

# **Falkirk Otter ASC**

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## **Safety & Wellbeing Procedures for Training Sessions**

As part of the clubs Wellbeing and Protection Policy we would like to reinforce some basic procedures. Please note we will be regularly updating club information and policies on our website [www.falkirkotterasc.co.uk](http://www.falkirkotterasc.co.uk) please take time to log on

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

#### **Arriving for training session at Falkirk High**

When swimmers arrive for the first training session of the evening

- Monday 6.00pm
- Tuesday 6.00pm
- Wednesday 6.00pm
- Thursday 6.00pm

Swimmers should only go through to the changing rooms and poolside if a coach is at the reception doors when they open (first evening session times noted above). If no coach is there then swimmers should wait at reception until one arrives and likewise parents /guardians should ensure that they don't leave their children until they know a coach is there.

#### **At Completion of sessions at Falkirk High**

Swimmers should get changed and exit the building as quickly as possible. Parents should be ready to collect swimmers as soon as the session is finished and encourage them to get changed as quickly as possible (session start and end times are published on the club website). Under no circumstances should swimmers re-enter poolside after the sessions have ended. The doors from the changing rooms into poolside will automatically lock at 9.15pm. If a swimmer realises they have left something poolside they should go to reception and ask for assistance. If parents /guardians require access please contact the reception desk.

#### **Arriving for training sessions at the Mariner Centre**

When swimmers arrive for their training session they should only go poolside if a coach is present. If no coach is there then swimmers should wait in the changing rooms until one arrives and likewise parents /guardians should ensure that they don't leave their children until they know a coach is there.

#### **At Completion of sessions at the Mariner Centre**

Swimmers should get changed and exit the building as quickly as possible. Parents/guardians should be ready to collect swimmers as soon as the session is finished and encourage them to get changed as quickly as possible (session start and end times are published on the club website). Under no circumstances should swimmers re-enter poolside after the last session has ended.

#### **Arriving for training sessions at Grangemouth Sports Complex**

When swimmers arrive for their training session they should only go through poolside if a coach is present. If no coach is there then swimmers should wait in the changing room until one arrives and likewise parents /guardians should ensure that they don't leave their children until they know a coach is there.

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**At Completion of sessions at the Grangemouth Sports Complex** Swimmers should get changed and exit the building as quickly as possible. Parents /guardians should be ready to collect swimmers as soon as the session is finished and encourage them to get changed as quickly as possible (session start and end times are published on the club website). Under no circumstances should swimmers re-enter poolside after the last session has ended.

Note: Other venues can also be used occasionally the general principles of the other described venues are to be adhered to. If specific additional information is required, the Club will provide it.

## **General Note on Pick up and drop off**

It is the responsibility of parents or guardians to pick up and drop of children on time and that they adhere to the venue pick up and drop off procedures noted above. The club does not operate a pick up and drop off register or supervise pick up and drop off. Note if a swimmer becomes ill during a training session the coach will contact the parent/ guardian as required please ensure you are available in such a circumstance.

## **Changing Facilities**

Falkirk High School has separate male and female changing rooms. At all venues we would expect swimmers to get changed independently in the allocated changing room in accordance with the venue rules. If the swimmer needs to be accompanied by a parent in a single sex changing facility then the parent should be of the same sex.

The Mariner Centre and Grangemouth changing facilities are mixed.

## **Car Park Safety**

The car parks at the swimming venues are very busy and parents/guardians/swimmers should 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 spaces where the risk of collision with vehicles is present.

## **Poolside Safety**

To avoid Trips and Slips, please ensure that swimming bags, floats etc. do not cause a trip hazard for those walking poolside. If swimmers or coaches notice any damage, unhygienic conditions or deterioration of the pool facilities, which could lead to injury or hazard, please report these to the Clubs facilities coordinator or Coach

## **Training Equipment**

To avoid impact with performance and to prevent potential injury, all parents/guardians must ensure that all swim equipment is in good condition and free from damage, which could present injury. A spare set of goggles and cap, is recommended at every session

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

If swimmers have any medical conditions or injuries that will affect their training or swimming this should be detailed with the annual membership renewal, however, if circumstances change please let the membership secretary and coach know.

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## **Stay Hydrated**

Swimming is 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 laps and after they have finished with their training. Prevention is the best approach to dehydration, and you can keep rehydrating yourself by drinking lots of fluids.

## **Use of Lockers**

Swimmers should get changed as quickly as possible and store clothing in the lockers provided. Do not leave clothes in changing cubicles as it reduces the availability for changing of other swimmers.

## **Valuables**

Use the lockers provided but avoid bringing valuables to the training session. 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 anyone's property

## **Behavior and Conduct**

All athletes, coaches, volunteers, parents and guardians are expected to act in accordance with the Clubs Codes of Conduct. Note these can be found on the Club website in the *Policies* section.

## **General Information**

Parents and Guardians are to ensure swimmers are aware of the above information and how it applies to them. Please make yourselves familiar with the venue rules and procedures.

Falkirk Otter ASC acknowledges our duty of care for swimmers, officials and employees during period of the swimming session. Falkirk Otter ASC, however, is unable to accept any form of responsibility for swimmers, officials and employees out with the defined swimming session.

Please in conjunction with Falkirk Otter Policies, Safety Notes and Risk Assessments published on the Falkirk ASC Website.

**15 December 2018 Rev:** Change CPO policy to WPO policy and add notes re website, use of other venues and risks

**17 June 2019 Rev:** Add section on Behavior and Conduct

**August 19 Rev:** Title Change add Wellbeing words

**17 Feb 20 Rev:** Added note Re changing facilities