

Code of Conduct Guidelines 2016/2017

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1. Introduction

Being totally committed to the safety of its members, the Oxford University Yacht Club (OUYC) will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors' rules and current National Governing Body (NGB) guidelines.

1.1. Code of Conduct for Oxford University Yacht Club (OUYC)

This is the Code of Conduct for Oxford University Yacht Club, OUYC. The Code of Conduct contains a general overview of OUYC safety Procedures and OUYC Safety Guidelines. See Appendix A.

1.2. The National Governing Body

The National Governing Body (NGB) for the sport of sailing is the RYA:

Website: www.rya.org.uk
Address: RYA House
Romsey Road
Eastleigh
Hampshire
SO50 9YA
Telephone: 02380627400

The OUYC is affiliated to the aforementioned governing body through the British Universities' Sailing Association (BUSA).

1.3. Affiliation to BUSA

The affiliation to BUSA, and hence the RYA is renewed at the beginning of every academic year. It is the responsibility of the Vice-Commodore and the Junior Treasurers to ensure that affiliation is paid on the due date of November 1st, and that any information on new or current 'Best Practice' is requested. A copy of the affiliation form should be provided to the area safety officer (ASO) as soon as the affiliation is renewed and where possible.

1.4. Committee and Elections

The Club will elect and appoint as required a Junior Committee as prescribed in paragraph 16. (b). of the constitution and it will be responsible for the duties detailed in the constitution:

16. (b). The Junior Committee shall be made up of the Vice Commodore, Rear Commodore Dinghy, Rear Commodore Yachting, Dinghy Treasurer, Yachting Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), Membership Secretary, Captain of Racing, Captain of Yachting, the Senior Member and up to two other members.

Elections for all roles on the junior committee will be held during Trinity Full Term in accordance with the provisions of the constitution, unless in exceptional circumstances. Appointments to the other positions in the constitution will also be done at this time. Following election, all new committee members will be strongly encouraged to attend all meetings or to organise a suitable deputy.

1.5. The Incoming Committee & The Sports Federation

The incoming Vice Commodore, Captain of Racing and Captain of Yachting will contact the Sports Federation ASO and make themselves aware of any changes to University regulations or guidelines that may affect the Club. The latest versions of the Club Code of Conduct and Club Risk Assessment will be supplied to the ASO at an agreed time (an event typically organised by the Sports Federation) and signed off as soon as possible.

1.6. Safety Guidelines

OUYC has Good Practice Guidelines, which cover Yachting and Dinghy sailing, and three specific Yacht Squad Risk Assessments. A copy of these can be found online at <http://ouyc.co.uk/club/documentation>. All participants of OUYC activities shall be members of OUYC and follow such guidelines as set out in this document and appendices, in particular Appendix A and Appendix L.

1.7. Medical Conditions

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 members' safe participation within the sport. If the issue is of a sensitive nature, then this must be raised via the ASO.

1.8. Display of Constitution

The latest agreed versions of the Code of Conduct, Risk Assessment and Constitution shall be available for members on the club website under a clear Club documents link. (www.ouyc.co.uk)

2. Activity Registration

1.9. Membership

Every person participating in Club activities on the water must be a member of OUYC. In order to fulfil this requirement, a membership form must be completed, signed and presented to a member of the Club and the relevant membership payment made. This must be observed for all social sailing and coppers events. The responsibility for the safekeeping of membership forms rests with the Membership Secretary, or if one has not been appointed, with the Vice Commodore. Online storage and archiving is acceptable for this purpose, if kept adequately secure and in accordance with the 1998 DPA.

1.2. OUYC Activities

OUYC activities for the dinghy section include dinghy sailing at Farmoor Reservoir (See Risk Assessment L), competing at other reservoirs in the country, the BUSA Team Racing Championships, and the Varsity Match.

Coppers, held in Trinity term, shall be organised by the Events Secretary. The ASO has to be notified of the date. All participants must be aware of the risks associated with sailing and sign the declaration confirming they are competent to sail, as well as the relevant membership documentation.

Activities for the Yachting Section typically involve yacht training and racing on the South Coast, regular yacht cruising trips in the UK and abroad and competing in the BUSA Yachting Nationals on the South Coast.

3. Specialist Officers

The roles and responsibilities of the Junior Committee "Office Holders" are laid in out in more detail in the constitution and involve managing the financial and administrative affairs of the Club. The requirements for taking these positions is fully outlined in the Club Constitution.

4. Activity Leaders

1.1. Activity Leaders

Activity Leaders are the people who are in charge of planning and managing the activities at Club meets. An Activity Leader will be appointed for each activity, even when all the members are experienced participants. The attendance of an Activity Leader will be a requirement of any activity that involves novice members.

1.1.1. Responsibilities

The Activity Leader is responsible for:

- The safety of all the activity participants.
- Ensuring that Club guidelines are followed at all times.
- Ensuring that participants are aware of the relevant parts of the RYA rules of sailing; local access agreements; and wildlife restrictions when in place. It is unacceptable for any of these to be violated.
- Providing the highest standard of leadership and instruction and that this is reasonable in all of the circumstances.
- Providing the ASO with a written report of any incident or “near miss” that occurs during a Club activity within 24 hours of the completion of the activity. This should be filed with Club Secretary.

Note: The Activity Leader has the authority to make final decisions on disputed issues: With that authority comes responsibility, and all prospective Activity Leaders should be made aware of this, and accept the degree of responsibility that they are undertaking.

1.1.2. Experience

Where the Activity Leader is not a Captain, this person will have been appointed by the Captain and will be in possession of relevant qualifications such as Powerboat 2 and/or RYA Dinghy Instructor for Dinghy Activities and Day Skipper or equivalent experience for Yachting Activities.

