INSTRUCTIONS

regarding the obligations of students to comply with work, health and fire safety regulations and to prevent injury during instruction in the field (e.g. during excursions, exercises in the field, field work, physical education courses and athletic events) and during physical education instruction.

General provisions:

1. A student participating in physical education (hereinafter PE) classes or PE courses or being instructed in the field must be fully aware of the state of his/her physical and mental health. This state must enable the student to participate in the PE course or field instruction fully without restriction, and without risk of endangering the student him/herself or others participating in the instruction or courses. Only those students in good physical health with an adequate constitution and suitable equipment may participate in field instruction, PE classes, and PE courses. Such a state of health cannot be the direct cause of possible injury or illness. For specific movement activities, students are required to wear appropriate dress, footwear and protective gear. During such activities, it is prohibited to wear rings, bracelets, necklaces, watches, etc.

2. Students are obliged to report all serious personal circumstances (reduced work capabilities, health limitations etc.) in advance to the person responsible for instruction (head instructor or his/her representative) and document this with a doctor’s note or other document. Every student with health limitations should carefully consider their participation in PE classes, PE courses and instruction in the field, and request to be placed in special physical education classes.

3. Any change in the state of health or work capability occurring during the instruction or PE course must be immediately reported to the person responsible for the instruction.

4. A student participating in special PE bears in mind that to take general PE I, special PE II, or PE courses, he/she will require a statement from a professional sports doctor confirming that the student is competent to take general PE I, special PE II or PE courses.

5. During PE classes, PE courses, and during all physical education and athletic activities sponsored by the faculty, each student is required to act so as not to endanger his/her own health or the health of others and not to cause personal injury or property damage.

6. Students are required to immediately notify the person responsible for instruction of every defect observed in the gym or other teaching facility and its equipment which might endanger the safety of students, cause a fire, or cause other damage.

7. Students may only begin or end activities, use gym equipment or set other equipment in motion at the direction of the person responsible for instruction, and they are required to make sure in advance that their action cannot endanger the life and limb of other persons.

8. Students may not handle, turn on, turn off, or otherwise operate any machine, apparatus or system that they are unfamiliar with, and that was not assigned to them during the instruction.

During the course of instruction in the field and PE instruction, the student is obliged:

9. To comply with current generally binding legal regulations, especially regarding work and traffic safety, and the internal guidelines of Charles University in Prague and the Faculty of Natural Sciences, and to use the prescribed personal protective gear. This applies to all types of instruction.
10. To act, in accordance with the provisions of generally binding legal regulations, to prevent damage to health, property and the environment.

11. To follow all directions of the teacher, course leader, instructor, transportation manager, police or other person entrusted with protective supervision.

12. To comply with the rules and regulations applicable for dormitories, dining halls, gym equipment, public spaces, etc.

13. If possible, to head out into the field only when accompanied by another person or persons.

14. To observe all prohibitions and rules of signs giving warnings or directions.

15. To be extra cautious when working in dangerous terrain, at quarries, around bodies of water, rocky outcrops, etc.

16. To be vigilant in the presence of freely moving animals and to avoid direct confrontation with them due to the risk of injury or infection by rabies. The use of tick and bug repellant is recommended.

17. To use protective headgear during activities in direct sunlight and to keep hydrated.

18. In the event someone is injured while participating in field instruction or PE instruction, to immediately provide first aid, report the incident to the person responsible for instruction, and call EMS (155 or 112).

19. Basic first aid information:
   a. in case of arterial bleeding, apply an appropriate tourniquet bandage on the side closer to the heart
   b. in case of electric shock, remove the victim from the current
   c. if there is no palpable pulse, begin indirect heart massage
   d. if the victim is not breathing, begin mouth to mouth resuscitation.

20. To refrain from smoking at all physical education facilities and instruction areas where smoking is prohibited and to act in a manner to prevent fires. Do not make fires or smoke in forests and places with a high risk of fire.

21. In the event of fire, notify the person responsible for instruction and call the fire department (150, 112).

22. During their free time, students are solely responsible for their conduct with respect to legal and safety regulations. The extent of free time is clearly defined by the course instruction period, and during free time each course participant bears personal liability for damages to the health and property of third persons.

