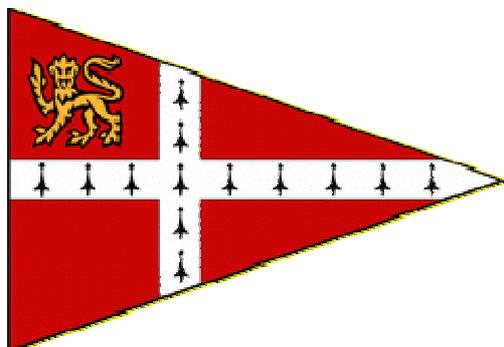


CAMBRIDGE UNIVERSITY CRUISING CLUB



REGULATIONS

ISSUE 6W – 16 NOVEMBER 2017

(Approved by the General Committee on 20th November 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's websites, 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 Cambridge University Cruising Club (CUCrC) 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 the resources to offer sailing and windsurfing to all disabled people.

Members and people used by the Club in training and support undertake to adhere to this policy at all times. Discrimination or harassment by any club member, visitor, instructor, 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 with the Vice Commodore 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's 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

PREAMBLE

The CUCrC is fully committed to safeguarding and promoting the well-being of all its members to ensure their safe, positive, and enjoyable participation in any club activity or event.

All those involved in club activities, whether they are involved as participants, instructors, 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 Club. 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 the Club.

OUR COMMITMENT

The CUCrC respect the rights, dignity and worth of every person involved in its activities. The Club is committed to ensuring that members enjoy sailing in a safe environment free from discrimination, intimidation, harassment, and abuse (see Clause 6 of the Club Constitution for a full definition of 'sailing'). The Club 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 its constitution and is 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 a student's college and the overarching regulations of the Sports Service, the Proctors, and the University.

The Club 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 activities and competitions, including club events, safety, and welfare.

STANDARDS OF BEHAVIOUR

Members of the CUCrC are solely responsible for their conduct when representing the Club and University, or taking part in a club activity. Members must therefore act as follows.

- Respect the rights, dignity and values of others.
- Operate within the rules of sailing and its safety guidelines.
- 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 this Code of Conduct.
- Understand the repercussions of any breaches of this Code of Conduct.

HEALTH AND SAFETY

The CUCrC is strongly committed to encouraging members to take part in its activities, but the health, well-being, and safety of each individual is our paramount and continuing concern. The Club therefore takes all reasonable steps to ensure that its activities are safe and in line with the its Health and Safety policy (see Section 4 of this document), whilst maintaining a very positive attitude to H&S matters.

To support the Club in its health and safety aims, all members are expected to behave as under-noted.

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.
- Co-operate with the Club and Trip Leaders on health and safety issues, following all guidelines.
- Correctly use all equipment provided by the Club.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Ensure that they update the Club and Trip Leaders with any medical information or changes to emergency contact details.

WELFARE

The CUCrC takes the welfare of its members positively and seriously (see Section 5 of this document for details of the Club's Welfare policy). Any member who 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 (whose details are maintained on the Club's website).

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 National Level and above. Club members caught with banned substances in their system will be subject to disciplinary proceedings.

PUBLICATIONS, WEB, SOCIAL MEDIA

The CUCrC wishes 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 members to manage their personal social media presence responsibly. As such, all members must ensure that they act as follows.

- 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.
- 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..

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 the CUCrC's activities. The Club is committed to ensuring that all students are able and encouraged to participate in social 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 of the following points.

- Participation in any form of social activity is completely optional.
- Members must not force others to participate in initiations and other social and sporting events run by the Club
- Members must be made aware that they can opt-out of social activities without fear of undue pressure, reprisal or any other form of discrimination at any point.

COMPLAINTS

Any complaints must be submitted in writing to the General Committee in an expedient manner. Complaints are to be treated confidentially and must not be distributed publicly.

Complaints against a member of the General Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service.

The General Committee (or the Sports Service) will meet to hear any member complaints within 28 days of a complaint being lodged.

DISCIPLINARY PROCEDURES

Clauses 29 to 36 of the Club's Constitution provide for the expulsion of a Member who breaches the Club's Code of Conduct, acts in a way unworthy of a Member, or in a way injurious to the interests of the Club and its smooth running. The decision is taken by the Club's General Committee - after an investigation followed by a hearing with the Member present. Other disciplinary actions are also open to the General Committee.

