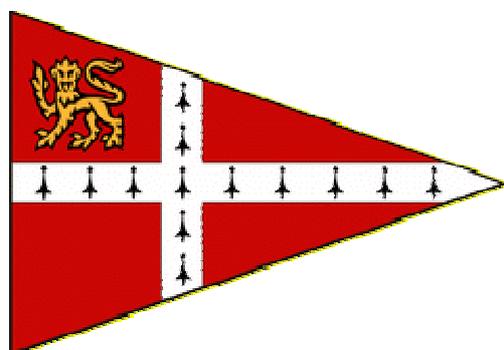


CAMBRIDGE UNIVERSITY CRUISING CLUB



REGULATIONS

ISSUE 6D – 10 AUGUST 2017
(Approved by General Committee ??? 2017)

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1 INTRODUCTION

This document contains the Regulations of the Cambridge University Cruising Club (the Club). These Regulations cover operational arrangements and matters of Club and Member conduct that it would not be appropriate or helpful to detail in the Club Constitution. Also included are important statements that appear on the Club website, such as Member acceptance of Club requirements and Data Protection policy. In addition, detailed statements of Club Officer responsibilities; comprehensive information on how to use Club systems such as G Suite emailing and the Alumni Supporter database, and explanations of annual activities such as telephoning alumni, are provided in a set of appendices. Matters covered adequately in the Club Constitution are excluded – apart from appropriate cross referencing.

2 EQUAL OPPORTUNITY

The Club is committed to the University's Equal Opportunities Policy and believes that this policy is in the best interest of the Club and its Members. The Club aims to ensure that members and visitors are treated on their relative merits, abilities and potential, regardless of their sex, gender reassignment, relationships, race, colour, ethnic or national origin, nationality, disability, sexual orientation, religious or political beliefs, age, socio-economic background, or other distinction. The Club does not have sufficient resources to offer sailing and windsurfing to all disabled people.

Members and people used by the Club in coaching and support undertake to adhere to this policy at all times. Discrimination or harassment by any Club member, visitor, coach, support staff, or volunteer will be regarded as gross misconduct and treated as such. Any member, visitor, or other person who believes themselves to have been the subject of discrimination or harassment, or has observed such an incident, should attempt to resolve the problem with the other(s) involved in the first instance, then with the trip leader, and then the Head of the Section concerned.

If the action set out above is not appropriate or is unsuccessful, the person involved or anyone who observed the incident should bring the matter to the immediate attention of the General Committee via the Commodore, whose email address is maintained on the Club website. The General Committee will investigate the complaint and take appropriate action. This complaints procedure does not affect the right of a member to approach College or University authorities.

3 CONDUCT OF MEMBERS

INTRODUCTION

The Cambridge University Cruising Club (CUCrC) is fully committed to safeguarding and promoting the well-being of all its members to ensure a positive and enjoyable experience.

All those involved in CUCrC activities, whether they are involved as participants, coaches, officials, spectators, or guests are therefore required to adhere to the standards of behaviour set out within this Code of Conduct, and to support the mission of the CUCrC. This Code of Conduct has been developed to ensure the highest possible standards of competition and sportsmanship as well as promoting fairness, honesty and positive behaviour in relation to the conduct of all those representing CUCrC.

OUR COMMITMENT

The CUCrC respect the rights, dignity and worth of every person involved in its activities. The Club is committed to members enjoying sailing in an environment free from discrimination, intimidation, harassment and abuse (see Clause 6 of the Club Constitution for a full definition of 'sailing'). The CUCrC believes that it is the responsibility of all of its members to challenge discriminatory behaviour and promote equality of opportunity.

AFFILIATIONS

The CUCrC is governed by the constitution of the Cambridge University Cruising Club, registered with the University of Cambridge Sports Service. This Code of Conduct is in addition to, and by no means replaces, the standards set by the CUCrC, a student's individual college and the overarching regulations of the Sports Service, the Proctors and the University.

The CUCrC is also affiliated to the British Universities Sailing Association and, through that, to the national authority, the Royal Yachting Association. The Club abides by the rules and regulations of both bodies regarding all competitions, including Club events.

STANDARDS OF BEHAVIOUR

Members of the CUCrC are solely responsible for their conduct when representing the Club and University. Members must therefore:-

- Respect the rights, dignity and values of others;
- Operate within the rules of the sport.
- Treat facilities, staff and students at the University of Cambridge and other institutions with respect and abide by any rules that may apply;
- Be aware of how their actions may be perceived by others;
- Maintain high standards of personal behaviour at all times;
- Conduct themselves in a reasonable manner relating to offensive language and temperament
- Refrain from any form of bullying or harassment of others. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
- Respect the decisions of officials, making all appeals through the appropriate formal process and respecting the final decision;
- Not condone, or allow to go unchallenged, any form of bullying, harassment or discrimination if witnessed;
- Refrain from the use of and involvement with illegal substances at all times.
- Not act in an unlawful manner;
- Not encourage or pressure others into acting against the code;
- Understand the repercussions of any breaches of this Code of Conduct.

