



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: Trampolining

The Aims of the Club/Society

To train in trampolining for fitness fun or to represent Lancaster University in competition e.g. Roses.

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: Setting up Trampolines

Procedures to follow

- Footwear must be kept on while setting up the trampolines.
- There must be a minimum of 4 people helping to set up each trampoline and only those who have been shown by the Exec how to set up a trampoline will be allowed to do so.
- The coach will supervise and assist the set up of each trampoline and check it is safe before members get on.
- Members and the exec will put mats around and on the trampolines before any activity begins. The Coach and Safety Officer will ensure the fall area is covered by mats.
- All spare equipment must be put away safely in the store cupboard to ensure there are no obstacles in the activity areas; the coach and exec will ensure this happens.
- The Coach will make regular thorough safety checks of the trampolines to check they are in a safe condition. The sports centre will be asked to also make regular checks. If a trampoline is found to be damaged or not safe at any point it will not be used until it is repaired.

Areas of risk assessment covered:

'trampoline not set up properly', 'tripping over equipment', 'damaged trampoline' - All actions and Controls covered.

Area of activity: Training

Procedures to follow

- The trampolines must be set up properly as detailed above. They will be checked by the coach to ensure they are safe and mats must be placed on and around the trampolines to ensure the fall area is covered.
- The Coach and Exec will ensure there is at least 4 spotters (one on each corner) on each trampoline before a member begins training and at all times while someone is on a trampoline.
- Appropriate clothing must be worn by all members: no loose clothing, piercings, or jewellery is allowed to be worn. The Safety Officer will inform new members of what clothing is appropriate. The Coach and Safety Officer will check clothing at the start of the session and anyone wearing jewellery or not wearing appropriate clothing will not be allowed to participate.
- Activity can only take place when a trained coach is present in the room to supervise. If the coach is not present the session will be cancelled.

Areas of risk assessment covered:

'Falling off the trampoline', 'trampoline not set up properly', 'Injury whilst training', 'Catching clothing or jewellery on trampoline', 'damaged trampoline' - all controls and actions taken to avoid injury covered.

Area of activity: Entering Competitions

Procedures to follow

- The president will check that every competition is registered with the correct governing body. Only registered competitions will be entered.
- The Coach must be present at all competitions to ensure that all the safety procedures of the competition are followed.
- When travelling to competitions only the legal number of members will be taken in a car and all members must wear seatbelts.
- The exec will ensure that vehicles used have a current MOT and insurance and that the drivers licence is clean. The paperwork will be checked before the vehicle or driver can be used.
- A list of people attending, including their contact numbers, will be given to every exec member attending and taken on the journey. After every stop and when leaving the venue a headcount will be done by the Exec to ensure no one is lost or left behind.

Areas of risk assessment covered:

'Entering competitions', 'travelling to competitions' - all controls and actions covered.

Area of activity: Socials

Procedures to follow

- There will be at least one sober exec member on every social to supervise the group and deal with any situations which arise.
- The exec will plan the social in advance and only go to reputable venues.
- A list of all members on the social and their contact numbers will be available to each exec member; members will also have a contact number for at least 2 exec members to avoid getting lost or left behind.
- The sober Exec member will do regular headcounts to ensure no-one is left behind.
- Everyone on the social must stay in groups to avoid being left alone and getting lost. The sober exec member will ensure the group stays together.
- Members must use footpaths and not wonder onto the road. Roads must be crossed at designated crossings where available.

Areas of risk assessment covered:

'Drinking socials.' - all controls and actions covered.

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.