

Oxford University Gliding Club Code of Conduct  
2018/2019  
The OUGC Committee 2018/19  
13 May 2018

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**1.0 Introduction**

1.1. OUGC Committee's Policy Statement on Safety

"Being entirely committed to the safety of its members, the Oxford University Gliding 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. Affiliation to WGC and BGA

The Club is affiliated to the Bicester Gliding Centre (BGC) based at Bicester Airfield, and operates under Bicester Gliding Centre safety guidelines. Through BGC, OUGC is also affiliated to the British Gliding Association, the national governing body for Gliding in the UK.

Bicester Gliding Centre  
Bicester Airfield  
Skimmingdish Lane  
Bicester  
Oxfordshire  
OX26 5HA

Telephone Number: 01869 252493 (Main Office)

E-mail: [enquiries@bicestergliding.com](mailto:enquiries@bicestergliding.com)

Web: <http://www.bicestergliding.com/>

British Gliding Association

8 Merus Ct

Leicester

LE19 1RJ

Telephone Number: (0116) 289 2956

E-mail: [bga@gliding.co.uk](mailto:bga@gliding.co.uk)

Web: [www.gliding.co.uk](http://www.gliding.co.uk)

### 1.3. BGA Affiliation

It is the responsibility of BGC to ensure that affiliation/membership is paid. 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. Election of Committee

The club will appoint a new committee during the AGM in the second week of Trinity Term, or at some other time agreed upon by the committee of the proposed time is unsuitable. The committee will serve for one complete academic year.

### 1.5. Meeting with the Area Safety Officer (Sport)

The President of the committee will arrange a Safety Briefing/Compliance meeting with the Area Safety Officer (Sport), at a time-frame determine by the Area Safety Officer (Sport). All clubs must have met with the ASO before the end of Michaelmas Term.

### 1.6. Renewal of Club Documents

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. Senior Member

The club's appointed "Senior Member" is Dr Chris Ballance, Physics/Magdalen College.

### 1.8. Medical Conditions of Members

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 Gliding. All members must declare their safe health on the relevant section of the BGC membership form before they fly. Prior to flying solo, members must meet the BGA's medial requirement for all glider pilots: Those under the age of 25 years can self-declare their medical fitness, while those of age 25 year or older must complete and have signed by their GP a medical declaration form. If there is an issue of a sensitive nature, then this may be raised with the Area Safety Officer (Sport)

### 1.9. Publication of Safety Documents

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

ACTIVITY	DATE	LOCATION
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Normal Training	Every Weekend (including vacations)	Bicester Airfield.
Winter Training Camp	December 2018	Bicester Airfield
Easter Expedition	A weekend in February	TBC
Varsity Match	Early July 2018	Gransden Lodge
Bicester Regionals	August 2018	Bicester
Annual Dinner	May 2019	Oxford

### 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:

Position	Name	E-MAIL
President	Tor Walberg	<a href="mailto:walbergtor99@gmail.com">walbergtor99@gmail.com</a>
Treasurer	Ka Ho tam	kaho.tam.ph@gmail.com
Captain (Mens and womens)	Chia-Man Hung	chiaman.hung1@gmail.com

3.2. Club Men's Captain

3.3. Club Women's Captain

3.4. Equipment Officer

3.5. Safety Officer

3.6. Fundraising Officer

3.7. Social Secretary

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 University of Oxford Gliding 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](http://www.sport.ox.ac.uk).

4.2. The name of the Club appointed Activity Leaders for 2018/2019 are:

Position	Name	E-MAIL
Men's/Women's Captain	Chia-Man Hung	chiaman.hung1@gmail.com

4.3. The Club has neither club instructors nor coaches, but instead uses qualified Instructors from Bicester Airfield.

#### 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 BGA qualified instructor.

### 5.0. University Sports Club Activities

5.1. The University of Oxford Gliding 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 University of Oxford Gliding 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 University of Oxford Gliding Club will follow the guidelines for First Aid provision, as detailed in section 12 of the safety webpage.

### 8.0. Accident and Emergency Procedures

8.1. The University of Oxford Gliding Club will follow the Accident and Emergency Procedures, as detailed in section 7 of the safety webpage and/or Bicester Gliding Centre guidelines as appropriate.

### 9.0. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, the University of Oxford Gliding Club actively encourages its 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. Directions of Complaints

Complaints specifically concerning Club safety or operational matters should initially be addressed to the Club President [president@ougc.org](mailto:president@ougc.org). If this does not prove satisfactory a written complaint should be made to the Sports Federation President [ousfpresident@sport.ox.ac.uk](mailto:ousfpresident@sport.ox.ac.uk). The matter will be considered at the next available OUSF Executive Committee meeting. Consultations may also take place with the ASO (Sport). Complaints specifically concerning Bicester Gliding Centre should be addressed to the President, who is the representative of OUGC at BGC. If this does not prove satisfactory, complaints should be addressed to the appropriate authorities at the BGC.

### 11.0 Club Social Functions

Social functions form an important part of a club's activities. As a result Clubs have a responsibility for any organized activity, including social events. Please be reminded that Clubs should under no circumstances place students under any pressure to take part or pass any form of initiation as part of their membership of the Club. All students should be able and encouraged to participate in student activities in an atmosphere free from discrimination or fear. All clubs are reminded that they operate within the overall framework of Oxford University and as Oxford University Club cases of disrepute at social functions will be treated seriously.

### 12.0. Governing Body Recommendations

12.1. The University of Oxford Gliding Club will operate so far as reasonably practicable, in accordance with current Bicester Gliding Centre and BGA guidelines.

12.2. The club recommends that both pre-solo and solo pilots own and have read a copy of the latest edition of the 'Laws and Rules for glider pilots' which is published by the BGA. Members should read the flying order book at: [http://www.bicestergliding.com/flying-orders/Flying\\_Order\\_Book-2018.pdf](http://www.bicestergliding.com/flying-orders/Flying_Order_Book-2018.pdf).

### 13.0. 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.

Position	Name	Signature
President	Tor Walberg	
Captain	Chia-Man Hung	
Treasurer	Ka Ho Tam	
Membership Secretary	Yusef ikbal Oldaç	
Senior Member	Chris Ballance	
Maintenance Officer	Rowan Border	
Social Secretary	Yoon-Young Lee	

IT Officer	Bogdan Toader	
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#### **14.0. The Code of Conduct Guidelines.**

The Code of Conduct Guidelines can be used as an appendix to the Code of Conduct and the information is available in section 6 of the safety webpages at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk).