

OXFORD UNIVERSITY WALKING CLUB

AGENDA FOR THE TERMLY GENERAL MEETING OF MICHAELMAS TERM 2014

TO BE HELD AT G&D'S CAFÉ, ST. ALDATES, OXFORD ON 03/12/14

1. APOLOGIES FOR ABSENCE
2. READING OF THE PREVIOUS TGM MINUTES (TT 2014)
3. OBJECTIONS TO THE PREVIOUS MINUTES
4. MATTERS ARISING FROM THE PREVIOUS MINUTES
5. OFFICERS' REPORTS
 - PRESIDENT
 - SECRETARY
 - TREASURER
 - TRIP AND SAFETY COORDINATOR
 - OTHERS
 - ALUMNI SECRETARY
 - ARCHIVIST
 - MEMBERSHIP SECRETARY
 - QUARTERMASTER
 - SOCIAL REPRESENTATIVE
 - WEBMASTER

6. SPECIFIC IMPORTANT BUSINESS (Motions)

First Aid Motion

Motion presented

Changing the Trip Leader Safety Document (TLSD), an appendix to the Code of Practice, to reflect new first aid requirements for leaders.

Proposed: Tom Waksman

Seconded: Jaya John John and Josh O'Shaughnessy

Background

For first aid courses, the club has until now specified that first aid providers must be approved by the Health and Safety Executive (HSE). The HSE has however stopped approving first aid providers and qualifications. The club must therefore specify its requirements as to first aid qualifications that are suitable for leaders.

It was further decided at the committee meeting on Tuesday 18th November 2014 that first aid requirements for level 1 leaders should be different to those for level 2 and level 3 leaders, to reflect the less remote terrain on which level 1 leaders operate.

Proposed Changes

Current wording in TLSD:

In section 2.2 Group of Equals trips:

The TO of a GoE trip must have an in-date first aid qualification, from a course lasting at least sixteen hours which is recognised by the Health and Safety Executive or is a Wilderness First Responder course (see A.4).

In section 3.1 Levels of leader:

Every leader must have an in-date first aid qualification, from a first aid course lasting at least sixteen hours. The first aid course must be either recognised by the Health and Safety Executive (see <http://www.hse.gov.uk/firstaid/first-aid-training.htm#approval>), or be a Wilderness First Responder course satisfying the requirements detailed in A.4.

Appendix A.4 Wilderness First Responder Courses:

At the time at which the current TLSD was adopted by OUWC there was no industry wide standard which Wilderness First Responder Courses (WFRCs) had to satisfy. As such, only WFRCs operated by the Wilderness Medical Institute of the National Outdoor Leadership

School in the United States are accepted as satisfying the first aid requirement of Section 3.1 and only the following courses are accepted: Wilderness Advanced First Aid (40 hours), Wilderness First Responder (80 hours) and Wilderness Emergency Medical Technician (180 hours). Leaders trained at the Wilderness Medical Institute should make themselves aware of any differences between their own training and situations likely to be encountered in the UK, including legal aspects of First Aid in the UK, availability of help or Mountain Rescue, and how to summon help.

Proposed new wording:

In section 2.2 Group of Equals trips:

The TO of a GoE trip must have an in-date first aid qualification satisfying the requirements detailed in A.4.

In section 3.1 Levels of leader:

Every leader must have an in-date first aid qualification satisfying the requirements detailed in A.4.

A.4 First Aid Qualifications:

For level 1 leaders and TOs of a GoE trip on level 1 terrain (as defined in section 3.2):

A suitable first aid course is one that lasts a minimum of 8 hours and has been carried out in the last three years. For clarity, First Aid at Work (i.e. not outdoor-oriented) qualifications and requalifications are acceptable.

For level 2, 3 and 4 leaders and TOs of a GoE trip on level 2, 3 or 4 terrain (as defined in section 3.2):

A suitable first aid course is one that lasts a minimum of 16 hours, has been carried out in the last 3 years, contains an element of assessment and is outdoor-oriented. In addition, the content of the first aid course must include all of the following:

- 1) A system for assessing injuries while keeping oneself and rest of the group safe*
- 2) Hypothermia and heat stroke*
- 3) Fractures, bleeding and shock*
- 4) Anaphylactic shock*
- 5) CPR and choking*
- 6) How to summon help in the UK context*

The content of the course must also include most of the following: blisters, burns, lacerations, sprains and strains.

For all levels of leader, and for TOs of GoE trips on all levels of terrain:

- 1) First aid courses must be approved by committee using the above criteria.*
- 2) A photocopy of the member's first aid course certificate must be stored in the Safety File.*
- 3) A member that has completed a first aid course in a country other than the UK must make themselves aware of any differences between their training and situations likely to be encountered in the UK through a briefing with the Training Officer and/or Trip & Safety Co-ordinator, including: legal aspects of First Aid in the UK, availability of help and Mountain Rescue, and how to summon help.*

Scrambling Motion

Motion presented Changing Trip Leader Safety Document (TLSD), an appendix to the Code of Practice, and Risk Assessment in line with Sports Federation definitions and approval of scrambling

Proposed: Josh O'Shaughnessy

Seconded: Jaya John John and Tom Waksman

Background

Currently, the TLSD and the Risk Assessment are not in agreement as to whether scrambling is allowed. The TLSD (Section 3.2) states that scrambling is not allowed on led trips; the Risk Assessment (under the section: Injury while Scrambling) states that scrambling is permitted on Grade 1 terrain on led trips, as long as there is one Level 3 or 4 leader [old level 4 and 5] for every four participants. Following a meeting with Sports Fed, it was confirmed that scrambling should be permitted as per the Risk Assessment.