23. During PE courses where students are accommodated in other buildings, students are required to comply with the rules of such an accommodation facility, especially the health, safety, and fire safety regulations of these buildings.

24. To keep a health insurance card or copy of this card at all times. When participating in courses abroad, students must have liability insurance and medical expense insurance valid for the particular country. When in an EU member country, students must have a European health insurance card or certified substitute.

During the course of instruction in the field and PE instruction, the following are prohibited:

25. Consumption of alcoholic beverages and other addictive or intoxicating substances. This prohibition also applies to the period before instruction, if there is a chance that the student will be drunk or under the influence of other addictive substances during instruction.

26. Walking out on steep cliffs, quarry walls or overhangs, climbing trees, entering buildings which may collapse, etc.

27. Descending without the supervision of the person responsible for instruction into abandoned tunnels or cavities in rock formations.

28. Entering water except in direct relation with the instruction, without the supervision of the person responsible for instruction.
Concluding provisions:

29. **No student can leave the place of instruction or area of the PE courses** (not even during free time), **unless given permission by the person responsible for instruction.**

30. In the event that a student deliberately violates the obligations of this provision, then the **person responsible for instruction is entitled to expel the student from the instruction without reimbursement of costs.** The person responsible for instruction is then entitled to not give the student any course credit and to request further disciplinary action from the dean of the faculty. The student is liable for damages which he/she causes to the university or faculty while studying or as an intern, i.e. during participation in PE instruction and PE courses. The student is also solely liable to full extent for damages caused to third parties under circumstances specified in the previous sentence. The university or faculty is only liable to the student for damages arising to the student due to a breach of obligations by the University or faculty or injury during study or internship in the study program caused by the faculty or in direct relation with it.

31. In the event that during instruction or PE courses the conduct of the student violates generally binding legal regulations, internal regulations of the University or faculty or the student fails to follow the directions of the person responsible for instruction, or does not comply with this provision, then the University or faculty shall not be held liable.

32. Part and parcel of this provision are the safety rules for instruction in swimming pools, canoeing instruction, instruction for climbing walls and for the winter and summer PE courses organized by the the Charles University Faculty of Natural Sciences, Department of Physical Education.
33. **Safety rules for instruction in swimming pools**

1. Before beginning the lesson, the students shall wait at the poolside for their instructor, and after the lesson has ended they may no longer enter the water.
2. Students are always assembled by the instructor at the beginning and end of the lesson.
3. If the student arrives late to the lesson, he/she must immediately report to the instructor.
4. If the student needs to leave the pool during the lesson (e.g. WC, nausea), he/she must notify the instructor in advance.
5. Diving and swimming underwater is prohibited in the pool, unless the student is expressly requested to do so during the lesson by the instructor.
6. Diving from the side of the pool and in the shallow end is prohibited.
7. If the student experiences an exceptional health issue (e.g. sudden nausea, cramps), then he/she must immediately report this to the instructor.
8. Students with serious health conditions (such as heart or circulatory problems, epilepsy) are strictly prohibited from entering the pool.
Safety rules for canoeing instruction

1. To participate in canoeing instruction, the students must first pass a **100 m freestyle swimming test** (recorded in their transcript). Non-swimmers and students with serious health conditions (such as heart or circulatory problems, epilepsy) are required to take a substitute form of instruction or get an exemption from instruction.

2. Students are required to wait for the instructor at the beginning of the lesson. Students may not take boats, paddles and life jackets or begin canoeing until directed to do so and supervised by the instructor. It is necessary to come to lessons on time, once the boathouse is locked it will not be possible to join a lesson which has already started.

3. When canoeing, students are required to wear a properly fastened life jacket and suitable footwear for the water.

4. Boat crews should be balanced in terms of performance.

5. Before beginning instruction, the students must be familiar with the boating rules which govern proper boating and navigation (Ministry of Transportation Decree no. 344/1991 Coll. Boating Safety Rules) and which must be followed.

6. Students are required to respect other boaters on the river, keep a safe distance from weirs, water locks and other water structures and to follow all directions of the instructor.

