



UNIVERSITY OF THE WEST OF ENGLAND

SAILING CLUB

CODE OF PRACTICE

1.0 INTRODUCTION

All extra-curricular activities at UWE are facilitated by The Students' Union at UWE & student led. Each activity has operating procedures. This document outlines the expectations of The Students' Union at UWE along with its aims to satisfy sport & society members & provide guidelines to cater for their wellbeing, safety & behaviour whilst remaining a member of The Students' Union at UWE Opportunities. This document shall be the basis for the safe operation of the University of the West of England Sailing Club.

COMMITTEE

President	Ali	Holborn	alexholborn@icloud.com
Vice President	Ella	Woodhouse	ella2.woodhouse@live.uwe.ac.uk
Treasurer	Matylda	Stepien	matyldastepien0@gmail.com
Participation & Equality Officer	Milly	Poole	milypoole2204@hotmail.com
Equipment & Safety Officer	Philip	Duncan	philip2.duncan@live.uwe.ac.uk
Media & Publicity Officer	Amelie	Curtis	ameliecurtis@outlook.com
Team Captain	Todd	Watkins	Jerseytbw@gmail.com

2.0 GENERAL INFORMATION

2.1 MEMBERSHIP TO THE STUDENTS' UNION AT UWE OPPORTUNITIES

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

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

Members are also required to comply with the Centre for Sport "Conditions of Use" when using University hired or owned facilities. (eg. Our 6 Fireflies)

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

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

2.2 SAILING CLUB PURPOSE

To provide equal, equitable & safe opportunities for members of the University to participate in Sailing. Activities shall include:

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

UWE Sailing club shall make provision for the encouragement of the development of the sport of Sailing as the Club committee see fit. Aiming to develop the abilities of our members in the time they spend with the club.



2.2 AFFILIATION

All clubs within The Students' Union at UWE Opportunities where applicable are to be affiliated to the appropriate National Governing Body [NGB]. All UWE Sailing Club members having paid subscription & registered online are affiliated where applicable to BUCS via The Students' Union at UWE.

2.3 INSTRUCTION

The club meet every Wednesday at 1pm [sometimes earlier depending on participators timetables] at the pickup point outside The Students' Union at UWE Nursery on Frenchay Campus. These sessions are open to all abilities. Beginners will be taught basics of the sport of sailing; however they will not receive any formal qualification. Formal courses can be organised if members are interested.

All new members must complete a swim test before being allowed on the water.

Beginner | Novice Procedure

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

SWIM TESTS:

ALL MEMBERS ARE REQUIRED TO UNDERTAKE THE UWE SWIM TEST BEFORE THEY CAN BEGIN WATER BASED TRAINING; THIS IS DONE UNDER THE INSTRUCTION OF A QUALIFIED LIFEGUARD. ONCE SUCCESSFULLY BEEN COMPLETED THEY WILL BE ALLOWED TO TAKE PART IN WATER BASED ACTIVITIES.

IT IS CONSIDERED '**GOOD PRACTICE**' BY THE NATIONAL GOVERNING BODIES [NGB'S] FOR WATER SPORTS THAT ALL PARTICIPANTS HAVE THE ABILITY TO SWIM. BEING CONFIDENT IN & AROUND WATER ALSO HELPS TO IMPROVE SKILL LEVEL & ENJOYMENT OF YOUR CHOSEN SPORT. THE AIM OF THE STUDENTS' UNION AT

UWE IS THE PROMOTION OF SAFER PRACTICE. THERE WILL BE A REQUIREMENT TO PASS A **SWIM ABILITY TEST BEFORE** YOU PARTICIPATE IN CLUB ACTIVITIES.

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

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

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

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

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



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

SUPERVISION

MEMBERS WILL BE UNDER THE SUPERVISION OF A SAFETY BOAT AT ALL TIMES WHEN ON THE WATER. PARTICULAR ATTENTION WILL BE PAID TO THE BEGINNERS.

COACHES ROLE:

IT IS THE COACHES ROLE TO TEACH ALL NOVICES THE SAFETY FEATURES OF SAILING. COACHES WILL BEHAVE IN SUCH A WAY SO AS NOT TO PUT MEMBERS AT GREATER RISK AS THAT ASSOCIATED WITH NORMAL PARTICIPATION. THEY SHALL BE RESPONSIBLE FOR DECIDING IF IT IS SAFE TO GO ON THE WATER KEEPING IN MIND THE FOLLOWING:

- VISIBILITY – IN FOG, ABILITY TO SEE ACROSS THE WATER | SPACE
- ABILITY & EXPERIENCE OF MEMBERS

LAKE INDUCTION:

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

- ANY PERSONS ON THE WATER MUST BE WEARING PERSONAL BOUYANCY, THIS INCLUDES THE PONTOON.

