

CONTENTS

Introduction	page 2
Students' Union Statement	page 3
Club Officers – Roles & Responsibilities	page 4
How to Organise and Run your Club Committee Meetings	page 7
Model Constitution	page 9
Sports Council	page 11
Club Membership and Money for Funding	page 12
Club Guidelines	page 13
Fresher's Fair	page 15
Duty of Care	page 17
Sport Categories	page 20
Risk Assessments	page 21
First Aid	page 24
Coaching Course Funding & Training	page 25
Incident/Accident & Emergency Procedure	page 26
Personal Insurance	page 28
Useful Contacts	page 31

INTRODUCTION

The University of Bolton Students' Union recognises the benefits of participation in sporting activities and has to balance this recognition with its "duty of care" to the participants.

Safe sport requires a partnership between the University, Students' Union, Clubs and individuals, each recognising and accepting their responsibilities.

This Handbook contains guidelines, information and other documents relating to safety in sport. It is intended to be of a practical use to Club Officers in ensuring the safety of all participants.

The Sports Safety Handbook is just one of the ways to raise the awareness of safety within student activities, providing a foundation that we can all work to and from.

The Sports Safety Handbook should not be seen as "set in stone" but rather as an ongoing document that can be used and modified to the individual club's needs. As sports develop or legislation changes so will the Safety Handbook. We welcome any suggestions or comments on the contents, in order that we may continue to improve and develop the Sports Safety Handbook.

STUDENT UNION MISSION

To enhance the student experience at Bolton.



STUDENT UNION STATEMENT

In its commitment to Sports Safety the University of Bolton Students' Union will endeavour to provide the following through its individual Clubs and their appointed Officers.

1. Undertake Risk Assessments of each sport, to identify the hazards (the potential injury), assess the risk (the likelihood that injury will actually occur), and what measures can be used to control and reduce the risk to an acceptable level.
2. Provide subsidised funding for the training of Club members, Leaders, Organisers etc to National Governing Body standards, so as to raise and enhance the level of safety, skill and awareness within the Club.
3. Record compulsory testing achievements of swimming abilities for all members of water related Clubs.
4. Provide First Aid Kits and First Aid Training for Club members.
5. Require pre-registration and approval of all away trips.
6. Provide support and funding in the selection, acquisition, hire and maintenance of equipment, including testing, inspection and appropriate logging.
7. Provide compulsory affiliation to the relevant National Governing Body (where they exist), the adoption of their recommended "Codes of Good Practice" and the distribution of relevant information throughout the year to individual Club members.
8. Provide a system to report, monitor and investigate incidents or near misses via report forms.
9. Provide basic, adequate insurance cover through Club membership.
10. Continue to monitor, review and modify Safety Procedures as necessary.

CLUB OFFICERS – ROLES AND RESPONSIBILITIES

The officers that you decide to elect are important because they have the responsibility for carrying out the day-to-day running of your Club. As such, they should be committed to, and be available for doing much of the work involved in organising the Club's activities.

The committee will consist of the following officers:

Chair

Secretary

Treasurer

Equipment Officer

Captain (if applicable)

Two ordinary members

The Chair

Duties Include:

- Oversee the running of the Club.
- To agree the Agenda for each committee meeting with the Secretary and to chair these meetings and to ensure that they are conducted in an orderly and democratic manner.
- Ensure the Aims and Objectives of the Club are met, and will act as a spokesperson for the club.
- Completing the Club Officers and Model Constitution form and submitting it to the Student Activities Co-ordinator.
- Responsible for dealing with club member's complaints.
- To attend Club Officer training session.
- To undertake an annual risk assessment of the club's activities in conjunction with the Captain of the club.

The Secretary

Duties include:

- Responsibility for taking minutes at the club meetings. Minutes from the first and AGM meeting where officers are elected must be lodged with the Student Activities Co-ordinator.
- Arrangement of any events as agreed by the Committee, i.e. facilities, room booking, use of equipment (if applicable) or transport. (Forms are available from the Student Activities Co-ordinator).

- Keeping an up to date record of members of the club.
- Be responsible for all communication within the club either via letter, telephone or email.
- Co-ordinate with the committee to advertise any events, matches and socials
- To attend Club Officer training session.

The Treasurer

Duties include:

- Completing the “Club Budget” form when requiring money for kit or equipment, and ensuring that signatures are obtained from the relevant committee members before submitting it to the Student Activities Co-ordinator or the Sabbatical Officer. This is then submitted at the next scheduled Sports Council Meeting. **Receipts must always be provided.**
- Submit budgets with all the necessary details to the Sabbatical Officer or the Student Activities Co-ordinator well in advance of a meeting.

The Equipment Officer (if applicable)

- Responsible for maintaining all kit and equipment
- The equipment officer shall make their home and term-time contact details available to the Students’ Union.
- Conducts an annual inventory of kit/equipment and filing a copy of this document with the Student Activities Co-ordinator.
- Notifying the Student Activities Co-ordinator of any loss, damage or theft of kit/equipment, or any kit/equipment that should be written off.
- Sign the Kit/Equipment Control book when taking out kit/equipment in the presence of a SU representative.
- Ensuring all kit/equipment is returned to the SU after use.
- Advising the committee on the purchase of Club kit/equipment in consultation with the Student Activities Co-ordinator.

