



UNIVERSITY OF LEICESTER  
STUDENTS' UNION  
SPORTS ASSOCIATION

## CLUB CODES OF PRACTICE



ACADEMIC YEAR 2013/2014



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## MEMBERSHIP

Membership of the Sports Association and its affiliated clubs is split into two categories.

### 1. **Full membership**

A full member must:

- be a currently registered student at the University of Leicester
- be in possession of a valid student Sports card
- be a fully paid-up member of an affiliated sports club

Full members may be elected to club committees and positions on the Sports Association Executive committee.

They may also vote at meetings and elections.

### 2. **Associate or Graduate Membership**

An Associate or Graduate member must:

- either be a graduate of the University of Leicester
  - or be a current member of staff of the University of Leicester
- and must also be an Associate or Graduate member of the Students' Union and either be in possession of a valid Associate member's Sports card or have purchased the compulsory sports injury insurance

An Associate or Graduate Member may not vote nor may they be elected, or co-opted, to any committee position.

Membership of student sports clubs at the University of Leicester is not open to anyone other than those categories described above.

## SPORTS ASSOCIATION GRIEVANCE PROCEDURE

If you have concerns about any aspect of your club's activities, or if you feel that the club is not delivering what it has led you to expect, there are actions you can take.

1. If you know your club captain well, a personal, friendly approach is the best way to deal with problems.
2. You may prefer to put the matter in writing to your club captain.  
  
Set out clearly the points you wish to make, and ask for a reply within a reasonable time limit. Give the facts, as *you* know them to be. Try to avoid introducing personalities.
3. If you do not wish to deal with your club captain, approach a member of the club's committee, or the club coach, in the same way.
4. If you do not get a response, or if the response does not deal with your concerns in a satisfactory way, you can ask the Sports President for help.
5. Put the difficulty in writing and enclose copies of any correspondence you have had with the club on the matter in hand.
6. You can hand your letter into the Sports office, leave it at Reception in the Students' Union or post it in the normal way. The address is:

Sports President  
Sports Association  
Students' Union  
University of Leicester  
University Road  
Leicester  
LE1 7RH

Or you can send an e-mail to  
[su-sportspresident@leicester.ac.uk](mailto:su-sportspresident@leicester.ac.uk)

7. You will get a written acknowledgement within five working days.
8. The Sports President will then take the matter up with the club and will reply to you as soon as possible.
9. The matter will be dealt with in confidence as far as the nature of your query allows.

## **SPORTS ASSOCIATION INSURANCE**

### **SPORTS INJURY INSURANCE**

Each student, Graduate or Associate Member, who joins a sports club affiliated to the University of Leicester Sports Association, must be covered by the sports injury insurance policy.

The insurance is obtained by purchasing a student Sportscard (either Silver or Gold Membership) from Sports and Recreation.

Graduate and Associate Members must always purchase the insurance directly from the Sports Association office.

The policy provides basic cover for accidental death and permanent disabling injury.

It also provides assistance for temporary disablement, hospitalisation, dental treatment and loss of earnings. There are further benefits to help with costs incurred in re-sitting exams or re-taking a whole year because of injury.

One payment covers you for all official University sporting activities for the academic year.

It must be stressed that this is a very basic policy. The cover provided will not necessarily meet all the additional expense of being injured or the loss of income if you are unable to keep up paid employment.

You are strongly advised to arrange further additional accident and injury insurance of your own.

Further details of the policy are available from the Sports Association office (first floor, Students' Union building).

### **CLUB INSURANCE**

It is the responsibility of the Club Captain to ascertain what insurance cover is in place for his/her own club's activities.

It is also the Club Captain's responsibility to ensure that an accurate and up-to-date inventory is kept of all club equipment and that a copy of the inventory is given to the Sports Association office at least once a year, or when equipment stocks change, whichever is the more frequent occurrence.

All sports clubs affiliated to the University of Leicester Sports Association have the following insurance cover provided for them:

#### **EQUIPMENT**

The Sports Association insures all equipment owned by affiliated clubs.  
Cover may be restricted, or not available, for some activities.

There is no cover for equipment owned by individual club members, even if such equipment is on loan for general use within the club. Neither is there any cover for loss, damage, injury or any claim arising from the use of such equipment.

There is no cover whatsoever for any goods stolen from an unattended vehicle.  
Each individual is responsible for the security of his/her own possessions.  
The Club Captain has ultimate responsibility for ensuring the security of equipment owned by the club.

#### **PUBLIC LIABILITY**

The Sports Association insures all affiliated clubs against claims from a non-club person, for accidental death, injury or damage to property arising from official sporting activities. Most clubs are also insured for member-to-member claims.

Member to member insurance is not available for armed or unarmed combat sports (rifle, fencing, tae kwon-do, karate, jiu jitsu) but may be available through membership of the national governing bodies for those sports.

#### **VEHICLE INSURANCE**

The Students' Union insures all registered drivers of the Union vehicles, and vehicles hired for authorised sports club use, provided that the terms and conditions for the use of these vehicles are adhered to.

Neither the Students' Union nor the Sports Association provides insurance cover for the use of privately owned vehicles in connection with club activities.

Any club member who uses his/her own vehicle in connection with a University sporting activity should ensure that the vehicle insurance allows for such use.  
It is the responsibility of passengers in such vehicles to check with the driver that there is adequate insurance cover.

#### **NATIONAL GOVERNING BODIES**

Clubs, which affiliate to the national governing body for their sport, may offer additional insurance cover. Ask your club captain for details.

### **CLUB TRIPS (TOURS)**

There is a difference between a club trip (a tour) and an event which is recognised as being part of the official student sports programme.

A tour can be of any duration and can take place in the vacation or in term –time.

A tour, regardless of length –

Is organised entirely by the club or by a representative of the club

Does not receive any financial support from the Sports Association

Is not insured by the Sports Association

If a sports club is arranging such a tour, the club, or its appointed representative, is responsible for every aspect of the tour, and for the health and safety of everyone taking part.

Adequate insurance cover must be taken out.

Anyone wishing to find out if an event is part of the official student sports programme or a tour can make enquiries in the Sports Association office.

Neither the Sports Association, the Students' Union, nor the University of Leicester can take any responsibility for any difficulties, claims or legal actions arising from these tours.

## UNIVERSITY OF LEICESTER SPORTSCARD

If you wish to use any of the University's indoor or outdoor sports facilities, you must have a valid Sportscard. This allows you access to the sports facilities as an individual user, and for club sessions or matches.

The student Sportscard also includes cover under the Sports Association's sports injury insurance. (See separate section on 'Insurance')

### CONDITIONS OF USE

- 1 Sportscards must be carried by all sports users when using the facilities.
- 2 Sportscards must be presented for inspection when requested by a member of the Sports Hall Staff or an authorised University Officer.
- 3 Sportscards should be left as a means of deposit when borrowing equipment.
- 4 Equipment may be borrowed and used during opening hours. It may only be used on the premises and must be returned on the same day during opening hours.
- 5 Sportscards must be produced when making a booking. Staffs are instructed not to take bookings without the production of a current, valid Sportscard.
- 6 Sportscards are not transferable.
- 7 Refunds for Sportscards will not normally be made except in exceptional circumstances.
- 8 Sportscards may be withdrawn, without refund, from any member guilty of serious misconduct whilst using the sports facilities.
- 9 Guests, one per Sportscard, may be introduced into the facility upon payment of the appropriate guest fee (except the greenhouse Health & Fitness Clubs).
- 10 The weekly facility timetable is decided by the Director of Sport with due consideration to Sports Club and Sportscard users. His decision as to exact use is final.
- 11 Sportscard users must acknowledge the obligation of the University to Inter-University sports, conferences and outside users. One major indoor facility will be available for Sportscard holders' use at all times, unless exceptional circumstances make this provision impossible.
- 12 The sports facilities will be available to Sportscard holders throughout the year except those days when the University is closed.
- 13 The University cannot accept any responsibility or liability whatsoever for clothing or other items on the premises. Valuables can be left with Centre Staff.
- 14 When parking at the Manor Road site, users should only park on the western side of Manor Road. That is the side the sports facilities are on.

# **UNIVERSITY OF LEICESTER AMERICAN FOOTBALL CLUB**

## **CODE OF PRACTICE**

### **INFORMATION TO NEW MEMBERS**

The club will provide to new members confirmation of their membership, a copy of the club's fixture list, a beginner's guide to American Football and details of the club's pre-season training schedule.

### **AFFILIATIONS**

The club plays in the, British Universities American Football League (BUAFL), in the Midlands Division of the Northern Conference. The league regulations state that members must be students, but there is no discrimination on the basis of sex or age, therefore the sport is open to any member of Leicester University.

### **TRAINING**

The team will train twice a week during the season and three times a week prior to the season. All players are expected to attend training sessions which will cover all aspects of the game. After warm-ups to prevent injury, the team will train as individual units on technical aspects of the game in order to improve the skills of each player in their respective position. Then the team will practise together to improve co-ordination between the different positions.

### **EQUIPMENT**

The club can provide protective equipment that a player is required to wear by BUAFL. This includes:

- Helmet
- Shoulder Pads
- Soft lower body padding

If any kit issued by the club is found to be faulty, or thought to be unsafe, it must be reported to a member of the committee immediately so that the appropriate action can be taken.

Necessary kit which the player is expected to buy includes:

- Non-transparent gum shield
- Game shirt (available through the club)
- Game pants (available through the club)
- Football/rugby boots
- All other training and playing attire.

There are optional pieces of equipment, such as gloves, arm/elbow pads, rib protectors and shin guards. Players are expected to buy these for themselves if they wish to wear them. This can be done through the club.

### **STARTING OUT**

All new players will be thoroughly introduced to both the game and the other members of the team. The first training session will introduce new members to the coaching staff who are not affiliated to either University, but who have to be registered with the league.

The coaching staff will explain the format for the weeks ahead. This will consist of exercises to assess speed, strength and aggression so as to determine possible positions. Training will then begin gradually, easing new members into the sport with the understanding that it is a new experience.

### **GAMEDAY**

All games will normally be played on a Sunday afternoon starting at about 1 p.m. and lasting for two to three hours.

Transport to away matches will be provided by the club. Transport for home matches is the responsibility of each player. The home team provides food after the match.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members. Only captains may speak with officials during matches.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player, who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

### **INSURANCE**

Every member of the team must have personal injury insurance. University of Leicester students can purchase this at Fresher's fair, from the Sports Association office or by purchasing a student Sports card.

### **DISCIPLINE**

Any member who incurs a fine from BUAFCL through their own fault will be responsible for the full payment of that fine.

Any member whose actions or behaviour during club activities put others at risk, or bring the club into disrepute, will receive a written or verbal warning from the club captain. Any further incidents may mean suspension or expulsion from the club.

## **UNIVERSITY OF LEICESTER ASSOCIATION FOOTBALL CLUB CODE OF PRACTICE**

### **INFORMATION TO NEW MEMBERS**

Information for new members is initially provided at the Freshers' Fair with the next stage being catered for at the trials which follow. From here on in, the Association Football Club notice board and training will be the way to gain and keep in contact with all the activities of the club. The committee will clearly identify themselves in the early stages of the season and will be available to answer any queries that may arise.

