

## **Falkirk Otter ASC**

Prepared by Falkirk Otter ASC 3 December 2018

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### **Safety Procedures for Galas**

As part of the Club's approach to safety, wellbeing and protection we have provided some basic procedures and good housekeeping requirements for galas.

Coaches/STOs/Parents/ Guardians/helpers and swimmers please be aware of the safety procedures detailed below. These should be read in conjunction with the Club risk assessments located on our website. At the venue, please make yourselves familiar with the venue rules and procedures.

### **Pick Up and Drop off Procedures**

#### **Arriving for a Gala**

Swimmers should get changed as quickly as possible and store clothing in the lockers provided.

Swimmers should only go through to the poolside area if a lifeguard is present. Coaches/ poolside helpers or team managers should be available to guide their swimmers.

#### **Valuables**

Use the lockers provided and avoid bringing valuables to the gala. If you do have to bring valuables do not leave them unattended. Falkirk Otter ASC nor the sports venue cannot accept or take any responsibility for loss or damage to swimmer's, team staff or spectator's property

#### **At Completion of a Gala**

Under no circumstances should swimmers re-enter poolside after the gala has ended. If a swimmer realises they have left something poolside after the gala has finished they should go to reception and ask for assistance.

Parents should be ready to collect swimmers as soon as the gala is finished and encourage their swimmers to get vacate the changing area as quickly as possible (Gala start and end times are published in advance). The venue, clubs or officials do not operate a pick up and drop off register or supervise pick up and drop off.

Note if a swimmer becomes ill during a gala the Club's coach or team manager should contact the parent/guardian as required. Parents and Guardians to ensure they are contactable in such a circumstance.

#### **Car Park Safety**

The car parks at the swimming venues are very busy and parents/guardians/swimmers and other participants are advised to use the designated walking routes where these are available. It is the responsibility of the Parent/Guardian to ensure the safety of their swimmers and escort them across roads and parking spaces especially where the risk of collision with vehicles is present.

### **Poolside Safety**

A safety announcement will be made at the start of each gala. All participants should carefully listen to and understand the instructions provided.

To avoid Trips and Slips, please ensure that swimming bags, kit bags floats etc. do not cause a trip hazard for those walking poolside. Suitable footwear must also be worn poolside and all areas at the venue.

If swimmers, coaches or officials notice any damaged or unhygienic conditions at the pool facilities that could lead to injury or hazard, please report these to the Head Referee or Senior official.

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### **Swim equipment**

To avoid impact on performance and to prevent potential injury, all parents/ guardians should ensure that swim equipment is in good condition and free from damage, especially where this could present a hazard. A spare set of goggles and cap, is recommended at every gala.

Swimmers outwith the poolside and changing area must wear dry clothing and footwear at all times.

### **Medication/ Injuries/ Medical Conditions**

If swimmers have any medical conditions, disabilities or injuries that will affect their swimming, the club should ensure their coach or team manager is advised and if required suitably briefed on how to deal with this. Any such conditions should be notified to the Head Referee.

### **Diving**

Coaches and team managers must ensure that all their swimmers can safely dive as prescribed by current legislation.

### **Accidents or personal injury on site**

Contact the first aider on site or indeed follow normal procedures in event of an emergency and dial 999.

### **Photography**

Photography is generally not permitted during Galas. The Gala organiser will post a notice accordingly.

Photography may be permitted at some galas if special permission is granted. At galas where photography is permitted a declaration form is to be signed by those wishing to take photographs and an identifying band is to be attached to the photographic device to confirm authority. These declaration forms will be available at the venue.

### **Eating and drinking**

Swimming is a tough exercise and your body sweats in the water just like it would if you were running or playing another sport. When in the water, though, you usually don't notice that you're sweating. As a result, swimmers may not realise they are getting dehydrated. Swimmers should drink water between events and after they have finished. Prevention is the best approach to dehydration and you can keep rehydrating yourself by drinking water and replenishing any lost electrolytes.

Allergies should be declared to the team managers and or coaches in advance of the Gala

No glassware should be taken into the showers, changing rooms or onto poolside. Those who do so could be liable for expulsion from the meet.

Any waste must be properly discarded in waste receptacles or removed at the end of the session.

### **Behaviour**

Any abusive behaviour and/or bullying will not be tolerated and, if required officials, coaches or team manager will draw any such matter to the attention of the senior official or Head Referee.

Swimmers must act on the instructions given by the meet officials and behave in a reasonable manner at all times.

It is the responsibility of each Parent / guardian and team managers and coaches to ensure that their swimmers are aware of meet rules, codes of conduct and gala procedures.

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### **Use of mobile phones and mobile devices**

It is the responsibility of the athletes / coaches and volunteers to adhere to the guidelines outlined in Scottish Swimming policy regarding mobile phones.

It is the parent's responsibility to allow their child to have a mobile phone/device and they should be aware if their child takes a mobile phone/device to an event.

Permission to have a mobile phone/device during events will be contingent on the parent/ guardian permission in the form of signed copy of the Scottish swimming or club policy.

There are mobile phone free areas at swimming galas and events. These are areas that are considered to be the most vulnerable and sensitive.

- **Changing rooms**
- **Toilets**
- **Showers**

There is a zero – tolerance policy in place in conjunction with Scottish Swimming with regards to use of mobile phone/devices by any individual in these areas. Notices to this effect may be posted in the changing areas.

### **Generally**

The above procedures have been prepared to help manage Galas, swimming meets and similar events. It is not meant to be an exhaustive list and individual club officials, helpers, managers and coaches are to supervise the swimmers.

Please read along with Scottish Swimming Wellbeing and Protection Policy

This document should also be read in conjunction with any rules, regulations, fire action plans the venue operator imposes or communicates as part of the facility arrangements. These procedures may also be displayed on noticeboards and signage at the venue.

Any failure to abide by the rules should be reported to the Senior Official and, if appropriate, to either the Falkirk Otter President, the Gala Convenor, Wellbeing and Protection Officer or the Facilities Manager responsible for the venue.

**If in doubt, then please ask**

**Thank you in advance for your corporation and assistance in these matters.**

If any party believes the content to be incorrect or requiring to be updated, then this should be reported to the President of the Otter ASC or Gala Convenor who will make arrangements for review.

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