The Captain is responsible for:

- Attending meetings of Sports Council.
- .Liaises with the Student Activities Co-ordinator regarding fixtures.
- To be aware of relevant/BUCS rules and regulations, keeping up to date on any changes to rulings and ensuring that all relevant members of the club have the same important level of knowledge.

- Selecting players for the matches on a fair basis and explain the criteria for selection to players beforehand i.e. standard, availability, commitment, attendance.
- Ensuring that players know what is expected of them in terms of commitment and attitude towards training and competition.
- Reporting any accident or incident to the Student Activities Co-ordinator and completing the official form.
- Acting as contact for the opposition and officials during the game and socially after the game.
- Undertaking an annual risk assessment of the club's activities in conjunction with the Chair of the club.
- Accepting the decision of officials.
- Ensuring that team members uphold a respectable level of behaviour during and after the game.
- Ensuring all Codes of Practice Guidelines are adhered to.
- Reports BUCS results to the Student Activities Co-ordinator. This must be done before 10.00am the following day.
- Booking referees/umpires, arranging transport to and from matches via the Student Activities Co-ordinator using the official forms.
- Arranging fixtures for the club so that it remains active throughout the academic year.
- .Liaises with the Student Activities Co-ordinator regarding fixtures.
- Contacting ground staff/officials to ensure that playing conditions are acceptable for home games.
- Other duties as agreed with the Club Committee.

These are intended as a guide only. Ultimately, it is up to the members of any Club to decide what the duties of its officers should be. It may be that in addition to the above three officers, your Club will want to elect another officer to deal with for example, publicity. Again, it is up to you to assess the needs, and elect officers who will ensure the successful running of your Club.

HOW TO ORGANISE AND RUN YOUR CLUB COMMITTEE MEETINGS

Why should you have meetings?

Meetings help analyse and solve problems, generate creative ideas, pass on information, make decisions, discuss goals, and evaluate progress. Meetings can be really informal get-togethers, extremely formal structured debates, or anything in between. Whatever sort of meeting you're having, there's a lot you can do to make it go well. With a little planning, meetings can be really effective and even run themselves.

BEFORE THE MEETING

Be clear about your aims:

- Why are you holding the meeting? If it has no clear purpose, the participants will see it as a waste of time and you may lose their interest for good!
- What sort of meeting will it be – an informal discussion or a sit down meeting with an agenda?
- Make sure everyone knows what you want to achieve beforehand, so that people can prepare and participate more fully. If the meeting won't involve your members discussing an issue, consider sending out an email or putting information online instead.

Decide who to invite

- Who needs to be there? Is it an ordinary General Meeting open to all members, just for the Committee, or a relevant sub-group?
- People have different views and opinions – it's a fact! This doesn't mean you should avoid inviting people if you can see they might disagree about an issue - just make sure the meeting is well run and that everyone has their say. Having a variety of opinions is much better than only inviting people who will agree with you!

Choose a location and time:

- Rooms are available for meetings and can be booked in advance through the Student Activities Co-ordinator.
- Consider the needs of the people who will be attending. Does it need to be an unlicensed venue; do you need special access for people with disabilities?
- Timing is important. Set an end time as well as a start time, this will allow people to plan around the meeting.

Set an Agenda – and stick to it!

- If your meeting is very informal, you may not need an agenda. It always helps though to have a plan of what you want to achieve, and it's a good idea to make a note of what has been decided. For a more informal meeting, an agenda lets people know what will be discussed, and helps the Chair steer

the meeting in a logical and structured way.

- Ask people to contribute agenda items well in advance of the meeting, then the secretary should send out the agenda along with details of the meeting purpose, date, start and end time and location, and copies of any reports etc. to be considered.

Suggested Agenda items:

1. Apologies from people who can't attend – so you don't waste time waiting for them.
2. Matters Arising from the minutes of the last meeting. (Usually comments and reports about ongoing projects and checking on what was said at the last meeting).
3. Discussion topics including anything that needs discussing and agreeing (e.g. Committee Members Reports, Financial Update, etc).
4. Any other Business – speaks for itself!
5. Date, Time and place of next meeting.

The officers that you decide to elect are important because they have the responsibility for carrying out the day-to-day running of your Club. As such, they should be committed to, and be available for doing much of the work involved in organising the Club's activities.

AT THE END OF THE MEETING

- Ensure that members understand and are able to carry out their responsibilities.
- Give recognition and appreciation to members for excellent progress.
- Put unfinished business on the agenda for the next meeting,
- Evaluate – discuss with other members any problems that occurred during the meeting, perhaps brainstorm ways that improvements could be made.

AGM (Annual General Meeting)

This is relevant to all members of your Club who should all be invited to attend.

Did you know that all Clubs must hold their AGM to elect their new committee in the Spring Term? Far too often groups hold their AGM late and then don't have time to handover properly to their successors, leaving them and the group at a disadvantage. Make sure your hard work is taken forward by holding your AGM correctly and on time, you can pick up some great tips for structuring your handover and make sure it all goes smoothly!

MODEL CONSTITUTION

The purpose of this document is to:

1. Assist recognised Clubs in the production of a Constitution that outlines their duties and responsibilities that all Club members must abide by and be made aware of.
2. Enable Sports Council to approve the Club's Constitution (approval will be based on comparison to the Model Constitution).

A Committee Member should return their Club Constitution to the Student Activities Co-ordinator

The "SU" refers to "Student Union".

