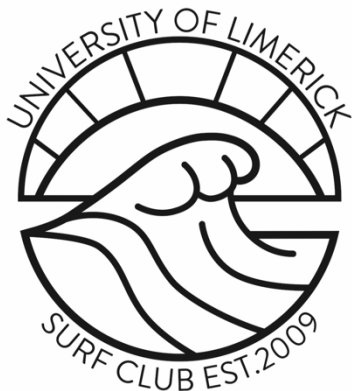




University of Limerick SU

Clubs and Societies Safety Statement

Academic Year 2020-2021



UI surf club

1. Introduction

This safety statement is designed to set out the control measures that the club/society has in place to reduce the risk associated with its activities to the minimum that is reasonably practicable.

The document sets out the role of the Club's & Society officers with respect to safety.

It also sets out the standards that the Students Union requires the club/society to adhere to.

The officers have overall responsibility for ensuring safety standards are high and that members are aware of these standards.

Officers should bring this document to the attention of their members and explain to them the basic safety rules that all members must adhere to when participating in club/society activities.

Officers should customise the Safety Statement to their own club/society requirements. If the club or society carries out any hazardous activities these must be identified in writing and an assessment of the risk associated with the activity must be made, i.e. an estimation of the likelihood of something going wrong and the severity of the injury or ill health that may occur if things go wrong. The club/society must then set out what it does to eliminate or minimise the risk. If the club is affiliated to a governing body the safety standards of the governing body must be used.

1.1 Role of the President of the Club/Society

The Presidents role with respect to safety involves the following;

- ensuring that everyone is familiar with the Safety Statement,
- that there is an effort to have first aiders and first aid equipment available if required,
- that trip leaders are suitably experienced,
- ensuring that novices are well looked after
- that relevant training is provided where necessary,
- and that everyone is aware of the action to be taken in an emergency.

1.2 Role of the club/society member

- Clubs and Societies endeavor to offer their members a safe environment in which to participate in activities. The Officers will, to the best of their abilities, bring to the attention of members the risks associated with the activities. However members are expected to make themselves aware of hazards and to be responsible for their own health and safety.
- They must not jeopardize the health and safety of other members through their own actions.
- Members are required to follow instructions given by Officers or Trip leaders
- Members should attend relevant training courses provided for them.
- They should raise any safety concerns that they have with an Officer or trip leader.
- Members should inform an Officer or trip leader of any relevant medical conditions that might impinge on their ability to participate or that might affect emergency first aid treatment.
- Members are responsible for obtaining as much information as possible about any planned activity, so as to be able to make an informed decision as to whether it is a suitable activity for them.

1.3 Communicating the contents of the Safety Statement

An administration seminar is held on an annual basis. The overall content of the Safety Statement will be dealt with at this seminar. At least one club/society officer must attend the seminar and inform other officers of the content as per the ULSU requirement for Clubs & Societies

2. Reporting of accidents

Accidents that occur as a result of the club/society activities or while a member is participating in the club/society, activities must be investigated, recorded on the SU accident report form ([Appendix 1](#)) and a copy sent to the SU, Clubs & Societies Development Officer or Clubs & Societies Liaison Officer within 5 days of the accident occurring.

Members are insured against personal injury while participating in club/society activities. Non members are not. The SU will deal with claims that may arise. Officers must ensure members are signed up and in full compliance with the Clubs & Societies on-line membership registration process www.registercs.ul.ie

Accidents are defined as incidents where a person is injured to such an extent that they require first aid or other medical treatment (doctor, nurse, hospital visit).

2.1 Serious accidents and fatalities

Serious accidents or fatalities must be reported to the Clubs & Societies Development Officer, Paul Lee as soon as possible. If the C&S Development Officer is not available the General Manager must be notified or the President of the Students' Union or the Clubs & Societies Liaison Officer

Contact details

- Paul Lee, Clubs & Societies Development Officer, (w) 061-213477-(m) 086-0435307
- Philip Mudge, General Manager (w) 061 202325 - (m) 086-0435306
- Derek Daly, UL Student Union President (w) 061 202326 - (m) 086-0435300
- Liz Gabbett, Clubs & Societies Liaison Officer (w) 061-234891 – (m) 086-0435308

3. First aid

For activities where there is a risk of minor injury an officer of the club/society must be designated to maintain a suitable first aid kit. For activities where there is a higher risk of injury the club should have a designated trained first aider with each group. It is recommended that the following clubs have a trained first aider;

- 1 American Football
- 2 Archery
- 3 Boxing (NEW)
- 4 Drama
- 5 Fencing
- 6 GAA
- 7 Hockey (Ladies)
- 8 Judo
- 9 Karate (Shotokan)
- 10 Kayak
- 11 Krav Maga
- 12 Mountain Bike
- 13 Outdoor Pursuits
- 14 Parkour
- 15 Rugby (Ladies)
- 16 Rugby (Men)
- 17 Rowing
- 18 Sailing
- 19 Skydiving
- 20 Softball
- 21 Soccer
- 22 Sub-Aqua
- 23 Tae Kwon Do
- 24 Trampoline
- 25 Waterpolo
- 26 Windsurfing

Clubs/Societies should contact the Development Officer to arrange to participate in a first aid course. The first aid kit must be brought on trips away. The recommended contents of a travel first aid kit are given below however certain activities may require specialized contents.

Materials	First Aid Travel Kit Contents
Adhesive Plasters	12
Individually wrapped Triangular bandages	2
Safety Pins	2
Large Individually wrapped sterile Unmedicated Wound Dressing (approx. 13x9cms)	1
Individually Wrapped Wipes	8
Paramedic Shears/scissors	1
Pairs of Latex Gloves	1
Additionally, where there is no clear running water, Sterile Eye Wash	1

The officer in charge of the first aid kit is

Stephen Gannon 0876163369

First aid kit contents can be purchased from the SU.

COVID 19

Sport Ireland confirmed that the 'Return to Sport' Expert Group have agreed that surfing, under conditions set out by the governing body, can be included as a phase one sporting activity.

Sport Ireland encourages all those involved in sport to continue to adhere to Government advice on the situation in relation to COVID-19.

This is a continually evolving situation in Ireland and up to date guidance can be found here: <https://www.hpsc.ie/>

Sport Ireland is in ongoing contact directly with funded bodies, who will in turn provide updates to their participants with specific information on how this relates to their sport.

Further information on COVID-19 can be found on the Government and HSE websites:

<https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

<https://www2.hse.ie/conditions/coronavirus/coronavirus.html>

It is important that you keep up to date with Government guidance as well as guidance from the university. ul surf club will also do its up most to inform members of any changes in regards to covid-19 procedures which effect the club.

CLUB COMMITTEE

To participate actively as a club committee member you must complete the covid 19 course at <https://www.sportireland.ie/covid19/course> download the certificate and email it to ulsurfclub@gmail.com

If you are currently elected to a committee position but have not yet completed the course your positions duties, responsibilities and authority will be temporarily co-opted to another committee member who has completed the course. While your name will still be associated with the position you were elected to, you must first complete the course to reassume your position on the committee.

CLUB POLICY FOR ACTIVITIES

All attendees should wash their hands before they leave their home and on arrival and to use hand sanitiser where available. We also ask for members to bring their own hand sanitiser with them in case we are unable to supply hand sanitiser in a safe manner at the activity location.

We ask participants to bring their own water bottles bags and equipment with their name clearly marked (so that it is not accidentally picked up by another member), towels and where possible personal equipment. We recommend not to share these with other members and use them for yourself only.

The sharing of equipment should be avoided wherever possible. If necessary, equipment can be provided by the club.

To use Equipment you must fill out the equipment form prior to use and return it immediately at the request of a committee member. This equipment must be cleaned and disinfected before, during and after using it. As cleaning equipment will take time it is important that the equipment is returned on request failure to do so will result in penalisation and a possible ban on using club equipment for the foreseeable future.

In order to effectively clean and disinfect sporting equipment before and after use, the following steps should be taken:

- 1 committee member should be designated in charge of cleaning and disinfecting any shared equipment before, during and after all sessions/activities
- Wash hands with soap and water for at least 20 seconds and wear disposable gloves
- Remove any visible soiling on the equipment (Dust, soil, grass, sweat, etc.) by using detergent wipes or with soap and clean water.
- Spray all surfaces with a chemical disinfectant and dry with a clean cloth or paper towel.
- All cleaned and disinfected equipment should be placed to one side after going through this process to reduce cross-contamination and ensure that clean and unclean equipment does not become mixed.
- Ensure safe and correct use and storage of disinfectants, including storing products securely away from children.
- All frequently touched surfaces should also be cleaned and disinfected before and after sessions. A schedule for increased, routine cleaning and disinfection of all frequently touched surfaces should also be created and applied.

