



O U R C S

Captain's Meeting Minutes

7pm, Tuesday 1st week Hilary Term 2019

15th January 2019

Habakkuk Room, Jesus College

Chair: Achim Harzheim

Attendance: BAL 1 BRC 1 CHB 2 COO 2 EXC 1 GTC 2 HEC 2 JEO 2 KEB 2 LMH 2 LIN 1 LIC 2 MAG 1 MAN 2 MER 2 NEC 2 ORO 2 OSG 1 PMB 1 QCO 1 RPC 1 SOM 1 SAC 1 SAY 1 SBH 2 SCO 2 SEH 2 SHI 2 SHG 2 SJO 1 SPC 2 TRO 1 UCO 1 WAD 1 WOO 2 WRO 2

OURCS 10

Voting body: 66

1. Welcome

2. Minutes of the Last Meeting

- Available at www.ourcs.org.uk

3. Matters Arising

- Women's Group – Harriet Rose-Noons/Kate Halcrow/Jo Egan to speak
- See Appendix A

4. Clubs with Payments Outstanding – Lukas/Kate to speak

Accies, OUWBC, Wolfson, Trinity, St. Peter's, Keble, Christ Church

5. Squad Reports

OUWBC

The OUWBC Squad has enjoyed a number of successes since the last meeting. We had a strong performance at Four's Head of the River, taking 2nd and 4th place in Elite Academic 4+ as well as the fastest time in Academic Challenge 4+. We also had category wins at Upper Thames Autumn Head and Wallingford Head. Our GB Trials pair placed 7th overall, and was the 3rd fastest U23 boat. Our Trial Eights Race on 7th December saw two crews, Comet and Blitzen, battling it out over the full Championship course – although one crew took an early lead with a stronger start, the trailing boat remained within a few lengths throughout the whole race, never giving up the fight. We have just finished our winter training camp, for which we were based in Wallingford and blessed with beautiful weather and great water. During camp, the team really came together, and the rowing developed well, so we are excited for this next phase of our season.

OUBC

OUBC had a promising end to the Michaelmas term with a competitive trial eights. It was a closely fought race with overlap maintained until the bandstand. Both boats rowed well and put themselves in good tactical positions.

We had good technical and physiological improvement through the term. Everybody in the team is developing well and there is a good attitude to change and adapt technique. There is a good atmosphere in the team and it is a fun place to be.

We had a productive training camp in Temple-Sur-Lot. Both crews made good progress and we managed to avoid illness and injury.

OOWLRC

The squad entered a number of races during Michaelmas Term:

- We won the Lwt 4x and University Shield 8+ at the British Championships. We also had three Lwt 2x entries, with the top boat finishing as the second fastest Senior Lwt 2x.
- At Fours Head, we entered a 4x (2nd in the Championship Academic category) and three 4+s (1st, 2nd, and 8th in the Challenge Academic category).
- We sent some of our new athletes to Upper Thames Autumn Head, entering a 2x, a 4+ and an 8+.

We sent three of our athletes to GB trials, providing invaluable experience of erg testing and racing in a high pressure environment.

16 athletes (14 rowers and 2 coxes) were invited on our Winter Training Camp in Northern Spain. The conditions and facilities there meant that we were able to spend a lot of time making good technical progress as well as having the opportunity to begin doing some seat racing.

Going forward, we have a strong squad of 20 rowers and 3 coxes. We have provisionally arranged to race Cambridge on the 30th March in Henley, and are currently discussing plans for the future of our boat race.

OULRC

The squad enters Hilary Term with 19 rowers and two coxes, and will be cut to 18 rowers and two coxes after further testing in the coming weeks. Since the last report, we have seen progress both on and off the water with several weekends spent on the Tideway and at Dorney, obtaining speed data and seat racing.

We have accrued reasonable racing experience, entering Fours Head with two 4-s and a 4+ and running a successful Trial VIIIIs at Dorney.

Physiology advice has been provided by Filipe Salbany and this has yielded improvement in erg scores throughout the season. We have two further testing sessions planned before the Boat Race.

Training camp was run in the UK, based mainly at Wallingford but again with trips to Dorney and the Tideway. It was certainly a useful exercise, but was plagued slightly with injury and absences due to immovable work commitments, mainly with clinical medical students and post graduation medics (i.e. doctors working full time). This has always been an issue for us, and we would benefit in the future from holding a training camp abroad, and earlier, perhaps at the end of December/early January, to avoid conflicts. This has been done in the past, but recently finances have been the limiting factor.

For the coming term, we have match races planned with Imperial College BC first VIII and Molesey, and will enter. Quintin Head and BUCS Head, and several weekends have been planned on the Tideway to obtain further experience on the race stretch. We aim to field a first and second eight for all races this term, and after Boat Race, including Head of the River and BUCS regatta. For the Boat Race, we will field a top eight and a spare pair.

