



UNIVERSITY OF THE WEST OF ENGLAND ARCHERY CLUB

CODE OF PRACTICE

1.0 INTRODUCTION

All extra-curricular activities at UWE are facilitated by UWE Students' Union [The Students' Union at UWE] & student led. Each activity has operating procedures. This document outlines the expectations of The Students' Union at UWE & the members of UWE Societies along with its aims to satisfy sport & society members & provide guidelines to cater for their well being, safety & behaviour whilst remaining a member of The Students' Union at UWE Sport & Activities Archery Club.

COMMITTEE

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All activities are student led & run by student for students, as a result a democratically student elected committee is appointed each academic year to govern the group in accordance with The Students' Union at UWE policy & procedure. Each year in the spring term the society or network holds an Annual General Meeting [AGM] where the incoming committee for the next academic year is elected. For more information please go to: <http://www.thestudentsunion.co.uk/opportunities/>

2.0 GENERAL INFORMATION

2.1 MEMBERSHIP TO THE STUDENTS' UNION AT UWE SPORT & ACTIVITIES

Membership is open to The Students' Union at UWE students, UWE & The Students' Union at UWE staff & The Students' Union at UWE life members in accordance with The Students' Union at UWE's constitution providing that they:

- i. Register their membership to the sport & or society through the online The Students' Union at UWE membership system & pay requisite membership in full
- ii. Read & agree to comply with The Students' Union at UWE Code of Practice

Members are also required to comply with the Centre for Sport "Conditions of Use" when using University hired or owned facilities.

The list of members entitled to participate in sports &|or activities will be kept on The Students' Union at UWE Membership system & accessed by the committee as well as The Students' Union at UWE Opportunities team.

Membership refunds can only be claimed within 20 working days of joining a sport or society, providing that the individual making the claim has not been selected to represent the University in any BUCS fixture or equivalent competition.

2.2 ARCHERY PURPOSE

To provide equal, equitable & safe opportunities for members of the University to participate in their chosen sport|activity. Activities shall include:

- Interaction with like minded individuals with a common interest
- Participation in appropriate competition [specifically BUCS]
- Introduce beginners & novices
- Provision for experienced performers
- Instruction on safe practice & technical aspects of the activity
- Support to progress as appropriate within performance & coaching | instruction parameters
- To encourage social activity & team work

UWE Activities shall make provision for the encouragement of the development of their respective activity as the Society Committee see fit.

2.2 AFFILIATION

All activities within The Students' Union at UWE Sport & Activities where applicable are to be affiliated to the appropriate National Governing Body [NGB].

2.3 INSTRUCTION

Training | rehearsal sessions for activities within The Students' Union at UWE will be conducted by instructors who

have appropriate qualifications. Instruction will cover: communication, footwear, clothing, equipment, & safety precautions. Any instructors are assigned to the activity by the Committee upon prior approval with The Students' Union at UWE Opportunities.

2.3.1 Beginner | Novice Procedure

EACH NEW MEMBER TO THE ACTIVITY WILL BE AFFORDED A FULL INDUCTION TO THE SOCIETY BY THE COMMITTEE OR WHERE MORE APPROPRIATE BY AN INSTRUCTOR.

BEFORE BEING ALLOWED TO SHOOT - ALL MEMBERS ARE BRIEFED ON SAFETY PROCEDURES IN ACCORDANCE WITH ARCHERY GB AND CLUB RULES.

AT EVERY CLUB SESSION IN ORDER TO SHOOT, THERE MUST BE AT LEAST ONE SESSION SUPERVISOR (RECOMMENDED BY THE COMMITTEE) PLUS ONE OTHER CLUB MEMBER PRESENT

SUITABLE UPPER GARMENTS (I.E. NOT LOOSE FITTING) TO BE WORN

APPROPRIATE CLOSED TOE FOOTWEAR TO BE WORN TO ALL SESSIONS.