As far as the selection of Skipper and First Mate is concerned for yachting activities, relevant experience should take precedence over level of formal qualification. See Appendix F for qualifications held by Yacht Squad for 2013/14.

1.1.3. First Aid Qualification

Key committee members and Activity Leaders should hold at least a basic First Aid Certificate. A suitable First Aid kit or facilities must be available at all times.

1.1.4. Judgement

Activity Leaders should be aware that although participants are accepting a certain risk themselves, many lack the necessary experience to undertake reliable risk assessment, and therefore rely on the Activity Leader’s judgement. It should also be remembered that participants are often in a new environment, and the Activity Leader cannot expect that apparently obvious precautions will be taken. Activity Leaders have a “Duty of Care” for club members. See Appendix L.

1.1.5. Informing Participants

To ensure that participants are aware of their responsibilities, and the risks they are exposing themselves to, the Activity Leader and Vice-Commodore must work together to complete the following tasks:

- Issue written equipment lists to novices
- Ensure that all participants are aware of the nature of the activity
- Advise participants on their own ability level
- Brief and de-brief participants at the start and finish of each activity. See Appendix H.

1.2. Activity Participants

Although Activity Leaders are responsible for informing participants about the exact nature of each activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by the Activity Leader.

5. Trip Registration

1.1. Activity Registration

It is part of established good practice to register any trip undertaken by OUYC with the ASO of the Sports Federation. For trip registration, the following information has to be provided: Event name, organiser, activity leader, first aider, dates, itinerary, transport, names and next of kin details of all participants. All reasonable steps will be made to ensure that the information provided to the ASO is correct and up-to-date.

The Captain of Sailing, Captain of Yachting, Skipper or other Activity Leader will keep a copy of all information submitted to the ASO. This may be required by the emergency services in the event of an incident and should therefore be easily accessible.

1.2. Registration Deadlines

The information required in 5.1 **MUST** be submitted in advance of the trip as follows:

- Activities outside of Oxfordshire - no later than 5.00pm on a Thursday before a weekend trip.
- A full day before a weekday trip.
- Activities outside the United Kingdom - at least one month.
-

The penalties for failing to adhere to the above requirements can result in restrictions on the Clubs ability to travel outside of Oxford.

1.3. Purpose of Registration

The process of registration is designed to assist the Club to plan and run safe and high-quality activities. The ASO will always be available to provide advice and information when required. If ASO receives a Trip Registration Form for an activity that does not appear to follow the Club's Good Practice guidelines, the appropriate Captain will be required to discuss the proposed activity with the ASO, who will suggest appropriate changes. Activities which are not deemed safe can be cancelled by the ASO.

1.4. Crew Registration and Liability Waiver

Those crew members involved in OUYC activities must complete a Crew Registration and Waiver of Liability Form. The form has to be signed before sailing. By signing the form, the participant confirms that s/he is aware of the risks associated with sailing and understands and accepts that Oxford University Yacht Club and their officers jointly and severally bear no responsibility for any loss, damage, injury or inconvenience to boats or persons howsoever arising during the racing or related activities (including training). S/he also acknowledges that s/he is jointly responsible for any damage done to the boat; in the case of the loss of a damage deposit being covered by OUYC, the participant agrees to pay an share of any damage deposit, equally split through the crew. A safety briefing covering all the points contained in appendix H will have been covered before the form is signed. See Appendix E.

6. Activity Equipment

This section of the guidelines covers a number of points related to equipment used on Club activities. This includes personal equipment not owned by the Club but used by any activity participants.

1.1. Bosun

The club will appoint a Bosun (the post may be shared) in line with the Club Constitution. The Bosun should be aware that they are responsible for club equipment, and should therefore pay particular attention to security matters, the swift return of borrowed items and any necessary maintenance that Club property requires.

1.2. Recommended Equipment

The following equipment is recommended for each participant in Dinghy activities:

- Adequate personal buoyancy (50N+). This must always be worn correctly when afloat and worn outside of other clothing. Wetsuits or drysuits do not constitute adequate personal buoyancy.
- Appropriate clothing to go afloat in according to conditions.
- Adequate spare clothes.
- Anything else specified by the Sailing Instructions

The following equipment is recommended for each participant in Yachting activities:

- At least a small personal first aid kit; (plasters, bandage, absorbent dressings etc.)
- Clothing to go afloat in; appropriate to conditions
- Adequate spare clothes
- Adequate personal buoyancy (50N+). **This must always be worn correctly when afloat (zipped and velcro fastened/buckled). Wetsuits or drysuits do not constitute adequate personal buoyancy.**
- Anything else specified by the Sailing Instructions

Participants should be encouraged to be self-sufficient on activities and a kit list will be sent out prior to trips where it is felt necessary.

1.3. Equipment Check

The Activity Leader(s) must ensure that all participants are suitably equipped before the activity starts. Members without the necessary gear requirements should not be allowed to participate until the situation is positively resolved. The Activity Leader(s)'s checks should include both personal and Club equipment. It will also be necessary to advise novices on the safety equipment they will be required to carry, and physically check it is suitable, as they may not be sure themselves.

1.4. Activity in Accordance with Local Instructions

Sailing will at all times be carried out in accordance with the local Sailing Instructions and any advice given by relevant members of authority such as Race Officer and Officer of the Day.

7. Club Records

The present committee will seek to ensure the incoming committee is adequately informed of all relevant information for the smooth running of the club. It is advised that contact details for previous committee members are retained to ease the transition process.

8. Club Administration

The club will operate at all times in accordance with the Club Constitution, available on www.ouyc.co.uk or from the Vice Commodore.

