

BARULES. 08.

RULES AND GUIDELINES

INCORPORATING

NORMAL OPERATIONAL PROCEDURES AND EMERGENCY ACTION PLAN.

INTRODUCTION. All the following Club's Rules and Guidelines incorporating the Normal Operational Procedures (N.O.P.) and the Emergency Action Plans (E.A.P.), have been brought about over a period of many years for the Health and Safety of the Club Members and the General Public. We the Committee ask all who use the facilities of the Club to observe the Rules and Guidelines as laid out below for their own Safety. Please remember that SAFETY IS PARAMOUNT.

01. N.O.P. AND E.A.P. FOR SUMMERFIELDS LEISURE CENTRE. The Club hires the Swimming Pool from the Summerfields Leisure Centre. As such the Club must conduct its business according to the rules and regulations of the Summerfields Leisure Centre. These rules are known as "Normal Operational Procedure" (N.O.P.) and "Emergency Action Plan" (E.A.P.). This is for the Safety and Guidance of every Member of the Club as well as the general public. All Members, whether they are Teachers, Swimmers or Parents, must abide by these rules. If a Member acts contrary to the N.O.P. and/or E.A.P., the Club Committee and/or the Leisure Centre's Duty Officer can and will warn and/or expel the offender from the Leisure Centre. In addition, because the Club has its own set procedures in how it is run the said Club has its own N.O.P. and E.A.P. which are as follows:-

02. CUSTOMER CARE. Because the Club is always in contact with its members, whether they are children, attending their swimming lessons, or parents and/or guardians who help the Club or just watch from the Gallery, there are set procedures that help everybody to keep the operation of the Club in good working order. As stated above, Safety is Paramount, but it

must be understood that the Welfare of the Members, whether they are members of Staff, Teachers, Pupils or Parents/Guardians comes a close second.

THE WAITING LIST. To begin with, it is necessary to understand that the Club does have a Waiting List. This is to ensure that classes are not overcrowded. It also ensures a place for every child when space becomes available. The Waiting List is open twice a year. On the first Friday of April and the first Friday of September in every year. Up to fifty children are taken onto the Waiting List each time it is open. This is to ensure that no child has to wait too long to begin their swimming lessons. Parents and Guardians can put their child/ren onto the Waiting List at the age of four, although the Child/ren will not be able to start until the age of five. Because of Liability Insurance purposes, the Club can only teach children between the ages of five and sixteen. Children up to the age of twelve years old can be taken be onto the Waiting List. Only in exceptional cases will children who are older than twelve be allowed to join the Club. It is considered that a child, who is over twelve years of age, is too mature to be on the Waiting List and should join an Adult class. When applying for a place on the Waiting List, Parents and/or Guardians must fill an Application Form, giving the name, address and date of birth of each child and, if necessary, any medical conditions that the child may have. This information is obviously confidential and will be kept safe. The medical information is needed so that teachers are aware of any problems that may occur and can take action if and when necessary. Diabetes, Epilepsy, Asthma, Deafness, Poor Eyesight, Etc. Any of these medical conditions should be disclosed when an Application Form is filled in. This is for the safety of the child when he or she are swimming. No child will be dis-allowed from swimming who has any of the above conditions. Once a child has started swimming in the Club, it is the responsibility of the Parent/Guardian to notify the Club if the said child develops any medical condition that may influence the safety of the Child in the water.

ON JOINING THE CLUB. When a space for a child becomes available the Membership Secretary will notify the Parent/guardian by sending a letter informing them of the date that the child can start. A letter of Introduction giving Information about the Club will also be sent. The name of the child will then be entered onto the Club register. When the child is first brought to the Club, the parent/guardian must pay a one-off Club Membership Fee and also a Monthly Fee that maintains the child's place within the Club. Even when a child is occasionally absent from swimming, the monthly fee must always be paid. This is so that the hire of the pool can always be paid by the Club. Only if and when a child is long term sick, or in plaster, will the child maintain their place without having to pay the monthly fee. When starting with the Club the child will also receive a Swimming Hat and a Wallet in which will be their Membership Card, which they must show every time they swim. As some of these children will be able to swim when they first join the Club they will be assessed by a senior teacher and then placed in the group that is appropriate to their skills.

If, after a short period of time, their group teacher feels that their new pupil/s is/are too good to stay in their group then the said teacher can ask to have their pupil/s tested by the Awards Examiner.

REGISTERS. There are registers for pupils, students and teachers. Everybody must come to the desk to be marked on their appropriate register. This is for the safety of all. In the event of a fire or explosion etc. the Emergency Services will need to know if everyone has left the building. (Please read Number 11. FIRE. below).

LETTER OF INTRODUCTION AND GENERAL INFORMATION. The information leaflet that is given to all parents/guardians when their child/ren start swimming with the Club, has a list of rules that helps to keep every Member safe when they are within the Centre. The Club's Committee asks that all parents/guardians, and their children abide by these rules. Thereby keeping themselves and others safe, and free from any problems that can arise from not observing the rules. _____

LOST CHILDREN. If a child goes missing the Parents/Guardians should immediately report the fact to the Club desk and/or to the Centre's Duty Manager and give the name, age and description of the said child. Starting with the Pool, a search of the Leisure Centre, inside and outside must immediately commence. If the child is not found within the environs of the Centre then the Police must be notified. A record must be written concerning this incident and kept by the Club.

MISSING PARENTS/GUARDIANS. If a child is found in a distressed state due to not being able to find its Parents/Guardians, then the Centre's Duty Manager must be asked to announce that a child has been found, giving the name of the child, but not the description, and would the Parents/Guardians come to either the Club desk or the Centre's reception where they must prove that the child is theirs.

LOST PROPERTY. Quite a number of items are left on the Poolside and in the Changing Rooms. If a Parent/Guardian or child has lost any item of property then they must report this to the Club desk, giving a description of the article and where it may have been lost. They may also need to ask at the Centre's Reception if the said article has been handed into them. A record of lost property is kept at the Club desk. It is always a good idea to write the name of the owner on any article of clothing that a child wears in the Centre, so if any article is found it can easily be returned to its owner. Any article that is found will only be kept for a short period of time.

COMPLAINTS. If any Club Member wishes to make a formal complaint about the Club or Member/s of the Club, they can obtain a complaints form from the Club desk. When completed they must hand it to any one of the Club Committee Members to be dealt with at Committee level. All formal complaints will be dealt with according to the Club's Constitution. (Please refer to Club Constitution. No. 17. Complaints.) If the complaint is a verbal one, the complainant must refer to a Club Officer or a Committee Member so that the complaint can be dealt with at the Club's earliest convenience and with the minimum disturbance to the Club's activities. A report about any complaint must be kept on record. If the complaint is about a child or an adult being Abused (Bullying, Swearing or Fighting) then the situation must be dealt with immediately. If necessary the Police and/or

the Social

Services should be contacted. A report about the incident must be written and kept on record. (Please refer to (6.) Child Abuse.) below.