THE CLUB PROVIDES ALL ARCHERY EQUIPMENT FOR CLUB SESSIONS

VENUE INDUCTION:

EACH NEW MEMBER WILL BE SHOW AROUND THE TRAINING | REHEARSAL VENUE & WILL BE MADE AWARE OF THE FACILITIES RULES IE: ACCESSIBLTY, WHAT TO DO IN THE EVENT OF AN ACCIDENT | INJURY, ACCESS TO DRINKING WATER, TOILETS, CHANGING ROOMS ETC & ANY QUESTIONS CAN BE ANSWERED BY SOCIETY COMMITTEE OR SESSION LEADERS.

EQUIPMENT:

ALL CLUB EQUIPMENT USED IS OWNED & INSURED BY THE STUDENTS' UNION AT UWE & MAINTAINED BY THE SOCIETY COMMITTEE. ANY DAMAGES OF EQUIPMENT SHOULD BE REPORTED TO A |COMMITTEE MEMBER.

2.4 TRIALS | SELECTION | AUDITION POLICY:

The Students' Union at UWE operates a policy that all individuals must trial | audition each year irrespective of ability. Members can be constantly re-assessed by committee members & coaching staff to aid selection. Any individual who does not experience this should in the first instance speak to the committee & if the situation has still not

been resolved; The Students' Union at UWE Opportunities Department.

2.5 TRAINING AND DEVELOPMENT

2.5.1 Coaching & Instruction Qualification

The sport shall seek to support persons actively involved in coaching | instructing | leading activities in attaining NGB Coaching, Official, Instructor or Group Leader Qualifications as appropriate. The society actively encourages members to complete these courses.

Student members where possible can receive support from the Volunteer Coaching Programme or up to 50% financial contribution [non-final year students only] at the discretion of the club committee & the Opportunities Manager collectively. This can only be attained if the club have budgeted accordingly.

2.5.2 Vehicle Qualification & Assessment

In order to drive The Students' Union at UWE hired vehicles all drivers must be tested & insured. The Students' Union at UWE Sport & Activities provides a nationally accredited Minibus Driver Awareness Scheme [MiDAS] practical & theory test, people carrier familiarisation & trailer towing training assessments. Any individual using their own transport is required to register their vehicles with The Students' Union at UWE & provide proof of driving license, tax, MOT & insurance. Failure to register own vehicles will result in no expense claim & may result in disciplinary action.

2.5.3 First Aid Qualification

The Students' Union at UWE Sport & Activities provides 1 day nationally accredited 1st aid courses for all members at a cost of £10.00. All Health & Safety Executive [HSE] approved 1st aid qualifications are recognised; contact sports.activities@uwe.ac.uk with name & proof of qualification for membership systems to be updated. The club actively encourages members to attend these courses.

3.0 HEALTH & SAFETY GUIDELINES

3.1 CLOTHING & EQUIPMENT

Activities must ensure that the appropriate clothing is worn & equipment used for the appropriate activity.

3.2 RULES & REGULATIONS

All sports & activities where applicable should be conducted according to the rules & regulations of the activity issued under the authority of the NGB.

The Students' Union at UWE recommends that all members have an up-to-date tetanus inoculation.

All activities irrespective of whether 'active' or 'social' organised by the sport or activity shall be run in accordance with these guidelines & those of their respective National Governing Body. Activities shall include:

- training | rehearsal | practice | competition

- Fitness & strength & conditioning
- All trips | outings
- Social trips | tours as appropriate

3.2.1 Coach | Instructor | Group Leader Role

It is the Coaches | Instructors | Group Leaders role to inform beginner | novices of all the safety features of the sport | activity. Also to write any training plans, supervise correct technique, ensure safety both on & off the respective apparatus whether that be on or in water, any training facility & to provide support during any training, competition or trip of UWE groups. Instructors & group leaders shall behave in such a manner as not to place members at any greater risk as that associated with normal participation.

3.2.2 Trips | Fixtures | Friendlies

Prior to visiting away locations & or using The Students' Union at UWE hired transport the sport or activity will complete the necessary "Trip Form" - which highlights details such as destination, date & time of departure & arrival, first aiders, a list of all those travelling, UWE ID & emergency contact names & telephone numbers.