1. **Good Lad Initiative** – *talk given discussing positive masculinity workshops, captains to contact Sab if interested*
2. **Safety/Reminders** – Kate/Sacha to speak
 - *Please remember lifejackets*
 - *Please make sure to send well-briefed marshals/umpires in a prompt manner*
 - *Bankriders wearing lights – Highway Code makes this a legal requirement both on the towpath and on the road*
 - *Please familiarise yourself with the flag system and how this changes spinning rules in particular*
 - *Make sure lights on boats are sufficient*
 - *Please talk to Secretary to obtain permission for launch transit etc, and also to discuss any non-regular outings – we are happy to help!*
3. **Election** – Keir Bowater to speak
 - COUR Representative
 - i. Thomas Surridge (Queen's)

Vote passes unanimously

4. **Appointment of Ordinary Committee Members (1.8.5)** – Kate Halcrow to speak
 - Berenika Kotelko (Jesus)
 - Joseph Lord (St. Benet's - reappointment)

No objections

5. **Dorpids** – Kate Halcrow explains plan and background
 - See Appendix B

Vote 1: Are clubs interested in this at all? Passes: 63 for, 2 against, 1 abstention

Cancellation deadline is 4 days pre-event (e.g. Wednesday!)

Vote 2: Do we want OURCs to form safety plans, rules, etc and will you follow them?

Passes: 62 for, 4 abstentions

Vote 3: 1500m or 2000m race?

1500m 56, 2000m 7, 3 abstentions – 1500m decided

Vote 4: Would a small fee per head for coach travel, and for any cars travelling down, be acceptable?

59 for, 7 abstentions - motion passes

6. **Secretary and Sabbatical Officer roles for next year** – Keir/Kate to speak

- See Appendix C/D/E
- Secretary applications to secretary@ourcs.co.uk
- Sabbatical enquiries to sabbatical@ourcs.co.uk

7. **Secretary Role into Torpids** – Sacha Tchen/Kate Halcrow to speak

Sacha will be taking up large parts of the role as Kate approaches her due date

8. **Christ Church Meadow/Boathouse Island access** – Keir to speak

- Talk to your bursars!

Christ Church (college) has been making it more and more difficult to pass by the gate at the Head of the River when it is closed, and has not been very open to discussion about changes on this policy. RowSab to draw up a proposal to send out to clubs for their bursars to send to ChCh bursar.

ChChBC captains: Have also been trying their best to talk to college

9. **Rule Changes** – Joe Hitchen/Pete Bond to speak

Replace A3.4e.ii

The Race Committee shall make safety considerations of prime importance when deciding whether or not to permit an individual cox to be selected as an extraordinary substitute, and may request a summary of the proposed cox's experience. Associates with a coxing registration may be used as extraordinary substitute coxes in fixed divisions at the Race Committee's discretion.

with

The Race Committee should be provided with a summary of the proposed cox's experience, and have the right to reject the substitution if the cox does not have the necessary experience for the division they will race in. Where an extraordinary coxing substitution is required, full member coxes will be permitted to cox more than one boat from their club on any one given day. Associates may be allowed to cox boats in fixed divisions at the Race Committee's discretion, provided they otherwise meet the requirements of the event and the club has demonstrated they have no suitable full-member coxes.

Proposed: Joe Hitchen (OURCs)

Seconded: Pete Bond (OURCs)

This proposal clarifies the race committee's right to reject an extraordinary coxing substitution on safety grounds, but makes it clear that safety alone is not sufficient to justify the approval of an extraordinary substitution - Competitive reasons for *allowing* the substitution should *also* be provided, and in the spirit of the event, clubs should attempt to find a full member cox (racing twice if needed), before considering associate coxes for higher divisions.

Motion passes: 60 for, 1 against, 5 abstentions

Replace A3.11.c

Crews are expected to race wherever possible within the ideal racing line area. If they race outside it, they may be required to abide by their own accidents.

With

Crews may take any line, however they are expected to race wherever possible within the ideal racing line area. If they race outside it, other than to steer around an obstruction in accordance with A3.15.1.a, they will be required to abide by their own accidents.

Proposed: Pete Bond (OURCs)

Seconded: Joe Hitchen (OURCs)

Motion passes unanimously

Transgender policy addition – Alex Wilson to speak

We would like to remind members that these rules are intended to ensure an inclusive, supportive and fair community for all rowers. These rules have been written to facilitate such a community within in our sport, while ensuring safe and fair competition for all participants.

We urge Captains, Coxes and Rowers to behave respectfully, and any abuse of these rules will not only carry a serious penalty but will also be damaging to the trans-community. Any athlete can approach OURCs Committee with questions or concerns, who will act with strict confidentiality unless a person or persons' welfare or safety is deemed to be at risk.

This is a working document; OURCs Committee will, at all times, be working along with the development of Oxford's university policy. Wherever possible OURCs Committee will have a suitable, to be identified, "Equality and Diversity Unit" staff member of Oxford university to consult with on these matters and act as a third party when deemed applicable or necessary. OURCs Committee and Club Captains will continue evolving this document, simultaneously communicating with the university and its suitable staff.