- Use gloves when removing rubbish bags or handling and disposing of any rubbish and wash hands with soap and water for at least 20 seconds after you safely remove your gloves.
- In order to remove gloves without contaminating your hands, you must ensure that you do not have direct contact with the outside of the gloves. Please refer to the below diagram for guidance on the removal and disposal of gloves after use.

Procedures to be carried out prior to activity

- Ensure that you remain up to date with official COVID-19 information
- All attendees should, in advance of attending, complete an electronic Attendance Sheet for all sessions
- All attendees should be notified of precautions that will be put in place on arrival and for the duration of sessions and to ensure that they are fully aware of all symptoms of COVID-19
- COVID-19 Officers should be both aware of and have approved the activity taking place within your setting
- Ensure that you are following all advice and guidance issued by your National Governing Body of Sport or relevant representative body
- Ensure that relevant adjustments are made to risk assessments and safety plans to incorporate COVID-19 safety measures
- Participants should arrive 'ready to train' and not require the use of a changing area prior to the activity commencement
- Encourage individuals not to carpool, to wait in their car or outside the venue until just before the beginning of a practice, warm-up, or game, instead of congregating with others prior to starting
- Ensure attendees enter via designated entry route. Ensure that this route is accessible for all attendees.
- If car parking spaces are being restricted due to social distancing, ensure that accessible car parking spaces remain available
- Stagger arrival and drop-off times by groups to limit contact between individuals as much as possible
- Ensure that there is still access to the building for a designated medical room and in order to access a defibrillator or other medical supplies if required
- Clean and disinfect all equipment prior to use, between users and after session. Limit sharing of equipment where possible. If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use.
- Provide hand washing, hand sanitising facilities and equipment cleaning supplies
- Ensure that First Aid kits have been updated to include additional face masks, surgical gloves and sanitisers.

- COVID-19 measures should be incorporated into all competition/procedure documents to form a normal part of the sports delivery
- Athletes should not be penalised if they wish to opt-out of training at this stage in the Roadmap. They should be encouraged to communicate their concerns so that Governing Bodies of Sport and clubs can address them.

Procedures to be carried out during activity

- Provide an introduction to each session to include all precautions that should be implemented throughout the session i.e. maintain social distancing
- Maintain social distancing of the government recommended amount of metres between individuals where possible and when explaining drills or rules
- Contact may be permitted but social distancing outside the field of play is essential
- Where contact will take place it should be limited to the minimum amount of time and the individuals involved in contact should be limited
- Preferably organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups
- Encourage participants not to spit or clear their nose in the presence of others and remind them of coughing and sneezing etiquette
- Discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, elbow taps, hugs or huddles and ensure that celebrations or greetings don't involve contact
- Communicate any concerns you have during the session to ensure issues can be addressed quickly

Procedures to be carried out after activity

- Provide hand washing facilities and equipment cleaning supplies
- Any training gear, including bibs, should be brought home by the individual who used them
- Immediately at the conclusion of the session, ensure attendees exit via the designated exit route. Ensure that this route is accessible for all attendees.
- Individuals should maintain social distancing outside the field of play and not congregate in groups post session i.e. in the carpark
- Ensure facility and equipment is returned to pre-session cleaning standards

All activities must be conducted in line with public health advice.

The committee are fully entitled to cap the amount of people allowed to attend activities at a far lower number should they feel it necessary. UI surf club may contact members in regards to an activity which they have signed up to and were approved to attend, informing them that they are no longer allowed to attend due to a reduction in numbers permitted to take part.

CLUB PAYMENTS

UI surf club will no longer be accepting cash payments all payments must be processed online, please contact us for the best way to go about paying fees.

Wakeboarding:

UL surf club Wakeboard and Water-ski, considers Health and Safety to be an important and essential part in creating an enjoyable and safe experience on site and therefore has drawn up the following guidelines:

UL surf club will be using the Shannon river when operating, and occasionally the lough derg or Cork). All of the following points refer to these two locations only.

All drivers shall be qualified or under instruction. Under instruction is defined as having a qualified holder as crew and also having booked to take your test at a defined future date. An

All drivers must be able to demonstrate competence and experience of driving a skier or wakeboarder,

There must be a minimum of two people in the boat at all times, when towing a skier or wakeboarder,

No one shall use the river/lake under the influence of excess drugs or alcohol.

No finned boards or skis shall be used on the jump.

Boat drivers shall not allow passengers to sit or ride on the boat's deck, side or bow whilst the boat is in motion.

Boat drivers shall keep as far away as possible, and show consideration to, any wildlife /rowers / fishermen present on the lake/river, at time of usage.

UL surf club will show consideration for other ski boats, using the lake. A speed limit must be enforced of 3mph when approaching the refuelling facilities.

UL surf club will ensure that all rubbish is disposed of at the end of each day, within the domain of the club boundary.

The Sliders and other Obstacles:

You must have appropriate safety wear, namely helmet and impact jacket and ask for information on safe operation before using any of the obstacles in the river/lakes.

UL surf club Wakeboard and Waterski, takes no responsibility for riders who choose to use the Sliders or other obstacles in the water. Riders do so at their own risk!

First Aid:

UL surf club will report any accident, however small, to the correct authorities. Sufficient action will be taken to achieve an amicable and safe outcome for both UL boarders committee and injured customers.

All UL surf club staff will be First Aid trained and will renew any lapsed qualifications, at a suitable date.

There will be a First Aid box available to all who use the facility, accompanied by an accident reporting book.

General Safe Practices:

A skier in the water must not be taken aboard without first turning off the engine of the boat.

Ropes should be pulled in immediately a skier has fallen except when there are no other boats using the river.

If a skier has dropped a ski and then fallen, the skier must be picked up prior to the ski.

The driver shall return the boat to the dock, at maximum of 3 mph.

The Slalom Course shall not be used by loaded wakeboard boats, or boats with excessive draft.

UL surf club are responsible for any damages or breakages within the confines of the Ski Club dock and/or Arena Lake. Sufficient action will be taken to rectify any concerns, having a direct impact on customer safety.

All dogs visiting the site must be kept on a lead or under control and their mess cleared up. The owner must take full responsibility for their dog at all times

UL surf club does not guarantee the quality of the decking facilities provided for its customers, although every effort will be made to ensure

the safety of the facilities in use by our customers.

Any areas within the Club domain that pose any Health and Safety issues shall be dealt with immediately.

Under no circumstances will swimming be permitted in the lake/river around the ski club dock.

All Skiers/Wakeboarders and other users of the water facilities, MUST inform the UL surf club Staff of any illness, injuries and/or heart conditions prior to skiing.

It is the responsibility of the member/customer to inform all guests of the rules and regulations for UL surf club. If the guest does not agree to these rules and regulations they have no right to use the facilities on the site

All Members and their guests use the facilities at the site at their own risk. UL Boarders make no warranties as to the safety of these Health and Safety rules or the lake.

UL surf club and its members shall not be liable for any injury or any other loss whatsoever arising out of the use by a member or his guest of the facilities at the site unless such injury or loss is as a result of gross negligence by UL surf club.

UL surf club reserves the right to add, omit or alter any rule / rules or booking times

These Health and Safety Rules have been compiled for your maximum enjoyment.

If there is anything you do not understand or have difficulty in interpreting, please do not hesitate to ask the UL surf club committee

Snowboarding:

1. Snowboarding is a sport with physical demands and inherent risks which are beyond the control of the UL Surf club. Falls, collisions and other incidents may occur which result in serious injury, and can be fatal. Participants must assume the inherent risks of the sport. Most risk elements are easily avoided through common sense, personal awareness and courtesy to other slope users.

