

## **Cambridge University Riding Club**

### **CODE OF CONDUCT**

#### **INTRODUCTION**

The Cambridge University Riding Club (CURC) is fully committed to safeguarding and promoting the well-being of all its members to ensure a positive and enjoyable experience.

All those involved in CURC activities, whether they are involved as participants, coaches, officials or spectators, are therefore required to adhere to the standards of behaviour – set out within this Code of Conduct - and to support the mission of the CURC. This Code of Conduct has been developed to ensure the highest possible standards of competition and sportsmanship as well as promoting fairness, honesty and positive behaviour in relation to the conduct of all those representing CURC.

#### **OUR COMMITMENT**

CURC respect the rights, dignity and worth of every person involved in its activities. CURC is committed to team members enjoying horse riding in an environment free from discrimination, intimidation, harassment and abuse. CURC believes that it is the responsibility

of all of its members to challenge discriminatory behaviour and promote equality of opportunity.

## **AFFILIATIONS**

The Cambridge University Riding Club (CURC) is governed by the constitution of the CURC, which is registered with the University of Cambridge Proctors. This Code of Conduct is in addition, and by no means replaces, the standards set by CURC, the student's individual college and the overarching Proctor regulations.

## **Health and Safety Guidelines**

Horse riding is a risk sport. Carelessness or irresponsible behaviour can lead to serious injury. All horses and ponies are unpredictable animals, with minds of their own and are much stronger than you.

To minimise the risks, Members of the Society must abide by the following conditions at all times when riding under the alias of the Society:

- a) All accidents must be reported. In the event of an accident at a riding stables (or on the way to the riding stables), those involved must contact the lesson coordinator ASAP and explain what has happened ([curcpringhillrep@gmail.com](mailto:curcpringhillrep@gmail.com) for Springhill, and [curchilltopcoordinator@gmail.com](mailto:curchilltopcoordinator@gmail.com) for Hilltop). The lesson coordinator will report this to the President who will complete the online accident report form on Moodle.
- b) Do not attempt to move anyone who has fallen from a horse and is unconscious or is unable to move. SEEK MEDICAL ASSISTANCE IMMEDIATELY.
- c) A well-fitting hard hat conforming to the current approved standard (SNELL E2001 or E2016, AS/NZS 3838 (2006 onwards), VG1 01.040 (2014-12), PAS015 or ASTM F1163) must be worn and the chin strap correctly adjusted and fastened at all times when mounted.
- d) Appropriate footwear with a smooth sole and small heel must be worn. Trainers and wellington boots are not suitable.
- e) All instructions given by the instructor or committee members must be followed.
- f) Do not overestimate your riding abilities. Tell the instructor, stables' staff or a Committee member if you have doubts about what you have been asked to do. You always have the right to refuse to ride the horse allocated to you but will not always be able to continue your lesson in this case.
- g) Do not put your hand or wrist through the loop of your short whip.
- h) When mounted, try to be prepared for the unexpected. Horses by their nature are nervous animals, and can shy away from the smallest of objects
- i) Always dismount correctly and from the near side if possible.
- j) Do not let your horse get too close to other horses.
- k) Always be aware of other horses and riders in the arena at the same time as yourself and respond appropriately, i.e. halt if another horse becomes out of control or a rider falls from their horse.
- l) When working in open order, be courteous to other riders and pass left shoulder to left shoulder.
- m) Never ride or handle horses under the influence of alcohol or drugs.
- n) When handling horses (e.g. tacking up, untacking, grooming), horses must be tied securely with suitable knot to loop of string (not directly to metal ring) in the yard or securely shut in stable.
- o) Never crowd a horse in his stable, maximum of 2 people at a time.

## **Driving**

- q) When being driven by another Member of the club you must behave sensibly at all times in the car and obey the driver's instructions.
- r) It is the driver's responsibility to ensure that they have a valid UK driving license and appropriate insurance.
- s) Seat belts must be worn.

## **Insurance**

- a) The Society is covered by the University's insurance policy for Public Liability in the event of personal injury to third parties or damage caused to their property.
- b) Members of the Society are not covered for personal injury or personal possessions.

See <http://www.admin.cam.ac.uk/offices/insurance/guidance/students.html> for more details of the University's insurance.

## **Competency**

The Society reserves the right to refuse admission to Society activities such as lessons and competitions based on the rider's ability. The Society will not let inexperienced riders take part in activities that the Committee or instructor does not consider appropriate for the rider's level of experience.

## **Disciplinary Procedure**

Any Member who is found to be in breach of the conditions set out in this Code of Conduct may be expelled from the Society at the discretion of the Committee. Any Member who is found to have endangered themselves, those around them or the horses while acting under the alias of the Society may also be expelled from the Society at the discretion of the Committee.