Replace Rules of Racing A1.1.3 with

A1.1.3 In addition to university statutes on definitions of 'Transgender', OURCs defines a trans rower as any rower who does not wholly identify with the gender they were assigned at birth, regardless of whether any medical transition steps have been taken or not.

a. Under no circumstances can any rower be compelled to disclose any medical history to OURCs or the committee of any event run under these rules.

i. Any information disclosed, medical or otherwise, shall be kept confidential and not shared publicly or between committee members outside of the relevant parties, unless the welfare or safety of a person is in danger. Where possible, information and data will be held by university staff, rather than students.

b. In accordance with British Rowing policy, a trans rower not assigned female at birth shall be treated for the purposes of these rules as a woman and may compete freely in women's crews if they are willing and able to provide evidence to the Rowing Sabbatical Officer or appropriate University/Sport Department staff member, as advised by the Rowing Sabbatical Officer, in accordance with British Rowing's Transgender and Transsexual Policy. At time of

writing (January 2019), this stated “May compete in her affirmed gender in female or mixedsex domestic competition by providing evidence that her hormone therapy has brought her blood-measured testosterone levels within the range of her affirmed gender.” A club or other individual may not, under any circumstances, compel an athlete to make this provision, regardless of whether they fulfil this requirement. This rule shall supersede any other rule regarding eligibility of trans athletes and therefore any athlete who has made these provisions will be directed to the general rules of racing.

c. Any athlete assigned female at birth who wishes to compete in open divisions can compete without the need to take any additional steps.

d. Any athlete assigned male at birth who wishes to compete in women’s crews are advised to inform OURCs about their trans status at least 48 hours before the first day of races commences. This is intended to protect trans rowers from discrimination and appeals on the grounds of gender, and deter clubs from abusing these rules.

i. The athlete is advised to inform a member of OURCs (ideally the ratified event SUs, Secretary or Rowing Sabbatical Officer) before the first event in which they are entered. This may either be directly or through a club official, in which case the athlete’s explicit permission must have been given. The athlete shall advise who they are willing to be told about their status and what shall be the response to appeals related to their gender. The athlete shall be made aware that this disclosure may be shared with relevant race desk committee members in case of the original members informed absence during race day, but any disclosure shall be kept to the minimum number of committee members.

ii. Any trans athlete that does not wish to disclose their trans status to any member of their boat club committee may contact OURCs through a college or university LGBTQ+ rep.

iii. For events under these rules not run by OURCs, the athlete shall inform the event committee (ideally the event secretary) as above. They may inform the event directly, or through their club, an LGBTQ+ rep, or through OURCs, in which case the athlete’s explicit permission must have been given. The athlete shall advise who they are willing to be told about their status and what shall be the response to appeals about their gender.

iv. An appeal against an entry on the grounds of ineligibility of a trans athlete before the commencement of racing may only be made to a ratified Senior Umpire, who may choose to consult the University Equality and diversity unit. The appeal may only be made on the grounds that the Rules of Racing have not been adhered to. *This decision shall be final unless appealed to and edited by the OURCs Senior Member.*

v. Any appeal or complaint querying the gender of an athlete, where said athlete has informed the event secretary or relevant parties of their trans status, shall automatically be dismissed. In this case, the athlete’s desired response to an appeal shall be given to the appealing party. If the athlete has not specified, the appealing party shall be informed no rules have been breached.

e. Abuse of rules relating to trans athletes shall be treated as severely as warranted under university statutes.

i. Any appeal that queries a women's crew member's gender shall immediately be escalated to a ratified Senior Umpire, who shall apply A1.1.3.d.v if possible. If A1.1.3.d.v does not apply, the club captain/president may be contacted to help resolve the appeal. All possible tact and politeness shall be used.

and amend A1.1.4, formerly A1.1.3:

4. Any motion to amend the above rules must be brought in accordance with the procedural rules associated with a constitutional alteration under 1.11.5

Motion passes, with intention of bringing alteration to clause b. to clarify stance to next Captains' Meeting: 59 for, 7 abstentions

Amend **A1.1.6.2-3** from;

2. Men may cox in "Women's" boats and women may cox in "Men's" boats
3. Women may row in "Men's" boats.

To

2. Any licensed cox, regardless of gender, may cox any boat.
3. Anyone, regardless of gender, may row in a "Men's" boat.

Motion passes: 64 for, 2 abstentions

Proposed: Alex Wilson (OURCs/St. Hugh's)

Seconded: Iona Woodward (Worcester)

For discussion:

The decision was made to postpone discussion until a later CM due to time constraints.

1.15 Discrimination

1. Any individual alleged to have taken discriminatory action against an individual or group in breach of university non-discrimination statutes shall be referred to university authorities and may, at the discretion of the OURCs Secretary or Senior Member, be suspended from participation in OURCs events, banned from rowing on a particular stretch of river, and/or banned from rowing with any OURCs constituent club. *This penalty shall be applied until the conclusion of any official investigation into the matter. If the individual is found to have breached university statutes, these penalties may be modified and/or applied for a set period, which may be indefinite, in consultation with the OURCs Senior Member and appropriate university authorities. An appeal against the decision of the OURCs Secretary may be made to the Senior Member. (see below, duplicate verbiage)*

2. Any club alleged to have taken discriminatory action against an individual or group in breach of university non-discrimination statutes shall be referred to university and/or college authorities. Its officers responsible for the breach may be suspended at the discretion of the OURCs -Senior Member, in addition to penalties under 1.15.1. In serious cases, the club may be suspended from participation in OURCs events and/or banned from rowing at the discretion of the OURCs Secretary and Senior member. *These penalties shall be*

applied until the conclusion of any official investigation into the matter. If the club is found to have breached university statutes, these penalties may be modified and/or applied for a set period, which may be indefinite, in consultation with the OURCs Senior Member and appropriate university authorities. An appeal against the decision of the OURCs Secretary may be made to the Senior Member.