9. Club Complaints Procedure

This procedure has been created to allow 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.
- Disregard to the University's Equal Opportunities policy.

Complaints concerning Club safety or operational matters should initially be addressed to the Vice Commodore. A reply must be issued within one week. If this reply is unsatisfactory or not forthcoming then a written complaint should be made to the University Sports Federation President. This procedure does not affect your rights to use the complaints procedure of the University Sports Federation Constitution.

10. Accident and Emergency Procedures

Despite taking all precautions accidents can still occur during activities, so these guidelines are designed to protect the individual(s) involved, their relatives, the Activity Leader and University officials, if a serious incident occurs.

1.1.Procedures

OUYC will follow the Accident and Emergency Procedures, as details in section 7 of the safety website. The Procedures form is taken on all trips. See Appendix I.

1.2.Disclosure of Information

In the event of a death or serious injury the following procedure must be adopted concerning the disclosure of information: Cases have been reported where relatives have been contacted by the media rather than the police following serious accidents. This is obviously an unacceptable situation which should not be allowed to develop. Unofficial statements may also effect proceedings if any legal action results against the Activity Leader, or University officials. Therefore in the event of a serious accident:

- Liaise with the emergency services as required. Let the emergency services have the name of casualty and any personal details. The police may also request the name and address of the next of kin which the activity leader should have.
- Do not make any statement to the media. Do not discuss any aspect of the incident with anyone who is not connected to the emergency services.
- Ensure that no member of the group makes a statement to the media.
- Contact the University Security Services on 01865 289999
- The University will require the casualty's name, College and Bodleian Card Number in order to access their records: A telephone number where the university can contact you will also be necessary.

1.3.Incident Report

Any accident requiring medical treatment must be reported to the University's ASO and an incident report form must be completed by the Activity Leader. See Appendix G.

11. Declaration

As a Club member in an elected or appointed position, I agree to abide by and enforce the rules and requirements of the Club Constitution, Code of Conduct and any relevant risk assessments. I also confirm that I have read an up to date version of the Code of Conduct and know where to access a copy if required.

Position	Name	Signature
----------	------	-----------

Vice Commodore	Jonathan Taylor	JT
Rear Commodore Dinghy	Eerik Toom	ET
Rear Commodore Yachting	Thomas Joy	TJ
Dinghy Treasurer	Matthew Ely	ME
Yachting Treasurer	Joshua Bell	JB
Captain of Racing	Sam Jenkins	SJ
Captain of Yachting	Elizabeth Wallis	EW
Ladies Captain	Penny Wieser	PW
Membership Secretary	Penny Wieser	PW
Social Secretary	n/a	
Events Secretary	Alistair Macaulay	AM
Social Sailing Secretary	Katherine Simmons	KS
Bosun	Sam Jenkins	SJ
Cruising Secretary		
Training Secretary		

12. Appendices

Appendix A - General Overview of OUYC Yacht Squad Safety Procedures and OUYC Safety Guidelines

Overview of OUYC Yacht Squad Safety Procedures including Safety Guidelines.

The aim of this document is to ensure that trips are well planned, and that crew and skipper understand the risks involved.

On joining OUYC

Membership/Next of Kin Form - this will be filled in by everyone, and kept by the Vice Commodore. See Appendix B.

The Yacht Squad has integrated a 'Sailing CV' integrated into their Membership Form. All yachting members will fill in a crew CV, even if they have never sailed before. This helps organise trips based on ability. See Appendix C.

After joining members will be emailed a copy of the Good Practice Guidelines, and Yacht Squad Risk Assessment (copies in Appendix B).

Before an OUYC Trip

Trip Registration Form - This will contain details of the proposed activities and participants, as well as transport. It will be sent to the safety office three days before the event. In the case of overseas trips, one month. See Appendix C.

Skippers Trip Form - A modified version of the Safety Office form - this will tell skippers who is on their boat, and will contain brief info on any crew members unfamiliar to them.

Skippers Approved - The Captain of Yachting will submit brief details of proposed skippers to the OUYC junior yachting committee for their approval.

Skippers will be given a copy of a suggested skippers brief. (Appendix A).

On the Trip

Crew Registration and Waiver of Liability - all crew members will sign this, to confirm that they understand the risks and have received a full safety briefing. See Appendix E.

After the Trip

OUYC Incident form - In the case of any injury or incident, this form will be completed and submitted to the Area Safety Officer (Sport). See Appendix G.

It is a requirement that all paperwork is retained for 3 years, responsibility for this is held jointly by the trip organiser and the Rear Commodore Yachting.

OUYC Safety Guidelines

OUYC has Good Practice Guidelines, which cover Yachting and Dinghy sailing, and a specific Yacht Squad Risk Assessment. A copy of these can be found in Appendix B.

These documents must be updated every year, this may mean just changing the date, or changing text and then displayed on the club website at www.ouyc.co.uk

Membership

All participants must be members of OUYC, and have completed a membership form, before they go sailing with OUYC.

Yacht Charter

The Club must be the chartering body (i.e. not in an individual's name). If an individual charters they may be personally liable, and should have their own insurance.

This is addressed more in the finance area. It is really important that this is adhered to, and that OUYC is the given name for all charters.

The yachts insurance policy (assuming the boat is MCA coded for charter – you should not touch it otherwise) will cover the skipper and everyone on the boat, in the result of the boat being damaged, or unsea worthy.

Further details can be found at <http://www.mcga.gov.uk/c4mca/mcga-home.htm>

Crew Selection

The three main issues addressed here are:

1. Official manning standards
2. Crew abilities
3. Number of Novice participants

The first priority when putting together a crew is safety. Others factors such as competitiveness and compatibility will no doubt feature, but if the boat is not safe and capable, it must not go out.