Written notice of any investigation will be provided to the Member within seven days of a complaint being received or the General Committee deciding to take action. The Member will be given at least 14 days' notice in writing of the General Committee meeting at which the disciplinary action is to be discussed, as well as the reasons for the proposed action.

The Member or, at the option of the Member, a representative (who need not be a member of the Club) is allowed to make representations to the meeting. In the event of an expulsion, the excluded Member is required to return all equipment, documents and finances belonging to the Club within 7 days. They are not entitled to any full or partial refund of their annual subscription.

A member who has been excluded, suspended or subject to other disciplinary action by the Club may appeal the General Committee's decision to the University Sports Committee, which will assess the appeal in consultation with the Club's Senior Treasurer. The University Sports Committee will consider all the facts, and their decision will be final.

University members subject to disciplinary action by the Club have the right to lodge a further formal complaint with the University.

4 HEALTH AND SAFETY/

INTRODUCTION

In addition to observing the guidelines set out in the University's Safety@Sport document, the Club adheres closely to the Royal Yachting Association's (RYA) Health and Safety Management System for all its activities. Sailing and windsurfing at Grafham Water are subject to the Grafham Water SC's (GWSC) health and safety provisions. Beginner training is carried out under the auspices of the GWSC's RYA-accredited Training Centre.

It is the responsibility of the Commodore to ensure that health and safety policies are kept up-to-date as well as being observed, and, as specified in the Code of Conduct, it is the responsibility of members to observe them.

HEALTH AND SAFETY POLICY STATEMENT

Safety is of fundamental importance. Accidents are always regrettable, frequently costly and sometimes disastrous. Safety protects human and material resources and is vital for the enjoyment of recreational sailing and windsurfing at every level that it takes place. The Club is committed to the highest standards of safety - so that no charge of negligence against it should ever be possible.

We recognise that, realistically, we can never eliminate risk completely without terminating our activities. Nevertheless, we will strive to identify and deal with safety hazards in an appropriate way in order to constrain the risks they pose to a level that is justifiable, tolerable and as low as possible.

In doing so, we will review, scrutinise, and assess our own operating procedures and associated documents at least annually. We will also actively promote and develop a culture of continuous safety improvement in the Club, ensuring that members understand and follow the Club's safety policies.

In addition, we will ensure that accidents and incidents are reported as required by the University Sports Service and GWSC. In order to evaluate them and learn from them, we will amend our own safety documentation and practices as necessary in the light of any untoward occurrence.

ANNUAL RISK ASSESSMENT

Every section of the Club appoints a Health & Safety Officer at its annual section meeting. That person is responsible for carrying out a risk assessment for the Section's activities in the coming academic year, following standard HSE guidance set out below, so that the exercise does not become 'box ticking'.

- Look for reasonably foreseeable hazards, making particular efforts to identify new hazards or hazards previously overlooked.
- Decide who might be harmed and how.
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or whether there is more, that is reasonably practicable, that should be done.
- Record the findings and document and implement any new procedures required.

The results of the current annual risk assessment of the Club's sections are incorporated in this section. Health & Safety Officers are also responsible for ensuring that Trip Leaders are appropriately briefed and are competent to discharge their responsibilities.

GUIDELINES FOR THE INEXPERIENCED

Club trips will often involve inexperienced people who are unaware of the appropriate clothing to wear while sailing. The description of all trips on the Club's membership management website will therefore include advice on suitable clothing, particularly headgear and footwear.

CLUB TRIP RISK ASSESSMENT

Any Club trip will have a designated Trip Leader who is responsible for health, safety, and welfare matters on the trip. In the case of team training or an 'away' event organised by another body it will be the Team Captain; in the case of a Club event at Grafham it will be the Principal Race Officer (PRO) or, if there is no PRO, the Club Commodore or Team Captain. The Easter Vacation windsurfing trip is not a Club event; it is organised by GetWindsurfing.

The Trip Leader will be responsible for carrying out a dynamic risk assessment using the form in this section, or from the supply maintained on the clipboard kept in the Club's Grafham hut. In the case of team training or an event at Grafham (Cam Cup, Windsurfing Varsity Match, Cuppers, etc.) the form need not be completed but contact **MUST** always be made with the Grafham Duty Cox. Rescue and First Aid services are provided by GWSC, but it is one of the roles of Health and Safety Officers to encourage First Aid training amongst members.