3. An individual who has proved discrimination at their college boat club may apply to transfer to another college boat club. Evidence of formal proceedings at any official level brought against the club shall be provided to the OURCs Secretary or Rowing Sabbatical Officer, along with the written assent of the captain of the club to which they wish to transfer. Regardless of whether these proceedings have concluded or whether the club was found at fault, this shall be considered grounds for the transfer. If approved, this transfer shall have immediate effect and *a record of the allegations and the conclusion of subsequent proceedings shall be made by the Rowing Sabbatical Officer.*

4. *This is a working document and we shall, at all times, work along with development of Oxford's university policy, and on top of this these rules shall be updated yearly at a minimum by the equality sub-committee of OURCs and any other interested parties.*

10. River Closures

Isis Winter League, sponsored by Neptune Investment Management – Kate to speak

- IWL C - Sunday 2nd week, 20th Jan – 12:00 until Closing Time
- IWL D – Sunday 4th week, 3rd Feb – 12:00 until Closing Time
- IWL E – Sunday 6th week, 17th Feb – 12:00 until Closing Time

Proposed: Katherine Halcrow (OURCs)

Seconded: Keir Bowater (OURCs)

Torpids 2019, sponsored by Neptune Investment Management

- Rowing On – Friday 6th week, 22nd Feb– 08:30 until Closing Time or End of Racing
- Rowing On Contingency – Sunday 7th week, 24th Feb– 08:30 until Closing Time or End of Racing
- Wednesday 7th week, 27th Feb – 11:00 until End of Racing
- Thursday 7th week, 28th Feb – 11:00 until End of Racing
- Friday 7th week, 1st Mar – 11:00 until End of Racing
- Saturday 7th week, 2nd Mar – Opening Time until End of Racing

Proposed: Katherine Halcrow (OURCs)

Seconded: Keir Bowater (OURCs)

All river closures, voted on a slate, pass unanimously

11. Extension of Student Status (Rules of Racing A1.1.1.a.i.3), in case of leave to supplicate arriving before Torpids – Keir to speak

Needs a majority vote to pass.

- Dragana Savic, Linacre
 - o Proposer: Florianne Verkroost (Linacre)

- Seconder: Matthias Haslberger (Linacre)
- Laura Depner, Wolfson
 - Proposer: Claire Holubowskyj (Wolfson)
 - Seconder: Ethan Friederich (Wolfson)
- Stefanie Zekoll, Wolfson
 - Proposer: Claire Holubowskyj (Wolfson)
 - Seconder: Ethan Friederich (Wolfson)

Voted on as a slate, pass unanimously

12. Transfers under A1.2 – Kate Halcrow to speak

Objections may only be made on the grounds that:

- *Athlete is not a member of the college they are transferring from*
- *Athlete has never been a member of the college they are transferring to*
- Sarah Bridge, St. Hilda's to Wolfson (papers in order)
- Saad Hamid, Christ Church to Balliol (papers in order)

No objections

13. Ratification of Major Transgression Meetings – Kate/Sacha to speak

- Worcester - £50
- Christ Church - £50
- St. John's - £50
- Worcester - £50
- Christ Church - £50
- New - £50
- Pembroke - £50

No objections

14. Extra Slots – Keir to speak

Monday AM	Lincoln
Tuesday AM	Somerville
Wednesday AM	Catz
Thursday AM	Hilda's
Friday AM	Worcester
Sunday 1-5pm	Queen's

Sunday 1-5pm	Hugh's
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15. AOB

- Website – Kate/Stefan/Joe H/Cameron to speak
Migrating to new site – features to be continued to be added over the coming days and weeks
- RCML/Mailing lists – Stefan
Info on how to subscribe is in Information section under Mailing lists
- Recyclable/plant-based cups during Torpids - Keir
Would clubs buy into a scheme to provide plant-based cups during Torpids, for a small fee? Unanimous assent



WOMEN'S TORPIDS TROPHY

Size: 17" by about 6", including stairstep plinth.

Material: Silver-gilt with painted wood plinth and ebonized socle for engraving.

Provenance: Acquired at Mallam's Auction on November 14, 2018. Originally created by Goldsmiths & Silversmiths Company Ltd, London 1926.

TBD: Separate plinth matching Men's/Women's, presentation details, and specifics of engraving.

DESCRIPTIONS:

- **MOTIF:** The women's silver vase (trophy) has minimal surface decoration. The auction description from 2018 calls the handle figurines "caryatids", but in vases, we should call these Sphinx or Sirens. "Caryatid" is more of an architectural term, denoting structural forms, eg. the famous Caryatid porch of the Erechtheion from the Athenian acropolis. Sphinx are also an ancient motif, believed to serve a protective, apotropaic purpose in the shape of a winged woman (with lioness body, sometimes sea creature body). You'll see them fashioned into handles on Greek vases of various materials. The figurine "finial" at the top, a woman holding an honorary garland, is well-placed symbolically as the motif traditionally references Greek and Roman gymnasia/athletic competitions. The iconographic motifs here symbolize both honor in athletic triumph and female protection.

