



UNIVERSITY OF THE WEST OF ENGLAND BOAT CLUB

CODE OF PRACTICE

1.0 INTRODUCTION

All extra-curricular activities at UWE are facilitated by The Students' Union at UWE & student led. Each activity has operating procedures. This document outlines the expectations of The Students' Union at UWE 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 Opportunities. This document shall be the basis for the safe operation of the University of the West of England Boat Club.

COMMITTEE

Cameron	Foulis	cameron2.foulis@live.uwe.ac.uk
James	Wilson	jameswilson5011@outlook.com
Benjamin	Plank	benjamin2.plank@live.uwe.ac.uk
Lucy	Pullin	lucy.pullin92@gmail.com
Felix	Cook	felixcook05@gmail.com
Hollie	Buckley	holliebuckley05@gmail.com
Sophie	Eacock	s2.eacock@live.uwe.ac.uk
Oscar	Taylor	oscar63t@icloud.com
Archie	Sandman	archie2.sandman@live.uwe.ac.uk
Gabriella	Greathead	gabriella2.greathead@live.uwe.ac.uk
Ewan	Johnstone	ewanpeter@icloud.com

2.0 GENERAL INFORMATION

2.1 MEMBERSHIP TO THE STUDENTS' UNION AT UWE OPPORTUNITIES

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, possible top up membership payment is also available
- ii. Read & agree to comply with The Students' Union at UWE Activities 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 Students' Union at UWE Opportunities Department, Frenchay Campus, Coldharbour lane, Bristol, BS16 1QY.
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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 BOAT CLUB PURPOSE

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

- Like minded individuals with a common interest
- The introduction of beginners | novices
- Provision for experienced performers
- Participation in appropriate competition [specifically BUCS]
- Instruction on safe practice & technical aspects of the sports
- Support to progress as appropriate within performance & coaching parameters

UWE Boat club shall make provision for the encouragement of the development of the sport of rowing as the Club Executive see fit.

2.2 AFFILIATION

All clubs within The Students' Union at UWE Opportunities where applicable are to be affiliated to the appropriate National Governing Body [NGB]. All UWE Boat Club members having paid subscription & registered online are affiliated where applicable to BUCS via The Students' Union at UWE. UWE Boat club affiliates to British Rowing & individuals can take out racing licences if desired.

2.3 INSTRUCTION

Training sessions for Opportunities within The Students' Union at UWE will be conducted by instructors who have appropriate qualifications with British Rowing. Instruction will cover: communication, footwear, clothing, equipment, & safety precautions; including Boat house Induction.

All members must undertake a full Boathouse Induction & swim test prior to any water based activity taking place.

The instructors are assigned to the club by the UWE Centre for Sport. Novice crews will always be accompanied on the water by a coach or coordinator.

2.3.1 Beginner | Novice Procedure

THIS WRITTEN PROCEDURE IS INTENDED TO GIVE AN INSIGHT INTO 'GENERAL ROWING' FOR BEGINNERS & NOVICES HOW TO 'ROW SAFELY'. THIS PROCEDURE DOESN'T NECESSARILY SHOW ANY RISKS, BUT PROVIDES GUIDANCE TO THE SPECIFIC CODES THAT ARE PRACTISED EVERY DAY.

SWIM TESTS:

ALL MEMBERS ARE REQUIRED TO UNDERTAKE THE UWE SWIM TEST BEFORE THEY CAN BEGIN WATER BASED TRAINING; THIS IS DONE UNDER THE INSTRUCTION OF A QUALIFIED LIFEGUARD. ONCE SUCCESSFULLY BEEN COMPLETED THEY WILL HAVE THEIR BOATHOUSE INDUCTION PRIOR TO THEIR FIRST OUTING.

IT IS CONSIDERED '**GOOD PRACTICE**' BY THE NATIONAL GOVERNING BODIES [NGB'S] FOR WATER SPORTS THAT ALL PARTICIPANTS HAVE THE ABILITY TO SWIM. BEING CONFIDENT IN & AROUND WATER ALSO HELPS TO IMPROVE SKILL LEVEL & ENJOYMENT OF YOUR CHOSEN SPORT. THE AIM OF THE STUDENTS' UNION AT UWE IS THE PROMOTION OF SAFER PRACTICE. THERE WILL BE A REQUIREMENT TO PASS A **SWIM ABILITY TEST BEFORE** YOU PARTICIPATE IN CLUB ACTIVITIES.