ANY changes to the above details MUST be notified to The Students' Union at UWE Opportunities & the Gatehouse prior to departure. All travelling members MUST carry with them their UWE ID for identification purposes.

Where the sport | activity is participating in a competition, squad members will be informed via the team captain & /or sports committee of the travel arrangements, event arrangements & general requirements. Trip notification will be provided by one of the above to The Students' Union at UWE Opportunities.

NB: Regular Activities – not requiring specific trip notification to The Students' Union at UWE Opportunities are:

3.3 FIRST AID

First aid supplies should be signed out for all training, fixtures & trips & are available from The Students' Union at UWE Opportunities. **All student coaches | instructors | group leaders | captains should be qualified first aiders.**

Members are requested to advise their coach | instructor | group leader | team mates of any medication or medical condition which may affect their health | performance [this information must also be recorded on the online membership system] eg: Asthmatic - & where the inhaler is carried, diabetic, epileptic etc.

All accidents & injuries other than 'routine blisters | scrapes' must be recorded on an Accident Form & passed to the Opportunities Manager as soon as possible. Any member of a BUCS Representative squad requiring further sports physiotherapy treatment must be referred by the club sports physiotherapist or coach | instructor | group leader using an Injury Report or Accident Form.

Within the sport | society there should be at least 2 qualified 1st aiders per squad | group at any one time. Where possible a first aid kit shall be taken on every trip, training session & fixture.

NB: NURSING, STAR & PHYSIO STUDENTS DO NOT QUALIFY AS SUBSTITUTE 1ST AIDERS; UNLESS THEY HAVE AN UP-TO-DATE HSE APPROVED 1ST AID QUALIFICATION.

3.4 EQUIPMENT

No person shall use any equipment not specifically allocated to him or her without reference to the sport | society committee. Members remain responsible for monitoring the equipment they are using before & after every training session or match & reporting defects accordingly to The Students' Union at UWE Opportunities Department. All kit, footballs and equipment are owned by The Students' Union at UWE and maintained by UWE Activities. Members remain responsible for monitoring the equipment they are using before & after every outing & reporting defects accordingly to The Students' Union at UWE Opportunities.

NB:

- 1 All incidents | accidents with equipment must be reported to The Students' Union at UWE Opportunities using an incident form within 24hrs of the incident occurring.**
- 2 No clothing or equipment can be ordered or purchased without the express permission & authorisation of The Students' Union at UWE Opportunities. Failure to do so will result in disciplinary action.**

3.4.1 Repairs|Damage

Members have a responsibility to report all equipment damage | repairs & remedial work required. Failure to do so will lead to a suspension from the sport or activity for a period defined by the Committee or The Students' Union at UWE disciplinary.

3.5 ACCIDENT PROCEDURES

All Members MUST be aware of the accident | emergency procedures. An accident form must be completed & submitted to The Students' Union at UWE Sport & Activities Department as soon as possible.

If required, assistance from a 1st aider should be sought.

Report to sport | society officials any injuries or incidents, an accident form must be completed & submitted to The Students' Union at UWE Opportunities Department. All incidents | accidents are kept on file in The Students' Union at UWE Opportunities Department & are used to support any review of safety procedures.

In the event of any serious accident or incident which involves the Emergency Services or which could involve media attention please follow this procedure:

Assess the situation.

Ensure the safety of yourself then the group. Call the Emergency Services if necessary & ensure before you call that you are able to explain exactly where you are. You will also be expected to give them your name, the number from which you are ringing & a brief summary of the incident including possible injuries & the number of injured. If you are calling from a mobile you may in some circumstances need to ask them to ring you back if your call is indistinct.

1. Where possible treat any casualties **if it is safe to do so**. Always be aware of potential spine injuries – *never* move someone in this situation unless there is a more serious potential situation such as fire.

