



# Alsager Swimming Club

## Returning to Swimming

Alsager Swimming Club  
August 2020



# RETURNING TO SWIMMING

This document contains all the information about the return to swimming. Please read it carefully and then complete the google forms to say you have read it and agree to follow the codes of conduct set out below.

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# RULES AND INSTRUCTIONS FOR COACHES, COVID-19 SESSION LEADS, PARENTS AND SWIMMERS DURING COVID-19 RESTRICTIONS

Please carefully read all the instructions below. **It is important that everyone follows these rules to keep safe.**

## BEFORE RETURNING TO TRAINING

1. Respond to Questionnaire regarding contact details and Covid-19 exposure
2. Attend the relevant Zoom meeting ([See Return to Swimming Zoom training timetable](#))
  - Swimmers and one parent/guardian attend a squad specific meeting before returning to swimming
  - Coaches to attend a head coach meeting prior to returning to coaching
  - Covid-19 Session Leads to attend a meeting with the Covid-19 Liaison Officer
3. Parents/guardians to confirm acceptance of regulations and temporary payment structure by e-mail. Acceptance of the regulations is on behalf of your swimmers and anyone who will drop off/pick up the swimmers.
4. Agree to the relevant [Codes of Conduct](#).

**All 4 must be completed before swimmers can return to the pool.**

## BEFORE LEAVING HOME

- Make sure all your equipment, including water bottles are clearly labelled.
- Parents, please ensure your swimmers know how to adjust their goggles. Coaches will still be able to do this in a session, but we are trying to encourage less physical contact with individual's equipment. Please make sure the goggles are fitted properly.
- Consider using a onesie, dry robe, towel robe to arrive "beach ready" and for fast changing after.
- Please try and complete the pre-pool warm up session provided by the head coach. This is more important for Black and Red squads but is a good habit for Blue Squads to get into.
- Go to the toilet before you leave home. Toilets at the leisure centre are available but we are encouraging you not to use them.
- You will need a water bottle, goggles, towel and the clothes you are going to put on after training in a bag. Your water bottle must be filled at home. You will not be able to refill at the pool. You need approximately 750ml of fluid for the session. You will also need any personal equipment (floats, pull buoys etc) but for the first few weeks of training will not use any of this kit.
- Please make sure you have your swimming costume/trunks on underneath your clothes. You will not be able to use the changing rooms before the session (the previous group are using them). You will be required to remove your overclothes on poolside, so your swimming gear needs to be on when you arrive.

## ARRIVING AT THE POOL

- When you arrive park as normal.
- Before getting out of the car please remind swimmers that social distancing needs to be observed as you make your way to the leisure centre. You should also not attempt to enter the building more than 10 minutes before the start of the session.
- All Parents (regardless of the swimmers age) must accompany the swimmer and arrive no earlier than 10 minutes before the session start time to register with the [Covid-19 Lead](#) (see glossary) who will be positioned either outside of, or just inside the main entrance. Entry to the leisure centre without registering with the Covid-19 Lead is strictly prohibited.** Registers are pre-printed with the default contact details obtained in the contact check phone call but may be amended for the session.
- Please do not bring the whole family to drop off one swimmer.
- Parents of swimmers aged 8 and under may accompany their child in the changing room. If an older swimmer needs assistance, Everybody Alsager may consider a request – please email the club to request this.
- When you get to the centre you will need to sanitize your hands at the station provided by [ESAR](#).

- Spectators can go to the viewing area if they wear a mask (unless exempt) and observe social distancing rules. (Be aware viewing space is limited, so we suggest that this should only be used if the swimmer is aged 8 or under) There will not be any seats or tables and the viewing area is the designated route to the gym, and these routes must be kept clear.
- We will keep the registration process as brief as possible. Should a queue form, you will need to observe social distancing.
- Please do not arrive late for the session. The actual swim session is only 45 minutes long. Late arrivals will be refused entry as it compromises the process of keeping everyone as safe as possible.
- All Parents, except those going to the viewing area, must not enter the building.**

#### TRANSIT TO THE POOL HALL AND GETTING READY TO SWIM.

- Please follow the one-way system to the pool.
- Please follow the one-way system on the poolside.
- You will have a designated place on poolside to stand while you remove your overclothes and to store your personal belongings. Get your goggles, water bottle and any other kit you need for training.
- Please remain at your designated spot until instructed to enter the water. There will be a short session briefing and reminder of the rules.