CAMERAS, DIGITAL CAMERAS, VIDEO CAMERAS, MOBILE PHONES, ETC. The Committee must warn every member of the Club, including Parents/Guardians that the use of cameras, digital cameras, video cameras, mobile phones, etc. for the taking of photos and filming, is strictly forbidden by the Freedom Leisure Centre and also by the Barbarian Swimmers' Club within the environs of Summerfields and especially on the Poolside and in

the Pool. Remembering that swimmers are wearing only their trunks or costumes, this ruling

must be adhered to in the interest of the safety of all our pupils. If a photographer does need to take photos then they must first obtain the express permission of the Centre's Duty Manager and the Club's Committee. It is advisable to switch off mobile phones whilst in the

Centre. If anybody is seen taking photos, or filming, especially on the Poolside they will be asked to cease forthwith. The Police may be called in to deal with this situation.

03. THE CLUB COMMITTEE. The Barbarian Swimmers' Club is run by a Committee which is elected every year at the Club's Annual General Meeting. (A.G.M.) (Please read the Club's Constitution for further details.). Thirteen Committee Members are elected and the Club's

Officers are elected during the first Committee Meeting. These Officers look after the every

-day running of the Club. Their duties are as follows:-

President. The President is the figurehead of the Club who actively promotes the Club in all

Club events. The President represents the Club at all important meetings with other selected

Club Officials at S.T.A. or other Organization events.

Chairperson. The Chairperson represents the Club when the President is otherwise engaged

in other Club business, and chairs all the Committee Meetings and any other meetings that are needed to conduct the activities of the Club.

Vice-Chairperson. Takes on the duties of Chairperson whenever the Chairperson is absent or has other Club business to perform.

Treasurer. The Treasurer looks after the Club's finances. He/She collects and banks all moneys, cheques etc., records all income and expenditure and conducts all the various financial transactions that are needed to run the Club.

Membership Secretary. This Officer looks after the registration of all the Members of the Club and also records the progress and achievement of every child who swims. He/She is responsible for the Waiting List and notifying Parents/Guardians when a space for their Child/ren is available in the Club.

Minute Secretary. The Minute Secretary records all the Club's minutes at all Committee Meetings and Annual General Meetings, plus any other Meetings that take place within the

Club's jurisdiction. It is this Officer's duty to give out a copy of the previous Meeting's minutes to each Committee Member before they attend their next Meeting.

Training Officer. This Officer is responsible for the Maintenance of Teaching Standards within the Club. He/She must organize Teaching Courses with the Swimming Teachers,

Association for all Students and Teachers who wish to advance their teaching skills. The Training Officer must organize Na.R.S.(P.H.) Courses for all Teachers. All Teachers must have a current Rescue Qualification to be able to teach for the Club. Seminars should be organized by the Training Officer whenever they are needed. Also the Training Officer must

keep all Teachers' qualifications on Record.

Student Officer. This Officer looks after the welfare of the Students. He/She organizes, teaches and prepares the Probationary Students (White Shirts.) for the Barbarian Student Award. The Student Officer works in liaison with the Training Officer.

Student Representatives. Two Students are elected onto the Committee to represent their Student Colleagues. They can give the Committee any ideas or suggestions that the Students have and also any problems that may need to be solved. Being a Student Representative does give young people an insight to how the Committee runs the Club.

Social Secretaries. There are normally two Social Secretaries and their duties are to organize

the social side of the Club's activities. They also help to raise the finance to pay for the Club's other activities such as Teachers' Courses and Seminars, etc.

News Letter Reporter. This person collects any news items about the Club's activities, then puts them into letter form so that all Club Members will know what has happened within the Club and what events will occur in the future..

There may be times when, for some specific reason, a Sub-Committee needs to be formed.

This will be formed from Members of the Club Committee.

If a vacancy appears on the Committee, a Club Member who is willing to serve on the said Committee can be co-opted onto it.

04. RISK ASSESSMENT. Hazards occur in all buildings, whatever their function. None less so than in a Sports Centre. As such the Management of Summerfields Leisure Centre and the Committee of the Barbarian Swimmer's Club conduct Risk Assessments at regular intervals so that all possible hazards can be eliminated. At least to an acceptable level whereby the Customer/Club Member can use the Leisure Centre's facilities in a safe environment. However, Human Error and Wilful Acts must be taken into account. All the following Rules of Safety and Hygiene should help to eliminate any hazardous situation if they are adhered to by all who use the Summerfield Leisure Centre. The Barbarian Swimmer's Club recognises that the safety of our Members is Paramount. To this end a Risk Assessment must be conducted every Friday, before the Club's activities begin, or at least as early as possible. If an hazard is found it must be reported to the Centre's Duty Manager immediately so that it can be rectified, as also any other incidences that may be found. All Risk Assessment forms must be kept in the Club's Records for future reference. A copy of the Club's Risk Assessment form must be given to the Centre's Duty Manager at the end of each calendar month. Also, for the additional Safety of our Members, the following Rules of Operation shall be enforced:-

(A) SEPARATION OF GROUPS WITH ROPES. Ropes must be placed across certain areas of the Pool to contain the various groups within their Safety zone. This is to ensure that all swimmers are not mixing with other groups. For example, Beginners and Novices are kept at the Shallow End. All swimmers must stay within their own groups until they have passed their Tests for that particular group. Only then can they be considered safe to move into their next group. The Club has set procedures in where the ropes are situated which are the following:-

1. White Group (Beginners). This group will always remain within the Learner Pool. The shallow side of the Boom. To separate the Beginners from the Novices a rope is situated seven metres away from the sloping steps. The rope is attached to the Boom then extended across to the Poolside decking. This rope may already be in place. The Beginners and Novices are in the Learner Pool between 6.00p.m. and 7.45p.m.
2. First Friday of the Month. Three lane ropes must be situated in the Main Pool which will give four lanes. One each for the Green, Blue, Red and Yellow groups in that order. (Please see diagram No. 1). This is for the improvement of swimming techniques and stamina. The ropes must be attached to the Boom then extended and attached to the eyelets at the deep end of the Pool. This is for those groups operating between 6.00p.m. and 7.45p.m. in the main Pool.
3. Other Fridays of the Month. So that all groups can work on the International Swimming & Water Safety Standards programme the ropes will be situated as follows:- A lane rope will be situated down the centre of the Pool, extending from the Boom to the deep end. A second rope will be situated across the Pool at the half-way mark (12.5 metres) Take the plugs out of the Pool decking and insert two flag poles, (one each side of the Pool.) then extend the blue rope, with orange bobbles, across from one side to the other. This will give each group an equal amount of water. Green and Yellow groups in the shallow end of the Pool and Blue and Red groups in the deep end operating between 6.00p.m. and 7.45p.m. (Please see diagram No. 2).
4. Advanced Groups. These groups operate between 7.45p.m. and 9.00p.m. and need six Lanes. Therefore, five ropes must be situated between the Boom and the deep end of the Pool. Attachments for these ropes can clearly be seen, both on the Boom and on the decking at the deep end. (Please see diagram No.3). These groups occasionally use the Learner Pool for Life-saving, Starts (Back Crawl) and Turns Etc.

(B) COLOURED RUBBER BANDS. Coloured Rubber Bands are given to the children to wear, either on their wrist or ankle, so that the Teachers can recognise which groups they belong to. These Bands must be worn at all times whilst the child is on the Pool-side. If any child is on the Pool-side without a Band, they will be told to obtain a new one, of the same colour, before they can enter the water. The colours of the Bands are White, Green, Yellow, Blue and Red. Each colour denotes which group the child belongs to. White Band = Non-swimmer, Green Band = Novice, Etc. White Bands are contained within the Learner Pool. The "Advanced Groups" who swim after 7.40p.m. have different coloured Bands which also must be worn at all times. A child who has a disability such as Asthma, Epilepsy, Deafness, Poor Eyesight, Etc. must wear a Black Band in addition to their group Band. This is to ensure that the Teacher is aware of the child's disability and can take the proper action whenever needed. Parents/Guardians must ensure that their child/ren are wearing their Bands before they appear on the

Pool-
side.