- **SIZE and SHAPE:** We'll never be able to meet the exact sizes of the men's trophy without finding one from the exact same collection (nearly impossible, truly). However, this one is quite close in overall height and width. The men's trophy is about 12" by 6" without plinth, and the women's is 17" by almost 6" with its stairstep plinth. The men's trophy shape is a type of vase called a *calyx-krater* originally meant for mixing wine, the women's is a more slender, ceremonial shape almost like that of a *lekythos*, or *louterion/loutrophoros*, which are used for pouring oil. One doesn't outshine another -- they are both tall and wide, with the women's slightly taller but more slender.
- **TIME PERIOD OF CREATION:** Where the men's trophy is very much in the style of silver repoussé from around the 1850's-80's, the women's version was made in 1926. The style of sphinx handles and female finial point to aesthetics of this period. It's a fairly significant coincidence, given that the OUWBC was established in the same year. Although this trophy isn't to signify a race by OUWBC, itself, it is interesting that the decade represents gains and *gravitas* in the world of women's rowing in Oxford. True to their periods of creation, ornamentation for one is vegetal, for the other, more figural. In terms of stature, they are similar to one another. The Women's Torpids Trophy is different from the Men's Torpids Trophy; it doesn't try to copy it. They each celebrate on their own and neither looks like a smaller piece from the same set of silver.
- **PLINTH & PRESENTATION:** *TBD*. We can achieve more comparable similarity in men's and women's vases by creating matching plinths and establishing a similar style of presentation.
- **ENGRAVING:** *TBD*: The OURCs subcommittee on "Gender Parity in Rowing" is currently confirming the verbiage to be engraved on the Women's trophy. Original engraving: "*Presented by The Winter Gardens and Pavilion Company Ltd, to Chas. R. Hardman Esq, Chairman 1924-28*"



(Left: Men's Torpids Trophy, Right: Women's Torpids Trophy, with an attempt at current scale.)

Dorney Lake Regatta

OURCs “Last Resort” Torpids Contingency Plan

Introduction:

Racing weather and factors during the winter in Oxford are difficult to predict. Hilary Term notoriously sees IWL races postponed or a threat of Torpids altered or canceled. Last year during Torpids 2018, we witnessed serious winter storms affecting the area on our exact racing days. Just out of recent memory, in 2001, the Isis was unnavigable during Torpids based on infection -- Foot and Mouth Disease was detected and bumps were completely canceled. Torpids schedules might be truncated or eliminated for various reasons: stream speed, water height, winter storms, disease or more.

OURCs Committee and Senior Members/Umpires always want to be able to provide our community with a racing goal per term, especially as our MT novices become more senior. We will take every aspect and caution into consideration if needing to alter Torpids, and we would modify the ideal setup as little as possible before making major changes. We all want to race Torpids Bumps as we know and love it. However, because this is not always be possible, planning a “last resort” racing event is forming -- an intended long standing contingency plan for Torpids. We hope we never have to use it. But if we do, it would be best to have logistics and details sorted. A summary, set of important points, followed by questions for club captains, is laid out below.

Summary:

This “last resort” contingency plan for Torpids has been considered for about 8 years. Taking place at Dorney Lake, it has been affectionately, and somewhat erroneously, called *Dorpids*. This would be a BR-style 6 lane regatta event on the main lake at Dorney, organized into qualifying heats, ending with Finals. Both the highest men’s and women’s college crews in Torpids placement would have a chance to compete in respective divisions -- **approximately 36 racing crews** compete across men’s and women’s segments.

A regatta such as this would require appropriate “Time Trials” to properly match crews in their first heat. This is regardless of current Torpids rankings, which have been set by years of crews competing. To accomplish this, crews would arrive at Dorney Lake in the early morning to prepare and row their Time Trial. Crews then compete in the official regatta, with Semis leading to Finals. Both men’s and women’s divisions finish in the same day. Torpids on Isis is to take place **February 27th-Mar 2nd**. Alternatively, this “last resort” regatta at Dorney would take place on **Sunday, March 3rd**.

The *Dorpids* regatta is intended as an entirely separate race to Torpids Bumps. Racing at Dorney Lake would not be competed for points, bumps, blades, or trophies. This is being planned so that our community has a large racing event to train for and compete in during Hilary Term should the Isis prove absolutely unnavigable during the week planned for Torpids.

Reminders and Points to Consider:

- This is a completely different race to Torpids. This is **NOT** Torpids at Dorney.
- Event would take place on **SUNDAY of Torpids week, ONLY**. Equipment transport likely to take place in the days before and back to Oxford on after competition.
- This is a logistical jungle gym! Trailers, racks, buses/coaches, potential cold weather, access to food/lavatories... All still being sorted, but goals affected by CM opinion.