Contents

1. Name
2. Aims and Objectives
3. Membership
4. Membership Fees
5. Voting
6. Amendments to Club Constitution
7. Sports Council Commitments

1. Name of the Club

The Club's name shall be the University of Bolton Students' Union xxxxx Club. Referred to as the "Club"

2. Aims and Objectives of the Club

The aims and objectives of the Club should be recorded on the Model Constitution form. This is a clear and concise statement that outlines the aims and objectives of the Club.

3. Membership of the Club

3.1 Membership of the Club will be open to all the University of Bolton students in accordance with the SU Constitution.

3.2 Individuals who are not students of the University of Bolton may join a Club as an Associate member, but must fall into the following categories.

- (a) Ex-students of the University of Bolton.
- (b) University of Bolton Staff.
- (c) University of Bolton Students' Union Staff.
- (d) Current NUS members.

4. Membership Fees

The Club Committee will ensure that **all** members have completed the necessary Sporting Clubs Membership Details Form (available from the Students' Union) and pay the appropriate membership fee ([refer to the UBSU](#)

5. **Voting**

5.1 This will take place for the election of Club officials and any issues that the Club deem of importance.

5.2 Club members are entitled to vote with the exception of Associate members.

6. **Amendments to Club Constitution**

A two-thirds majority at a General Meeting of the Club may make amendments to its Constitution subject to ratification by the Board of Trustees of the Union.

7. **Sports Council Commitments**

7.1 **One** member and the Captain (if applicable) from each Club are required to attend Sports Council meetings.

7.2. Members have a vote on any issues.

7.3 ***Clubs who do not attend two meetings without reasonable apologies will be automatically withdrawn from competition, training and funding.***

SPORTS COUNCIL

SPORTS COUNCIL AND ITS SCOPE AS A COMMITTEE

There shall be a sub-committee of the Senate known as the Sports Council.

The Sports Council shall:

- (i) promote sport generally within the Union and University.
- (ii) approve the affiliation of Sports Clubs upon the recommendation of the Union President where such an affiliation would be intra-vires and further the Union's objectives;
- (iii) aid affiliated Clubs in furthering their activities and increasing their members;
- (iv) promote and support sporting excellence amongst individuals and teams representing the University of Bolton at any level; and
- (v) promote coaching and training for Clubs.

MEMBERSHIP

The Sports Council shall consist of:

- (i) The Chair of Sports Council;
- (ii) The Union President; and
- (iii) One Member and Captain (if applicable) from each affiliated Club.

CHAIR

The Chair of the Sports Council shall be elected by a simple majority of members at the first meeting of the Academic Year for a term of one Academic Year. The Chair may not be the Union President.

QUORUM

The Quorum for the Sports Council shall be 50% of the Members from affiliated Clubs.

FREQUENCY OF MEETINGS

- (i) The Sports Council shall meet on a regular cycle of its own choosing, meeting not less than on two occasions per Semester.
- (ii) An Extraordinary Meeting of the Sports Council may only take

place at the agreement of the Chair of Sports Council.

CONTENTS OF NOTICE

Every notice calling a Sports Council Meeting shall specify the place, day and time of the meeting and general particulars of all business to be considered.

SERVICE OF NOTICE

Notice of Sports Council meetings shall be sent to each Club Officer by post and electronic communication.

LENGTH OF NOTICE

A Sports Council Meeting shall be called by at least five clear days' notice unless:

- (i) The Chair agrees to shorter notice; or
- (ii) Urgent circumstances require shorter notice.
- (iii) Notice of Sports Council meetings shall be sent to each Club Officer by post and electronic communication.

MEMBERSHIP

It is the responsibility of the Committee of each Club, to ensure that all the members have completed the necessary Sports Club Membership Form and paid their fee. A Club Membership Card will be issued to all members who have paid their membership fee. Please remember, members who haven't paid their membership fee are not permitted to take part in any Club activity, nor are they insured to participate in any event.

Please do not forget that you, as an Officer, must also pay to join your Club.

Membership Fees

Sports Clubs	October - December	January - March
BUCS Team Sports	£15.00 per club	£7.50 per club
SU Recreational Clubs	£10.00 per club + (£5.00 if entered into a BUCS competition)	£5.00 + (£5.00 if entered into BUCS competition)
Associate Membership	£25.00 per club	£12.50 per club

*An Associate member of a Club shall fall into the following categories:

- An ex-student of the University of Bolton (proof must be provided).
- A member of the University of Bolton staff.
- A member of UBSU staff.
- A current NUS card holder from any other University.

Group Insurance

In addition, all members of Students' Union Clubs pay an insurance premium which is included in their membership fee. The Endsleigh Group insurance policy will cover Clubs when undertaking their activities.

MONEY

How do we get funding for the Club?

The Students' Union has an amount of funding set aside from its annual budget to support Clubs and their activities. This is not a large amount, so money must be spent wisely. All requests for money must follow the budget procedure below.

Funding

Applications for funding must be submitted on the official application (budget form); these are available on request from the Students' Union. All details must be given of requested items. You will be required to obtain **three** separate competitive quotes. After completion, please submit to the Student Activities Co-ordinator so that it can be added to the Agenda at the next Sports Council meeting for discussion.

Purchase of Items

If your budget is passed through Sports Council, the Students' Union will purchase items on your Club's behalf.