In the case of an 'away' event organised by another body, which therefore carries main responsibility, the risk assessment will be informal but will still follow the pattern of the dynamic risk assessment form. Trip Leaders will normally have an RYA Assistant Instructor qualification or its equivalent, or recent experience that matches the requirements of the RYA Assistant Instructor qualification.

CASUAL WINDSURFING TRIPS AND TRIPS AWAY FROM GRAFHAM

Windsurfers may organise *ad hoc* trips to Grafham, or trips to open water or coastal locations such as Hunstanton, using Club gear. Such trips must involve at least two windsurfers, except where GWSC permits single sailing. 'Trip Leader' requirements still apply and, if the trip is away from Grafham to the coast, the Trip Leader has a special duty of care because of the greater risks involved.

On trips to the coast, sailors must form 'buddy pairs', keeping an eye on each other on the water where possible. Sailors are encouraged to seek the advice of other sailors, club members or not, on the conditions on the water, with respect to the tide, rips etc. Sailing on the coast is restricted to Fully Experienced and Experienced Intermediate windsurfers – according to the following definitions.

- Novice: A sailor not yet at the Beginner stage.
- Beginner: A sailor who has a little experience on a board. Able to sail in a straight line out from the shore, turn around (tack and gybe) and come back in on their own – in gentle winds.
- Intermediate: A sailor who is able to do all that a Beginner can do – in stronger winds. An Intermediate is becoming more confident on the board, getting to grips with the non-planing carve gybe, beach starting, experiencing the harness and taking the first steps towards planing.
- Experienced Intermediate: A sailor who is confident using the harness and the foot straps, making the transition towards the first short board, practising the water start and other more advanced techniques – in strong winds.
- Fully Experienced: A sailor who is a competent water starter, and is now starting to sail in waves and high winds and performing more difficult freestyle moves. Such sailors encounter the greatest risks, because they are jumping and generally being more extreme.

RECREATIONAL DINGHY TRIPS

Apart from formal RYA Training Courses, the Club organises recreational dinghy sailing and racing trips to Grafham. In deciding who might sail together and what activities they might participate in, Trip Leaders use the categories noted below. These categories are defined in terms of helming; crew competence is defined as being able to satisfactorily crew the equivalent helm category

- Novice: A sailor not yet at the Beginner stage.
- Beginner: A sailor at RYA Level 2: able to sail round a triangular course in light to moderate conditions, pick up a man overboard, and right after a capsized.
- Intermediate: A sailor who is able to do all that a beginner can do, but in stronger winds. Knowledge of dinghy racing plus good experience of club fleet racing (RYA Start Racing or equivalent).
- Experienced Intermediate: A sailor who is confident in strong winds and knowledgeable in all aspects of dinghy racing plus with good experience of open meeting competition (RYA Intermediate Racing or equivalent, plus relevant racing experience).
- Fully Experienced: A sailor who is a competent in all conditions and has had substantial racing experience at a national or international level (RYA Advanced Racing plus relevant racing experience, or membership of a National Squad).

TRAVEL

Travel to club activities and events is normally in members cars. The arrangement that car drivers are paid to cover their petrol and car expenses is a private car sharing arrangement between members and car drivers. It is the responsibility of car owners to check that their insurance allows car sharing (normally the case with standard UK car insurance cover).

OVERNIGHT STAYS

It is the responsibility of the Senior Secretary to maintain a note of club members who will be away from Cambridge or home overnight as a result of their participation in a club activity. The Trip Leader is required to pay particular attention to welfare issues on such trips.

ASSESSING EXPERIENCE AND CONDITIONS

A Trip Leader will often have to assess a member's experience verbally. It is the duty of any member to be honest and realistic about their previous experience so that the Trip Leader can make a safe decision.

The final decision to take part in on-the-water activities rests with the member and the decision is their responsibility, notwithstanding any advice or briefing they have received. The decision of the Trip Leader on the extent of trip activity, and who participates, is final - including cancelling the trip.

GRAFHAM FLAGS

Activities at Grafham are governed by the following system of flag signals (downloaded from GWCS website 12 November 2017).