### **INFORMATION & COMMUNICATION THROUGH THE SEASON**

Details of fixtures, results, training are posted weekly on the notice board and regularly up-dated. It is important to keep in contact with your team captain as to the activities of your squad as well as becoming involved in the social aspects of the club.

In addition, news, events and information can be found on the club's web site at [www.clubwebsite.co.uk/universityofleicesterfootballclub](http://www.clubwebsite.co.uk/universityofleicesterfootballclub) or the ULFC page on facebook.

### **FACILITIES**

The club trains twice each week using the University sports facilities at Manor Road. Members are encouraged to use the University's fitness classes and facilities to reduce the risk of injury and increase personal performance whilst playing.

All home matches are played at the University pitches on Stoughton Road, Oadby.

### **EQUIPMENT**

Playing strips and balls are supplied by the club. Responsibility for club equipment lies with the committee, team captains and the club captain.

Each player is expected to provide his own personal equipment such as boots and shin guards to the standard required by the FA. Any player not providing the correct equipment may be barred from playing.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

Fines imposed by the County FA will be the responsibility of the individual player.

## **DISCIPLINE**

Off the field, discipline will be dealt with by the club officers.

## **INSURANCE & SAFETY**

Basic personal injury insurance is provided with the University's student Sportscard which is a pre-requisite for joining the club.

Warm-ups at training and matches are essential for reducing the risk of muscular injury.

Each team must provide a basic first-aid kit which is the responsibility of the team captain. Players must notify the team captain of any shortages or items used.

## **TRIALS**

Trials will be held in the early stages of the Autumn Term at Stoughton Road, Oadby, and will be overseen and managed the Universities two Coaching Staff and the ULFC Club Captain.

## **SQUAD AND MATCHDAY TEAM SELECTION**

Each ULFC Squad will be discussed and agreed by the two Universities Coaching staff and each individual team captain on a weekly basis.

## **COACHING STAFF**

All coaching staff will be treated with respect and courtesy by all club members. Players will abide by the decisions made by the coaching staff during training and matches.

Any player who abuses a coach, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

# **UNIVERSITY OF LEICESTER WOMEN'S FOOTBALL CLUB CODE OF PRACTICE**

## **AFFILIATION**

The club must be affiliated to the Football Association.

## **FACILITIES**

The training area, pitch and any goal posts used by the club must be inspected by the club captain and committee members before use for any hazards or damage. All debris must be removed.

Any damage or hazards must be reported immediately to the sports centre site supervisor or his deputy, or to the groundsman on duty. No training or play may take place until the damage or hazard has been dealt with.

If the head groundsman or site supervisor declares the training area or pitch unfit for use, this decision is final.

## **FIRST AID**

There must always be a basic first aid kit readily available at every training session and match. It is the responsibility of the club captain to ensure this and to restock the kit after use.

The club captain must find out the arrangements for emergencies and first aid treatment at the facilities used by the club. She must then ensure that the club committee members and team captain also have this information.

## **EQUIPMENT**

The club captain or the team captain must ensure that balls comply with FA regulations and are correctly inflated before training or matches.

Players must provide their own football boots and shinguards in accordance with FA rules. No player may take part in training or matches without suitable shinguards.

## **INSURANCE**

Every member must have a valid Sportscard which includes the Sports Association's sports injury insurance.

## **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

Fines imposed by the County FA will be the responsibility of the individual player.

## **DISCIPLINE**

Any member who incurs a fine by the FA will be personally responsible for payment of the fine.

Any member whose actions or behaviour during club activities put others at risk or bring the club into disrepute will receive a written or verbal warning from the club captain. Any further incidents may mean suspension or expulsion from the club.

## **UNIVERSITY OF LEICESTER BADMINTON CLUB CODE OF PRACTICE**

### **MEMBERSHIP.**

Membership is open to all staff and students who carry the appropriate Sports card. Members may join the club at any time; the membership fee will reduce by a proportional amount per term of the year. The club is open to any eligible person irrespective of ability. Any student member can stand for a committee post in an election. Membership may be withdrawn by the committee provided the relevant disciplinary procedures are followed.

### **INFORMATION TO MEMBERS.**

Information about the club activities, including club session times, the operation of the pegboard queuing system, matches, social events and tournaments should be made available to members via the club e-mail distribution list, the club web pages and the notice boards in the sports corridor and attached to the pegboard. Specifically, information about club and team training sessions should be made available to each member joining either at the Freshers' Fair or during the year.

### **FACILITIES.**

The club practice sessions take place in either the Charles Wilson or Manor Road sports halls. Nets and posts are provided by these facilities. During the practice sessions the general codes of conduct for the sports halls must be observed:

- Only appropriate, non-marking footwear may be worn in the sports halls
- Food and drink may not be consumed in the sports halls
- All litter must be removed from the sports halls after use.
- Members are expected to conduct themselves in a safe and sporting manner.
- It is the responsibility of the committee to enforce these rules.

### **EQUIPMENT.**

The club provides shuttles for use during both club practice sessions and matches. The club also has available several racquets, which can be borrowed by club members for the duration of their games. The club owns a pegboard for the operation of the court time queuing system. It is the responsibility of the committee to ensure that in addition to the shuttles and racquets, the nets and posts are suitable for use and free from wear. No formal training is given in the use of the equipment. When not in use, the club equipment is stored in the Badminton Club cupboard in the Charles Wilson building. Two committee members should be provided with a key to the cupboard.

### **ACCESS.**

Members may attend any of the designated club practice sessions. Attendance at the team training session is by invitation only. During club sessions, at least one committee member must be present to provide the shuttles and racquets, to operate the pegboard queuing system, and to ensure that the relevant codes of conduct are followed.

### **SAFETY.**

All club members are expected to behave in a safe manner. Members acting in an unsafe manner should be brought to the attention of a committee member who will take immediate action to inform the offending player. If a player persistently acts in an unsafe manner this will be considered a matter of discipline.

#### **TEAM SELECTION.**

Teams are selected from a squad of players who are invited to attend the designated team training sessions. It is the responsibility of the team captains to choose and inform the best teams available for a given match. It is the prerogative of the Club Captain and the team captains to invite members to the team training sessions.

Any member is eligible for selection. However, in the case of a local league team, the selected player must first be registered with the Leicestershire Badminton Association.

#### **COMMUNICATIONS.**

Club members are invited to inform the committee about any aspects of the running of the club that they feel might be improved, or any issues about safety or the equipment. Any changes to the club code of conduct must be ratified by the committee, and the Sports office and club members informed immediately. If a committee member feels that a member's activities are unsafe, or contravene the club code of practice, they may ask them to stop, give them further instruction or ask them to leave the session.

#### **DISCIPLINE.**

If a member infringes the club's code of practice, the matter must be brought to the attention of the committee. Where necessary, this shall be in writing to the Club Captain or Secretary. All infringements are dealt with in the strictest manner. If necessary the relevant person(s) will be banned or suspended from the club.

Badminton is a sporting game and should be played as such. Under the Laws of Badminton, as ratified by the International Badminton Federation, a player may be penalised for offensive behaviour. This club considers unsporting behaviour to be offensive and will deal with any such instances as a matter of discipline.

#### **EMERGENCIES.**

Staff are on duty at Manor Road when the sports hall is open, porters are available on 24-hour cover in the Charles Wilson building. In the case of an emergency these people may be used to call the appropriate emergency services. Alternatively public phones are available at both venues.

All emergencies must be reported to the committee at the earliest opportunity.

## **UNIVERSITY OF LEICESTER LADIES' BASKETBALL CLUB CODE OF PRACTICE**

#### **FRESHERS' INFORMATION**

Information is given to all those who enquire at the Freshers' Fair.

Information is given both verbally and in writing about when trials will be held. At the trial, 10 members will be elected for the team.

The team members will be selected based on strength, technical skills and social conduct.

Members not selected to play in the A team will have a chance to compete in organized friendly matches. If appropriate, and with the consent of the coach and the team captain, member(s) may later be chosen to join the A team.

After team selection, written information is given about training sessions and fixtures. All members are told about what league(s) the club competes in, and any other competitions. All members both A and B team need to attend trainings

The club captain is responsible for making sure all members get the information.

#### **THE COMMITTEE**

Team members are able to consult the captain or other club officers or coach on an informal basis about any matters. The club officers will liaise with the sports office if required.

Contact numbers of club officers are given out at the first training session.

#### **FACILITIES AND EQUIPMENT**

The floor of the basketball court should give a good degree of traction that allows the players to stop and turn quickly without slipping. The floor should therefore be cleaned on a regular basis.

The padding and protection of dangerous items behind the backboard is of prime importance.

The winder handle should be removed and the unit padded.

The basketball rings must be wound up after each session.

The nets must be inspected regularly and any defects reported to the sports hall office. Chain nets are not appropriate.

The basketball cupboard on the Charles Wilson sports hall corridor contains a first aid kit, balls, score pads and electronic controls.

The cupboard key is held by the club captain and another club officer.

The team strip is provided by the club. This may either be issued to players for each match, or may be issued to players for the whole season on payment of a post-dated personal cheque.

The coach and/or club captain must make players aware of the location of fire exits in the sports hall and the procedures for an emergency evacuation.

### **COACHING AND TRAINING**

Coaching must be done in accordance with the recommendations of the EBBA and also the code of practice and protocols for coaches issued by the Sports Association.

The coach must prevent foolhardiness by players. If no coach is present, safe practice must be enforced by the club officers.

Players should be aware of their responsibilities to other players, both team-mates and opponents.

The importance of warming up and cooling down after a period of hard physical work should be remembered as injury could result if this is not done properly. This is the responsibility of both the coach and players.

The coach needs to be aware of any medical problems that players may have, or any player in the group who is recovering from injury.

The coach must have the appropriate qualifications recognised by the EBBA.

At least one member of the group at any session must be a trained first-aider.

### **AFFILIATIONS & DISCIPLINE**

The club shall be affiliated to the EBBA.

Each player must be licensed by the EBBA to play in the Leicestershire league.

The club captain is responsible for ensuring that all players taking part in official league matches are registered with the EBBA.

Players are selected not only on their playing ability but also on their social conduct. Any actions that infringe the club's reputation and code of practice during games may result in non-selection for future matches as well as fines.

Fines must be paid promptly. Failure to do so will result in a ban from one or more matches. This will be enforced by the club captain.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

### **INSURANCE**

Every member must fill out a membership form and have a valid Sportscard to qualify for the Sports Association's sports injury insurance cover.

Players should not train or play on whilst injured.

The coach should ensure that during competitive play excessive personal contact does not occur. During training sessions the coach has a responsibility for ensuring that the rules prohibiting excessive physical contact and rough play are always enforced.

### **OTHER**

It is the responsibility of the club captain to ensure that all members have read the code of practice, understood it and have signed an agreement to abide by it.

The club officers should set a good example to the club members.

Team spirit should be promoted at all times, particularly by the club officers.

The club should maintain good communications and relations with the men's club.

The club's aim should always be to play within the rules of the game, make an effort to win and also to have fun!

## **UNIVERSITY OF LEICESTER MEN'S BASKETBALL CLUB CODE OF PRACTICE**

### **FRESHERS' INFORMATION**

Information is given to all potential members at Freshers' Fair.

