



## **LOUGHBOROUGH STUDENTS' HOUR OF POWER 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 31<sup>st</sup> 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 Hour of Power Ltd and members should adhere to its guidelines

<http://www.fitness4x4.com/hourofpower.htm>

- Each year the club will provide a minimum of two qualified Hour of Power instructors to take all of the club's classes.
- Club sessions take place in various facilities on campus, correct indoor footwear must be worn at all sessions.
- Shoes and black-soled marking footwear will not be permitted.
- Comfortable sports clothing to be worn and also it is recommended to bring along a towel and hoody.
- It is recommended to remove spectacles and jewellery before the session begins.
- Food and drink may be brought to classes, however, it should be kept in a bag away from the training area and not cause a hazard to other users.
- Training may not begin in the absence of an instructor.
- Club members should ensure that the floor is clean at the start of every session. Dust can make the floor slippery and should be swept off before use. Members to contact the SDC duty manager for help, if required.
- All members will be taught the correct technique for safe but effective exercise. Participants should at all times follow the instructions and guidance of the qualified instructor.
- With reference to over-exertion or strain, it is the personal responsibility of every member to only exercise at a comfortable intensity. Although one of the roles of the instructor is to motivate and lead participants, no participant should continue if they feel discomfort or excessive strain.

- Members should make the club's committee and coach aware of any underlying medical condition before participating in sessions.

## **EQUIPMENT**

- Hour of Power stereo system - to be PAT tested yearly by a qualified electrician before Freshers' Bazaar. The stereo is securely stored, the key held by the club's committee.
- Members will be shown how to carry the heavy speakers by the club's committee – minimum of two people needed for each speaker.
- The class will involve the use of hand-weights, the weight of which will depend upon the specific fitness/strength of the individual. Care must be taken not to damage the hand weights or the flooring of the facility used.
- The club will have a limited supply of hand-weights, but all members will encouraged to buy their own set of weights upon joining the club. Each member is responsible for his/her own hand weights.
- Any mats used must be wiped clean and stored away following every class.

## **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:**

- 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
- 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
- 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.
- The club is required to complete the **LSU Accident Report Form (as (d) above)**
- 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> 07818 625839	Brockington (cricket) Cayley 1 EHB Sporturf Waterbase Hockey Pitch
<u>EPINAL UNIT</u> 07518 034822	Brockington Pitch (lacrosse, football, cricket nets) Hazlerigg Tennis Courts Holywell 1 <sup>st</sup> XV Paddock Rubbercrumb Towers Pitch
<u>FOREST UNIT</u> 07788 646130	Badminton/Netball Centre Dan Maskell Tennis Centre LTA (outside courts) Towers (tennis courts)

SECURITY GATEHOUSE  
**01509 222141**

Sarah Pettinger/Ann Wilson 16 June 2011