2. In the event of a serious injury situation, a committee member of the UL Surf Club be alerted, and the resort's emergency procedure must be followed and adhered to.
3. The instructions of UL surf club Committee Members, instructors and the 'Ski Patrol' are to be strictly adhered to by all members.
4. There are mountain rules in place and Ski Patrol is extremely strict on Piste behaviour. Anyone found to be in breach of these rules will have their pass revoked immediately and/or face a heavy fine. Some general rules include the following (but please consult each individual slope for further restrictions):
 - ⇒ Remain within your limits, do not attempt slopes outside your own capability.
 - ⇒ Stay on marked slopes. Off piste boarding/skiing can result in a summons by the Piste Police.
 - ⇒ Remain courteous to other slope users at all times.
5. The whole group will be divided into chalets sleeping six. There will be a group leader/committee member assigned to every chalet and each group will spend the duration of the day together.
6. Each group leader will be in charge of his/her group's safety and well-being. Members are not permitted to leave their group.
7. There will be no unexcused absence from the slopes.
8. All members will meet daily for breakfast between 07.30 and 08.30 and dinner between 19:00 and 20:00 and a role call will take place at these times.
9. All first time skiers and snowboarders will be required to attend daily lessons until a sufficient level of Piste awareness and skill has been achieved. From then, members must practise what they have learned in their lessons.
10. All of those intermediate or experienced still must undergo a proficiency test before receiving their ski pass to ensure adequate skill level.

11. As there is a large number of expected participants team work and member co-operation is vital to ensure all members safety and thorough enjoyment while also allowing members to progress their skill levels comfortably.

12. Disorderly behaviour will not be tolerated by the UL surf Club. As we are representing the University of Limerick, the highest level of behaviour is expected from all members. Such behaviour will be dealt with in the following sequence:

1. Warning.
2. Confiscation of Ski Pass.
3. Sent home on next flight (without refund) and exclusion from subsequent UL surf club Events/Trips

Disorderly behaviour can be constituted as any act which puts yourself or other in danger, or causes discomfort to members of the ul surf Club, the general public or any staff we encounter.

Skateboarding:

1. Skateboarding is a sport with physical demands and inherent risks which are beyond the control of the UL Surf club. Falls, collisions and other incidents may occur which result in serious injury. Participants must assume the inherent risks of the sport. Most risk elements are easily avoided through common sense, personal awareness and courtesy to other skaters.
2. In the event of a serious injury situation, a committee member of the UL Surf Club be alerted.
3. The instructions of UL surf club Committee Members are to be strictly adhered to by all members.
4. Always be respectful to learners and assist them where you can
5. Appropriate clothing and gear must be worn while skating ie. don't skate in flip flops or high heels it usually ends badly.
6. Never downhill skate alone and always ensure you have a spotter
7. If borrowing Equipment you must be respectful and not skate in wet conditions that will damage the board
8. Disorderly behaviour will not be tolerated by the UL surf Club. As we are representing the University of Limerick, the highest level of behaviour is expected from all members. Such behaviour will be dealt with at the discretion of the committee
Disorderly behaviour can be constituted as any act which puts yourself or other in danger, or causes discomfort to members of the ul surf Club, the general public or any staff we encounter.

Surfing: MEMBERS' CODE OF ETIQUETTE and CLUB RULES.

This information is for all Club Members. You need to read it at least once (!) so you know what to expect from the Club, e.g. for Subsidized Trips, and how to get along fairly amicably with your fellow Members.

Why do we have a Members' Code of Etiquette and Club Rules?

Because we believe we may need them, to help organize such a diverse group of people coming together occasionally for surf trips. Plus it gives new members an idea of what to expect. When you join the club you we ask that you also agree to abide by the Members' Code of Etiquette and Club Rules. These exist for the benefit of all Members and are designed to minimize misunderstandings and clarify expectations of what the Club is all about and how it runs.

What is the difference between Members' Code of Etiquette and Club Rules?

Members' Etiquette is a 'code of conduct'. It is more simply explained as common place manners; combine it with initiative, which we all aspire to.

Club Rules are potentially enforceable with the (never yet used) penalty of removal from the e-mail list and or termination of membership.

1. Subsidized Trips

- Members who want to come on Subsidized Trips (even at the 'expression of interest' stage) must stick to deadlines for notification of attendance, travel arrangements etc set by the Trip Organizer. If you are on the 'Definite' list and then cancel past the deadline, the accommodation booking fee at least will be chargeable.
- Club Members already 'booked onto' the Trip are asked to retain a degree of flexibility with their travel and accommodation arrangements to help the Trip Organizer manage people 'dropping out' and 'latecomers'.
- In the interests of better integration of Club Members it is expected that established and new Members travel down together for Subsidized Trips (even if they normally have alternative arrangements). Every effort will be made by the Trip Organizer to ensure that a) every Club Member who

wants to go will be able to have a lift; and b) as far as possible Members are happy with their traveling companions and are not too inconvenienced by alternative arrangements. Consequently all Drivers are expected to co-operate with the Trip Organizer to ensure that everyone gets down and help resolve any travel issues.

2. Individual Conduct – there are very few rules that apply to Club Members because we expect all Members to apply common sense and take responsibility for their own actions. However, either extreme or continued harassment of other Members, Club Officers or putting the club's name into disrepute may result in fines or even exclusion from the club (depending on the severity of the offence).

3. Club Business – all Club Business should remain between Club Members (see also Individual Conduct). Whilst non-Club Members are welcome on surf trips (as long as they are courteous and encouraged to join the club) there is no justification for involving non Club-members in internal Club Business.

4. Surf Equipment – ALL members are actively encouraged to have ALL the necessary equipment to go surfing, e.g.: board wetsuit, booties etc. This facilitates everyone with on the trip and means that more time is spent surfing than in the hire shop.

5. Spots that are secret / semi-secret - people spend years exploring the coast, and if you are lucky enough to be shown one such spot then you should guard it with the merit it deserves. This is also important, as a vast majority of the club is still learning, and most of these spots would be out of their current surfing ability. What is a secret / semi-secret spot? - As a rule a spot that has rocks, whether on entrance or underneath (i.e. a reef!), obviously there are exceptions to the rule like in the "Badlands".

However as a general rule if in doubt don't mention it by name (!) - Or create your own trip name for it, so only your car passengers understand the coded references. Clearly known beaches like Croyde and Fistral don't fall into this category, if in doubt ask an Elder for their advice. It is recommended that you also turn off social media tracking services such as snapchat to ensure the spot is respected as a secret spot.

What do you do if you think one of the Club Rules has been breached?

You should notify either the President or Treasurer who will consult each other and potentially anyone else involved, or with knowledge of, the incident. Any decisions about penalties will be agreed jointly between the

President and Treasurer.

Is there an appeals process for penalties?

Yes, a written application to the Elders can be submitted via President or / and Treasurer - never yet used. Re-joining the Club is possible with time and a guarantee of good behaviour...

MEMBERS CODE OF ETIQUETTE

Members' Etiquette is a 'code of conduct'. You are normally expected to abide by it - except in exceptional circumstances.

ETIQUETTE FOR ALL SURF TRIPS

The following Code of Etiquette is a compilation of recommendations to be followed by Members for all surf trips organized by Club Members, or on their behalf. There are some additional rules for Subsidized Trips (see previous sections above).

1. Consideration for drivers and car owners.

Joining the club and being a member allows you the only real way of surfing regularly, as transport down to the coast to surf is otherwise all night impossible. The reason that surfing with the club is so much cheaper and convenient is because we are a self-selected, 'like minded' group of people - in that we like to avoid crowds, traffic jams, expensive travel fares and accommodation.

The presence of drivers and car owners in the Club (who are prepared to use their cars for the enjoyment of other surfers) provides the basis for the relatively cheap, convenient and social means of traveling that you have by being a Club Member.

Without car owners who were prepared to use their cars for Club Trips, the costs of surfing would go up considerably and the benefits of being a Club Member would go down. Therefore, it is very important that Members treat drivers, car owners and the car you travel in with great respect. Keeping a car in UL is already an expensive undertaking and whilst other Club Members are not asked to contribute more than their share of petrol money, they do have obligations to the driver / car owner that are outlined below.

Preparing to be 'picked up' / 'dropped off':

- If you are a Passenger it is considered polite to contact your prospective Driver by telephone, you are putting your life in their hands for several hours / hundreds of miles after all! E-mail is too dependent on both parties being able to access it in time, plus it is considered too informal. The phone saves time, and allows you to arrange a suitable 'pick up' point (which is mutually convenient for all parties) quickly and efficiently.
- You will also need to choose a 'pick up' / 'dropping off' point that is convenient for the Driver to pull into and load the car with luggage / rearrange the Boards on the roof without blocking traffic or incurring penalty notices.
- You must inform the Driver if you intend to take more than one Board on the trip.
- Passengers are expected to talk to their Drivers about where they want to be 'dropped off' before the return trip.
- The Driver has the final say over what time the journey begins and the route taken.