CLUB GUIDELINES

TRANSPORT

Please refer to the Student Activities 'Transport Policy' for information.

Room Bookings

All clubs are entitled to book a room for a meeting free of charge for club events, which are only open to UBSU affiliated members. All room bookings can be made through the Student Activities Co-ordinator.

New clubs may make one room booking in order to hold their first meeting, but may not have further rooms until Sports Council has ratified them as a club.

Stationery

Any forms that are needed to run your club are available from the Students' Union. This includes Membership Forms and Membership Cards, Constitution Forms, Club Officer Forms, Budget Forms, envelopes, stamps etc.

Photocopying

Photocopying for your club is done free of charge. Please allow adequate time, especially at the beginning of the first term. You can usually expect to be able to collect your photocopying 24 hours after you submit your Photocopying Request Form.

Post

The secretary of your club will be emailed when any post has arrived, this then can be collected from the Students' Union.

Faxes

These can be sent and received from SU reception without charge.

Advertising

If any club would like to have an article published in the student newspaper 'Student Direct' contact the Newspaper Editor at the SU.

Website

All clubs have the opportunity to have their own mini-site on, or a link to, an already established website from the Students' Union website. To find out more, speak to the Student Activities Co-ordinator.

Equipment

All equipment etc. must be ordered through the official Students' Union ordering system by the Student Activities Co-ordinator. This applies to any equipment which has been approved by Sports Council.

Affiliations

Affiliations will only be made to an organisation approved by Sports Council.

A copy of the affiliation form with proof of cost and any other relevant material must be made at the time of the request. This is to ensure requests are legitimate and not intra virus.

Social Events

If you are planning to organise a social event there are a number of steps you need to take. Initially, you are advised that you should speak to the Students' Union, who is there to help you through the process of organising an event. You may want to hire a room at the University, or maybe the Students' Union LOFT Bar. It is a good idea to plan well ahead so that the event runs smoothly.

Budgeting for your event

Whatever the scale of the event, you will be required to prepare a budget and you must have this agreed by the Students' Union before permission is granted to run the event. If a budget is not agreed beforehand, the Students' Union may not agree to issue funds for the event.

If you have any queries regarding items to include in your budget, contact the Student Activities Co-ordinator.

To prepare an accurate budget, you should get written quotes for each part of your expenditure.

When you are preparing the budget for an event, always make sure that you do include VAT when calculating your expenditure.

Complaints Procedures

This procedure has been created to allow Club members to raise issues that might include the following:

- (a) The safety of club activities.
- (b) Poor standards of instruction or leadership.
- (c) The standard of equipment used for club activities.
- (d) Poor club administration.
- (e) The lack of suitable activities for a particular level of participation.

Complaints concerning club safety or operational matters should be addressed to the chair of the club. If this does not prove satisfactory a written complain should be made to the Sabbatical Officer.

FRESHER'S FAIR

Fresher's Fair is possibly the most important event of the year for Clubs and Societies. This year Fresher's Fair for Clubs and Societies will take place on **Wednesday 28th September** in the Chancellor's Mall. This is the time when you can attract new people to your Club, get them on your mailing lists and get them involved. You need to ensure you make an impression at Fresher's Fair in order to give your Club a steady future.

What happens before Fresher's Fair

Every Club will be allocated one stall at Fresher's Fair. This will be a basic table, which you can then decorate as you want (in a non-destructive fashion). All stall locations will be allocated by the Student Activities Co-ordinator.

HOW TO GET THE MOST OUT OF FRESHER'S FAIR

Plan in advance

The summer holidays are generally a difficult time in which to organise anything due to many committee members being dispersed around the country or the world. Many of the most successful groups will have identified what their Committees' summer plans are before the start of the summer holidays and planned accordingly.

If your committee are all going to be around Bolton for much of the holidays or if they are all returning to Bolton about a month before term starts, then you will find things easier. However, if your committee is not going to be in the same place for any substantial period of time, then you will need to do much of your Fresher's Fair planning before the summer term ends.

Stand out

You will need to catch the attention of the new students, most of who will already be dazed by the experience of moving into halls, a new town and the numerous other stalls at Fresher's Fair.

If your activity is hands-on, or visual, think of ways which you could utilise that. Just remember, if you want to bring something large or unusual, tell the Student Activities Co-ordinator to ensure that it will fit and that it is safe – you may be asked to provide a risk assessment for anything you bring or intend to do.

Handouts

You will need to give something to the students who turn up to your stand so that they:

1. Remember who you are.
2. Know when your meeting/training sessions are.
3. Know how to join your Club.

Do not promise anything that you can not deliver as members will end up disappointed.

Freebies

Students love free things. There will be external companies at Fresher's Fair giving out wonderful freebies. However, it is amazing the difference that even a big box of sweets can make to attracting students around your stall.



Introduction

Although the Students' Union accepts that there is a vast depth of knowledge within the Clubs, a very real concern has developed following accidents at other institutions.

Responsibility for your health, safety and welfare and that of others lies not only with the organisation i.e. the University, the Students' Union and the Club but also with yourselves both as SU Club officers and as SU Club members.

The duty of care requires you to consider the consequences of your acts and omissions and to ensure that they do not give rise to a **foreseeable** risk of injury to any other person.

