

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

- 1.9. The Club Code of Conduct, Risk Assessment and Constitution shall be available for members on the club webpage under a clear 'safety documents' link.

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

2.0 Club Activities

2.1 Summary of activities

FOR THE YEAR 2012/2013 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/DATE	VENUE/LOCATION
Rowing	Weekday mornings and afternoons, Saturday and Sunday mornings	Wallingford, Dorney, Henley-on-Thames, Nottingham, Bedford, London
Ergometer Training	Weekday mornings and evenings	St. Edmund Hall Boathouse, Iffley Gym
Cycling, Swimming and Running	Occasionally as rowing and ergometer substitute	Oxford
Weight Circuits	Weekday evenings	Iffley Gym
Diamond Jubilee Champs	20/10/12	Eton Dorney
Fours Head	10/11/12	London
Wallingford Head	02/12/12	Wallingford
Trial Eights	16/12/12	Henley-on-Thames
Winter Training Camp	28/12/12-08/01/13 (provisional)	Soustons (provisional)
Match Races	TBC	TBC
Boat Race	24/03/13	Henley-on-Thames
BUCS Champs Regatta	Details TBA	TBA

2.2 Whenever the club goes abroad the president must fill in the trip registration form on the university sport website (www.sport.ox.ac.uk/sports-federation/safety/trip_form). The club should send at least one responsible member on the trip. This can be either a senior member or a member of the coaching staff. Further guidance on foreign trips is covered in the president's handbook which all presidents of the club have access to.

3.0 Specialist Officers

3.1 The Club Committee will consist of the following officers who shall be fully matriculated members of the University:

- **President**
- **Vice-President**
- **Secretary**
- **Treasurer**
- **Coxing and Safety**
- **Social Secretary**

4.0 Event Organiser & Activity Leaders

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

4.1.1 The Oxford University Lightweight Rowing 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 5 of the Safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>

4.1.2 The name of the Club appointed Event Organisers for 2012/13 are:

NAME	POSITION	EMAIL
Benjamin Walpole	President	president@oulrc.org
Paul Gerstmayr	Vice-President	paul.gerstmayr@balliol.ox.ac.uk
Richard Watson	Treasurer	richard.watson@pmb.ox.ac.uk
James Thom	Secretary	james.thom@balliol.ox.ac.uk
Catriona Bourne-Swinton-Hunter	Coxing	catriona.bourne@univ.ox.ac.uk

4.2. The name of the Club appointed Activity Leaders for 2012/13 are:

NAME	POSITION	QUALIFICATIONS	EMAIL
Bodo Schulenburg	Head Coach	Trainerschein 'C' qualification	bodo.j.schulenburg@gmail.com

The club are reminded that the Coaches and Instructors are to provide the Area Safety Officer (Sport) with a copy of their latest and highest qualification, their First Aid Qualification (if held) and proof of Personal Indemnity Insurance. This information is to be sent to the Area Safety Officer (Sport) prior to the commencement of the new academic year (Michaelmas) or as near as is practicable. It is the responsibility of the Coach and/or Instructor to renew and supply copies of the above forms.

4.3. 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.

5.0 University/Club Activities

5.1.1 The Oxford University Lightweight Rowing Club will undertake its activities as outlined in section 5 of the code of conduct guidelines available at <http://www.sport.ox.ac.uk/sports-federation/safety>

6.1 Activity Registration

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

6.2 The Oxford University Lightweight Rowing Club will follow the guidelines of the Trip/Fixture Registration guidelines, as detailed in section 10 and 11 of the safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>

7.0 First Aid

7.1.1 The Oxford University Lightweight Rowing Club will follow the Sports Federation guidelines for First Aid provision, as detailed in section 12 of the safety webpages at <http://www.sport.ox.ac.uk/sports-federation/safety>

The name of the Club trained and/or qualified First Aiders for 2012/13 are:

NAME	POSITION	QUALIFICATIONS	EMAIL

8.0 Accident and Emergency Procedures

8.1 The Club will operate within the accident and emergency procedures as detailed by the NGB, British Rowing. The Club will also ensure that it follows the correct procedure for reporting accidents and incidents as outlined in BR guidelines.