Proposed Changes

In both TLSD and Risk Assessment, change all references to:

scrambling/scrambles

with

scrambling/scrambles (as defined in appendix A6)

In TLSD Paragraph 3.2, replace:

Graded Scrambles must not be attempted on a led trip, and may only be undertaken only as part of a GoE [Group of Equals] trip.

with:

*Graded scrambles of Grade 1 (as defined in appendix A6) may be attempted in line with the requirements expressed in the Risk Assessment: a Level 3 or 4 leader may lead four participants on the scramble. The leader must be a full Level 3 leader and not an assistant leader. * Grade 2 and 3 scrambles must not be attempted on led trips.*

*See Motion re introduction of assistant leaders scheme.

Add Appendix Point A6:

Within this document, scrambles are defined as routes on rockier terrain that involve the use of hands and often a high level of exposure to heights. On led trips, scrambling must be used as a method of getting from one point to the next as part of the route, rather than seeking out steeper parts not along the line of the journey, which would be more akin to a rock climbing activity.

Assistant Leader Scheme Motion

Motion presented

Introduction of Assistant Leaders

Proposed: James Neuhaus

Seconded: Jaya John John

Background

Currently to lead on Level 3 (Lake District, N. Wales, Scotland etc.) and Level 2 (Dartmoor, White Peak) terrain the TLSD stipulates that you need to have attended a Mountain Leader (ML) or Hill and Moorland Leader (HML) training course. Whilst the club does offer generous subsidies for members wishing to undertake these courses, it usually leaves a member about £150 out of pocket. As the courses take 6 days, it is also a large time commitment to make.

As a result of this, we now have very few leaders who are qualified to lead for the club under current regulations. We only have 4 ML trained leaders based in Oxford at the current time, of which only two are students. To run trips to mountainous areas we are heavily dependent on alumni volunteers who often live outside of Oxford.

Whilst we have a reasonably good safety record, both the British Mountaineering Council (BMC, our governing body through whom we have our insurance) and the Oxford University Sports Federation (SportsFed, in charge of all sports clubs at the university) are in favour of us moving towards a model that encourages more people to get involved in navigation and the running of walks.

Mountain Training UK (MTUK, the training body who administer the ML and HML scheme), have recently introduced the Hill and Mountain Skills Scheme (HMS). As part of the HMS you can undertake Mountain Skills Training (MS), which aims to teach many of the technical skills of the ML scheme, without some of the more technical elements. The areas that the MS course doesn't cover are:

-group leadership

-rope work

-expedition skills

In recent years we have had almost no incidents with regards to safety of members on trips. This is a testament to our leaders and the culture of responsibility that we have within the club.

This culture is just as key in assuring safety on trips as the training received in the various courses. There have been a number of high profile news stories about student walking/hiking societies at other universities where trained leaders have endangered participants by reckless behavior.

The committee has drawn up the following proposal for the introduction of assistant leaders (AL) to supplement the ML trained leaders within the club. By leading on trips in conjunction with full leaders (FL), the group leadership/club culture aspects of leading can be learnt on OUWC trips, with the option to be upgraded to a full leader at the end of a period as AL.

As a result of these changes, the current structure of Club training courses would be largely defunct, and can be removed from the TLSD. Lastly, references to Walking Group Leader are replaced with Hill and Moorland Leader to reflect the renaming of the course by MTUK.

Proposed Changes

Current wording in TLSD:

3.1 Levels of leader

Every new leader, of any level, must be approved by the committee, through a simple majority vote. This should be recorded in both the minutes of the committee meeting and in the clubs trip & safety file.

Every leader must have an in-date first aid qualification, from a first aid course lasting at least sixteen hours. The first aid course must be either recognised by the Health and Safety Executive (see <http://www.hse.gov.uk/firstaid/first-aid-training.htm#approval>), or be a Wilderness First Responder course satisfying the requirements detailed in A.4.

Every leader of the club has a level, as detailed in the following table. A member of the club is only a leader if in-date copies of the certificate(s) of the appropriate qualification(s), including first aid, are within the club's trip and safety file. The T&SC is responsible for the safe keeping of the clubs trip & safety file.

level of leader | qualification(s) required (in addition to first aid and committee approval)

<i>level 1</i>	<i>none</i>
<i>level 2</i>	<i>Walking Group Leader training and/or assessment, or a level 2 club leader course.</i>
<i>level 3</i>	<i>(Summer) Mountain Leader training and/or assessment, or a level 3 club leader course.</i>
<i>level 4</i>	<i>Winter Mountain Leader and/or assessment</i>

For all levels, any equivalent/higher qualification recognised by MLTUK is accepted, e.g. the Mountain Instructor Award would qualify an individual to be a level 4 leader.