As officers of a Club you have accepted responsibility and your duty of care may well be – and almost certainly is – greater to your fellow members.

For example, if you agreed to be the equipment officer you must take reasonable inspections of the equipment to see that it is reasonably safe.

The same applies to group leaders or team captains.

Every member who joins a Club will be issued with an established Code of Practice from the 'Safe Sport in Universities' produced by BUCPEA ISBN0948634 80 4, which must be adhered to.

A safe and successful Club is dependent on good administration implemented through its Committee. These guidelines are intended to ensure that poor club administration does not lead to concerns over safety.

The Club is obliged to operate within their Constitution and the NGB guidelines in order to receive any support from the Students' Union

Trip and Activity Registration

Established good practice requires you to let people know where you are going, and also to inform them of what you intend doing when you get there. In the event of an accident, the information that the Union requires from the Club will be of benefit to everyone involved.

Any trip or event organised off-campus must be registered with the Student Activities Co-ordinator.

You **MUST** complete forms for any and all trips which take place off-campus whether you are using Union transport, coaches or even no transport at all. **ANY TRIP or ACTIVITY** that takes place outside the UK must be submitted to the Student Activities Co-ordinator at least one month in advance of departure date.

The forms below are available from the Student Activities Co-ordinator and once completed must be returned as soon as possible. Please bear in mind the availability of transport when organising your trip.

- Trip Registration and Transport Booking form.
- List of members participating on that trip.

What is a Student Activity?

Union activities are recognised as being either one or more of the following:

- Publicised at Club meetings.
- Funded by the Union.
- Require the use of equipment owned by the Club.
- Requires group transport booked through the Union.

If in any doubt please discuss the matter with the Student Activities Co-ordinator.

Trip Organiser

The Trip Organiser is responsible for the overall planning of a Club activity, and although they delegate tasks, it is up to them to ensure that the activity can run safely, efficiently and successfully.

Any activity that is registered with the Student Activities Co-ordinator will be defined as a 'Trip' and will be required to have a Trip Organiser. This will give members a name to refer to when seeking information concerning an activity. Some Clubs may place the responsibility of their activity in the hands of a professional, such as an instructor or coach.

Any activity that takes place off the premises of the University of Bolton will be defined as a trip and is required to be registered with the Student Activities Co-ordinator

The Trip Organiser has the following responsibilities:

- Completion of the registration forms within the time deadlines.
- Ensuring that all aspects of the trip's planning have been covered. This includes transport, first aiders, activity leaders, equipment, itinerary, accommodation (if required), and emergency procedures.
- Work in conjunction with the Activity Leader to provide all participants with sufficient information to ensure that they have no doubt as to the nature of the trip.
- Ask all participants to inform them or the First Aider of any relevant medical conditions.
- Encouraging all participants to respect the Club guidelines, and not bring the Club into disrepute.
- **Inform the Student Activities Co-ordinator if any incident or "near miss" occurs with 24 hours of the completed activity.**

Activity Leaders

This person is in charge of planning and managing the activities. It is good practice for an Activity Leader to have an exceptional knowledge and understanding of their National Governing Body (NGB) Code of Practice.

It is of importance and highly recommended that an Activity Leader be appointed for

each activity; even when all the members are experienced participants. The attendance of an Activity Leader will be a requirement of any activity that involves novice members.

The Activity Leader is responsible for the following:

- The safety of all participants.
- Ensuring that guidelines are followed at all times.
- Providing the highest standard of leadership and instruction as is reasonable in all of the circumstances.
- Providing the Student Activities Co-ordinator with a written report of any near incident or “near miss” that occurs during a Club activity within 24 hours of the completed activity.

The Activity Leader has the authority to make final decisions on disputed issues. With this authority comes responsibility. Activity Leaders should ensure and understand, and accept the degree of responsibility that they are undertaking.

If there is more than one group, additional leaders must be appointed. The designated Activity Leader will remain in overall control, and must be completely satisfied that the additional leaders are capable of safely fulfilling their responsibilities.

NGB recommended ratios should be applied for each activity (i.e. climbers recommended ratio is 1 to 8 people).

All Activity Leaders will be required to complete an Activity Leader form detailing personal experience and ability levels, as well as details of their experience of teaching and leading others. Copies of appropriate certificates and any first aid certificates will also be required.

Activity Equipment

This section covers a number of points related to equipment used at Club activities. This includes personal equipment not owned by the Students’ Union, but used by any activity participants.

The Club must appoint an Equipment Officer. This position carries a considerable amount of responsibility and should not be held lightly. Therefore, the Committee should be satisfied that the member elected will have the required experience, especially the “high risk” Clubs. The Equipment Officer should be aware that they are ultimately responsible for the Club equipment, and should therefore pay particular attention to security matters.

Activity Participants

Although Activity Leaders are responsible for informing participants about the exact nature of an activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by the Activity Leader.

SPORT CATEGORIES

Sports are divided into different categories according to type and their perceived level of risk.

Category 1A – Mainstream Sports

Sports involving special risk or where contact and exertion risks (e.g. person to person, person to ball/implement/environment) are inherent and accepted by participants.

Examples are swimming, water polo, fencing, badminton, basketball, golf, lacrosse, squash, fives, tennis, volleyball, aerobics, table tennis and gymnastics.

Category 1B – Mainstream but Risk of Contact Injury

As 1A, but higher risk of contact injury. Examples include hockey, cricket and football association, rugby union and rugby league, judo and martial arts.