8.2 The Oxford University Lightweight Rowing Club will follow the Accident and Emergency Procedures as detailed in Section 7 of the safety webpage at <http://www.sport.ox.ac.uk/sports-federation/safety>

9.0 Training Courses

9.1.1 In an effort to promote the highest standards of instruction, training and safety, the Oxford University Lightweight Rowing Club actively encourages its members to partake in training courses, gain experience or undertake formal assessment in our sport. The Club will endeavour to follow the Sports Federation guidelines for provision of this, as detailed in section 13 of the safety webpage at <http://www.sport.ox.ac.uk/sports-federation/safety>

10.0 Club's Complaint 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 Complaints concerning Club safety or operational matters should initially be addressed to the Club President. If this does not prove satisfactory a written complaint should be made to the Sports Federation President. The matter will be

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

considered at the next available OUSF Executive Committee Meeting. Consultations may also take place with the ASO.

11.0 Governing Body Recommendations

The Oxford University Lightweight Rowing Club will operate so far as reasonably practicable, in accordance with the British Rowing "Rowsafe" section 1.

12.0 Declaration (Pres., Sec. & Treas. 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 Conduct Guidelines (including Appendices), Risk Assessment and Office to which I hold.

POSITION	NAME	SIGNATURE
President	Benjamin Walpole	
Vice President	Paul Gerstmayr	
Treasurer	Richard Watson	
Secretary	James Thom	
Head Coach	Bodo Schulenburg	

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

13 Appendix I – Outing guidelines

13.1 Getting to the rowing club.

13.1.1 The Activity Leader should make sure everyone involved knows when and where the pick up point for the trip is well in advance. Pick up points should be in places where cars can stop safely.

13.2 Preparation for boating

13.2.1 On arrival at the boathouse the crew must assess the weather and water conditions, and if necessary, consult the University Director of Rowing. The final decision on an outing must be made by the Activity Leader, however no outing should be attempted if any crew member feels unsafe.

13.2.2 The coxswain must have a securely fastened life jacket before the outing is undertaken, and should not be wearing wellington boots. If he/she is wearing them, they must be removed before getting into the boat.

13.3 Getting the boat from the boathouse to the water.

13.3.1 No single or double sculls or pairs are to have an outing if there is no-one else present.

13.3.2 Once the crew is assembled by the boat in preparation for the outing, the coxswain is in charge, and all orders must come directly from, and only from him/her.

13.3.3 Getting a boat out must never be rushed, and the crew must be aware at all times of the other equipment and buildings and possible obstructions around them. Crews must accept liability for any damage caused by negligence whilst getting the boat out.

13.3.4 Once possible, usually once the boat is outside the boathouse, a crew should carry the boat with each crewmember opposite his/her rigger.

13.3.5 A boat can be carried at 'heads', at 'shoulders', or at 'waists' to the water. It is up to the coxswain's discretion as to which is most suitable.

13.3.6 To put the boat in the water, the coxswain's instructions must be followed. The crew should turn the boat halfway, with the open side towards the boathouse, the crew members on the waterside then come under the boat one at a time and once the full crew are on the boathouse side the turn may be completed. Experienced crews may 'toss' the boat if the coxswain deems it safe.

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

13.3.7 When putting the boat in the water it is important to feel for the edge of the ground, or the landing stage, so that the bottom of the boat will not be damaged when putting the boat in.

