



## **ESSEX BLADES WELFARE PACK**

### **INTRODUCTION**

This Essex Blades Welfare Pack has been sent to all Sports Club executive committee members via the 'How to run your club effectively' referral guide. It contains guidelines on ensuring the health and wellbeing of your club members.

This pack contains information on good practice and what we expect from our club executive committees, but if your club already employs similar processes then by all means continue doing those.

We want every Essex Blades member to have an amazing experience during their time with us, but also want to ensure their experience takes place in a safe and non-discriminatory environment.

For any questions or to find out more information, please email [blades@essex.ac.uk](mailto:blades@essex.ac.uk) where a member of the SU Sports Team or Essex Blades Welfare Officer will get back to you.

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## GENERAL WELFARE OF MEMBERS

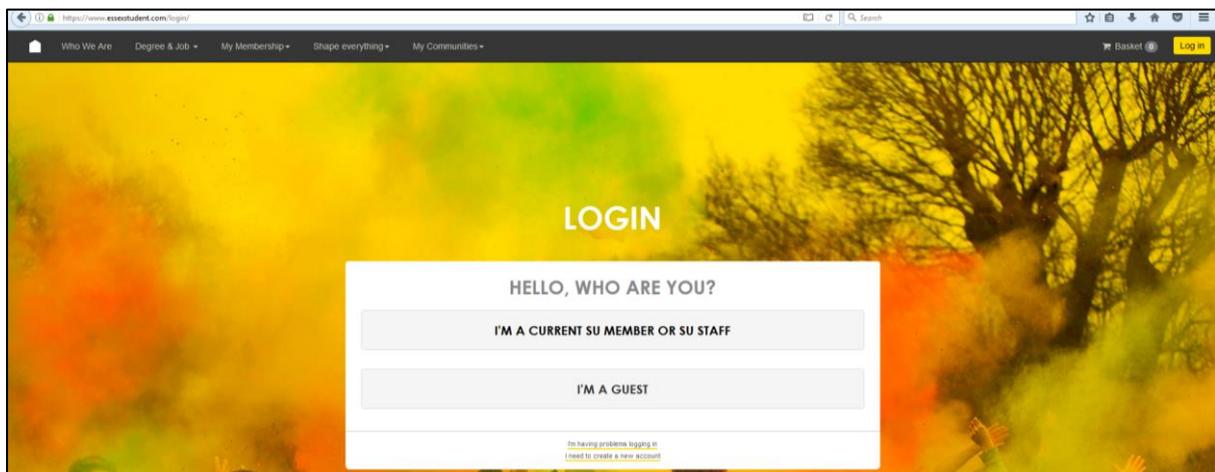
To become a member of the Essex Blades, you must buy a **membership** online via the Students' Union website. Having a membership not only ensures you are a part of that club and that you receive all the information from the club exec, but it also means you are covered by the Students' Union's insurance.

This means that should you get injured whilst representing the Essex Blades, you will be covered by our **insurance** policy and you may be able to make a claim to recover costs (e.g. Loss of earnings, injury costs).

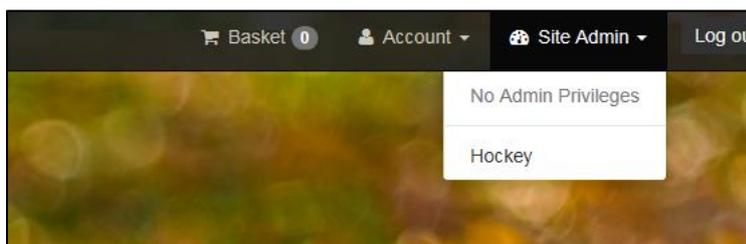
We have unfortunately had situations in previous academic years where students have been injured representing the Essex Blades, but were not registered members of the club and therefore not covered by the Students' Union insurance policy. Please ensure all participants in your sport are members of your club on the Students' Union website. As Executive Committee members, you are able to check who is a member using your Students' Union website admin rights.