Category 2 – Intermediate Risk

The safety of participants depends upon implementation of procedures, rules, codes, etc of national or local governing bodies. In some cases the sports are carried out on other premises. The following Clubs fit into this category: athletics, cross country, cycling, orienteering and trampolining.

Category 3 - High Risk

Abseiling, mountaineering/climbing, archery, canoeing, caving, potholing, hiking, skydiving, rowing, snowboarding, skiing, surfing, sub aqua and windsurfing, these are just a few.

A risk assessment and a “High Risk” trip form will be required when any of these activities take place off campus. This form gives the SU more detailed information. This form is available from the Student Activities Co-ordinator.

Water Sports

It is required by the National Governing Bodies for water sports that all participants have the ability to swim. Being confident in, and around water, also helps improve your skill level and enjoyment of your chosen sport. To promote safer practice there will be a requirement to pass a swimming ability test **before** you participate in Club activities. The descriptions of the tests are as follows:

In water sports where neither a buoyancy aid nor a life jacket is used; the ability to swim 100m in clothing usually worn during the activity is required. In addition, you will have to show you can tread water for 5 minutes.

Members who can prove that they hold an ASA survival award, bronze medallion BSAC open water test, life guard award or any other NGB approved swimming test need not participate in this test.



RISK ASSESSMENTS

Risk assessments are working documents and should be consulted regularly. If the rules of a game change, or perhaps the environmental conditions change, then the risk assessment will also need reviewing or possibly modifying. Similarly, if the Club experiences an accident or a “near miss”, the risk assessment should be revisited and, if necessary, modified.

Further assistance is available for most sports in the BUCPEA Risk Assessment Book (a copy can be viewed at the Students’ Union).

The Health & Safety Executive have produced a guidance leaflet called *Five Steps to Risk Assessment* and this document can be viewed on their website

www.hse.gov.uk/pubns/indg163.pdf

RISK ASSESSMENT REQUIREMENTS

What is a Risk Assessment?

A Risk Assessment can be defined as an identification of the hazards present in or associated with an undertaking and an estimate of the degree of risk(s) involved.

What is a Hazard?

Something with the inbuilt ability to cause harm.

What is a Risk?

The possibility of an adverse occurrence i.e. the possibility of an accident occurring.

Why Carry Out a Risk Assessment?

The main overriding reason why Risk Assessments have to be carried out is because of the law. Under English Law there are two main categories of law, Common Law and Criminal Law both require some form of assessment to be carried out to identify hazards and reduce risk.

Consequences of not complying with the Law

If someone is injured whilst taking part in an activity organised by the SU there are two possible actions that could occur:

1. The Students’ Union can be prosecuted by an enforcing authority such as the HSE (Health & Safety Executive), Local Authority, and Police etc, if there is shown, on investigation, to be a failure to abide by Health and Safety legislation. The outcome of the prosecution can be either a prison sentence or a heavy fine.
2. The Students’ Union can be sued along with any persons involved for failure to fulfil their Common Law Duty of Care i.e. that they are somehow negligent.

SCOPE AND EXTENT OF AN ASSESSMENT

A suitable and sufficient risk assessment is one that identifies:

1. What the hazards are?
2. How likely is it that something will go wrong and property will be damaged or people injured?

3. If something did go wrong, how serious would the consequences be?
4. The number of people exposed?
5. How frequently will they be exposed and for what duration?
6. The competence of the people involved in the operation?
7. What are the existing control measures?

Setting Priorities

The risk assessment should enable the Club to prioritise remedial measures. In many cases it will be clear to the competent person that some risks require attention before others. However, consideration will be required for the remaining risks and these should be prioritised accordingly.

Reducing Risks

The general duty with regard to Risk Assessments is to reduce risks, so far as is reasonably practicable. The following “hierarchy of control measures” details how risk should be tackled:

1. Avoid risks.
2. Evaluate risks, which cannot be avoided.
3. Combat risks at source.
4. Adapt the activity to the individual, i.e. if a person is too short or too tall then alterations to equipment may be required.
5. Substitute the dangerous for the non or less dangerous.
6. Prioritise collective protective measures, i.e. those that protect a lot of people, over individual measures, i.e. only protect one person.
7. Provide appropriate instructions to employees.

Assessment Review

An assessment must be kept up to date, and must be reviewed periodically to ensure that it remains valid.

Factors that may require an automatic re-assessment include:

- (a) A change in legislation, practice, national guidelines etc.
- (b) A change in control measures.
- (c) Any significant change in the activity carried out.
- (d) Change of equipment.
- (e) Significant changes of personnel.
- (f) Any other reason to suspect that the original assessment is no longer valid or could be improved.

SUMMARY

The five steps that should be followed are:

1. Look for the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide whether existing precautions are adequate or more should be done.
4. Record your findings.
5. Review your assessment and revise if necessary.

FIRST AID

First Aid Courses

The Students' Union is keen for all Club Committee members, Activity Leaders and Trip Organisers to have first aid training. The Students' Union will run courses per academic year for Appointed Persons.

First Aid for Appointed Persons 3 year Certificate – 3/4 day

This course is designed to train people to take charge of a situation in the absence of a qualified First Aider. The training includes resuscitation, cardiac compression, and treatment of wounds, management of the unconscious casualty, recovery position, treatment of burns, and treatment of fractures, taking charge and passing accurate information to the Ambulance Service.