The club may run club leader courses, supervised by an instructor who has the Mountain Instructor Award qualification (or a MLTUK recognized equivalent). A club leader course must involve two or more days of outdoor instruction. After the course, the provider must give the T&SC written evidence of any participants whom he/she thought sufficiently competent to lead trips within the remit of level 2 and/or 3 leaders (see Section 3.2). Such individuals are said to have completed a level 2 (resp. 3) club leader course.

Proposed new wording:

3.1 Levels of leader

Every new leader, of any level, must be approved by the committee, through a simple majority vote. This should be recorded in both the minutes of the committee meeting and in the clubs trip & safety file.

Every leader (incl. assistant leaders) must have an in-date first aid qualification, from a first aid course that satisfies the requirements detailed in appendix A4

Full leaders

Every full leader of the club has a level, as detailed in the following table. A member of the club is only a leader if in-date copies of the certificate(s) of the appropriate qualification(s), including first aid, are within the club's trip and safety file. The T&SC is responsible for the safe keeping of the clubs trip & safety file.

<i>level of full leader</i>	<i>qualification(s) required (in addition to first aid and committee approval)</i>
<i>level 1</i>	<i>none</i>
<i>level 2</i>	<i>Hills and Moorland Leader training and/or assessment.</i>
<i>level 3</i>	<i>(Summer) Mountain Leader training and/or assessment, or upgrade from assistant leader scheme</i>
<i>level 4</i>	<i>Winter Mountain Leader and/or assessment</i>

For all levels, any equivalent/higher qualification recognised by MTUK is accepted, e.g. the Mountain Instructor Award would qualify an individual to be a level 4 leader.

Assistant Leaders

Any member of the club who has completed the Mountain Skills Course as part of the HMS training scheme is eligible to become an assistant leader with the club.

As with full leaders, all assistant leaders must be approved by committee, in addition to holding the relevant, in-date first aid qualification (see appendix A.4).

The responsibilities of an assistant leader are the same as those of a full leader, as described in Section 3.3.

An assistant leader, or group of assistant leaders should not lead a planned walk without the presence of a full leader in the group. This ensures both the safety of the group, and the transfer of knowledge/club culture between the full and assistant leaders.

For the purposes of fulfilling the requirement for the minimum number of leaders on a given trip (See Section 3.2) an assistant leader is given the same value as a full leader, however on any given trip, half of the number of leaders needed for the requirement set out in Section 3.2 should be full leaders, in order to realistically fulfil the above criteria for leaders on any given walk.

After a minimum of 2 trips as an assistant leader (both of which must be on terrain of level 2 or above, of which at least one must be on level 3 terrain) the assistant leader is eligible to become a full leader (Level 3). This requires committee approval in the same manner as all other leadership approvals (see above). Once full leader status has been granted, the leader has the same status as if they were an ML trained full leader.

7. ELECTIONS TO COMMITTEE

CANDIDATES:

SENIOR MEMBER: Dr. Alan Barr

Proposed: Tom Waksman
Seconded: Joshua O'Shaughnessy

PRESIDENT: Joshua O'Shaughnessy

Proposed: Tom Waksman
Seconded: Christian Weinzetl

SECRETARY: Tom Waksman

Proposed: Joshua O'Shaughnessy
Seconded: Christian Weinzetl

TREASURER: Christian Weinzetl

Proposed: Joshua O'Shaughnessy

Seconded: Tom Waksman

TRIP AND SAFETY COORDINATOR: James Neuhaus

Proposed: Christian Weinzetl
Seconded: Tom Waksman

OTHERS

ALUMNI SECRETARY: Nicola Steinke
ARCHIVIST: Theo Kwek
MEMBERSHIP SECRETARY: Ping Shen
QUARTERMASTER: Thomas Hiemstra
SOCIAL REPRESENTATIVE: Maysa Falah
WEBMASTER: Natasha Ng
TRAINING OFFICER: Jaya John John

*Note: A person can stand for, but may not hold, more than one position.
Nominations for unfilled posts will be taken from the floor of the meeting.*

8. AOB

Priority Places for Freshers on Michaelmas Term Trips

We are considering, but not proposing as an official motion, the possibility of introducing priority spots for freshers (ie. people joining OUWC for the first time) on trips in Michaelmas Term each year. This was discussed at the committee meeting on 4/11/14, and will be discussed further at the MT TGM. At the moment, thoughts are that freshers should not be given priority over current committee members, or people regularly involved in the roles of Trip Organiser, leader or driver. Otherwise, they can be given priority. We can perhaps introduce an option on the trip booking form whereby people can indicate if they have been on a trip before, to determine eligibility for priority. We could also look into the possibility of running a purely freshers trip in MT.

9. TRANSFER OF POWER