(C) **SWIMMING HATS.** Swimming Hats must be worn by the children at all times whilst they are in the water. This is to stop hair getting into their mouths and eyes while they are swimming. Bearing in mind that there are Ropes across the Pool, long hair should be contained within the Swimming- Hats so that it does not entwine around the said ropes. Any child appearing on the Pool-side without a Hat will be asked to obtain a new hat before they will be allowed to swim.

(D) **SWIMWEAR.** It is essential that all children should wear the correct Swimwear when attending their lessons. Boys must wear Swimming- Trunks or very short Shorts. Girls must wear One-piece Costumes. Long knee-length Shorts give Drag when swimming Strokes and hamper Watermanship Skills. Two-piece Costumes (Bikinis) are too flimsy and can cause embarrassment to the wearer if torn. Knee-length Shorts can only be worn, as additional clothing, when the wearer is attending Shark or Seal, Etc. classes.

(E) **DISTRACTION OF TEACHERS ON THE POOL-SIDE.** The Barbarian Swimmer's Club ask Parents/Guardians not attempt to speak to, or distract, the Teachers while they are conducting a lesson with their classes. If a Teacher is distracted from their class a child could get into difficulties, and this child could be Theirs. The Teacher must be allowed to teach their class without any interruption whatsoever, thereby the children stay safe and also have a full lesson. If any Parents or Guardians wish to talk to their child's Teacher, we ask that they wait until the end of the lesson, bearing in mind the Teacher may need to attend to another class immediately afterwards.

05. **CERTIFICATE AND BADGE PROGRAMME.** The Club runs an organized system of Certificates and Badges that enables all pupils to learn the skills of swimming, diving, life-saving and survival in such a way that every child learns the skills in their own time. All pupils, in any particular group stay in their group until they have passed all the test within the said group. Thus, the safety of the pupils is ensured until they are ready to move to their next group. The Programme consist mainly of the Swimming Teachers' Association's own Programme of the "International Swimming and Water Safety Standards or I.S.W.S.S. for short. This Programme is supplemented with the Barbarian Club's own set of Certificates and Badges. The Club's Committee finds that this gives just the right balance to the teaching of all the skills that our pupils require. There are five groups: White, Green, Yellow, Blue Red running between 6.00p.m. and 7.40p.m. Each group has four sessions of 25 minutes each. Starting at 6.00p.m. then 6.25p.m., 6.50p.m. and 7.15p.m. The 'Black', or the more Advanced groups start at 7.40p.m. There may be a delay of five minutes at 6.00p.m. and also at 7.40p.m. This is due to preparation of the pool (Lane Ropes for separating the different Groups. See 03. Risk Assessment. (A) Separation of Groups with Ropes).

Each and every group has its own set of Badges shown as follows:

LEARNER POOL - White Group.

<u>Improvers.</u>	<u>Beginners.</u>	
5 metres. (Breaststroke 20 / 25 m.).		Octopus 2. 1 Stroke
10 metres.		
20 metres.		
Octopus 1.		

MAIN POOL.

<u>Group.</u>	<u>Green Group.</u>	<u>Yellow</u>
Goldfish 2.	Octopus 3.	
Goldfish 3.	Goldfish 1.	
2 Stroke (Breaststroke 25 metres & Front Crawl 25 metres). Back Crawl 25m.).		3 Stroke (Breaststroke 50m., Front Crawl 25m. and

<u>Group.</u>	<u>Blue Group.</u>	<u>Red</u>
1 (Survival).	Shark 1.	Seal
3.	Shark 2.	Shark
4 Stroke (Breaststroke 100m., (Bronze). Front Crawl 50m. Back Crawl 50m. & Butterfly 25m.).		Water Safety

“Black” or Advanced Groups. For these groups the Main Pool is divided into six lanes by using five Lane Ropes running the length of the Pool. In these Groups each Badge has its own Rubber Band colour. Each Lane has a different Badge taught within it as shown below:-

7.40p.m. - 8.20p.m. 8.20p.m.
- 9.00p.m.

Lane 1. testing.	Badge Testing.	Badge
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Lane 2. Water Safety.	(White) Seal 2.	(Blue) Silver
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Lane 3.	(Brown) Barbarian Bronze.		(Grey) Barbarian Silver.
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Lane 4.	(Green) Seal 3.		(Yellow) Gold Water Safety.
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Lane 5.	(Red) Seal 4.
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Lane 6	(Orange) Barbarian Gold.	(Orange) Barbarian Gold.
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BADGE TESTING. Apart from the first Friday of every month, two Badges are tested every

Friday. One Badge during the first sessions, between 6.00p.m. and 7.40p.m. (For example Bronze Water Safety.) and one in the Advanced Groups, between 7.40p.m. and 9.00p.m. (For example Seal 2.). All Badge Testing in the Advanced Groups start at 7.40p.m.

without

exception. All the Badges are tested in descending order. For example: starting at Bronze Water Safety, in Week One, then Shark 3 in Week Two in Red Group and carrying on

down

to 1 Stroke in White Group. The same applies in the Advanced Groups. Barbarian Gold down to Seal 2. If any child has missed their test for some reason then, if their Parent or Guardian asks the desk staff, they can be tested on the first Friday of the month following their missed test. Sometimes a pupil fails a test due to being very nervous, or, has failed on just one item. So, if a teacher feels that a pupil in their class is ready and able to be tested out of sequence, then they should be able to ask for this particular pupil to be tested. If the Awards Examiner is too busy then another senior teacher can be asked to test the said

pupil.

This will stop the pupil from becoming bored and prevent him, or her, leaving the Club,

and

it will show the pupil's parents that we are willing to help all our pupils.

THE TESTERS (AWARDS EXAMINERS.) must be Teachers who wear either Red Shirts

or Purple Shirts and have a Swimming Teacher's Certificate (Full) or equivalent. There will

always be Two Testers. One Tester for the Early Groups, 6.00p.m. - 7.40p.m. and one for the Advanced Groups, 7.40p.m. - 9.00p.m. The Badges in White Group, 5 metres up to Octopus 2 will be tested by the Teacher who is in charge of the White Group. Knowing

that

pupils will be nervous before they are tested, the Tester should greet the pupils with a

smile

and reassure them that they can pass with flying colours. As well as reading the Test Sheet to the pupils the Tester may need to demonstrate what is needed. Once the pupils have passed their test the Tester should tell their teacher so that the pupils can progress to their

next badge. If the pupils need to progress to the next group (Green to Yellow for example.)
the Tester should then take them to meet the senior teacher of that next group. The children and their Parents/Guardians should also be told that their Rubber Bands need to be changed.
(Green to Yellow for example). The Test Sheet should then be taken out to the Club desk so that the Parents/Guardians of the pupils can purchase badges and certificates. If there are any failures, the pupils' teacher should be informed as to what they are. The Testers must always remember that if a pupil struggles to pass their current test, it is highly possible that the pupil will find it even harder to pass their next test. It is advisable to allow the pupil to progress in their own time.
Students with the Tester (Awards Examiner). A Student will accompany the Tester when he or she are testing on the Poolside between 6.00p.m. and 7.40p.m. The Tester holds a register of Students and ticks this register as each Student takes their turn with the Tester. One Student per week. This will help the students in their training to become Teachers. The Student will help the Tester in general and learn about faults and corrections in all aspects of swimming. (For further information please read item No, 12. STUDENTS.).