- “Time Trials” are necessary to establish actual speed differentials, beginning morning of racing. This makes an early wake up vital.
- The event is absolutely contingent upon **SHARING** within and across clubs. Questions will arise such as, *Can a women’s crew and men’s crew from the same college club share an 8 shell? Can neighboring clubs work together to trailer simultaneously?*
- **Bus/coaches and transport:** Dorney Lake is about 1hr 20min away. Small amount of parking should be reserved mostly for buses/coaches and trailering equipment. Considering transport logistics, there is only space for crews/coaches competing and those helping run the event; very few spectators! The lake is difficult to access from a nearby town or parking facility other than the Dorney Lake facilities, themselves.
- **Cost:** OURCs is calculating what this would cost us to host (as an organization) with approval from our Senior Treasurer, David Locke. As usual, an entry fee would be expected, and we may ask to charge a small amount for hired transport or any leftover parking.
- **Marshals:** To run the event, we would ask for 1-2 marshals from each competing college.
- **NO** racedesk helper would be permitted to compete due to the rigors of running the event. Marshals, timers, OURCs at racedesk, launch drivers, etc cannot compete.

Immediate Questions for Captains:

- Establishing the specifics requires quick/significant communication with Dorney. *Are you content with us forming the event, publishing rules, and everyone following them?* For speed of planning, understanding of event logistics, etc?
- It’s prudent to have start times set early on so. Racing distances should be stipulated now. *Do you like the idea of a racing 1500m or 2k?* What we decide will slightly affect the scope of the race -- a longer race at 2k will mean that crews get more time on the water, but it may also mean that Time Trials and the regatta itself must begin earlier.
- In terms of resource expectations for colleges, *would a small fee per head to take the hired coaches seem reasonable? Does requesting 1-2, non-racing marshals per competing college seem doable?*



OURCs Secretary Position Description

Katherine Halcrow, OURCs Secretary, 2018-2019

In terms of the OURCs position, the title "**Secretary**" does not stem from a casual, modern sense, denoting a type of personal assistant. It is rather that of "**Secretary-General**" -- denoting the head position of OURCs Committee and chief administrative role within the OURCs community on a student level.

The position of OURCs Secretary is largely tripartite. The general job entails *1) running OURCs Committee, 2) acting as/appointing a Race Secretary for OURCs races 3) overseeing inner workings of college rowing as it pertains to and affects member clubs and their individuals*. Member clubs include all of those affiliated with OURCs as college clubs, as well as Oxford University clubs (OUBC, OUWBC, OULRC, OUWLRC). The role should not be confused with OU President, with whom the OURCs Secretary acts largely in tandem.

Ideal candidate has:

- Status as a student at the University of Oxford, undergraduate or postgraduate
- Experience in the Oxford rowing community as rower, coxswain and/or coach
- Volunteered at OURCs Race Desk (*which can be done in HT!*)
- High-level organizational and communication skills
- An ability to manage people well and remain calm under pressure
- Readiness to multi-task and efficiently delegate appropriate work
- Interest and/or experience in running events, such as races
- Sporting safety in mind
- Patience, a positive attitude, and an excellent work ethic
- A pronounced love for the rowing community in Oxford

"Umm. Kate. This seems like a lot of work... What's in it for me?"

Oxford University Rowing Clubs is an organization with over 3,000 active members at any given time. Alumni of this organization are almost too many to count. As the head of such an organization, you may add this to your resume/CV, whether or not you expect to work within the rowing world when you leave Oxford. Gaining skills in organization, communication, administration, forming and running events (races), people management, and working with high-level Senior Members are all desirable aspects to underscore for any volunteering endeavour or professional prospect. The work is exceptionally rewarding and compelling -- this is the highest position in one of the largest student organizations of the University of Oxford. With this activity and level of experience, you do make a difference. You do stand out.

****Please send all inquiries, initial or pronounced, to Katherine "Kate" Halcrow at secretary@ourcs.co.uk. The overall goal is to elect a new Secretary, to take over in Trinity Term, and to help run Summer VIIIs 2019.****



SPORTS DEPARTMENT

Sabbatical Officer for Rowing

Summary of specific responsibilities/duties

OURCs:

Administrative Officer for the OURCs Committee

- Issue notices, agendas and circulars as directed by the Committee or Senior Member, or as necessitated by specific projects.
- Record and distribute the minutes of Captains' Meetings.
- Update the Constitution and Rules as required.
- Ensure information posted on the website is up-to-date.
- Assist the Treasurer in maintaining day-to-day accounts.
- Oversee maintenance, storage and procurement of OURCs equipment and maintain the inventory.
- Represent OURCs on the River Users Group.
- Act as first point of contact in dealing with queries from members of the University or the general public about OURCs activities.

Safety Advisor to OURCs

- Help affiliated clubs to comply with British Rowing's requirements regarding affiliation and safety and to maintain relevant documentation, including the production of safety audits and risk assessments.
- Identify appropriate qualifications or training that OURCs officials or College Boat Club officials may need in order to carry out their duties, and if necessary organise appropriate training to ensure that such requirements are met.
- Advise on safety for events organised by OURCs.
- Advise on safety for events organised by affiliated clubs and sanctioned by OURCs
- Liaise with the Sport Safety Officer and other such officers at the discretion of the Committee and COUR in relation to all matters of rowing safety.
- Consult with British Rowing on matters of safety and attend British Rowing water safety conferences.
- Organise water safety tests for rowers in conjunction with staff at the University Sports Centre.