Green		Normal sailing areas
Yellow		Restricted sailing – Area 1 only
Red/White		Experienced sailors only – restricted to Area 1. <i>For guidance, you are considered 'experienced' if, in the prevailing conditions, you can (unaided) right your boat and return to the club's shore.</i>
Red		Water closed – no sailing allowed
Blue / Green		Blue-green algae present: wear suitable protection and wash after sailing
Blue / White		Experienced windsurfers only – water closed to dinghies, catamarans and keelboats. <i>For guidance, you are considered 'experienced' if, in the prevailing conditions, you can water start your rig and return to the club's shore.</i>
Black		Compulsory wearing of wet / dry suits

EQUIPMENT AND DAMAGE

It is the responsibility of each member to check that the condition of equipment is safe before going on the water. In addition, damage sustained during a trip must be reported to a Bosun or equivalent. The use of club equipment is normally limited to official club trips. In special cases use may be authorised for experienced members by the Vice Commodore of the section concerned.

The rigging of a dinghy or board will normally show up any potential problems that can then be rectified before launching. Because of the inherently greater complexity of a windsurfer, a pre-activity checklist is provided in this section.

PASSING ON SURPLUS EQUIPMENT

Any surplus equipment that a section wishes to sell or pass on to another organisation or person must be first carefully checked for good working order. Defective equipment must not be passed on because it could render the Club liable to claims if accident occurs when someone is using the equipment.

INSURANCE

The Club's dinghies, boards, and equipment are covered by a **GJWDirect** boating insurance policy, including £5M third party indemnity cover (i.e. public liability - and the University's policy gives cover to £10M in some circumstances). Details last updated 14th November 2017. There is no other University or Club insurance that covers members – additional insurance, such as personal accident cover, is a member's personal responsibility.

ACCIDENTS

In the event of an injury while sailing at Grafham Water first aid kits can be found in the clubhouse and the Bosun's Shed - and Grafham staff provide First Aid cover. In the event of a serious or life threatening injury an ambulance should be called to the club - phones are located in the main club stairwell and the club office. The GWSC's address is:

Grafham Water Sailing Club, Perry, Huntingdon PE28 0BU Tel: 01480 810478

For less serious injuries, where hospital attention is still required the injured person should be driven (they should not drive themselves) to Hichingbrooke Hospital (approximately ten miles away). When driving from Grafham exit the A14 onto the B1514 before reaching Huntingdon. The address is:

Hichingrooke Hospital, Parkway, Hichingbrooke , Huntingdon PE29 6NY Tel: 01480 416416

ACCIDENT REPORTING

Accidents and incidents (potential accidents where no injury occurred) at Grafham Water must be reported in accordance with current GWSC procedures. They must also be reported using the online University Sports Injury Report (a link to this form is available on the Admin page of the Club's website; the link is: <https://www.vle.cam.ac.uk/mod/data/edit.php?d=6442>). In all cases the Commodore must be notified.

If the accident is serious and the member's emergency contact should be informed, first contact will be made by the Trip Leader, after seeking guidance if the accident is major. The Trip Leader will also inform the Commodore, who will inform the member's college – and the member's emergency contact if needed. If the Commodore is unavailable, the Trip Leader will inform the Senior Treasurer or Senior Secretary, or the University Sports Service and they will assume the Commodore or Trip Leader's role as required.

HEALTH HAZARDS AT GRAFHAM

Hypothermia is a risk associated with any outdoor activity such as sailing, and the presence of cold water greatly magnifies the risk – particularly where direct contact with the water is involved, as in windsurfing. Correct clothing and gear substantially reduce the risk, but Trip Leaders and participants need to be alert to any signs, such as shivering, lack of attention, clumsiness, or slurred speech that may be signalling the initial stages of hypothermia in a sailor or windsurfer.

Grafham displays clear information about **Blue Green Algae** and, when high levels of blue-green algae are present, a flag will be flown to warn sailors and windsurfers. The flag will be half blue and green with the word **TOXIC** across it. Avoid contact with the algae or swallowing any water if the flag is flying.

While there is no history of **Weil's Disease** at Grafham Water precautions should still be taken (cover cuts with waterproof plaster and wash hands thoroughly before eating). Health and Safety Officers

should be aware of the availability of blood tests for Weil's Disease at The Leptospirosis Reference Unit, Public Health Laboratory, County Hospital, Hereford HR1 2BR.

