

Fleming Boathouse Code of Conduct

The Fleming Boathouse and all its associated facilities are strictly for the use of Oxford University rowing squads. The use of any of the facilities by any outside athlete or club can only take place with the agreement of the Administrator. This agreement has to be made in writing.

The following code of conduct applies to the following clubs: OUBC, OUWBC, OULRC and OUWLRC and includes facilities within the Fleming Boathouse as well as the Blue Shed, parking areas and thoroughfares. Chief Coaches must ensure that all members of their respective clubs understand and adhere to the code of conduct, and the Administrator will ensure all visitors understand the code. The overall responsibility for the Fleming Boathouse rests with the Administrator, with whom any disputes should be raised.

As of September 2013 the Administrator is Barbara Wilson and the OUBC Boatman is Austen Dorey. From 18th October 2013 the OUWBC Equipment Manager is Andy Groves.

The day-to-day running of the boat bays, workshop, wet boathouse and warm up room is the responsibility of the OUBC Boatman and OUWBC Equipment Manager (the Boatmen). Any questions concerning boathouse use or equipment should first be raised with them. When the code of conduct for operational functions is breached the appropriate boatman will raise the matter with the appropriate Chief Coach or President. Where a resolution is not achieved the matter should then be raised with the Administrator.

Care and Maintenance of the Boathouse

The Administrator will arrange for professional cleaning of the facilities, but all athletes and coaches should take the utmost care of the spaces they use. Coaches should encourage their rowers to take pride in the facilities and to do their best to help keep them clean and tidy. The Administrator will circulate to all users a more detailed code of practice for the athletes to follow in this regard.

Changing Rooms

The men's changing rooms are exclusively for use by the male squad members, staff, club officers and guests. The women's changing rooms are for the exclusive use of female squad members, staff, club officers and guests. Use of the men's changing rooms by women and the women's changing rooms by men is not permitted. In exceptional circumstances this rule may need to be suspended, but only with the written agreement of the Administrator and the consent of the relevant clubs.

Certain emergency situations may arise where the men's changing rooms could be used by women. This might be in the case of a capsized boat or unforeseen extreme cold weather conditions where there is a risk of hypothermia. In such cases every reasonable effort should be made by the coach to contact the Administrator, Boatmen or men's coach if they are on site. If this is not possible then the women's coach can act on her or his best judgement.

Rowing in extreme cold conditions should be covered within all the clubs risk assessments. As such, it is not envisaged that the kind of situation that demands an emergency use of the men's changing rooms will occur more than once or twice a year. To comply with The British Rowing Safety Code incidents of rowing related hypothermia along with other safety incidents need to be logged with the OUBC Safety Adviser (Barbara Wilson).

Crew Rooms

Each Club has been assigned a crew room for its exclusive use. Use of other club's crew rooms is not permitted except with permission of the Administrator. It may be that there are times for the different squads to come together in one room and this can be agreed on an ad hoc basis by the Chief Coaches or Presidents.

If a club wishes to use the boathouse for any commercial, corporate or other non-rowing event the written permission of the Administrator must be gained before any agreement is entered in to with such outside agencies.

It is understood that the Isis Room, The Topolski Room and the Krew of Steel Room are at times required for social or corporate functions. It is envisaged that these are kept to a minimum and that the relevant club should be given sufficient notice of any such event.

It is the responsibility of each club to ensure that their room is properly taken care of and any damage is to be reported to the Administrator. It is understood that clubs will want to personalise their rooms to represent their history and culture; however, due to the social and commercial needs of the building, any modifications must be approved by the Administrator.

The cost of any damage or modification to or within the crew room is to be met by the respective club.

Overnight Stays

If a University club wishes to have visiting crews stay overnight in the boathouse, this arrangement must be scheduled and confirmed in writing by the Administrator.

If a rower from one of the University squads needs overnight accommodations, this stay requires the written permission of the Administrator.

Social Events

Clubs will be allowed to organise social events at the boathouse. These will need to be properly planned and receive the written permission from the Administrator. Club members and their guests involved in such events will need to adhere to any regulations governing this kind of use and are expected to behave in an appropriate way.

Entrance Hall, Stairs and Corridors

The storage of any equipment or materials in the boathouse is not allowed except with the permission of the Boatmen.

To help support efforts to keep the boathouse presentable all clubs must comply with the stated practice for removing outdoor footwear and its storage.

Bicycles should be stored outside. They can only be stored in the boathouse with the agreement of the Boatmen.