#### TRAINING/SWIMMING

- You will have been given a lane number to train in and a position in the lane. Your position in the lane indicates where you will stop during rest period.
- If some of your squad cannot attend a session you might notice that there are only one or two in your lane. Therefore, you will be asked to close-up and not leave such large gaps.
- If all six swimmers in your lane are at the session and other lanes are half empty you will not be allowed to swim in another lane. This is to prevent confusion.
- When your lane is instructed to enter the water, you will be allowed to place your water bottle at the designated place and then enter the water and make your way to your rest point.
- Please be ready to enter the water when instructed. If you are not ready, we cannot proceed with the session.


Training session will be a little different as follows:

- The pool will be set up as 4 lanes not 5
- All lanes will swim in the same clockwise direction (not the normal alternating clockwise/anticlockwise)
- Training will all be technique and aerobic. There will be no sessions where we will require you to swim hard and to get out of breath.
- As your fitness and technique returns, we will gradually increase the load (distance) and intensity (speed) but there will be no strenuous work for some time.
- The following will be employed to reduce time stood still (which reduces the risk of infection but also increases through amount of swimming we can do):
  - Technical instructions will focus on one point at a time. Detailed descriptions of the strokes will be e-mailed to members.
  - Explanations will be kept short. The head coach will be providing videos to explain the drills. Please take time to view them and make sure you know the drills.
  - Sets will be kept simple and therefore repetitive.

#### EXITING THE LEISURE CENTRE

- All parents must wait outside the main entrance (away from the doors) at the end of the session (including those who have been in the viewing area). You will not be allowed to enter even if it is raining. Please be on time. The Covid-19 Lead will not allow swimmers to leave unless they can see the person who is collecting them.**
- Swimmers should sign out with the Covid Lead who will then identify the parent before releasing the swimmer.**

# ALSAGER SWIMMING CLUB COVID-19 RISK ASSESSMENT

Activity, object or location Pool Training Sessions		Assessor: Philip Balcombe Position: Head Coach Club: Alsager Swimming Club		Signature: 	
Date: 16/08/2020 Review Date: Pre-Pool Opening					
Hazard	Risk	Who may be infected	Controls Considered	Additional Controls	Action (Who)
Arrival at facility.	Low (outside)	Members Coaches Parents	<ol style="list-style-type: none"> <li>Parents of older swimmers (10 and over) to drop the swimmers to the Covid-19 Lead</li> <li>Parents of younger swimmers (9 and under) to bring the swimmers to the entrance and hand over to Covid-19 Lead</li> </ol>	<ol style="list-style-type: none"> <li>Swimmers and parents instructed on the necessity to social distance in the car park and to form an orderly socially distanced queue while waiting to register.</li> <li>Swimmers should arrive at the pool no earlier than 10 minutes before the start of their session.</li> <li>Swimmers will be checked in (registered) before being allowed on deck.</li> <li>Swimmers must be at the pool at the start of their session. Late arrivals will not be allowed into the pool.</li> </ol>	Head Coach to write rules for Swimmers and Parents and to run squad by squad zoom training prior to return to training.
Entry to the building and registration	High	Members Parents Coaches Covid-19 Session Lead	<ol style="list-style-type: none"> <li>Socially Distanced Queue</li> <li>Sanitize hands on entry. Sanitizer provided by ESAR</li> </ol>	<ol style="list-style-type: none"> <li>Pre-Printed squad registers with default contact details</li> <li>Swimmers 10 and over to join the queue without parents</li> <li>9u swimmers have a parent queue with them</li> <li>Covid-19 Session Lead to record the swimmer's entry and note any changes to default contact details.</li> <li>Covid-19 Session Leads to wear a face covering during registration.</li> <li>Parents, coaches, members and Covid-19 session leads are trained in the process</li> </ol>	Committee and Head Coach to check contact details are up to date via initial phone call then follow up questionnaire (mandatory response before being allowed to train). Club Covid-19 Liaison to teach Covid-19 session leads prior to return to training Head coach to include video in squad and coaches zoom meetings.
Transit to Pool	Medium	Members Coaches Covid-19 Session Lead	<ol style="list-style-type: none"> <li>ESAR have one-way system in operation</li> <li>Changing rooms not in use pre-session</li> <li>Swimmers arrive "beach ready"</li> </ol>	<ol style="list-style-type: none"> <li>Swimmers, Covid-19 session leads, and coaches are shown the transit procedure.</li> <li>Doors on route to the pool are propped or held open during the entry process.</li> <li>Entry route is cleaned between sessions (ESAR)</li> </ol>	Club Covid-19 Liaison to teach Covid-19 session leads prior to return to training Head coach to include video in squad and coaches zoom meetings.
Preparation to swim	High	Members Coaches	<ol style="list-style-type: none"> <li>Social distancing on deck</li> <li>Nobody is allowed on the same side of the pool as the lifeguard</li> </ol>	<ol style="list-style-type: none"> <li>Swimmers are preassigned lanes to train in and a position within the lane.</li> <li>Swimmers are preassigned a location to place clothes and to stand during briefing. Positions to be indicated.</li> </ol>	Head Coach to preassign lanes and position ESAR and Club Covid-19 liaison to agree how to mark out positions Swimmers to bring minimum kit with them Head coach to cover procedure in squad and coaches zoom meetings.