FAMILY SWIMS AND DISTANCE SWIMS. These are held twice a year. One at Easter on Good Friday and one on the Friday before the August Bank Holiday. On these Fridays the main Pool is divided in two, one side for the Distance Swims and the other side, plus the Learner Pool, is used for the Family Swims where the Parents/Guardians can join their children in the water for Fun-swims. The Distance Swims side is divided into three lanes on the Gallery side of the Pool as follows:-

Lane 1 (Poolside.) - - - - - 25m. up to 400m.
Lane 2 (Middle Lane.) - - - 400m. up to 1,500m.
Lane 3 (Outside Lane.) - - - 2,000m. up to 5,000m.

Any child, who is a Club Member and can swim, can participate and gain Distance Badges and Certificates. All they need to do is give their names to the Club desk or even give their names on the Poolside. They can swim any of the following distances:- 25m., 50m., 100m., 200m., 400m., 600m., 800m., 1,000m., 1,500m., 2,000m., 3,000m., 4,000m. and 5,000m. Obviously in sequence. The swimmers can use any of the recognized strokes and, if they wish, change the stroke during their swim but they must show a good, and strong, stroke throughout the distance to earn their Certificates and Badges. There will be teachers at the end of each Lane marking off the lengths of each child and they will be told when they have finished their Distance swim. Then the child will be asked by the teacher if they wish to carry on to achieve the next Distance Badge. If a child is seen to be struggling and their stroke-work is weakening then they must be removed from the water immediately. Once the child has finished their Distance swim, the staff at the Club desk will be notified immediately so that the Parent/Guardian can purchase the certificates and Badges if they so

wish. The child can then go and play in the other half of the Pool if they so wish.

06. ROSTERS (ROTAS) FOR TEACHERS AND STUDENTS. So that Teachers know which classes they will be teaching, rosters will be given out to every Teacher. The Student Teachers will be given a separate roster. These Rosters will be changed every six months so that teachers and Students can have a change from teaching the same syllabi and the same children all the time. This will also help give more experience to Teachers and especially to Student Teachers. The Committee asks all Teachers and Student Teachers to strictly adhere to these Rosters when they are teaching and to be on the Poolside in good time to teach their class so that the pupils can have a full lesson. If a Teacher or a Student Teacher is having a break from teaching, the Committee asks that they take their break away from the Poolside so as not to hinder other Teachers who are teaching their own class. If a Teacher is absent, due to holidays or illness etc, the Committee also asks those Teachers, who are meant to be taking a break, to fill in and teach the absent Teacher's classes. This will ensure all the pupils will have a full lesson and no complaints coming from their parents/guardians. No Teacher is allowed to teach their own children, so if a Teacher finds that they could be teaching their children according to their Roster, then they must ask the Committee to give them a different class by changing with another Teacher on the Roster.

07. CHILD ABUSE. Child Abuse is a Criminal Offence. If any Club Member is concerned about a child who shows signs of being abused, sees a child being abused, or the child reports that they have been abused, they must, without fear of recrimination, report the Offence to their Superior, or, if they are not available, to the Social Services or the Police. If the Club Member is themselves accused of child abuse they must immediately stop what they are doing and report the accusation to their Superior. Cases of Child Abuse must always be referred to the appropriate Services. The Barbarian Swimmer's Club cannot and must not undertake the investigation. Please read the Club's "Club Equity Policy Statement". The Club now has two Child Protection Officers (Names of which are on the Club's Notice Board.) to whom any child can approach if they have been abused. The Officers will write a Report of what happened then forward the Report to the appropriate Authorities.

08. RULES OF SAFETY. To safeguard all Members of the Club within the Summerfields Leisure Centre, and to safeguard all Club activities the Rules of Safety must always be adhered to:-

- (A) No jewellery to be worn in the water.
- (B) No running on the Pool-side.
- (C) No horse-play in, or out of, the water.
- (D) No pushing or ducking.
- (E) No diving into the Shallow End. Minimum depth for teaching diving is 1.8 metres.
- (F) No bombing or cartwheels into the water.
- (G) No running dives or backward dives into the water.

- (H) No false calls for assistance or shouting. This can distract a Life-guard from a person who does need assistance in the water.
- (I) No-one to enter or leave the water without the Teacher's permission.
- (J) Sweets, chewing-gum or food of any kind are forbidden on the Pool-side.
- (K) Pupils to know where the Shallow and Deep ends of the Pool are.
- (L) If pupils need to go to the toilet during the lesson, they must ask their Teacher, then report back to the Teacher before they get back into the water.
- (M) No throwing of objects such as floats, rings, hard balls, Etc.
- (N) No Fighting or Bullying. This will lead to instant removal from the Pool.

09. THE POOLHALL AND THE POOL. Every Member of the Club, especially teachers and pupils, must have a thorough knowledge of the Pool-hall and the Pool. Its lay-out and the hazards that are inherent therein. A plan of the layout accompanies this document. For the sake of clarity read the items below as though you were standing at the Shallow End of the Pool by the Entrance to the Changing Area.

The actual Pool is divided into two. The Main Pool and the Learner Pool. The dimensions of these Pools are as follows:-

Main Pool	- - - - -	25 metres	X	13 metres.
Learner Pool	- - - - -	17 metres	X	7 metres.
Depths - Main Pool - Shallow End - 1.00 metre.				
				Deep End - Top of Step Trench - - - -
1.70 metres.				Bottom of Step Trench
- - 2.30 metres.				
		Learner Pool	- - - - -	0.90 metre.

The Boom that separates the two Pools is 1.30 metres wide and is situated at the shallow end of the Main Pool. The Boom has a Freeboard (The height of the Boom above the surface of the water.) of 37 centimetres. There are six Diving Blocks situated on the Boom facing towards the Main Pool. These can only be used by competent Divers. At no time must pupils be allowed to climb onto or play on the Boom.

The Step Trench, mentioned above, is at a depth of 2.30 metres and extends across the width of the Pool. The actual Step is 0.60 metres high making the top of the Step only 1.70 metres in depth and is only 3.20 metres from the deep end of the Pool. The top of the Step Trench has a Yellow painted stripe to indicate its position. Teachers, when teaching diving, must be aware of this danger and ensure that their pupils dive safely in this area. The 1.70 metres Area makes it too shallow to teach Diving at this point, so Teachers must only use the Step Trench for Diving purposes.

Sets of Steps, for access in and out of the Pool, are situated around the Pool. Two at the deep end, two half way up the Pool and one at the left end of the Learner Pool which also has

shallow steps leading into the water on the right hand side of the Pool. A set of Steel Sloping

Steps are situated on the right hand side of the Main Pool in the shallow end. These Steps can trap a child so must be removed from the Pool before swimming lessons start.