NB: ALL SWIM TESTS MUST BE COMPLETED IN CLOTHING USUALLY WORN DURING THE ACTIVITY. ENTRY TO THE POOL WILL ONLY BE PERMITTED IF THE INSTRUCTOR | POOL STAFF IS SATISFIED THAT THE CLOTHING IS APPROPRIATE FOR THAT PARTICULAR ACTIVITY.

MEMBERS ARE REQUIRED TO DEMONSTRATE THE ABILITY TO SWIM AT LEAST 100M IN CLOTHING USUALLY WORN ROWING. THE CLOTHING **MUST BE COMPLETELY CLEAN**, AS DIRTY GARMENTS CAN CONTAMINATE THE POOL. ENTRY TO THE POOL WILL ONLY BE ALLOWED IF THE POOL STAFF | INSTRUCTOR IS SATISFIED THAT THE CLOTHING IS APPROPRIATE. IN ADDITION, YOU WILL HAVE TO DEMONSTRATE THAT YOU CAN TREAD WATER FOR 5 MINUTES & THEN GET OUT OF THE POOL AT THE DEEP END, WITHOUT USING THE STEPS [THIS IS IN ORDER TO SIMULATE GETTING ONTO A BOAT | GETTING OUT FROM A RIVERBANK].

MEMBERS WHO CAN PROVE THAT THEY HOLD AN AMATEUR SWIMMING ASSOCIATION [ASA] SURVIVAL AWARD, BRONZE MEDALLION, BRITISH CANOE UNION [BCU] CANOE SAFETY TEST, BRITISH SUB AQUA CLUB [BSAC] OPEN WATER TEST, LIFEGUARD AWARD OR ANY OTHER NGB APPROVED SWIMMING TEST NEED NOT PARTICIPATE IN THIS TEST. A COPY OF THE RESPECTIVE QUALIFICATION IS REQUIRED & SHOULD BE KEPT IN THE RESPECTIVE **CLUB DROPBOX**.

THE SAFETY IMPLICATIONS OF NOT BEING ABLE TO SWIM SHOULD BE OBVIOUS, & IT IS HOPED THAT THE CLUB COMMITTEE WILL SEE THE VALUE OF THIS TEST & ADMINISTER IT APPROPRIATELY.

NB: THE BOAT CLUB **MUST** PROVIDE THE FULL LIST OF **ALL** MEMBERS WHO HAVE COMPLETED THE SWIM TEST SATISFACTORILY EACH ACADEMIC YEAR TO OPPORTUNITIES WHO WILL IN TURN UPDATE MEMBERS DATABASE RECORDS.

ANY STUDENT THAT DOES NOT SUCCESSFULLY COMPLETE THE SWIM TEST WILL ONLY BE PERMITTED TO PARTICIPATE IN LAND BASED TRAINING WHERE APPLICABLE, UNTIL THEY HAVE SUCCESSFULLY COMPLETED THE SWIM TEST TO THE REQUIRED STANDARD.

ANY STUDENT HIGHLIGHTED AS A MARGINAL PASS MUST RE-TEST @ A DATE SET BY THE INSTRUCTOR. UNTIL THEY HAVE COMPLETED THE SWIM TEST TO THE REQUIRED STANDARD THEY ARE **ONLY** TO BE PERMITTED TO PARTICIPATE IN LAND BASED TRAINING WHERE APPLICABLE.

SWIM TESTS TAKE PLACE AT THE BEGINNING OF EACH ACADEMIC YEAR [SHORTLY AFTER FRESHERS' FAIR] & ARE ADVERTISED BY THE CLUB COMMITTEE. THE SPORTS COORDINATOR WILL HELP TO ARRANGE FURTHER INDIVIDUAL **SWIM TEST** SESSIONS IF REQUIRED THROUGHOUT THE ACADEMIC YEAR FOR MEMBERS JOINING CLUBS AFTER OCTOBER.