2. **Contact UWE as soon as possible by ringing:**

All accidents | incidents that occur **MUST** be reported to The Students' Union at UWE Opportunities Department:

Tel: 0117 32 82577 | 83288 | 82719 | 83291
Hours: 09.30hrs – 17.30hrs [Mon to Fri]

Alternatively the University Gatehouse [24hrs]

Tel: 0117 32 82552
Hours: 24hrs a day 7 days a week

All incidents resulting in injury occurring in a sports facility owned or hired by UWE **MUST** be recorded in the accident book, located in The Students' Union at UWE Opportunities Department 4th Floor F-Block, Frenchay Campus.

Please be prepared to give the following information:

- Your name
- The telephone number from which you are calling
- A brief summary of the incident & any injuries
- The number & names of people involved
- The name of any hospitals where casualties may have been taken
- The details of any police officers involved with the incident

3. You may be rung back if there are any further steps that need to be taken.

Do not make any statement to the media other than “no comment”. DO NOT discuss ANY aspect of the incident with anyone who is not connected with the emergency services.

3.6 INSURANCE

Fully paid members that have registered online on The Students' Union at UWE membership system involved in activity based sports & societies have insurance cover under The Students' Union at UWE BUCS PLATINUM Personal Injury Insurance Policy. This is not medical insurance, for which individuals remain individually responsible. Full details are available from The Students' Union at UWE Opportunities.

The Students' Union at UWE recommends that individuals take out appropriate individual insurance cover.

As The Students' Union at UWE property, all equipment is registered & insured with The Students' Union at UWE Opportunities upon completion of equipment inventory submission by the sport | society. The personal property of members is not covered unless specifically noted.

NB: Trips abroad: note that whilst this insurance applies individuals are responsible for ensuring they have:

- EHIC: European Health Insurance Card <http://www.ehic.org>
- Medical Insurance

These must be in place prior to attending any trip abroad

THE PERSONAL ACCIDENT INSURANCE PLAN FOR STUDENTS

SUMMARY OF COVER - PLATINUM

The purpose of this policy summary is to help you understand the insurance by setting out the significant features, benefits, limitations and exclusions. A full copy of the policy terms, conditions and exclusions is available on request from either:

Endsleigh Business or UWE Opportunities Department t: 0117 32 82577 | e: Kelly.Howard@uwe.ac.uk

Name of the insurance undertaking

The insurance is provided by CHUBB European Group Limited. Registered Address: 100 Leadenhall Street, London EC3A 3BP

Type of insurance & cover

This is a personal accident policy which pays out set financial benefits following an injury. Members of UWE Opportunities will be protected anywhere in the world whilst taking part in authorised organised sports events, or in training and practice sessions. What's more, they'll even be covered whilst travelling to & from any of these activities.

Significant features and benefits - Elite Cover

TYPE OF COVER	CASH BENEFIT
Accidental Death	£30,000
Permanent Disabling Injuries	up to £100,000
Temporary Total Disablement	£60 per week (excluding the first 7 days)
Loss of Earnings	£75 per week
Hospital Confinement	£40 per day (maximum 120 days)
Emergency Travel Expenses	Up to £500 (min claim £25)
Dental Expenses	Up to £1500 (£25 excess)
Supplementary Travel and Accommodation Expenses in the UK	Up to £1000
Course Deferral Expenses	Up to £3000
Coma	£140 per week
Broken Bones	Up to £1000
Primary Dislocation	£250

Physiotherapy following Broken Bones of Primary Dislocation	Up to £40 per session (subject to a maximum of 10 sessions)
Medical Certificate Expense	Up to £40

Significant and unusual exclusions or limitations

Your policy excludes some situations. Please refer to Section 5 of the policy wording for full details of exclusions and limitations.

- Any claim under £25 in respect of Travel Expenses cannot be considered.
- The first £25 of every dental injury claim is excluded.
- Benefits cannot be issued in the event of the insured person committing suicide or inflicting self-injury
- Insurers will not be liable for payment should the Insured person sustain injury whilst engaged in any of those activities strictly prohibited under the policy e.g. offshore racing, bungee jumping, fire walking etc.
- Bodily injury resulting from sickness & disease is not covered under the policy
- The cover does not extend to providing for the cost of seeking medical treatment. Such costs are typically met by a Medical Expenses policy.
- Insurers will not be liable for disabilities arising from repetitive strain injury or psychological disorders.