En route, arrival and during the trip:

- The person in the passenger seat is regarded as the 'Co-Pilot' and therefore should expect to navigate as well as stay awake whilst the driver is awake. If you genuinely cannot navigate then please mention this and let another Passenger do this rather than unnecessarily increasing the length of the journey.
- If the Co-Pilot wants to sleep, they should exchange places (and responsibilities) with another Passenger. It is not unknown for tired Driver's to stop and pull off the road for forty winks too, this should be encouraged for everyone's safety and benefit.
- Passengers should help with refueling, cleaning windscreens and checking tyre pressures etc, if asked by the Driver.
- Everyone is expected to stick to times agreed with the Driver for meeting at the car and for 'stop offs' - and to let the Driver know if you are delayed. This is particularly important on long journeys and when everyone else is relying on you, e.g. for the car key. It is also important that everyone knows how to get hold of the car key if they get out of the water early – especially in winter!

- Drivers are usually more tired (eye strain) than other Passengers at the end of journeys, and do not have the opportunity to sleep 'en route', therefore Drivers can expect to have access to a bed to sleep in when they arrive and for help getting the Boards inside. It will help minimize disruption to other Members if previous arrivals bear this in mind and make the remaining sleeping options as simple as possible.

In addition different drivers / car owners will have their own 'pet irritations' (e.g. people leaving litter in the car, 'dropping in' on their wave etc) which Passengers should have the courtesy to inquire about politely and do their best to avoid. This will obviously make long trips more comfortable for all and increase your chances of being invited again. But hey anyone can get along with anyone else for 48hrs (the weekend)!

Petrol money / spare car keys and other items 'on loan':

It is considerate to pay the driver the petrol money 'owed' before the journey ends and to have made provision for this during the trip, e.g. to withdraw enough cash to pay the driver when you visit a 'service station' on the way back as opposed to when they finally 'drop you off'. This saves a lot of extra grief for Drivers who may well be dropping everyone else off before they can finally get home themselves.

Similarly if you have been 'loaned' roof straps, spare car keys or other items, you should return these on the journey back / arrival in UL.

2. Creating a 'good vibe' on the journey.

Car trips out of UL to find surf take a few hours or more, and it is polite (to say the least) to expect all Passengers (less so Drivers – as they need to concentrate!) to engage in conversation with fellow Passengers at some stage in the journey, if not throughout (some Drivers may prefer to just listen to loud music!).

This is a Surf Club and interacting constructively with other Members is part of the membership deal (no matter how tired, shy or stressed you might be feeling). At the very least passengers will need to arrange 'co-piloting' duties and sleeping rota's, but showing some interest in other Passengers and their surfing experience(s) is to be expected for some of the trip.

New members – other Club members will not normally know who you are, or what to expect from you by way of travelling or surfing companionship – you will therefore need to make more of an effort to be sociable and

attending the Club monthly meetings is but one minor aspect of the club. To earn your 'wings' so to speak you must go down on a surf trip ASAP after joining, that way you will really get to know how the club operates, and get to know who surfs regularly.

What is the difference between Subsidized Trips and Informally Organized ones?

Informally Organized Trips are those which individual Members choose to organize in their own time and expense. They do not receive any club subsidy.

Subsidized Trips are ones that are 'Open' to the whole club membership and where a subsidy has been agreed by the President and Treasurer. This 'subsidy' can be varied and is at the President's and Treasurer's discretion to determine what it should be.

Because Members receive financial assistance for attending Subsidized Trips they are normally expected to comply with the Etiquette for Subsidized Trips as well as the general Etiquette for All Surf Trips. This is because Subsidized Trips are designed to allow as many Members of the Club as possible to attend and therefore require a lot more work from the Trip Organizer. Members attending Subsidized Trips will not generally have as much freedom to organize their own transport or accommodation as they would on Informally Organized Trips.

The following Trips are usually organized annually and receive some form of 'subsidy':

- Easter
- End of Summer
- winter
- Surf Clinics, life saving courses etc

Safe surfing guidelines

THE IRISH SURFING ASSOCIATION

The Irish Surfing Association is the National Governing Body for the Sport of Surfing in Ireland, (thirty-two counties).

We are a voluntary organisation comprising of clubs and groups involved in the development, representation and regulation of surfing in Ireland.



We are active in areas such as coach development, surf school approval, national and international competition, promotion of safety and protection of our surfing environment.

By joining your nearest surf club you automatically become a member of the Irish Surfing Association. Not only will you benefit from the ISA insurance cover but you will meet many more surfers, share in club activities, support environmental issues and ensure that you have a voice in the future of Irish surfing.

We have our head quarters in Easkey in Co Sligo. If you wish to become a member of the ISA you can do so by joining one of our clubs.

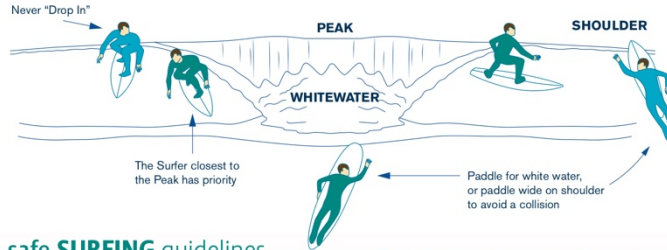
For more information about joining a surf club or to find out more about the issues raised in this guide check our website www.isasurf.ie



cover photo: eilech buccley surfer: reanan vertan

safe SURFING

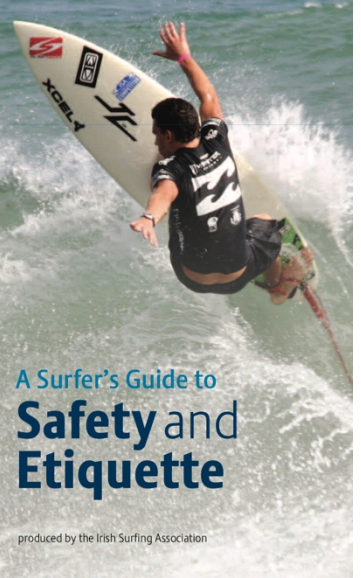
Basic Etiquette



safe SURFING guidelines

- 1 If you are new to surfing take a lesson at an ISA Approved School or Club. Here you will be introduced to the sport in a safe environment.
- 2 Do not attempt surfing unless you can swim.
- 3 Do not surf alone or enter the water as dusk is approaching or if you have been drinking alcohol.
- 4 Always let somebody on land know where you have gone and when you will return.
- 5 Check the weather and tides before you paddle out. Learn to observe the ocean so you can identify rips, wind changes and other hazards.
- 6 If you are unfamiliar with a break check with local surfers or other water users before paddling out.
- 7 Ensure the waves you are surfing are of a size and power suitable to your ability. Do not get too confident. Stick to beaches until you become experienced.
- 8 Make sure your equipment, especially your leash is in good order. Remember it is much easier to spot a brightly coloured surfboard or wetsuit at sea in the event of you requiring rescuing. Consider other safety equipment- nose guard & helmet.
- 9 When you "wipeout" do not come to the surface too soon and when you do come to the surface protect your head with your arms.
- 10 Always check behind you for other water users before abandoning your surfboard to dive under a wave.
- 11 If you get caught in a rip do not try to paddle against it, paddle across it.
- 12 If you find yourself in difficulty stay calm, do not discard your board, wave one are in the air and shout to attract attention. Do not panic help will come.
- 13 Always respect our rescue services. Should you see a surfer in difficulty in the water DON'T DELAY phone 112 or 999 and ask for the Coast Guard. Even the most experienced surfer may at some time require assistance.
- 14 Every surfer should attain water safety and first aid training. Such training will help prevent you from getting into difficulty and will enable you to react appropriately if you encounter another water user in difficulty.
- 15 Be aware of other water users and always show respect regardless of craft. Above all, keep a good attitude, be friendly and apologize if you make a mistake.

safe SURFING



A Surfer's Guide to Safety and Etiquette

produced by the Irish Surfing Association

SAFE SURFING

Many lives are lost to accidental drowning every year in Ireland. Tragically the majority of these are avoidable. Surfing is an adventure sport with an inherent element of risk. However this risk can be reduced if the basic safety rules and etiquette are adhered to by all. Every surfer should be familiar with and abide by the safety rules and etiquette before heading out into the "lineup". These are well established rules throughout the world that bring safety and order to what would otherwise be a dangerous and chaotic sport.

