



LOUGHBOROUGH STUDENTS' ATHLETIC & CROSS COUNTRY 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 affiliates annually to England Athletics and members are expected to follow its guidelines.

GOVERNING BODY

<http://www.englandathletics.org/>

- Before participating in any activity, members must ensure that they wear appropriate clothing and footwear for the training surface they are working on. If attending indoor sessions, trainers and shoes used for outdoor use will not be permitted.
- Thorough warming up before sessions and cooling down afterwards is recommended to minimise the risk of injury.
- The club has a Director of Coaching and a Performance Manager, both employees of Loughborough University Sports Development Centre.
- Coaching programmes are overseen by UKA qualified coaches in the following areas:
 - (a) Sprints
 - (b) Middle distance and long distance
 - (c) Hurdles
 - (d) Jumps – horizontal and vertical
 - (e) Throws – hammer and javelin
- External coaches periodically hold coaching clinics for throws, jumps and walks. These coaches are again are all BAF qualified coaches.
- Athletes might be required to train on their own on numerous occasions without coaching supervision.
- Prior coaching in any discipline is essential if members are to take part in unsupervised training sessions - no background knowledge - no session.

- Anyone entering the stadium should be fully aware of the nature of the athletics arena and bare in mind that other events will be taking place - be aware of other users.
- Any members who are not fully aware of the specific safety aspects involved with their discipline should not engage in that activity until they have familiarised themselves with it.
- This information may be obtained from coaches, club event representatives or from the UKA Athletic Handbook (copies held by club).
- Members are encouraged to take UKA coaching and officiating courses.
- When representing Loughborough, whether scoring or as a guest, members must wear current club vest and shorts, with no additional logos.

CROSS COUNTRY

- When training during the evening on roads, members should always wear bright or reflective colours and be aware of traffic.
- When running in the area around Loughborough members should be made aware of the routes and ways of getting back if lost on a run.
- The appropriate clothing is encouraged when the weather is bad.
- When training in the woods and paths around Loughborough members should be aware of the uneven ground and changeable conditions.

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.
- 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

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|--------------------------------|---|
| 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:

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| <u>ASHBY UNIT</u> 07818 625839 | Brockington (cricket) Cayley 1 EHB Sporturf Waterbase Hockey Pitch |
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| <u>EPINAL UNIT</u> 07518 034822 | Brockington Pitch (lacrosse, football, cricket nets) Hazlerigg Tennis Courts Holywell 1 st XV Paddock Rubbercrumb Towers Pitch |
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FOREST UNIT
07788 646130

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

SECURITY GATEHOUSE
01509 222141

Sophie Thomas/Ann Wilson 17 June 2011