It is important that the Trip organiser (usually the Captain of Yachting) is familiar with the Good Practice Guidelines, especially Appendix 1 – Duty of Care. The Captain of Yachting, along with the other OUYC committee members, has a responsibility to their members.

Official Manning Standards

Crew selection is addressed in the club Good Practice Guidelines (GPGs) in Appendix 2 – Yacht Squad Rules. In the below section, commentary is added to what is written in the GPGs.

Manning Standards

The following manning standards will be maintained during all OUYC Trips

Skipper

The skipper shall be a member designated by the OUYC committee.

The Captain of Yachting (CoY) must submit a written CV to the OUYC Junior committee, who will then approve the skipper. This should be minuted. The purpose of this is quality control. It allows the Junior Committee to ensure that the CoY is being reasonable and thoughtful in their crew selection.

This process is necessary as the skipper is the “activity leader”, and therefore is responsible for their crew. However this responsibility must be given to them by the club, hence the approval system.

All Skippers of yachts will hold at least the RYA Day Skipper Practical as Certificate of Competence or be of equivalent standard, and it is recommended that they have a valid first aid certificate.

The RYA Day skipper certificate is suggested as a minimum as few people by this stage have taken further qualifications, due to time and money constraints. According to the RYA after completion of the course an individual “Can skipper a small yacht in familiar waters by day”. Sailing in the Solent during the day is thus covered by this certificate.

It is strongly recommended that any individual with just the Day Skipper certificate, who is not known to OUYC, goes on a trip with the club before being given the responsibility of skippering a boat. It is worth noting that to date all the OUYC skippers have been nearer RYA Coastal Skipper standard.

These guidelines are designed to be a workable structure and this is where judgment comes into play. When in doubt be over cautious. Putting a newly qualified Day skipper in charge of a boat of novices, would not breach RYA guidelines, but equally may not be the most responsible decision. Remember these guidelines are minimum standards.

First Mate and After Guards on Board

Each yacht shall have an after guard, which shall constitute, as a minimum of 2 other participants with the sailing ability equivalent to the RYA Competent Crew standard.

OUYC also has a responsibility to the skipper, to ensure that there are people on board who can look after him/her in the case of an emergency.

Again it is preferable that these people hold a certificate but on submission of a CV, experienced sailors without this certificate will be considered.

Racing

When engaging in racing, it is preferable that participants with racing experience attend. There should be people on board who have raced before, and are aware of the rules. In addition, OUYC are looking at a damage deposit (up to £3.000 for 2011/12 when chartering with Sunsail) from those involved.

Skipper Qualification

Trips beyond inland waters require skippers to hold a minimum of the Coastal Skipper Certificate. Beyond inland waters the Day Skipper Certificate is no longer a suitable qualification. This links directly with the next point. Trips in unfamiliar or difficult waters will be addressed on an individual basis.

First Aider

It is recommended that where possible each boat has a qualified first aider on board. Where ever possible crews try to put a first aider on the boat. All chartered boats will have a comprehensive first aid kit on board.

In exceptional circumstances where these manning standards are not met, the OUYC committee may allow the trip to continue, but with limitations on cruising limits, times, and winds. This clause is included to allow us some flexibility, but as manning standards are reasonable, there should be no reason for them not to be attained.

1. Crew Abilities

To help assess individuals' ability, all yacht squad members are asked to submit a sailing CV.

At the start of the year all yacht squad members are asked to fill in a Crew CV form, See Appendix D. This provides information such as date of birth, college and phone number. Date of birth and college are needed for the Trip Registration Forms. This form is submitted to the Area Safety Officer (Sport) before the trip commences and the form is

supplied by the Area Safety Officer (Sport) to the University Security Services. The Crew CV form also gives you an idea of the true experience – and includes space for people to write about their dinghy sailing experience. These CVs are confidential, and are enhanced by comments added by outgoing CoYs for the incoming CoY to see.

2. Number of Novice Participants

A novice is defined as “An inexperienced person; a person who is new to the circumstances in which he or she is placed; a beginner, a learner.” The OUYC Club ‘duty of care’ increases towards novices – as they don’t know what they are taking on. Dinghy sailors may or may not be novices. It is important for them to realize that they will not be receiving formal tuition, even if their skipper is qualified to do so. Formal teaching has increased responsibilities, so should not be undertaken by anyone who is not fully insured to do so.

OUYC owns a day skipper training video. Wherever possible novice sailors should watch this before the trip so they are aware of the risks involved, and the expectations placed upon them. This does not replace the mandatory safety briefing which should be conducted by the Activity Leader.

Sailing Opportunities outside of OUYC

Most of us have found out positions on boats through word of mouth through information passed through the club. However this provides large problems to an organisation like OUYC. As the Good Practice Guidelines suggest there is the matter of ‘Duty of Care’. Essentially OUYC is responsible for any event that they endorse. If this is being run by an external company, such as Sunsail UK, and they are providing skippers, it may be assumed that they have adequate insurance and health and safety policies.

The problems really arise with advertising spaces on private boats. Below are the comments made by Andy Hadcroft, the outgoing ASO.

“University or Club activities are recognized as being either one or more of the following:

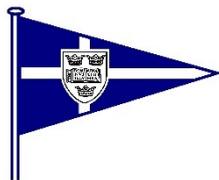
- Any Club activity which is being conducted under the name of University of Oxford
- Publicised at Club meetings.
- Funded in anyway by the University, Sports Federation or the Club. Require the use of equipment owned by the Club, University or Sports Federation.
- Requires group transport booked through the University.