RESPECT THE LINE UP

Learn to respect the 'line up' an informal line of surfers, particularly at point and reef breaks where each surfer waits their turn with the surfer whose turn it is next sitting deepest. The line up can break down if one or more surfers consistently paddle inside those surfers waiting their turn. Such behaviour will cause the 'line up' to break down turning the session into a free for all. Beach breaks tend to feature multi breaks with several take off areas therefore the more waves for everyone but even at beach breaks the line-up exists at each of the various peaks along the beach. If you are surfing a peak where you have an option to go right or left you must communicate with other surfers in the line up your preferred direction to avoid 'drop ins' and unriden waves.

PADDLING OUT

At some breaks you may be able to paddle out into a position that gives immediate access to the inside take off position, you should not use this artificial positioning to jump the queue. Doing this is poor etiquette and will lead to bad feeling among fellow surfers, instead either let the surfers already sitting and waiting to take the waves they want until the line up is clear, or paddle wide to the outside and move into position along with everyone else.

RIGHT OF WAY / DROPPING IN

Never "Drop in" on another surfer. "Dropping in" is taking off on a wave in front of another surfer who has right of way. The surfer closest to the breaking part of the wave or pocket has right of way.



A surfer riding a wave has priority over a surfer paddling out. It is the responsibility of the surfer paddling out to avoid collision. When paddling out back you must never obstruct a surfer who is up and riding. Either paddle wide of the wave breaking area or into the white water. This allows the surfer who is up and riding to continue without having to dodge you. However if the situation arises where a collision is inevitable the surfer riding the wave has the manoeuvrability to avoid the collision. There is no justification for running over another surfer.

SURFERS EAR

Anybody surfing in Ireland should wear ear plugs to prevent "Surfers Ear" or "Diffuse Exostosis", this is a bone growth in the ear canal caused by long-term exposure to cold water temperatures. It eventually blocks the ear canal reducing hearing, causing continuous ear infections and other problems.

OUR SURFING ENVIRONMENT

As surfers we depend on the natural environment to participate in our sport, the protection and sustainability of our surfing environment and access to that environment should be a priority for every surfer. Irish surfers are faced with an ever-increasing number of environment issues including water quality, access problems, erosion, proposed developments, illegal dumping/litter and overcrowding.

Although the ISA does not have the funds or personnel to fight every environment issue that may arise we can support local surfers and clubs on the ground to take action. As the National Governing Body for the sport of surfing the ISA represent a strong lobby group when it comes to fighting such issues.

WATER QUALITY

The water quality at many breaks in Ireland is unacceptable posing a hazard to surfers and other water users. Raw or partially treated sewage is being discharged into the sea all around our coastline. Surfers encountering water quality problems should inform the ISA and complain to the local authority and the Department of Environment. If you come across problems on a blue flag beach immediately contact An Taisce.

PROPOSED DEVELOPMENTS AND EROSION

Proposed developments such as harbour extensions, marinas, erosion defences etc, and erosion can seriously impact on waves and access to waves. It is essential that surfers inform the ISA at an early stage of such threats.

Surfers will have an opportunity to object to proposed development and it is vital that you take this opportunity - don't leave it up to somebody else. In cases of erosion you should inform the local authority

ACCESS

In Ireland we depend on good will to access many of the spots we surf on a regular basis. Please respect our access. Do not park where you are blocking gates, roadways, residences etc. Do not damage fences or leave gates open. If you are unfamiliar with a break check with local surfers regarding access. If you see other surfers jeopardizing access bring the matter to their attention. If you encounter a threat to an access/right of way bring the issue to the attention of the ISA and contact the local authority.

LITTER

Littering and illegal dumping is a familiar sight around our coast. If you witness illegal dumping inform the local authority. Surfers can be proactive by organising "clean-ups" of the coastline. Unfortunately surfers are not without blame when it comes to littering our coastline. How often do we see the remains of fires, bottles, cans, old tents and vans abandoned by surfers! Please take your litter home.

OVERCROWDING

Surfing is continuously growing in Ireland with more surfers in the water than ever before. Such growth does have the negative consequence of overcrowding of "line-up". Overcrowding can destroy the spirit and fun of surfing. It only takes one or two greedy or uneducated surfers to bring chaos to the "line-up" resulting in flared tempers, arguments, fights and accidents. Conflict can be reduced if surfers familiarise themselves with the safety and etiquette rules.

TAKING ACTION

Every surfer has an obligation to protect our surfing environment. If you don't do something who will? Become proactive on environmental issues. Join your local surf club and support the club's work on local environment issues. Around the world too many surf sports have been degraded and destroyed. Lets not wait for this to happen in Ireland.

4. Hiring of transport

When hiring minibuses or other vehicles for club/society outings only those named as drivers (with the appropriate drivers license) are insured to drive the vehicle. Other club members must not drive. Where possible only minibuses fitted with seat belts should be hired, check with the hire company before hand.

4. Clubs & Society Vehicles Usage & Policy

The Students Union's Clubs & Societies Department currently own 3 vehicles for the purposes of enhanced service provision to aid and promote the development of Clubs & Societies activities.

The usage is governed by a protocol and associated forms. Information pertaining to the Vehicles regarding the license category, age restrictions, insurance requirements, towing restrictions and legislation refer to

- 1 See Appendix 3 Forms Re C&S Vehicles 1 -Vehicle Protocol
- 2 See Appendix 3 Forms Re C&S Vehicles 2- Committee Letter of Endorsement
- 3 See Appendix 3 Forms Re C&S Vehicles 3 - Additional Drivers Form
- 4 See Appendix 5 Clubs & Society Vehicle Information

What to do if the C&S vehicle breaks down

- If you have hazard warning lights, switch them on.
- Move your vehicle on to the hard shoulder. If you cannot do this, take whatever steps you can to warn other drivers of its presence.
- Always get out of your vehicle from the passenger side. Do not attempt to walk on the motorway.
- Get help quickly and do not leave your vehicle unattended for longer than necessary. Wait for help on the embankment side of the motorway.
- To avoid being hit by a passing vehicle, never work on your vehicle from the side that's exposed to traffic. If you can, drive farther off the road to a safe, well-travelled place, and try to reach into the trouble area from the front or the side that's away from traffic.
- If you are driving the Sprinter Van or the Minibus, display your warning triangle behind the vehicle.
- Use the roadside telephone or a mobile phone to tell the Gardaí.
- When rejoining the motorway, build up your speed first on the hard shoulder. Watch for a safe gap in the traffic before rejoining it.

- **If you know that you're going to need roadside assistance, use your mobile phone to call AA Rescue Service 1800 66 77 88. UL C&S membership number is 6/S 164715**
- If you get a flat tire, do not attempt to change it unless you can get to the side of the road and the tire is on the side of the vehicle that's safely away from traffic.

Travelling abroad

When taking any of the vehicles to mainland Europe the club or society must take out AA 5* European Breakdown Cover

What Drivers Must do at an accident or in an Emergency

- If you are involved in an accident, you must stop your vehicle and remain at the scene for a reasonable time. If vehicles are blocking the roadway or posing a danger to other road users, the roadway should be marked and the vehicle should then be removed as soon as possible.
- If you are asked by a Garda, you must give your name and address, the address where the vehicle is kept, the name and address of the vehicle owner, the vehicle's registration number and evidence of insurance, such as the name of your insurance company or a disc or motor insurance certificate. If there is no Garda at the scene, you must give this information to any person involved in the crash or, if requested, to an independent witness.
- If you or another person is injured and there is no Garda at the scene, the accident must be reported to the nearest Garda station. If the accident damages only property and there is a Garda in the immediate vicinity you must report it to the Garda. If there is no Garda available you must provide this information to the owner or the person in charge of the property. If, for any reason, neither a Garda nor the owner is immediately available you must give all relevant information at a Garda station as soon as a reasonable possible.
- At the time of the accident don't admit liability. Many people feel apologetic about accidents for which they are not responsible (aggression doesn't signify innocence either).

- Make a note of the name, address and insurance information (company & policy number) of the other people involved.
- Make a note of the registration numbers and positions of any vehicles. Obtain names of any witnesses and Gardai involved.