The quickest way to check who is a member of your club is shown below:

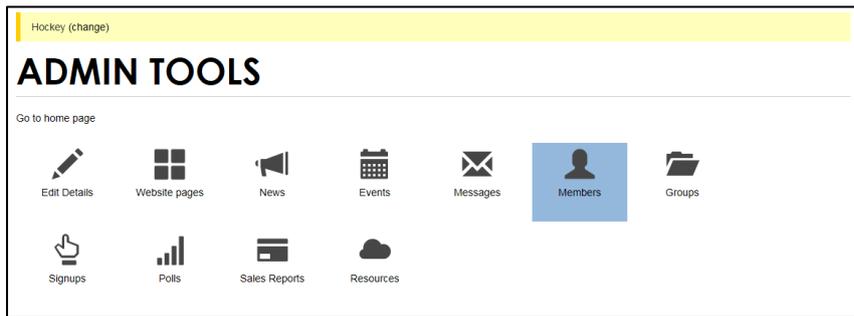
- 1) Log into the Students' Union website using your usual details.



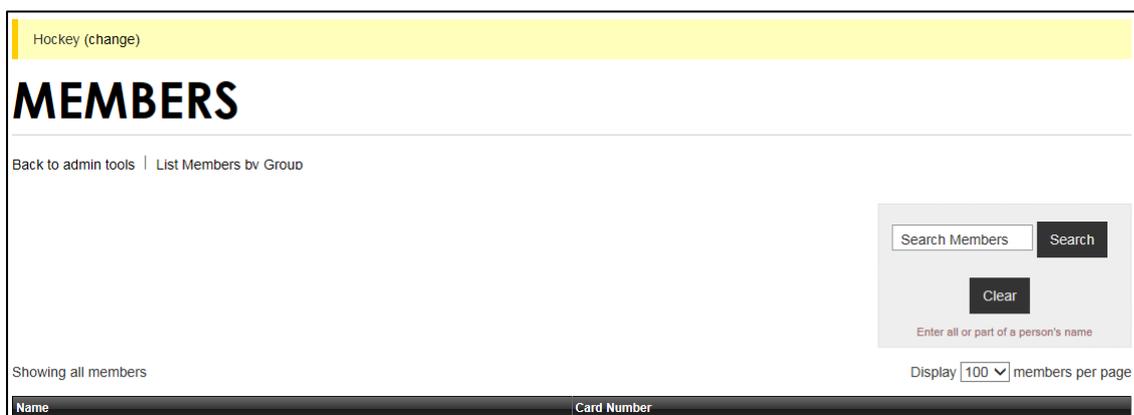
- 2) Go to Site Admin, and select your club.



3) Select 'Members'.



4) A list of your Sports Club Members will be displayed.



It is essential that all participants in your club have a membership for the Essex Blades and a membership for your club. Even if it is free to join the Essex Blades and your club, participants must all still have a membership on the Students' Union Website.

Members of Staff can also get a membership using the method listed above, and Alumni members can create a guest membership via the Students' Union website to join.

## MEDICAL EMERGENCY INFORMATION QUESTIONS

Before you can complete your purchase of a Sports Club membership via the Students' Union website, you are required to complete 5 short questions. These are shown below:

### BRAZILIAN JIU JITSU STANDARD MEMBERSHIP

Who should we contact in case of emergency? (Name)

Who should we contact in case of emergency? (Number)

If you are currently taking any regular/essential medication, please specify in the box below.

If you have any allergies, please specify in the box below.

If you have any existing medical conditions (e.g. Diabetes, Asthma), please specify below.

It is vital that all members complete these questions. The information provided will be held in the strictest confidence.

Medical Emergency Information will only be held by the Students' Union Sports Office, and the relevant Club Presidents, Welfare Officers and Captains. A confidentiality agreement will need to be signed by the members of the Sports Club Executive committee who will be handling this information.

## **SERIOUS ACCIDENT/EMERGENCY PROCEDURE** **(AT FIXTURES)**

In case of a serious accident or emergency whilst at a University fixture, please follow the guides below.