7. Students are further instructed in basic behavior during crisis situations (capsizing, providing basic assistance, towing ashore, boat and equipment rescue) which must then be demonstrated.
Safety rules for climbing wall instruction

Climbing on the climbing wall is only permitted under the following conditions:

1. In the presence of an instructor, who must hold a valid Climbing Wall Instructor license or higher-rated license, and only by students who have registered for climbing as their physical education class.
2. Students participating in climbing (hereinafter “climbers”) on the climbing wall are required to following the directions of the instructor, who may remove the student from the lesson at any time for violating safety rules.
3. Generally, only top-rope climbing is permitted. Lead rope climbing is permitted with the permission of an instructor who must be present. Leaving successive anchor points in the wall is prohibited. Free climbing is only permitted to a height where the feet are 1 meter above the ground.
4. Climbers must master the use of a figure eight descender with locking carabiner, an HMS carabiner using a crossing hitch, or other descending mechanism (Gri-Gri, Reverso, guide, etc.)
5. Climbing is only permitted with mountain climbing equipment which meets ČSN and CE standards with valid UIAA certification.
6. Climbing is only permitted secured to a rope with a figure eight safety knot through a belt loop and leg loop. Connecting the safety line to the harness with a carabiner is prohibited with the exception of simple instructional routes intended for this manner of climbing.
7. Any defects determined in the belaying equipment (ropes, tie-in loops, carabiners, etc), in the construction of the climbing wall or the mounting of holds must be immediately reported by climbers to the instructor or assistant present.
8. When practicing the belay of a second climber, the use of a figure eight descender is prohibited.
9. Belaying equipment must be used in accordance with manufacturer instructions and upon request of the instructor the climber is required to demonstrate the proper use of belaying equipment.
10. The storage of items in the area under the wall is prohibited.
11. Climbing under the influence of alcohol or other psychotropic substances is prohibited.
Safety rules for the winter instruction course

1. Before departing for ski instruction, the student is required to have the bindings of his/her skis checked and/or adjusted. The student must show that the technical condition of his/her skis or snowboard has been checked with an inspection confirmation slip from a ski service shop or must sign a declaration in the course application.

2. During instruction, the use of a ski helmet and other protective ski gear is recommended (spine protector, etc.). It is also recommended to take out short-term accident insurance.

3. Students are required to exclusively stay on marked trails and not ski/ride into open terrain.

4. Students may not visit a snowpark or similar attractions without the knowledge or supervision of the instructor, and when doing so must always wear a helmet.

5. During their stay in the mountains, students must follow the instructions of the Ski Patrol and respect warning signs. In the event of inclement weather (dense fog, snow storm, temperature below -12° C, etc.) instruction and mountain excursions will be limited or possibly not take place.

6. According to item no. 23 of the general provisions, students are solely responsible for the compliance of their behavior with legal and safety regulations during their free time. Nevertheless, when making independent excursions during their free time, students are required to adhere to the following rules: students may only set off on cross-country ski trips in groups of at least 3 people after notifying the course leader or other instructor of their direction, destination, and anticipated time of return. Upon their return they must again notify one of the instructors. In the event of sudden bad weather, students on a cross-country tour should remain at the closest chalet and contact the course leader.

7. All students/course participants shall adhere to the following rules when on the ski slopes (based on FIS recommendations):

- Every skier or snowboarder must always behave so as not to endanger anybody else. Your speed and manner of skiing/riding must always take into account your abilities, the snow, weather and terrain conditions, and the number of skiers/riders on the slope. When approaching from behind, you must choose a route which does not endanger skiers/riders in front of you.
- You may pass from any direction, but always at an appropriate distance allowing sufficient space for all movement of the person you are passing.
- When entering a slope or when resuming your descent after stopping, you must look above and below to make sure you can do so safely for yourself and others. The same applies at trail crossings.
- Avoid lingering needlessly in narrow sections or areas with limited visibility. Stop if possible on the side of wide slopes with good visibility, and never below jumps or drops in terrain.
- When climbing or walking, use the side of the slope.
- Everyone is obliged to offer first aid if someone is injured. Always mark the site of the accident first (e.g. by crossing your skis), then determine how serious the injury is by communicating with the injured person, and possibly call Ski Patrol.
1. **Students with serious medical conditions** (e.g. heart and circulatory problems, epilepsy etc.) **may not participate in PE courses.** These students must choose a substitute course or get an exemption from LVK.