ANTI-DOPING

Members must adhere to the requirements of the World Anti-Doping Agency (WADA) code.

Please note that Team Members could potentially be subject to random testing during competitions, particularly those at competing at National Level and above. Club Members caught with banned substances in their system will be subject to disciplinary proceedings.

PUBLICATIONS, WEB, SOCIAL MEDIA

Social media includes websites, blogs, forums, social networks, etc., such as Facebook and Twitter. The CUCrC wishes to promote the Club positively both within the University and externally. It recognises that its publications (print, web, and social media) are important tools in recruiting new members and engaging with alumni, potential sponsors, and the public at large. The Club requires that members to manage their personal social media presence responsibly to ensure that the Club and the University are not brought into disrepute. As such, all members are responsible for ensuring that they:

- Refrain from publishing comments about other clubs, players or judges and any controversial or potentially inflammatory subjects.
- Avoid hostile or harassing communications in any posts or other online communications towards any of the protected statuses identified in the [Equality Act 2010](#).

- Identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- Review responses to online posts and resolve any concerns before they are posted. Any abusive comments must be deleted and the user banned..
- Ensure that if any online participant posts an inaccurate, negative or inflammatory comment about the Club or member, the Club should seek advice from Sports Service, relevant NGB or Sport England prior to taking any action.

If in doubt, use common sense, be respectful, observe copyrights and fair use, and be aware of confidentiality and data protection issues.

SOCIAL EVENTS

Social functions form an important part of a club's activities. The CUCrC is committed to ensuring that all students are able and encouraged to participate in student activities in an atmosphere free from discrimination or fear. As such, the Club will aim to organise a range of social events that are as inclusive as possible. Members should be aware that:-

- Participation in any form of initiation or social activity is completely optional.
- They must not force others to participate in initiations and other social and sporting events run by the CUCrC and can opt-out without fear of undue pressure, reprisal or any other form of discrimination at any point.

BREACHES OF THE CODE OF CONDUCT

Clauses 29 to 36 of the Club Constitution provide for the expulsion of a Member who breaches the Club's Code of Conduct. The decision is taken by the Club General Committee - after a hearing with the Member present.

4 UNIVERSITY SPORTS DISCIPLINE

<Details to be added when available from the Sports Service.>

5 HEALTH AND SAFETY

<Details to be added when available from the Sports Service.>

Activity	Dinghy Sailing
Location	Grafham Water

Date of risk assessment	1/4/2016
Date of review of risk assessment	1/10/2017

Step 1 Hazard	Step 2 Who might be harmed & how	Step 3 (and 4) Is the risk adequately controlled, or is more needed?	Actions
1. Water			
1.1. Drowning	All involved	<ul style="list-style-type: none"> a) Swim checks prior to activity (50metre) b) All participants to wear appropriately fitting buoyancy aids c) Supervision by competent person d) Provision of safety boat (where appropriate) e) All participants must have sufficient experience for conditions f) All participants to be notified of the appropriate sailing area 	<ul style="list-style-type: none"> a) Membership pack and trip check list to include information b) Membership pack and trip leader pack to include a specified list of life jackets c) Trip leaders should be assessed on their ability / self supervision d) Trip leader to notify Grafham of skill and agree a sailing area, note should be taken of the flag system e) Trip leader to assess weather and skills of participants are appropriate, only experienced to use kit unsupervised f) experience and self-rescue - trip leader check list / member ship pack
1.2. Exposure 1.2.1. Short term exposure (shock)	All involved	<ul style="list-style-type: none"> a) All participants to be notified of the appropriate sailing area b) Check for possible medical conditions (e.g. asthma) and take appropriate precautions 	<ul style="list-style-type: none"> a) Trip leader to asses weather conditions and recommend b) Trip check list
1.2.2. Long term exposure (hypothermia)	All involved	<ul style="list-style-type: none"> a) All participants to wear appropriate clothing b) All participants to wear appropriate clothing c) Supervisor aware of symptoms and treatment d) All participants must have sufficient experience for conditions e) All participants to be notified of the appropriate sailing area 	<ul style="list-style-type: none"> Web site / membership pack Trip leader pack
1.3. Disease (e.g. Weil's)	All involved	<ul style="list-style-type: none"> a) Wear appropriate footwear b) Wear appropriate footwear c) All participants to be aware of symptoms and appropriate action. 	<ul style="list-style-type: none"> avoid cutting feet - trip check list trip check list Web site / membership pack
2. Equipment			
2.1. Cuts	All involved	<ul style="list-style-type: none"> a) All participants to be aware of symptoms and appropriate action. b) All participants to be aware of symptoms and appropriate action. 	<ul style="list-style-type: none"> Bosun / membership pack? trip leader check list
2.2. Injury from boom etc.	All involved	<ul style="list-style-type: none"> a) All participants must have sufficient experience for conditions b) All participants to be notified of the appropriate sailing area 	
2.3. Equipment failure	All involved	<ul style="list-style-type: none"> a) Equipment to be checked on a regular basis b) All participants must have sufficient experience for conditions c) All participants to be notified of the appropriate sailing area 	<ul style="list-style-type: none"> bosun / trip leader / membership pack
3. Slipping hazards			
3.1. Access and egress from lake	All involved	<ul style="list-style-type: none"> a) All participants to be notified of the appropriate sailing area b) Wear appropriate footwear 	<ul style="list-style-type: none"> avoid cutting feet - trip check list