Assist the Race Committee in planning and running events

- Assist the Secretary in producing event plans and risk assessments for OURCs events in consultation with the Sport Safety Officer.
- Obtain necessary permissions from the authorities, including the Environment Agency and the University Proctors.
- Inform relevant parties (authorities, participants and other river users) of planned events
- Oversee the hire or purchase of equipment.
- Oversee the recruitment and training of race officials.

Keep the Senior Member informed of impending issues relating to the safety and conduct of members of the University engaged in rowing, and seek early advice where appropriate.

University Rowing:

Administrative officer for COUR (arrange meetings, distribute papers, take minutes, and disseminate information to OURCs affiliated clubs, under the direction of the Chairman of COUR).

Provide administrative support for University Rowing Clubs as directed by COUR.



Job Description



SPORTS DEPARTMENT

Job title	Sabbatical Officer for Rowing
Division	AAD
Department	Sport
Location	University Sports Complex, Iffley Road, Oxford OX4 1EQ
Grade and salary	Grade 3: £18,412 - £21,220 per annum, pro rata
Hours	Part time (30 hours / 0.8219% FTE)
Contract type	Fixed-term: 10 months (one fixed term only)
Reporting to	OURCs Senior Member and for day-to-day operations, the University Sports Services Manager
Vacancy reference	
Additional information	<p>Applicants to also refer to Summary of Responsibilities/Duties.</p> <p>The post is an excellent career development opportunity for recently graduated Oxford University students.</p> <p>To be able to provide the maximum number of former students with valuable work experience, the post holder will be eligible to serve for one fixed term period only.</p>

The role

The role of the Sabbatical Officer for Rowing is to provide administrative support to the Oxford University Rowing Clubs (OURCs), act as OURCs Safety Adviser, assist the Race Committee in planning and running events, and to offer general administrative support to the Oxford University rowing community at large.

The Sabbatical Officer works closely with the OURCs Secretary, but is responsible to the Senior Member of OURCs and to the Sports Services Manager (for day-to-day operations). The Sabbatical Officer for Rowing will act as Vice-Secretary to OURCs.



Appointment is by election at a Captains' Meeting of OURCs in the preceding Trinity Term, suitable candidates having been approved by a panel including members of COUR convened by the Senior Member of OURCs.

Background Information

There are 40 boat clubs within the University, comprising four representative University clubs (the Oxford University Men's and Women's Heavyweight and Lightweight squads), and 36 College boat clubs (CBCs), with over 3000 active members in total.

Each club is affiliated in its own right to British Rowing (formerly the Amateur Rowing Association), the sport's governing body. Together the 40 clubs constitute Division 10 of British Rowing. A Divisional Representative serves to facilitate direct communication between the clubs and British Rowing (in both directions) and to represent the interests of the Division on the Regional Rowing Council and the British Rowing (National) Council.

The 40 clubs together form a confederation known as Oxford University Rowing Clubs (OURCs). OURCs exists to organize inter-collegiate competitions (such as the Autumn Fours, the Isis Winter League, Torpids, and Summer Eights) and to maintain local rules governing conduct and safety on the Isis and other waterways used by the constituent clubs (such as operating a 'flag' system in collaboration with the Environment Agency to restrict rowing in adverse conditions, and controlling the number of boats on the river at any one time to prevent overcrowding). The OURCs Committee consists of the presidents of the four University Boat Clubs, four officers and up to ten ordinary members elected by the representatives of college boat clubs from their membership, a sabbatical officer, and a Senior Member. The sabbatical officer ('RowSab') is employed by the University to take on a large part of the administration associated with OURCs activities, including and especially to help the clubs to comply with the British Rowing's, the Environment Agency's, and the University's safety requirements and recommendations. The cost of employing the RowSab is shared between OURCs and the University Sports Department.

Every club, including OURCs, has a Senior Member - an eligible member of the University's academic or administrative staff through whom the club is accountable to the College (where applicable), the University's Director of Sport, and ultimately the Proctors (who oversee compliance with the University Statutes).

The Director of Sport oversees the activities of all registered sports clubs – including rowing clubs - within the University. He is assisted by the Sports Services Manager, and the Sports Safety Officer who is responsible for ensuring that all University sporting activities including rowing are carried out in accordance with the safety guidelines laid down by the respective sporting governing bodies, as required by the University.

Overseeing the entire structure is the Council for Oxford University Rowing. COUR consists of the Presidents and Senior Members of the four University Rowing Clubs, the OURCs Secretary, Sabbatical Officer and Senior Member, two college boat club representatives (one of whom is usually the Captain of Coxes), the British Rowing Divisional representative, the University's Director of Sport, the University Sports Safety officer, and the Senior Proctor, and it reports to the Safety Sub-Committee of the University Sports Strategy Committee which in turn reports to the University Education Committee. COUR's primary remit is to oversee safety. The Council meets once per term and the chairmanship rotates amongst the COUR Senior Members annually.

Working Arrangements

This is a part-time post (30 hours per week), running for a fixed term of ten months from 1 September 2017 to 30 June 2018.