The First Aid Room is situated at the deep end of the Pool on the left hand side next to an Emergency Exit. The Emergency Telephone is situated outside the First Aid Room, also next to the Emergency Exit. There are two Emergency Exits. One at the deep end on the

left

hand side, as stated, and one at the shallow end, again on the left hand side of the Pool.

This

one leads out into the Reception area. Therefore this one must be kept closed at all times

to

stop children wandering onto the Poolside.

Attached to the wall beneath the Emergency Telephone is an Hydrant with an Hose screwed

onto it. The Hose is sometimes laid out across the floor, by the Emergency Exit, so great care must be taken especially in an Emergency.

The Public Gallery is on the left hand side of the Pool. At the bottom of every Gallery

Aisle

there is a Gate. If and when there is an Emergency, such as a Fire Etc, these Gates must be lifted out of position to allow Parents/Guardians and others on to the Poolside. Please read Item Number 16 below. Actions to be Taken in an Emergency. A. (Fire).

The Pool's Emergency Lights are situated at both ends of the Public Gallery.

Situated by the shallow end are two Equipment Stores, both of which are on the right hand side of the Pool. Pupils and unauthorized staff are not allowed in these Equipment Stores. The Barbarian Swimmers' equipment is kept in the Equipment Store in the right hand corner of the Pool-hall.

Also at the shallow end is the Entrance to the Changing Area, Showers and Toilets and

also

the Entrance to the Changing Rooms for the disabled.

There are three Pool Blankets on the Poolside. Two at the deep end and one at the shallow end. These can be a hazard, both in and out of the water. If these Blankets are lying on the Pool surface then pupils must not enter the Pool area until they have been brought onto the side. When the Blankets are rolled up onto their trolleys, pupils must not play on or near them at any time. Teachers should tell their pupils about the hazards that are involved with Pool Blankets. Please see Plan of the Pool Layout for position of Blankets.

Between the Pool Blankets at the deep end is placed the Lifeguards' Chair. No one is allowed to climb or play on this Chair.

The Fire Alarm is situated on the right hand side of the Emergency Exit at the deep end of the Pool.

Emergency Alarms. These are placed as follows:-

- (1) Under the Main Clock.
- (2) Outside the First Aid Room on the left hand side.
- (3) 1.25 metres to the right of the Entrance to the

Changing Area.

Laerdal Face Masks. For Resuscitation. These are placed as follows:-

- (1) Under the Main Clock.
- (2) Outside the First Aid Room on the left hand side.
- (3) 1.25 metres to the right of the Entrance to the

Changing Area.

A Spinal Board is placed on the wall on the right hand of the Poolside close to the shallow end of the Main Pool. The Spinal Board can only be removed from the wall for Emergency use or for training purposes.

Rescue Equipment is arranged in various places around the Poolside. They consist of Throw Bags and Torpedo Buoys. These are placed in the following areas:-

Four Throw Bags. - - (1) Attached to the Lifeguards' Chair
(2) Outside the First Aid Room on the left hand side.
(3) Right hand side of the Pool. 10 metres from the Deep End.
(4) By the door to the Changing Rooms for the Disabled.

Three Torpedo Buoys. - (1) Attached to the Lifeguards' Chair.
(2) Right hand side of the Pool. 10 metres from the Deep End.
(3) By the door to the Changing Rooms for the Disabled.

There are members of the Leisure Centre's staff working on the Poolside. Their duties are varied. They have to count the numbers of swimmers in the Pool at certain times and also measure the chemical content or the PH of the water. These counts and measures are to ensure our Safety. A Lifeguard is always on duty on the Poolside and a change of Lifeguards

takes place every half hour. Club Members must not interfere with their work. Nor must they chat to the Lifeguard as this could distract the Lifeguard from his/her duties and put somebody's life at risk. _

The Main Clock is situated on the wall above the windows half way down the right hand side of the Pool. Two other Clocks, used for timing swimming, are situated at either end of the Public Gallery.

Notices and Signs are to be found in various areas of the Pool-hall. They are there to give Information to all who use the Pool. They consist of Prohibition Signs (i.e. No Diving.), Warning Signs (i.e. Deep End.) and Information Signs (i.e. Centre's Rules). All Club Members must know where these Notices and Signs are situated and they must abide by them. They are there for everybody's Safety.

Maximum Loads. The absolute maximum load of persons in the Pool is 144. When the number of persons, swimming in the Pool reaches 120 the Centre's Duty Manager triggers off the appropriate plan to ensure safety in the Pool.

A plan of the Layout of the Pool-hall and Pool accompanies these Rules. All Club members

must bear in mind that equipment such as Rescue Equipment, Pool Blankets, Etc. may be relocated on the Poolside at any time. Everybody must always make sure that they know where everything is in the Pool-hall at all times in case of an Emergency.

10. CODES OF CONDUCT IN AND AROUND THE POOL. These "Codes of Conduct" are primarily for all Teachers, Students and Members of Staff. They must be adhered to at all times. The Codes of Conduct are as follows:-

(A) The Committee expects all teachers, students and staff members to act in a proper manner and to set an example, especially when they are in Club Uniform, to pupils and parents at all times, whether they are on the Pool-side or elsewhere in the Leisure Centre. Any misconduct will be reported to the Committee, and, if necessary, acted upon.

(B) Ball-games or the throwing and kicking of any equipment is forbidden in and around the Pool. This is for reasons of Safety and to stop any disruption to swimming lessons being conducted, again, in and around the Pool.

(C) If there is a spare lane not being used for any swimming lessons then any teachers, students or staff members who are not conducting swimming lessons etc. are entitled to use the said lane for swimming purposes only. If the spare lane is subsequently needed for swimming lessons then all swimmers must vacate that particular lane.

(D) Between 7.45p.m. and 9.00p.m. the Learner Pool must only be used for Teaching and Training purposes, under Teacher supervision, as there is no Lifeguard cover at this time in this area.

11. TEACHERS. When teaching the skills of Swimming etc. the Teacher has to deliberately place his/her pupils into an Alien Environment. This places a great deal of responsibility and teaching skills upon the Teacher. Therefore all Teachers must have the necessary knowledge

to undertake this task. All would-be Teachers have to participate in training courses to obtain their S.T.A. Swimming Teachers' Certificates and also, within the Club, their T-Bag

Shirts which are as follows:-

Swimming Teacher's Certificate (Beginners) (S.T.C.(B.)) - - - Green T-Bag Shirt.

Swimming Teacher's Certificate (Full) (S.T.C.(F.)) - - - - - Red T-Bag

Shirt.

Higher Teacher's Certificate (H.T.C.) and/or

Tutor/Examiner's Certificate. - - - -

Purple T-Bag Shirt.

It is strongly recommended that all Teachers wear Navy Blue Shorts with the above Shirts and, for safety, footwear such as Deck Shoes etc.

The T-Bag Shirt and Shorts constitute the Club Uniform. As such this Uniform must be worn at all times when the Teacher is attending to Club business. If part, or all, of the Uniform is lost, the Teacher may be asked to contribute towards the cost of replacement. Teachers must not wear long Trousers, Slacks or Track Suit Bottoms whilst they are teaching on the Poolside.