Activity	Windsurfing
Location	Grafham Water

--Date of risk assessment	1/4/2016
Date of review of risk assessment	1/10/2017

Step 1 Hazard	Step 2 Who might be harmed & how	Step 3 (and 4) Is the risk adequately controlled, or is more needed?	Actions
1. Water			
1.1. Drowning	All involved	<ul style="list-style-type: none"> g) Swim checks prior to activity (50metre) h) All participants to wear appropriately fitting buoyancy aids i) Supervision by competent person j) Provision of safety boat (where appropriate) k) All participants must have sufficient experience for conditions l) All participants to be notified of the appropriate sailing area 	<ul style="list-style-type: none"> g) Membership pack and trip check list to include information h) Membership pack and trip leader pack to include a specified list of life jackets i) Trip leaders should be assessed on their ability / self supervision j) Trip leader to notify Grafham of skill and agree a sailing area, note should be taken of the flag system k) Trip leader to assess weather and skills of participants are appropriate, only experienced to use kit unsupervised l) experience and self-rescue - trip leader check list / member ship pack
1.2. Exposure 1.2.1. Short term exposure (shock)	All involved	<ul style="list-style-type: none"> c) All participants to be notified of the appropriate sailing area d) Check for possible medical conditions (e.g. asthma) and take appropriate precautions 	<ul style="list-style-type: none"> a) Trip leader to asses weather conditions and recommend b) Trip check list
1.2.2. Long term exposure (hypothermia)	All involved	<ul style="list-style-type: none"> f) All participants to wear appropriate clothing g) All participants to wear appropriate clothing h) Supervisor aware of symptoms and treatment i) All participants must have sufficient experience for conditions j) All participants to be notified of the appropriate sailing area 	<ul style="list-style-type: none"> Web site / membership pack Trip leader pack
1.3. Disease (e.g. Weil's)	All involved	<ul style="list-style-type: none"> d) Wear appropriate footwear e) Wear appropriate footwear f) All participants to be aware of symptoms and appropriate action. 	<ul style="list-style-type: none"> avoid cutting feet - trip check list trip check list Web site / membership pack
2. Equipment			
2.1. Cuts	All involved	<ul style="list-style-type: none"> c) All participants to be aware of symptoms and appropriate action. d) All participants to be aware of symptoms and appropriate action. 	<ul style="list-style-type: none"> Bosun / membership pack? trip leader check list
2.2. Injury from boom etc.	All involved	<ul style="list-style-type: none"> c) All participants must have sufficient experience for conditions d) All participants to be notified of the appropriate sailing area 	
2.3. Equipment failure	All involved	<ul style="list-style-type: none"> d) Equipment to be checked on a regular basis e) All participants must have sufficient experience for conditions f) All participants to be notified of the appropriate sailing area 	<ul style="list-style-type: none"> bosun / trip leader / membership pack
3. Slipping hazards			
3.1. Access and egress from lake	All involved	<ul style="list-style-type: none"> c) All participants to be notified of the appropriate sailing area d) Wear appropriate footwear 	<ul style="list-style-type: none"> avoid cutting feet - trip check list

6 WELFARE

The CUCrC takes the welfare of its members seriously. Any member of the Team that has any concerns regarding their welfare or those of others involved in Team or Club activities can discuss these, in confidence, with the Club's Welfare Officers, who are listed on the Club website.

<Further details to be added when available from Sports Service.>

7 DATA PROTECTION

The Club follows the Data Protection guidelines of the University, which, in turn follow current UK legislation and international best practice.

STUDENTS

The Club records the name, email address, college, expected year of departure, and specific interests (sailing, windsurfing, etc.) of everyone who expresses an interest in the Club, online or at a Freshers Fair, or who takes part in some Club activity. The generic activity involved is also recorded. This information is deleted when a person ceases to be a student on their year of departure from Cambridge, or when they request they be removed from the Club's Marketing Database.