Salary is based on University Salary Scale, Grade 3 currently £18,412 - £21,220 p.a. (*pro rata*). This will translate to approximately £1,261 per month before tax, plus any inflationary cost of living rise that may be applied in August 2017.

The post-holder will have office space at the University Sports Complex and will normally be expected to be available/contactable between the hours of 9.30 am and 3.00 pm, Monday to Friday. The post-holder needs to be flexible to meet the requirements of the post, **including evening and weekend work when required**. Additional flexi-time work may be needed from time to time to make up the 30 hours a week.

University holiday entitlement will apply, and leave should be taken at the discretion of the Sports Services Manager, usually outside of University Full Term. Any further employment plans (such as coaching) should also be discussed with the Sports Services Manager.

Please contact the Sports Services Manager (andrew.taylor@sport.ox.ac.uk) for specific questions regarding work practices.

Key Responsibilities / Duties

1. Coordinate, administer and oversee OURCs activities and events by liaising with the relevant personnel, representatives and bodies in respect of safety management and procedures, communication, race organisation, discipline, officiating and coaching practice.
2. Liaise with the Sports Services Manager, Director of Rowing and Sports Safety Officer, and British Rowing Regional Safety Advisor, on matters of safety affecting college rowing and as a member of OURCs committee, act as Safety Advisor for OURCs.
3. Offer administrative support to the University Rowing clubs where required, if appropriate, and sanctioned by COUR.
4. Advise, assist and where appropriate coordinate rowing events organised by OURCs (**and in some circumstances other rowing events organised within Oxford**), ensuring safe practice, a good standard of officials and that the necessary permissions have been gained.
5. Ensure the exchange of relevant information, internally between COUR and CBCs and externally, between the relevant governing bodies and CBCs.
6. Identify and facilitate the attendance of appropriate national governing body courses or other relevant training courses for CBC officers and members for the development of CBCs and rowers and the execution of safe practice.
7. Administer the activities of OURCs, including the review the OURCs constitution and rules.
8. **Maintain** a system for logging use or loan of, and maintenance of OURCs equipment.

9. Represent the views of OURCs and CBCs to any other appropriate body or committee.
10. Ensure that good relationships are maintained between the CBCs, local river users and other bodies.
11. Consistent with the grade, any other reasonable task to enhance the rowing provision for CBCs.

Selection criteria and Person Specification

Essential

At least 3 years' experience in a rowing environment

Experience of bumps racing in Oxford

Some experience of event management

Good IT skills

Good inter-personal skills, written and oral

Desirable

Experience on the OURCs Committee (strongly preferred), or other rowing race committee

UKCC (ARA/British Rowing) coaching award or coaching experience

Typically, applicants will be recent graduates of Oxford University

Not Desirable

Should not be a student (although leeway for those likely to finish writing up within one month of taking up the post might be permitted by the shortlisting committee.)

Application Process

The post is expected to be of interest to those seeking to develop a career in coaching, education or sports management, or those who wish to gain valuable transferable skills while maintaining an interest in the administration and development of rowing at Oxford University.

Interested parties should apply with full curriculum vitae and letter explaining their reasons for applying, and what they feel they can bring to the post. Contact details, and the details (including telephone numbers and email addresses) of two referees, should also be supplied.

Applications should be sent to Elaine Royle preferably by email (elaine.royle@sport.ox.ac.uk) before **midday** on 2 May 2017. Alternatively they may be sent via post to:

Elaine Royle
Oxford University Sport Centre
Iffley Road

Job Description and Selection Criteria:
Sabbatical Officer for Rowing 2017/18

Oxford
OX4 1EQ

Interviews for short-listing will be held early in Trinity Term 2017. The post-holder will then be chosen by election from the short-list at the Trinity Term Captains' Meeting (date to be confirmed). Campaigning will be strictly limited to published manifestos (through OURCs) and the election at the Captains' Meeting itself. Candidates contravening this condition will be removed from the shortlist.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Sports Department

The University is organised into about 140 different departments, each of which recruits its own staff. This job is in the Sports Department, which is based at Iffley Road. The Department co-ordinates and manages sports facilities at the Iffley Road Sports Complex, The University Parks and other sports grounds and co-ordinates the activities of the 86 University Sports Clubs through the Sports Federation. We employ about fifty staff.

For more information please visit: <http://www.sport.ox.ac.uk>

Academic Administration Division

Led by the Academic Registrar, Emma Potts, the AAD provides, or otherwise coordinates, support for the student career from pre-admission through to examination and graduation, and promotes the development of coherent systems and services across Oxford to underpin this. The Division includes AAD Administration, AAD Communications, the Careers Service, Education Policy Support, Graduate Admissions and Funding, the Language Centre, the Oxford Learning Institute, Student Administration, Student Systems, Student Welfare and Support Services, Sport, and the Undergraduate Admissions and Outreach Office.

Job Description and Selection Criteria:
Sabbatical Officer for Rowing 2017/18

Covering most aspects of academic administration, the AAD is involved in the development of strategies and policies for approval by Council and other major University bodies. It is also responsible for promoting effective internal communication in a large and dispersed institutional structure, by operating in close partnership with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.