A Folder, with teaching Syllabi and Club Information in it, is supplied free to all Teachers. If this Folder is lost the Teacher will be asked to pay one pound towards a replacement. All Teachers' Certificates have now been upgraded over the past few years so that the S.T.C. (F.) is now equivalent to the H.T.C. which, itself, with extra course work is now referred to as D.S.T.A. (Diploma, Swimming Teachers' Association).

Revalidation. All Teachers Certificates are validated for five years. To revalidate their Certificates all Teachers must earn three Continual Professional Development (CPD) points.

This can be done by achieving the following:-

Teaching for 50 hours gives the Teacher - - - - - one CPD Point

Attending a relevant Seminar for six hours - - - - - one CPD Point

Attending two half day Seminars. - - - - - ½ CPD Point for each

Attending a relevant Training Course - - - - - one CPD Point

The third CPD Point can come from working a further 50 hours.

When Teachers has obtained the required CPD Points they must ask the S.T.A. to send them

a Revalidation Form. Teachers must fill this form in, then, with the required evidence, send

it back to the S.T.A. with a £10.00 fee. A new Certificate will then be issued to them.

Tutor/Examiner's Certificate. So that the Club can keep operating with a full compliment of

Teachers it needs to run Teaching Courses. To run these courses we need Tutor/Examiners.

A Teacher with either a Red or a Purple T-Bag Shirt and has two years of good teaching experience can, if they wish, become a Tutor/Examiner. They will be sent on to a Tutor/Examiners' Course, possibly in Walsall, at the Club's expense. The course would most probably be run over long week-end. After they have gained their qualification they will be asked to help on one of our Teaching courses to gain experience. A

Tutor/Examiner

has to be Moderated every three years by a senior Member of the S.T.A. to keep high standards within the Association.

Life Saving Qualifications. The Experienced Teacher will instinctively know when a pupil,

in his or her class, gets into difficulties in the Pool. Long before a Pool Lifeguard would.

The Teacher would then take the appropriate action to rescue the pupil. This is why the Swimming Teachers' Association and also the Barbarian Swimmers' Club require all Teachers to have a recognized current Life Saving qualification. Any of the S.T.A.

National

Rescue Standard qualifications such as the Lifeguard or Poolside Helper and also the equivalent issued by the Royal Life Saving Society are recognized by the S.T.A. and the Club. These qualifications last for two years and must be revalidated by all Teachers participating in a Na.R.S., or equivalent, Revalidation Course. If a Teacher's Lifesaving Qualification has expired, the Teacher will not be allowed to teach during Club sessions. The Club's Training Officer keeps records of all the Teachers' qualifications. Therefore

the

said Officer will notify all Teachers when they need to attend a Revalidation Course.

Seminars and Updates. It is imperative that all Teachers attend Seminars and Updates when

they arise. This will give Teachers the chance to keep up-to-date with what is going on in the World of Swimming and also help to obtain their CPD Points for when they need to Revalidate their teaching qualifications.

Self Assessment. There will be occasions when all teachers may be asked to make a Self Assessment. This will help them and also the Club in assessing the way forward in

teaching

and training. Assessment Forms will be made available in the near future.

Individual Membership to National Bodies. It is recommended by the Barbarian Swimmers'

Club that all Teachers should have a current membership to their respective National Organizations such as the “Swimming Teachers’ Association”, the “Amateur Swimming Association” or the “Royal Life Saving Society”. This helps to ensure that all Teachers

keep

up to date with the latest news and advances in Swimming, Diving, Life Saving Etc.

The Club has a current Policy whereby any Teacher may claim reimbursement of the Fee that they have paid to their National Body as long as they have proof of payment such as a Receipt or a new Membership Card. If the Teacher belongs to two or more National

Bodies

the Club will only reimburse one Membership, such as the S.T.A. The Club will not reimburse a Swimming Teacher who is in Full Time Employment teaching swimming. Rules of Discipline on the Poolside and in the Pool. Pupils must observe the Rules of Discipline, at all times, for their own Safety. If pupils are not disciplined they could

present

a danger to themselves and to others. A Teacher must use their own discretion when a

pupil

needs to be disciplined, but remember that the safety of the rest of the class is Paramount

at

all times. If a pupil consistently disrupts a class, thereby placing the safety of the class at risk, the Teacher, without recrimination, will order the offender to leave the class and get dressed. If the pupil continually offends, He/She will be asked to leave the Club.

Safety Rules for Teachers. Teachers can add greatly to the Safety of their class by

observing

the following Rules:-

(A) Before the lesson starts the Teacher should find out if any of his/her pupils have a Disability such as Diabetes, Epilepsy, Asthma, Deafness, Poor Eyesight, Etc. The Teacher will need to know how to deal with these disabilities in an Emergency,

there-

fore place these pupils in, or near, the front of the class so that a close eye can be

kept

on them.

(B) The Teacher must have a thorough knowledge of the Pool’s Normal Operational Procedure and the Emergency Action Plan, and must also need to know the

following:-

1. Where the Telephone is and the Emergency Numbers.
2. Emergency and Fire Alarms.
3. First-aid Room and what it is equipped with.
4. Life-saving Equipment on the Pool-side.
5. Where the Shallow and Deep Ends are.

(C) The Teacher must check the clarity of the water. If the water is cloudy and the Pool floor cannot be seen, the Pool cannot be used until clarity has returned.

(D) The Teacher must check the Temperature of the water. Small children and old people need warmer water to swim in due to their faster loss of Body Heat.

(E) The Teacher must bring Equipment (Floats, Woggles, Rings, Ropes, Etc.) onto the

Pool-

side in readiness for the lesson before the pupils come onto the Pool-side. The

Teacher

cannot leave the class to obtain more equipment once the lesson has started.

(F) If the Teacher, in charge of the class, has an Assistant/Student Teacher with them, any instructions they need, must be given to them before the start of the lesson.

- (G) The Teacher must expect good discipline at all times and an immediate response to commands.
- (H) The Teacher must explain to the pupils why and when the whistle is blown. Stop, look and listen.
- (I) The Teacher must count the pupils at the beginning, during and especially at the end, of the lesson.
- (J) If the depth of the Pool varies, Non-swimmers must be contained within the Learner Pool where they will be safer.
- (K) The Teacher must always check that all pupils are in a safe depth of water. Place the smallest child in the shallowest water.
- (L) Safeguard all underwater activities. Pupils in pairs, keeping an eye on each other.
- (M) When teaching swimming activities on the Back, the Teacher must always have a thick float handy to stop pupils hitting their heads on the Pool-side.
- (N) Poles, Etc. should always be handy to reach any pupil who might get into difficulty. The Teacher should always be prepared to enter the water for any Emergency.
- (O) If, in the event the Pool Blankets are still lying on the surface of the Pool, the Teachers must not allow any of their pupils onto the Poolside until these Blankets are rolled back onto their trolleys, on the Poolside.
- (P) The Teacher must take the greatest care that no pupil becomes exhausted or too cold.
- (Q) The Teacher should always check that no pupil has eaten a meal within one hour of swimming. (Can cause vomiting and choking.). Nor should the pupil swim with an empty stomach. (Cramps can result.).
- (R) Glass containers such as Bottles, Tumblers Etc. must never be taken onto the Poolside.
- (S) Food must never be consumed on the Poolside by the Teacher and any Drinks must be contained in a Plastic Bottle.
- (T) The Teacher must never teach if they are under the influence of either Alcohol or any other substance that will impair their judgement or speed of reaction.
- (U) Teachers must not bring their Mobile Phones onto the Poolside, for the obvious reasons.

