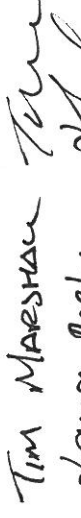


Leeds University Union

Risk Assessment

Name of Group		LUU Fencing Club		Date of Assessment	September 2011	
Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?			
			Action required	By whom	when	Done
Equipment Failure/Malfunction	Persons using equipment or nearby	Checking that all equipment is safe to use and meets the BFA guidelines.	Regular checks of equipment, any kit not meeting standards repaired or disposed of.	Committee members	Every Session	
Spectators being hit during match due to being to close	Spectator	Make sure no spectators are allowed on the piste, only at either end.	Regularly remind spectators to watch from safe distance.	All members	Every Session	
Injuries whilst partaking in the sport	Competitors	Ensuring correct space is available for sport; ensure everyone has received coaching from a qualified coach before taking part.	Ensure members warm up and down correctly to help minimise injury risk.	Coach & participants	Every Session	
Slipping & Trip hazards	Competitors, Spectators	Correctly Set up piste	Ensure the piste is free of debris	Everyone	Before every fight.	


 PETER NESBITT
 TIM MARSHALL
 Laura Boehm

28/9/11

Carried out by _____ Review Date **September 2012**



Leeds University Union

Code of Good Practice for: Fencing Club

This document runs alongside the constitution. If you wish to raise issue with the contents of this code, please contact the committee named beneath in some circumstances it may be necessary to hold an EGM.

1 Introduction

1.1 Leeds University Fencing club will operate so far as reasonably practicable in accordance with the following document, its risk assessment and current LUU Sports Office & Governing Body Guidelines.

1.2 The Club is affiliated to the recognised National governing body for our sport:

BFA
British Fencing HQ
1 Baron's Gate
33-35 Rothschild Road
London
W4 5HT

1.3 It is the responsibility of the Club Captain and Treasurer to ensure that all membership fees are paid and membership forms are completed in advance of the first competition/fixture and also before any deadlines set by the LUU Sports Office

1.4 The Club will appoint a new committee before the Easter vacation.

1.5 It is the responsibility of individuals to bring to the attention any known medical condition or previous injuries that may affect their or other club member's safe participation in the sport.

2 Club Activities

2.1 All Club Members will be provided with an itinerary for the year ahead, via the club website, including training times, matches and competitions.

2.2 Health and safety documentation must be made available to members, but participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by the committee or organiser.

2.3 To maintain a safe sporting environment the club and its members shall:

- Adhere to the British Fencing Safety Guidelines, as to be found at: <http://www.britishfencing.com/governance/guidelines/governance/guidelines/safety-guidelines/> and a copy to be kept on file with this document.
- Ensure proper equipment is worn at all times while fencing
- Ensure all pistes are clear of foreign objects

- Warm up, warm down, and wear appropriate footwear and protective equipment whilst playing
- Keep away from the pistes when not fencing
- Take relevant precautions to secure or remove all jewellery whilst participating
- Not to play while ill or injured
- Where appropriate, have sessions lead by a qualified coach/instructor
- Ask a committee member or experienced player if unsure about anything
- Make a member of the committee aware of any broken or faulty kit
- Put all borrowed kit back into the storage containers in a neat fashion, in order to avoid damage.
- Respect the Club kit, and don't intentionally do anything to break or damage it whilst using it.
- In the event that kit must be shared, this must be done in a safe manner to ensure all participants are wearing the correct and safe clothing at all times.

3 First Aid

3.1 Leeds University Fencing Club will follow the LUU Sports Office guidelines for First Aid Provision.

4 Accident and Emergency Procedure

4.1 Leeds University Fencing Club will follow the LUU Sports Office Accident and Emergency procedures

5 Club's Complaint Procedure

5.1 The Club will operate a procedure that allows Club members to raise complaints about issues, which might include the following:


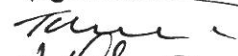

- The safety of club activities
- Poor Standards of instruction or leadership
- The standard of equipment used for club activities
- Poor Club administration
- The lack of suitable activities for their level of participation

5.2 Complaints concerning Club Safety or operational matters should initially be addressed to the Club Captain and will be discussed at the next committee meeting.

6 Governing Body Recommendations

6.1 Leeds University Fencing Club will operate so far as reasonably practicable in accordance with current BFA recommendations and members will be directed to the appropriate web pages for more information.

We the undersigned agree to uphold the above code of good practise

President	Name	PETER NESBITT	Signature	
Secretary	Name	TIM MARSHALL	Signature	
Treasurer	Name	LAURA BOEHM	Signature	
Date	28 - 9 - 11			

Leeds University Union

Code of Good Conduct for: Fencing Club

1. Club Membership

- 1.1 To be eligible to participate with any club activity, members must have paid their appropriate fees and completed a membership form.
- 1.2 Membership for the 2011/12 academic year is £35 for all members. £20 per semester.
- 1.3 The code of Conduct is easily accessible to all members.

2. Training

- 2.1 All fencers should arrive prepared, with the appropriate equipment ready to commence the session.
- 2.2 If any member needs to borrow club kit, they should ask a member of the committee to unlock the kit store.
- 2.3 All training sessions will be carried out in accordance with the British Fencing Association's Safety Guidelines.

3. Training when there is no coach present

- 3.1 When there is no coach present, the committee will be in charge of maintaining health and safety.
- 3.2 Equipment should be set up as not to jeopardise the health and safety of both members and non members using the hall.

4. Match Days

- 4.1 Players must report to their captain at the specified time. Late arrival will not be tolerated.
- 4.2 Players must be professional in their approach to all games: i.e. ensuring that they are correctly equipped, dressed and prepared for the game.
- 4.3 When representing the University and BUCS fixtures, kit must be worn in accordance with BFA regulations.

5. Discipline/Complaints

- 5.1 Players wishing to object/complain concerning matters appertaining to the club must express their dissatisfaction in person and in private to their team or club captain.
- 5.2 All complaints must be discussed amongst the committee members.
- 5.3 Failure to comply with the club's code of practice may result in disciplinary action by the club committee, which may lead to expulsion from the club.

6. Tours/Tournaments

- 6.1 Organisation of tours should only be done with the knowledge of the sports development coordinator.
- 6.2 Itinerary to be drawn up and presented to the sports development coordinator.
- 6.3 Student activities Health and Safety Coordinator to be consulted on the tour.

7. Account Signatories

- 7.1 Club Captain, Treasurer and Secretary must register with the ARC cash office.
- 7.2 Copies of signatories will be kept in club file.

8. Club Organisation

- 8.1 Members can expect that the committee will run all aspects of the club in a professional and efficient manner. This includes management of club activities, finances and communication.
- 8.2 Committee members must be available to answer questions or concerns that the club members might have about the way in which the club is run.
- 8.3 Club Committee members will publicise their email addresses for communication and endeavour to respond to any club related queries within a week.

9. Social Activities

- 9.1 Members are expected to behave responsibly at all times when representing the University of Leeds at matches, events, fixtures and training. This includes any related travel or social activity.
- 9.2 Adhere to LUU guidelines on social activities and make all the members aware of the disciplinary procedures in place.

We the undersigned agree to uphold the above code of good conduct.

President Name Peter Nesbitt

Signature



Secretary Name Tim Marshall

Signature



Treasurer Name Laura Boehm

Signature



Date 28/9/2011