



## Key Points

- All members **must** read this document.
- **You (a participant) are responsible for your own safety at all CUOC activities** (including, but not limited to, races, training and socials). If you think something is unsafe, do not do it.
- All orienteers must obey the British Orienteering "Rules of Orienteering".
- Always orienteer in appropriate clothing, which includes full body cover for all races, other than those in urban areas, and grippy footwear. Bring a change of clothes for afterwards and waterproofs, warm layers or sun protection as appropriate.
- Carry a whistle to attract attention of other competitors in an emergency.
- If you pull out of a trip you have signed up for, you will be liable for all costs that cannot be cancelled, including, but not limited to, entry fees, accommodation, food, transport and petrol. These costs will not be subsidised – our grant is to enable people to go orienteering and we cannot afford to squander it.
- The club has public liability insurance, but no other insurance is offered. Members are advised to make appropriate arrangements for personal insurance if required.

## 1. Introduction

- 1.1 Being totally committed to the safety of its members, the Cambridge University Orienteering Club (CUOC) will operate, so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors' and Sports Service's rules and NGB guidelines.
- 1.2 CUOC respects the rights, dignity and worth of every person involved in its activities. CUOC is committed to team members enjoying orienteering in an environment free from discrimination, intimidation, harassment and abuse. CUOC believes that it is the responsibility of all of its members to challenge discriminatory behaviour and promote equality of opportunity.
- 1.3 The club is affiliated to the recognised National Governing Body for our sport: -  
British Orienteering,  
Scholes Mill,  
Old Coach Road,  
Tansley,  
MATLOCK,  
Derbyshire,  
DE4 5FY  
Phone: (01629) 583037  
e-mail: [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)  
web: <http://www.britishorienteering.org.uk>
- 1.4 The club will elect a new committee in the first half of the Easter term. The committee will serve until the start of the following Easter term.
- 1.5 The club's code of conduct, constitution, risk assessment and any other relevant safety documents are published on the club website.

## 2. Health & Safety

- 2.1 Members must read this document and the risk assessment and be aware of their contents. The risk assessment is kept up to date and annually reviewed.
- 2.2 All individuals participate in CUOC activities at their own risk. British Orienteering rule 1.7.1 states that: "All competitors in any event to which these Rules apply take part entirely at their own risk. Competitors shall take into account their own ability to compete safely". It should be assumed that rule 1.7.1 applies at all times to all club activities including, but not limited to, races, trips, training and socials.
- 2.3 The club's procedures are compliant with University Policy and the Statutes and Ordinances concerned with University Sports Clubs and Societies.
- 2.4 The club has appropriate first aid equipment which is brought to all club races and training sessions. There are several members who are qualified first aiders, including all club coaches. Members are expected to have appropriate personal first aid supplies for very minor injuries. Blister plasters (e.g. Compeed) and tweezers for thorns/ticks are strongly recommended.
- 2.5 Participants should be aware that, while rare, illnesses such as Lyme's Disease can be acquired while orienteering. Participants must check themselves for ticks or other parasites after each race and remove them in accordance with the latest medical guidance, and ensure they wash their hands before eating.
- 2.6 Individuals must bring to the attention of the Safety Officer any known medical condition or previous injuries that may affect their or other club member's safe participation within the sport. Any disclosure will be dealt with confidentially where possible and only shared with people on a "need-to-know" basis.
- 2.7 Participants are responsible for bringing appropriate equipment to CUOC activities so that they can take part safely. This should take account of the weather, terrain, duration and any advisories issued by the Captain or organiser and could include appropriate footwear, full body cover (torso and legs must be covered for all races except urban races), waterproofs, a complete change of clothes, sun protection, a personal First Aid kit, water, and food where appropriate. When this advice has been made mandatory by a race organiser members must respect the officials' decision and abide by these rules.
- 2.8 Participants should always carry a safety whistle to attract the attention of other competitors in an emergency.
- 2.9 The club has a small selection of safety equipment, including whistles and compasses that can be borrowed at races and training sessions. Participants must return any borrowed equipment to the Captain or Safety Officer as soon as possible after the race or training session has finished.
- 2.10 An annual inventory of all club equipment will be carried out, which will be maintained, stored and disposed of in a safe manner.
- 2.11 Participants should take part in any activity at an appropriate level for their skill and ability. At races, this means entering an appropriate course. Participants can seek guidance from the Captain, qualified coach or any other experienced orienteer if they are unsure at what level they should take part.
- 2.12 Participants must always ensure the organiser of an activity is aware that the participant has completed the activity. Participants must always report to Download at races (even if they retire) or sign in if a checklist is in operation at training. This is a safety check, do not trigger unnecessary searches by forgetting to download or sign in!