Publicising over an official club board or message service implies some sort of endorsement, although this is probably the greyest of areas: there would certainly be no problems informing people who you think may be interested, and the distinction between using a club email list, and an email sent to a group of club members, is a pretty fine one.

I would not wish to discourage a student gaining valuable experience – many undergraduates do not have the time and opportunity to gain the experience needed to make effective judgments in many higher-hazard activities. You certainly shouldn't feel inhibited about telling members - although anyone going should (of course) make sure that they feel happy that the skipper is well able to handle the proposed trip.”

I feel that Andy’s comments are reasonable and sound. As a result, it is OUYC general policy not to publicise events, using email or its website, other than those it is organising. Should emails be sent using the Club mailing lists to advise of positions available on boats, it must be made clear that these are not OUYC events and thus, OUYC takes no responsibility. However, members are obviously at liberty to use contacts that they have made within the club. Equally, the members may, at their own discretion, speak to other members about opportunities that have come to their attention.

Appendix B – Dinghy Membership/Next of Kin Form



OXFORD UNIVERSITY YACHT CLUB

c/o the Sport Fed, Iffley Road OX4 1EQ

Membership / Next of Kin Form

All members of OUYC are required to complete this form before going out in any boat.

This form is to be retained by the VC.

Name (block capitals):.....

College:.....

Academic Year:.....Year of Matriculation:.....

Telephone Number:.....Next of Kin:.....

Bodleian Card Number:.....Next of Kin Contact No.:.....

Home (Parental) Address:
.....
.....
.....

Type of Membership:

Annual Membership (£15)

Team Racing Membership (£35)

Declaration

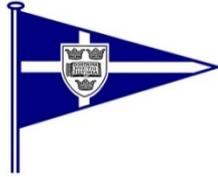
- [1] I confirm that I am capable of swimming a minimum of 100 metres whilst wearing light clothing.
- [2] I confirm that I am aware of the dangers of participating in an active water-sport, which include: drowning, exposure, injury from equipment, water-borne disease. I am aware that a full risk assessment is available upon request, a copy of which is held at the Oxford University Sports Federation and available on the Club's website www.ouyc.co.uk. I understand that these risks are enhanced by illness and I will not sail whilst feeling unwell.
- [3] I confirm that I am a fully matriculated member of Oxford University and will provide a Bodleian card upon request.
- [4] I confirm that I will abide by the OUYC Good Practice Guidelines whilst participating in any activity organised by or in association with OUYC. I am aware that a copy of the Good Practice Guidelines is available on request, these are held at the Oxford University Sports Federation.
- [5] When sailing at Farmoor Reservoir I will comply with the Oxford Sailing Club safety regulations, displayed in the clubhouse. I undertake to keep myself informed of any changes in these regulations whilst I remain an active member of OUYC.
- [6] By signing this form I confirm that all the information, which I have provided, is correct.
- [7] I understand that failure to comply with the above could result in my expulsion from OUYC.
- [8] I confirm that I have read and fully understand the above declarations. *(Please tick)*

Signed:.....Date:.....

If under 18 years of age a counter signature is required from either parent or guardian

Appendix C - Yacht Squad Membership Form/Sailing CV

For committee use:
Has member paid: £10 / £25 / NO
Has information been added to database: Y / N
Initialed:.....



OXFORD UNIVERSITY YACHT CLUB

Membership Form 2011/12

1. Introduction
2. Personal Details
3. Medical Information
4. Sailing CV
5. Payment

1. Introduction

Dear new OUYC member,

This membership information is specifically for the Yachting Section of OUYC, but entitles you to overall membership of OUYC for one academic year.

Once you have completed and returned this document, you are welcome you on all cruising, racing and social events as well as training courses. For up to date information and contact details visit: www.ouyc.co.uk.

Please read the Declaration on page 4 carefully before signing it. You can either sign the document electronically and send it back to yachting-captain@ouyc.co.uk or you can print it out, sign it, and send it back to Eric Topham, Merton College, Oxford.

Looking forward to seeing you on the water.

Your
OUYC Committee

Personal Details

*Please delete as applicable

Forename

Middle names

Surname

Birthday (dd/mm/yy)

Are you a member of the university* Yes/No

If yes, which College

If yes, year course finishes

Bodleian Card number

Email address

Mobile telephone number

Contact address

(If different to college)

.....

Post Code

Dietary requirements

Next of Kin Name

Next of Kin Address

.....

.....

Post Code

Phone Number

Do you have a valid driving license? * Yes/No

Do you have a car? * Yes/No

If yes, please specify: Make.....Colour.....Registration.....

3. Medical information

Do you suffer from any medical conditions?* Yes/No

If yes, please disclose all details:

Do you take any medication for this?* Yes/No

Have you ever suffered from heart illness?* Yes/No

Weight (optional - needed for certain racing events) kg

4. Sailing CV

Please outline any dinghy sailing experience	
Please outline any cruising experience	
Please outline any racing experience	

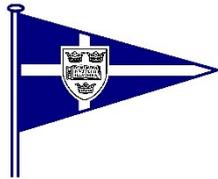
- [2] I confirm that I am **aware of the dangers** of participating in an active water-sport, which include: drowning, exposure, injury from equipment, water-borne disease. I am aware that a full yachting section risk assessment is available on the OUYC website.* I understand that these risks are enhanced by illness and I will not sail whilst feeling unwell.
- [3] I confirm that I will abide by the OUYC Good Practice Guidelines whilst participating in any activity organized by or in association with OUYC. I am aware that a copy of the Good Practice Guidelines is available on the OUYC website.*
- [4] When sailing at Farmoor Reservoir I will comply with the Oxford Sailing Club safety regulations, displayed in the clubhouse. I undertake to keep myself informed of any changes in these regulations whilst I remain an active member of OUYC.
- [5] I confirm that I will abide by the orders of the skipper
- [6] I confirm that I will keep necessary medication on my person at all times
- [7] I am aware that OUYC takes no responsibility for the safety of members travelling to or from events
- [8] I acknowledge that any sailing placements found through OUYC are deemed outside OUYC's liability
- [9] I agree to pay my share of costs incurred whilst sailing with OUYC, including the cost of damage to boats that I am sailing on.
- [10] By signing this form I confirm that all the information, which I have provided, is correct.
- [11] I understand that failure to comply with the above could result in my expulsion from OUYC.
- [12] **I confirm that I have read, fully understood and comply with the above declarations. (Please tick)**