2. To participate in water activities, students must pass a **100 m freestyle swimming test.**

3. **Participation in water activities** (swimming, canoeing and windsurfing) is only possible under the supervision of an instructor at a designated time within a specified space. Before entering the water students must notify the person providing supervision. **Nobody may be in the water alone.** All water sport activities end at 6 p.m. Non-swimmers and weaker swimmers must immediately report to the person responsible for instruction upon their arrival.

4. **The following are strictly prohibited:** diving and swimming under water, endurance swimming, jumping from the dock, swimming when overheated without time to acclimate, swimming directly after eating.

5. During canoe instruction, students are required to wear and properly fasten a life jacket. During free sports activity time, at least two boats must be taken out at a time, to keep watch over and assist one another.

6. When windsurfing, students are required to wear and properly fasten a life jacket. **3 students are always required to take out each windsurfer, and they alternate during instruction.** They watch over and assist each other when taking the equipment out and returning it to the boathouse, 2 students always observe from a canoe (or from the shore) – with a boat for assistance. Movement is only permitted within the designated space, which is clearly visible and can be supervised from the shore.

7. During the course students are **not permitted to use their own cars or hitchhike.**

8. **Smoking is only permitted in the buffet area during non-working hours.** Students are required to be especially careful when using candles in tents. **Campfires can only be made in designated areas within the complex.**

9. During sudden changes of weather students must be especially careful (no water sports during storms, watch for falling branches/trees during high winds).

10. Students are required to observe **quiet hours after 10:30 pm.**

11. When away for a longer period of time, students are required to **zip up their tent** and store items in a way to discourage possible theft, and it is recommended to leave valuables in the care of an instructor.
Safety rules for summer instruction course SIC II - boating, hiking and biking

**Boating:**

1. To participate in water activities, students must pass a **100 m freestyle swimming test** (recorded in their transcript). Non-swimmers and students with serious health conditions (such as heart or circulatory problems, epilepsy) are required to take a substitute form of SIC II or get an exemption from the course.
2. When boating, students must be equipped with a life jacket and suitable footwear for the water. When passing through white water or difficult sections of the river, a life jacket and helmet must be worn.
3. Boat crews should be balanced in terms of performance.
4. The first person down the river will be the person responsible for instruction, no one shall pass him/her. All boats shall maintain visual contact. The last boat down will again be an instructor or boat designated by an instructor.
5. Before every weir, sluice gate or other water obstacle, the group will stop at a safe distance, the instructor will determine the manner and place of passage (or decide on portage). Every boat which passes the obstacle will wait for the rest of the group at a designated spot, and possibly help capsized crews to retrieve their equipment.
6. When instruction is done for the day, boats are stored along the river bank at a designated area and may not be used again until the time of next instruction.
7. **Swimming requires a safe area** (a place sufficiently far from water structures away from boat traffic, etc.), and at least 3 students who will supervise one another. No one may be in the water alone.
8. When away from camp for a longer period of time, students are required to **zip up their tent, take valuables with them** or store them in a way so as to discourage possible theft. The faculty is not liable for any theft of personal items.
9. In the event of sudden bad weather or other conditions affecting the safety of boating on the river, the course leader will decide when to suspend and resume the instruction/course.

**Cycling, hiking:**

1. According to item no. 23 of the general provisions, students are solely responsible for the compliance of their behavior with legal and safety regulations during their free time. Nevertheless, when making independent excursions during their free time, students are required to adhere to the following rules: students may only set off on independent excursions in groups of at least **3 people** after notifying the course leader or other instructor of their direction, destination, and anticipated time of return. Upon their return they must again notify one of the instructors.
2. Students may only travel along marked hiking and cycling trails. On the recommendation of the leader, they will be equipped with a map.
3. Before beginning a course which includes cycling, each student is required to make sure his/her bicycle is in good working order and has all the necessary equipment. All participants must know the rules of the road.
4. Students will document the good working order of their bicycle with an inspection confirmation slip from a bicycle service shop or must sign a declaration in the course application.
5. Each participant in the cycling course must use a cycling helmet.
6. During group cycling excursions, the first cyclist will always be the person responsible for instruction, the group will keep together, maintaining visual contact, and the last rider will be another instructor. Before setting out, the instructors will establish the basic communication which everyone is required to use and respect while riding.
7. If it is necessary to suddenly stop, the student will do so at the closest possible place with good visibility.