- 2.13 The club is not responsible for individuals' safety when being transported to and from club activities. CUOC often sources lifts from members of local open clubs, or hires cars for CUOC members to drive. If you have a concern about the driving of a vehicle you are in, tell the driver. If you do not feel able to, or the driver refuses to respond appropriately, consider getting out of the car. In any case, you must inform the Captain or Safety Officer so that the driver is not used again.
- 2.14 The club will ensure that coaches have adequate knowledge and/or qualifications for the role that they undertake.
- 2.15 The club holds all personal data in accordance with the Data Protection Act. This information may be held on a computer for administrative purposes. Individuals with worries or objections to this should contact the Captain.

### **3. Insurance & Liability Cover**

- 3.1 Through the National Governing Body, the club has Public Liability and Professional Indemnity for damages and legal costs arising out of third party loss, injury, or damage in connection with Orienteering and its associated activities, for any event registered with British Orienteering. The University's Public Liability insurance also covers all club activities. The club has separate insurance for club-owned equipment.
- 3.2 The club has no insurance for personal accidents or injury. Individuals need to get their own insurance if they wish to be covered.
- 3.3 If travelling abroad with the club it is recommended that individuals purchase suitable travel insurance. If appropriate, group insurance may be arranged by the trip organiser.

### **4. Costs**

- 4.1 The Junior Treasurer deals with all aspects of the club's finances.
- 4.2 Members shall pay an annual membership fee. This will be set by the Committee.
- 4.3 Participants will need to bring money to pay for entries at races offering 'Entry on the Day' and at some socials. All other CUOC events are paid for after the event, usually at the end of term. The Junior Treasurer will keep note of any costs incurred by an individual and will require members to settle their debts when requested.
- 4.4 The cost of events that CUOC attend may be subsidised for members by the club. Major trips (Christmas Training Tour, BUCS and Varsity) will be subsidised more than other events. Any individual who is not a fully paid CUOC member at the time of the event will not be eligible for any club subsidy.
- 4.5 By signing up to attend an event, an individual shall agree to pay for their share of all costs after the event.
- 4.6 If an individual pulls out of an event after the deadline for signing up to attend an event has passed, they will still be liable for their share of all costs for that event that cannot be recovered and therefore charged as if they had attended.
  - 4.6.1 These costs may include, but are not limited to, entry fees, transport costs, food and accommodation costs.
  - 4.6.2 Transport costs may include, but are not limited to, vehicle hire and petrol contributions since the method of transport decided on may have been determined by the number of people expected to attend.
  - 4.6.3 The club will give no subsidy to members who pull out of a trip. The club's grant is to enable people to go orienteering and should not be squandered. This may be changed in exceptional circumstances when the treasurer and trip organiser feel that there are extenuating circumstances for non-

attendance and the individual concerned would have made every effort to attend if possible.

- 4.7 If an individual loses or breaks any equipment owned by CUOC that is lent to them, including, but not limited to, SI cards, compasses and whistles, then they shall pay for a replacement item.