Duration of Policy

The policy will remain in force for 12 months from the date of commencement, or as otherwise shown on your policy schedule.

Claims Notification

You can make a claim by contacting:

- Endsleigh Business, Hadley House, Shurdington Road, Cheltenham, GL51 4UE
- t: 01242 866800 | f: 01242 866961 | e: ebis@endsleigh.co.uk

For forms, documentation & assistance please contact:

- UWE Opportunities Department, Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY
- t: 0117 32 82577 | f: 0117 32 82986 | e: Kelly.Howard@uwe.ac.uk

Your right to complain

We, as your insurance broker, will always aim to provide you with a high quality service. However, if you are not satisfied with the service provided please do not hesitate to contact us at the above details. We will ensure that every measure is taken to speedily address any concerns you may have.

The Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme [FSCS]. You may be entitled to compensation from the scheme if we cannot meet our obligations to you under your contract of insurance. If you were entitled to compensation under the Scheme, the level and extent of the compensation would depend on the nature of this contract. Further information about the Scheme is available from the Financial Services Compensation Scheme, 7th Floor Lloyd's Chambers, Portsoken Street, London, E1 8BN and on their website www.fscs.org.uk.

NB: Please ensure all accidents | incidents are reported to the Opportunities Department as a matter of urgency. If you have any questions in relation to insurance cover please contact the Opportunities Department

4.0 CONDUCT OF MEMBERS

Members should not act in any way that could foreseeably cause harm to themselves or anyone else & be aware that they owe a "Duty of Care" to those who are closely affected by their acts & omissions.

All Committee members must disclose relationships with any suppliers/partners or potentially risk creating organisations upon being elected into post.

Members are expected to abide by The Students' Union at UWE policy & procedures [copies available from The Students' Union at UWE Sport & Activities Department & The Students' Union at UWE Campus Offices] & if relevant their particular Regional & National Governing Body Guidelines. UWE Opportunities will abide by the safety codes of practice at all training facilities, fixtures or venues they attend.

Members will pay their own fines for any cautions or suspensions received. Neither the Sports Club, Society nor The Students' Union at UWE will take any responsibility financial or otherwise.

Any member or official who is deemed by The Students' Union at UWE Sport & Activities to be acting in an irresponsible manner or ignoring guidelines laid down in this Code of Practice may be subject to disciplinary measures by the respective club, The Students' Union at UWE Sport & Activities, University or the relevant National Governing Body. If it is not possible to identify the individual members not abiding by the Code of Practice, the Club Committee may be subject to disciplinary measures as deemed appropriate by the investigating team.

Where a sanction is being applied to a Club as a whole, it is not reasonable to expect a disciplinary panel to be held with the whole Club membership. As such, the investigatory team/disciplinary panel will use their discretion as to who attends at any Disciplinary hearings, and may limit this to the Club Committee only.

The benefits of membership to all sports & activities are conditional upon the proper conduct of members & such benefits may be to conditions or may be withdrawn in the event that it is shown that a member's conduct has breached The Students' Union at UWE's values or policies.

Speak Up

The Students' Union, and UWE Bristol want to create an inclusive campus where diversity is celebrated, antisocial attitudes and behaviours are challenged and any type of harassment, assault and discrimination aren't acceptable. We want you to #SpeakUp if you see or hear something that's not right, and be an active bystander.

Find out more [here](#), and find out how you can report anonymously [here](#).

4.1 ALCOHOL CONSUMPTION

No alcohol is to be consumed on board transport owned or organised by The Students' Union at UWE.

The Students' Union at UWE promotes responsible drinking.

Whilst engaging in social events please ensure that you remain with the group.

Each individual has responsibility for themselves to maintain safe alcohol consumption levels, to know your limits & keep well within them.

