



## **LOUGHBOROUGH STUDENTS' LIFESAVING 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).

### **POOL CHANGING ROOMS AND SHOWERS**

These areas tend to become very wet, therefore please tread carefully and do not run.

Please dry off in the shower area, not the changing area.

### **POOL EMERGENCY PROCEDURES**

Please refer to guidelines issued by the university's operational procedure booklet, found in the pool reception area.

### **GENERAL**

The club is affiliated to the Royal Life Saving Society and members are expected to follow its guidelines.

### **GOVERNING BODY <http://www.lifesavers.org.uk/>**

- Please read through the university's written operating procedures.
- All members must undertake a 50 m swimming test set by the Athletic Union at the beginning of the Autumn Term, before taking part in any water based activities.
- Members are required to inform the club's committee and Training Officer of any underlying medical condition before starting training.
- Pool users should note that the EIS pool floor can be up to 2 metres deep.
- All pool and land based sessions are taken by the club's Training Officer, or in his/her absence senior, experienced club members, as pre-agreed with the Training Officer.
- All members diving from block wearing fins, must be signed off by the Training Officer and supervised at all times by the lifeguard on duty (provided by the university).
- The fins are provided by the club – if found to be faulty, or have sharp edges, then they must not be used and the Training Officer informed.

- When training or competing in swim and tow events, the chin tow technique must be correctly used – the club's Training Officer will demonstrate this, along with other safety techniques.
- Award sessions are coached by members who hold a minimum of Bronze Medallion and Life Support 2 Trainer Assessor qualification. These members coach lifesaving techniques as specified by Lifesavers - (RLSS UK), in copies of handbooks held by the club committee.
- All members are encouraged to take the Bronze Medallion Lifesaving Award, a prerequisite of which is Life Support One - there is no instructor charge for this course, although there is a small charge for the actual examination (external RLSS assessor). However, it is not compulsory for members to sit any award.
- The validity of RLSS UK awards is two years.
- If you wish to participate in competitions, then you must hold **or** be working towards\_a current Bronze Medallion Lifesaving Award.

### **INDOOR CIRCUIT SESSIONS**

- All members are shown correct manual handling techniques for moving the equipment (ie benches, mats, medicine balls, free weights).
- The club's committee is responsible for ensuring that the stereo system used during circuits has been PAT tested at the start of the year and is not faulty.
- If there is found to be any fault with items of equipment, then the Training Officer and the club's committee must be informed
- Clean indoor footwear with non marking soles to be worn indoors.
- Comfortable sports clothes should be worn.
- It is advised that jewellery is removed for any training session or competition.
- Food and drink is permitted to be brought into the sports hall – however none is allowed on the training zone and must be kept at a safe distance along the edges and not cause a hazard.
- Members are also asked to be aware of the proximity of other sports hall (and pool) users.
- If the surface becomes slippery or if any damage noticed, then this should be reported to the Training Officer and also the SDC Duty Supervisor, who will deal with this accordingly.

### **OUTDOOR RUNNING SESSIONS**

- Taken by the Training Officer, both on and off campus – safety talk and discussion of route given beforehand.
- Appropriate outdoor trainers to be worn and also reflective outwear.
- To be aware of weather conditions and dress appropriately.
- When using any off campus facility, members are required to conform to the rules and regulations provided.

### **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  
1<sup>st</sup> 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**

Nicola Keenan/A Wilson 10 June 2011