



LOUGHBOROUGH STUDENTS' AMERICAN FOOTBALL CLUB

Code of Practice 2011 – 2012

PLEASE READ AND FOLLOW THE INFORMATION BELOW CAREFULLY.

On purchasing your membership to the above club, via the LSU website, you accept the terms and conditions as laid down by LSU, the Athletic Union and the club. These can be found on <http://www.lufbra.net/au/> on the club's page.

The Athletic Union will offer a full refund to anyone who applies for it before the 31st of October of the same year the membership was purchased, provided a valid reason is given for wanting to leave the club. No refunds will be offered after this date, apart from in exceptional circumstances.

- You are reminded that you are solely responsible your conduct when representing the club at home or away fixtures, trips and training sessions.
- When travelling on provided transport ie minibuses, coaches, cars - **no alcohol** is permitted to be carried onto/consumed on board at any time – please note that the driver has the right to refuse to carry any individual in contravention of this.

Any breach of conduct will be looked upon seriously and could result in expulsion from the Athletic Union club and Loughborough Students' Union. **Help us to maintain Loughborough's good name at all times!**

UNIVERSITY FACILITIES

When using University facilities, all members must abide by the rules and regulations as set down by the Sports Development Centre (copies held by the club committee and the Athletic Union).

GENERAL

The club is affiliated to the British American Football Association via membership of the British Universities American Football League (BUAFL) and members are expected to follow their guidelines:

GOVERNING BODY

<http://www.bafa.org.uk/>

<http://www.buafll.net/>

- You are required to be fully kitted out before any contact training session or match. This includes helmets, shoulder pads, chest protectors, hip pads, thigh and knee pads - the club provides all the kit. Novices will be shown how to dress properly.
- Own helmets may be used, but the onus is on you to have your helmet checked by the club's Kit Manager before the start of each season and periodically during the season.
- It is your responsibility to have the correct footwear for the playing surface used.
- Gumshields are compulsory for all matches and training sessions.
- It is compulsory that all team/match players are registered with the British Universities American Football League.
- It is a requirement that upon joining the club all members complete a medical form – this is data protected and held by the club's committee (including the appointed coaches).
- It is essential to bring water for rehydration to both training and matches – waterbottles must be placed away from the field of play and not create an obstruction to others.
- Food is also permitted to be kept on the sidelines, as above.

COACHING AND TRAINING

- Contact training sessions are taken by coaches holding BAFCA qualifications (coaches are required to be members of the British American Football Coaches Association and be undertaking their coach education programme).
- No sessions take place unless at least one coach is present.
- All novices will be given basic techniques instruction by an appointed coach and gradually brought into playing matches.
- Thorough warm-ups are necessary before each session/match.
- Rookies are shown the “Heads Up” video at the induction session. Late joiners are given the link to Youtube and it is compulsory to watch this before any participation.
- All members must respect the decisions made by the club’s committee and coaches when they organize the depth charts for matches, as these are made according to the ability of the player relative to the level of competition.

MATCH DAYS

- It is the responsibility of the Game Day Officer to appoint the required paramedic/ambulance cover.
- The Game Day Officer is also responsible to appointing qualified match officials.
- Members are not permitted to play on match days unless student identity cards are shown to coaches prior to kick-off (applies to both home and away teams).

FIRST AID

- Medibags are provided for club use (one for each team) – these must be taken to all training sessions and matches/tournaments etc , both home and away– the club’s committee to distribute.
- An ambulance or paramedic is present at all matches as per British Universities American Football League requirements.
- A first aider with a recognised certificate will be available at all training sessions when any form of contact takes place (but not required for fitness sessions, drills, runs).
- Members are encouraged to take the first aid course run by the Sports Development Centre.