NOTE: ALTHOUGH WORTHWHILE EXERCISE, PASSING A **SWIM TEST** IN A HEATED POOL, ONLY GIVES AN INDICATION OF ABILITY & CONFIDENCE LEVELS IN A CONTROLLED ENVIRONMENT. BEING IMMERSSED IN COLD WATER IS A DIFFERENT EXPERIENCE, WHERE STAYING WITH YOUR CRAFT & EXPENDING AS LITTLE ENERGY AS POSSIBLE MAY BE MORE APPROPRIATE. EACH CLUB IS URGED TO HAVE & PRACTICE APPROPRIATE EMERGENCY PROCEDURE.

BOATHOUSE INDUCTION:

UPON THE SATISFACTORY COMPLETION OF AN ANNUAL SWIM TEST; WITHIN THE FIRST TWO WEEKS OF THE AUTUMN TERM ALL NEW MEMBERS ARE SHOWN AROUND THE CLUB BOATHOUSE. NEW MEMBERS WILL BE GIVEN A TOUR OF ALL THE BOATS IN & AROUND THE BOATHOUSE & ARE SHOWN ALL SAFETY FEATURES – FOR EXAMPLE WHERE THE FIRST AID BOXES ARE. MEMBERS WILL BE SHOWN THE CORRECT WAY TO PICK UP & CARRY THE EIGHT BLADES THAT ARE REQUIRED FOR THE BOAT.

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SUPERVISION:

WITH REGARDS TO OUTINGS NOVICES ARE ALWAYS UNDER THE INSTRUCTION OF THE COX & A COACH. AS AN EIGHT THEY WILL BE SHOWN THE CORRECT WAY TO LIFT THE BOAT, WHICH SIDE TAKES WHICH END AND WHO SPLITS AT WHAT SIDE ETC. IT IS IMPERATIVE THAT ALL NOVICES ADHERE & OPERATE THIS PRACTICE AS TAKING THE BOAT IN & OUT OF THE BOATHOUSE REQUIRES FULL CONCENTRATION IN ORDER TO MINIMISE THE RISK OF INJURY TO MEMBERS & DAMAGE TO THE EQUIPMENT.

BOAT CODE:

WITH THE BOAT ON THE WATER ALL MEMBERS FOLLOW A SPECIFIC CODE OF HOW TO GET INTO THE BOAT. GENERALLY [THIS DOES DEPEND ON WHICH END IS POINTING OUT ONTO THE DOCKS, BUT USUALLY IT'S THE BOW THAT POINTS OUT], STROKE SIDE WILL GET IN FIRST WITH BOW SIDE HOLDING ONTO THEIR RESPECTIVE RIGGERS. STROKE SIDE INITIALLY HAVE TO LEAN INTO THEIR RIGGERS TO REACH ACROSS & PUT THEIR BLADES INTO THEIR GATES AND TIGHTEN THEM UP. ONCE COMPLETED, THEY ARE REQUIRED TO SIT ON THEIR SEATS AND PUT THEIR FEET INTO THE SHOES. ALSO FOR SAFETY REASONS MEMBERS ARE SHOWN HOW TO STAND ONTO THEIR RESPECTIVE POSITIONS AS THE BOAT HAS STRONG & WEAK POINTS, STANDING ON THE WRONG SECTION OF THE BOAT CAN RESULT IN FEET GOING STRAIGHT THROUGH THE HULL CAUSING EXTENSIVE DAMAGE. WITH STROKE SIDE HOLDING ONTO THE PONTOON, BOW SIDE PUT THEIR BLADES INTO THEIR GATES & THEN TO GET INTO THE BOAT.

ONCE EVERYONE IS IN THE BOAT MEMBERS ARE TAUGHT TO NUMBER OFF FROM BOW. THIS IS A SAFETY PROCEDURE TO LET THE COX KNOW THAT EVERYONE IS COMFORTABLE & READY TO ROW.