Additional information is maintained for people who sign up for a trip or join the Club: telephone number; level of competence; and emergency contact details are examples of the data maintained. A printed list of members is deposited each year in the Club archives at the University Library (ref: SOC.103). Otherwise all data is deleted at the end of the Michaelmas Term following the academic year in which it was submitted.

The Club's standard Student Data Protection statement, published on the web and elsewhere as appropriate, is as follows.

"Please note that our communications are almost invariably electronic - email, SMS, or a mobile call. To facilitate such communications we maintain electronic records of essential contact details, along with administrative notes such as an emergency contact person and your main area of interest in the Club. We also maintain similar information for people who have booked on a trip, but have not actually joined the Club. Your personal details are used by the Club only for communicating with you; they are never used for 'third party' purposes. You are in control. If you have any queries, wish to restrict data processing or sharing, or do not want to be contacted by the Club, please inform us. A printed list of members is deposited each year in the Club archives at the University Library (ref: SOC.103). Otherwise all data is deleted at the end of the Michaelmas Term following the academic year in which it was submitted."

SENIOR MEMBERS AND ALUMNI SUPPORTERS

The Club records more detailed information for Senior Members and Alumni Supporters. The Club's standard Data Protection statement for such people, published on the web and elsewhere as appropriate, is as follows.

“TRANSPARANCY

The records we maintain are used for alumni supporter communication and fundraising purposes. These include publications, surveys, appeals, and the marketing of alumni events. Alumni supporter communications are almost invariably electronic. Because of the difficulty of sending out postal communications to a substantial number of people, written communication is used only very occasionally.

To facilitate communication we maintain electronic records of College, year of first entry to Cambridge, and contact details – along with administrative notes such as gift history, partner's name, outcome of a

campaign or survey, current sailing activity, and former Club positions held. We also produce some summary electronic lists for the reclaim of Gift Aid tax. We send out about five email newsletters a year, plus some news flashes, and once a year current student sailors contact a certain number of alumni supporters by telephone.

SECURITY AND DATA SHARING

All information is held and transmitted securely and (in addition to disclosure as permitted or required by law) may be disclosed on a considered and confidential basis only to the University and, as necessary, to alumni supporters working on behalf of the Club. The Club also facilitates communication between individual alumni supporters, but in doing so does not release personal contact details without prior permission.

CONTROL

You are in control. If you have any queries, wish to restrict data processing or sharing, including the use of your data for Club marketing, or do not want to be contacted by the Club, please inform us. Your personal details are used by the Club only for communicating with you; they are never used for 'third party' purposes – other than your contact details being shared with the University from time to time. In particular we record, and honour, alumni supporters' preferences not to be contacted by student telephone campaigns or not to be contacted in any way during appeals

If you opt out of all communication, including newsletters, minimal information is retained to make sure you are not contacted again inadvertently: name, College, year of first entry to Cambridge, and contact detail. A printed list of alumni supporters, without any gift details, is lodged every few years in the Club's archives at the University Library (ref: SOC.103)."

8 ONLINE MEMBERSHIP DECLARATION

Prospective members are presented with this declaration when signing up for membership online.

1. I confirm that I am capable of swimming 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, and water-borne disease. I am aware that a full risk assessment is available on the CUCrC website. I understand that these risks are magnified by illness and I will not sail whilst feeling unwell. I acknowledge that it is up to me personally to assess whether any CUCrC event or activity is too difficult or dangerous for me, and to seek guidance before I participate.
3. I confirm that I will abide by the Member Conduct, Health, Safety, and Welfare arrangements, and other provisions, set out in the CUCrC Regulations, whilst participating in any activity organised by or in association with the CUCrC. I am aware that a copy of the CUCrC Regulations is available on the Club website.
4. When sailing at Grafham Water I will comply with the Grafham Water Sailing Club safety regulations, as displayed in the clubhouse. I undertake to keep myself informed of any changes in these regulations whilst I remain an active member of CUCrC.
5. I confirm that I will keep necessary medication available at all times and disclose any medical condition when signing up for any CUCrC event or activity. I confirm that I am medically fit to take part in CUCrC activities.
6. I am aware that CUCrC takes no responsibility for the safety of members travelling to or from events and activities.
7. I acknowledge that any sailing placements found through CUCrC are deemed outside of CUCrC's liabilities.
8. I agree to pay my share of costs incurred whilst sailing with CUCrC, including the cost of damage to craft that I am sailing in or on (where not covered by insurance).
9. I confirm that I have read and fully understood the above declarations and undertakings and understand that failure to comply could result in my expulsion from CUCrC.
10. By submitting this form I confirm that all the information that I provide is correct, and I declare and agree that upon my application for membership being accepted I will fully comply with all Club membership requirements.