It is important to know that Student Teachers (Yellow-Shirts) and S.T.C.(B.) Teachers (Green-Shirts) should not be allowed to teach some subjects like Diving from the Poolside,

Butterfly Stroke or Life-saving by themselves. They are not insured by either the Swimming

Teachers' Association or by the Barbarian Swimmers' Club to do so. Only under strict Technical Supervision by a Senior Teacher (Red-Shirt or Purple-Shirt) can they teach these

subjects which occur in the Shark Series, Four Stroke and in the Advanced Group Badges such Barbarian Bronze, Silver and Gold etc.

12. STUDENTS. Students are an integral part of the Club. They are the Club's future teachers.

If a pupil wishes to become a Student they can put their name onto the Student Waiting List

then when they are twelve or over and have obtained their Seal Three badge the pupil will be given the chance to become a Student. At this stage they must participate in the

Barbarian

Student Award to become a White Shirt then they will teach in the Learner Pool for six

months to gain experience. Pupils are taken on as Students either in January or July of each

year. After six month's teaching in the Learner Pool the Students may gain their Yellow Shirt. They will then be placed on the Students roster. When Students reach the age of thirteen or over they will be asked to participate in the Swimming Teachers' Association's "Student Teacher's Certificate". This award can be used as part of their "C.V." or "Curriculum Vitae" for when they seek future employment. When a Stu.T.C. course is organized a letter will be sent to every student, who is thirteen or over before their course Assessment, giving the details of the course such as the venue, dates and times from the Club's Training Officer. Their Parents/Guardians will also receive a letter from the Club's Training Officer letting them know about the course which their teenage children will attend.

At the age of sixteen all Students will be asked to participate in the Swimming Teacher's Certificate (Beginners) and the National Rescue Standard (Poolside Helper) which will entitle them to wearing the Green Shirt. Within the Club the maximum period for being a Student is between the ages of twelve and sixteen years, so all Students must do the S.T.C.(B.) and the Na.R.S.(P.H.) if they wish to stay with the Club. When an S.T.C.(B.) course and an Na.R.S.(P.H.) course is organized, the sixteen years-old Students will be asked the following questions:-

1. Do you really want to do the S.T.C.(B.) and the Na.R.S.(P.H.) courses?
2. Are you willing to give the time and effort to this course?
3. Are you willing to give your time to complete work-sheets and questionnaires

when

the Tutor asks you to?

4. Will you give time to study your "Teaching Swimming" Manual and your Na.R.S.(P.H.) Manual?
5. Are you willing to take on the responsibility and care of a Swimming Teacher?

If the Students say yes to all the above questions then the Tutor must make sure that they abide by the above Rules if they wish to pass their exams. If not, then the students may be asked to leave the Club. All these Students will be given a letter giving details about the venue, dates, times and other information of their courses. Their Parents/Guardians will

also

have a letter sent to them explaining details about the course. This letter will also ask them to make sure that their teenage children, who are attending these courses, do the

following:-

- A. Attend all course sessions without fail.
- B. Study their "Teaching Swimming" and Na.R.S.(P.H.) Manuals and also their Handouts.
- C. Produce their completed Work-sheets and Questionnaires when the Tutor asks for them.
- D. Switch off their Mobile Phones during course sessions.
- E. Continue to abide by the Code of Conduct in and around the Pool.

As the Club pays for most of the course fees it expects a very high standard from all its Teachers. Therefore, some of the new Teachers who seem to be weaker and need extra help, will be monitored for up to six months after their course exam.

The Club does have a Student Policy which all students should abide by. The Policy is as follows:-

Students need:-

1. To attend regularly and be on time for teaching their class at all times.
2. To behave in a responsible manner.
3. To act as an Ambassador for the Club at all times.
4. To take any breaks away from the Poolside. So as not to hinder other

teachers.

5. To swim in their classes until all awards are complete or their full potential is achieved or they reach the age of sixteen.
6. To participate fully in the Barbarian Student Award prior to taking up their student duties.
7. To work alongside, and take instruction from, their allocated teacher.
8. To go into the water to help pupils when requested by a teacher. All

Students must

wear either trunks or costumes under their uniforms at all times whilst they are on duty as a Student Teacher on the Poolside.

Student duty with the Tester (Awards Examiner). All Students must take their turn in accompanying the Tester when he, or she, is testing on the Poolside. The Tester holds a register of Students and ticks this register as each Student takes their turn with the Tester. One Student per week. The Student must stay with the Tester throughout the time of testing.

6.00p.m. to 7.45p.m. The Student must help the Tester in general and listen and learn about faults and corrections in all aspects of swimming. These sessions with the Tester will help Students in their training to become Teachers.

13. DIVING SAFETY. When the Teacher begins to teach Diving, whether it is Shallow Water Practices or Pool-side Practices, a different set of Rules must be applied. Again the Safety of the pupil is PARAMOUNT. The Teacher must take into consideration the pupil's ability, such as the following:-

1. Pupils must be able to swim.
2. Pupils must be able to tread water.
3. Pupils must be able to stand and recover.
4. Pupils must be Taught to control the Dive by using:-
 - (A) Hands together, arms stretched and head between arms.
 - (B) Lift hands and head to surface.
5. Pupils must be taught to control the muscles of the stomach, arms and legs.
6. Pupils' eyes open under water.
7. Pupils must be competent in Shallow Water Practices.

Pool Safety.

(A) For Poolside Practices the Teacher must find the deepest water available. Safest minimum depth is body stretched tip-toe to finger-tip. Remember that the minimum depth for teaching Diving is 1.8 metres.

(B) Minimum depth for teaching Racing Dives is Shoulder Height.

(C) Use a pole to test depth, or, get pupils to do a feet-first surface dive.

(D) The Teacher must teach the pupils to achieve a Safe Angle of 30 degrees from the horizontal when teaching normal diving and 20 degrees from the horizontal when teaching racing dives.

- (E) The Teacher must make sure that the Diving Area is safely roped off and that no other group clashes with his/her class.
- (F) The Teacher must make sure that none of the pupils are wearing Goggles when they are diving. Pressure on the Goggles can severely damage the eyes.
- (G) Hats must be worn for all Swimming and Diving Activities, especially for long hair. (Hair can get into the mouth and eyes.).
- (H) The Teacher must ensure that, after diving, pupils must return to the Pool-side quickly and quietly leaving the diving area free and safe for other Divers.
- (I) If a pupil complains of any Ear trouble, the said pupil must not be allowed to swim and/or dive. Water pressure increases as a pupil dives to depths of 1.5 metres or more.

14. HYGIENE. It is essential that high standards are maintained to prevent the spread of infectious diseases. A warm and moist atmosphere like a Swimming Pool is an ideal breeding ground for germs. Children, suffering from tummy-upsets, colds, influenza, catarrh, sore throats, open sores or foot infections, etc. should be excluded from swimming.