13.4 Boating.

13.4.1 All crews should boat with the bow pointing into the stream, unless local practice dictates otherwise.

13.4.2 The side with their blades nearest the boathouse (normally stroke side) should put their blades into their gates and then hold their riggers down to prevent capsize. The other side (normally bow side) should then get in and put their blades in. No rower should get into the boat before being told by their coxswain. All rowers on one side should act at the same time. No one should ever step on the bottom of the boat, as the outer skin is very fragile and will puncture easily.

13.4.3 Once bow side are in and have fixed their blades into their gates – the boat is virtually stabilised. Once this is done capsize is practically impossible. They should then hold their blade with one hand and the stage with the other hand, while strokeside get in. The coxswain should make sure the boat is pushed off enough from the bank or stage to prevent damage.

13.4.4 Once the whole crew have double checked that all the safety nuts are tight, that their foot plates are secure in the boat, their feet are secure in the shoes and that heel restraints are correctly tied the crew is ready. Each member of the crew should number off as directed by the coxswain to signal that they are ready.

13.4.5 The coxswain must again assess at this point if the boat is safe to have an outing.

13.5 The outing.

13.5.1 Crews must stick to the local rules of boating, as well as maintaining standards set by the British Rowing document 'Rowsafe', FISA and OURCs. At all times courtesy must be extended to all other crews, sailors and fishermen.

13.5.2 Whilst on the water the coxswain is the only person in charge. What he/she says must be followed. The crew should therefore be attentive at all times and alert to the coxswain's instructions.

13.5.3 When not rowing the crew should 'sit' the boat. That is their blades should be flat on the water and the crew should hold on to the handles lightly. This is to maintain stability.

13.5.4 As the coxswain is in charge they must take responsibility for steering and right of way. In coxless boats the crew as a whole must take responsibility.

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

13.6 Finishing the outing.

13.6.1 The boat must be landed pointing the same way it was boated, i.e. with the bow pointing upstream.

13.6.2 The crew must pay particular attention to the cox whilst landing, especially in windy conditions. It is at this point that the boat is most likely to be damaged.

13.6.3 The procedure for getting out of the boat and putting it away is exactly the same as getting the boat out but in reverse. Crews must ensure that all boats, blades, and equipment have been put away before they think about getting changed or leaving the reservoir. If equipment is dirty, muddy, or left with a residue on, it must be cleaned before being put away.

13.6.4 Once equipment has been put away it should be checked for damage. Any found should be reported immediately to the club Safety and Equipment Advisor and the club President. A note should also be left warning any crews if the damage is not immediately fixable.

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

14 Appendix II – Travelling guidelines

14.1 Before events.

14.1.1 It must be checked that all members racing are members of BR unless otherwise stated by organisers.

14.2 Boat loading.

14.2.1 Boat loading is to take place at the discretion of the Trip Organiser.

14.2.2 It is the responsibility of each crew competing to ensure that their boat is ready for loading - i.e. de-rigged, with riggers and seats tied together, foot plates and hatches well secured and blades specified, before the allotted boat loading time.

14.2.3 Boat loading is to take place at the discretion of the Trip Organiser. However it is the responsibility of each crew.

14.2.4 When loading the trailer it is important to ensure that it is as balanced as possible. In that all boats are not placed on one side of the trailer. It is also desirable to place the heavier boats as near to the base as possible.

14.2.5 All lights on the trailer must be checked before the trailer can be towed on the roads. Similarly, a correct licence plate must be displayed and a luminous tie hung from the boat that overhangs the back of the trailer furthest to make the trailer more visible to vehicles following it. It is the responsibility of the person driving the towing vehicle to ensure that the trailer is roadworthy and that all boats are attached securely.

14.2.6 Further to the above, the trailer will be receive a full inspection every September before it is first used in the new season. Any maintenance required will be carried out at this point.

14.3 At events.

14.3.1 On arrival at the event, whether by car or in the minibus, the first priority is to safely park the trailer and report to the Race Office for registration.

14.3.2 It is then important for each crew to take responsibility for preparing their boats for racing. Crews racing in earlier events will obviously have priority over the use of tools and trestles, and other people should help them prepare if they are not too busy.

