

Requirements:

- *Nomination of a Committee member to be appointed the Squad Co-Ordinator*
- *Contact list for Committee members to be provided to the coaches*
- *Pro-forma emails drafted and ready to send in event of any cancellation*
 - *Squad or swimming lesson*
 - *Club night*
- *This procedure to be circulated to all coaches, committee, school officers required to be aware, and posted on the Club webpage.*

Cancellation of swimming lessons or squad due to weather

- From time to time inclement weather conditions may cause the cancellation of a training session. The coaches have a duty of care to the swimmers and must ensure all swimmers leave the water if conditions are not safe eg any lightning in the area.
- Coaches must wait 30minutes from the last lightning sighting and/or thunder is heard before allowing swimmers back in the water.
- If in the view of the coaches the unsafe conditions are likely to persist, they should cancel the training session. The coaches must inform the Squad Co-Ordinator of this decision.
- Upon being notified that the Coaches have cancelled or suspended swimming, the Squad Co-Ordinator will contact:
 - the Webpage and Communications Manager, and
 - the School Officeto arrange immediate release of "Newsflash" communications via email and webpage. [Can we also do bulk text?]
- If you require information on whether a training session is proceeding please contact the Squad Co-Ordinator [] in the first instance, or visit the website. A Contact list of Committee members is available on the webpage if further information is required.
- A coach must always remain at the pool until all swimmers have been collected by parents and carers.

Cancellation of swimming lessons or squad due to coach illness

- Illness may cause the cancellation of a training session.
- If a coach is unable to attend a training session they must contact the Squad Co-Ordinator, and if unable to reach them, a Committee member from the contact list provided, as soon as possible, and in any case before:
 - 11am for afternoon training; and
 - 6pm for morning training the following day.This will allow Sharks Committee to send email communication to parents in a timely manner.

- Failure to provide notice before the above cut-off times may require the affected coach to attend the pool (even if only to advise swimmers there is no training). Coaches are responsible for the welfare of their swimmers, including in these circumstances.
- If for any reason they are unable to contact a Committee member, they must contact any other coaching staff as soon as possible.
- A final decision on whether or not to cancel a training session will be made by Squad Co-Ordinator, in conjunction with the coach/es on duty. This will be dependant upon being able to confirm availability of suitable coaches to attend the affected session/s.
- Committee will endeavor to release a newsflash via email immediately a decision is taken to cancel a swimming session.
- A coach must always remain at the pool until all swimmers have been collected by parents and carers.

Cancellation of club night due to weather

- A decision on whether or not to cancel a Club night will be made by the Committee, in conjunction with the coach/es on duty.
- The Committee will endeavor to release a newsflash via email immediately a decision is taken to cancel club night.
- If you require information on whether a Club night is proceeding please contact one of the Committee or visit the website.

Conduct

- All children must be accompanied by an adult on Club Nights.
- Squad swimmers must be dropped off at the pool not more than 15 minutes before the start of swimming sessions.
- Non-squad swimmers must be in the company of an adult at the pool at all times.
- Swimmers are required to follow coaches' instructions at all times.
- The Club accepts no responsibility for any swimmer leaving the pool enclosure without approval expressly given by the Senior Coach.
- The club accepts no responsibility for any child not complying with the above requirements.
- The club reserves its rights to discipline any child not complying with the above rules, including cancellation of attendance at future swimming sessions, club night, and club membership.