

Code of Conduct for members, coaches and officers of CUBC

CUBC has a reputation for being a friendly and well-organised club and we all work hard to maintain that and improve things for club members every year.

The Club is fully committed to safeguarding and ensuring the wellbeing of all its members and those who work for the club. We will endeavour to ensure that all members of CUBC are treated as individuals, fully respected and can enjoy a safe and supportive environment.

CUBC members and coaches are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with one of the officers of the club. The complaints procedure is available as a separate document available on the website. Concerns may be fed back anonymously using the [Reporting Form](#) on the CUBC website.

As an affiliated club of [British Rowing](#) and Cambridge University Sports Service, CUBC members and staff are required to abide by their respective Codes of Conduct in Addition to that of the CUBC.

CUBC Coaches are required to adopt the [British Rowing Code of Conduct](#), [Section 4 Coaches](#) in line with national standards.

All CUBC members and staff agree to abide by these STANDARDS OF BEHAVIOUR

Members of CUBC are solely responsible for their conduct when representing the club on and off the water. Members **must** therefore:-

1. Respect the rights, dignity and values of others;
2. Operate within the rules of the sport.
3. Treat facilities, staff and students at the University of Cambridge and other institutions with respect and abide by any rules that may apply;
4. Be aware of how their actions may be perceived by others;
5. Maintain high standards of personal behaviour at all times;
6. Conduct themselves in a reasonable manner relating to offensive language and temperament
7. 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.

8. Respect the decisions of officials, making all appeals through the appropriate formal process and respecting the final decision;
9. Not condone, or allow to go unchallenged, any form of bullying, harassment or discrimination if witnessed;
10. Refrain from the use of and involvement with illegal substances at all times.
11. Not act in an unlawful manner;
12. Not encourage or pressure others into acting against the code;
13. Understand the repercussions of any breaches of this Code of Conduct.

In addition to the above standards of behaviour, CUBC members and coaches agree to:

1. Follow the rules and procedures of the club with a particular emphasis on safety. The Club aims to ensure, so far as is reasonably practicable that:
 - Equipment and training systems and protocols, along with workplaces, are safe.
 - Articles and substances are used, handled, or stored safely
 - All users of CUBC facilities and venues have ready access to safety information and are informed in a timely manner on changes in practice and policy and their obligation to adhere to British Rowing's RowSafe guidelines
 - CUBC members and staff receive appropriate training and supervision regarding Health and Safety
 - CUBC's premises and facilities are well maintained and compliant with safety and inspection requirements. A safe working environment is encouraged.
2. Respect Club and borrowed resources:
 - a) Take care with all equipment and report promptly **any** damage to the Chief Coach immediately after an incident and where significant damage and/or injury to an individual have been sustained, submit a written report to the Chief Coach and Executive Secretaries within 24 hours.
 - b) Ensure that all club equipment and facilities are kept clean (including boats, boathouses, minibuses, etc.)
 - c) Take individual responsibility for ensuring equipment is stored safely including blades, cox boxes, life jackets and other equipment.
 - d) Be individually responsible for returning any borrowed equipment at the end of each term or as required
 - e) Understand and abide by the rules and protocol of any training facilities that are used by CUBC

3. To abide by the rules of UK Anti-Doping (UKAD), a full set of which can be seen [here](#), in particular:
 - a) To check all medications are safe to take prior to using them;
 - b) To seek advice from/via the Chief Coach prior to taking any 'supplement';
 - c) To attend an annual anti-doping education session organised by CUBC.

4. Adhere to [British Rowing](#) rules and guidelines.

5. When competing, act in accordance with the rules of the competition/event, in particular:
 - a) Understand, and follow the rules, regulations and guidelines of the competition/event with regards to safety, marshaling, and competing.
 - b) Follow the instructions of all officials of the competition/event.

6. Act in a sportsmanlike way during training and competition, in particular:
 - a) Treat other competitors, coaches, other water users and officials of clubs, competitions and events with respect
 - b) Avoid swearing at or shouting at others
 - c) Not threaten others nor engage in acts of verbal/physical/other abuse.
 - d) Respect the rights, dignity and worth of other participants, and not discriminate on the grounds of gender, race, colour, disability, sexuality, age, marital status, occupation or political opinion

7. Avoid inappropriate relationships between athletes, coaches and officers of CUBC.

8. Keep to agreed timings & inform the relevant person if they are running late.

Cambridge University

Members and coaches are reminded that whilst participating in Club activities, they are representing CUBC and Cambridge University and should therefore ensure that their activities do not bring those organisations into disrepute.