## **5. Behaviour & Conduct**

- 5.1 The behaviour and conduct of members must at all times be of a high standard and they must show respect towards other club members. Members should retain regard for their own safety and not endanger the safety of others, deliberately or otherwise. Members should not act in a way that may bring the club, the sport or the University of Cambridge's name into disrepute.
- 5.2 Participants must obey the British Orienteering "Rules of Orienteering" at all races and training sessions (<http://www.britishorienteering.org.uk/page/rules>). Particular attention is drawn to Section 7.1 of the 2013 Rules, or Section 9.1 of the 2014 Rules, and in particular:
- 9.1.2 Competitors must show respect and consideration to Event Officials, Landowners, members of the Rescue Services, members of the public and follow any reasonable instructions given to them by Event Officials, Landowners, the Police or other rescue personnel.
  - 9.1.3 Competitors must not deliberately cause damage to the environment and property. Any damage must be reported to an Event Official.
  - 9.1.10 Competitors are expected to give help to an injured competitor even if this means giving up their own race.
  - 9.1.12 Competitors must not collaborate in any way unless they are competing as a team or a person being shadowed is receiving guidance from the person shadowing them.
- 5.3 Social functions form an important part of the club's activities. Members should not be placed under any pressure to participate in any activity they do not wish to take part in, including, but not limited to, initiations or drinking alcohol. Additionally, members should not pressure others into such situations, and it should be made clear that all members may opt out of social activities without fear of reprisal or any other form of discrimination at any point.
- 5.4 The university has a code of conduct for students in respect of harassment and sexual misconduct, which club members should read and be aware of. It is available at: [https://www.studentcomplaints.admin.cam.ac.uk/files/code\\_of\\_conduct-procedure-explanatory\\_notes-policy\\_on\\_use\\_of\\_information.pdf](https://www.studentcomplaints.admin.cam.ac.uk/files/code_of_conduct-procedure-explanatory_notes-policy_on_use_of_information.pdf)
- 5.5 Members should 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, marital status, religion or any other status protected by law. Members must not condone or allow to go unchallenged any form of bullying, harassment or discrimination if witnessed.
- 5.6 Members must not act in an unlawful manner, including refraining from the use of and involvement with illegal substances at all times.
- 5.7 Members must not encourage or pressure others into acting against this code, and must understand the repercussions of any breaches of this Code of Conduct, outlined in Section 8.

## **6. Anti-Doping**

6.1 CUOC Members must adhere to the requirements of the World Anti-Doping Agency (WADA) code. Please note that Members could potentially be subject to random testing during competitions, particularly those competing at National Level and above. Club Members caught with banned substances in their system will be subject to disciplinary proceedings.

## **7. Publications, Internet and Social Media**

- 7.1 CUOC uses social media, the club website and other publications to to promote the club positively both within the University and externally. It recognises that its publications, online, print and social media are important tools in recruiting new members and engaging with alumni and potential sponsors. It is the responsibility of all CUOC members to manage their personal social media presence responsibly.
- 7.2 Members should avoid hostile or harassing communications in any posts or other online communications, and refrain from publishing negative comments about other clubs, competitors or officials
- 7.3 Where material is copyrighted or borrowed, members should provide citations and/or links, and give credit to the original publisher / author.
- 7.4 Members should review responses to online posts and resolve any concerns before they are posted. If there is a complaint / concern after an item is published, it should be resolved as quickly as possible.

## **8. Breaches of the Code of Conduct**

- 8.1 Section 10.1 of the Club Constitution states that 'the Executive Committee shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or gravely harm the interests of its members.' This action may be applied also when a member breaches the Code of Conduct. Section 10 details the procedure for disciplinary actions.
- 8.2 If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation in to the acts, may be lodged with the Junior Proctor.

## **9. Questions & Complaints**

- 9.1 Questions about the club should be directed to the Captain. Specific safety questions should be directed to the Safety Officer.
- 9.2 Complaints or issues concerning club safety or operational matters should initially be addressed to the Captain or Safety Officer. If their reply is unsatisfactory then a written complaint should be made to the Senior Treasurer. Such issues may include the following:
  - (a) The safety of club activities.
  - (b) Poor standards of instruction or leadership.
  - (c) The standard of equipment used for club activities.
  - (d) Poor club administration.
  - (e) The lack of suitable activities for their level of participation.

9.3 Any member of the club that has concerns regarding their welfare or those of others involved in Club activities can discuss these, in confidence with the Club Welfare Officer or either Captain.

### **Original document**

Written by Matthew Vokes, Captain 2012-13, 16<sup>th</sup> April 2013

Significant updates by Paul Pružina, Captain 2017-18, 09<sup>th</sup> April 2018

### **Document review**

<b>Name</b>	<b>Date</b>	<b>Changes made</b>
John Ockenden CUOC Captain 2014-15	29/03/2015	Update of British Orienteering Office address
Paul Pružina CUOC Captain 2017-18	16/01/2018	Added section 5.5
Paul Pružina CUOC Captain 2017-18	30/04/2018	Added several sections and clauses to bring in line with new Sports Service guidelines.