COACHES ROLE:

IT IS THE COACH'S ROLE TO TEACH ALL NOVICES ALL THE SAFETY FEATURES OF ROWING & HOW TO PREVENT OVERTURNING THE BOAT & AVOID CATCHING A CRAB ETC.

IT IS THE COACHES ROLE TO INFORM NOVICES OF ALL THE SAFETY FEATURES OF ROWING & HOW TO PREVENT OVERTURNING THE BOAT/CATCHING A CRAB ETC. TO WRITE TRAINING PLANS FOR CREWS, SUPERVISE CORRECT TECHNIQUE, ENSURE SAFETY BOTH ON & OFF THE WATER & TO PROVIDE SUPPORT DURING TRAINING & RACING OF UWE CREWS.

COACHES & NOVICE CO-ORDINATORS SHALL BEHAVE IN SUCH A MANNER AS NOT TO PLACE MEMBERS AT ANY GREATER RISK AS THAT ASSOCIATED WITH NORMAL PARTICIPATION. IN THE ABSENCE OF THE CLUB PRESIDENT THEY SHALL BE RESPONSIBLE FOR ASCERTAINING THE SAFETY CONDITIONS AFLOAT WITH MIND TO THE FOLLOWING FACTORS:

- HEIGHT & SPEED OF WATER – CLUB LANDINGS STAGES & BRIDGE BUTTRESSES GIVE GOOD INDICATION
- WIND STRENGTH – FLAG POLES
- VISIBILITY – IN FOG, ABILITY TO SEE ACROSS THE HARBOUR FROM THE END OF THE PONTOON
- AT NIGHT – BRIGHT WHITE LIGHTS BOW AND STERN, CORRECTLY SECURED ON THE BOATS
- ABILITY & EXPERIENCE OF CREW | COX | COACH

IF IN ANY DOUBT, THE COACH & CREW HAVE A RESPONSIBILITY TO ACT IN MIND OF BOTH THEIR & THE SAFETY OF OTHER HARBOUR USERS & SHOULD NOT GO AFLOAT.

THIS DUTY OF CARE EXTENDS TO NUTRITIONAL ADVICE & SUPPORT TO ENSURE THE HEALTH & WELL-BEING OF THE ATHLETE, PARTICULAR TO THOSE RACING AT LIGHTWEIGHT, WHICH SHOULD BE KEPT TO SENIOR ATHLETES ONLY, UNLESS IN EXCEPTIONAL CIRCUMSTANCES. ALL ATHLETE WEIGHT MANAGEMENT MUST BE CAREFUL MANAGED & MONITORED BY THE ATHLETE WITH THE SUPPORT OF THE COACH AND NUTRITIONIST. IF ATHLETES DO NOT FEEL THIS IS THE CASE PLEASE SEE *SECTION: 2.3 INSTRUCTION*

RACE PROCEDURE:

MEMBERS ARE BROUGHT TOGETHER & SHOWN HOW TO TAKE APART THE BOAT & PUT IT BACK TOGETHER CORRECTLY. IT IS THE RESPONSIBILITY OF ALL CREWS TO FOLLOW ALL SAFETY GUIDELINES & ENTRY RULES OF EACH RACE THEY ENTER.

ANY RACE FEES ARE TO BE PAID IN ADVANCE PRIOR TO THE TRIP &/OR ANY VEHICLES BEING BOOKED.

ALL RACE ENTRIES ARE TO BE DONE THROUGH THE STUDENTS' UNION AT UWE.

WHERE THE CLUB IS PARTICIPATING IN AN EVENT, CREW MEMBERS WILL BE INFORMED VIA THE SQUAD CAPTAIN &/OR RACE SECRETARY 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 CENTRE.

NB: REGULAR ACTIVITIES – NOT REQUIRING SPECIFIC TRIP NOTIFICATION TO THE STUDENTS' UNION AT UWE OPPORTUNITIES CENTRE ARE:

ORGANISED TRAINING SESSIONS BASED AT WYCLIFFE SCHOOL BOAT CLUB, UWEBC CIRCUITS AT THE CENTRE FOR SPORT & THE TRAINING FACILITY AT HP GYM.