In pool training	Medium	Swimmers Coaches	<ol style="list-style-type: none"> <li>1. Maximum of 6 per lane</li> <li>2. Pool configured to 4 lanes (usually 5).</li> <li>3. All lanes to swim in the same direction (minimize cross over time)</li> <li>4. Alternate lanes stop at opposite ends of the pool</li> <li>5. One in one out policy for use of the toilet</li> <li>6. No shared or lent out training aids allowed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Weakest/Shortest swimmers assigned to lanes resting at the shallow end</li> <li>2. Para swimmers, Autistic swimmers and ADHD swimmers assigned to side lanes.</li> <li>3. Designated places for water bottles and kit.</li> <li>4. Re-enforce rules regarding touching other swimmer's equipment.</li> <li>5. Instruct swimmers to go to the toilet before leaving home.</li> <li>6. Provide swimmers with exercises for pre return to training and also pre-pool to be completed before leaving home (to reduce injury risk)</li> <li>7. Initially use no training aids.</li> <li>8. No anaerobic sets.</li> <li>9. Masks are optional for coaches delivering the session but mandatory in close contact situations with the swimmers (e.g. fixing goggles)</li> <li>10. In addition to face masks coaches must use hand sanitizer before and after touching any swimmer's equipment (e.g. goggles)</li> <li>11. Coaches must not stand on the same side of the pool as the lifeguard.</li> <li>12. A single coach, or the lead coach for the session should stand mid pool on the opposite side to the lifeguard.</li> <li>13. Multiple coaches should stand at the end of the lane that they are supervising.</li> <li>14. Coaches should keep sessions and instructions simple and clear.</li> </ol>	<p>Head coach to assign positions as above. Head coach to cover rules and procedures in zoom training.</p> <p>Head coach to provide links to Swim England pre return exercises and to provide video and graphic relating to pre-pool exercise.</p> <p>Head coach to order hand sanitizer and a selection of masks from Swimzi.</p>
Exiting the pool and leaving the building	High	Swimmers	<ol style="list-style-type: none"> <li>1. Showers are out of bounds</li> <li>2. Swimmers to exit via the changing rooms that can be used and are marked out for social distancing.</li> <li>3. Swimmers to follow the one-way system to the exit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Encourage swimmers to wear onesies or similar to facilitate fast egress</li> <li>2. Dismiss lanes one at a time</li> <li>3. Remind swimmers of the need to social distance in the changing rooms and to leave the building quickly.</li> <li>4. Covid-19 Session Lead to be at the exit of the building to ensure younger swimmers are collected.</li> <li>5. Coaches who have finished on deck must leave the building via the route indicated immediately.</li> </ol>	Head coach to cover procedure in squad and coaches zoom meetings
Post training recovery	Medium	Swimmers	<ol style="list-style-type: none"> <li>1. None required by ESAR</li> </ol>	<ol style="list-style-type: none"> <li>1. Recovery training snack to be consumed outside of the building ideally withing 40 minutes of leaving the pool</li> <li>2. Post Training Stretching program to be completed at home</li> </ol>	Head Coach to include advice about recovery snacks and a stretching protocol (video) at the squad zoom training sessions

If anyone falls ill with Covid-19 the club liaison officer will follow the latest UK Government and [ESAR](#) guidelines.