### **HOME**

- Ensure comfort of casualty but do not move them.
- Find a First Aider immediately:
  - Sports Centre Staff
  - St John's Ambulance
  - Campus Security
  - Registered Sports Therapy Students
- Do not directly call '999', you must call Campus Security on '**2222**' (from a University landline) or **01206 872222** from a mobile who will liaise with the Emergency services.
- If the individual requires hospital treatment, the team captain should inform the injured student's emergency contact of the current situation.
- If a student from another University is injured whilst playing on University of Essex campus, please follow the above procedure and liaise with their captain.

### **AWAY**

- Contact Emergency Services (**Dial 999**)
- Ensure comfort of casualty but do not move them
- Ensure the safety of the rest of the group
- Contact the University Information Desk **01206 872222** and state:
  - Your name and where you are calling from
  - The club/students involved
  - The nature of the incident
  - The name of the hospital where the casualty has been taken
  - The name of any police officer involved

If a student requires Hospital attention:

- Ensure a minimum of 2 students stay with the injured person, and accompany them to Hospital. It is recommended that 1 of these individuals is a Captain or Vice-Captain.
- A member of the team with a driving licence and car should attend the Hospital as well if possible.
- Any expenses incurred (e.g. Taxi fare) will be fully refunded as long as a receipt is provided.
- The team captain should inform the injured student's emergency contact of the current situation.
- The rest of the team should return back to the University at the end of the fixture, but maintain contact by phone.

## SOCIALS

One of the best parts of being a member of a Sports Club is the social aspects. We encourage our Sports Clubs to have regular social events, and to provide options for all (e.g. non-alcoholic socials or non-alcoholic options at socials).

However, it is essential that all socials are conducted in a positive, safe and equal environment.

Here's a list of good practice at socials:

- A member of the Sports Club executive (usually the Social Secretary) should be responsible for the organisation and running of the social. This executive member should remain sober and in control at all times to ensure the safety of the members.
- Avoid any controversial and/or possibly offensive games and activities (e.g. Reaction, Roastings).
- Ensure that nobody feels forced or pressured into an activity.
- Everybody should have the ability to say no to anything, without any consequence.
- An opportunity for Sports Club members to provide feedback on socials should be in place. A First Year or Social Representative would be the ideal committee member to receive this feedback and pass it on to other members of the committee.
- Ensure discriminatory language, chanting and behaviour (e.g. racist, homophobic, sexist, xenophobic, anti-Semitic) is avoided.
- Please consider the implications of any fancy dress themes! You may not deem them as offensive, but others may do. A list of some potentially offensive themes are below:
  - **White T-Shirts** – **BANNED**. These are banned by the Students' Union and all SU venues due to the often discriminatory language written on the T-Shirts. Clubs found to be engaging in this social event will be subject to disciplinary action.
  - **'Gender Bender'** – avoid using offensive terms such as these to label your social event.
  - **Cultural themes** (e.g. Greek/Toga's, Mexican) – we have a very diverse, international campus and students may be offended seeing their culture associated with drinking, nudity, anti-social behaviour etc.

As a Students' Union, we want to encourage you to do as many social events as possible. We recommend you vary these to include things like meals out, day-trips, nights out, internal tournaments etc.

If you are struggling for social events, please get in touch with the Students' Union who will be glad to help. There is also a list of potential social activities in the referral guide.

## MENTOR SCHEME

This is a Students' Union recommended scheme which has been successfully trialled with a number of our clubs.

The idea is based on the distribution of responsibility for the health and wellbeing of club members. Rather than the Welfare Officer being required to check on each club member, the mentor scheme allows for other members to care for one another. If you have a similar project already in place which is better suited to your club then there is no issue with this. Similar to this, if you believe there are alterations which can be made to the scheme to tailor to your clubs needs then that is also acceptable.

The scheme should be set up within the first term, preferably, with Executive Committee members or alternatively other club members being **responsible** for one or two first-year members. This can also aid first-year intake with their mentor being able to introduce them to others and encourage their attendance at training and socials so that they feel welcome.

These members should be paired with **similar** subjects, commitment to the club and other interests if possible. These members are there to offer support for first years if they may have any questions or issues at all with the club, socials, their subject or university life in general.

It is recommended that you ensure mentors/mentees are having one or two meetings each term in order to make sure members feel supported. At these meetings they should check that they have no issues within the club, with any other members or the conduct of the club. They should also check in with how they are finding their course and university life. These meetings are not required necessarily, however, it is important to make sure that first-years are aware of the system, their mentor and the support in place.