EQUIPMENT:

GOOD PRACTICE IS THAT EVERY NEW MEMBER BUYS A 10ML & 13ML SPANNER IN ORDER THAT EACH MEMBER HAS THE CORRECT EQUIPMENT TO DISMANTLING THE BOAT BECOMES AN EASY & EFFICIENT PRACTICE.

TRAILER & RACKING LOAD | UNLOAD:

THE OTHER PRACTICE THAT MEMBERS ARE TAUGHT & SUPERVISED IS LOADING THE BOATS ONTO TRAILERS. THE RISKS HERE ARE IF IT'S NOT DONE CORRECTLY THE BOATS COULD FALL OFF THE TRAILERS WHILST IN TRANSIT & THAT MEMBERS COULD INJURE THEMSELVES & | OR DAMAGE THE EQUIPMENT IN THE PROCESS OF LOADING & UNLOADING. MEMBERS ARE SHOWN HOW TO USE THE TIES & WHERE BEST EACH PART OF THE BOATS IS POSITIONED ON THE TRAILER.

2.4 TRIALS | SELECTION POLICY:

An induction will be held in the first few weeks of term for the purpose of assessing ability of all members. For full selection details please see **Section 5: Selection Process**. Training sessions are held where members can continually be assessed by team captains, coaching staff & | or instructors to aid team/squad selection.

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 club actively encourages members to complete British Rowing qualifications. We support the involvement of all members wishing to complete these courses.

Student members where possible can receive up to 50% financial contribution] 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 Opportunities provides a nationally accredited Minibus Driver Awareness Scheme [MiDAS] practical & theory test, people carrier familiarisation & trailer towing training assessments. UWEBC attend various events across the country & frequently need additional drivers within the club to provide transport [costs reimbursed]. These individuals are required to register their own vehicles with The Students' Union at UWE & provide prove 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 Opportunities 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 suopportunities@uwe.ac.uk with name & proof of qualification for membership systems to be updated. UWEBC can also arrange sport-specific RYA | BR accredited first aid courses which provide a more appropriate range of skills relevant to water based activities. The club actively encourages members to attend these courses.

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3.0 HEALTH & SAFETY GUIDELINES

3.1 CLOTHING & EQUIPMENT

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

The Students' Union at UWE Opportunities recommends that all members adhere to their respective NGB guidelines.

3.2 RULES & REGULATIONS

All Opportunities where applicable should be conducted according to the rules & regulations of the activity issued under the authority of British Rowing.

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:

- Rowing | Sculling training & competition
- Land rowing & land training, to include event participation
- Social trips | tours as appropriate

NB: FOR BOATHOUSE INDUCTION | SWIM TESTS | EQUIPMENT LOGGING | BOAT CODE – SEE SECTION 2.3.1: UWEBC BEGINNER | NOVICE PROCEDURE

3.2.1 Alteration & addition to the advice on Epilepsy

The BR Medical Committee advised [November 2006] that rowers & coxwains with Epilepsy should not be allowed on the water when there is a significant risk of further seizures. In line with the recommendations of the DVLA, this period of significant risk is defined as within one year following a fit & whilst reducing medication, & for six months after stopping it. In these cases where there is significant risk of further seizures, rowers & coxwains should not be allowed on the water, except where there is a special individualised risk assessment of the rower & the event. Equally coaches driving launches should follow this advice.

3.2.2 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.

3.2.3 Trips: Heads of the River | Regattas | Training Camps

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, level of difficulty, beginner to novice ratio, 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, team members will be informed via the race 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:

Refer to Section 8 & 10 of the Activities Safety Handbook [located in The Students' Union at UWE Opportunities Department & The Students' Union at UWE Campus Offices]

3.2.4 BUCS Competition:

All members must have paid the appropriate UWE Sport | Society subscription & registered online.

3.2.4.1 Undergraduates:

Only current UWE students undertaking a minimum of 60 credits of an undergraduate course are eligible to compete for UWE in BUCS competition.

3.2.4.2 Postgraduates:

Only current UWE students undertaking a study programme of no less than 50% of the full time student programme are eligible to compete for UWE in BUCS competition.