Information is given verbally about when trials will be held, and after team selection, written information is given about training sessions and fixtures.

Potential members are told about the competitive activities of the club.

The Secretary is responsible for making sure all members get the information.

### **THE COMMITTEE**

Team members are able to consult the Secretary, Captain, Treasurer or Coach on an informal basis about any matters, and these will then liaise with the Sports office if required.

Contact numbers of committee members are given out at the first training session.

### **TRIALS**

Potential members meet the Coach and Captain at the trials.

Players are selected by the Coach and Captain based upon all-round skills displayed during different drills and 'pick-up' games organised by the Coach.

Trial dates for team selection are arranged instead of the first training sessions.

Once team players have been selected, a written fixture list is distributed with times and days of training sessions.

During the trials, a large number of people will be present in a small area, and the Coach must therefore be aware of the risks posed by this and modify the training drills to ensure safety accordingly.

### **FACILITIES & EQUIPMENT**

The floor of the basketball court should give a degree of traction that allows the players to stop and turn quickly without slipping. The floor should therefore be cleaned on a regular basis.

The padding and protection of dangerous items behind the backboard is of prime importance.

The winder handle should be removed and the unit padded.

The basketball rings are wound up after each session.

The nets should be checked regularly and any damage reported to the sports hall office. Chain nets are not appropriate.

The basketball cupboard in the Charles Wilson contains a first aid kit, balls, scoreboard controls.

The Captain, Coach and Treasurer have a key to the cupboard.

The team strip is provided by the club. This may either be issued to players for each match, or may be issued to players for the whole season on payment of a post-dated personal cheque.

The coach and/or club captain must make players aware of the location of fire exits in the sports hall and the procedures for an emergency evacuation.

### **COACHING & TRAINING**

Coaching must be done in accordance with the recommendations of the EBBA and also the code of practice and protocols for coaches issued by the Sports Association.

The Coach must prevent foolhardiness by players. If no coach is present, safe practice must be enforced by the club committee members.

Players should be aware of their responsibilities to other players, both team-mates and opponents.

The importance of warming up and cooling down after a period of hard physical work should be remembered. This is the responsibility of both the Coach and players, as injury could result if this is not done properly.

The Coach needs to be aware of any medical problems that players may have, or any player in the group who is recovering from injury.

The Coach must have the appropriate qualifications recognised by the EBBA.

At least one member of the group at any session must be a trained first-aider.

### **AFFILIATIONS & DISCIPLINE**

The club shall be affiliated to the EBBA.

Each player must be licensed by the EBBA to play in the Leicestershire league.

Individual players are responsible for ensuring that they have a valid licence to play at the start of each season. Any player not so licensed will not be permitted to play.

Each player must have a valid Sportscard.

Players are selected not only on their playing ability but also on their social conduct. Any actions that infringe the club's reputation and code of practice during games may result in non-selection for the next matches, as well as fines.

Fines should be paid promptly and failure to do so will result in non-eligibility to play. This will be strongly imposed and is the responsibility of all committee members.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

### **INSURANCE**

Every member must fill out a membership form and own a Sports card to qualify for the Sports Association's sports injury insurance cover.

Players should not train or play on through an injury.

The Coach should ensure that during competitive play excessive personal contact does not occur. During training sessions, the Coach has a responsibility for ensuring that the rules prohibiting excessive physical contact and rough play are always enforced.

### **GENERAL**

It is the responsibility of the Secretary to ensure that all members have read the code of practice, understood it fully and have signed an agreement to abide by it.

The committee should set an example to the rest.

Team spirit should be promoted at all times, particularly by the committee.

The club should maintain a good relationship with the Women's Basketball Club.

The aim should always be to win, play within the rules of the game and to have fun.

## **UNIVERSITY OF LEICESTER BOAT CLUB CODE OF PRACTICE**

### **MEMBERSHIP**

Membership is open to students and past members who hold the appropriate Sports cards and membership of the Students' Union. The club is open to any eligible person irrespective of ability or experience.

All members must comply with rules of racing and the water safety code as set out by the ARA.

Any full-time student can stand for any post on the committee as stated in the club constitution.

The committee can withdraw membership provided disciplinary procedures are followed.

### **AFFILIATION**

The Boat Club is affiliated with the Amateur Rowing Association (herein known as ARA) the national governing body for the sport, and can therefore attend conferences, meetings and courses which are run by that body.

### **SAFETY**

There is a first aid kit just inside the door of the boathouse and a telephone at the top of the stairs by the changing rooms.

The club abides by the rules of navigation set out by the local river authority for the area, and the bylaws of the area.

All boats out after dusk must carry two white lights, one facing the bows, the other the stern.

All members are required to confirm that they can swim 100 metres in light clothing and shoes, or are required to undertake an official swimming test.

### **INFORMATION TO MEMBERS**

This is given verbally. Most information is included in the club booklet provided at Freshers' Fair.

Information throughout the year is given verbally at training sessions, notice board and via e-mail. A provisional list of events will appear in the club booklet.

### **New novice members and training**

#### Land training:

This takes place twice weekly for all members in the form of plyometric circuits in the Charles Wilson sports hall on campus.

#### Water training:

All coaches are assigned a morning in which they are to take a session. It is the new rower who is responsible for booking the session with the coaches, via the notice board, which they will be attending. Coaches are either qualified ARA coaches, or are senior, experienced rowers who have been approved by the Club Captain.

The head coach is responsible for the new novices and is the point of contact for all the members of this squad.

No inexperienced rower shall be allowed to row until they understand the basic safety procedures, which are:

When on the landing stages, the boat should be held down by the bank-side riggers at all times.

Once in the boat no rower should let go of his/her oar.

A crew must cease rowing immediately the coxswain calls the instruction "easy there".

Lights must be attached to the boat after dark.

No inexperienced member is allowed on the water unless they have a coach with them at all times.

#### **General members**

All coxswains (herein known as Cox) must wear life jackets when in a boat (ARA water safety code). The Cox is responsible for the lifejacket that they wear and the Cox box, they use, if it is lost or damaged it is therefore their responsibility.

The Cox should navigate the river on their right hand side and can only overtake another craft if safe to do so.

An instructor must accompany a novice Cox on the bank until a general proficiency has been reached.

A Cox must not be coerced into doing anything they do not feel confident enough to do safely.

Training sessions for senior members will be announced via the notice board and e-mail.

No crew can take to the water unless there is a coach supervising the session, or unless by permission and knowledge of the Club Captain or Vice-Captain.

#### **Equipment**

The club provides all equipment at no extra charge.

There is a club officer who is responsible for equipment. His/her job is to do general checks on this equipment and to judge water worthiness. This officer will liaise with the Club Captain to ensure no damaged or unsafe equipment is used and is repaired properly. If equipment is unusable, a notice to this effect will be placed on the item concerned. Any concerns that a member may hold about equipment should be reported to the Club Captain or his/her deputies so that it can be discussed at the next committee meeting.

Keys for the boathouse will be allocated at the discretion of the Club Captain. A deposit of £100.00 for two keys is required and is held by the Sports Association. If either key is misplaced or lost, the sports office must be notified immediately. The deposit will be forfeited.

There is a strict hierarchical scheme of boat usage. The senior crews use the first boat and absolutely no novice crew should use it, unless, in special circumstances, the Club Captain grants permission to do so. Crews/squads can use equipment providing that they have the ability to do so and have satisfied the Club Captain, Vice-Captain, and Head Coach of their ability. The Club Captain's decision is final.

Every crew which uses the equipment must understand the value of such items and so treat it with utmost respect. There is a fining system for those that damage the equipment through neglect or carelessness, the amount of fine will be at the discretion of the captain and treasurer but will be no more than £50.00

All members are reminded that we use facilities owned by Leicester City Rowing Club. All members must be treated with the same respect that you treat other members of the University club, and also the facilities that we use at the club.

### **Club trips and events**

Information regarding trips is given verbally and by e-mail.

The Regatta Secretary is responsible for the entry of crews both before the external closing date and on the day of racing.

Members must bring a minimum of the standardised racing kit on days of competition (these can be purchased through the club), ARA racing licence, sleeping bag and tent for weekend trips.

A first aid kit should always be taken on trips away. At regattas there is always a first aid post in case of an emergency.

The Club Captain has direct authority over all club members, and should endeavour to maintain discipline and respect for the regatta organisers.

Minibus drivers must pass the relevant minibus test and abide by the rules.

### **Boat Trailer**

The Boat Club trailer must be serviced at regular intervals.

When not in use, it must be stored securely, locked, and all portable accessories removed to safe storage facilities.

The trailer may not be stored or left overnight at LRC boathouse.

It may not be used to transport boats or equipment belonging to any other club or organisation without the prior knowledge and agreement of the Sports office.

All club drivers who tow the trailer must undergo training approved by the Sports office before any towing is undertaken.

No other person may tow the trailer without the prior knowledge and agreement of the Sports office. It is the responsibility of the Club Captain to ensure the trailer is used in accordance with these regulations.

### **Insurance**

Every member has basic sporting injury insurance included in the student Sports card.

Associate members must purchase the insurance separately from the Sports Association office.

All members who race, must join the ARA, and are thereby covered by that body's insurance whilst rowing.

### **Discipline**

If a member(s) infringes the club's code of practice, the matter will be discussed with those concerned. If the problem persists, then it will be brought to the attention of the committee, and action will be taken against the member(s) concerned to the extent of banning the use of equipment or total expulsion from the club.

### **Sponsorship**

No crew may have individual sponsorship except under exceptional circumstances. The committee must be approached in the first instance before an application is made. Their decision is final.

Extenuating circumstances include a crew rowing at such a level that it either necessitates additional funding or heightens the profile of ULBC.

## **UNIVERSITY OF LEICESTER CRICKET CLUB CODE OF PRACTICE**

### **INFORMATION TO MEMBERS**

The club provides written and verbal information to members when they join at either Freshers' Fair or at training sessions. Written information must be provided through an introductory letter which includes details of winter nets, summer arrangements, the level of ability that the club caters for, indoor winter fixtures and details about coaching.

Emails are sent out to all members of the clubs, giving notice of social events, pre-season training and summer fixtures. As well as this, announcements concerning the events of the forthcoming week are made at the end of every winter net session at Manor Road.

## **COMMUNICATIONS**

Other information is given entirely via email, including notices about upcoming events and matches. Members are emailed directly concerning team selection. As the university email system is the most widely used method of communication, we ask our members to check their emails regularly, especially during the outdoor season.

## **FACILITIES**

The club has access to the following facilities:

- 2 indoor nets at the Manor Road sports hall
- 1 bowling machine
- 2 pitches and outdoor nets at the Stoughton Road grounds

## **COMMITTEE**

The club committee shall consist of Club Captain, Vice Club Captain/Treasurer, Fixtures Secretary, Social Secretary, Kit secretary and Communications Officers.

## **SAFETY AT INDOOR NETS**

1. **Batting**  
When batting, players must wear the correct protective equipment at all times. The minimum protective equipment must consist of pads, gloves, thigh pad and abdominal protector. No club member shall bat without such protection.

Other safety equipment, such as a helmet, shall be worn at the discretion of the batsman.