If there are any issues at all which the mentor feels unable to deal with these should be fed back to the Welfare Officer either privately or at a committee meeting, if appropriate. If you have any serious issues which have been presented at all, especially with regard to conflicts in the club, discrimination or bullying which as a club you do not feel comfortable dealing with then please do not hesitate to email [blades@essex.ac.uk](mailto:blades@essex.ac.uk) where a member of the Sports Office or the Essex Blades Welfare Officer will be able to provide confidential assistance.

## TOUR

Please note, this is a general welfare guide for students going to on Tour. A more in-depth guide will be available closer to tour provided by the Tour Company.

### GROUP LEADERS

- Group Leaders are responsible for the welfare of all members of their group throughout Tour. This includes travel to and from the tour venue, as well as the duration of the stay. Group Leaders should also be supported by relevant executive members within that club, including President, Welfare Officer and Social Secretaries.
- Welfare of group members includes supporting any students that are taken to Hospital and/or the Police Station.
- Group Leaders must attend any meetings called by Tour company staff and Essex Students' Union Staff during Tour.
- The Group Leader will also be held accountable (along with the individuals responsible) for any disciplinary issues that occur whilst on Tour. These can include, but not limited to:
  - Damage to property (e.g. Hotel Rooms)
  - Damage to the coach
  - Bringing the University of Essex, the University of Essex Students' Union and/or the Essex Blades into disrepute
  - Violent/abusive behaviour
- Group Leaders should promote a positive, safe and equal group. The main tips for a successful group are:
  - Ensuring controversial and possibly offensive games and activities are avoided.
  - Making sure that nobody is feeling forced or pressured into an activity. Everybody should have the ability to say no to anything.
  - Communicating with the group throughout the week in order to make sure that members feel supported throughout Tour.
- Clubs should implement some sort of feedback system whilst on tour for members to report issues internally. A mentoring system within the club would also be recommended, as detailed above.

## **STUDENTS**

- Although Tour is a holiday for everyone, it is vital that you act responsibly and consider your own welfare throughout.
- There is a zero-tolerance stance on drugs and illegal activity whilst on Tour. Any Essex students found taking part in any illegal activity will be subject to further disciplinary action when back at Essex, in addition to the Tour company protocols.
- Do not feel forced to do anything you do not want too. The environment within your club should be one where you can say no.
- If there is anything you are uncomfortable with or would like to report, please do so immediately to Tour company staff or Essex Students' Union Staff.
- Students will be responsible for any fines or additional costs that occur whilst on Tour (e.g. damages)

### **IN THE EVENT OF AN EMERGENCY:**

Tour providers will have a procedure in place to deal with any emergencies promptly.

A more detailed protocol will be released by the Tour Company nearer the time which you should take note of, but it is important you are aware of the local emergency numbers (e.g. Police, Ambulance) before you travel.

## MEDICATION GUIDE

**Last Updated: 11<sup>th</sup> July 2018**

This medication guide has been produced by the Students' Union Sports Department, assisted by a qualified Pharmacist. Its purpose is to provide guidance for Welfare Officers and Presidents around the medication some of their members are taking.

Student members are required to state if they are taking any prescribed medication or suffer from any medical conditions when purchasing a Club Membership. This is sent out weekly to club Presidents and Welfare Officers, and is to be held confidentially. Please encourage members who purchase a membership to fill out their medical information as accurately as possible and as Welfare Officer or President to continue to monitor as memberships are purchased throughout the year. This information is strictly confidential and Welfare Officers and Presidents will be required to sign a confidentiality agreement at the beginning of the year in order to confirm an understanding of this information as sensitive and not to be shared unless necessary with Coaches, Captains or Social Secretaries.

The common side effects lists are some possible ones to be aware of. These may only happen in a small number of cases, however may affect the participation of an individual. It is good practice to be aware of any particular side effects which may affect an individual in sporting or social activity for your sports clubs and to ensure that relevant Coaches, Captains and Social Secretaries are aware.