- SUITABLE FOOTWEAR MUST BE WORN AT ALL TIMES.
- NO PERSONS MAY BE SAILING UNLESS SAFETY COVER IS AVAILABLE & READY.
- ONLY PEOPLE WHO HAVE PASSED RYA POWERBOAT LEVEL 2 MAY DRIVE THE SAFETY BOATS

BOAT INDUCTION:

NEW MEMBERS WILL BE PROVIDED WITH A FULL BOAT INDUCTION WHERE THEY WILL BE:

- WALKED AROUND THE BOAT & TAUGHT WHAT THE DIFFERENT PARTS OF THE BOAT ARE.
- TAUGHT SPECIFIC SAFETY ELEMENTS SUCH AS: DUCKING WHEN TACKING TO AVOID HITTING HEAD ON BOOM
- TAUGHT THE BASIC CONTROLS OF THE BOAT, HOW TO STEER|TRIM SAILS|TACK.
- SHOWN HOW TO TACK ON THE LAND
- MEMBERS ONCE PROFICIENT WILL THEN PROGRESS ONTO THE WATER WITH A MORE EXPEREINCED MEMBER OF THE CLUB
- MEMBERS ARE THEN TAUGHT HOW TO 'RIGHT' A BOAT UPON CAPSIZE

TRAILER & RACKING LOAD | UNLOAD:

THE OTHER PRACTICE THAT MEMBERS ARE TAUGHT & SUPERVISED IS LOADING EQUIPMENT ONTO TRAILERS. THE RISKS HERE ARE IF IT'S NOT DONE CORRECTLY THE



EQUIPMENT COULD FALL OFF THE TRAILERS WHILST IN TRANSIT & THAT MEMBERS COULD INJURE THEMSELVES & | OR DAMAGE THE EQUIPMENT IN THE PROCESS OF LOADING & UNLOADING. MEMBERS ARE SHOWN HOW TO USE THE TIES & WHERE BEST EACH PART OF THE BOATS IS POSITIONED ON THE TRAILER. NOBODY IS TO ATTEMPT TO LIFT A BOAT ON OR OFF OF A TRAILER ALONE.

EQUIPMENT:

- ALL CLUB EQUIPMENT USED IS OWNED & INSURED BY UWESU & MAINTAINED BY THE CLUB COMMITTEE. ANY DAMAGES TO EQUIPMENT SHOULD BE REPORTED TO A COACH|COMMITTEE MEMBER, WHO IN TURN WILL REPORT IT AS SOON AS POSSIBLE TO THE EQUIPMENT & SAFETY OFFICER & SPORTS & ACTIVITIES MANAGER.
- UWE SAILING PROVIDES MEMBERS WITH BUOYANCY AIDS. HOWEVER MEMBERS MUST BRING THERE OWN CLOTHING TO BE WORN ON THE WATER.

CLOTHING & EQUIPMENT SEE 3.1 AS PER RYA REGULATIONS:

2.4 TRIALS | SELECTION POLICY:

The Students' Union at UWE operates a policy that all individuals must trial each year irrespective of ability. Training sessions are held on Monday & Tuesday evenings where the ability of all members can be constantly re-assessed by team captains & coaching staff to aid squad selection. Any individual who does not experience this should in the first instance speak to the coaching staff & club committee & if the situation has still not been resolved; The Students' Union at UWE Opportunities Department. There are no trials to join UWE Sailing unless you wish to represent UWE in BUCS competition & become part of the racing squad in which case The Students' Union at UWE trials & selection policy is adhered to in full.

2.5 TRAINING AND DEVELOPMENT

2.5.1 Coaching & Instruction Qualification

The sport shall seek to support persons actively involved in coaching | instructing | leading activities in attaining NGB Coaching, Official, Instructor or Group Leader Qualifications as appropriate. The club actively encourages members to complete RYA sailing qualifications. We support the involvement of all members wishing to complete these courses.

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

2.5.2 Vehicle Qualification & Assessment

In order to drive The Students' Union at UWE hired vehicles all drivers must be tested & insured. The Students' Union at UWE Opportunities provides a nationally accredited Minibus Driver Awareness Scheme [MiDAS] practical & theory test, people carrier familiarisation & trailer towing training assessments. UWESC attend various events across the country & frequently need additional drivers within the club to provide transport [costs reimbursed]. These individuals are required to register their own vehicles with The Students' Union at UWE & provide prove of driving license, tax, MOT & insurance. Failure to register own vehicles will result in no expense claim & may result in disciplinary action.