No jewellery or watches shall be worn and pockets must be emptied of potentially dangerous items such as keys, lighters, coins, matches.

2. **Preparing to bat**  
When preparing to bat, a player must stand at an angle whereby it is not possible to be struck by a ball being hit out of the end of the nets.
3. **Bowling**  
Only one bowler shall bowl in any one net at any one time. Those who are waiting to bowl must at all times watch the ball in order to avoid being struck unawares. Once the bowler has completed his delivery, he must be safely clear of the net before the next ball is bowled. He must not turn his back on the net whilst rejoining the bowling queue.
4. **Bowling Machine**  
The bowling machine must be used only under the supervision of either the coach or a senior member who has a satisfactory level of competence in the operation of that type of bowling machine.

The bowling machine must never be used unsupervised.

The bowling machine must always be used within a net and must not be aimed intentionally outside a net.

## **INSURANCE**

All members of the club must hold a valid Sportscard, which includes the Sports Association's sports injury insurance cover. No members may attend net sessions or play for the club without a valid Sportscard.

## **EQUIPMENT**

It is expected that members will provide their own equipment which must be of a satisfactory condition.

All equipment borrowed from the sports hall must be checked by a committee member before use. Any faulty equipment must not be used and must be returned immediately to a member of the sports hall staff.

## **CONDUCT**

All club members are representatives of the University of Leicester Cricket Club both on and off the playing field, and must ensure that they behave in a manner which will not in any way damage the reputation of the club. All laws and etiquette of the game must be respected at all times.

All members must abide by the rules and spirit of cricket. The decision of the umpire must always be final and self-control must be exercised upon disagreement. Opponents and team-mates must be treated with respect both on and off the field.

The club committee must recognise their role in setting standards for other members to follow. No committee member may abuse his position in a way which would be detrimental to any fellow member, to the club or to the University.

## **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

## **DISCIPLINE**

Incidents arising at club level will be dealt with by way of a confidential meeting with the Club Captain. Should the incident not be resolved, a written warning must be given to the offender. A monitoring period must follow in order to see if it is necessary for further disciplinary action.

Any member who persistently causes disruption within the club will, after the above warning procedures have taken place, be subject to a formal hearing in front of a disciplinary committee which could result in expulsion from the club without a refund of membership fees.

The disciplinary committee will consist of the club committee. Should a member of the committee be disciplined, they will be replaced on the disciplinary committee by a responsible, neutral senior member at the discretion of the remaining committee members.

Prior to such a formal meeting, the offender must:

- Be given notice in writing of the offence
- Understand the nature of the offence
- Have an opportunity to state their case
- Be given adequate notice of the meeting
- Be given the right to be assisted at the hearing by any other club member of their choice

The disciplinary committee must:

- Act in good faith
- Make any decision only on evidence relevant to the issue in question
- Be impartial throughout
- Not act in a discriminatory manner
- Deal always in a firm but sensitive manner

Throughout the disciplinary procedure, confidentiality must be maintained.

## **UNIVERSITY OF LEICESTER DODGEBALL CLUB CODE OF PRACTICE**

### **SAFETY**

The Dodgeball Club will operate under the rules and guidelines set out by the UKDBA.

## **FACILITIES**

The sports hall must be cleared of loose equipment or debris before play starts.

Any concerns about the safety and maintenance of the sports hall will be referred to the sports hall manager and/or the sports office.

No food or drink may be taken into the sports hall.

## **EQUIPMENT**

No black-soled or spiked footwear may be worn in the sports hall.

Footwear must have a good grip and may be boots or shoes of a lightweight material.

Players must wear appropriate, lightweight clothing.

Jewellery must not be worn.

Balls must be properly inflated and stored safely when not in use at training or matches.

## **TRAINING**

If no qualified coach is available, training may be supervised by an experienced and competent member of the club with the agreement of the club captain and committee.

Physical contact and direct disregard of the UKDBA rules must be dealt with strictly by the coach or team captain.

## **FIRST AID**

A first aid kit must be available at every training session and match. This will be the responsibility of the club captain or a club officer appointed by him.

In the event of injury, assistance must be sought from the sports hall manager, or from the duty porter.

Any player requiring immediate hospital treatment must be accompanied to the hospital.

## **SPORTSCARD**

Every member must have a valid Sportscard which includes the Sports Association's sports injury insurance.

## **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

## **DISCIPLINE**

Any member whose behaviour on or off the court puts others at risk or brings the club into disrepute will receive a verbal warning from the club captain that any further incident will result in suspension or expulsion from the club.

# **UNIVERSITY OF LEICESTER EQUESTRIAN CLUB**

## **CODE OF PRACTICE**

### **INFORMATION TO MEMBERS**

Information is given verbally at Freshers' Fair and when members join the club.

Information is given out by committee members and the riding schools. Ultimate responsibility lies with the Club Captain.

### **EQUIPMENT**

Experienced riders are expected to provide their own suitable clothing and hard hat to the current British Standards, PAS015 OR BSEN1384:1997.

Beginners may borrow hard hats from the riding school.

Sensible footwear must be worn; i.e. shoes or boots with hard soles and small heels (not wellingtons).

No rider will be allowed to ride without suitable attire.

### **TRANSPORT**

Transport to the riding schools will normally be by car with a club member who has a full, clean driving licence and appropriate insurance cover.

### **INSURANCE**

Every member must have the Sports Association sports injury insurance either by purchasing a Sportscard.

Every care is taken to ensure that members are placed on suitable horses but ultimately this is a dangerous sport and members ride at their own risk.

Members will be encouraged to take out additional personal cover.

### **DISCIPLINE**

Any member who by their actions or behaviour compromises safety or the good reputation of the club will have the incident brought to their attention by the Club Captain or a committee member. They will then be warned in writing, as soon as possible that any further breach will result in expulsion from the club.

If a member feels that he/she has been unfairly treated, he/she may refer the matter in writing to the President of the Sports Association.

## **UNIVERSITY OF LEICESTER FENCING CLUB CODE OF PRACTICE**

### **INFORMATION TO MEMBERS**

Information to all members is given verbally and in written form at Freshers' Fair.

More detailed information will be given out at the first training session. Any further information will be displayed on the Fencing Club's Facebook page (found under "University of Leicester Fencing Club") and distributed through e-mail. Regular updates will be posted on the Facebook page.

The club offers an organised structured session, teaching and developing technique and general fitness. As such the main intake will be in Autumn with a separate intake done in Winter at the start of Semester Two.

### **INFORMATION GIVEN**

Information is given about training sessions and competitions, and the arrangements that relate to these.

All club members are given a copy of the code of practice and are required to sign a declaration to say they will read it and abide by it.

### **FACILITIES**

Training and home matches take place at the Manor Road sports hall. Times and arrangements are announced and on the "University of Leicester Fencing Club" Facebook page or are distributed by e-mail.

Home BUCS matches are played in the large hall whenever possible.

Sports hall staff are qualified first-aiders. A first-aid kit and telephone are available in the sports hall reception.

### **EQUIPMENT**

Club equipment is kept in a locker at the Manor Road sports hall. Access to equipment is restricted to designated members.

The club provides basic equipment for beginners. More experienced fencers are encouraged to provide their own equipment. All equipment is compliant with current safety regulations, as specified by the BFA and FIE.

The Club Captain and an appointed Equipment Officer (Armourer) are responsible for the club's equipment.

An up-to-date log of all club equipment must be kept by the Armourer detailing quantity, type and condition.

Equipment must be checked on a regular basis and faulty equipment must be repaired or handed to the sports hall supervisor for safe disposal.

Members must draw the attention of the Captain or a committee member to any faulty or unsafe equipment so that it can be withdrawn immediately from use.

Details of new club equipment, or equipment disposed of, must be notified to the Sports Association so that the insurance schedule can be amended.

Instruction on the use of fencing equipment by novices will be given by the Coach, Captain or experienced committee members. No novice fencer may use club equipment unsupervised.

### **DISCIPLINE**

Any member who is deemed to be fencing in an unsafe manner, or whose behaviour brings the club into disrepute, will be made aware both verbally and in writing by the Club Captain or the Coach that such actions are unacceptable and may lead to expulsion from the club.

Two such warnings within one semester will mean termination of membership without repayment of membership fees. This decision will be made by the Club Captain in consultation with at least one other member of the committee.

### **AFFILIATION**

The club will be affiliated to the British Fencing Association.

### **INSURANCE**

Every member must have a valid Sportscard which includes the Sports Association's sports injury cover.

Should any member wish to fence in competitions, it is necessary for them to purchase individual BFA membership. Details can be obtained from the Captain, Coach or committee members.

## **UNIVERSITY OF LEICESTER FUTSAL CLUB CODE OF PRACTICE**

### **Information to new members**

Information for new members is initially provided at the Freshers' Fair with the next stage being catered for at the taster sessions which follow. From here on in, the Futsal Club intramural sessions and training will be the way to gain and keep in contact with all the activities of the club. The committee will clearly identify themselves in the early stages of the season and will be available to answer any queries that may arise.

### **Information & communication through the season**

Details of fixtures, results, training will be emailed to members and will be regularly up-dated. It is important to keep in contact with your team captain as to the activities of your squad as well as becoming involved in the social aspects of the club.

In addition, news, events and information can be found on the University of Leicester's Futsal Club's page on facebook.

### **Facilities**

The club has intramural sessions twice each week using the University sports facilities at Manor Road. Members are encouraged to use the University's fitness classes and facilities to reduce the risk of injury and increase personal performance whilst playing. There will also be additional training sessions for the BUCS team when time allows before any competitive match.

All home matches are played at the Manor Road Sports Hall, Oadby.

### **Equipment**

Playing strips, bibs, balls and goal posts are supplied by the club. Responsibility for club equipment lies with the committee, team captains and the club captain.

Each player is expected to provide his own personal equipment such as boots and shin guards to the standard required by the FA. Any player not providing the correct equipment will be unable to participate.

### **Match Officials**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

Fines imposed by the County FA will be the responsibility of the individual player.

### **Discipline**

Off the field, discipline will be dealt with by the club committee.

### **Insurance & Safety**

Basic personal injury insurance is provided with the University's student Sports card which is a pre-requisite for joining the club.

Warm-ups at training and matches are essential for reducing the risk of muscular injury.

Goal posts should be set up properly before training sessions and matches to ensure the safety of players.

Each team must provide a basic first-aid kit which is the responsibility of the team captain. Players must notify the team captain of any shortages or items used.

### **Trials**

Trials will be held in the early stages of the Autumn Term at Manor Road Sports Hall, Oadby, and will be overseen and managed by the Club Captain and Team Captain. However, this is only for the BUCS team and anytime during the season, players can be selected by the Team Captain from the intramural sessions to represent the University of Leicester BUCS team.

### **Squad and Matchday Team Selection**

Each ULFC Squad will be selected by the Team Captain during the week of a fixture. The Club Captain and Team Captain will also be responsible for the selection of the squads for the Local Leicestershire League Squads and team selection

## **UNIVERSITY OF LEICESTER HANDBALL CLUB CODE OF PRACTICE**

### **SAFETY**

The club will operate in accordance with this code of practice and the safety guidelines recommended by the England Handball Association.

### **CLOTHING**

At the start of each session, indoor or outdoor, the club captain, or his/her appointed deputy, will check that all participating members have the correct footwear.