Signature

Date

* documentation can be found on the OUYC website under "Club > Documentation"

Appendix D - Yacht Event Trip Registration Form



Oxford University Yacht Club

Suite 8, Littlegate House, 16-17 St Ebbes Street, Oxford, OX1 1PT

Yacht Event Trip Registration Form

To be completed by the Team Captain. All expenses claimed for must be accompanied by the appropriate receipts, which should be stapled to the top of this form.

Event Name			
Organiser			Phone No
			email
Destination			
Dates	Leaving date		Time
	Returning date		Time
Charter Company			
Itinerary			
Total No of Yachts			Total no of participants

Approved by Captain of Yachting: Date:

Transport

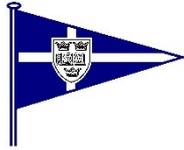
Driver	Car Make	Car Reg
--------	----------	---------

To be completed by the Safety officer:

Approved: Y / N Date:

Signed:

Appendix E - Crew Registration and Waiver of Liability Form



OXFORD UNIVERSITY YACHT CLUB

Crew Members Registration and Waiver of Liability Form

To be signed before sailing

Waiver of Liability -

In signing below I am fully aware and conscious of the actual and potential risks involved in engaging in active water sports and that I and my crew's physical safety could be endangered by the actions or in-actions of other competitors, the organisers and the race committee. The organisers encompass everyone helping to run the event. I further accept responsibility for the safe navigation of my boat and its crew who shall use their own judgement whether to start, continue or retire from a race in the existing or forecast conditions. To the extent permitted by law, I therefore understand and accept that Oxford University Yacht Club and their officers jointly and severally bear no responsibility for any loss, damage, injury or inconvenience to boats or persons howsoever arising during the racing or related activities (including training).

I also acknowledge that I am jointly responsible for any damage done to the boat, and in such a case will pay my share of the damages, up to the maximum £1000 damage deposit for boat. I have also received a safety briefing covering all the points contained in appendix H (attached).

Event

Name

College

Signature

1

2

3

4

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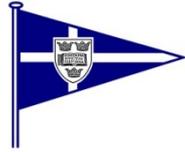
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Appendix F - Dinghy and Yacht Squad Activity Leaders.

Name	RYA Dinghy Instructor	Powerboat 2	RYA First Aid	Miles Logged	Yachting Qualifications
Georgia Trapp	RYA Senior Instructor	Safety Boat	Mar-14		
Guy Stephens	Yes	Yes	Apr-14		
Kathryn Cole	Yes	Yes	Jan-14		
Joseph Gough	Yes	Yes	Jun-15		
Ben Gratton	Yes	Yes			
Ben Rahemtulla		Yes			
Serena de Nahlik	Yes	Yes	Jan-14		
Amy Sharkey	Yes	Yes			
Edward Scallan		Yes			
Kathryn Twemlow	Yes	Yes			
Thomas Steavenson		Yes	Jul-14		
Eric Topham				15,200 nautical miles.	
Glen Gowers					Day Skipper
Vanessa Johnen					Coastal Skipper and VHF license
Skylar Paulich					Coastal Skipper
Simon Harwood					Yachtmaster Offshore
Elizabeth Culwick			April -11		

Appendix G - Incident Report Form



OXFORD UNIVERSITY YACHT CLUB

Incident Report form - to be sent to the University Safety Office

Injured Person's Name _____

Address _____

Telephone _____

Email _____

Age _____ Gender _____

Club _____

Club Position _____

Date of Accident _____ Time of Accident _____

Where did the accident happen? _____

How was the injured person treated? _____

Accident/incident details - give a full description of what happened, including details of any injury or damage

Describe what actions you would recommend to prevent a similar incident from happening

Name of person completing this form _____

Email of person completing this form _____

Contact the University Security Services on 01865 289999

Accident and Emergency Procedures

Despite taking all precautions accidents can still occur during activities, so these guidelines are designed to protect the individual(s) involved, their relatives, the Activity Leader and University officials, if a serious incident occurs.

In the event of a death or serious injury the following procedure must be adopted concerning the disclosure of information: Cases have been reported where relatives have been contacted by the media rather than the police following serious accidents. This is obviously an unacceptable situation which should not be allowed to develop. Unofficial statements may also effect proceedings if any legal action results against the Activity Leader, or University officials.

- Liaise with emergency services as required. Let the emergency services have the name of casualty and any personal details. The police may also request the name and address of the next of kin which the activity leader should have.
- 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 to the emergency services.
- Ensure that no member of the group makes a statement to the media as above: Apparently innocent comments can be damaging.
- Contact the University Security Services on 01865 289999 at any time. The University Director of Public Relations will then advise you on any further actions.
- The University will require the casualty’s name, College and Bodelian Card Number in order to access their records: A telephone number where the university can contact you will also be necessary.

Any accident requiring medical treatment must be reported to the University and recorded as requested above.