ACCIDENT REPORTING

The club must ensure that at every training session/match (both home or away) and at any other club related activity it appoints one of its members involved in the activity on the day who will be responsible for:

- (a) Making sure that those present (including any opposition) are aware of emergency procedures for that activity
- (b) Being responsible for implementing those procedures (see below) for anyone present at that session should an accident/injury arise
- (c) When at an ‘away’ event, and before the start, to familiarize himself/herself with the emergency procedures at the venue.
- (d) Should an accident/dangerous occurrence (near miss) happen, then the appointed person must ensure that an **LSU ACCIDENT FORM** is completed as soon as possible and returned to Loughborough Students’ Athletic Union within 24 hours of the accident occurring.

Copies of this form are to be found inside the club’s medibag and also in the holder outside the Athletic Union door.

- (e) If the accident is serious and requires A & E hospital treatment, then the Athletic Union President should be immediately notified (01509 635054). If he/she does not reply, then Loughborough University Security must be informed (01509 222141)
- (f) Also, if on university campus, the accident must be reported to the duty member of staff for that facility.

Please read the following information carefully, and if you are unclear about these procedures, then please call into the Athletic Union.

WEDNESDAYS AND SATURDAYS – OCTOBER UNTIL MARCH
PARAMEDIC COVER provided by Athletic Union

Paramedic situated outside the Rubbercrumb pitch– vehicle well marked with logo on sides and blue light on roof; is on duty from start of first AU fixture and until end of last AU fixture.

WHEN TO CALL PARAMEDIC

- Any head or neck injuries or loss of consciousness - **CALL IMMEDIATELY - ON NO ACCOUNT MOVE INJURED PERSON** from pitch/area until Paramedic arrives
- Any difficulty in breathing or any form of chest pain
- Any wound other than a graze

HOW TO CONTACT PARAMEDIC

The appointed person to have access to a mobile telephone/is aware of nearest campus telephone and follows procedure as below:

Phone SECURITY 01509 222141

Ask for Paramedic to be dispatched - state which team/club; where injured person is; brief description of injury

AT ALL OTHER TIMES WHEN PARAMEDIC COVER IS NOT PRESENT – the following procedures apply:

- (a) **Dial (9) 999 for the EMERGENCY SERVICES** – please note that the red emergency phones can be used to dial the emergency (9) 999 number. Please see the list below for emergency phone locations
- (b) **Inform Security** that ambulance is on its way and give them your location/building. Please dial 888 If using any internal university phone (including red phone) or 0800 526966 if using any other phone
- (c) **Inform the Duty Staff** who run the facility (see below) of location/building and nature of incident, who will then complete the University accident report sheet.
- (d) The club is required to complete the **LSU Accident Report Form (as (d) above)**
- (e) For all other first aid occurrences please contact the Duty Staff in charge of that Facility.

Location of Facilities' Emergency Internal Telephones

Athletics Pavilion	Side of counter (white phone)
Dance Studio	Corridor (white phone)
Dan Maskell Tennis Centre	Foyer (white phone)
EHB Squash Courts	Near Recreation Assistant's office (maroon phone)
EIS Pool	Reception (duty person or lifeguard)
HIPAC	Entrance Foyer (maroon phone)
Hockey Pavilion	Middle door entrance (maroon phone)
National Cricket Centre	Main entrance foyer on right hand wall (maroon phone)
Netball/Badminton Centre	Main foyer (white phone)
New Sports Hall	Foyer (maroon phone)
Performance Enhancement Centre	PEC Sports Reception (duty person)
Taekwondo Centre	PEC Sports Reception (duty person)
Victory Hall	Foyer (maroon phone)

For other campus areas/pitches, telephone Duty Staff:

<u>ASHBY UNIT</u>	Brockington (cricket)
07818 625839	Cayley 1
	EHB Sporturf
	Waterbase Hockey Pitch

EPINAL UNIT
07518 034822

Brockington Pitch (lacrosse, football, cricket nets)
Hazlerigg Tennis Courts
Holywell
1st XV
Paddock
Rubbercrumb
Towers Pitch

FOREST UNIT
07788 646130

Badminton/Netball Centre
Dan Maskell Tennis Centre
LTA (outside courts)
Towers (tennis courts)

SECURITY GATEHOUSE
01509 222141

Sam Ruddock/Ann Wilson 8 June 2011