The Teacher may have to explain this to the Parents/Guardians, and the reasons why, but it will mean that the rest of the class is safe. With the help of the Parents/Guardians, the Teacher must try to get the pupils to learn good Hygiene habits. It will save a lot of time, and help the Teacher, if the following general Rules could be adhered to:-

- (A) Clothing should be arranged tidily, in the lockers provided, leaving the Cubicles free for others to use. This can prevent Property being stolen.
- (B) Outdoor shoes must never be worn on the Pool-side.
- (C) Toilets must always be used before entering the Swimming Area.
- (D) Pupils must use Handkerchiefs before entering the Swimming Area. (Blow noses.).
- (E) Body Cleanliness: A child with dirty knees, feet or hands must have a shower before entering the Pool. The Parents/Guardians and the Teacher should get the pupils to take a shower anyway, because this will remove perspiration that can effect the Chemical balance in the water.
- (F) Swimming Hats must be worn by all pupils in the water. This is both for Safety and Hygiene.
- (G) Pupils, or their Parents/Guardians, must tell their Teacher if they, the pupils, have an infection such as Veruccae, Athletes Foot, Colds, Coughs, Sores, Ear Infections, Bleeding Cuts, Abrasions Etc. The child will not be allowed to swim with any of these Conditions.
- (H) After swimming, pupils should have a shower, then thoroughly dry, especially hair, ears and feet. Swimwear should be washed after each lesson.

15. ACTIONS TO BE TAKEN IN AN EMERGENCY. Although every possible care is taken to ensure that all Club members and the public are kept safe within the precinct of the Centre, accidents and incidents can, and do, occur. This is why all teachers undergo training in Safety and have life-saving qualifications. Therefore, in the event of an accident or an incident occurring the following actions must be taken:-

(A) FIRE. In the event of the Fire Alarm being sounded, teachers must get all their pupils out of the water, by using whistles if necessary, and take them round to the gallery side of the Pool. The gates to the gallery must be lifted out of position to allow the pupils parents/guardians to join their children. This will help to calm them and stop them becoming distressed. If the fire is in another part of the building all must remain on the Poolside until one of the Centre's staff, or the Duty Manager, comes to tell everybody which Fire Exit they must use. All must then leave the building in an orderly manner and proceed to the assembly area which is the Coach Park, at the back of the Car Park. Once the Fire Alarm has sounded, nobody is allowed to go into the Changing Area to retrieve their belongings. Foil blankets can be located in the First-aid Room. If the fire is within the Pool-hall then everybody must proceed to their nearest Fire-Exit, in an orderly and quiet manner, and go to the Coach Park. In the event of an explosion, or obnoxious fumes being released, the same procedures, as above, must be used.

(B) LIGHT FAILURE. In the event of a Power Cut (Light Failure.) the Emergency Lights will come on although these will not give enough light for classes to continue. Therefore all teachers must call to there pupils to come to the side of the Pool, climb out then proceed to the gallery side of the Pool where they will wait for a member of the Centre's staff to show everybody out of the building with a torch. Meanwhile, all the parents and guardians should remain seated in the gallery until they are asked to leave the building. Nobody is allowed to get back into the Pool until the lights are turned back on.

(C) INCIDENT IN THE POOL. In the event of a incident where a pupil, whether they can swim or not, gets into difficulties in the Pool, the teacher must attract the Life-guard by blowing their whistle, and/or activate the nearest Emergency Alarm and tell the rest of the class to climb out of the Pool, and then proceed to carry out the appropriate Rescue. If the casualty is either injured or unconscious the Rescuer must bring the casualty to the Pool-side, support them and wait for assistance from Pool staff and First-aider. It is essential that all teachers must know where the Spinal Board is so that if asked to bring it to the scene of an accident no time will be lost by trying to find it. In some cases it is necessary to call for an Ambulance. The Emergency Phone is outside the First-aid

Room by the deep end of the Pool. In order to save valuable time all teachers and staff should get to know what the Emergency Numbers are. They are *00 or 99 999. Ask for the Ambulance. Give the details of the Incident and tell them where you are and who you are. Everybody, teachers and pupils must know and recognize the WHISTLE CODE so they will know what to do when it is heard. The Whistle Code is as follows:-

One short blast and finger pointing - To attract a person in the water who could be misbehaving and endangering other swimmers.

Two short blasts - To attract a Life-guard or a Teacher in an Emergency.

Three short blasts - Everybody to move out of the way as Whistler is to initiate a Rescue.

One Long Blast - Everybody must vacate the Pool.

As part of their training in Safety all pupils must learn the Whistle Code.

(D) POLLUTION IN THE POOL. The water in the Pool can become very cloudy. This is due to perspiration and urine released into the water, causing an imbalance of chemicals in the water. If the water is cloudy then the Centre's Duty Manager must be informed immediately. Nobody is allowed to enter the water until the bottom of the Pool, at the deep end, is clearly seen.

Other items can pollute the water such as Faeces, Vomit and Blood. If any of these are present in the water, everybody must vacate the water and the Duty Manager must be informed immediately. Nobody is to enter the water until the Pool is clear. If a casualty is bleeding in the water the rescuer must approach the casualty from upstream and then have a shower immediately after the rescue.

16. CRIMINAL RECORDS BUREAU. The Barbarian Swimmers' Club has a Policy that all Teachers and other Members of Staff must have a C.R.B. check if they are working with children. This is to ensure that Teachers and Pupils are working together in a Safe and secure Environment. It also ensures the Parents/Guardians that their children are swimming free from any harm or abuse. All Teachers and members of staff who are sixteen and over must allow themselves to have these checks.

In the event that any active Club member (Teacher, Student and Staff.) should receive a C.R.B. Certificate that shows that they have committed a criminal act, then the Club Committee should convene a special meeting to discuss this matter. If the Committee finds that the criminal offence contravenes the Club's Constitution and/or the Rules and

Guidelines (Child Abuse, Disorderly Conduct, or any Act that threatens the Safety of any and all Club members,) then the said Club member must be asked , by the Committee, to leave the Barbarian Swimmers' Club forthwith. If the criminal act is something like a motoring offence etc. the Committee should not take any action as the offence is outside the Club's jurisdiction.

INFORMATION FOR PARENTS AND GUARDIANS. All the Teachers who work for the Barbarian Swimmers' Club are fully qualified to teach swimming. They are volunteers and receive no payment, for their teaching, from the Club. We insist that all our Teachers hold a current Life-saving Certificate, and that they renew this every two years. The Club runs Swimming Teachers' Certificate Courses so that our Teachers can upgrade their qualifications which obviously upgrades the standard of teaching on the Pool-side. If anyone is interested in becoming a Swimming Teacher please feel free to ask at the Barbarian desk for information about our future Courses.

If a member needs further information about the Club, there are three other Documents that are available at the Club desk, as follows:-

Club Constitution.

Club Equity Policy Statement.

Introduction to Club and General Information

All the above Rules and Guidelines have been brought about over a period of many years in the interest of Safety and Hygiene in accordance with Rules on Health and Safety. The Club asks that all Members read and abide by all the above Rules and Guidelines so that everybody can enjoy their sport in a Safe and Secure Environment. However, as more Legislation comes into being, Additions, Alterations and/or Deletions may occur and the Club Committee will deal with this, as and when the situation arises.

For and on behalf of the Barbarian Swimmers' Club on this 25th. Day of March. 2005.
Amendments to the Rules and Guidelines written on 28th. February. 2007 and also
4th. August, 31st. December 2008 and 8th. April 2009.

Mr. L. W. Treen. D.S.T.A.
President/Committee Member.
Barbarian Swimmers' Club.