#### THE MAIN SYMPTOMS OF COVID-19 ARE:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least 1 of these symptoms.

## NOTIFICATIONS IF A SWIMMER IS NOT GOING TO ATTEND A SESSION

We require swimmers who are not going to attend a session as a one off, to contact the club, via e-mail [alsagerswimmingclub@gmail.com](mailto:alsagerswimmingclub@gmail.com), before the session starts. If this is due to illness, we will require the swimmer or parent to confirm if the illness is suspected Covid-19 or something else.

## PROCEDURE IF A PARTICIPANT DEVELOPS SYMPTOMS DURING TRAINING

Symptoms developing during training may be unlikely. Some swimmers might start coughing if they swallow some water and it may not be considered developing a new persistent cough.

If a swimmer is concerned that they have developed symptoms they should speak to the coach in charge of the session. Please see the list of symptoms above.

## NOTIFICATION IF A PARTICIPANT DEVELOPS SYMPTOMS AFTER A SESSION

**Symptoms developed after a session need to be notified to the club, via e-mail as soon as possible.**

[alsagerswimmingclub@gmail.com](mailto:alsagerswimmingclub@gmail.com)

## NOTIFICATIONS IF A PARTICIPANT TEST POSITIVE FOR COVID-19

**If a participant tests positive for Covid-19 they need to inform the club, via e-mail as soon as possible.**

**Please note this is testing positive for the virus not the antibody test that indicates if you have already had the virus.**

## PROCEDURE IF A SWIMMER DISREGARDS THE RULES SET OUT

On first infringement of a rule the swimmer will be given a caution.

On a second infringement in the same session a swimmer will be suspended from training for the next session that they are scheduled to attend.

Further infringements will result in a suspension of a week.

Any further infringement and the swimmer will be told not to participate until restrictions are lifted.

Some serious infringements which significantly increase the risk of transmission (such as squirting the contents of a water bottle at another swimmer) will result in the swimmer being asked to stand on the side of the pool in isolation until Alsager Swimming Club AND [ESAR](#) give approval for the swimmer to leave the building via the changing rooms and be collected by the parent. Rules which are considered serious infringements will be clearly identified to the swimmers.

## PROCEDURE IF A PARENT, SWIMMER, COACH OR ESAR EMPLOYEE IS CONCERNED ABOUT ANY ACTIONS OR EVENTS THAT TOOK PLACE IN A SESSION

If anyone is concerned about anything that occurs during a session should raise it immediately with the [Covid-19 Lead](#) for that session (not the coach) and then after training with the [Covid-19 Liaison](#) officer via e-mail, stating the session and nature of the issue.

## PROCEDURE IF YOU WISH TO SPEAK TO A COACH.

Coaches are normally around after a session to speak to parents but while restrictions are in place, they are required to leave the building immediately if they are not taking the next session. If you wish to speak to a coach please e-mail the Head Coach ([Philip\\_balcombe@hotmail.com](mailto:Philip_balcombe@hotmail.com)) or call (07757696616). If you want to speak to a specific coach Philip will get that coach to call you.

## CODES OF CONDUCT

Everyone involved with Alsager Swimming Club (Swimmers, Parents, Coaches, Volunteers and Committee members) must agree to follow the relevant codes of conduct set out by Swim England. All of these are set out below.

### CODE OF CONDUCT FOR SWIMMERS

As a member of our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club we expect you to:

- Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- Take care of our equipment and premises as if they were your own.
- Make it to training and competitions on time and if you're running late, let a member of the club know.
- Make your coach or teacher aware if you have any difficulties attending training or competitions.
- Not wander off or leave training or a competition without telling your coach, teacher or team manager.
- Bring the right kit to training and competitions.
- Follow the rules of the club, squad or activity at all times.
- Respect the privacy of others especially in the changing rooms.
- Make our club and activity a fun, happy, friendly and welcoming place to be.
- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your teammates, tell them when they've done well and be there for them when they are struggling.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Get involved in club decisions, it's your sport too.