Players will not be allowed to take part without suitable footwear.

Black-soled footwear must not be worn in the sports hall.

Jewellery and personal adornments must not be worn during play. If the club captain considers that such an item is a risk, and it cannot be removed, the wearer will not be permitted to play.

### **FACILITIES**

Before play starts, the club captain will ensure that the playing area is clean and free of hazards.

The club captain will also ensure that spectators are kept at a safe distance from play.

The club captain must be aware of emergency and first aid provision at the playing venue and must ensure that this information is passed to committee members present at the session before play starts.

The club captain and committee members must check any facility used by the club at the end of each session. Any litter must be removed and lost property should be handed to the facility manager.

### **INSURANCE**

Every member must have a valid Sportscard membership.

### **ALCOHOL**

Alcohol is not permitted at club sessions. Any member who consumes alcohol or is under the influence of alcohol at a club session will be asked to leave by the club captain.

### **EQUIPMENT**

At the start of any club session, the club captain will check all equipment, whether owned by the club or the personal equipment of a member. The club captain will retain any faulty or damaged discs so that they may not be used.

### **DISCIPLINE**

Any member, whose actions or behaviour during club activities put others at risk or bring the club into disrepute, will receive a written or verbal warning from the club captain. Any further misdemeanour may result in suspension or expulsion from the club.

## **UNIVERSITY OF LEICESTER HOCKEY (MEN'S & LADIES') CLUB CODE OF PRACTICE**

### **SAFETY**

The safety of all members during matches or club training is of paramount importance. Members will be made aware by the Club Captain or Team Captains of any specific safety arrangements for facilities used by the club.

Every effort shall be made to encourage members to play in a safe and sporting manner and to encourage members to use suitable equipment.

Club officers will, by their own actions, set the highest possible standards for safety.

The club's sporting activities will be organised in accordance with the rules of the game, and guidelines laid out by England Hockey.

### **TRAINING**

Training will, when possible, be under the supervision of a coach with recognised qualifications.

If no such coach is available, training will be taken by a senior, experienced member of the club with the agreement of the Club Captain, committee and team captains.

### **EQUIPMENT**

Any equipment provided by the club will be in accordance with England Hockey guidelines and the rules of the game.

### **FAIR PLAY & DISCIPLINE**

A sense of fair play will be encouraged within the club.

Any player who ignores disciplinary rules laid down by governing or organising bodies for hockey may be disciplined by such bodies and the club.

Disciplinary action by the club will be decided by the club officers with the ultimate decision resting with the Club Captain. The action taken will be chosen as being the most appropriate to fit the misdemeanour and may involve a fine, a period of suspension or permanent exclusion from the club.

Players will have the right to appeal to the Club Captain or to the President of the Sports Association.

The club will also take disciplinary action against a player who acts in an unsuitable manner during training or on any other occasion when a player is representing the club and thereby the University.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

### **AFFILIATIONS**

The club will be affiliated to England Hockey and other bodies as necessary for competitive fixtures.

### **INSURANCE**

Every player must have a valid Sportscard that includes the Sports Association's sports injury insurance.

Personal insurance cover will also be encouraged.

### **INFORMATION**

Every club member will receive a copy of this code of practice and will be required to sign a declaration to say they will read the code and abide by it.

## **UNIVERSITY OF LEICESTER MIXED HOCKEY CLUB CODE OF PRACTICE**

### **INFORMATION TO MEMBERS**

Both written and verbal information will be given to all members on joining the club and at the first training session.

Distribution of information is the responsibility of the club officers on the club's stall at Freshers' Fair, and after that it becomes the responsibility of the Club Captain.

Communication within the club during the season is via e-mail, the club pigeonhole, or telephone.

### **INFORMATION GIVEN**

The following information at least should be present on the handout and be readily available from committee members:

Fixtures  
Training times

### **TRAINING & TEAM SELECTION**

Training sessions are run at the discretion of the club committee and they, along with the coach, choose activities within those sessions.

Training, where possible, is given to less able players to help them achieve a level where they are comfortable playing and have a safe knowledge of the game.

Some training is given by more experienced members of the club and new members must be made aware that these may not have recognised qualifications.

Training will include safety issues.

Team selection is made by team captains and is based on ability. Any player deemed unable to compete safely will not be allowed to play.

## **EQUIPMENT**

Any equipment supplied by the club will be to the appropriate standards required by the rules of the game and guidelines set out by England Hockey.

Some equipment may be available from the University's sports centre.

Any faults or deficiencies in club or University equipment borrowed by players must be notified immediately to the Club or Team Captain or the sports centre staff.

Faulty equipment must not be used and must be returned immediately.

Players must wear shin pads, mouth guards and footwear suitable for the playing surface in use.

## **FACILITIES**

Any fault or damage to University-owned pitches used by the club must be pointed out to the Club Captain or Team Captain who must then inform the sports centre staff.

Play must not continue if the pitch is declared unfit by the sports centre staff, Head Groundsman, Club Captain or Team Captain.

## **INSURANCE**

All club members must have a valid Sports card that includes the Sports Association's sports injury insurance.

## **DISCIPLINE**

Any player whose behaviour or actions during club activities on or off the field are unsafe or inappropriate, will be subject to disciplinary action by the club.

The player concerned will be notified by the Club Captain of the allegations and informed of the disciplinary procedure within one week of the offence. The player must then be given the opportunity to discuss the matter with the Club Captain and to respond to the allegations.

The incident will be considered by the club committee which will decide what action would be appropriate. The final decision rests with the Club Captain.

The player will be notified in writing of the decision, the reasons and the action to be taken.

The player can appeal or can refer the matter to the President of the Sports Association.

## **UNIVERSITY OF LEICESTER JIU JITSU CLUB CODE OF PRACTICE**

1. All activities will be undertaken in line with the requirements of the national governing body.
2. The Club Captain or Instructor will ensure that a register of those attending training is taken at the entrance to the dojo.
3. No one may leave the mat without first informing the Instructor.
4. The Club Captain or Instructor must ensure that a first aid kit is available in the dojo.
5. The Instructor must keep records of any member with a medical condition.

These records must be up-dated regularly.

Any member with a medical condition must inform the Instructor before starting to train.

6. All use of weapons must be supervised by the Instructor. No one may use weapons unsupervised.
7. Any member who breaches the safety code and etiquette of Jiu Jitsu will be advised by the Instructor or the Club Captain, and will be warned that any further infringement will result in expulsion from the club.
8. All members will have a full and valid British Jiu Jitsu Association licence.

## **UNIVERSITY OF LEICESTER KARATE CLUB CODE OF PRACTICE**

### **AFFILIATION**

The club is affiliated to the Amateur Martial Arts Association.

### **TRAINING**

All training must be carried out under the supervision of a qualified coach.

New members must be assessed by the coach to determine the level at which they may train. The coach's decision on this is final.

All new members will receive written information on etiquette, training, and safety before their first training session.

Members can only grade if they have trained regularly for at least three months. If the coach feels that a member should not grade, that decision is final.

A qualified first-aider will always be present at training sessions and gradings with a first-aid kit.

If an injury requires further treatment, the sports hall staff on duty must be notified immediately.

If an injured person requires immediate hospital treatment, he/she must be accompanied by someone from the club delegated by the coach or club captain.

All injuries must be reported to the coach at the start of a training session, or as they occur during a training session. The coach will decide if the member may continue to train.

All injuries must be logged by the coach.

Members must inform the coach of any medical condition that might affect their ability to train. Any such condition must be logged by the coach.

All personal information concerning members must be kept in the strictest confidence.

### **PERSONAL SAFETY**

Members must observe the etiquette of karate and the club's code of practice at all times.

The coach's instructions must be strictly observed.

Every member must have a valid Sportscard that includes the Sports

Association's sports injury insurance.

Suitable clothing must be worn.

Finger and toenails must be kept short.

Jewellery must not be worn in the dojo.

Mobile phones must be turned off before entering the dojo

### **DISCIPLINE**

Anyone who infringes the safety and etiquette of karate, or who disregards instructions from the coach, will be warned by the coach or the club captain that any further breaches may result in expulsion from the club.

## **UNIVERSITY OF LEICESTER KAYAKING CLUB CODE OF PRACTICE**

The Leicester University Kayaking Club recognises that kayaking is a hazardous activity with a danger of personal injury or death. Participants in this activity should be aware of, and accept, these risks, and be responsible for their own actions and involvement. Therefore all surfers must be able to swim at least 50m fully clothed.

### **MEMBERSHIP**

Membership is open to full and part-time students who hold the appropriate sports card.

Associate members must either be a graduate of the University of Leicester or be a current member of staff of the University of Leicester they must also be an Associate or Graduate member of the Students' Union and have purchased the compulsory sports injury insurance.

Members must abide by common waterway traffic rules and general water safety; membership can be withdrawn if members do not abide by these rules.

Any full-time student can run for committee posts.

The committee can withdraw membership under the correct disciplinary motions.

### **AFFILIATION**

LUKS is not currently affiliated with the British Canoe Union (BCU) but will inform members and update the code of practice if this changes.

### **SAFETY**

A first aid kit must be present on the water at all times.

All members must be able to swim at least 50m fully clothed.

A trained first aider must be present at all kayaking meets.

All members must abide by the rules of navigation set out by the local river authority for the area, and the bylaws of the area.

### **INFORMATION**

Information about the club is given at fresher's fair, via email and on club websites.

### **NEW MEMBERS AND BEGINNERS**

Training for beginners is given in the bi-monthly sessions. Once a standard is met the stars can be given.

The instructor (At least level 2 coach) will be present and on the water before any member of the club.

## **EQUIPMENT**

The club owns one playboat.

All other equipment is provided in the cost of the bi-monthly sessions.

If a members own equipment is wished to be used a safety check needs to be carried out on said equipment.

## **TRIPS AND SESSIONS**

Information about trips and sessions is given by email.

A reply to the email will register your interest and a conformation of your place on the trip/session will be sent.

If you cannot attend the session a phone number will be provided with you to contact. If this is not done within time to get another member to the session your fee for the session will still need to be paid.

At each session suitable warm clothes will be needed, wetsuits are provided.

A change of clothes and towel should also be taken to all sessions.

Flip-flops shouldn't be worn when kayaking, Sturdy shoes or plimsolls should be worn.

Minibus drivers must pass the relevant minibus test and abide by the rules.

Every trip must have a qualified first aider; this person must be on the water first and off the water last.

## **INSURANCE**

Every member must purchase a sports card.

All competing members must be a member of the BCU when the club is not affiliated.

## **DISCIPLINE**

If a member(s) infringes the club's code of practice, the matter will be discussed with those concerned. If the problem persists, then it will be brought to the attention of the committee, and action will be taken against the member(s) concerned to the extent of banning the use of equipment or total expulsion from the club.

# **UNIVERSITY OF LEICESTER LACROSSE CLUB**

## **CODE OF PRACTICE**

### **TRAINING**

Training and matches must be run in accordance with the safety and conduct codes laid down by the ELA.

Beginners must be introduced to the game gradually with coaching give by a qualified coach, or a competent and experienced player appointed by the club committee.

All players must have a good basic understanding of the rules of the game and this will form part of the training given to club members.