Warm up Room

The warm up room is to be used by rowers warming up before or cooling down after training. It can be used by athletes to train on the ergometers if for any reason they are not able to get on the water. This is most likely to be in cases where inexperienced rowers are judged to be unable to row in small boats safely.

More formal training session should be restricted to times of low boathouse usage and if agreeable to the other coaches.

Whilst the warm up room is for use by everyone the OUBC and OUWBC will have priority over the lightweight squads. It is hoped that this arrangement can be managed in a sensitive way so as not to cause unnecessary friction between the squads.

Storage and Boiler Rooms

These are out of bounds to all squads.

Boathouse Flat

The resident of the flat will come under a residency agreement with the OUBC Treasurer. Access to the flat by others is by invitation only by the resident. People wishing to talk to the resident should call by phone first or knock on the door.

Workshop

The following regulations about the workshop and repairs apply to the OUBC and the OUWBC. All the other rules concerning workshop and boat bay use applies to all the squads. Whilst the lightweight clubs will be responsible for their own repairs, boat work and logistics any practice that affects the general use of the facilities needs to be approved by the Boatmen and the Administrator.

The management of the workshop is the responsibility of the Boatmen. Athletes are not permitted to enter the workshop except with permission from the Boatmen or coaches or where an agreed job requires it. Coaches are allowed to go into the work shop, but this should, where possible, be with the Boatmen's knowledge. The Boatmen will outline which tools and equipment are available for use by coaches so that, in emergency situations, they are able to access the workshop when there is no boatman on site.

Boats should not be left in the workshop except with the permission of the boatmen. If there is no boatman on site then the coach should make every effort to contact one of them by phone before leaving boats in the workshop.

Rowing equipment and other items can only be stored in the workshop where agreed with the Boatmen.

It is the responsibility of each squad to report damage to the Boatmen or to request other work. The Boatmen will then schedule the repair or any other work required. It will be their responsibility to determine the priority of projects in consultation with the Coaches.

Boat Bays

The detailed working practice of the boat bays needs to be agreed with the Administrator and the Boatmen at the start of each year. These details may be reviewed through the season with all relevant parties present.

Each Squad should ensure that it has sufficient tools and minor spares stored in their squad tool boxes in the bay so that visits to the workshop by coaches and others are kept to a minimum. The Boatmen should ensure that the toolboxes and tool racks are sufficiently well stocked for the majority of standard rigging jobs on all boats. Whilst some wear and tear of tools is expected, squads will incur the replacement costs for significant damage and preventable loss.

The toolboxes and workbenches should be located where they will not obstruct access to boats and the bays.

Squads may only use boats or other equipment from their own fleet except with the permission of the Chief Coach of the relevant squad. In the case of an emergency and with the Chief Coach or other club officer unavailable, a decision to loan equipment could be made by the Administrator with the Boatmen's guidance. This situation could only take place with prior consent in the form of principle.

The racking of boats has to be agreed in advance with the Boatmen and the Administrator. Any desire to make changes to racking should be raised with the Boatmen in advance.

To ensure easy and safe access to the bays all boats must be stored on their racks. Boats may not be stored on trestles overnight or at any other time except with the agreement of the Boatmen. If a

boat needs rigging, adjustment or repair before a water session this can be done in the bays providing it does not cause any obstruction to other squads boating at that time. If extensive work needs to be performed on a boat in the bays coaches should coordinate this with the boatmen and are asked to be mindful of the outing schedules of other squads and to do their best to clear the bays in good time.

Rigging of boats and washing down can take place outside and in front of the bays. In such cases due consideration should be taken for the needs of other squads boating at that time.

Minibus, Car and Trailer Parking

All parking is to be agreed at the start of each year with the Administrator and the Boatmen subject to review. Minibus drivers and private car owners must keep to the speed limit when on site and drive in a responsible manner. Vehicles may not be left overnight or for any extended period without the permission of the Administrator.

Launches and Wet Boathouse

Coaching launches can be stored in the wet boathouse only with the agreement of the Administrator. The Boatmen will be responsible for repairs and fuelling. Malfunction or needed repairs should be reported to the Boatmen at the earliest possible moment.

Security

Coaches need to be aware of all security procedures governing locking up and alarms. They should ensure that the door to the wet boathouse is locked at all times when not in use except for general squad raining days when the Boatmen will be responsible for this. Any rowers training without the supervision of the coach need to have the agreement of the Administrator and to have a full understanding of the security procedures.

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