In general, in the unlikely event that you experience **unusual medical symptoms**, be sure to tell your doctor that you have been participating in water sports and mention the locations involved.

Centre: Grafham Water	Date: 14 November 2017	Review Date:
Risk Assessment: All Risks Common to Dinghy Sailing and Windsurfing		

Description of the activity, equipment or area under assessment <u>Any Activity at Grafham Water</u>

Significant hazards	What could go wrong	Risk (High, Medium, Low)	Existing control measures	Further actions
Preparation	Not ready for the planned activity -, resulting in a variety of accidents and uncontrolled situations	High	Trip Leaders to have RYA Assistant Instructor or equivalent qualification and experience Trip Leader to complete Dynamic Risk Assessment using CUCrC form Trip leader to notify Grafham Duty Cox of general trip skills and agree a sailing or windsurfing area Trip leader to supplement the Grafham flag system by assessing weather and skills of participants, only experienced to use kit unsupervised – see experience definitions on page 7 of this document All participants must have sufficient experience for conditions All participants to be notified of the appropriate sailing area	This item applies to all subsequent hazards
Strong winds	Major rescues required	Medium if warning flags are flying	Trip leader to assess need for a roving safety boat and arrange with Duty Cox	Keep inexperienced on shore
Cold water	Long term exposure (hypothermia)	Medium	All participants to wear appropriate clothing Trip Leader aware of symptoms and treatment	Risk High in Lent
Cold water	Short term exposure (shock)	Low	All participants to wear appropriate clothing Trip Leader aware of symptoms and treatment Check for possible medical conditions (e.g. asthma) and take appropriate precautions	None
Water	Drowning	Low	Swim checks prior to activity (confirm able to swim 100metres in light clothing) All participants to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent	None
Water-borne disease	Weils Disease	Low	Participants warned about covering cuts and washing hands before eating Footwear to be worn by all to prevent cuts Participants warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms	None

Water-borne toxins	Blue Green Algae	Low	Dinghy sailors warned of danger if algae flag is flying Inexperienced dinghy sailors to remain on shore because of danger of capsizing No windsurfing if algae flag is flying	None
Equipment failure	Serious injury	Low	Equipment to be checked on a regular basis – before each session by windsurfing users	None
Slippery surfaces	Injury through slipping and falling	Medium	Participants warned to wear non-slip footwear and be aware of the likelihood of slipping on concrete surfaces	None

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): -

ASSESSOR

Name of assessor:	Signature:	Date	Name of Supervisor:	Signature:	Date

REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): -

ASSESSOR

Name of assessor:	Signature:	Date	Name of Supervisor:	Signature:	Date

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EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): -

ASSESSOR

Name of assessor:	Signature:	Date	Name of Supervisor:	Signature:	Date

REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here

WINDSURFER AND GEAR PRE-ACTIVITY CHECKLIST

Full-length wetsuits must be worn in the Michaelmas and Lent terms, during the Easter term sailors may make the decision based on the water temperature. Check your equipment before entering the water, as follows.

Boards

- Ensure they are in good condition, with no significant holes or cracks visible.
- Ensure that the fin is in good condition, not liable to break, and is securely attached to the board.
- Similarly, ensure the dagger board is in place and in good condition.
- Ensure foot straps are securely fastened to the board and not liable to break off.
- Ensure the mast foot is securely connected to the mast track.

Sails

- Ensure there are no tears or loose seams on the sails.
- Ensure that the outhaul and downhaul ropes are in good condition, not fraying.
- Check that the battens fit well and that there is no danger of them piercing the sail.

Booms

- Ensure that the booms are working well, and the clamp is secure.
- Make sure they have not been bent and that the rivets are all in place.
- Ensure the up-haul ropes are in good condition, not fraying.

Masts

- Ensure that there are no cracks in the masts, or any delamination of the fibreglass / carbon fibre.
- Make sure the mast extensions fit into the mast, that the cleat holds the downhaul without slipping, and that the pulley system is not damaged.
- Ensure the mast bases are in good condition, that the connections (tendon, hinge, etc) are not broken or perished.