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NB: Any sport, activity or individual that does not adhere to the above eligibility requirements will be subject to a The Students' Union at UWE Opportunities disciplinary.

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 boats, blades & secured fittings are owned by The Students' Union at UWE & maintained by the Boat Club. Members remain responsible for monitoring the equipment they are using before & after every outing & reporting defects accordingly to The Students' Union at UWE Opportunities.

3.4.1 Coxes

Shall wear lifejackets whilst afloat & the club shall maintain a large enough number available at the Boathouse to satisfy demand.

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.

3.4.2 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 Club Executive 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 Opportunities 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.

3.5.1 Capsize

- Check all okay & with boat
- Remain with boat
- Ferry glide boat to bank
- Right boat & row back to club or leave boat securely on bank & return back to Boathouse

3.5.2 Collision

- Check for injuries, number off from bow
- Check for 'swimmers' & any damage
- Move boat to nearest landing place or slip into water & swim with boat

Summon assistance as appropriate/required – 999, passing boats, people on bank. Return to the clubhouse asap & inform club committee, The Students' Union at UWE Opportunities & the Opportunities Manager.

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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 your 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:

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- 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 - ESSENTIAL

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 The Students' Union at 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 Deferment 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

This policy does not cover:

- Persons aged over 70 years
- Sickness or disease
- Repetitive Stress (Strain) Injury or Syndrome or any gradually operating cause

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- Post Traumatic Stress Disorder or any psychological or psychiatric condition
- Pre-existing physical defects
- Suicide or self-inflicted injury
- Illegal acts
- Abuse of solvents or drugs
- Drunk Driving
- engaging in:
 1. aviation as pilot or crew of a fixed wing rotary aircraft;
 2. canoeing, boating or sailing more than 4.5 miles from the coastline;
 3. underwater diving unless in accordance with BSAC or PADI regulations;
 4. activities undertaken in the pursuit of danger e.g. bungee jumping and fire-walking
 5. Members of the armed forces
- War
- ACE shall not be liable for payment of any benefit for Permanent Total Disablement if the Insured Person is retired from gainful employment and receiving a pension of any kind.

Scope

The Policy provides personal injury cover for accidents which occur at activities recognised by and under the auspices of the Group Policyholder, including travelling to and from the activity.

The cover is provided to any full-time or part-time student or other person who is affiliated to the Group Policyholder and whose inclusion has been agreed by them.

Duration of Policy

The policy will remain in force for 12 months from the date of commencement and is annually renewable.

Right of Cancellation

An Insured Person may withdraw from the cover provided by this Policy at any time by giving notice to the Insured. No refund of Premium may be payable.

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:

- The Students' Union at UWE Opportunities Department, U Block, Frenchay Campus, Coldharbour Lane, Bristol, BS34 8QZ
- 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

The Students' Union at UWE Opportunities Department, Frenchay Campus, Coldharbour lane, Bristol, BS16 1QY.
Tel: 0117 32 82577 Web: www.thestudentsunion.com

3.7 UWE Safety Guidelines

Members are all made aware of the safety and equipment guidelines set out by the Equipment and Safety Officer. If club members fail to abide by these rules then there is a 3 stage sanction process.

If an action that is not listed on the rules but the ESO/Coaches/Committee feel like it is an unacceptable act, sanctions will also be in place.

- 1st – Verbal warning from the EOS/committee
- 2nd – Written warning with Student Union involvement
- 3rd – Fine of £5 which will be paid into the maintenance account of the club, failure of payment would lead to athlete not being able to take part in water activities and an influence of crew selection.

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.

Members are expected to abide by The Students’ Union at UWE policy & procedures [copies available from The Students’ Union at UWE Opportunities 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 Opportunities 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 Opportunities, University or the relevant National Governing Body.

If it is not possible to identify the individual members not abiding by the Code of Practise, 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 Opportunities 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

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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 Opportunities 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 Opportunities
- 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 Opportunities, 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 Opportunities Department, Frenchay Campus, Coldharbour lane, Bristol, BS16 1QY.
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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.

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