2.5.3 First Aid Qualification

The Students' Union at UWE Opportunities provides 1 day nationally accredited 1st aid courses for all members at a cost of £10.00. All Health & Safety Executive [HSE] approved 1st aid qualifications are recognised; contact suopportunities@uwe.ac.uk with name & proof of qualification for membership systems to be updated. UWEC can also arrange sport-specific RYA accredited first aid courses which provide a more appropriate range of skills relevant to water based activities. The club actively encourages members to attend these courses.

3.0 HEALTH & SAFETY GUIDELINES

3.1 CLOTHING & EQUIPMENT

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



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

- Ideally members should wear a wetsuit or high-tops & a waterproof jacket. If members do not have access to this then they should wear warm clothes comfortable clothes & a waterproof jacket ie: tracksuit bottoms are good trousers to wear as they are warm & semi water proof
- Members should either wear sailing boots or trainers that they don't mind getting wet.
- A warm change of clothes & towel should be bought for after sailing
- There are some wetsuits available for sign out within The Students' Union at UWE for paid & registered members
- Opportunities to buy discounted Sailing Kit will be made available to members at the earliest convenience each year, through the Partnership with the SU clothing provider or our own source where clothing cannot be sourced from partner.

4.2.1 Kill cords:

The RYA safety advice is:

Always use a kill cord and ensure that it is attached to the driver of the boat.

The kill cord serves only one purpose, to stop the engine when the driver moves away from the controls. To ensure that tragic accidents are not repeated it is essential that all owners and drivers of open powerboats, PWCs and RIBs ensure their boat is fitted with a kill switch and kill cord and that it is correctly used.

Always attach the cord securely to the driver, ideally before the engine is started, but certainly before the boat is put in gear where safe to do so. Stop the engine before transferring the kill cord to another driver.

On a powerboat the kill cord should be attached securely around the thigh and on a Personal Watercraft it should be attached to the buoyancy aid.

The RYA recommends when replacing a kill cord that you buy the manufacturer's genuine replacement item.

The kill cord was brought into sharp relief by the Camel Estuary tragedy in May 2013 which resulted in the death of a man and his eight-year-old daughter when a family of two adults and four children were ejected into the water while manoeuvring the boat at speed. The MAIB Safety Bulletin 1/2013 concluded that the 8m-long rigid-hulled inflatable boat was fitted with a kill cord but it was not attached to the driver at the time the accident happened.

More information on the correct wear of a kill cord can be found on the RYA website.

3.2 RULES & REGULATIONS

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

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

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

- Any training & competition
- All trips | outings
- Social trips | tours as appropriate

3.2.1 Advice on Epilepsy

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



assessment of the rower & the event. Equally coaches driving launches should follow this advice. We would be sensible to heed this warning in our own operations.

3.2.2 Coach | Instructor | Group Leader Role

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

3.2.3 Trips

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

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

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

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

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

3.2.4 BUCS Competition:

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

3.2.4.1 Undergraduates:

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

3.2.4.2 Postgraduates:

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

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

3.3 FIRST AID

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

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

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

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

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

3.4 EQUIPMENT

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



reporting defects accordingly to Equipment & Safety Officer & The Students' Union at UWE Opportunities.

3.4.1 Repairs/Damage

Members have a responsibility to report all equipment damage | repairs & remedial work required. Failure to do so will lead to a suspension from the sport or activity for a period defined by the Club Executive or The Students' Union at UWE disciplinary.
(see Appendix for Step by step checklist)

3.5 ACCIDENT PROCEDURES

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

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

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

3.5.1 Capsize

- Check all okay & with boat
- Remain with boat
- Proceed how taught to right boat
- Make sure all crew back in boat and continue sailing

3.5.2 Collision

- Check for injuries
- Check for 'swimmers' & any damage
- Move boat to nearest landing place & check again thoroughly
- Carry out any protest & insurance proceeds with the help of the Group Leader | Equipment & Safety Officer.

Summon assistance as appropriate/required – 999, passing boats, people on bank. Return to the clubhouse asap & inform club committee, The Students' Union at UWE Opportunities & the Opportunities Manager. (In the event of damage follow the guidelines in the Appendix)

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

Assess the situation.

