

LOUGHBOROUGH STUDENTS' WOMEN'S ASSOCIATION FOOTBALL 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 affiliates to the Leicestershire and Rutland County Football Association and members are expected to adhere to their guidelines.

GOVERNING BODY

<http://www.leicestershirefa.com/default.aspx>

- Shinpads must be worn at all club training sessions and at club matches.
- No jewellery is permitted to be worn for any training session or match.
- Food and drink is not permitted on any playing surface and must be kept a safe distance away on the sidelines and not cause a hazard to others present.
- Training sessions are taken by suitably qualified coaches, or in their absence, experienced members, as approved by the club's committee and coaches.
- All members must follow instructions given by the coaches and activities may not commence until they are present.
- Football involves sudden lunges and stretches, therefore it is important to be fit for your level of game and to warm up thoroughly before starting any training session or match.
- The club requests that any member who suffers from any particular medical condition makes the club chair and coach aware of this.

ASTROTURF/RUBBERCRUMB

- Correct footwear must be worn at all sessions. A good quality pair of trainers or moulded football boots are recommended.
- Studded, metal football boots will not be permitted on the astroturfs.

- The 5-a-side goals on the astroturf should be moved to the alcove clear of the playing area if not in use – members will be shown manual handling procedures by the committee at the start of the year.
- It should be noted that the 5-a-side goals can fall over when hit. Care should therefore be taken when they are in use. Pins or weights should be used to secure the legs of the goals.
- Goal nets should be securely attached.
- The astroturf may only be used during club training times when the area is adequately lit. If club members use the pitch before this time when the area is in darkness, no responsibility can be taken for any accidents that occur.
- At least one member of the club at each training sessions should be familiar with the emergency procedure of the facility in use and should have attended the annual AU Safety lecture.

INDOOR FACILITIES

- Appropriate indoor footwear should be worn.
- If at any time the court surface become slippery, squeegies are available from the Sir David Wallace stores.
- Players should ensure that their belongings are not left in areas of the sports hall where they could cause an accident.

MATCHDAYS

Weather Conditions - keen frost and very heavy rain are likely to be the chief dangers. Frozen hard surfaces are very dangerous and play should not be allowed when the foothold is so insecure as to invite heavy falls, bruising and broken limbs. Play on heavy grounds, covered by pools of water, is bad not only for the ground itself but because of the possibility of over-physical, unfair sliding tackles, a frequent cause of loss of temper and retaliation. The Athletic Union after consultation with the groundstaff takes the ultimate decision on the day (and in extremely bad weather conditions the day before) as to whether or not matches may take place.

If play has commenced and the weather conditions deteriorate, then the referee has the ultimate decision as to whether or not play can continue.

- Care should be taken in the changing areas before and after matches, owing to the changing room floors being slippery when wet.
- Before matches, pitches should be checked for any foreign objects that could cause harm. For example broken glass.
- Appropriate footwear and shinpads should be worn during matches. A player may not wear anything which may constitute a danger to another player. The referee may examine footwear before the start of the game.
- No jewellery of any description to be worn during matches.
- At least one member of the club at each home match should be familiar with the emergency procedure and should have attended the annual AU Safety lecture.
- When travelling away to games by minibus, members must not engage in activity which may distract or disturb the driver. Smoking is not permitted when travelling to away matches.
- Loughborough Students' Women's Football Club does not condone 'borrowing' of items when visiting other universities. This is considered theft by the club and is strictly forbidden. Please remember that you are representing not only the club but the Athletic Union and the Union's member institutions.

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

Emily Morgan/Rebecca Kemp/Ann Wilson 8.6.11