member to complete a near miss form within 3 days of the incident.

7. Club and Individual Conduct and Behaviour

7.1

Members must take care to listen carefully to instructions from whoever is running sessions for their personal safety and the safety of others.

7.2 Any transgression of this disciplinary code may be dealt with using in the first instance by members of the Athletics Club committee as they see fit.

7.3 Any transgression of discipline deemed to be more severe will be investigated by the VP Student Experience of the Students' Union and a panel of independent staff or Essex Blades Executive Committee members.

8. Complaints Procedure

If any club member is unhappy with any aspect of the club they can utilise the following complaints procedure in order to raise this issue:

- 1) Contact any member of the Athletics club executive committee via email addresses provided / in person before/during/after sessions.
- 2) Contact the Students' Union Sports Office by email (blades@essex.ac.uk) or phone (01206 863211)

9. Declaration

The following Athletics club committee members agree to uphold and deliver the terms and principles of this document.

Name	Position	Signed	Date
Jonathan Devaux	President	JDevaux	27/07/2019
Filipa McQueen Goncalves	Vice president	Filipa McQueen Gonçalves	27/07/2019
Faith Oyewole Tokode	Track & Field team captain	Faith Oyewole Tokode	27/07/2019
Jonathan Keogh	Cross Country team captain	J.Keogh	27/07/2019
Hursh Patel	Treasurer	H.Patel	27/07/2019
Wan Ashraf Tambrin	Social Secretary	Wan Ashraf Tambrin	27/07/2019
Dan Mitchell	Social Secretary	D.Mitchell	27/07/2019

Riddhi Shukla	Secretary	R.Shukla	27/07/2019
Wan Ashraf Tambrin	Welfare Officer	Wan Ashraf Tambrin	27/07/2019
Tyler Shillingford	Alumni Officer	T.Shillingford	27/07/2019
Billy Praim-Singh	Field Coach	B.Praim-Singh	27/07/2019
N/A	Volunteering & Fundraising Officer		
N/A	Communications Officer		

Name	Position	Signed	Date
Lewis Higgins	Sports Coordinator	L.Higgins	28.08.2019
Michael Banahene	VP Student Experience		