Tell us about the accident as soon as possible by calling Paul 086 0435307 or Liz 086 0435308

- The ULSU C&S office requires an accident report form to be completed in every case.
- Where a person or persons are injured, the accident must be reported at the nearest convenient Garda Station if no Garda is present at the scene of the accident.
- Where damage to property only is involved it is not necessary to report the accident at a Garda Station provided the driver gives necessary particulars as b) above to the person whose property has been damaged. If you are involved in an accident with a visiting motorist, report the accident to the Motor Insurers Bureau of Ireland, 39 Molesworth Street, Dublin 2. Telephone: (01) 676 9944.

5. Hiring of venues

If a venue (external to UL) is to be used by the club/society for its own activities or for events a club/society officer should ensure that there are sufficient trained security persons at the venue for the duration of the event (if required). The officer must clarify whether the venue will provide these or if they need to be supplied by the club. If there is any doubt about numbers of security the ULSU Ents Committee should be consulted.

The club/society officer should also request the venue manager to sign the declaration set out in the form ([Appendix 2](#)). This form is a fire safety declaration of compliance with the relevant legislation and provides assurance to the club/society officers that the venue is safe from a fire safety perspective. This form is not required when clubs or societies are using conventional venues such as hotel function rooms and nightclubs but is needed when hiring halls, marquees and venues not usually used for large groups.

6. Purchase of services

Where a club/society uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or equipment belonging to a service provider an officer of the club must ensure that the service provider has public liability insurance. A copy of the certificate of insurance should be obtained by an officer of the club prior to the use of the venue or equipment. A copy of the insurance certificate must be given to the Development Officer Paul Lee.

Ensure that the insurance policy wording does not exclude any of the activities that your club will be participating in. If the service provider cannot provide a certificate then the club should use an alternative service provider.

7. Hiring in equipment to be used on campus

If a club or society is hiring in equipment for use on campus such as bouncy castles or performers such as fire jugglers, the club's officers must first obtain permission from the Student's Union. Once permission is obtained the club/society must get an up-to-date copy of the service provider's insurance certificate. A copy of the insurance certificate must be sent to;

<p>Cliona Donnellan, UL Buildings & Estates Fax 202416 Phone ext 2496</p>
--

The equipment/event can only proceed if the event is given the go-ahead by UL's insurers through Cliona Donnellan.

8. Safety checks on equipment owned by the SU & club./society

Equipment purchased by clubs/societies is the property of the SU and must be returned to the SU should the club/society cease to operate.

To ensure the safety of users the SU require club/society officers to carry out visual checks on all equipment whose use could have implications for health and safety, i.e. if the equipment was faulty or in poor condition it may adversely affect the health and safety of users. See Appendix 6

Checks must be carried out at the start of the first term before the equipment is used and the checks must be formally documented. A copy of the visual inspection must be sent to the Development Officer, Paul Lee.

9. Loaning of equipment

Club/Society equipment or equipment belonging to the University must not be loaned to third parties who are not members of the SU club. A club/society member must not borrow equipment for use by third parties even if the club/society member is present or in the group using the equipment.

10. Using electrical equipment

Risks

There are a number of risks associated with electrical equipment.

- If you damage electrical equipment, for example a cable, then bare live wires may be exposed.
- Apparatus may be wrongly connected so that outside metal parts become live.
- Even equipment which does not have a mains power supply itself can become dangerous. For example, some audio systems have loudspeakers with terminals at dangerous voltages.
- Electrical equipment that overheats can cause fire.

Precautions

- Maintenance, inspection and repair should only be carried out by someone who is suitably qualified.
- Do not rely on other people's equipment being in a safe condition or properly connected. Check before you use it.
- Do not connect or use incompatible items of equipment.
- Use a residual current device (RCD) on the power supply to instruments, audio equipment and any other equipment which club members use. If the RCD trips it is a sign that there is a fault that could be dangerous. Do not ignore the warning. Have it checked and get the fault fixed by a competent person.

11. Training of leaders/instructors and ratio of experienced persons to novices

Where the club is affiliated to a national body, governing body or federation the requirements of that body must be adhered to.

12. Trips in Ireland (day and longer) where club members may be involved in potentially hazardous activities

Club officers must leave contact details with a designated responsible person before setting out on a trip, giving the destination and estimated time of return. The club officer should contact the designated person on return of the club members. In the event that a problem arises the designated person should be instructed to contact the appropriate authorities and the SU. A risk assessment in writing must be produced for trips involving hazardous activities.

13. Foreign Trips (Outside the island of Ireland)

It is MANDATORY to inform the Clubs and Societies Development Officer (Paul.Lee@ul.ie) and the Clubs & Societies Liaison Officer(Liz.Gabbett@ul.ie) in the case of a foreign trip AND the UL Sports Administrator (Neasa.odonnell@ul.ie) with regard to a Club trip. An itinerary is required in advance of all trips outside of the island of Ireland. The itinerary must include

- 1. Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities*
- 2. The contact details of the Event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible)*
- 3. In Case of Emergency (ICE) contact details must be provided by every participant to the Event Co-ordinators, and provided to the CSDO (and Sports Administrator where applicable) at least a week in advance of the planned trip*

Ensure the Clubs & Societies Travel Insurance Policy Number is brought which is available from CSDO, Clubs & Societies Liaison Officer or ULSU Secretary General in advance of the trip

As per the Health & Safety Statement ensure contact details are available to Event Coordinators for the following

<i>ULSU Clubs and Societies Development Officer</i>	086-0435307
<i>ULSU Secretary General,</i>	086-0435306
<i>ULSU President,</i>	086-0435300
<i>ULSU Clubs & Societies Liaison Officer</i>	086-0435308
<i>AND the UL Sports Administrator (in the case of a Club event)</i>	086-8524938

Additional Foreign Trip checklist information

1. Check if a visa is required and make the necessary arrangements with your members
2. Check if vaccinations are required and make the necessary arrangements with your members
3. Collect passport details for all participants and check if all passports are valid until at least 3 months after the trip. Some countries may require passports to be valid for e.g. 6 months after the planned return date.
4. Certain activities require separate insurance to Clubs & Societies main insurance policy for the activities to be undertaken i.e. skydiving, sub-aqua, and the details of these policies must be known to members and CSDO in advance of trips.
5. To avoid unnecessary complications arising from theft and loss of passports while abroad members should have a backup record of their passport either via a photocopy or scanned copy of their passport and that could be left with a family member. In the event of theft or loss this record should assist greatly in and ability to repatriated members

First Aid Criteria:

1. Ensure adequate First Aid Kits and/or supplies will be present.
2. Ensure First Aid Kits are fully stocked.
3. Ensure competent, certified First Aider(s) will be present if required as per Health & Safety Statement.
4. Ensure First Aid incidents are recorded, and an incident report is completed as per the Health & Safety Statement for future reference and risk management. All incident reports must be provided to the CSDO
5. Inform all participants of who is responsible for First Aid for the trip/event.
6. Ensure that in case of emergency contact details for local and/or appropriate emergency services are known to all participants.

Safety Criteria:

1. Ensure adequate Safety Equipment will be present if applicable to the activity.
2. Ensure all Safety Equipment is in good working order.
3. Ensure competent, certified Safety person/people will be present.
4. Ensure only qualified members use specialist equipment

5. Inform all participants of who is responsible for Safety for the trip/event.
6. Perform a risk assessment for the locations of all activities

14. Bullying & Harrassment

Clubs and societies of the Student's Union do not tolerate bullying. Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Isolated incidents of aggressive behaviour, while to be condemned, and should not be described as bullying. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying. Sanctions will be taken against those found to be in breach of the policy. Club or society members should contact the Clubs & Societies Development Officer for assistance on this issue. (See Bullying & Harassment Policy [Appendix 4](#))

15. Annual Review of Safety Statement

At the start of the first term the officers of the club/society should review the contents of its own safety statement and ensure that the contents are still relevant to the activities of the society/club.

If the club/society is participating in additional activities that may have safety implications the officers should draw up a policy to state how the club/society is going to minimize the risk associated with those activities. For example if the Windsurfing Club decided to branch out into kite surfing then the additional activity should be dealt with.

The names of those designated to look after first aid kits, etc should be changed. A new copy of the Safety Statement should be produced and dated with the current academic year clearly printed on the cover. A copy of the revised Safety Statement must be given to the Development Officer, Paul Lee. The receipt of funding from the SU is contingent on the receipt of an up-to-date Safety Statement.