This is not a conclusive list of medications in these categories or the medication sole purpose for which an individual may be taking said medication. If you do not recognise the medication then it is recommended that the Welfare Officer of President speaks with the individual in order to establish what the medication is for or if there is anything which Captains, Coaches or Social Secretaries should be aware of. It is, however, vital to create a dialogue with club members who are taking highlighted medications in order to establish their boundaries for participation as well as focusing on their health and well-being. With medication or medical conditions, it is also important to avoid assumption surrounding participation of an individual.

If you have any concerns at all about the participation of an individual in any sporting or social activity then please speak with them or with the Sports Office. You can contact the Sports Office by emailing [blades@essex.ac.uk](mailto:blades@essex.ac.uk)

## **CONTRACEPTIVE PILLS**

**Alternative Names/Brands** – Cilest, Microgynon, Rigevidon, Yasmin, Cerazette

This medication does not require any intervention or extra attention. Instead, it is likely that this individual has regular blood pressure checks and is carefully monitored. If this is, however, new medication it is important to monitor and be aware of any changes in mood or personality at all.

**Common Side Effects to be aware of** – Nausea, Headaches, Mood Changes

## **ANTIBIOTICS**

**Alternative Names/Brands** – Amoxicillin, Flucloxacillin, Penicillin, Clarithromycin, Keflex, Azithromycin, Ofloxacin, Erythromycin

These medications are often short term, however, can in some cases be taken long term. Although individuals are largely able to still consume alcohol without negative effect while on the majority of these medications, there are a few which specifically require no alcohol consumption. Alcohol consumption, in general, should be limited with all antibiotics. This should be respected with regards to socials, and therefore there should not be any pressure placed on an individual to drink.

**Common Side Effects to be aware of** – Vomiting, Abdominal cramps, Allergic reaction

## **THYROID MEDICATION**

**Alternative Names/Brands** – Levothyroxine, Armour, Liothyronine

With those taking thyroid medication, it is important to learn if their dosage is stabilised. If their dosage has not been confirmed by a doctor then they may still experience some side effects of hypothyroidism which is being treated. These symptoms include tiredness, weight gain, muscle aches and depression. It is therefore important to regularly interact with these individuals in order to make sure that they are not experiencing these symptoms and on a stable dose.

**Common Side Effects to be aware of** – Sleep issues, Nervousness, Irritability

## **GASTRO-INTESTINAL MEDICATION**

**Alternative Names/Brands** – Omeprazole, Esomeprazole, Bisacodyl, Dulcolax, Hyoscine, Buscopan, Lansoprazole, Lactulose, Pantoprazole

This medication can include a number of drugs aimed at treating gastrointestinal disorders. With this, in particular, there should be an awareness relating to the consumption of alcohol. Although they are largely able to consume alcohol, this should be to their discretion, in particular, avoid consuming large amounts causing vomiting.

**Common Side Effects to be aware of** – Anorexia, Nausea, Vomiting, Abdominal pain

## **MOOD MEDICATION**

**Alternative Names/Brands** – Citalopram, Escitalopram, Risperidone, Quetiapine, Olanzapine, Carbamazepine, Tegretol

With this medication, particular care must be taken with the confidentiality and discreetness with its discussion. It is important, however, to make sure to monitor this individual carefully. This includes an awareness of if they are on a regular dosage and if they suddenly stop taking medication. In the discussion, if you are able to identify those close to the individual who are aware of their condition, then it is important to have a number of you interacting and monitoring them. Further to this, it may be necessary to limit pressure on attendance to both training and social events. However, if they have not informed you of non-attendance prior to an event and you are expecting them to attend then it is good practice for someone to check that they are okay and that there are no issues.

**Common Side Effects to be aware of** – Nausea, Vomiting, Weight gain, Drowsiness

## **ANTI-SEIZURE MEDICATION**

**Alternative Names/Brands** – Levetiracetam, Keppra, Carbamazepine, Tegretol, Eptol, Diazepam, Gabapentin, Oxcarbazepine, Phenytoin, Pregabalin, Lyrica, Lorazepam, Primidone

Often people associate seizures with convulsions in which a person's body shakes rapidly and uncontrollably, however seizures do not necessarily involve these. Seizures commonly last between 30 seconds and 2 minutes, however, if a seizure lasts longer than 5 minutes it is a medical emergency. Seizures can have a variety of causes including medicines, fevers, head injuries and exercise. It is important to establish possible causes for individuals who have experienced seizures and as a Welfare Officer or President to remain informed if there are any changes in their medication or if they stop taking it at any point.

