



LOUGHBOROUGH STUDENTS' KART CLUB

Code of Practice 2011 – 2012

Karting can be a dangerous sport if not done correctly, therefore:

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 follows the guidelines as set out by British Universities Karting Championships and also follows the Motor Sports Association blue book guidelines for kart maintenance and running test days.

<http://www.bukc.co.uk/championship>
<http://www.msauk.org/custom/asp/home/default.asp>

- All karting driving test sessions takes place at recognised circuits and members are required to follow their rules and regulations, including signing disclaimers.
- Karts are provided and maintained by the club (the club's Equipment Secretary is responsible for the maintenance and upkeep of club owned karts) and engines are regularly rebuilt by outside firms.
- Any members using their own karts and racing attire may use and maintain them (using club tools) but at their own risk at training and racing sessions.
- If any faults to equipment are discovered, then these must be reported to the Equipment Officer and must not be further used until rectified.
- Changes to kart set ups will be recorded in the appropriate kart log books.

SAFETY

- Full racing attire is provided by the club. Helmets all comply to RAC regulation no II.I (iv), and bear an RAC sticker. All other clothing is to RAC regulation II.I (ii), ie racing suits bear CIK homologation labels.
- All club's equipment and racing attire is checked before each trip/event by a committee member.

- Any member deemed by the committee to be driving dangerously will first be cautioned and then removed from the track if their behaviour persists.
- Club karts will be checked by a qualified kart mechanic at least once per year. They will always be checked before the first time any kart is used at a race and again, as necessary, when a major change has been made to its set-up.

DRIVING

- Basic driving technique is taught by club committee members and other experienced drivers ie taking correct lines, braking, accelerating, which is adequate for training and time trials.
- For those who enter competitions at a higher level, a full RAC racing licence must be applied for (at individual's own expense) and it is that individual's responsibility to adhere to the RAC rules and regulations.
- It is recommended that members purchase their own personal accident/liability cover.

TRANSPORTATION

When using own vehicles for club use, members are required to register with the Athletic Union at the start of the year (must produce required documentation when doing so ie current driving licence, car insurance and MOT certificates.

- If using the club trailer you must ensure it is correctly loaded and tailboards fitted.
- All karts must be adequately secured to any vehicle used and help with loading and unloading (using correct lifting techniques) karts is needed - these are heavy!
- At the start of the year, the club's committee is responsible for showing members correct manual handling techniques, when using club's equipment.
- Petrol is kept on campus in a locked store and is contained in suitable petrol cans. Great care must be taken when handling these and mixing the fuel for the karts (petrol plus oil). You will receive training on this aspect by the club's committee.
- NO SMOKING AT ALL near fuel and karts or in and around garages.

INJURIES

These do not happen often, but this is the standard procedure:

- Warn other karts of the hazard. If suspected neck or back injury do not move the casualty and do not remove their helmet - seek medical assistance. Otherwise remove kart and driver from the track.
- Club carries portable medibag. If further assistance is needed, use nearest available telephone at the circuit - ambulances are only provided on racing days.

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 and 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
National Cricket Centre
Netball/Badminton Centre
New Sports Hall
Performance Enhancement Centre
Taekwondo Centre
Victory Hall

Middle door entrance (maroon phone)
Main entrance foyer on right hand wall (maroon phone)
Main foyer (white phone)
Foyer (maroon phone)
PEC Sports Reception (duty person)
PEC Sports Reception (duty person)
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

James Green/Ann Wilson 22 June 2011