Appendix 1 SU Accident Report Form

SU Accident Report Form

(to be filled on by an officer of the club and the person suffering the injury, copy to be sent to SU as soon as possible)

1. Club/Society:
2. Name of injured person:
3. Student id no:/Staff id
4. Term time address
5. Home address
6. Phone no.
7. Date of accident:
8. Location of accident
9. in UL(state where)_____.
- 10.on trip(state where)_____
- 11.State the nature of the injury.
- 12.What first aid was provided?
- 13.Did the patient attend hospital? Yes/No
- 14.State name and address of hospital.
- 15.Date patient attended if not day of accident.
- 16.What treatment was received?

How did accident occur? (to be completed by patient)

- 17.Witness 1 Name

18.Term Address

19.Home address

20.Phone

21.Witness 1 statement

22.Witness 2 Name

23.Term Address

24.Home address

25.Phone

26.Witness 2 statement

SU Use only

Insurance company notified: Yes/No

Date:

Signed:

Appendix 2 Fire Safety Declaration of Compliance

Fire Safety Declaration of compliance

I declare on behalf of _____ that the venue is in compliance with Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985 and with the Code of Practice for the Management of Fire Safety in Places of Assembly. Numbers entering the premises will be controlled by the venue management.

Manager or authorized person

Date __/__/__

Appendix 3 Forms Re the C&S Vehicles 1

Vehicle Protocol (Re C&S Vehicles)

1. All drivers must fill out the "Additional Drivers Form" **annually**. This must be accompanied by a photocopy of the proposed drivers, driving license (front AND back cover)
2. A Statement of Insurance is required from applicant drivers from their Insurance Company for a minimum period of 12 consecutive months (this may incorporate time as a provisional license holder but a full license required for inclusion on ULSU vehicles)
3. The information as per (1) & (2) is to be presented to the Clubs & Societies Development Officer (CSDO/CSLO) by a member of the core committee of the relevant club/society with an **annual** letter from the committee to verify in writing that you as a committee are putting forward your nominee's for the vehicles on behalf of your club/society for that particular year. The letter must contain the signatures of the core committee on the bottom.
4. If the vehicle(s) are taken away overnight – they have to be cleaned (i.e. power washed) on the outside AND the inside (i.e. vacuumed/polished) before being returned
5. If the vehicle(s) are taken away on a day trip only the inside has to be cleaned unless the vehicle(s) are very noticeably dirty on the body of the vehicle (perhaps due to being off-road in a field)
6. The "Driver Checklist of Clubs & Societies Vehicles" book must be returned with the keys and completed in full to the Clubs & Societies Development Officer or the Students Union before close of business or within the first two hours of start of business (9am-11am).
7. In the event of damage to the vehicle the Clubs & Societies Development Officer must be notified in person or via email immediately on return
8. The fuel tank must be returned full
9. Failure to comply with all points (3), (4), (5), (6) & (7) will result in an automatic disqualification of your club/societies very next booking and that date will be made available to other Clubs & Societies
10. Notice of Cancellation of bookings requires a minimum of a full working days notice failure to comply will incur a fine of €50 on each occasion
11. Failure to return the bus to campus after an event will incur a fine of €50 on each occasion, except where prior permission from CSDO has been obtained.
12. Vehicles must be returned to the Schrodinger Car Park or the staff car park immediately opposite the Schrodinger and placed as close to CCTV camera as possible. Do NOT park the Vehicles in obscure area's and/or behind obstructions
13. Expulsion/Suspension/Annual approval of drivers and or clubs/societies will be determined by the Clubs & Societies Executive. Speeding and/or reckless driving and/or persistent poor driving may result in Expulsion or Suspension of driver and/or club/society. The Clubs & Societies Executive will determine on a case by case basis.
14. Proficiency Letter Provided by Nesson School of Motoring to ULSU for all drivers of Mercedes Sprinter. Those involved in any incident or accidental damage subject to Clubs & Societies Executive Approval may also be required to undergo further proficiency testing.
15. Requirement for the clubs/societies to progress to the D license category-limit the number of B license holders per C&S. Cap the B license and unlimited D license.
16. Damage to vehicles through bad driving/negligence will be at 100% cost to the offending club/society
17. All new drivers must sign the vehicle protocol
18. Club/Society Committee Approval of Drivers is required annually

Signature of Driver;

Date;

Name; _____

_____/_____/_____

Appendix 3 Forms Re the C&S Vehicles 2

C&S Committee Letter of Endorsement (as per Vehicle Protocol)

Date **XX-XX-XX**

To the Clubs & Societies Executive:

The University of Limerick **NAME OF CLUB OR SOCIETY** committee wish to endorse the following person(s) as our nominated drivers for the Academic Year **XXXX** to drive on behalf of our **CLUB OR SOCIETY**

1. Mr/Ms [Please stipulate which of the vehicles they are qualified to drive or if it's all three I.e. Ford Transit 15per – Mercedes Sprinter – Toyota Land Cruiser]
2. Mr/Ms [Please Stipulate which of the vehicles they are qualified to drive or if it's all three I.e. Ford Transit 15per – Mercedes Sprinter – Toyota Land Cruiser]

We agree to abide by the Vehicle Protocol Policy as specified by the Clubs & Societies Council.

Names	Title of Core Committee Position
-------	----------------------------------

- | | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

Appendix 3 Forms Re the C&S Vehicles 3

Additional Drivers Form

Additional Drivers Form



Supplementary proposal form for additional drivers. To be incorporated in the proposal for policy No.

Broker

Insurer Agency No.

Name and address of insured

questions 1 to 13 to be answered by additional driver

1. Name and address of driver <input type="text"/>	
2. Date of Birth <input type="text"/>	3. Occupation (include, part time) <input type="text"/>
4. Do you hold a full or provisional driving licence? <input type="text"/>	
State class(es) of vehicle(s) covered by licence <input type="text"/>	
Date of issue of licence <input type="text"/>	Issuing Authority <input type="text"/>
5. Date on which Driving Test was passed <input type="text"/>	
6. Date of issue of first licence <input type="text"/>	
7. Will you use the vehicle in connection with your own business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Will you be the main driver of the vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you own your own vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Have you ever held insurance in your own name in the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Have you ever been refused Motor insurance or had a policy cancelled or special rates or conditions applied?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Do you suffer from defective vision or hearing, diabetes, epilepsy, heart condition or any other physical or mental infirmity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "YES" please give details <input type="text"/>	
13. (a) Have you been involved in a traffic accident during the past five years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Have you been convicted by a court of any offence in connection with a Motor Vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) Is there any motor prosecution pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to a, b, or c is "YES" please give full details and submit your licence for inspection <input type="text"/>	

Declaration:
I declare that to the best of my knowledge and belief the above statements made by me or on my behalf are true and complete and that nothing materially affecting the risk has been concealed.

Signature of driver Date

Declaration:
I/We declare that to the best of my/our knowledge and belief the above statements made by me or on my/our behalf are true and complete and nothing materially affecting the risk has been concealed. I/We agree that this Declaration shall in conjunction with my/our original proposal, be incorporated in and taken as the basis of the contract between me/us and THE COMPANY.

Signature of Policyholder Date

Appendix 4 Clubs & Society's Bullying & Harassment Policy

The Clubs and Societies are voluntary social, recreational and leisure clubs that run activities for students and staff of the University of Limerick and other membership's categories to enjoy in their leisure time. We envisage that those in the Club/Society will treat each other with respect and dignity at all times. All members are expected to conduct themselves in appropriate manner at all times and must not engage in any form of bullying or harassment.

All members of the University of Limerick Clubs and Society's must comply with this policy and appropriate measures will be taken against members who disregard this policy and act in an inappropriate manner. Appropriate disciplinary action, including termination of membership, will be taken against any member who violates this policy.

The policy applies to all members of clubs and societies, members of the Student's Union and any other parties involved in the clubs/societies whether in the University of Limerick or off site whilst engaged in the activities of Clubs & Societies. The policy applies to harassment not only by fellow members but also by a customer or other club/society/University contact to which a member might reasonably expect to come into contact within the course of their club/society membership. Bullying / harassment within the clubs and societies will not be tolerated by the University of Limerick Student's Union under any circumstances. This policy provides for prompt, fair, confidential and effective redress for targets of bullying/harassment.

Definitions:

Harassment

Harassment is defined as any act of conduct which is unwelcome and offensive, humiliating or intimidating on a discriminatory ground including spoken words, gestures, or the production, display or circulation of written material or pictures. Harassment in relation to the nine discriminatory grounds (race, religious belief, age, sexual orientation, disability, marital status, membership of the Traveling community, gender and family status), is prohibited within the Clubs and Societies. Harassment of any kind will not be condoned by the Clubs and Societies Executive. Any members who are found to have engaged in harassment on any of the grounds will face disciplinary action up to and including expulsion from the Club/Society.

