



Runcorn REPS ASC

Operating Standards

Forward

This policy document has been produced to outline the minimum standards for the club to run training sessions and events, by providing minimum staffing levels and the appropriate level of qualification for these staff. It also sets out the responsibility of staff at training sessions and events and sets out the appropriate command structure within the club.

Training Sessions

Staffing Levels

- All training sessions should have an ASA Level 3 Swimming Coach in attendance.
- All sessions with up to 29 swimmers in attendance shall require at least one ASA Level 3 Swimming Coach.
- All sessions with 30 swimmers or more in attendance will require at least one ASA Level 3 Swimming Coach and one ASA Level 2 Swimming Teacher or ASA Level 2 Swimming Coach.
- ASA Level 1 Swimming Teachers or Level 1 Swimming Coaches may be used in a supporting role to ASA Level 2 Swimming Teachers or Level 2 Swimming Coaches or ASA Level 3 Swimming Coaches. ASA Level 1 Teachers should be supervised at all times.
- The club shall have a policy of seeking all staff to gain coaching qualifications from the issue of the policy when attending an ASA course, rather than a teaching swimming qualification.

Teaching Numbers & Capacity

- There will be a maximum limit of 40 Swimmers at any training session.
- For C Squad Bronze and Silver levels there will be a maximum of 10 in each lane where ASA Level 2 Swimming Teachers are teaching and 6 where ASA Level 1 Swimming Teachers are teaching under supervision. The normal numbers however will be limited to 8 per lane where ever possible to ensure quality coaching.
- For all C Squad Gold, B Squad and A Squad levels there will be a limit of no more than 8 in each lane. For B Squad and A Squad the normal limit, where ever possible shall be 6 per lane to ensure quality coaching.
- Teaching ratios for each level will be as follows:
 - 1:10 for all C Squad Gold Lanes;
 - 1:16 for all A Squad & B Squad Lanes;
 - 1:6 for all C Squad Bronze & Silver Lanes when an ASA Level 1 Swimming Teacher is teaching, who is under supervision;
 - 1:10 for all C Squad Bronze & Silver Lanes when an ASA Level 2 Swimming Teacher is teaching.

Responsibility

- At all training sessions the ASA Level 3 Swimming Coach shall have responsibility for the health & safety, welfare and duty of care for all swimmers in the pool and in the training venue on behalf of the club.
- Where there is more than one ASA Level 3 Swimming Teacher in attendance the club shall nominate one person to undertake the role or responsibility before the session.
- The club shall inform the centre operators of this person before the session takes place in writing.
- All other teachers and coaches have responsibility for the health and safety, welfare and duty of care for the swimmers in their lane.

Guidance

- Where the person in charge perceives there is a threat to the health and safety, welfare and duty of care to a swimmer they should intervene in the club interest even if the swimmer is under the supervision of another teacher.
- Where a teacher is missing from a session cover should be sought. Sessions should not operate if they do not meet the requirements of these operating standards, or some aspects of the session should be limited.

Gala Events

- For all Galas a suitably qualified person, such as chairperson, club secretary, gala secretary or team manager will complete a Gala Information Sheet.

Staffing Levels

For events defined as "Club Event" on the Gala Information Sheet

- The club will appoint a person to act as Team Manager.
- The club will appoint at a team manager for boys and girls and a person to act as timekeeper for the club.
- The club will aim to have either one male or one female member of staff as part of this team.
- The club will also provide at least one judge for the gala where required.

For events defined as "Individual Event" on the Gala Information Sheet

- The club shall only appoint the staff as listed for Club events at its own discretion.

Responsibility

For events defined as "Club Event" on the Gala Information Sheet

- The club official acting as team manager shall have full responsibility for health and safety, welfare and duty of care for all swimmers whilst in the clubs' care, including travelling, where provided by the club, and at the venue.

For events defined as "Individual Event" on the Gala Information Sheet

- The club shall not have responsibility for the health & safety, welfare and duty of care unless agreed in advance by the club.

Guidance

- The team managers should ensure they know where all swimmers are at all times by undertaking head counts and registers before leaving for the event and before departing for home from the event
- The team manager should ensure that there is a mobile phone with them during the event if possible.
- The team manager should carry a copy of the clubs' database containing all medical information and emergency contact information for all swimmers in attendance.

Other Events

- For all other events the club shall appoint a suitable number of officials for the event.

Records of Updates:

January 2008: First Issue

February 2009: Maximum swimmers per lane update and coaching qualification requirements updated in line with ASA standards and club quality assurance monitoring.

1. Maximum swimmers per lane reduced and per teacher.
2. ASA Level 1 and Level 2 updated to Coaching Swimming Standard.