

# **Cambridge University Bowmen Code of Conduct**

## **1. Full Name of the Club**

Cambridge University Bowmen

## **2. Affiliations**

The club is registered with the University Proctors and the Sports Syndicate. In addition the club is registered with British Universities & Colleges Sport (BUCS), Archery GB (National Governing Body), Southern Counties Archery Society (SCAS) and Cambridgeshire Archery Association (CAA).

## **3. Club Health and Safety Policy**

All members are expected to abide by the Health and Safety regulations set by the University Safety Office, the Physical Education Department and the club's Safety Guidelines (available on the website: [cubowmen.com/key\\_documents](http://cubowmen.com/key_documents)).

The specific roles and responsibilities of committee members are detailed in the club's Safety Guidelines.

## **4. Details of Insurance and Liability Cover**

Cambridge University Bowmen members are affiliated to Archery GB and therefore are covered by Archery GB public liability insurance. Beginners prior to becoming members of Archery GB are also covered for a maximum of their first 6 lessons/sessions. The Cover includes, public & products liability, professional indemnity, Financial Loss, libel and slander and abuse. The cover also includes liability for damage to leased and rented premises, member to member liability, indemnity to principals and liability arising out of goods sold or supplied including refreshments. The policy only provides Indemnity to UK residents (with some exceptions, please refer to the Archery GB website).

Cambridge University Bowmen is covered by the University's public liability insurance. The club has Property Insurance covering the sheds at Churchill College. Club property stored at the University Sports Centre is covered under the University's property insurance. Claims excesses are currently a minimum of £1000 for usual perils such as fire and flood, rising to £2500 for theft where there has been no forced entry. Claims excesses are payable by the club.

All members should be aware of the fact that they take part in all activities at entirely their own risk, and that neither Cambridge University Bowmen nor any of the bodies mentioned above, nor the University shall be liable for any accident or injury sustained, excluding the provisions made by relevant English law. Members who drive rental cars or their own cars to competitions do so at their own risk and must have adequate insurance cover.

While Cambridge University Bowmen will pay for full excess insurance for all drivers if this is possible, the Club in general cannot pay excess charges for damaged vehicles. In addition, Cambridge University Bowmen will not in general pay for any fines (e.g. speeding tickets).

## **5. Guidelines for Behaviour**

### Etiquette

All members should consult the archery etiquette guidelines available on the website.

### Discrimination

Cambridge University Bowmen is committed to ensuring no member receives less favourable treatment on the grounds of age, sex, race (including colour, nationality, ethnic or national origins), disability, religion or belief, sexual orientation, marriage and civil partnership, trans status (legally referred to as gender reassignment), pregnancy and maternity (as per the 2010 Equality Act).

Should any member feel that they are discriminated against by another member, the procedures or policies of the club, they should consult a member of the committee (in particular the Captain), who is obliged to take appropriate action (see Disciplinary and Complaints Procedure).

### Travel to competitions

For rental cars, the driver must check the vehicle is roadworthy before it is signed out. The driver must also ensure they meet all rules and regulations established by the hirer such as age restriction, driving license, insurance etc. For private cars, the driver should ensure the vehicle is taxed, has a valid MOT and is roadworthy. The driver should also ensure that they are adequately insured to drive the vehicle for the purpose of transporting others to matches.

Drivers must:

- Ensure they are fit to drive and that their vehicle is in a safe condition before every journey.
- Ensure they are well rested before driving and should take a break when tired.
- Ensure the vehicle is secure when left unattended.
- All journeys should be properly planned.
- Never drink and drive and should be aware that alcohol remains in the system for 24 hours.
- Never consume alcohol during the journey.
- Never drive when ill or affected by medicines.
- Never use mobile phones while driving.

Passengers must:

- Wear the seatbelts.
- Not consume excessive alcohol or use drugs prior to or during the journey.
- Ensure all luggage is securely stowed.

## **6. Disciplinary Procedure**

Breaches of this Code of Conduct should be reported to the committee. They will decide the appropriate response to the incident, which may include expulsion from the club, and a fine to cover any damages sustained by the Club. Procedures for disputing expulsion from the club are detailed in the club constitution.

## **7. Complaints Procedure**

Should any member have cause to complain concerning health and safety, another member, a committee member or any other aspect of the club, they should write in confidence to the Welfare Officer, Captain or Secretary. Complaints will be considered by the committee and acted on as appropriate.