Wetsuits

- Ensure they are free from any rips and tears.
- Ensure the zips are working freely

Wetboots

- Ensure they are free from any rips and tears.
- Ensure the soles retain a suitable amount of grip.

Harnesses and Lifejackets

- Ensure that they are in good condition, no broken clasps, no fraying, zips working well.

5 WELFARE

The CUCrC takes the welfare of its members seriously and follows the guidance of the University's Welfare@Sport document, which in turn is underpinned by the core values of the University. It is the responsibility of the Commodore to ensure that the Club's welfare policies are kept up-to-date as well as being observed, including an annual review.

Every section of the Club appoints a Welfare Officer at its annual section meeting. That person is responsible for attending Sports Service briefings and training sessions on welfare, as well as being available and approachable on welfare issues by members. It is also their responsibility to review and maintain current club welfare policies and practices.

It is **NOT** the role of Welfare Officers to provide individual counselling support to members. Their role is to promote welfare-centred practices within the Club, provide a confidential initial contact point for members in relation to welfare concerns, and signpost individuals to relevant College, University, and Community support systems when required.

Any member that has any concerns regarding their welfare or of others involved in club activities can discuss these, in confidence, with the Club's Welfare Officers, who are listed on the Club's website.

If you have a query on welfare you should email welfare@sport.cam.ac.uk. If your welfare matter is confidential and you do not wish to raise it with one of the Club's Welfare Officers, contact Assistant Director of Sport Karen Pearce (karen.pearce@sport.cam.ac.uk, 01223 762954).

6 DATA PROTECTION

STUDENTS

The Club records, on its Marketing Database, 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 summary 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 database.

The Club's Freshers Fair sign-up form incorporates the following Data Protection explanation: "*Record of Interest - We will add your details to our database and use it to contact you about membership and events while you are at Cambridge.*"

Additional information is maintained on other databases for people who sign up for a trip or join the Club as members: 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). Member and past member data is retained by the Club until the person ceases to be a student. Additional information for trip participants is deleted at the start of the Michaelmas Term following the academic year in which it was submitted.

The Club's standard Student Data Protection statement, published on the Club's management website where students sign up for membership or an individual trip, 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). Member and past member data is retained until the person ceases to be a student. Data for trip participants is deleted by the start 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).”

7 ONLINE MEMBERSHIP DECLARATION

Prospective members and activity participants confirm the following declaration when signing up online for membership - or booking on an activity, which also requires (Day) Membership.

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 appreciate that these risks are magnified by illness and I will not sail whilst feeling unwell. I am aware that a full risk assessment is available in the Club's Regulations.
3. I acknowledge that the Club does not accept any liability for damage to or loss of property or for personal injury arising out of the use of club facilities, or participation in any activity organised by the Club, whether sustained by members or their guests. (But this clause shall not limit the liability of Club for any damage or personal injury resulting from its negligence or fraud.)
4. I acknowledge that it is up to me personally to assess whether any club event or activity is too difficult or dangerous for me, to check the adequacy of my personal equipment, and to seek guidance before I participate. I confirm that I am of adult age (18 years of age or older).
5. I confirm that I will abide by the Member Conduct, Health, Safety, and Welfare arrangements, and other provisions set out in the Club Regulations, whilst participating in any activity organised by or in association with the Club. I am aware that a copy of the Club Regulations is available on the Club's website.
6. When sailing or windsurfing at Grafham Water I will comply with the Grafham Water Sailing Club rules and safety regulations, as displayed in the clubhouse. I undertake to keep myself informed of any changes in these rules and regulations whilst I remain an active member of the CUCrC.
7. I confirm that I will keep necessary medication available at all times and disclose any medical condition when signing up for any club event or activity. I confirm that I am medically fit to take part in club activities.
8. I am aware that the Club takes no responsibility for the safety of members travelling to or from events and activities.
9. I acknowledge that any sailing placements, trips, or activities found through but not organised by the Club are deemed outside of the Club's liabilities.
10. I agree to pay my share of costs incurred whilst sailing with the Club, including the cost of damage to craft that I am sailing in or on (where not covered by insurance).
11. I confirm that I have read and fully understood the above declarations and undertakings and appreciate that failure to comply could result in my expulsion from the Club or other disciplinary action.
12. 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 or activity participation being accepted I will fully comply with all Club membership and activity participation requirements.