## CODE OF CONDUCT FOR PARENTS/GUARDIANS

As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a club member we expect you to:

- Make sure your child has the right kit for training and competitions as well as enough food and drink.
- Ensure your child arrives to sessions on time and is picked up promptly.
- Inform us if you're running late to collect your child or if your child is going home with someone else.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Maintain a good relationship with your child's coach or teacher.
- Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- Not enter poolside or interrupt training or competitions unless in an emergency.
- Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise and developing skills. It's not all about wins and losses.
- Behave positively as a spectator at training or competitions and treat others with respect.
- Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- Talk to your child and ensure they understand the rules of the club and the sport.
- Ensure your child understands their Code of Conduct.

## CODE OF CONDUCT FOR COACHES AND TEACHERS

As a coach or teacher, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club. Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a coach or teacher at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.
- Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.
- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.
- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Treat all personal information about children or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.

## CODE OF CONDUCT FOR COMMITTEE MEMBERS, OFFICIALS AND VOLUNTEERS

As a volunteer at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a volunteer at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

## ZOOM CODE OF CONDUCT

Some initial return to pool training and some land training will take place on the zoom platform. To keep everyone safe please carefully read the code of conduct below.

Please be aware that Zoom is not owned by or working in partnership with Alsager Swimming Club. Therefore, in participating in this live online session, you are accepting the terms of Zoom's [privacy policy](#), that lies outside of Alsager Swimming Club's control.

Coaches and Committee members:

- A coach will host, and a committee member will attend each Zoom session.
- The host will follow the zoom guidelines set out by ASC.
- The meeting should be locked after all anticipated participants have signed in.
- Swimmers should be reminded at the start of the session that they must use polite language when asked to join in.
- A log should be kept of the date, time, duration and swimmers present during the session.
- Coaches and Committee members should wear suitable clothing. Other members of their household should attempt to not be visible or audible. The background scene should be appropriate.
- Coaches and Committee members must use appropriate, professional language.
- Any Safeguarding concerns should be raised with a welfare officer via [welfareofficerasc@gmail.com](mailto:welfareofficerasc@gmail.com). The session should be stopped if there are immediate concerns.

Parents/Guardians:

- Parents' consent to the Zoom sessions and agree not to make any recordings of the session.
- The swimmers display name should be their full name or they will not be admitted to the session.
- The content of each session is confidential as are the password and invitation codes.
- A parent must be present with the swimmer during the session. Other members of the household should not be visible or audible.
- Parents must dress in appropriate clothing and use appropriate language.
- Parents should not interact with the session but may contact the staff after the session if there are any questions or concerns.
- Parents should ensure that the swimmers are aware of the expectations set out below.

Swimmers:

- Swimmers should be dressed appropriately in front of a suitable background.
- Swimmers should follow the Rules and Expectations set out in the meeting invitation email.
- Swimmers should be aware that not following these rules could result in them being sent to the waiting room and/or barred from future online sessions.
- Swimmers should insure they have any equipment needed for the session on hand.

## RETURNING TO SWIMMING ZOOM MEETING TIMETABLE

It is a Swim England requirement that everybody must attend a Zoom meeting before returning to the pool.

Phil is offering specific squad meetings detailed in the table below. **All swimmers must attend one of these meetings with a parent or guardian or will not be able to return to the pool.** If you cannot attend any of these meetings, please get in touch via email ASAP – [alsagerswimmingclub@gmail.com](mailto:alsagerswimmingclub@gmail.com)

An invite will be sent prior to the meetings with the link for you to follow. Please ensure that the [Zoom Code of Conduct](#) is always adhered to.

Squad	Squad meetings	Meeting time if you were unable to attend the squad specific zoom meeting	Meeting time if you were unable to attend the earlier meetings
Lower Blue	Thursday 27 <sup>th</sup> Aug @ 6.00pm	Monday 31 <sup>st</sup> Aug @ 6.00pm	
Upper Blue	Thursday 27 <sup>th</sup> Aug @ 7.00pm		
Red	Monday 24 <sup>th</sup> Aug @ 6.00 pm	Tuesday 25 <sup>th</sup> Aug @ 7.00pm	Monday 31 <sup>st</sup> Aug @7.45pm
Black	Monday 24 <sup>th</sup> Aug @ 7.00 pm		
Coaches	Monday 24 <sup>th</sup> Aug @8.00 pm	Monday 31 <sup>st</sup> Aug @ 8.00pm	

If you cannot attend any of these meetings you must email the club ASAP [alsagerswimmingclub@gmail.com](mailto:alsagerswimmingclub@gmail.com) so that any extra meetings required can be arranged. **Swimmers will not be allowed into the pool until they have attended a meeting.**