Sponsorship Obligations

All members, coaches and officers are required to support positively the club sponsors and official suppliers as required during the period of sponsorship and avoid bringing the club, BRCL, WBR, HBR or their respective sponsors or partners into disrepute.

Social Media Activity

The club realises that social media activity can be used positively but requests that all members agree to follow these guidelines when using personal accounts. This policy applies to all members, coaches and staff of the CUBC, whilst they are involved in the Club.

The Club will take full responsibility for **all** content shared from any CUBC branded social media platform. Control of these platforms is restricted to agreed persons only (generally the Social Media Co-ordinator).

Any views or opinions expressed or images shared by CUBC members are recognised to be those of their members and do not necessarily reflect the opinions of the CUBC. However, members of the Club must agree to abide by the below guidelines and understand that they are representing CUBC through personal social media activity. Any activity that contradicts these guidelines or brings the Club into disrepute can result in disciplinary action.

1. Ensure that all opinions or views expressed are clearly one's own and distinct from the CUBC, LBR, the BRCL or their sponsors
2. Ensure that any information or images that are posted or shared cannot be misconstrued in any way or are in contradiction to the goals of the CUBC, the Coaches, the Rowing and Management Board, Cambridge University, HBR, WBR, the BRCL and their sponsors.
3. Avoid using obscenities, starting or spreading rumour, being openly critical or derogatory about any stakeholders or members of other Boat Clubs
4. Do not post defamatory images or make disparaging remarks about CUBC, the Coaches, the Rowing Management Board, HBR, WBR, the BRCL, their sponsors or any members of CUBC, OUBC, OUWBC, OUWLRC, or OULRC
5. Show respect to all competitors of the Boat Races and the LBR.
6. Understand that any issues should not be discussed or described on a public forum
7. Ensure that privacy settings, where applicable, are sufficient.

Any queries regarding social media should be addressed to the Administrators. Remember that if you're in doubt, **DO NOT TWEET!**

BREACHES OF THE CODE OF CONDUCT

The [CUBC](#) Articles of Association state that “the Club has the power to remove a member from Life or Ordinary Membership if it is in the best interests of the Club that such membership be terminated.” The disciplinary proceedings described here are applicable when a member of the Club

1. Brings CUBC into disrepute OR
2. Breaches the Code of Conduct in a manner deemed serious by the Club Chair or RMB Chair OR
3. Engages in any activity that adversely affects the smooth running of the Club in a major way.

Having identified (or been informed of) such a transgression, the Club and RMB Chairpersons, in consultation with the Coaches and Club Presidents, may suspend a member from CUBC activities pending further investigation. As soon as is reasonably possible, a subset of the Rowing and Management Board (made up from a minimum of three of the Club Chair, Rowing and Management Board Chair the CUBC Treasurer, a Senior Member, the President, the other gender President, and the OneClub Secretary) should decide whether to rescind the suspension or exclude the member.

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. The expelled members will not be entitled to any full or partial refund of annual subscriptions. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.

Welfare

CUBC takes the welfare of its members seriously and sets out its expatiation, policies and procedures in the Club’s [Welfare Policy](#). Any member of the Club that has any concerns regarding their welfare or those of others involved in Club activities can discuss these, in confidence, with the Club Welfare Officer or the Student Welfare Leaders:

Welfare Officer: Dr Morag Hunter – mah1003@cam.ac.uk

Student Welfare Leaders: Dylan Whitaker - dylanwhitaker10@gmail.com; Elena von Mueller - ev343@cam.ac.uk; Fred Gillard - fog20@cam.ac.uk; Freya Sutcliffe - fs502@cam.ac.uk; Joanna Matthews - jgm42@cam.ac.uk; Konstantinos Voudouris - kv301@cam.ac.uk

The club recognizes that CUBC athletes are balancing high academic expectations with elite sporting activity and are therefore subject to more intense and various pressures than many others. However, there will be times when an athlete's welfare is at risk

mentally or from a physical injury. In these cases the Club has a duty of care to disclose it to the correct parties. In the first instance, the Club will contact the relevant college nurse and if they are unavailable, the Club will contact the college tutor.

We set high standards on and off the water in order to ensure that the club and all its members have the best experience possible and achieve the best results possible during their time here.

Please sign to acknowledge that you have read and understood the contents of this document:

Signed,

Name:

Date:

Please indicate here in order of priority who you would like us to contact in the case of a mental or physical health emergency:

Please indicate here in order of priority who you would like us to contact in the case of a mental or physical health emergency:"

Parents	
GP	
College Nurse	
College Tutor	
Director of Studies	
Project Supervisor	