



## Clubs & Societies

# CODE OF PRACTISE

All clubs and societies are affiliated to Lancaster University Students Union and are therefore bound by the Union regulations and constitution.

Club/Society: RUNNING CLUB

### The Aims of the Club/Society

The aim of Lancaster University Running Club is to promote running as a sport to those at the University and to support those who are already participating in it. We aim to do this in a safe, social atmosphere that supports runners of all abilities.

The following constitutes the clubs/societies procedures which must be followed by all members so that all activities are carried out safely:

### Area of activity: Clothing & Footwear

#### Procedures to follow

- It is essential that members wear suitable footwear whilst running for their own safety. The Exec will recommend using specific running trainers but at the very least good, study trainers must be worn. The Exec will check before the run and members who do not wear suitable footwear will not be permitted to run.
- Appropriate clothing for the conditions must also be worn by all members, i.e. training tops, t-shirts, sweaters etc according to the weather conditions.

Areas of risk assessment covered:  
HOLES/POT HOLES IN ROAD  
WEATHER CONDITIONS  
SPORTS INJURIES

### Area of activity: Warm up and preparation

#### Procedures to follow

- All runners must warm up to reduce the likelihood of injury; a team leader will lead a short warm-up at the start of each session and everyone must participate.
- Members will be recommended to seek medical advice before undertaking any fitness activity if they have a medical condition or

injury.

- On night time runs, or in bad weather, members will be provided with high visibility bibs which must be worn at all time during the run to increase visibility.

Areas of risk assessment covered:

ASTHMA ATTACK/FIT  
WEATHER CONDITIONS  
SEPARATION  
WARM UP/WARM DOWN  
SPORTS INJURIES

Area of activity: Whilst running

### **Procedures to follow**

- The Exec will check all the routes on a regular basis to ensure they are safe and suitable for the runners; they will inform members of any potential hazards on a route before a run (or during it if appropriate).
- The Exec will ensure the run starts early enough that there is sufficient light to complete the run if it is designated as a daylight run. The Exec will ensure that nighttime runs are adequately lit with street lighting.
- Runs will not take place where there is a risk of ice or slippery surfaces; the run will be cancelled or a different route used.
- If members see any hazards that could be dangerous they must be reported to a team leader.
- The Exec will warn all members before the run about the dangers of dehydration and will advise them to carry plenty of water. This is particularly important on hot days.
- There will be several team leaders on each run who will wear a uniquely identifiable high-visibility vest. If members have any problems they can contact a team leader.
- There will be regular checkpoints on the route where headcounts will be done by the team leaders to ensure everyone is present. All runners must stay in visual contact of a team leader to ensure they do not get lost or can be helped if injured.
- There will be at least one qualified first aider on every run. Most of the team leaders are First Aid trained so members must contact a team leader in the event of any injuries or difficulties. Team leaders will carry first aid kits in case of emergency.
- Members must be aware of traffic and pedestrians on the routes and run on pavements or cycle tracks where they are available. Members will be warned of the dangers of traffic before the run. Members should also refrain from wearing personal stereos/iPods etc which may put themselves and others in danger because they cannot hear potential hazards (e.g. emergency services or other vehicles).
- Team Leaders will supervise the group and be positioned at the front

and back of the group to ensure no-one is left behind and to ensure anyone in difficulty can be helped. Team leaders will carry mobile communication so that they can contact each other in case of emergency.

- Members must stay with the group and in sight of a team leader at all times to ensure they do not get lost. If a member goes missing the team leaders will halt the run and try to locate them. If a member is in danger and cannot be located then they should contact the emergency services.
- Any member who deliberately leaves the route without informing a team leader may be subject to disqualification from the club.

Areas of risk assessment covered:

HOLES/POST HOLES IN ROAD  
TRAFFIC/PEDESTRIANS  
ASTHMA ATTACK/FIT  
DEHYDRATION  
LIGHTING  
WEATHER CONDITIONS  
SEPERATION  
SPORTS INJURIES

Area of activity: At the end of the run

### **Procedures to follow**

- Any hazards/problems on the run must be reported to a team leader so they can be resolved.
- A team leader will run a warm down and stretching session to reduce the likelihood of post-run injuries, all members should take part in this.

Areas of risk assessment covered:

HOLES/POST HOLES IN ROAD  
WARM UP/WARM DOWN

Area of activity: Travelling

### **Procedures to follow**

- The Exec will ensure that all hire vehicles are hired from reputable companies.
- If a member is driving the Exec will check that the driver has a clean license and they will also check that the vehicle has a valid MOT and insurance. The checks must be done before a driver or vehicle are used.
- Only drivers who are registered with the AU will be permitted to drive a Minibus and these drivers must follow the LUSU Minibus Drivers Handbook at all times.
- A headcount will be conducted before leaving campus and trip list will

be given to Security (with contact details of an Exec/Team leader member). Headcounts will also be done after every travel stop and before leaving the venue to ensure no-one is left behind.

- At the event an Exec member and/or team leader will issue instructions on meeting places and times; these must be followed.
- The contact number of an exec member/team leader who is in attendance will be given to all members in case of emergencies.

Areas of risk assessment covered:  
TRAVEL

## **Duty of Care**

Please note that on top of the above procedures, all individual members of the society owe a Duty of Care to fellow members of the society and other societies, and where appropriate the public. Any society member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the societies Code of Practice will be disciplined by the society executive committee and may face expulsion from the society.