### **EQUIPMENT**

Suitable clothing must be worn. Footwear must be boots with moulded studs as laid down in the rules of the game.

It is recommended that gum shields should be worn by all players during matches and practice sessions.

No jewellery may be worn. Where possible, long hair should be tied back.

Lacrosse sticks must be in accordance with the rules of the game. The team captain must inspect all sticks prior to the start of training or a match. Damaged sticks must not be used.

It is the responsibility of the club captain to ensure that damaged club sticks are removed from use, repaired or returned to the Sports office for disposal.

Goalkeepers must wear body and leg protectors, as well as a facemask, helmet, chest plate and protective gloves. No one may play in goal unless he/she is wearing protective clothing of an approved standard.

### **PITCH**

The pitch must be level, even and free of holes and debris. The goal nets must be pegged in place.

Any concerns about the quality of pitch maintenance must be referred by the club captain to the Sports office, the duty staff at the pavilion or to the Sports and Recreation Manager.

Play must not take place in adverse weather conditions such as hard frost. In the absence of a qualified umpire, the team captains must decide the fitness of the pitch for play. For home matches at Leicester, the Leicester team captain must take the final decision on whether or not to play.

### **SPORTSCARDS**

Every club member must have a valid University Student Sportscard.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

### **DISCIPLINE**

Club members must behave in accordance with all elements of the code of practice at all times.

The club captain will warn any club member who disregards the rules of the game, or who behaves at any club activity in an unacceptable manner, that any further breaches may result in expulsion from the club.

## **UNIVERSITY OF LEICESTER MOUNTAINEERING CLUB CODE OF PRACTICE**

The University of Leicester Mountaineering Club recognises that climbing and mountaineering are hazardous activities with a danger of personal injury or death. Participants in these activities should be aware of, and accept, these risks, and be responsible for their own actions and involvement.

### **AFFILIATION**

The club will be affiliated to the British Mountaineering Council.

The club will organise mountaineering activities in accordance with the recommendations of the British Mountaineering Council.

### **INSTRUCTION**

Climbing wall sessions will be available for all members. Novices will be given instruction by experienced club members on climbing techniques, types, uses and care of equipment, terminology and communication by standard calling systems.

Novices must not be left whilst they are using the climbing wall but must be under the direct supervision of an experienced club member.

All club members must abide by the operator's rules governing the use of the climbing wall.

Any club equipment used during climbing wall sessions must have been passed by the Gear Secretary as fit for use and must also be checked before use by the person instructing and the user.

Any faulty or suspect equipment must not be used. It must immediately be removed from the climbing wall area, and returned to the Gear Secretary as soon as possible.

The Club President, in consultation with the committee, must identify the training needs of club officers to improve skills, awareness of safety requirements and the levels of instruction within the club.

Club officers must be encouraged and assisted to attend appropriate courses, run by recognised mountaineering organisations.

The Club President must ensure that there is an experienced and competent Gear Secretary who will be responsible for the storage, maintenance and record keeping of all club equipment.

The Gear Secretary must maintain an up-to-date inventory of all club equipment in hand, and log new purchases, dates of use, falls on ropes or harnesses, any faults or damage, repairs or disposal.

The Gear Secretary will be responsible for checking all club equipment before and after use and for arranging repairs or disposal of damaged equipment.

The means of disposal of damaged equipment must first be cleared with the Sports office.

Club members must report the history of any gear they borrow so that the Gear Secretary can keep accurate records.

Members who use their own personal equipment will be expected to know how to use such equipment correctly and safely. No responsibility can be held by the Mountaineering Club for the failure of such personal equipment.

#### **CLUB MEETS**

The Club President must ensure that the information given to members about club meets includes the location, the type of climbing to be done, personal equipment to be brought by individuals and what levels of ability will be catered for.

The Club President must ensure that information regarding travel, accommodation, catering arrangements and any unusual local hazard or danger that can be foreseen before the trip is communicated to participants of each trip. Such information to be displayed on the club noticeboard or sent out on e-mail before each trip.

The Club President and committee must formulate a procedure whereby all groups record, at an agreed central control point, their names, proposed routes and expected return times. The procedure must also cover checking that all groups have returned, and for getting help in the event of an emergency.

All activities should be undertaken in a minimum of pairs and members should not go out on their own.

Each group must ensure that they notify the central control point as soon as they return from a climb.

The Club President must ensure that he/she, or the overall Meet organiser, has the University's 24-hour emergency telephone number.

#### **CLIMBING HUTS**

The Meet organiser, or a club officer, will check the condition of a hut immediately on arrival.

Particular care must be taken to ensure that:

All fire exits are unobstructed  
There is no loose floor covering likely to cause an accident  
Gas, electricity and water all work safely

Everyone using the hut must be made aware of any problem and this must be reported to the hut warden as soon as possible.

All club members must abide by the rules imposed by the hut's owner.

#### **DISCIPLINE**

Any member who by his/her actions or behaviour puts others at risk, or brings the club into disrepute, may, at the discretion of the Club President and committee, be temporarily suspended or expelled from the club.

The Club President will advise the member of the breach of discipline and the action to be taken.

Any member who feels he/she has been treated unfairly may appeal to the committee or may raise the matter in writing with the President of the Sports Association.

## **UNIVERSITY OF LEICESTER NETBALL CLUB CODE OF PRACTICE**

### **SAFETY**

The Netball Club will operate under the guidelines set out by the AENA.

### **FACILITIES**

The club and/or team captain will check the posts and nets prior to training and matches for stability and signs of wear.

The sports hall or outdoor court must be cleared of loose equipment or debris before play starts.

Any concerns about the safety and maintenance of the netball courts must be referred to the Sports office.

No food or drink may be taken into the sports hall or onto the outdoor court.

### **EQUIPMENT**

No black-soled or spiked footwear may be worn in the sports hall.

Footwear must have a good grip and may be boots or shoes of a lightweight material.

Players must wear the University strip for matches.

Jewellery must not be worn.

Finger nails must be short.

Bibs provided by the club must be checked by the club captain and be in a good state of repair.

Balls must be properly inflated and stored safely when not in use at training or matches.

### **TRAINING**

If no qualified coach is available, training may be supervised by an experienced and competent member of the club with the agreement of the club captain and committee.

Rough play, personal fouls and physical contact must be dealt with strictly by the coach or team captain.

### **FIRST AID**

A first aid kit must be available at every training session and match. This will be the responsibility of the club captain or a club officer appointed by her.

In the event of injury, assistance must be sought from the sports hall manager, or from the duty porter.

Any player requiring immediate hospital treatment must be accompanied to the hospital.

### **SPORTSCARD**

Every member must have a valid Sportscard which includes the Sports Association's sports injury insurance.

## **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

## **DISCIPLINE**

Any member whose behaviour on or off the court puts others at risk or brings the club into disrepute will receive a verbal warning from the club captain that any further incident will result in suspension or expulsion from the club.

# **UNIVERSITY OF LEICESTER RUGBY LEAGUE CLUB**

## **CODE OF PRACTICE**

## **TRAINING**

Training must be under the supervision of an RFL qualified coach.

Sessions will include warming up, warming down and stretching to minimise individual injury.

## **FACILITIES**

The club captain or his appointed deputy must know the emergency arrangements for each facility used by the club, and the means to get help if assistance is necessary.

This information must be given to match referees by the club captain or the team captain before the start of a game.

A first-aid kit must be available for use at all training sessions and matches. This must be the responsibility of the club captain or his appointed deputy.

## **EQUIPMENT**

Club Equipment:

Equipment owned by the club must be checked, maintained and stored safely. This is the responsibility of the club captain or the coach.

Equipment used but not owned by the club must be checked before each session by the club captain or the coach.

Personal Equipment:

When playing, the dress of all players must conform to the rules of the SRL. Players are expected to provide their own shorts, socks and boots.

The club recommends the use of gum shields and shin guards. Strapping, head guards and shoulder pads may also be used.

All personal equipment must conform to SRL rules and must be maintained in a safe condition by individual players.

## **HEALTH**

Players are recommended to request their doctor for a tetanus booster if this is due.

Players who have a medical condition that may affect their ability to train or to play must inform the club captain. A record must be kept by the club captain of such conditions.

A first aid kit must be available during training and at matches.

Should any player require immediate hospital treatment, he must be accompanied by the club captain, team captain or someone appointed by them.

## **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

## **INSURANCE**

All players must have a valid Sportscard for the current season.

## **DISCIPLINE**

Players are at all times expected to remember that they are representing their club and their university, and should behave in an appropriate manner.

Any player who behaves on or off the field during club activities in a way that puts others at risk or brings the club into disrepute will be warned either verbally or in writing by the club captain. Further breaches may lead to suspension or expulsion from the club.

## **UNIVERSITY OF LEICESTER RUGBY UNION CLUB CODE OF PRACTICE**

The University of Leicester Rugby Club is run with the objectives of furthering the skills, abilities, perception and enjoyment of the game. The club expects dedication, loyalty and commitment to play to a high standard of rugby. At all times members must recognise that they are ambassadors for the game, the club and the University and behave accordingly.

## **SAFETY**

The club will operate in accordance with the rules and regulations laid down by the RFU.

## **AFFILIATIONS**

The club must be affiliated to the Rugby Football Union, the Leicestershire Rugby Union and the Leicestershire Society of Rugby Union Referees.

## **FACILITIES**

The training area and pitches must be inspected by a competent person coaching staff before use. The ground must be cleared of debris and must be fit to play on.

For home matches, the University's Head Groundsman will, as far as conditions allow, declare pitches unfit for use. The Head Groundsman's decision is final and no University pitches may be used in contradiction of his decision.

In the absence of a decision by the Head Groundsman, the fitness of the ground must be determined by a qualified referee, or by the home team captain.

Goal posts must be padded. Corner flags must be round and light enough to give way under the impact of a player.

### **EQUIPMENT**

All equipment owned and used by the club must be properly maintained and stored correctly. This will be the responsibility of the club captain and the coaching staff.

Equipment used but not owned by the club (e.g. the University's scrummaging machine) must be inspected by the coaching staff before use. Faulty equipment must not be used and must immediately be reported to the sports centre Site Supervisor or his deputy.

### **PERSONAL EQUIPMENT**

Players are responsible for their personal equipment which must conform to RFU and IRB rules:

- No jewellery, buckles or similar items may be worn.
- Shoulder pads must bear the IRB Approval Mark
- Headguards must bear the IRB Approval Mark
- Boot studs must conform to the IRB specifications
- Mouthguards **MUST** be worn during training and matches.

The referee's decision on player's dress is final.

### **FIRST AID & INJURIES**

The club captain and team captains must know where and how to summon assistance in the case of an emergency. This information must be passed to the coach and referee before a training session or match.

A first aid kit must be available at all training sessions, and on the touchlines for each match being played. Maintenance of the club first aid kits is the responsibility of the team captains.

Any player who requires immediate hospital treatment for an injury must be accompanied by the club captain or someone appointed by him.

All injuries must be logged in accordance with RFU rules. The injury log must be kept up-to-date and be available for inspection at the request of the Sports Association or the University. This is the responsibility of the club captain.

Players must not chew gum whilst training or playing.