Some National Governing Bodies or organisations run specialist First Aid courses specifically for the needs of an individual sport or activity.

If you are aware of one of these courses and would like to organise one for your Club, please see the Student Activities Co-ordinator with details, and an idea of the cost.

First Aid Kit for Clubs

The Students' Union supplies two types of first aid kits: Touchline for specific team sports; and small compact first aid kits for all other activities:

The kits have been paid for out of the Sports Council budget, and must be signed out by an officer from the Club. **It is the Club's responsibility to keep the contents up to date at all times.** Replacement items are available from the Student Activities Co-ordinator.

Touchline First Aid kits are issued to the following clubs:

Football

Hockey

Other Clubs will be given a compact first aid kit.



COACHING COURSE FUNDING AND TRAINING

The Students' Union can provide additional training and funding for Clubs especially if it enhances the overall safety of its members or raises the level of knowledge or experience within the individual Clubs.

The budget allocation for this is not an infinite amount, and how the Sabbatical Officer or Student Activities Co-ordinator allocates the money on an individual basis will be based on many factors, some of which are:

1. Club Category.
2. Number of members in the Club.
3. How it will improve safety within the Club.
4. Long term effects on the Club e.g. first or second year students.
5. The current experience and commitment of individuals within the Club.
6. What commitment persons will give the Club to train new or existing members.

In order to budget you will need to provide some idea of what requirements your Club needs. These requirements could be narrowed down to the following:

1. What type of course is available that would be of help in raising the standard and overall safety within the Club?
2. The approximate cost, duration and availability of training?
3. How many members would need to be trained to provide this improvement?

If your Club is interested in any training courses, call in and see a Sabbatical Officer or the Student Activities Co-ordinator.

INCIDENT/ACCIDENT AND EMERGENCY PROCEDURE

The reporting of **any** "Near Miss" occurrence is vital for the future safety of all individuals. Such information helps others to plan and prepare in order to avoid possible dangers.

If an incident occurs at another University or sports facility, follow the instructions from an official representative of that establishment.

BY LAW – all injuries must be recorded:

1. Firstly, register the incident in the **Accident Book**. This is usually held at the relevant establishment (if appropriate).
2. Secondly, you must report to the Student Activities Co-ordinator of **an Incident/Accident or Near Miss Occurrence**. These forms are available from the Students' Union and **must** be completed within 24 hours of an incident or as is practicably possible to comply with the Law.
3. In the event of an incident/accident that **may** warrant the use of **any** of the emergency services the following procedure **must** be adopted.

1. ENSURE THE SAFETY OF YOURSELF, YOUR GROUP (IF APPLICABLE) AND THE CASUALTY.
2. DO NOT BECOME A VICTIM YOURSELF!
3. TREAT THE CASUALTY.
4. CALL THE EMERGENCY SERVICES IF THOUGHT NECESSARY, SPEAK CLEARLY, SLOWLY AND GIVE THE FOLLOWING INFORMATION.
 - YOUR NAME.
 - THE TELEPHONE NUMBER FROM WHICH YOU ARE CALLING.
 - ESSENTIAL NATURE OF THE ACCIDENT.
 - A BRIEF DESCRIPTION OF THE ACCIDENT.
 - THE NAME(S) OF PEOPLE INVOLVED.

5. IT IS IMPERATIVE THAT THE INCIDENT IS REPORTED TO THE SU AS SOON AS POSSIBLE TO:

The Student Activities Co-ordinator/Union Manager.

University of Bolton Students' Union

Telephone: 01204 900850 during office hours (Monday –Friday)
9.00am-5.00pm

Emergency numbers after Hours: 01204 665507/01204 695110

We will require the following information:

- *Your name and where you are calling from.*
- *The name of the Club involved.*
- *A brief description of the incident.*
- *The name of the hospital where any casualty(s) have been taken.*
- *The name and the number of any Police Officer involved with the accident.*

DISCLOSURE OF INFORMATION

Cases have been reported where relatives have been contacted by the media rather than the police following serious accidents or incidents. This is obviously a very difficult situation that should be avoided at all costs. Unofficial statements may also affect proceedings of any legal action results against Club Officers or SU Officials. Therefore to reduce this from happening again the following procedures must be followed:

- Liaise with emergency services as required. Give the emergency service full name(s) of the casualty(s) and any personal details. The police may also request the next of kin. Give them the name and telephone number of the SU Official you have made contact with.
- Do not make any statement to the media other than “no comment”. Do not discuss any aspect of the incident with anyone who is not connected to the emergency services.
- Ensure that no member of the group makes a statement to the media as above. Seemingly innocent comments can be damaging.

PERSONAL INSURANCE

The SU insurance policy includes a level of insurance cover for clubs for public liability (i.e. injury or damage to people or property), and for accidental damage to club equipment. The public liability insurance covers most usual activities of SU clubs. If you think your activity presents a higher than usual risk, then please contact the Student Activities Co-ordinator.

In addition, all members of SU Clubs pay a premium which is included in their membership fee. This cover is under the British Universities Sports Association (BUCS) Platinum/Endsleigh Policy. The worldwide cover is operative whilst participating in and travelling to and from **organised** matches, training and practice sessions both at home and away venues.