## TEMPORARY POOL TIMETABLE

Due to current Covid-19 restrictions leisure centres have had to change the way they run their pools; this has resulted in swimming clubs across the country not being able to get the number of sessions they normally have. After liaising with Alsager Everybody we have been able to secure 15 time slots (which is more than many other clubs have managed), however these slots are not always at our preferred times. We have taken time to develop a timetable which we feel uses these slots most effectively, although we are aware that this timetable is not ideal. Fees have been altered to reflect the reduced swimming hours (see [Temporary Fees](#)).

This timetable will be in place from the 1<sup>st</sup> of September until Christmas (although may be subject to minor changes where necessary) when it will be reviewed alongside Everybody Alsager. We hope that we will then be able to increase the number of slots and have more of our preferred times.

We have been given the opportunity by ESAR to have some trial runs with our older swimmers in Red and Black squad before the pool officially reopens on the 1<sup>st</sup> of September. Therefore, **if they have attended the zoom meeting Red and Black can swim at the following times:**

RED-

- Wednesday 26<sup>th</sup> of August 18.00-18.45
- Friday 28<sup>th</sup> of August 18.00-18.45

BLACK-

- Wednesday 26<sup>th</sup> of August 18.45-19.45
- Friday 28<sup>th</sup> of August 18.45-19.30

**Swimmers (along with their parent/guardian) must arrive no more than 10 minutes before their session begins and register with the Covid-19 Lead. Anyone who arrives late will not be able to be admitted.**

Squad	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Lower Blue:</b> Pick one session only					<b>19.45-20.30</b>		<b>18.00-18.45</b>
<b>Upper Blue:</b> May attend all sessions	<b>19.45-20.30</b>			<b>19.45-20.30</b>			
<b>Red:</b> May attend all sessions		<b>19.45-20.30</b>			<b>20.30-21.15</b>	<b>07.00-07.45</b>	<b>08.45-09.30</b>
<b>Black:</b> May attend all sessions	<b>20.30-21.15</b>	<b>20.30-21.15</b>		<b>20.30-21.15</b>	<b>21.15-22.00</b>	<b>07.45-08.30</b>	<b>08.00-08.45</b> <b>18.45-19.45</b>

**Please note: Lower Blue swimmers must pick one session and stick to that session each week to ensure we are maintaining bubbles.**

## TEMPORARY FEES

The reduction of available swimming time is reflected in the temporary fee change. **Please ensure you set up a new direct debit from the first of September**, these fees may be subject to change as timetable changes occur.

Account details: Alsager Swimming Club ASC

Account Number: 92573738

Sort Code: 60-01-12

Reference: **Swimmers full name**

Squad	Number of Sessions per week	Pre Covid-19 Fees	Temporary Monthly Fees
Lower Blue	1	£22.00	£20.00
Upper Blue	2	£32.00	£28.00
Red	4	£55.00	£35.00
Black	7	£65.00	£45.00

## GLOSSARY

**Covid-19 Liaison Officer-** Sam Pickford (Coach, Committee member and ESAR employee) is acting at the liaison between EASR and Alsager Swimming club ensuring that both parties meet the current government guidelines.

**Covid-19 Lead-** A DBS checked Committee member who is responsible for ensuring everyone follows rules during a session. This person (identifiable by their green covid-19 lanyard) will register the swimmer on entry to the leisure centre (no earlier than 10 minutes before the start of the session) and ensure the parents contact details for the session are correct. The Covid-19 Lead will also sign out the Swimmer at the end of the session to a parent who must wait outside the Leisure centre.

**ESAR** – Everybody Sport and Recreation who run the Leisure Centre.

## USEFUL CONTACT INFORMATION

General Enquiries or to report an absence: [alsagerswimmingclub@gmail.com](mailto:alsagerswimmingclub@gmail.com)

Welfare or Safeguarding concern: [welfareofficerasc@gmail.com](mailto:welfareofficerasc@gmail.com)

Website: [alsagerswimmingclub.co.uk](http://alsagerswimmingclub.co.uk)



[Alsager Swimming Club](https://www.facebook.com/alsagerswimmingclub)



[@alsagerswimmingclub](https://www.instagram.com/alsagerswimmingclub)