Players are recommended to check with their own doctors whether tetanus boosters are required.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

Fines imposed by the County RFU will be the responsibility of the individual player.

### **DISCIPLINE**

Players who infringe the rules of the game will be subject to disciplinary action by the club and may also be disciplined by the Leicestershire Rugby Union.

Members who attend social events organised by the club, or where they are deemed by the organiser to be representing the club, or use University or Students' Union facilities and by their behaviour bring the club into disrepute, will be subject to disciplinary action by the club and by the University or Union.

The offender will be notified in writing by the club captain of the club disciplinary procedure, and afterwards of any subsequent action to be taken. The member will have the right to appeal against any decision taken by the club's disciplinary committee.

Disciplinary action by the Students' Union or the University will be in accordance with the procedures for that body. Any right of appeal will be subject to those procedures.

## **UNIVERSITY OF LEICESTER WOMEN'S RUGBY CLUB CODE OF PRACTICE**

### **SAFETY**

The club will operate in accordance with safety guidelines recommended by the RFUW and RFU.

### **AFFILIATION**

The club will be affiliated to the RFUW.

### **INSURANCE**

Members will be covered by the RFUW compulsory scheme.

Members must also have a valid Sportscard which includes the Sports Association's sports injury insurance.

### **FACILITIES**

The training area and pitches must be inspected by the club captain and team captain before use. The ground must be cleared of debris and must be fit to play on.

For home matches, the University's Head Groundsman will, as far as conditions allow, declare pitches unfit for use. The Head Groundsman's decision is final and no University pitches may be used in contradiction of his decision.

In the absence of a decision by the Head Groundsman, the fitness of the ground must be determined by a qualified referee, or by the home team captain.

The club captain must ensure that goal posts are securely padded before play starts and that the corner flags are round and light enough to give way under the impact of a player.

### **EQUIPMENT**

All equipment owned and used by the club must be properly maintained and stored correctly. This will be the responsibility of the club captain.

Equipment used but not owned by the club (e.g. the University's scrummaging machine) must be inspected by the club captain and coach before use. Faulty equipment must not be used and must immediately be reported to the sports centre Site Supervisor or his deputy.

### **PERSONAL EQUIPMENT**

Players are responsible for their personal equipment which must conform to IRB rules:

No jewellery, buckles or similar items may be worn. Any personal adornments, which cannot be removed, must be securely taped and covered.

Fingernails must be short.

Under-wired bras must not be worn.

Shoulder pads must bear the IRB Approval Mark

Chest pads may be worn but must bear the IRB Approval Mark

Headguards must bear the IRB Approval Mark

Boot studs must conform to the IRB specifications

Mouthguards **must** be worn during training and matches.

Shin pads may be worn, but must bear the IRB Approval Mark

The referee's decision on player's dress is final.

### **FIRST AID & INJURIES**

The club captain and team captain must know where and how to summon assistance in the case of an emergency. This information must be passed to the coach and referee before a training session or match.

A first aid kit must be available at all training sessions, and on the touchlines for each match being played. Maintenance of the club first aid kit is the responsibility of the club captain.

Any player who requires immediate hospital treatment for an injury must be accompanied by the club captain or someone appointed by her.

All injuries must be logged in accordance with RFUW rules. The injury log must be kept up-to-date and be available for inspection at the request of the Sports Association or the University. This is the responsibility of the club captain.

Players must not chew gum whilst training or playing.

Players are recommended to check with their own doctors whether tetanus boosters are required.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the County RFU.

Fines imposed by the County RFU will be the responsibility of the individual player.

### **DISCIPLINE**

Members who attend social events organised by the club, or where they are deemed by the organiser to be representing the club, or use University or Students' Union facilities and by their behaviour bring the club into disrepute, will be subject to disciplinary action by the club and by the University or Union.

The offender will be notified in writing by the club captain of the club disciplinary procedure, and afterwards of any subsequent action to be taken. The member will have the right to appeal against any decision taken by the club's disciplinary committee.

Disciplinary action by the Students' Union or the University will be in accordance with the procedures for that body. Any right of appeal will be subject to those procedures.

## **UNIVERSITY OF LEICESTER RUNNING AND ATHLETICS CLUB CODE OF PRACTICE**

### **Information to new members.**

The club's concepts and rules must be given verbally when the member joins the club.

A new member must be informed of the training sessions in a written form when joining the club.

The information that is given to the new member must be by a committee member or a senior member of the club.

### **Training Sessions/Races**

The information that concerns races and enrolling for them will be sent out in an email to members at least a week in advance and placed on the club's facebook group. Furthermore athletes will be informed of these races at training sessions.

Training sessions and length/severity will be provided to new members when they join the club in the form of a club information booklet and displayed on the club's facebook group as well as emailed to new members when they join the club.

Warming up must be encouraged before all events and practice.

When representing the University in an event, members must wear the University colours/vest.

## **Communications**

Information about how to contact the committee will be given in a written form when joining the club.

## **Insurance**

It must be ensured that all members have either a Sportscard when they sign the membership form.

## **Discipline**

The club committee has the right to refuse membership or to cancel a member's membership if that person acts in a way to endanger other members of the club or anyone else while training or racing, or acts in a way which damages the wellbeing of the club.

# **UNIVERSITY OF LEICESTER SKI & SNOWBOARD CLUB**

## **CODE OF PRACTICE**

### **SAFETY**

Skiing activities will be in accordance with the guidelines set out by the English Ski Union and the appropriate facility operator.

### **FACILITIES**

Training and racing take place on dry slopes.

Skiers must comply with the instructor's directions and observe the safety codes that apply at each venue.

The basic code is:

- Always ski in control
- Stop at the edge of the slope
- Give way to a class if you are 'free' skiing
- Skiers below and/or ahead of you have right of way
- Look uphill before starting from the edge of the slope
- Groups must use only one side of the slope to return uphill or must use the lift/tow
- No spectators are allowed on the slope
- Use only equipment approved or loaned by the slope organisers
- Do not put hands through wrist loops on sticks
- Wear thick gloves, long trousers and long sleeves for protection

### **SKI & SNOWBOARD HOLIDAYS**

Ski & Snowboard holidays organised by the club will be arranged through a reputable tour operator.

Such holidays are deemed to be private holidays and are not part of the University's sports programme.

The holiday organiser for the club must ensure that everyone has adequate insurance cover for the holiday and is fully informed about all the arrangements for the holiday.

### **INSURANCE**

Every member must be covered by the Sports Association sports injury insurance and take out the appropriate cover for ski holidays.

### **DISCIPLINE**

Members are expected to remember at all ski club activities that they are representing the University and to behave in an appropriate manner.

Any member who disregards safety rules, or puts others at risk or whose behaviour is detrimental to the club, will receive a warning from the club captain. Further breaches of discipline may result in expulsion from the club.

## **UNIVERSITY OF LEICESTER SURF CLUB**

### **CODE OF PRACTICE**

The University of Leicester Surf Club recognises that surfing is a hazardous activity with a danger of personal injury or death. Participants in this activity should be aware of, and accept, these risks, and be responsible for their own actions and involvement. Therefore all surfers must be able to swim at least 100 metres in open water.

#### **AFFILIATION**

The club will be structured and organise surfing activities in accordance with recommendations from the British Surfing Association (BSA).

#### **INSTRUCTION**

Surfing lessons with a BSA recognised surf school will be available to all club members on at least one meet in the academic year. At subsequent meets, a recommendation to obtain surfing lessons from a BSA qualified instructor will be made to all individuals who have no prior surfing experience.

Novices will be given instruction by experienced club members on safety, surfing techniques, types, uses and care of equipment, terminology and communication by standard calling systems.

The Club Captain, in consultation with the club committee, must identify the training needs of the club officers to improve skills, awareness of safety requirements and the levels of instruction.

#### **EQUIPMENT**

The Club Captain must ensure that there is an experienced and competent Training and Equipment Secretary who will be responsible for ensuring surfing locations have means for hiring equipment suitable for all members.

Members who use their own personal equipment will be expected to know how to use such equipment correctly and safely. No responsibility can be taken by the Surf Club for the failure of such personal equipment.

#### **CLUB MEETS**

The Club Captain and Meets Secretary must ensure that the information given to members about the club meets includes the location, the type of surfing to be done, and what levels of ability will be catered for.

The Club Captain, Meets Secretary and Transport Secretary must ensure that the information regarding travel, personal equipment transportation, accommodation, catering arrangements and any unusual local hazard or danger, that can be foreseen before the trip, is communicated to the participants of each trip. Such information will be sent out by e-mail before each trip.

The Club Captain and committee must formulate a procedure whereby all groups will record, at an agreed central control point, their names, proposed routes and expected return times.

The procedure must also cover checking that all groups have returned, and for getting help in the event of an emergency.

Each group must ensure that they notify the central control point as soon as they return from the surf.

The Club Captain must ensure that he/she, or the overall meet organiser, has the University's 24-hour emergency telephone number.

#### **SPORTS INJURY INSURANCE**

Every club member must have the Sports Association sports injury insurance.

#### **DISCIPLINE**

Any member who by his/her actions or behaviour puts others at risk, or brings the club into disrepute, may, at the discretion of the Club Captain and the club committee, be suspended or expelled from the club.

The Club Captain will advise the member of the breach of discipline and the action to be taken.

Any member who feels he/she has been treated unfairly may appeal to the club committee or may raise the matter in writing with the President of the Sports Association.

## **UNIVERSITY OF LEICESTER SWIMMING AND WATERPOLO CLUB CODE OF PRACTICE**

### **SAFETY**

Swimming Club activities will be conducted in accordance with the recommendations of the Amateur Swimming Association and the regulations imposed by the pool operator.

### **TRAINING**

Training will be given by the club coach or club captain. If neither captain nor coach are present, training will be given by other committee members or an experienced member of the club appointed by the captain.

Separate lanes will be allocated for learners and experienced swimmers.

### **LIFEGUARDS**

The club captain must ensure that the number of lifeguards required by the pool operator are present at all club pool sessions and hold the correct qualification.

The club captain must also verify the qualifications of the lifeguards used by the club and ensure that the pool operator has copies of the relevant certificates.

No one may enter the water unless the lifeguards are present.

### **POOL USE**

The Club Captain or instructor must inform swimmers of the pool emergency procedures.

Swimmers must leave the pool as quickly as possible on hearing the emergency signal.

The lifeguards will summon assistance from the pool staff and then attempt a rescue or first aid.

The Club Captain must ensure that an incident report is completed as soon as possible.

Swimmers are advised not to swim for at least an hour after a meal.

No one should run on the poolside or engage in any activity that may put other pool users at risk.

### **COMPETITION ENTRIES & COSTS**

Club members who have been entered into competitive events will be expected to give the club captain at least four days' notice if they wish to withdraw from the event.

The cost of any overnight accommodation booked by the club for that member will have to be reimbursed in full to the club, unless the accommodation can be cancelled without charge.

### **SPORTSCARD AND INSURANCE**

Every member must either have a valid Sportscard, which includes the Sports Association personal injury insurance, or insurance purchased from the Sports office.

### **DISCIPLINE**

Any club member whose behaviour or actions put others at risk, or bring the club into disrepute will receive a written warning from the club captain that any further breaches of discipline may mean suspension or expulsion from the club.