Appendix H - Suggested Safety Briefing for Skippers

- 1) Responsibilities
 - a) Introduce yourself and the crew. Introduce the first mate and second mate.
 - b) Explain that you are responsible for the vessel and the crew and therefore must be listened to. However point out that:
 - i) Everyone should look out for each other and look out for hazards (e.g. other boats [Rule 5], and foreign objects)
 - ii) Bring to the attention of the skipper any concerns (with boat, seasickness, cold, other crew behaviour, etc.)
 - iii) Skipper is not infallible! Question dodgy decisions. Don’t do things you are not happy with [going on bow/up mast etc]
- 2) Fire

Not like a house - can’t just leave.

 - i) Priority - rouse crew - shout scream, bang pots, check everyone is out.
 - ii) Fight fire with fire blankets and extinguisher (point out where they are; explain engine cutoff and engine extinguisher). Not water [fuel/gas/electric]
 - iii) Skipper/mate will make decision to launch lifeboat
- 3) Safety Equipment
 - a) Lifeboat - Explain where it is and why. Explain that yacht is much safer -
 - i) lifeboat LAST resort. Only skipper/mate will launch.

- b) Life-jackets. Issue each crew with own jacket and get them to fit it.
 - i) Once fitted encourage crew to keep jacket separate e.g. by bunk.
 - ii) When to wear - When skipper says so. [Rough (waves/rolling) weather or Fog/Night/Low Vis] or if you feel you need it (nervous sailor/non-swimmer). [Encourage experienced people to wear one. Set an example and wear one yourself.]
 - iii) Explain life-jacket operation. Overboard = wait for boat.
 - c) Explain lifeline and leash. [No-one out of cockpit in rough weather/low visibility unless needed. Send experienced only. Same as life-jacket but NOT fog]
- 4) Procedures Man Over Board
- a) MOB - priority = shout. Throw Dan-Buoy. Mark position and point (GPS MOB Button). Skipper/mate to do rest.
 - i) Mayday. Only "Grave and imminent danger." Explain radio and GPS readout. Point out Mayday card. Explain skipper/mate are radio operators.
 - ii) Engine starting (check for lines in the water) [if skipper asks].
- 5) Domestics
- a) Always cook in oilies
 - b) Use of heads - sea cock
 - c) Closing of cocks and hatches at sea. Stowage for rough-weather.
 - d) Electrics - explain battery conservation
 - e) Gas: always off at bottle unless cooking
 - f) Gas: Show stove and thermostatic valves. Gas detector. Pumping of bilges manual not electric]
- 6) Other Safety
- a) Torches, Toolkit and bolt-cutters.
 - b) First-aid kit and first-aiders.
 - c) Flares. Mayday when no radio. Use and safety.
 - d) Grab-bag and EPIRB
 - e) Anchor : Emergency stop [e.g. Fog]
 - f) Reefing. Explain how to do it (slab or otherwise)
- 7) Crew Duties
- a) Watch keeping
 - b) Victualling
 - c) Food and drink preparation
 - d) Cleaning rota
- 8) Personal
- a) Sunburn
 - b) Warmth
 - c) Sea-sickness avoidance (inc. alcohol excess, and hydration)
 - d) Water and Dehydration (inc. alcohol excess)

Appendix I - Accident and Emergency Incident Procedures

Due to the nature of sailing, and the fact that all in positions of responsibility will have the training to respond appropriately, our accident and emergency procedures are kept on the OU Sports Department safety card, which is distributed among all key club members.

Appendix J - OUYC Risk Assessments

See separate files uploaded at <http://ouyc.co.uk/club/documentation>

Appendix L - OUYC Yacht Squad Safety Rules and Regulations

1. It is recommended that all members shall wear a 150N lifejacket at all times whilst underway at sea or in a yacht's tender. This rule may be relaxed occasionally but only with the consent of the skipper.

2. All members shall wear a safety line either when: (i) in fog, (ii) at night, (iii) in rough weather, iv) high wind speeds (v) at any other time when directed by their OUYC activity leader.
3. There shall be a minimum of two persons on deck at all times whilst at night. The skipper or an experienced crew member should be on deck at all times. This applies both whilst underway at sea and where adjustments may be needed whilst at anchor/moored.
4. All members shall wear clothing appropriate to the conditions, including waterproofs if necessary, and shall personally take steps to avoid hypothermia, hyperthermia (sun/heat stroke), dehydration, sun burn, and seasickness. It is compulsory for all participants on a yacht trip to have full protective wind/water protective gear with them (this may need to be rented). The use of gloves and boots are strongly recommended. Skippers retain the right to refuse participation by inadequately equipped individuals.
5. All members shall follow all orders of their OUYC skipper, and other members of the crew who have been put in positions of responsibility. Before going afloat, your Skipper will give you a safety brief about the yacht and the type of sailing to be done, including the procedures to be followed while on the water and in case of emergency. You must comply with the instructions which your skipper give you for your own safety and for the safety of the group.
6. It is the Member's responsibility to check their personal equipment (e.g. lifejacket) to ensure it is in working order. They will receive advice if necessary from their OUYC skipper, as to how to operate safety equipment.
7. Members use all equipment provided by OUYC at their own risk, and any damage to persons or equipment caused by negligent actions may be subject to disciplinary action and or monetary fines.
8. Use of equipment, including yachts and parts therein, which has been hired by OUYC shall be fully checked by the OUYC activity leader at the commencement of the event or trip and should not be used by any members if they believe it not to be safe. In addition all equipment shall be used in the manner instructed or sanctioned by OUYC or the manufacturer. Any misuse shall be considered negligent.
9. All members must notify the OUYC and the activity leader in the event of any medical condition they have which cannot be controlled or requires continuing medication which must not be stopped or may be exacerbated by physical activity. This includes allergies, asthma, cardiac problems, diabetes, nervous problems, psychiatric illnesses, vision, and physical weaknesses. All information will be treated confidentially and only discussed with other OUYC officers and activity leaders, with the member's consent. No medical problem will, in itself, be a barrier to participating in OUYC activities, and in accordance with RYA and University policy, all efforts will be made to assist the member where necessary and reasonable.
10. If the OUYC Trip Leader or activity leader deems the conditions are inappropriate for any or all of the members involved, they have the duty to cancel or postpone the trip or part of it, or prevent certain members participating. If this happens, the trip costs already incurred will not be refunded.
11. On trips where Novices are attending, defined as someone with no sailing experience, a pre-trip safety briefing is mandatory.