14.3.3 It is important to keep the minibus locked during events as there is invariably a lot of clothing and other personal items stored there during the day.

14.3.4 When boating it is important to listen to the instructions of marshals carefully, and comply with them promptly. The crew must allow adequate time from boating to

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

reach the start. All coxes must wear lifejackets and once in the boat the coxswain is in control and the crew must obey his/her instructions.

14.3.5 While racing coxswains must be aware that being competitive and steering aggressively should not endanger the safety or equipment of themselves or other crews. They should also pay extra attention to the movements of other boats who will be similarly competitive. It is important that coxswains/steersmen familiarise themselves with the course as much as possible before racing.

14.3.6 After completing the race, and assuming the boat is not to be used for further races, the priority is to de-rig and load the boat and other equipment. Boats must never be left on the trailer or other racking without being tied on. If boats are to be used again they may be racked on the trailer, racked on the racking provided at the race, or left on trestles. In all cases the boat must be secured against being blown over.

14.3.7 Once a crew has completed racing it would be appreciated if they remained to support other crews, but this is not compulsory.

14.4 Returning to Oxford.

14.4.1 It is the responsibility of everyone to ensure that the minibus and trailer leave the event safely and then everyone should meet up again at Wallingford for boat unloading.

14.5 Boat unloading.

14.5.1 All crews are responsible for unloading the boats and equipment with which they competed at the event. This should be done as soon as possible after the trailer has returned to Oxford at a time stated by the Trip Organiser. Once the boats are stored safely people may leave. It is the responsibility of the Trip Organiser to ensure the above is completed and that provision has been made to return any hired vehicles to the hire company.

14.5.2 Reports of damage, to any club property, to the minibus or to anything else should be made initially to the Trip Organiser and the club Safety and Equipment Officer (if present). These people will then be responsible for further action as appropriate.

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

15.1 Capsize and collision procedures.

15.1.1 The immersion of rowers in water presents the greatest danger to health from the possibility of hypothermia. In addition if immersion results from a collision rowers may have sustained additional debilitating injuries.

15.1.2 Once capsized rowers must roll forward out of the boat pulling their feet from out of the shoes (heel restraints are fitted to the shoes to allow this). To prevent entanglement leggings must be either worn or completely removed, not just rolled down to the ankles.

15.1.3 Rowers should then hold onto the boat, ensure all crewmembers are safely holding it, and then alert other rowers or fishermen. The coxswain may inflate his/her lifejacket.

15.1.4 To reduce heat loss, keep clothes on except heavy top garments which may drag the rower down.

15.1.5 If the crew is confident, they should right the boat by standing on a rigger and reaching over the boat to the opposite rigger and pulling it across. Care must be taken not to be hit by blades. This makes the boat easier to tow.

15.1.6 The crew should then swim the boat to the bank. It is recommended that they hold either the bow or riggers and kick with their feet. Rowers should not attempt to swim without the boat, as it is their only method of support.

15.1.7 Once the rowers have reached the shore and secured the boat they should go to the boathouse immediately and remove wet clothing.

15.2 Hypothermia.

15.2.6.1 Causes, symptoms and recommended treatments for hypothermia are detailed in sect. 1.8 of the BR "Rowsafe". This shall be included in the OULRC safety folder and all nominated first-aiders must be familiar with the document.

15.3 Resuscitation.

15.3.6.1 Full guidelines for resuscitation are detailed in Sect. 5.2 of the BR "Rowsafe". This shall be included in the OULRC safety folder and all nominated first-aiders must be familiar with the document.