## **UNIVERSITY OF LEICESTER TAE KWON DO CLUB CODE OF PRACTICE**

Our aim is to make Tae Kwon Do enjoyable and safe at the same time. The code of practice set out below is to ensure this.

## **SPARRING**

Tae Kwon Do is a martial art and a degree of physical contact is necessary in order to participate fully.

The instructor or a senior member must supervise all sparring and their commands must be obeyed.

Contact is allowed only when permitted by the instructor and should be kept to a minimum at all times to avoid injury.

Members must bear in mind that sparring can be dangerous and must exercise control when executing attacks and blocks.

When sparring, protection must be used on the hands and feet of the attacking person. Groin guards, head guards and shin pads are highly recommended. Members must ensure that their training equipment is in good condition.

A student must never lose their temper whilst sparring.

## **SAFETY**

Every club session must start with warming up and stretching to prevent injury. Anyone arriving late must warm up and stretch on their own before taking part.

No one may train whilst ill or incapacitated without prior consultation with the instructor.

No jewellery or watches may be worn during club sessions. Toenails and fingernails should be kept short.

Any accidents or injuries must be reported immediately to the instructor and/or a committee member.

The club captain is responsible for ensuring that a first aid kit is available for training sessions.

## **EQUIPMENT**

We use a variety of equipment in addition to sparring gear. Focus pads, kick pads, breaking boards and the holder must not be used without instruction from the instructor, or a senior member. Members below Yellow Tag are not permitted to break.

## **SPORTSCARD & LICENCE**

All members must have a University Sportscard.

Above the level of Yellow Tag, they must also have a licence and insurance.

## **DISCIPLINE**

Any member who by his/her actions or behaviour puts others at risk, or brings the club into disrepute, may at the discretion of the instructor or captain and committee, be temporarily suspended or expelled from the club.

# **UNIVERSITY OF LEICESTER TENNIS CLUB**

## **CODE OF PRACTICE**

### **SAFETY**

The Tennis Club will operate in accordance with the guidelines laid down by The Lawn Tennis Association.

### **EQUIPMENT**

Players must wear suitable clothing and the correct footwear for tennis.

Players supply their own rackets but these must conform to the rules of the game. Damaged rackets must not be used.

Some racquets are available to rent from the Manor Road facility, but are on first come **first** serve basis.

Sports bags, spare rackets and all other belongings should be kept well clear of the court.

Tennis balls not in use must be picked up immediately and kept in a container clear of the court.

## **FACILITIES**

The club captain or his/her appointed deputy must be present at every club session at the sports centre and must check the courts, posts and nets before use. He/she must report any damage immediately to the sports centre Site Supervisor or his deputy

## **FIRST AID**

The club captain or his/her appointed deputy must ensure that a first aid kit is stocked and available at every club session.

The club captain must know how and where to get assistance in an emergency and must pass this information on to all team captains and committee members.

If any player requires immediate hospital treatment, he/she must be accompanied by the club captain or someone appointed by him/her.

## **TRAINING**

Whenever possible, club training sessions will be under the supervision of a qualified LTA coach.

If no qualified coach is available, training will be given by experienced, competent players appointed by the club committee.

The club captain must ensure that sufficient club officers are present at club sessions to:

- \* organise the allocation of courts,
- \* arrange partners for players where necessary,
- \* ensure everyone has a fair allocation of court time,
- \* liaise with the club coach,
- \* deal with enquiries from members,
- \* control access to the courts so that only the permitted number of players is on the courts at any time.

The appointed club officers at a club session must ensure that the courts are cleared of balls, belongings and litter at the end of the session. Any unclaimed property must be handed into the reception desk in the sports hall at the sports centre.

It is the responsibility of the club captain to ensure that courts are booked or cancelled for club sessions and home matches as required.

## **INSURANCE**

Every member must have a valid Sportscard, which includes the Sports Association's sports injury insurance.

## **DISCIPLINE**

Any member who disregards this code of practice, or whose behaviour brings the club into disrepute will receive a warning from the club captain. Any further breach of discipline may result in suspension or expulsion from the club.

# **UNIVERSITY OF LEICESTER TRAMPOLINE CLUB**

## **CODE OF PRACTICE**

### **MEMBERSHIP**

Membership is open to all staff and students of the University of Leicester.

Members may join the club at any time; the membership fee will be reduced by a proportional amount per term of the year.

The club is open to any eligible person irrespective of ability or experience.

Any student member can stand for a committee post in an election.

Membership may be withdrawn by the committee provided the relevant disciplinary procedures are followed.

## **INFORMATION TO NEW MEMBERS**

Both written and verbal information about the club will be initially provided at the Freshers' Fair.

The club will provide to new members confirmation of their membership.

Communication within the club will be via the email distribution list, our Facebook page and at training sessions.

The committee will clearly identify themselves and will be available to answer any queries that may arise.

Contact details for the committee members will be given to all members who are able to consult them on an informal basis about any matters arising.

## **AFFILIATIONS**

The club may be affiliated with British Gymnastics (BG)

## **COACHING**

Coaching must take place in accordance with the recommendations of the BG Best Coaching Practice for Trampolining.

The code of practice and protocols for coaches issued by the Sports Association will be adhered to.

Coaches must have the appropriate BG qualifications and current full membership of BG.

## **TRAINING**

Trampolines must only be used responsibly and in the presence of a qualified coach.

The coach's decision on training matters is final.

All participants must be available to 'spot' at all times during a session unless the coach has given permission to leave the trampoline.

## **FACILITIES AND EQUIPMENT**

The club trains at Beauchamp College in Oadby.

The coach must inspect all equipment at the start of each session.

At least 2 trained, suitably sized persons wearing training shoes, under direct supervision and involvement of a trained coach, should be used to put out and put away the trampolines.

## **DISCIPLINE**

Any member whose actions or behaviour during club activities put others at risk, or brings the club into disrepute, will receive a written warning from the club captain.

Any further incidents may result in suspension or expulsion from the club.

If a member feels that they have been unfairly treated, they may refer the matter in writing to the President of the Sports Association.

## **INSURANCE**

Every member must have a valid Sportscard or the Sports Association's sport injury cover.

Should a member wish, it is advised they purchase individual membership from British Gymnastics (BG). Details will be provided by the Coach or committee members.

## **SAFETY**

The club will be run in accordance with the recommendations of BG. Members must:

- Inform the coach of any medical condition or medication which could affect performance.
- Always inform the coach of any accident in the last 6 months which resulted in unconsciousness from a blow to the head.
- Only use trampoline when a coach is present and has given permission.
- Pay attention when spotting.

- Be attentive to the coach and attempt new skills only after progressive training.
- Avoid going under or swinging under the trampoline or end-decks.
- Remove all watches and jewellery, including body piercing, before jumping on the bed.
- Wear sports clothing and non-slip footwear, tie hair back and keep nails short.
- Report any accidents or injuries immediately to the coach and/or a committee member.

### **GENERAL**

Trampolining is a potentially dangerous sport. The purpose of this code of practice is to ensure both participants and coaches operate safely.

## **UNIVERSITY OF LEICESTER ULTIMATE FRISBEE CLUB CODE OF PRACTICE**

### **SAFETY**

The club will operate in accordance with this code of practice and the safety guidelines recommended by the UK Ultimate Association.

### **CLOTHING**

At the start of each session, indoor or outdoor, the club captain, or his/her appointed deputy, will check that all participating members have the correct footwear.

Players will not be allowed to take part without suitable footwear.

Black-soled footwear must not be worn in the sports hall.

Jewellery and personal adornments must not be worn during play. If the club captain considers that such an item is a risk, and it cannot be removed, the wearer will not be permitted to play.

### **FACILITIES**

Before play starts, the club captain will ensure that the playing area is clean and free of hazards.

The club captain will also ensure that spectators are kept at a safe distance from play.

The club captain must be aware of emergency and first aid provision at the playing venue and must ensure that this information is passed to committee members present at the session before play starts.

The club captain and committee members must check any facility used by the club at the end of each session. Any litter must be removed and lost property should be handed to the facility manager.

### **INSURANCE**

Every member must have a valid Sportscard, which includes the Sports Association's sports injury insurance.

### **FIRST AID**

The club captain must ensure that there is always a basic first aid kit readily available at training sessions and competitions. It is the responsibility of the club captain to check and restock the kit after each club session.

### **ALCOHOL**

Alcohol is not permitted at club sessions. Any member who consumes alcohol or is under the influence of alcohol at a club session will be asked to leave by the club captain.

### **EQUIPMENT**

At the start of any club session, the club captain will check all discs, whether owned by the club or the personal equipment of a member. The club captain will retain any faulty or damaged discs so that they may not be used.

### **DISCIPLINE**

Any member, whose actions or behaviour during club activities put others at risk or bring the club into disrepute, will receive a written or verbal warning from the club captain. Any further misdemeanour may result in suspension or expulsion from the club.

## **UNIVERSITY OF LEICESTER VOLLEYBALL CLUB CODE OF PRACTICE**

### **SAFETY**

The Volleyball Club will run in accordance with the recommendations of the English Volleyball Association.

### **AFFILIATION**

The club will be affiliated to the English Volleyball Association and the Leicestershire Volleyball Association when playing in BUCS or a regional league.

### **EQUIPMENT**

The Club Captain must ensure that balls used by the club conform to the International Volleyball Federation (IVF) regulations. Balls must be laceless and the valve must be flush with the surrounding surface.

Posts must conform to (IVF) regulations and should be of the floor-socket type or wall-mounted. They must not be supported by weights.

Players must not pull or swing on the net.

Players must wear suitable non-marking footwear in the sports hall and must not play or train in shoes, which have been worn outside the sports hall.

### **FACILITIES**

For training sessions and home matches, the Club Captain must inspect the sports hall to ensure that the floor is clear of hazards and that there is no damage that might cause injuries.

The Club Captain must report any damage to the sports hall supervisor.

The Club Captain is responsible for ensuring that the posts and net are erected correctly and dismantled and put away in the storeroom at the end of the session.

All belongings and any litter must be cleared from the sports hall at the end of every session. The Club Captain is responsible for leaving the sports hall in a clean and tidy state for the next user.

No food or drink may be taken into the sports hall.

### **TRAINING**

A qualified coach will supervise training when possible. If a qualified coach is not available, an experienced member of the club appointed by the Club Captain and committee will take training.

### **SPORTSCARD & INSURANCE**

Every member must have a valid Sportscard, which includes the Sports Association personal injury insurance.

### **MATCH OFFICIALS**

All match officials, whether qualified or not, will be treated with respect and courtesy by all club members.

Players will abide by the decisions made by match officials during play.

Clarification of any decision should be requested through the team captain.

Any player who abuses a match official, either verbally or physically, will be subject to the disciplinary processes of the club, and the regional authority for the sport.

Fines imposed by the regional authority will be the responsibility of the individual player.

### **DISCIPLINE**

Any member, who infringes the club's code of practice, or whose behaviour brings the club into disrepute, will receive a written warning from the Club Captain that any further breaches of discipline may lead to suspension or expulsion from the club.

Any member who feels he/she has been unfairly treated, may appeal to the Club Captain, or may raise the matter in writing with the President of the Sports Association.