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

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

2. Contact UWE as soon as possible by ringing:

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

Tel: 0117 32 82577 | 83288 | 82719 | 83291

Hours: 09.30hrs – 17.30hrs [Mon to Fri]

Alternatively the University Gatehouse [24hrs]

Tel: 0117 32 82552

Hours: 24hrs a day 7 days a week

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

Please be prepared to give the following information:

- Your name
- The telephone number from which you are calling
- A brief summary of the incident & any injuries
- The number & names of people involved



- The name of any hospitals where casualties may have been taken
 - The details of any police officers involved with the incident
3. You may be rung back if there are any further steps that need to be taken.

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

3.6 INSURANCE

SUMMARY OF COVER - ELITE

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

Endsleigh Business or **The Students' Union at UWE Opportunities** Department t: 0117 32 82577 | e: kelly.howard@uwe.ac.uk

Name of the insurance undertaking

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

Type of insurance & cover

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

Significant features and benefits - Elite Cover

TYPE OF COVER	CASH BENEFIT
Accidental Death	£30,000
Permanent Disabling Injuries	up to £100,000
Temporary Total Disablement	£60 per week (excluding the first 7 days)

Loss of Earnings	£75 per week
Hospital Confinement	£40 per day (maximum 120 days)
Emergency Travel Expenses	Up to £500 (min claim £25)
Dental Expenses	Up to £1500 (£25 excess)
Supplementary Travel and Accommodation Expenses in the UK	Up to £1000
Course Deferment Expenses	Up to £3000
Coma	£140 per week
Broken Bones	Up to £1000
Primary Dislocation	£250
Physiotherapy following Broken Bones of Primary Dislocation	Up to £40 per session (subject to a maximum of 10 sessions)
Medical Certificate Expense	Up to £40

Significant and unusual exclusions or limitations

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

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

Duration of Policy



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

Claims Notification

You can make a claim by contacting:

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

For forms, documentation & assistance please contact:

- The Students' Union at UWE Opportunities Department, Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY
- t: 0117 32 82577 | f: 0117 32 82986 | e: kelly.howard@uwe.ac.uk

Your right to complain

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

The Financial Services Compensation Scheme

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

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

4.0 CONDUCT OF MEMBERS

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

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

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

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

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

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



Speak Up

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

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

4.1 ALCOHOL CONSUMPTION

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

The Students' Union at UWE promotes responsible drinking.

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

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

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

4.2. Additional Safety Advice from the RYA Alcohol:

The RYA safety advice is:
 Alcohol and boating do not mix.
 Alcohol will impair your coordination and your ability to think clearly, particularly in an emergency situation. It influences your behaviour and affects your judgement.
 The RYA does not condone the drinking of alcohol whilst in charge of a vessel and encourages all boaters to act responsibly in this regard.
 Care should also be taken when at anchor, transferring to and from a tender or when walking to and from a boat along a pontoon.
 More information on alcohol and boating can be found on the RYA website.

4.2 INITIATIONS & ALCOHOL POLICY

Members of The Students' Union at UWE Opportunities will not apply peer pressure upon other individuals in social situations or otherwise.
 Members of The Students' Union at UWE Opportunities will not carry out initiation* ceremonies unless it adheres in full to policy.
 Members of The Students' Union at UWE Opportunities will not consume alcohol on minibuses, coaches, cars etc.

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

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

Drinking | Initiations

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

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

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

- Removal of individuals from BUCS Competition
- Removal of teams from BUCS Competition
- Expulsion from The Students' Union at UWE Opportunities
- Removal of Clubs from BUCS Competition
- Expulsion from The Students' Union at UWE



- Disciplinary Proceedings by the University

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

4.3 FACILITIES

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

4.4 EQUAL OPPORTUNITIES

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

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

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

The Students' Union at UWE aims:

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

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

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

NOTE:

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

5.0 APPENDIX

5.1 Dealing with Equipment Damage:

1. Check nobody is injured
2. Protest if applicable
3. Make a written note of the following:
 - a. Who is "in charge" of the equipment at the event/training session
 - i. Is that you?
 - ii. No?? Take their details & ask them to continue.
 - b. What time was the damage done?
 - c. How? Describe the event.
 - d. Is anyone else involved? Take their details down. (Name, email, tel. no.)
4. Also note:
 - a. Are there any witnesses?
 - b. Who? (Name, email, tel. no.)
5. Make arrangements with the race officer/ other party as applicable to pay either the cost of repair or insurance excess, whichever is the lesser value.

You will find a printable version of this checklist on the resources section of the sailing website:

<http://www.uwesu.org/sport/sailing/>