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

- 16.1 This document contains a very general and basic view of negligence. It sets out and hopefully answers the questions that you ought to be asking. The term 'injury' used herein means primarily physical injury and consequential financial losses.
- 16.2 Where does negligence fit into our society?
- 16.2.1 All of us understand that deliberately causing injury to others is a criminal offence ordinarily resulting in punishment of the perpetrator.
- 16.2.2 All of us understand that some injuries are accidental, i.e. the circumstances giving rise to them are wholly unforeseeable. No one is responsible. No compensation is payable.
- 16.2.3 In between those two ends of the spectrum are 'negligent acts' i.e., they are not deliberate, but the injury is foreseeable. The negligent person will not be punished however, the injured party may seek financial compensation as a result. The compensation is paid by the individual who has caused the loss, and could amount to millions of pounds!
- 16.3 What does it do?
- 16.3.1 The system of rules is designed to determine in any incident of injury whether an act was negligent, whether the negligent act actually caused injury, whether compensation should be paid and if so how much.
- 16.4 How does it affect me?
- 16.4.1 Each of us owes a 'duty of care' to our 'neighbours' not to cause them injury by our negligent acts and omissions.
- 16.4.2 In order to satisfy or 'discharge' that duty of care you must behave as a 'reasonable person' would but taking into account your specific skills, knowledge and experience. For example, a 'reasonable' non-medically qualified 'rescuer' might be forgiven a medical mistake which a reasonable qualified paramedic would be expected not to make.
- 16.4.3 Your neighbours are those people whom, if you thought about it, might be injured by your negligent acts and omissions.
- 16.4.4 For example when driving a motor car your neighbours would include:-
- any passengers in your car
 - other road users, drivers and their passengers
 - pedestrians, cyclists etc
 - owners of property adjoining the road
 - anyone for whom you have accepted responsibility (see later for the effect of being a group leader/club's officer)

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

- 16.4.5 The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.
- 16.4.6 Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.
- 16.4.7 In short, all of us owe a duty not to injure other people by our negligent acts and omissions and that is an individual duty which each of us owe all of the time to our 'neighbours'.
- 16.4.8 Does ordinary membership of a club or society affect me ordinary duty of care?
- 16.4.9 Not usually. You still owe the individual duty of care to your neighbours. However, the people who are your 'neighbours' might alter and/or increase to include other club members and others with whom you may now come into contact as a result of membership of that club.
- 16.5 Will being a Group Leader of a club or other activity affect my ordinary duty of care?
- 16.5.1 It may do. As a Group Leader (or team captain) you have accepted the responsibility of leading others. You owe them a duty to ensure that they are not exposed to a foreseeable risk of injury, as far as you reasonably can.
- 16.5.2 It should be noted that on any outing where a Group Leader has not been appointed the most experienced and or qualified person there ought reasonably to intervene and at least advise if a foreseeable risk of injury arises.
- 16.6 Will accepting office in a club affect my duty of care?
- 16.6.1 Yes, it may well do so. If you accept a position you are likely to agree to carry out certain functions which may affect the safety of others both inside and outside the club. You are accepting responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury which exists or arises.
- 16.6.2 For example: if you agreed to be the Equipment Officer you must take reasonable inspections of the equipment to see that it is reasonably safe.
- 16.7 Conclusion.
- 16.7.1 The law of negligence seeks to ensure that as individuals we are responsible for our actions and inaction and that we consider those who might be injured by those acts and omissions.

OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB CODE OF CONDUCT 2012/2013

16.7.2 The actual standard varies according to an individual's skill and experience and requires us all to behave reasonably.

16.7.3 It is possible to lay down golden rules which, if followed, will preclude the possibility of a successful civil claim. However, behaving responsibly and considerably is likely to mean that no injury will be occasioned in the first place.

16.7.4 The safety net that we all hope we will never need is third party liability insurance. If a compensation claim is successfully brought then this insurance should pay out. All members of the Students Union automatically have such cover. Members of certain clubs may have additional cover where affiliated to NGBs with that facility.

Both of these documents are guidelines and are intended to reinforce the training available through British Rowing, Red Cross and St. Johns' Ambulance organisations.