12. Manning Standards

The following manning standards will be maintained during all OUYC Trips: The skipper shall be a member designated by the OUYC committee.

- i. All Skippers of yachts will hold at least the RYA Day Skipper Practical Certificate of Competence or be of equivalent standard, and it is recommended that they have a valid first aid certificate.
- ii. Each yacht shall have an after guard, which shall constitute, as a minimum of 2 other participants with the sailing ability equivalent to the RYA Competent Crew standard.
- iii. When engaging in racing, it is preferable that participants with racing experience attend.
- iv. Trips beyond inland waters require skippers to hold a minimum of the coastal skipper qualification.
- v. Trips in unfamiliar or difficult waters will be addressed on an individual basis.
- vi. It is recommended that where possible each boat has a qualified first aider on board.

In exceptional circumstances where these manning standards are not met, the OUYC committee may allow the trip to continue, but with limitations on cruising limits, times, and winds.

Appendix M – ‘Duty of Care’

“Individuals in any sport face a risk of injury as part of the normal participation in that sport. However, if a person has been injured because of another person’s negligence, and that negligence can be proved, they may seek financial compensation under civil law.”

To establish that there has been negligence, three factors must exist:

1. A duty of care must be owed.
2. There must be a breach of that duty of care.
3. Actual damage must have resulted from that breach of duty of care.

“In law, a Duty of Care is owed by person who are so closely and directly affected by an individual’s acts that the individual ought reasonably to have had these people in contemplation as being affected, when directing his or her mind to the acts or omissions that are called into question.”

When considering the nature of a particular duty of care, the following factors ought to be considered:

2. The experience and expertise, or any other relevant characteristics, of the persons concerned, (e.g. greater care would be expected when dealing with a beginner than with an expert).
3. The dangers of the particular activity.
4. The risks of injury occurring.
5. The foresee ability of the particular accident occurring.
6. And lastly, the suitability of the equipment or premises.

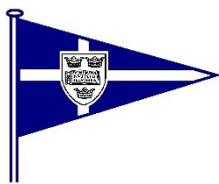
Activity Leaders must always be aware of their responsibilities.

Appendix N - Social Sailing Briefing

Safety briefing shall include:

1. Appropriate clothing
2. Dangers of moving boats around the boat park and hazards around the boat park
3. Dangers of sun, including need to avoid sunburn and dehydration
4. Safety equipment, including properly fitted buoyancy aid
5. Appropriate ways of attracting attention while on the water
6. Capsize procedure
7. Emergency signals for returning to shore in case of changing weather
8. Launching and landing procedures, including dangers

Appendix O - Social Sailing Membership Form



OXFORD UNIVERSITY YACHT CLUB

Membership/Next of Kin Form

All members of OUYC are required to complete this form before going out in any boat.

This form is to be retained by VC /at Farmer

Name (block capitals):.....

College:.....

Academic Year:.....Year of Matriculation:.....

Telephone Number:.....Next of Kin:.....

Bodleian Card Number:.....Next of Kin Contact No:.....

Membership: (please tick) and attach a cheque (payable to OUYC Junior members) for the corresponding amount.

Annual ~ £15

Social Sailing Day Fee ~ £6

NB ~ If a day / weekend membership fee is paid it cannot be later used as part payment for an annual membership fee.

Declaration

- [1] I confirm that I am capable of swimming a minimum of 100 metres whilst wearing light clothing.
- [2] I confirm that I am aware of the dangers of participating in an active water-sport, and that I and my crew's physical safety could be endangered by the actions or in-actions of other, which include: drowning, exposure, injury from equipment, water-borne disease. I am aware that a full risk assessment is available on the OUYC website. I understand that these risks are enhanced by illness and I will not sail whilst feeling unwell.
- [3] I confirm that I am a fully matriculated member of Oxford University and will provide a Bodleian card upon request.
- [4] I confirm that I will abide by the OUYC Good Practice Guidelines whilst participating in any activity organised by or in association with OUYC. I am aware that a copy of the Good Practice Guidelines is available on the OUYC website
- [5] When sailing at Farmoor Reservoir I will comply with the Oxford Sailing Club Safety Regulations, displayed in the clubhouse. I undertake to keep myself informed of any changes in these regulations whilst I remain an active member of OUYC.
- [6] To the extent permitted by law, I therefore understand and accept that Oxford University Yacht Club and their officers jointly and severally bear no responsibility for any loss, damage, injury or inconvenience to boats or persons howsoever arising during sailing. I also acknowledge that I am jointly responsible for any damage done to the boat,
- [7] I have received a safety briefing covering all the points contained in appendix N of the Code of Conduct.
- [8] By signing this form I confirm that all the information, which I have provided, is correct.
- [9] I understand that failure to comply with the above could result in my expulsion from OUYC.
- [10] **I confirm that I have read and fully understand the above declarations. (Please tick)**

Signed:.....Date:.....

If under 18 years of age a counter signature is required from either parent or guardian.

Admitted as a member: Signed:.....(Member of OUYC Committee)

Date:.....