The Students' Union at UWE promotes responsible drinking. For more information: www.drinkaware.co.uk & www.knowyourlimits.gov.uk

4.2 INITIATIONS & ALCOHOL POLICY

Members of The Students' Union at UWE Opportunities will not apply peer pressure upon other individuals in social situations or otherwise.

Members of The Students' Union at UWE Opportunities will not carry out initiation* ceremonies unless it adheres in full to policy.

Members of The Students' Union at UWE Opportunities will not consume alcohol on minibuses, coaches, cars etc.

***Definition:** An initiation ceremony is an event in which members [often new members] of the club are expected to perform any activity as a means of gaining credibility, status or entry into that club. This peer pressure is normally [though not explicitly] exerted on first year students or members new to that particular club and may involve the consumption of alcohol, eating concoctions of various food stuffs, nudity and any behaviour that may be deemed humiliating.

All clubs that are proposing to hold any form of initiation must inform The Students' Union at UWE Sports and Activities Centre of the date & venue of their proposed initiation. A detailed plan of the event must be submitted to The Students' Union at UWE Opportunities Department *10 working days prior to the event*. A meeting will take place between The Students' Union at UWE Opportunities Staff & the respective committee in order to be approved. The event shall not go ahead without the prior The Students' Union at UWE Opportunities staff approval.

Drinking | Initiations

- Drinking | Initiations are opt-in only & shall have no bearing on any team | squad selection
- A non-alcoholic alternative must be provided throughout
- Members of The Students' Union at UWE Sports Clubs & Activities will not apply what may be perceived as peer pressure upon individuals in any social situation
- Organising committees | individual will be asked to sign this agreement

Breaches of this policy may result in a disciplinary hearing, carried out by The Students' Union at UWE Disciplinary Panel. The Disciplinary Panel will be made up of a total of staff & Officers from The Students' Union at UWE & the University where applicable.

Any breach of the procedure will result in one or more of the following:

- Removal of individuals from BUCS Competition
- Removal of teams from BUCS Competition
- Expulsion from The Students' Union at UWE Sports and Activities
- Removal of Clubs from BUCS Competition
- Expulsion from The Students' Union at UWE
- Disciplinary Proceedings by the University

If any incidents occur at the end of a season, the sanctions may be levied for the following year. As a member of The Students' Union at UWE Sports and Activities, you must understand that you have a responsibility to report to The Students' Union at UWE Opportunities staff any activities that break this code

4.3 FACILITIES

Members are expected to treat facilities, staff, & students at the University of the West of England & other institutions & establishments with the utmost respect.

4.4 EQUAL OPPORTUNITIES

"The University of the West of England Students' Union is a campaigning organisation which represents a diverse membership.

The Students' Union at UWE recognises that inequality, oppression & discrimination exists in this society.

The Students' Union will work towards a fairer society through ensuring greater equality of opportunity for its members & employees.

The Students' Union at UWE aims:

- To increase the quality of everyone's participation in the workforce & the educational process.
- To address attitudinal & organisational barriers to achieving greater equality of opportunity.
- To take positive action to promote fair employment practices & to eliminate discrimination against, & oppression of, individuals or groups of people on the basis of any of the following:

Gender, disability, sexuality, class, ethnicity, nationality, ethnic or national origin, colour, creed, religion, age, HIV, status, caring responsibilities, marital status.

The Students' Union at UWE believes that the oppression of the above groups & other discriminatory behaviour or language is unacceptable to the Union & will result in disciplinary action.

NOTE:

IF THE SPORT OR SOCIETY INCOMING COMMITTEE FAILS TO ATTEND THE ANNUAL COMMITTEE TRAINING IN THE SPRING | SUMMER TERM, THAT ACTIVITY WILL AUTOMATICALLY BE SHUT DOWN & AS A RESULT WITHDRAWN FROM ALL RELEVANT LEAGUES & ACTIVITIES FOR THE FORTHCOMING ACADEMIC YEAR.