



LOUGHBOROUGH STUDENTS' CANOE 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 a member of the British Canoe Union, based at Holme Pierrepont, Nottingham and members are expected to adhere to its guidelines

GOVERNING BODY

<http://www.bcu.org.uk/resources-and-policies/>

BOATHOUSE

- The club's boathouse is based at Cumberland Road Industrial Estate, Loughborough.
- When at the boathouse, please note where the fire extinguishers are located.
- In case of emergency at the boathouse, if no mobile telephone to hand, the nearest telephone is at the hospital, nearby houses or at adjoining trading units.
- Any personally owned equipment stored in the boathouse is stored entirely at the owner's risk.

SAFETY

- All members must be able to swim 50 m lightly clothed. Before partaking in any club activity, members are required to sit a swimming test organised by the Athletic Union at the start of the Autumn Term. Pool users should note that the EIS pool can be up to 2 metres deep.
- For students with disabilities, the above may be wavered at the discretion of the Committee. The group leader must be informed when participating in canoeing activities of any disability.
- Any member with a medical condition ie asthma or epilepsy, should notify the group leader before getting on the water.
 - Members are required to read information relating to Weil's disease and other waterborne diseases
 - <http://www.guardian.co.uk/lifeandstyle/2010/oct/26/weils-disease-andy-holmes>

COACHING AND TRAINING

- Informal training will be provided by experienced club members nominated by the Committee.
- The BCU coaching scheme will be used to develop members' skills.
- Qualifications such as 1, 2, 3 and 4 Star will be gained through internal or external assessments.
- Coaching will be provided by suitably qualified members.
- Where higher standards of coaching are required, external coaches will be sought.
- Opportunities will be made available for experienced members to gain canoe safety tests and Coach awards, together with other relevant qualifications – for both personal and club benefit.

UNIVERSITY POOL SESSIONS

- Please read through the University's pool usage manual and pay particular attention to emergency procedures.
- No pool session may take place unless a person holding the National Pool Lifeguard Award is present., provided by the university. This person is ultimately responsible for safety during that session.
- Pool sessions are used to improve skills for all abilities of canoeists and also for canoe polo training.
- There shall be a maximum of 12 canoes in the pool at any one time on campus, as is the agreement with the EIS Pool Manager.

WELBECK POOL

- No pool session may take place unless a person holding the National Pool Lifeguard Award is present., This person is ultimately responsible for safety during that session.
- The club committee is responsible for providing this person.
- There shall be a maximum of 12 canoes in the pool at any one
- To note that Welbeck is a 6th form college and members should respect the rules relating to child protection.

Other outside pools are sometimes used, and the club will abide by the rules and regulations of those establishments. Discretion will be used as to the number of canoes permitted, depending on pool size.

EQUIPMENT

The club has a full range of canoeing equipment which is available for members' use on club activities – this includes boats, paddles, spray decks, buoyancy aids, spray tops and helmets.

- Equipment is checked and tested regularly by the Kit Secretary to ensure it is in working order and meets safety guidelines.
- Members must provide their own clothing appropriate to the weather conditions on the day. Thermals, jumpers and waterproof/windproof outer garments for cold weather - or if you possess them - wet or dry suits. NO DENIM MATERIAL PERMISSIBLE.
- Buoyancy aids must be worn by all participants and should be fitted correctly and meet BCU guidelines, having a minimum buoyancy of 50 N.
- Helmets must be worn for white water, surf and canoe polo and should be fitted correctly so that they do not allow movement and expose the forehead. Helmets must be CI marked
- Approved face guards must be fitted to helmets used for canoe polo.
- Spray decks must be the correct size for the kayak.
- All spray decks must be fitted with a secure release system.
- Footwear, such as wet suit boots or trainers must be worn for ALL outdoor canoeing activities. This reduces the risk of cuts to the feet.
- Any damage to club equipment must be reported to the Kit Secretary immediately. This will enable repairs to be made for future activities.

CANOE TRAILER AND MANUAL HANDLING OF EQUIPMENT

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

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:

ASHBY UNIT
07818 625839

Brockington (cricket)
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

Bryn Littlefair/Ann Wilson 14 June 2011