



## **LOUGHBOROUGH STUDENTS' WATERPOLO 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 AND CHANGING ROOMS**

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

Please dry off before leaving the shower area.

#### **POOL EMERGENCY PROCEDURES**

Please refer to guidelines issued by the University's operational procedure booklet.

#### **GENERAL**

The club affiliates annually to the Amateur Swimming Association and members are expected to follow its guidelines.

#### **GOVERNING BODY**

<http://www.swimming.org/britishswimming/water-polo>

- All members must be able to swim 50 metres and will have to have proved their competence at one of the swimming safety sessions run by the Athletic Union at the commencement of the Autumn Term. Pool users should be note that the EIS pool floor can be up to 2 metres deep.
- Club sessions are taken by members who hold the National Pool Lifeguard qualification.
- Pool sessions may not take place unless the club provides a minimum of three swimmers and one lifeguard at each training session. The lifeguards are provided by the SDC must hold the National Pool Lifeguard Award.
- The lifeguards are affiliated to the Royal Lifesaving Society.
- The National Pool Lifeguard qualification is valid for two years.
- A first aid and resuscitation kit are on the poolside at all times the club trains.
- Members should note the depths of the pools and should NOT dive into the shallow ends.

- Members should read and take note of the 14 safety rules that are displayed in the swimming pool.

### **CLUB EQUIPMENT**

- The club's committee is responsible for setting up the goals for training sessions and must ensure that the nets are fully extended before using balls (manual handling procedures will be shown by the EIS staff/lifeguards at the start of the year).
- Members must be careful not to lean on the goals as they easily tip and could cause harm to pool users.
- Members must be aware of other users poolside and also behind the goals and try to avoid hitting people with loose balls (both during play and when putting away in the ball holders).

### **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**

Omar Barakat/Ann Wilson 13 June 2011