**Common Side Effects to be aware of** – Drowsiness, Fatigue, Nausea, Behaviour Changes, Vertigo

### **ASTHMA MEDICATION**

**Alternative Names/Brands** – Symbicort, Spiriva, Montelukast, Prednisone, Mometasone, Fluticasone, Dexamethasone, Ventaline

It is important that team captains and coaches are aware of this condition. For asthma sufferers, it is necessary for them to bring their asthma inhaler to activities involving physical excision with a particular focus on away fixtures. Other than this, captains and coaches should be aware that this individual may be unable to physically exert as other may be able to. This may mean that regular intervals are needed in exercise; however this should be discussed with the individual.

**Common Side Effects to be aware of** - Preventer inhalers contain steroid medicine. They don't usually have side effects but can sometimes cause a fungal infection of the mouth or throat (oral thrush), a hoarse voice or a sore throat.

### **BLOOD PRESSURE MEDICATION**

**Alternative Names/Brands** – Amlodipine, Atenolol, Lisinopril, Losartan, Carvedilol, Furosemide, Ramipril, Doxazosin, Bisoprolol, Felodipine, Indapamide, Enalapril, Nebivolol, Spironolactone

Similar to asthma medication, it is important for team captains and coaches to be aware of their condition. Of particular significance with blood pressure medication is establishing if their medication dosage and blood pressure is stable. With this medication, the individual may be unable to physically exert as other may be able to. This may mean that regular intervals are needed in exercise or they are unable to participate in high-intensity training; however this should be discussed with the individual.

**Common Side Effects to be aware of** – Anemia, Dizziness, Drowsiness, Fever

## **ALLERGY MEDICATION – ANTIHISTAMINE**

**Alternative Names/Brands** – Cetirizine, Loratadine, Chlorphenamine, Piriton, Fexofenadine, Benadryl

Although allergies may vary, it is important to be aware of which allergies individuals suffer from and the severity of these. Allergies may range from hayfever, which largely do not require intervention, to food ones, which may require an EpiPen to respond to a reaction. For these individuals, it is necessary to establish the severity of their condition. Through this, for example, you may have to discuss with members avoiding nut based products at social or sporting events in order to avoid reactions occurring. These should also be considered with social activities where there should be no pressure on individuals with allergies in consuming or interacting with items which they may be allergic to.

**Common Side Effects to be aware of** – Drowsiness, Dizziness, Vomiting, Confusion

## **DIABETIC MEDICATION**

**Alternative Names/Brands** – Metformin, Glucophage, Insulin, Sitagliptin, Januvia, Dapagliflozin

Diabetic medication can range from tablets or capsules to stimulate insulin production to direct insulin. It is important to consider the effect of exercise on blood sugar levels with regard to diabetics. It is therefore important to discuss testing blood sugar levels both before and after activity, as well as the relevant Coaches or Captains being aware that this may affect performance or participation. These individuals may also be prone to sickness when consuming alcohol, particularly in large quantities. With this, it is important to allow the individual to control their consumption without pressure to drink especially with drinks that may affect their blood sugar levels.

**Common Side Effects to be aware of** – Weight gain, Tiredness, Dizziness, Bloating

Should you have any queries with the above, please email [blades@essex.ac.uk](mailto:blades@essex.ac.uk) .

Please be reminded that this guide is only advisory, and medication should only be taken by the individual it is prescribed too following the recommended dosage.

## MAIN CONTACTS

For any questions or to find out more information, please email [blades@essex.ac.uk](mailto:blades@essex.ac.uk) where a member of the SU Sports Team or Essex Blades Welfare Officer will get back to you.

Alternatively you can call the Students' Union on **01206 863211**. The Students' Union is open Monday-Friday from 9am-9pm during term time, and 10am-4pm outside of term.