The BUCS Platinum Policy covers the items below:

- **Accidental Death**
£25,000 is paid to help with things such as funeral expenses if death occurs as a result of an accident.
- **Permanent Disabling Injuries**
This provides a scale of benefits depending on the extent of injury. For instance, loss of sight in both eyes is covered up to £50,000 whereas the loss of a thumb is £12,500.
- **Temporary Total Disablement**
A benefit of £40 per week (based on a 7 day week) is payable for up to 52 weeks (after a deferment period of 7 days) if you are unable to fully attend your course.
- **Dental Injury**
Subject to £25 excess, teeth or dentures can be repaired or replaced at a cost of up to £500.
- **Hospital Confinement**
£40 is paid to you for each 24 hours spent as an in-patient, up to a maximum of 90 days.
- **Additional Travelling Expenses**
Additional Travelling expenses when travelling to and from hospital for out-patient treatment could be incurred. A franchise (rather than an excess) of £25 exists, i.e. once your claim has exceeded £25 the full amount up to £150 is refunded to you.

Repatriation:

- Cost of a private ambulance to local hospital is Unlimited.
- Travel costs to home address following discharge from hospital £100.
- **Loss of Earnings**
Up to £50 per week

Examination Re-sit Expenses

An accident could cause you to miss your exams. Three payment levels are provided:

- £50 to help pay for the exam fee.
- An additional amount up to £200 to help cover the costs of travel and accommodation whilst re-sitting exams.
- Up to £2,500 if you have to re-sit a whole academic year as a result of missing more than 12 consecutive weeks of study.

EQUIPMENT

Equipment belonging to a Club in effect belongs to UBSU, and is insured by them. In order to comply with the terms of insurance, it is essential that Clubs carry out regular reviews of the Union's equipment to ensure that it is safe to use. Equipment which does not belong to the Union would not be covered by the Union's insurance – either for damage OR public liability. If accidental damage occurs to equipment belonging to an SU Club, then a claim may be made (see the Student Activities Co-ordinator). The equipment damaged must have been included in your inventory that the Club has been supplied with through the Student Activities Co-ordinator.

INJURIES TO CLUB MEMBERS DURING A SPORTING ACTIVITY

If a member of an SU Club is injured while engaged on a Club sporting activity (including training or travelling to/from an event), then they would be able to claim under the BUCS Platinum Policy.

This is also the policy that covers injuries to Sport Club members, which are the fault of another member of the Club.

COACHING AND REFEREES

People who are self-employed but hired by the University of Bolton to perform a specific service would be insured against personal injury under UBSU's employer's liability insurance, provided that they could prove negligence against the University of Bolton. If, however, such a person caused injury to another person or damage to their property, then a claim under the public liability cover would only succeed if negligence could be proved against the University of Bolton, and not the self-employed person.

TRIPS ABROAD

If your Club is planning a trip abroad, then you will need to take out extra insurance. Please do this well in advance! Equipment is only covered in the UK, so you should inform the Student Activities Co-ordinator of your destination, the dates of your trip, and the value of the equipment you are taking, in order to extend the cover. Please note that the insurance only covers equipment that belongs to UBSU; members will need to insure their own personal possessions separately.

Members should also take out personal medical insurance. First of all, members should obtain a European Health Insurance Card (EHIC) (forms are available from the Post Offices) free of charge or apply on line at www.ehic.org.uk, this provides the most basic medical cover abroad. – it ensures that anyone falling ill will be treated, but may be invoiced for the cost of treatment. While members would be covered under the BUCS Platinum Policy whilst abroad, neither this or the EHIC covers emergency medical expenses for flights home, for example.

Members are therefore strongly advised to take out a travel insurance policy, as this would cover medical expenses, repatriation, cancellation costs, permanent disablement cover, personal liability cover, and also cover for individual possessions. Group travel insurance is available at considerable discounts compared with individual insurance, and can specifically include hazardous activities such as winter sports.

If you are taking a vehicle abroad, it is essential to obtain a green card from the insurers of the vehicle in order to extend UK insurance cover (see Student Activities Co-ordinator). If the vehicle is a private car, then this can be obtained by contacting the insurers direct. Plenty of notice should be given to planning before leaving the country.

Exclusions

All the above apply to normal Club activity only: daredevil stunts, unregulated social activities, and so on are not covered.

Making a Claim

If you need to make a claim under the Students' Union policy, please see the Student Activities Co-ordinator AS SOON AS POSSIBLE.

In cases of theft, the police must be informed immediately, and an incident number obtained.

Updated May 2011

USEFUL CONTACT INFORMATION

The Students' Union offices are located off the Chancellor's Mall.

Address: The University of Bolton Students' Union
Deane Road
Bolton
BL3 5AB

General Enquires: 01204 900850

Fax: 01204 900860

Email: info@ubsu.org.uk



[Facebook.com/UBSUnion](https://www.facebook.com/UBSUnion)

President: Shana Begum
Vice-President: Seemit Kumar
Vice-President: Nicholas Uttley

Student Activities Co-ordinator: Sue Delanty
Email: s.delanty@bolton.ac.uk

UNIVERSITY SPORTS CENTRE CONTACTS

Reception: 01204 9003172
Email: sportscentre@bolton.ac.uk

Sports Centre Manager: Pozz Lonsdale
Sport, Health & Physical Activity Officer: Mollie Percival