## **Complaints Procedure**

In the first instance, all complaints regarding Health and Safety should be brought to the attention of the Committee by e-mailing [c.u.riding@sport.cam.ac.uk](mailto:c.u.riding@sport.cam.ac.uk). If this is not appropriate i.e. your complaint is about a member of the Committee, then you should contact the Society's Senior Treasurer; David Bainbridge, [db125email@cam.ac.uk](mailto:db125email@cam.ac.uk). If you are still not satisfied with the response you have received, you should then contact the University Junior Proctor e-mail: [junior.proctor@cam.ac.uk](mailto:junior.proctor@cam.ac.uk).

If your complaint is regarding either of the riding establishments used by the Society, firstly this should be brought to the attention of the Committee. If this is not satisfactory, you should then contact Cambridge City Council, Environmental Health and Waste Strategy, Mandela House, 4 Regent Street, Cambridge, CB2 1BY. Tel. 01223 457890.

## **STANDARDS OF BEHAVIOUR**

Members of CURC are solely responsible for their conduct when representing the CURC/CUET (Cambridge University Equestrian Team). Members **must** therefore:-

- Respect the rights, dignity and values of others;
- Operate within the rules of the sport.
- Treat facilities, staff and students at the University of Cambridge and other institutions with respect and abide by any rules that may apply;
- Be aware of how their actions may be perceived by others;

- Maintain high standards of personal behaviour at all times;
- Conduct themselves in a reasonable manner relating to offensive language and temperament
- Refrain from any form of bullying or harassment of others. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
- Respect the decisions of officials, making all appeals through the appropriate formal process and respecting the final decision;
- Not condone, or allow to go unchallenged, any form of bullying, harassment or discrimination if witnessed;
- Refrain from the use of and involvement with illegal substances at all times.
- Not act in an unlawful manner;
- Not encourage or pressure others into acting against the code;
- Understand the repercussions of any breaches of this Code of Conduct.

### **ANTI-DOPING**

Members of the Club must adhere to the requirements of the World Anti-Doping Agency (WADA) code.

Please note that Team Members could potentially be subject to random testing during competitions, particularly those at competing at National Level and above. Club Members caught with banned substances in their system will be subject to disciplinary proceedings

### **PUBLICATIONS, INTERNET AND SOCIAL MEDIA**

CURC wishes to promote the club positively both within the University and externally. It recognises that its publications, online, print and social media are important tools in recruiting new members and engaging with alumni and potential sponsors. It is the responsibility of all CURC members to manage their personal social media presence responsibly. As such, all members are responsible for ensuring that they:-

- Refrain from publishing comments about other clubs, players or judges and any controversial or potentially inflammatory subjects.
- Avoid hostile or harassing communications in any posts or other online communications.
- Identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- Review responses to online posts and resolve any concerns before they are posted.

### **SOCIAL EVENTS**

Social functions form an important part of a club's activities. CURC is committed to ensuring that all students are able and encouraged to participate in student activities in an atmosphere free from discrimination or fear. As such, CURC will aim to organise a range of social events that are as inclusive as possible. Members should be aware that:-

- Participation in any form of initiation or social activity is completely optional.
- They must not force others to participate in initiations and/or other social and sporting events run by the CURC and can opt-out without fear of undue pressure, reprisal or any other form of discrimination at any point.

## **BREACHES OF THE CODE OF CONDUCT**

CURC reserves the right to expel any member of the club at the discretion of the Committee. This action may be applied when a member of the Club brings the CURC into disrepute, breaches the Code of Conduct or engages in any activity that adversely affects the smooth running of the Club in a major way.

Should a serious breach of the Code of Conduct be identified, the Club President, in consultation with the Committee, may suspend a member from CURC and Club activities pending further investigation.

In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days. He/she will not be entitled to any full or partial refund of annual subscriptions.

If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.

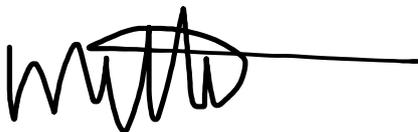
## **PAYMENTS FOR LESSONS AND SUBS**

Members must make payment promptly for lessons, competitions and annual subs. Any member of CURC that repeatedly fails to make prompt payment will be banned from booking further lessons and competitions. The Committee reserve the right to ban riders from competing for CUET in current and/or future seasons if payments are repeatedly missed.

## **WELFARE**

CURC takes the welfare of its members seriously. Any member of the Team that has any concerns regarding their welfare or those of others involved in Team or Club activities can discuss these, in confidence, with the Club Welfare Officers (the lesson coordinators).

Signed:

A handwritten signature in black ink, appearing to be 'Millie Green', with a long horizontal line extending to the right.

Millie Green  
Cambridge University Riding Club President  
September, 2022