Sexual Harassment

Sexual Harassment is defined as all unwelcome and sexually, or otherwise on the gender ground, offensive, humiliating or intimidating actions involving acts of physical intimacy, spoken words, gestures or the production, display or circulation of written material or pictures, or requests for sexual favours. Sexual harassment is prohibited by the Clubs and Societies Executive. Any members who are found to have engaged in sexual harassment will face disciplinary actions up to and including expulsion from the Club/Society.

Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the Club/Society and/or in the course of club activities, which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to someone's dignity but, as a once off incident, is not considered to be bullying. Bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow members.

Procedures:

There is both an informal and formal procedure to deal with the issue of bullying/harassment within the clubs and societies. It is our aim that any investigation that takes place will be completed as quickly as possible.

Informal Procedure:

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters more effectively. As a general rule therefore, an attempt should be made to address an allegation of bullying/harassment as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty quickly and effectively, with the minimum of conflict and stress for the individuals.

- a) Any member who believes he or she is being bullied/harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club/Society. The fellow club member can be a support for the complainant in approaching the alleged

perpetrator to explain the reasons they feel they are being bullied or harassed.

It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment / bullying is of a very serious nature.

Formal Procedure:

If an informal approach is inappropriate or if, after the informal stage, the bullying/harassment persist, the following formal procedures should be invoked: -

- a) The complainant should make a formal complaint, in writing, to the Club/Society committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator, the nature of the complaint, dates and times of when the incidents occurred, witnesses, and any action that the complainant may already have taken, if any.
- b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement as soon as is practicable and advised that they shall be afforded a fair opportunity to respond to the allegation(s), within specified time limits. No outcome regarding the complaint will be made until a full and fair investigation has taken place.
- c) Before commencing an investigation, the Club/Society committee may take the decision to exclude the alleged perpetrator from any Club/society activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrongdoing on the part of the perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
- d) The Club/Society committee will appoint two members of the committee who will be tasked with investigating the complaint. They will prepare clear terms of reference which outline the background to the complaint, who should be interviewed through the course of the investigation and the timeline in which to resolve the complaint.

- e) Meetings will be arranged with the complainant, the alleged perpetrator and any named witnesses. All will be asked to respond to the complaint and detail their version of events. Both parties and witnesses have the right to be accompanied by a representative at all meetings. Meeting notes will be taken and once committed to type must be signed by the relevant person who was interviewed as a true and accurate reflection of the discussion.
- f) Those investigating will prepare a report of their findings and submit it to the Clubs/Societies committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.
- g) Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.
- h) If the complaint is upheld, the Club/Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club/Society.
- i) If the complaint is not well found, both parties should be brought together by the Club/Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/society's activities.
- j) If the complaint is discovered to be malicious or vexatious, the Club/Society committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
- k) Retaliation of any kind against the member for complaining may also constitute bullying/harassment and is a serious disciplinary offence.

Appeals Process

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 5 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and address it to the Student's Union President.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of the Committee to hear the appeal. They may choose to conduct further investigations or implement a new investigation. A decision regarding the outcome should be taken within ten working days of receiving the appeal.

Statutory Rights:

Members are obliged to exhaust all internal procedures prior to making a complaint to a third party. Using the above complaints procedure, does not affect a member's right to make a complaint under the relevant legislation, i.e. Employment Equality Act 1998, Health and Safety Legislation, or other appropriate industrial relations legislation.

Confidentiality:

All individuals involved in the procedures referred to above should maintain strict confidentiality on the subject. All involved will be reminded of this throughout the investigation process.

Appendix 5 Clubs & Society Vehicle Information

Licence Category	Description	Minimum Age & Other Requirements	ULSU C&S insurance requirements	Full driving licence - required	History previous accidents, penalty points	Insurance	Proficiency lesson required.	Letter of endorsement from Club or society committee e
B	Vehicle with seats for up to 8 passengers and max weight of 3500kg	17 by law,	20 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	Must complete proficiency lesson or supply evidence of previous experience driving an automatic vehicle for approval to drive landcruiser or been insured to drive a similar sized vehicle to the sprinter.	The University of Limerick NAME OF CLUB OR SOCIETY committee wish to endorse the following person(s) as our nominated drivers for the Academic Year XXXX to drive on behalf of our CLUB OR SOCIETY.
D1	Minibus, maximum passenger accommodation 16 seats	21 / Full B Licence	23 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz	Provide evidence of 2 years insurance	See above	See above

					of any accidents &/or penalty points			
EB	Combinations of vehicles with drawing vehicle in category B and where the design gross vehicle weight of the trailer is greater than 750kg.	17 years	20 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	See above	See above
ED1	Combination of vehicles with drawing vehicle in category D1 having a combined design gross vehicle weight not exceeding 12,000kg and where the design gross vehicle weight of the trailer is greater than 750kg.	21 years	23 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	See above	See above

Toyota Landcruiser	04DL 6287	Full B Licence	Dimensions: width 2.2m, height 1.95m & length 4.9m
Mercedes Sprinter	07LK 5463	Full B Licence	DGVW 3500kg ULW 2620KG Dimensions: height 2.85m, width 2.4m length 7.2m
Ford Transit minibus	02LK2256	Full D1 Licence	

Towing a Trailer Legislation

<http://www.rsa.ie/en/RSA/Vehicles-and-Legislation/Vehicle-Standards/Trailers/>

Trailers

Trailers are classified by their weight when they are carrying a load, which is called the Design Gross Vehicle Weight (DGVW) or maximum mass.

Trailer categories:

- **O1 Trailers** = DGVW less than 0.75 tonnes. This includes small car trailers.
- **O2 Trailers** = DGVW between 0.75 and 3.5 tonnes. This includes larger trailers, horseboxes and most caravans.
- **O3 Trailers** = DGVW between 3.5 and 10 tonnes.
- **O4 Trailers** = DGVW over 10 tonnes. This includes heavy trailers and articulated or semi-trailers.

Driving Licence requirements

The [licence required](#) will depend on what type of towing vehicle you are driving, i.e., whether you are using a car, a truck or a bus.

Towing an O1 or an O2 trailer with a car, 4x4 or a small van

With an ordinary category B licence, a person can

- tow a trailer of up to 0.75 tonnes DGVW, with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers (apart from the driver). The combination weight cannot exceed 4.25 tonnes.
- Tow a trailer exceeding 0.75 tonnes DGVW, provided that the DGVW of the trailer does not exceed the unladen weight of the towing vehicle, and the maximum combination weight does not exceed a total of 3.5 tonnes.

With an EB license, a person can

- tow a trailer exceeding 0.75 tonnes DGVW, with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers (apart from the driver) provided that the manufacturer's rated towing capacity for the towing vehicle is not exceeded.

Brake requirements

For O1 Trailers (DGVW not exceeding 0.75 tonnes)

O1 trailers with a single axle are not obliged to have brakes provided that their DGVW is less than half the DGVW of the towing vehicle.

O1 trailers that have a DGVW greater than half of the DGVW weight of the towing vehicle or that have two or more axles must have brakes fitted.

For O2 Trailers (DGVW between 0.75 & 3.5 tonnes)

All O2 trailers must also have brakes fitted. The braking system must include a parking brake.

If the O2 trailer does not have an automatic breakaway device that activates its brakes should it become detached from the vehicle, then it must be fitted with a secondary coupling consisting of a chain or wire rope.

Towing a trailer with the Ford Transit Minibus 02 LK 2256 (Representative Vehicle if registered before 01/01/2004)

A combination made up of a category ED1 test vehicle with a trailer, capable of a speed of at least 80km/h. The trailer used shall have a gross vehicle weight of at least 1,400 kg. and have internal dimensions of at least 2.4metres by 1.2 meters

Appendix 6 Equipment Check Form

Equipment Check Form (to be completed for equipment that may pose a health and safety risk if in poor condition, e.g. boats, trailers, protective equipment, harnesses etc)

Club:_____

Officer carrying out check:_____

Date check carried out:_____

Tick box if item is satisfactory (for each type of equipment there may be several items e.g.

Equipment description	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14

Corrective actions required

Action taken

Signed_____

Date actions completed ____/____/____

If items are unsafe or pose a risk to health and safety please take them out of circulation and clearly mark on them that they are not to be used.

A copy of this checklist must be sent to the Development Officer, Paul Lee.