

## OXFORD UNIVERSITY POLO CLUB

### CODE OF CONDUCT 2023/24

#### 1. Introduction

- 1.1. Being totally committed to the safety of its members, the Oxford University Polo Club will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors rules and current NGB guidelines.
- 1.2. The Oxford University Polo Club is affiliated to the recognised National Governing Body for our sport:  
  
The Hurlingham Polo Association: Manor Farm, Little Coxwell, Faringdon Oxfordshire SN7 7LW  
  
Telephone Number: (01367) 242828  
  
Fax Number: (01367) 242829  
  
E-mail: [enquiries@hpa-polo.co.uk](mailto:enquiries@hpa-polo.co.uk)  
  
Website: <http://www.hpa-polo.co.uk>
- 1.3. It is the responsibility of the Treasurer to ensure that affiliation/membership is paid on the due date, and any information on new or current “Best Practice” requested. A copy of the affiliation form should be provided to the Sports Department and its nominated officers as soon as the affiliation/membership is renewed and where possible.
- 1.4. The club will appoint a new committee on 3<sup>rd</sup> week of Hilary Term. The committee will serve for one complete year.
- 1.5. The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Sports Department and its nominated officers at an agreed time after the appointment of the new committee.
- 1.6. 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 Sports Department and its nominated officers.
- 1.7. The Club Code of Conduct, Risk Assessment and Constitution shall be sent out to Members when they join the club.

#### 2. Zero Tolerance of Harassment

- 2.1. The Oxford University Polo 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.
- 2.2. The Club recognises that social functions form an important part of club activities. As a result, the Club undertakes responsibility for any organised activity, including social events. Under no circumstance will the Club place students under pressure to take part in, or pass any form of initiation as part of their membership of the Club. All students will be able and encouraged to participate in student activities in an atmosphere free from discrimination or fear.
- 2.3. 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.

- 2.4. All members of the Club are expected to:
  - 2.4.1. treat other members with dignity and respect;
  - 2.4.2. discourage any form of harassment by making it clear that such behaviour is unacceptable; and
  - 2.4.3. support other members who feel that they have been subject to harassment.
- 2.5. “Harassment” includes in particular the following conduct, however carried out (including online):
  - 2.5.1. verbal or physical bullying or threats
  - 2.5.2. sexual harassment including unwanted physical conduct, sexually explicit remarks or sexual assault
  - 2.5.3. racist behaviour or comments
  - 2.5.4. homophobic or transphobic behaviour or comments
  - 2.5.5. victimisation
  - 2.5.6. religiously motivated abuse
- 2.6. 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.
- 2.7. The Club’s designated welfare officer and club secretary, Ayaka Shinozaki, can be contacted for informal advice, including in relation to how you make a complaint, at [secretary@oupoloclub.co.uk](mailto:secretary@oupoloclub.co.uk). Support and advice is also available from the Sports Federation.
- 2.8. The Club Complaints Procedure provides steps for dealing with internal complaints.
- 2.9. University of Oxford students can also seek support from:
  - 2.9.1. one of the University’s harassment advisors;
  - 2.9.2. college harassment advisors (for members of Oxford colleges);
  - 2.9.3. their college deans or other officers with pastoral responsibilities, the Common Room welfare or equal opportunities officer or a student peer supporter;
  - 2.9.4. Oxford SU’s Student Advice Service
  - 2.9.5. Student Welfare and Support Services including:
    - 2.9.5.1. the University Counselling Service; and
    - 2.9.5.2. the University’s Sexual Harassment and Violence Support Service
  - 2.9.6. 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).

### **3. 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:
  - 3.1.1. Chairman: Camilla Hyslop
  - 3.1.2. Captain: Thomas Gordon-Colebrooke
  - 3.1.3. Secretary: Ayaka Shinozaki
  - 3.1.4. Treasurer: George Tebbutt
  - 3.1.5. Polo Manager: Anthony del Rio
  - 3.1.6. Social Secretary: Open position
  - 3.1.7. Sponsorship & Stash Officer: Zelda Hollings
  - 3.1.8. Social Media & Press: Cadence Webley
  - 3.1.9. Coach & Horsemaster: Hector Worsley